

TA Reporting

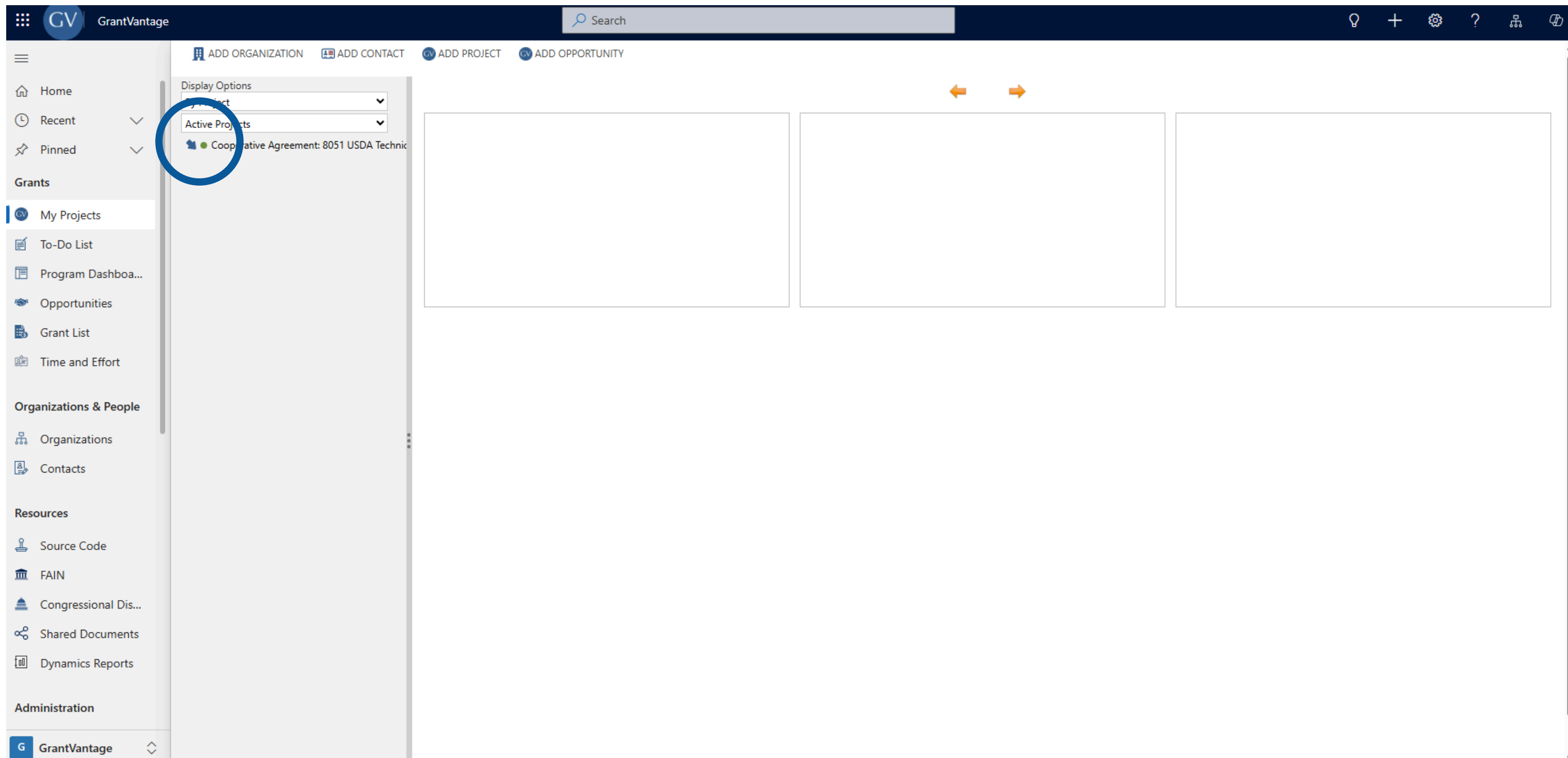
Drawdowns and Disbursements

Contact NACD Programs Manager Chessa Ossefoort at chessa-ossefoort@nacdnet.org with any questions.



