

Instructional Manual

Green Infrastructure Grant Program Documentation Submittal Process User Guide

Instructions on How to Fill out the Online Coversheets

Version 1.1 April 1, 2022



If you would like more information or assistance, contact

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GRANT PROGRAMS ADMINISTRATOR
WATERSHED PROGRAMS



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Introduction and Purpose

The purpose of this instruction manual is to help you complete the Green Infrastructure Grant Program project documentation submittal for a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. All forms are located on the NEORS D Green Infrastructure webpage <https://www.neorsd.org/stormwater-2/green-infra-structure-grant-program/>. Please use Google Chrome for better browser experience when submitting documentation.

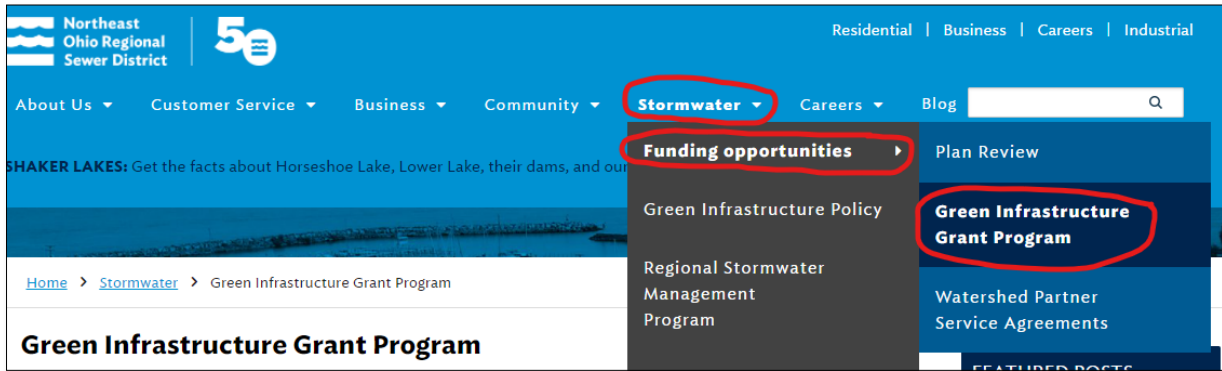


FIGURE 1. Below are document submittal options to submit a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. *Option 1 – page 3, Option 2 – page 16, Option 3 – page 23*

A screenshot of the 'Green Infrastructure Grant documents' page. The page title is 'Green Infrastructure Grant documents'. Below the title is a list of links: 'Green Infrastructure Grant (GIG) Program Policy', 'US EPA stormwater calculator and FAQ: A green infrastructure grant resource', '2020 Green Infrastructure Grant(GIG) Request for Proposal', 'Green Infrastructure Grant pre-proposal workshop slide deck', 'Reimbursement Policy, Process and Procedures', and 'Instructions on How to Fill out the Online Cover Sheets'. Below the list is a section titled 'Attention Green Infrastructure Grant Program Project Partners:' followed by the text 'Below are instructions to submit a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. Please choose from the following three options:'. At the bottom, there are three blue buttons: 'OPTION 1 Click Here to Submit GIG Reimbursement Request', 'OPTION 2 Click Here to Submit GIG Quarterly Progress Report', and 'OPTION 3 Click Here to Submit GIG Project Extension Request'. These three buttons are circled in red.

Option 1. You are submitting a GIG Reimbursement Request

1. Click on **OPTION 1** to submit a Reimbursement Request.


The Reimbursement Request Process requires a **GIG Expense Tracking Form** and the **GIG Reimbursement Cover Sheet**, with all **necessary supporting documentation** to complete the reimbursement process. The Reimbursement Request Cover Sheet includes the GIG Program Progress Report.

Green Infrastructure Grant documents

- [Green Infrastructure Grant \(GIG\) Program Policy](#)
- [US EPA stormwater calculator and FAQ](#): A green infrastructure grant resource
- [2020 Green Infrastructure Grant\(GIG\) Request for Proposal](#)
- [Green Infrastructure Grant pre-proposal workshop slide deck](#)
- [Reimbursement Policy, Process and Procedures](#)
- [Instructions on How to Fill out the Online Cover Sheets](#)

Attention Green Infrastructure Grant Program Project Partners:

Below are instructions to submit a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. Please click on the following three options:

OPTION 1
Click Here to Submit
GIG Reimbursement Request 

OPTION 2
Click Here to Submit
GIG Quarterly Progress Report

OPTION 3
Click Here to Submit
GIG Project Extension Request

2. Read the instructions for the Expense Tracking Form under **OPTION 1, STEP 1a-d.**
3. Click on the Expense Tracking Form link in Option 1, STEP 1d.

OPTION 1
Click Here to Submit
GIG Reimbursement Request

OPTION 2
Click Here to Submit
GIG Quarterly Progress Report

OPTION 3
Click Here to Submit
GIG Project Extension Request

OPTION 1 – You are submitting a GIG Program Reimbursement request.

