



REIMBURSEMENT REQUEST PROCEDURES

INTRODUCTION:

The Grantee of the Cuyahoga County Urban Tree Canopy Grant program is responsible for complying with the terms and conditions of the Project Agreement and the procedures outlined here, which may be amended, as necessary. The Grantee is expected to have complied with their organization's procurement process for the acquisition of goods and services in order to complete their project.

PAYMENTS:

Payments will be made on a reimbursement basis to the Grantee for eligible costs that were incurred after the signed project agreement has been received by the Cuyahoga County Planning Commission and prior to the Project Completion Date. Only persons authorized in the project agreement may sign and request payment on the Reimbursement Request Form.

The Grantee must contact the Cuyahoga Soil & Water Conservation District (SWCD) to arrange a site visit at least 3 days prior to the scheduled planting. Reimbursements for implementation projects will be processed only after the SWCD has verified with the County Planning Commission that a.) proper planting techniques occurred and b.) planting specifications were approved and followed.

ELIGIBLE COSTS:

For each not-to-exceed grant award, the Grantee will only be reimbursed for goods and services expressly included in their budget as part of their approved application. Examples of eligible costs includes purchase of trees and saplings native to the growing area, delivery costs, installation costs, maintenance costs and supplies.

INELIGIBLE COSTS:

1. Costs not expressly included in the Grantee's approved application;
2. Grant administration costs such as application preparation, preparing for reimbursement requests, travel-related expenses, or project reporting requirements;
3. Taxes, as applicants are tax-exempt.

FREQUENCY:

The Grantee may submit requests for reimbursement on a monthly basis; however, payments will be processed following the end of each quarter. The completed Reimbursement Request Form must accompany all grant reimbursement requests and include the required support documentation in order to be approved for payment.

SUPPORT DOCUMENTATION:

The Grantee must provide proof of payment before the reimbursement will be processed. Therefore, in addition to copies of receipts and invoices of all goods and services purchased (which have been initialed and dated), the Grantee must provide copies of the following support documentation:

- Proof of payment: cancelled check is preferred; statement of goods/receipt showing \$0.00 balance may be accepted;

- If applicable, timesheets for any hours claimed, which show actual hours worked and hourly rates;
- If matching funds were pledged, whether cash or in-kind, the Grantee must complete the matching funds component in the Grant Payment Tracking section of the Reimbursement Request Form. A detailed breakdown of the match in a separate report must signed and dated (i.e. certified) and included with the reimbursement request in order to be honored as the match.

FINAL REIMBURSEMENT AND CLOSEOUT:

The Grantee must submit their final request for reimbursement within 90 days after the project close date.