National Association of
Conservation Districts

1 Navigate to your project by clicking on the blue arrow next to Cooperative Agreement



2 Double click on your project name to open the project details





Navigate to Drawdowns & Disbursements under the Related tab

The screenshot displays the GrantVantage application interface. At the top, the header includes the 'GV GrantVantage' logo, a search bar, and utility icons. Below the header, a navigation bar contains options like 'Save', 'Save & Close', 'Refresh', 'Check Access', 'GV Help', 'Flow', and 'Run Report'. The main content area shows details for a grant titled 'TA2024 Grant'. Key information includes a project total of \$19,748.75, an active status, and project dates from 1/1/2025 to 6/30/2026. A horizontal menu below the header lists various tabs: 'Project Details', 'Project Location', 'Project Periods & Sources', 'Project Users', 'Sub-Projects', 'Notes & Attachments', 'Time and Effort', and 'Related'. The 'Related' tab is currently selected, and a dropdown menu is open, listing several project management options. The option 'Drawdowns & Disbursements' is highlighted in blue. Other options in the menu include Project Plan, Budgeting, Assessment, Agreements, Reports, Report Schedule, Grant Close-Out, Communication, Currencies, and Audit History. The main form area contains several input fields for project details, such as Project Name, Grantee Applicant, Project Start Date (1/1/2025), Project End Date (6/30/2026), Fiscal/Budget Start Date (1/1/2025), Award Issue Date (12/30/2024), Authorized Certifying Official, Grants Compliance Officer, Project Manager/Coordinator (Kenesha Reynolds), and Department Director/Manager. A 'Project Goal & Summary' section is also visible at the bottom.



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Expand the disbursements table by clicking on the blue arrow then on the project period

The screenshot shows the GrantVantage application interface. At the top, there is a search bar and navigation icons. The left sidebar contains a menu with categories like Home, Recent, Pinned, Grants, My Projects, To-Do List, Program Dashboards, Opportunities, Grant List, Time and Effort, Organizations & People, Resources, and Administration. The main content area displays details for project TA2024, including a summary bar with project total, status, and dates. Below this is a navigation bar with tabs for Project Details, Project Location, Project Periods & Sources, Project Users, Sub-Projects, Notes & Attachments, Time and Effort, Drawdowns & Disbursements (which is selected), and Related. A 'Form assist' button is also visible. The 'Drawdowns/Reimbursements' table is shown with columns for Revenue Source, Revenue Source Type, Payment Method, Direct, Cash Match, Planned, Requested, Total Paid, Unpaid Balance, Total Spent \$, and Total Spent %. The table contains one data row for 'National Association of Conservation Districts' and a 'Totals' row. A blue circle highlights the expandable arrow on the left side of the first data row.

Revenue Source	Revenue Source Type	Payment Method	Direct	Cash Match	Planned	Requested	Total Paid	Unpaid Balance	Total Spent \$	Total Spent %
National Association of Conservation Districts	Funder	Scheduled Drawdown	15,779.00		7,690.73	10,668.67	3,155.80	12,623.20	11,588.91	367.23%
Totals			15,779.00	0.00	7,690.73	10,668.67	3,155.80	12,623.20	11,588.91	367.23%



GrantVantage Search

TA2024 Grant \$19,748.75 Project Total Active Grant Status 1/1/2025 Project Start 6/30/2026 Project End

Project Details Project Location Project Periods & Sources Project Users Sub-Projects Notes & Attachments Time and Effort **Drawdowns & Disbursements** Related

Form assist

Drawdowns/Reimbursements Export to Excel Refresh

Revenue Source	Revenue Source Type	Payment Method	Direct	Cash Match	Planned	Requested	Total Paid	Unpaid Balance	Total Spent \$	Total Spent %		
National Association of Conservation Districts	Funder	Scheduled Drawdown	15,779.00		7,690.73	10,668.67	3,155.80	12,623.20	11,588.91	367.23%		
Project Period 1 (1/1/2025 - 6/30/2026)			\$15,779.00		7,690.73	10,668.67	3,155.80	12,623.20	11,588.91	367.23%		
Requested by	Planned	Requested	Approved/Denied	Paid	Status	Invoice No	Document Link					
Chessa Ossefoort		5/8/2025	7/10/2025	5/8/2025	Paid in Full	1	2025.07.10 ...	0.00	3,583.84	113.56%		
			Totals		15,779.00	0.00	7,690.73	10,668.67	3,155.80	12,623.20	11,588.91	367.23%

+ REQUEST DRAWDOWN / REIMBURSEMENT

5 Select Request Drawdown/Reimbursement



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Add your payment details to this screen. Be sure to set the status as Requested and include details on the funding source in the memo line. You should break down the total request into EQIP, CSP, and COTA plus tell us how much of the request is reimbursement if you are operating on an advance basis.