The Reimbursement Request Process requires a GIG Expense Tracking Form and the GIG Reimbursement Cover Sheet, with all necessary supporting documentation to complete the reimbursement process.

Refer to the *Instructions on How to Fill out the Online Cover Sheets* link above.

STEP 1 – Complete the Green Infrastructure Grant Program Reimbursement Request Expense Tracking Form.

- a. The Expense Tracking Form is required each time you submit a reimbursement request. The Expense Tracking Form is an electronic fillable PDF.
- b. Record all expenses in the fillable PDF. You will be prompted to upload all proof of payment documentation in Step 2 of the Reimbursement Request Cover Sheet.
- c. Upon completion of Step 1, please save the Expense Tracking Form as a PDF to your computer. You will be prompted to upload it in Step 2.

d. [Click on this link to fill out the Expense Tracking Form.](#)




e. Proceed to STEP 2

(highlighting those line items directly related to the GIG reimbursement request). The sections to fill out are as follows:

1. Contact Information
 2. Progress Report for Reimbursement Request
 3. Document Upload
- b. After you have completed the Cover Sheet, click on the “Submit” button located at the bottom of the form.
 - c. [Click on this link to fill out the Reimbursement Request Cover Sheet.](#)

4. Record all expenses in the fillable PDF.



**Northeast Ohio
Regional Sewer District**

**Green Infrastructure Grant Program
Reimbursement Request Expense Tracking**

Instructions: Record all expenses on the Reimbursement Request Expense Tracking Form below. All applicable documentation that supports the entries entered below MUST be specifically highlighted within the supporting documentation and included in your submission (i.e., itemized bill, receipt, invoice, and time-card, as well as proof of payment, such as a credit card receipt, canceled check, etc.). Any questions can be forwarded to CottonJ@neorsd.org.


Project Name	P.O. #	Date

Invoice #	Vendor	Invoice Amount	Reimbursement Request per Invoice
1234	ABE Excavating	\$1,500.00	\$300.00
5678	Daly Sandstone	\$325.00	\$325.00

Invoice #	Vendor	Invoice Amount	Reimbursement Request per Invoice

- a. **PROJECT NAME** field – Record Name of the GIG Project.
- b. **P.O. #** field – Record the Purchase Order Number provided to you by NEORSD.
- c. **DATE** field – Record the current date you are filling out the form.
- d. **INVOICE #** field – Record the invoice number on which the reimbursement amount is documented. (On all supporting documentation, please be sure to highlight those line items directly related to the GIG reimbursement request).
- e. **VENDOR** field – Record vendor’s name from the invoice
- f. **INVOICE AMOUNT** – Record the total invoice amount.
- g. **REIMBURSEMENT REQUEST PER INVOICE** – Record the requested reimbursement amount from the invoice. This number might be less than the total invoice amount. For example, the total invoice amount is \$500.00. But you are only requesting a reimbursement amount of \$225.35 of the \$500.00. You will record the \$225.35 in the Reimbursement Request Per Invoice field.
- h. **Total Reimbursement Amount Requested** field – This field is automatically populated from the *Reimbursement Request per Invoice* column. **DO NOT ADD ANYTHING TO THIS FIELD.**
- i. Upon completion of STEP 1, please save your Expense Tracking Form as a PDF to your computer. It is suggested you name the file appropriately (e.g., **“May2022ExpenseTrackingForm”**).

- j. **NOTE:** Make sure you also have all supporting documentation ready to upload as PDFs (photos are the exception). You will be prompted to upload the Expense Tracking Form and other supporting documents in STEP 2, the DOCUMENT UPLOAD section of the GIG Reimbursement Request Cover Sheet.
- k. After saving the Expense Tracking Form, on your computer, return to Option 1 on our website and proceed to STEP 2. (*note: you may need to click the back arrow to return to the main page*)



**Northeast Ohio
Regional Sewer District**

**Green Infrastructure Grant Program
Reimbursement Request Expense Tracking**

Instructions: Record all expenses on the Reimbursement Request Expense Tracking Form below. All applicable documentation that supports the entries below **MUST** be specifically highlighted within the supporting documentation and included in your submission (i.e., itemized bill, receipt, invoice, and time-card, as well as proof of payment, such as a credit card receipt, canceled check, etc.). Any questions can be forwarded to McClintockK@neorsd.org.

	P.O. #	Date
a Project Name	b 123456	c 4/1/2022

Invoice #	Vendor	Invoice Amount	Reimbursement Request per Invoice
1234	ABE Excavating	\$1,500.00	\$300.00
5678	Daly Sandstone	\$325.00	\$325.00

d Invoice #	e Vendor	f Invoice Amount	g Reimbursement Request per Invoice
123	Company abc	\$5,000.00	\$2,500.00
456	Company def	\$500.00	\$200.12
Total Reimbursement Amount Requested			h \$2,700.12

NOTE: This is an example of a completed Reimbursement Request Expense Tracking Form.

