ARPA Grant Dashboard Information Sheet

Reimbursement Process	Task Name	Task Descriptions
Step 1	Month	Reimbursement request month
	Initial Date Received	Receipt date of email for reimbursement request
	Reimbursement Requested Amount (Request Level)	Circuit reimbursement amount
	Senior Judges Amount	Circuit reimbursement amount for Senior Judge
Step 2	Return to Circuit	Date of email to request additional or missing documentation from circuit
	Additional Information Received	Date that requested additional or missing documentation was received from circuit
	Sent to Accounting	Date that reimbursement was sent to Grants Accountant for review
	Sent to Grants Manager	Date that reimbursement was sent to Grants Manager for 2nd review
	Sent to OPB	Date that reimbursement request was sent to OPB for final review and approval
Step 3	Date Approved by OPB	Date that reimbursement request was approved for payment by OPB
	OPB Deposit Date	Date that reimbursement request was paid by OPB to AOC
Step 4	Date Paid to Circuit	Date that reimbursement request was paid to fiscal agent
	Amount Paid to Circuit	Amount of reimbursement request that was paid to fiscal agent
Processing Days	SLA Performance	Reimbursement requests turn around performance