



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. These procedures may be amended as necessary. The Grantee is expected to comply with their organization's procurement process for the acquisition of goods and services.

QUARTERLY REPORTING:

The Grantee must submit a Quarterly Progress Report even if no work has occurred for the grant project. This report is required for the purpose of grant tracking. Please send quarterly reports by the last day of the quarter to Alison Ball at aball@cuyahogacounty.us and carbon copy Susan Infeld at Sinfeld@cuyahogacounty.us. Please identify the Project ID # specific to your grant in the subject line.

REIMBURSEMENT SUBMISSIONS:

Requests for reimbursement of grant project expenses can be submitted monthly, by the 15th day of the month, to Alison Ball at aball@cuyahogacounty.us and Susan Infeld at Sinfeld@cuyahogacounty.us. Please identify Project ID # specific to your grant in the subject line.

PAYMENTS:

Reimbursement requests for grant project expenses will be processed monthly. Reimbursement will be made only for those grant project expenses that match the items and costs indicated on the grantee's PY 2022 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. The Grantee must contact Jared Bartley at the Cuyahoga Soil & Water Conservation District (SWCD) at jbartley@cuyahogaswcd.org to arrange a site visit at least 3 days prior to the scheduled planting.

Reimbursement for project expenses will be processed only after the SWCD has emailed verification to the Grantee and to the Cuyahoga County Planning Commission indicating that planting specifications were approved and followed, and that proper planting techniques occurred.

The following items are required for reimbursement:

- PY 2022 Reimbursement Request
- Project invoices from contractor(s): receipts and invoices for goods and services purchased
- Proof of payment to contractor(s): A cancelled check is preferred, however a statement of goods/receipt showing \$0.00 balance may be accepted. When possible, please pay consultant and contractor invoices individually and do not pay multiple, unrelated invoices under one check so that

verification of payment is readily apparent and will not delay the review of your Request for Reimbursement. If you do pay several consultant/contractor invoices together, please submit an Accounts Payable report that clearly delineates 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 employee wage/cost hours claimed need to show the actual hours worked and hourly rates.
- For matching fund verification, whether cash or in-kind, the Grantee must itemize the matching funds in the Reimbursement Request and include supporting documentation. This supporting information must be signed, dated, and certified by the agency fiscal officer with a stamp and signature, or placed on agency letterhead, to be accepted as in-kind.

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

Only those persons authorized in the project agreement may sign the Reimbursement Request Form on behalf of the grantee.

ELIGIBLE COSTS:

No reimbursement will occur until after the Project Agreement has been signed by the Grantee's signatory and the Executive Director of the Cuyahoga County Planning Commission. Reimbursements requests for eligible grant project costs and verification of local match must be submitted 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 the (Appendix A Project Expenses Worksheet as part of the 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: all applicants are tax-exempt Organizations.

FREQUENCY:

The completed and signed Reimbursement Request Form will be accepted and processed monthly and must include the required supporting 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.

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 the 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 grant project expenses and for which it is seeking reimbursement. This self-certification includes the Grantee's implied acknowledgement that the work has been satisfactorily completed.

FINAL REIMBURSEMENT AND CLOSEOUT:

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