IMPORTANT NOTE: Save this Reimbursement Request Expense Tracking Form and supporting documentation as a PDF to your computer for uploading in Option 1, STEP 2 - Reimbursement Cover Sheet. Refer to the "Instructions on How to Fill out the Online Cover Sheets".

- 5. Read the instructions under **OPTION 1, STEP 2.**
- 6. Click on the link in **OPTION 1, STEP 2c** to complete the **Reimbursement Request Cover Sheet.**

The **GIG Reimbursement Request Cover Sheet** is required each time you submit a reimbursement request. This is an online form.

NOTE: This reimbursement request cover sheet prompts you to also provide a progress report. However, if this reimbursement request is submitted within the 2 weeks prior to the standard *Quarterly Progress Report deadlines (April 30, July 31, Oct 31 & Dec 31)*, it will not be necessary to submit a separate *Quarterly Progress Report*.

OPTION 1 Click Here to Submit GIG Reimbursement Request	OPTION 2 Click Here to Submit GIG Quarterly Progress Report	OPTION 3 Click Here to Submit GIG Project Extension Request
--	--	--

OPTION 1 – You are submitting a GIG Program Reimbursement request.

The Reimbursement Request Process requires a GIG Expense Tracking Form and the GIG Reimbursement Cover Sheet, with all necessary supporting documentation to complete the reimbursement process.

Refer to the *Instructions on How to Fill out the Online Cover Sheets* link above.

STEP 1 – Complete the Green Infrastructure Grant Program Reimbursement Request Expense Tracking Form.

- a. The Expense Tracking Form is required each time you submit a reimbursement request. The Expense Tracking Form is an electronic fillable PDF.
- b. Record all expenses in the fillable PDF. You will be prompted to upload all proof of payment documentation in Step 2 of the Reimbursement Request Cover Sheet.
- c. Upon completion of Step 1, please save the Expense Tracking Form as a PDF to your computer. You will be prompted to upload it in Step 2.
- d. [Click on this link to fill out the Expense Tracking Form.](#)
- e. Proceed to STEP 2

STEP 2 – Complete the Green Infrastructure Grant Program Reimbursement Request Cover Sheet.

- a. Each Section of the Cover Sheet must be filled out and the supporting expenses documentation uploaded (highlighting those line items directly related to the GIG reimbursement request). The sections to fill out are as follows:
 - 1. Contact Information
 - 2. Progress Report for Reimbursement Request
 - 3. Document Upload
- b. After you have completed the Cover Sheet, click on the “Submit” button located at the bottom of the form.

c. [Click on this link to fill out the Reimbursement Request Cover Sheet.](#)



7. Fill out each section the Reimbursement Request Cover Sheet.

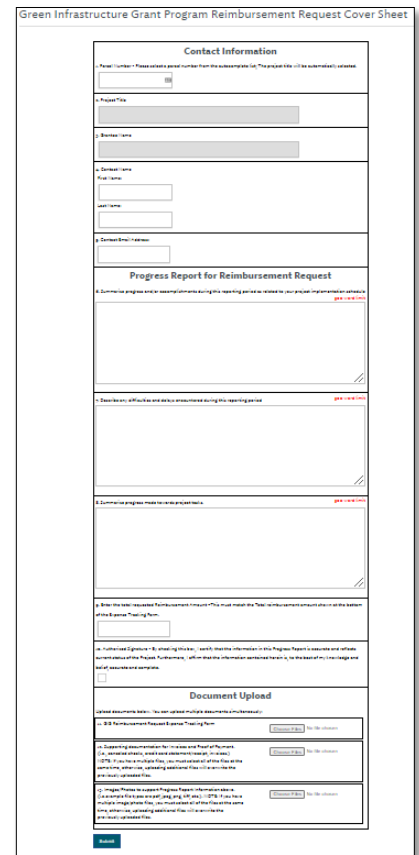
Each Section of the online GIG Program Reimbursement Request Cover Sheet must be **completely filled out** and the supporting expenses documentation must be uploaded. The sections to fill out are as follows:

- Contact Information
- Progress Report
- Reimbursement Amount
- Authorized Signature
- Document Upload

