



County Planning

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2021 HEALTHY URBAN TREE CANOPY GRANT PROGRAM

REIMBURSEMENT REQUEST AND QUARTERLY REPORT 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.

QUARTERLY REPORTING:

The Grantee is responsible for submitting a Quarterly Progress Report. This report should accompany the reimbursement request. If the applicant is not requesting funds this report is still due for the purposes of tracking the grant.

REIMBURSEMENT & REPORT SUBMISSIONS:

Send all reimbursement requests and quarterly reports via email to Alison Ball at aball@cuyahogacounty.us; and carbon copy email to Susan Infeld at Sinfeld@cuyahogacounty.us. Identify Project ID # specific to your grant and Reimbursement & Report in the subject line.

PAYMENTS:

Payments will be made for reimbursement on a quarterly basis to the Grantee for costs outlined in the PY 2021 Cuyahoga County Healthy Urban Tree Canopy Project Expenses Worksheet, Appendix A, of the submitted application. Reimbursement for planting activities **will not** occur until the Cuyahoga Soil & Water Conservation District has verified satisfactory performance on the Quarterly Report. The Grantee must contact Jared Bartley at jbartley@cuyahogawcs.org and Jan Rybka at jrybka@cuyahogawcd.org from the Cuyahoga Soil & Water Conservation District (SWCD) to arrange a site visit at least 3 days prior to the scheduled planting.

Reimbursements for projects will be processed only after the SWCD has emailed verification to the Grantee and Cuyahoga County Planning Commission to signify that they verified a.) proper planting techniques occurred and b.) planting specifications were approved and followed.

In order to be reimbursed the following forms must be completed:

- PY 2021 Reimbursement Request
- PY 2021 Cuyahoga County Healthy Urban Tree Canopy Grant Program Reporting Form
- Project invoices from contractor(s): Receipts and invoices initialed and dated as approved of all goods and services purchased.
- Proof of payment to contractor(s): Cancelled check is preferred; statement of goods/receipt showing \$0.00 balance may be accepted. Where possible, please pay consultant and contractor invoices individually and do not pay multiple, unrelated invoices under one check. Doing so makes verification of payment difficult and will delay the review of your Request for Reimbursement. If you

do pay several consultant/contractor invoices together, please submit an Accounts Payable report to clearly delineate the invoice numbers and amounts included with the payment. In addition, please specify the respective invoice in the check memo line.

- If applicable, timesheets for any hours claimed, which show actual hours worked and hourly rates.
- In order to account for matching funds pledged, whether cash or in-kind, the Grantee must itemize the matching funds in the Reimbursement Request and include supporting documentation for verification with the reimbursement request in order to be honored as the match.

Proof of payment and verification of match are required before the reimbursement request will be processed. Clearly organizing your invoices and proof of payment will aid in a timely review and approval of your request.

Only persons authorized in the project agreement may sign the Reimbursement Request Form.

ELIGIBLE COSTS:

Reimbursements for eligible costs and verification of local match will be for 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. 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.

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 must submit a Quarterly Progress Report. At this time, the Grantee may submit requests for reimbursement. The completed and signed Reimbursement Request Form must be submitted along with quarterly progress report and include the required support documentation to be approved for payment. Once a Request for Reimbursement is submitted by a grantee, payment by Cuyahoga County may take up to 45- 60 days to be issued. Please See Grant Reporting Schedule on page 3.

By signing the Request for Reimbursement Form, the grantee certifies that the expenses were incurred, paid, and are in accordance with the scope of work approved as part of your Grant Project Agreement and Work Plan. By signing the Form, the grantee also self-certifies that it has inspected the goods and work completed for which is included in the Request for Reimbursement, and the work has been satisfactorily completed.

FINAL REIMBURSMENT AND CLOSEOUT:

The Grantee must submit the Final Close out Form along with their final request for reimbursement within 90 days after the project close date.