

# Full Fixed Cost Programs - Submitting a Supplemental RFR for Retroactive Hours

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## Purpose:

- To claim the costs of AmeriCorps member service hours retroactively, programs must submit a **supplemental Request for Reimbursement (RFR)** by updating the most recent grant workbook.
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## Required Items for Submission:

- To process a full-fixed cost supplemental RFR, submit the following:
    - An **updated grant workbook** that includes retroactive member service hours. **Use the most recently submitted grant workbook for**
    - A **new tab** explaining the circumstances and calculation
    - The **original RFR workbook** -
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## Step-by-Step Instructions:

### 1. Zero Out the Drawdown Request

- Go to the **Drawdown Request** tab.
- For the affected month, enter **“0”** in **Column C**.

### 2. Add Retroactive Hours

- Go to the **Member Hours Calc.** tab.
- **Enter the retroactive hours** in the appropriate cells.
- **Highlight** the cells where the hours were added.

### 3. Confirm Updated Amount

- Return to the **Drawdown Request** tab.
- Confirm that the **drawdown amount** has updated to reflect the added hours.

### 4. Add Explanation Tab

- Create a new tab titled something like “**Supplemental Explanation**” and include:
  - A brief description of **why** the supplemental request is needed
  - A breakdown of **how the reimbursement amount was calculated**

#### **5. Upload Workbooks to IPT**

- Upload the **supplemental workbook** under “**Supporting Documentation**”.
- Upload the **original workbook** under “**Other Supporting Documentation.**”

#### **6. Complete and Submit the RFR**

- Enter all required details into IPT.
- **Sign and submit** the RFR electronically.

#### **7. Notify UServeUtah**

- **Email your Program Specialist** to inform them that a supplemental RFR has been submitted.
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