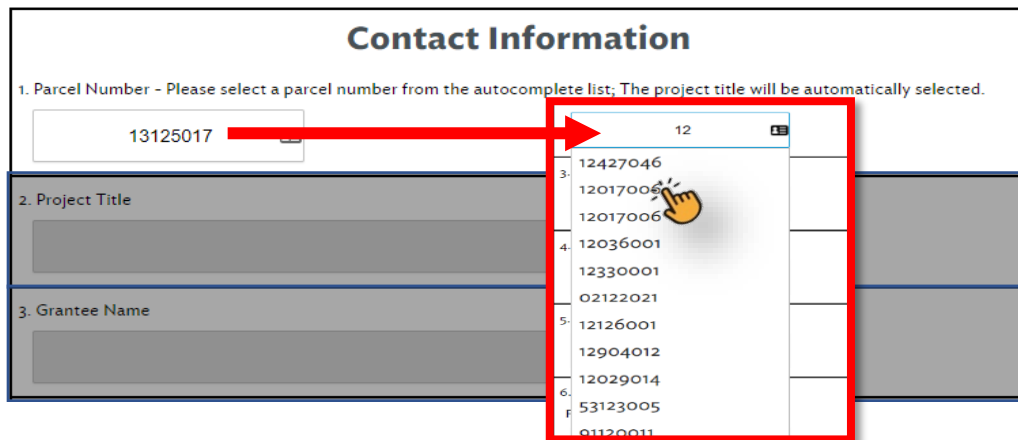
1. CONTACT INFORMATION Section

a. Boxes 1, 2, and 3 – Parcel Number, Project Title, and Grantee Name

- The project parcel number is located on the project proposal documentation. **Start typing in the project parcel number in Box 1 (no spaces or hyphens please)**, which will start populating parcel numbers from the auto complete list. This field is required to submit the form. Once you see the parcel number, click on it and this will automatically populate the **Box 2 Project Title** and **Box 3 Grantee Name**.



NOTE: Please contact the Grant Administrator if you are having issues finding or selecting the project parcel number. You can also go on the County Auditor website to find the parcel number <https://myplace.cuyahogacounty.us/>.



b. Boxes 4 and 5 – Contact Information

i. Fill out contact information. These fields are required to submit the form.

Contact Information	
1. Parcel Number - Please select a parcel number from the autocomplete list; The project title will be automatically selected.	
<input type="text" value="13125017"/>	
2. Project Title	
<input type="text"/>	
3. Grantee Name	
<input type="text"/>	
4. Contact Name	
First Name:	First and Last Name of person submitting the request or report.
<input type="text"/>	
Last Name:	
<input type="text"/>	
5. Contact Email Address:	
<input type="text"/>	Email address of person submitting the request or report

b. PROGRESS REPORT Section

c. Boxes 6, 7, and 8 – Enter applicable progress report information

- i. These fields are required to submit the Cover Sheet. Progress Reports submitted with the Reimbursement Request should reflect accomplishments since the previously submitted Progress Report.

NOTE: This reimbursement request cover sheet prompts you to also provide a progress report. However, if this reimbursement request is submitted within the 2 weeks prior to standard Quarterly Progress Report deadlines (April 30, July 31, Oct 31 & Dec 31), it will not be necessary to submit a separate Quarterly Progress Report.

Progress Report for Reimbursement Request	
6. Summarize progress and/or accomplishments during this reporting period as related to your project implementation schedule	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	
7. Describe any difficulties and delays encountered during this reporting period	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	
8. Summarize progress made towards project tasks.	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	

d. **Box 9 – Total Reimbursement Amount**

- ii. Enter the Total Requested Reimbursement Amount. This amount must match the Total Reimbursement Amount on the Expense Tracking Form you saved to your compute in Option 1, STEP 1.

e. **Box 10 – Authorized Signature**

- iii. Click to check the Authorized Signature box to certify all information submitted is accurate.

<p>9. Enter the total requested Reimbursement Amount -This must match the Total reimbursement amount shown at the bottom of the Expense Tracking Form.</p> <input type="text"/>
<p>10. Authorized Signature - By checking this box, I certify that the information in this Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.</p> <input type="checkbox"/>

- c. DOCUMENT UPLOAD Section (all of these fields are required)
 - f. **Box 11** – This is where you will upload your previously saved Expense Tracking Form (the PDF).
 - g. **Box 12** – This is where you will upload supporting documentation as PDFs (i.e., itemized bill, receipt, invoice, and timecard, as well as proof of payment, such as a credit card receipt, canceled check, etc.).
 - h. **Box 13** – This is where you will upload supporting images/photos.

FIGURE 2. Please take note of the alert regarding the potential to overwrite files if they are not all selected at the same time. **Example:** Let's assume you have 3 separate files (File 1, File 2 and File 3) to upload in Box 12 (or Box 13). In your first attempt, you successfully upload File 1 & File 2 only, but forget to upload File 3. Within Box 12 (or Box 13), the screen will show you that File 1 and File 2 are there. If you then realize you forgot to upload File 3 and try to simply add just File 3, upon successfully uploading File 3, both File 1 & File 2 will no longer be there. In order to upload all 3 files, you must select File 1, File 2 & File 3 as part of the same action.

