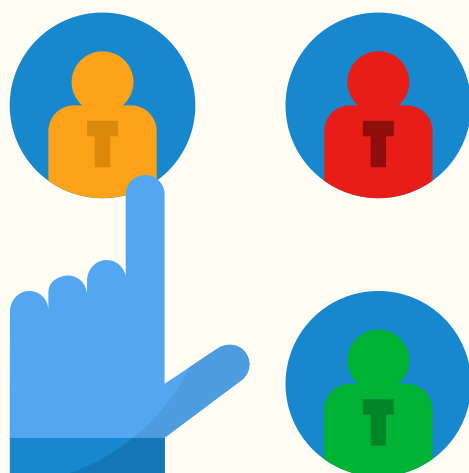


# HOW SASP WORKS

DFA RECEIVES FEDERAL  
AWARD AND SUBGRANTS  
ACASA A PORTION

## 1 ACASA sends out RFP and selects awardees

Awardees submit a proposed budget which may be modified if necessary. Once awarded, the budget is followed monthly and awardee sends invoices for reimbursement to ACASA.



## 2 ACASA Financial Procedure

- Modify awardee invoice if necessary.
- Send email to awardee if changes were made
- Enter direct deposits to awardees through banking system
- Send total ACASA invoice to DFA



3

## Bank Process

- Direct Deposits are drafted from the SASP Checking acct.
- The SASP account draws from the ACASA Line of Credit to pay the DDs.
- The LOC is \$100,000.00
- This process causes the SASP account to appear negative, but it is not since it draws from the LOC.



## 4 ACASA Reimbursement

- DFA receives ACASA Invoice
- DFA may modify invoice if necessary
- DFA scheduled DD to ACASA
- ACASA is paid in about 15-20 days for total of all invoices plus administration reimbursement



5

## Line of Credit

- Once the Direct Deposit is confirmed, the Business Manager transfers the amount deposited in checking to the LOC which pays it off
- SASP account is no longer "negative" and LOC is back to \$100,000.00



6

## Process Repeats

This process is repeated monthly throughout the grant year. The SASP grant year runs from July 1 through June 30. It is the only funding we receive that does not follow the October 1 through September 30th grant year schedule.

