SUBJECT: Payment Request Process

EFFECTIVE DATE: 12/30/09

REVISED DATE: 12/8/15

BACKGROUND: This Policy details the process by which DCNR disburses grant payments to recipients of Community Conservation Partnerships Program funding.

POLICY:

General Payment Provisions:

- The Community Conservation Partnerships Program is a reimbursement program. However, the program does have provisions to provide grantees with disbursements upon their request.
- Payments will only be made for eligible project expenses.
- Grantee will be required to complete, sign and submit the appropriate DCNR payment form for each payment requested.
- To qualify for a payment, there must be a fully executed grant agreement.

Payments

- All payments are to be mailed or emailed to the Bureau’s Fiscal Unit at:

  Department of Conservation and Natural Resources
  Bureau of Recreation and Conservation – Fiscal Unit
  PO Box 8475, 400 Market Street, RCSOB 5th Floor
  Harrisburg, PA  17105-8475

  OR to: RA-NR_BRCPAYMENTS@pa.gov

Advance Payment/Working Capital
- Municipalities are eligible to receive an advance payment (working capital) of up to 25% of the approved grant amount for most project types upon full execution of the grant agreement. One exception is municipalities undertaking Small Community development projects; they are eligible for up to a 50% advance payment.

- Non-municipal/non-profit grantees are eligible to receive an advance payment (working capital) of up to 50% of the approved grant amount upon full execution of the grant agreement.

- All payments are subject to the provisions of the grant agreement and the availability of the grant funds.

- NOTE: Municipalities funded with federal Land and Water Conservation Fund (LWCF) monies are paid on a reimbursement basis for eligible incurred costs. Since these are matching grants, generally the grantee will be reimbursed 50% of the documented costs.

**Partial Payments**

- Generally, a maximum of two partial payments, up to 90% of the grant award, may be made upon DCNR approval of costs. These are to be on a disbursement drawdown basis, i.e. as needed and with documentation that these funds will be required in the near future.

- Because these are matching grants, the grantee must provide the necessary interim financing to execute and complete the project. Depending upon the type of project, the amount needed for interim financing could be a significant portion of the total project cost.

- For acquisition projects, a partial payment of up to 90% can be requested when a settlement date has been scheduled.

**Final Payment Request and Project Close-out**

- A minimum of 10% of the grant amount is held until project close-out requirements are met.

- The grantee will submit a DCNR Final Payment Request Form within 60 days of completion of the project or expiration of the Community Conservation Partnerships Program grant agreement.

- All project documentation will be kept on file by the grantee for future auditing purposes in accordance with the grant agreement terms and conditions, and copies of invoices/certificates for payment, cancelled checks, change orders, etc. will be furnished for review and verification upon request from the Bureau.
The Final Payment Request consists of project cost information and may include additional documentation, if requested, such as invoices/certificates for payment, cancelled checks, change orders, consultant certification letter, etc. This documentation is to verify the project activity has been satisfactorily completed, that all project costs have been paid by the grantee and that the costs are eligible for reimbursement.

For those projects where in-kind costs, equipment use, volunteer or donated match are being used for the grantee’s portion of the project match, additional documentation could be required to verify eligibility and value of these items.

The closeout requirements for the different project types are included in the Grant Administrative Instructions and Processes for your specific project type. Please refer to one of the following links:

- Acquisition Grant Administrative Instructions and Process
- Development Grant Administrative Instructions and Process
- Planning Grant Administrative Instructions and Process
- TRAILS - Development Project Management Process
- Partnerships Grant Administrative Instructions & Process Policy

Upon DCNR approval of the Final Payment Request, the final payment will be authorized for the balance of the funds remaining in the project that are eligible for reimbursement.

Interest Income

- The grantee shall deposit grant funds in an interest bearing account, except for Growing Greener Bond Fund monies on which interest may not be earned.

- If the Bureau issues a payment of grant funds, these funds and any interest or other income or accumulations earned on them shall be separately identifiable in grantee’s accounting as funds received under the grant agreement.

- Subject to the approval of the Department, the grantee may use interest or other income or accumulations earned on grant funds for approved project activities.

- If the total eligible project costs exceed the minimum amount required to receive the full grant amount, grantee may request use of the earned interest to cover these costs. Upon receipt of a written request from the grantee, approval to use the interest may be granted by the DCNR Project Manager, in writing, after sufficient costs are documented that warrant use of the interest.

- Income earned and expended shall be recorded and reported as part of the closeout documentation. Any unused interest or other income remaining at the completion of project activities shall be returned to DCNR.

- Unused grant funds and interest earned must be returned as two separate checks payable to “Commonwealth of Pennsylvania.” One check for the unused grant funds and a separate check for the interest.

This policy remains in effect until revised or rescinded.