Document Upload

Upload documents below. You can upload multiple documents simultaneously:

11. GIG Reimbursement Request Expense Tracking Form	<input type="button" value="Choose Files"/> No file chosen
12. Supporting documentation for Invoices and Proof of Payment. (i.e., canceled checks, credit card statement/receipt, invoices.) NOTE: If you have multiple files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.	<input type="button" value="Choose Files"/> No file chosen
13. Images/Photos to support Progress Report Information above. (i.e. example file types are pdf, jpeg, png, tiff, etc.). NOTE: If you have multiple image/photo files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.	<input type="button" value="Choose Files"/> No file chosen

FIGURE 2. Expense Tracking Form and other supporting documentation. Examples of itemized bill, receipt, invoice, and timecard, as well as proof of payment, such as credit card receipt, canceled check, etc.

EXAMPLE Blank Invoice can be found on the next page.

YOUR LOGO

Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

CLIENT
ATTN: Name / Dept
Company Name
123 Main Street
Hamilton, OH 44416
(321) 456-7890
Email Address

QTY	MATERIAL
5	Marking of foundation layout at site
4	Earth excavation up to the required depth by machine
2	Earth excavation and levelling of soil by hand-operated tools
15	Placing of PCC
30	Placement of reinforcement steel
34	Erection of concrete formworks for footings
TOTAL	
MISCELLANEOUS CHARGES	

INVOICE

DATE OF INVOICE INVOICE NO.

PAY **PERSONAL BANKING : SAVINGS ACCOUNT** **DATE**

OR BE

Rs.

CANCELLED

ANWB

555 S Ringstreet
Ruslin, TN 38745
555-555-5555

STORE: 0000 REGISTER: 001
CASHIER: KRITIE
ASSOCIATE: 0000000
CUSTOMER RECEIPT COPY

ORIGINAL TRANSACTION INFORMATION
STORE : 00032
REGISTER : 001
DATE : 12/31/2005
NUMBER : 5194

259.99

=====

SUBTOTAL 259.99
SALES TAX 21.45
TOTAL 281.44

=====

AMOUNT TENDERED
VISA 281.44
RCCT: *****1234
EXP: *****

APPROVAL: 99999
CARDHOLDER: JANE SMITH

TOTAL PAYMENT 281.44

Transaction: 52858 1/8/2006 2:40 PM

CARDHOLDER SIGNATURE:
Jane Smith

THANK YOU FOR SHOPPING WITH US
WE APPRECIATE YOUR BUSINESS

PERSONAL BANKING : SAVINGS ACCOUNT

DATE

OR BE

Rs.