The screenshot displays the GrantVantage software interface. The main window shows a project summary for 'TA2024 Grant' with a total of \$19,748.75. The 'Drawdowns & Disbursements' tab is active, showing a table with columns: Requested, Total Paid, Unpaid Balance, Total Spent \$, and Total Spent %. The table contains three rows of data, with the second row highlighted in green.

Requested	Total Paid	Unpaid Balance	Total Spent \$	Total Spent %
10,668.67	3,155.80	12,623.20	11,588.91	367.23%
10,668.67	3,155.80	12,623.20	11,588.91	367.23%
3,155.80	3,155.80	0.00	3,583.84	113.56%

Overlaid on this is a 'Drawdown/Reimbursement' form. The form includes the following fields:

- Payment Requested Date: 10/1/2025
- Period Start: 10/1/2025
- Period End: 10/31/2025
- Program Fund: (empty)
- Funder: National Association of Conservation Districts
- Funder Contact: (empty)
- Status: Requested
- Invoice Number: (empty)
- Purchase/Voucher Number: (empty)
- Amount: 1500
- Unbilled Amount: 0.00
- Memo: \$350 EQIP, \$600 CSP, \$0 COTA, \$375 Reimbursement \$1,125 Advance
- Cash Match Amount: 0.00
- In-Kind-Match Amount: 0.00



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Save and close your drawdown request. Requests will show on this page. Any previous requests will also show along with their status. This page includes details on when the payment was processed by NACD.

The screenshot shows the GrantVantage interface for grant TA2024. The top navigation bar includes a search bar and various utility icons. The left sidebar contains navigation options like Home, Recent, Pinned, Grants, My Projects, To-Do List, Program Dashboards, Opportunities, Grant List, Time and Effort, Organizations & People, Resources, and Administration.

The main content area displays the following summary for grant TA2024:

- Project Total:** \$19,748.75
- Grant Status:** Active
- Project Start:** 1/1/2025
- Project End:** 6/30/2026

The 'Drawdowns & Disbursements' section is active, showing a table of drawdown requests. The table includes columns for Revenue Source, Revenue Source Type, Payment Method, Direct, Cash Match, Planned, Requested, Total Paid, Unpaid Balance, Total Spent \$, and Total Spent %.

Revenue Source	Revenue Source Type	Payment Method	Direct	Cash Match	Planned	Requested	Total Paid	Unpaid Balance	Total Spent \$	Total Spent %																																										
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<table border="1"> <thead> <tr> <th>Requested by</th> <th>Planned</th> <th>Requested</th> <th>Approved/Denied</th> <th>Paid</th> <th>Status</th> <th>Invoice No</th> <th>Document Link</th> <th>Planned</th> <th>Requested</th> <th>Total Paid</th> <th>Unpaid Balance</th> <th>Total Spent \$</th> <th>Total Spent %</th> </tr> </thead> <tbody> <tr> <td>Chessa Ossefoort</td> <td></td> <td>5/8/2025</td> <td>7/10/2025</td> <td>5/8/2025</td> <td>Paid in Full</td> <td>1</td> <td>2025.07.10 ...</td> <td>0.00</td> <td>3,155.80</td> <td>3,155.80</td> <td>0.00</td> <td>3,583.84</td> <td>113.56%</td> </tr> <tr> <td></td> <td>5/6/2025</td> <td>5/6/2025</td> <td></td> <td></td> <td>Requested</td> <td></td> <td>2025.05.06 ...</td> <td>2,375.10</td> <td>2,197.24</td> <td>0.00</td> <td>2,197.24</td> <td>0.00</td> <td>0.00%</td> </tr> </tbody> </table>											Requested by	Planned	Requested	Approved/Denied	Paid	Status	Invoice No	Document Link	Planned	Requested	Total Paid	Unpaid Balance	Total Spent \$	Total Spent %	Chessa Ossefoort		5/8/2025	7/10/2025	5/8/2025	Paid in Full	1	2025.07.10 ...	0.00	3,155.80	3,155.80	0.00	3,583.84	113.56%		5/6/2025	5/6/2025			Requested		2025.05.06 ...	2,375.10	2,197.24	0.00	2,197.24	0.00	0.00%
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