ANWB

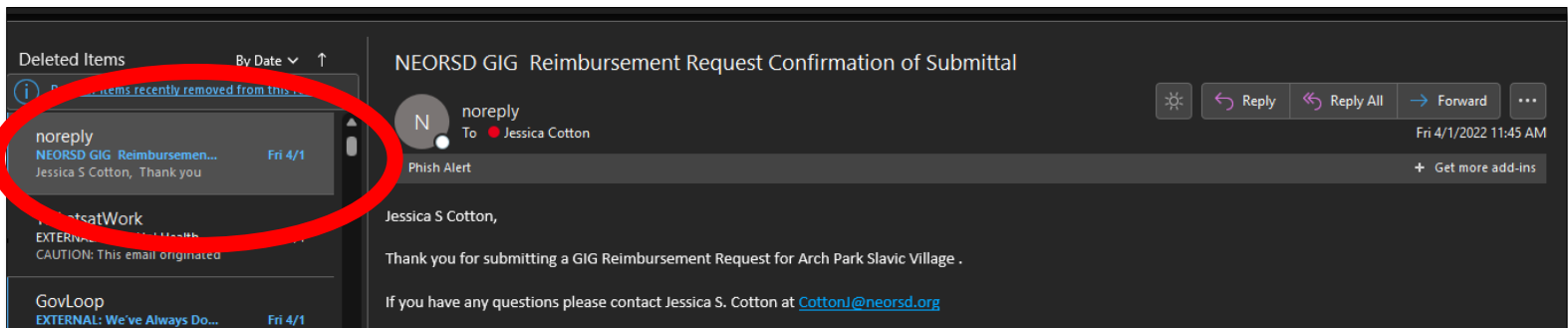
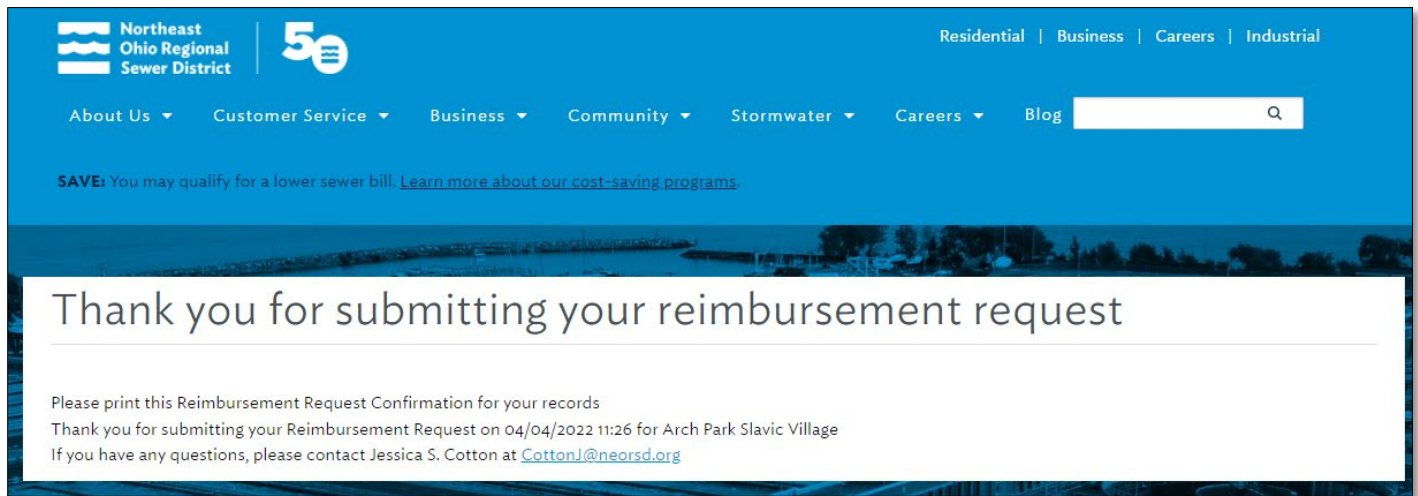
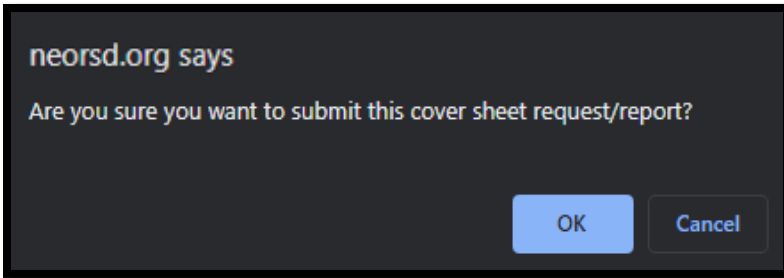
RTGS / NEFT / IFSC Code : ICIC00000
IFSC CODE

5002290 551323 31

AVE NO. MICR CODE

23.0	60.00	1,380.00
19.0	60.00	1,140.00
35.0	60.00	2,100.00
76.0	60.00	4,560.00

- i. After you have completed the GIG Reimbursement Request Cover Sheet, click on the “Submit” button located at the bottom of the form. You will be prompted to be sure you are ready to submit. Click “Yes” to continue with the submittal process. Click “cancel” if you need to make any edits before submitting the cover sheet. You will see a confirmation page and will also receive an email to confirm your request has been successfully submitted.



Option 2. You are submitting a GIG Quarterly Progress Report

1. Click on **OPTION 2** to submit a Quarterly Progress Report.

The Quarterly Progress Report process requires **GIG Quarterly Progress Report Cover Sheet**, with all necessary supporting documentation to complete the progress report process.

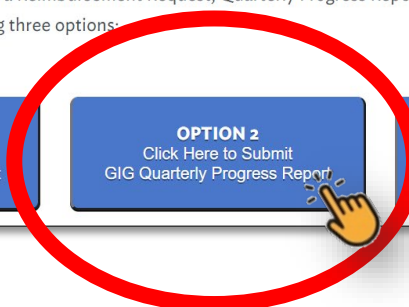
Green Infrastructure Grant documents

- [Green Infrastructure Grant \(GIG\) Program Policy](#)
- [US EPA stormwater calculator and FAQ](#): A green infrastructure grant resource
- [2020 Green Infrastructure Grant\(GIG\) Request for Proposal](#)
- [Green Infrastructure Grant pre-proposal workshop slide deck](#)
- [Reimbursement Policy, Process and Procedures](#)
- [Instructions on How to Fill out the Online Cover Sheets](#)

Attention Green Infrastructure Grant Program Project Partners:

Below are instructions to submit a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. Please choose from the following three options:

OPTION 1 Click Here to Submit GIG Reimbursement Request	OPTION 2 Click Here to Submit GIG Quarterly Progress Report	OPTION 3 Click Here to Submit GIG Project Extension Request
--	--	--



NOTE: This option should be used when the only submittal you want to make is a Quarterly Progress Report. If you also want to submit a Reimbursement Request at this time, use **Option 1** from the main menu.

2. Click on the link in OPTION 2, item “c” to complete the Quarterly Progress Report Cover Sheet.

OPTION 1
Click Here to Submit
GIG Reimbursement Request

OPTION 2
Click Here to Submit
GIG Quarterly Progress Report

OPTION 3
Click Here to Submit
GIG Project Extension Request

OPTION 2 – You are submitting a GIG Quarterly Progress Report

The Quarterly Progress Report Cover Sheet is required to be submitted by the following dates: April 30th, July 31st, Oct 30th, Dec 31st. This is an online form.

Refer to the *Instructions on How to Fill out the Online Cover Sheets* link above.

Follow the instructions below to submit the Quarterly Progress Report Cover Sheet

a. Each Section of the online Cover Sheet must be filled out. The sections to fill out are as follows:

1. Contact Information
2. Quarterly Progress Report
3. Document Upload

b. After you have completed the Quarterly Progress Report Cover Sheet, click on the “Submit” button located at the bottom of the form.

c. [Click on this link to fill out the Quarterly Progress Report Cover Sheet.](#)



3. Fill out each section the Quarterly Report Cover Sheet.

The GIG Quarterly Progress Report is required to be submitted by the following dates: April 30, July 31, Oct 31, Dec 31. This is an online form.

Each Section of the online GIG Program Quarterly Progress Report Cover Sheet must be **completely filled out** and the supporting documentation must be uploaded. The sections to fill out are as follows:

- Contact Information
- Progress Report
- Authorized Signature
- Document Upload

2. CONTACT INFORMATION Section





a. Boxes 1, 2, and 3 – Parcel Number, Project Title, and Grantee Name

- The project parcel number is located on the project proposal documentation. **Start typing in the project parcel number in Box 1 (no spaces or hyphens please)**, which will start populating parcel numbers from the auto complete list. This field is required to submit the form. Once you see the parcel number, click on it and this will automatically populate the **Box 2 Project Title** and **Box 3 Grantee Name**.

NOTE: Please contact the Grant Administrator if you are having issues finding or selecting the project parcel number. You can also go on the County Auditor website to find the parcel number.

<https://myplace.cuyahogacounty.us/>

- b. Boxes 4 and 5 – Contact Information
 - i. Fill out contact information. These fields are required to submit the form.

Contact Information	
1. Parcel Number - Please select a parcel number from the autocomplete list; The project title will be automatically selected.	
<input type="text" value="13125017"/>	
2. Project Title	
<input type="text"/>	
3. Grantee Name	
<input type="text"/>	
4. Contact Name	
First Name:	  First and Last Name of person submitting the request or report.
<input type="text"/>	
Last Name:	
<input type="text"/>	
5. Contact Email Address:	 Email address of person submitting the request or report
<input type="text"/>	

d. **PROGRESS REPORT** Section

f. **Boxes 6, 7, and 8 – Enter applicable progress report information**

- i. These fields are required to submit the Cover Sheet. Quarterly Progress Reports should reflect accomplishments since the previously submitted Quarterly Progress Report.

NOTE: However, if a reimbursement request is submitted within the 2 weeks prior to standard Quarterly Progress Report deadlines (April 30, July 31, Oct 31 & Dec 31), it will not be necessary to submit a separate Quarterly Progress Report.

g. **Box 9 – Authorized Signature**

- ii. Click to check the Authorized Signature box to certify all information submitted is accurate.

Quarterly Progress Report	
6. Summarize progress and/or accomplishments during this reporting period as related to your project implementation schedule	500 word limit
7. Describe any difficulties and delays encountered during this reporting period	500 word limit
8. Summarize progress made towards project tasks.	500 word limit
9. Authorized Signature - By checking this box, I certify that the information in this Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.	
<input type="checkbox"/>	

- e. DOCUMENT UPLOAD Section (all of these fields are required)
 - i. **Box 10** – This is where you will upload supporting images/photos.
 - j. **Box 11** – This is where you will upload any additional supporting documentation as PDFs that demonstrate project progress.

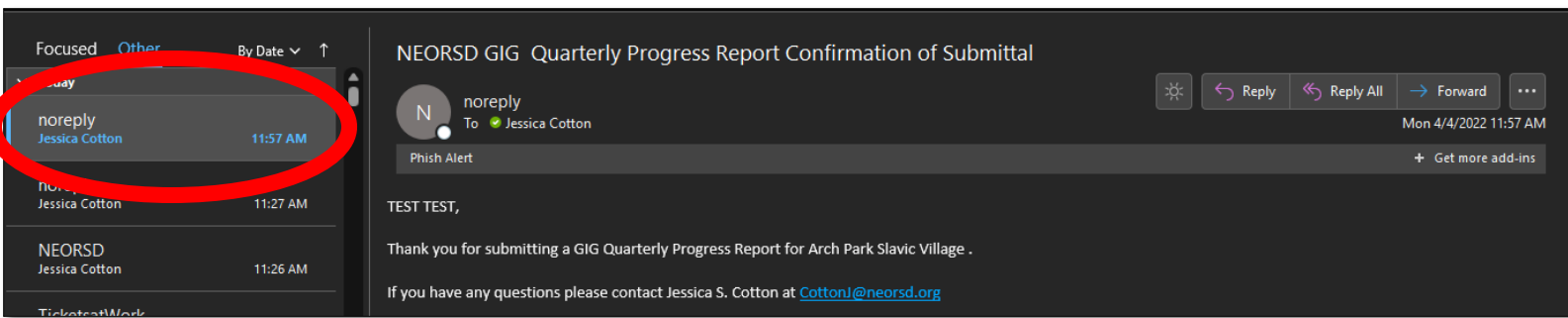
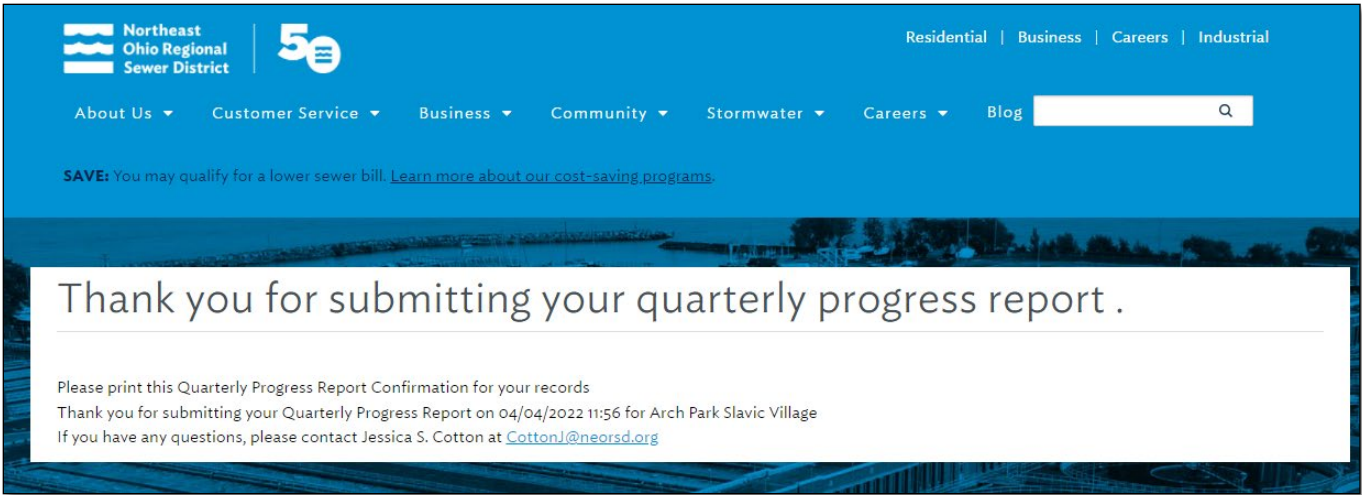
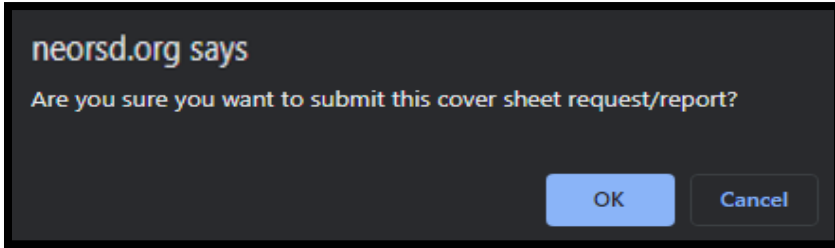
FIGURE 3. Please take note of the alert regarding the potential to overwrite files if they are not all selected at the same time. **Example:** Let's assume you have 3 separate files (File 1, File 2 and File 3) to upload in Box 10 (or Box 11). In your first attempt, you successfully upload File 1 & File 2 only, but forget to upload File 3. Within Box 10 (or Box 11), the screen will show you that File 1 and File 2 are there. If you then realize you forgot to upload File 3 and try to simply add just File 3, upon successfully uploading File 3, both File 1 & File 2 will no longer be there. In order to upload all 3 files, you must select File 1, File 2 & File 3 as part of the same action.

Document Upload

Upload documents below. You can upload multiple documents simultaneously:

10. Images/Photos to support Quarterly Progress Report Information above. (i.e. example file types are pdf, jpeg, png, tiff, etc.). NOTE: If you have multiple image/photo files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.	<input type="button" value="Choose Files"/> No file chosen
11. Any additional supporting documentation other than images/photos. NOTE: If you have multiple files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.	<input type="button" value="Choose Files"/> No file chosen

- j. After you have completed the GIG Quarterly Progress Report Cover Sheet, click on the “Submit” button located at the bottom of the form. You will be prompted to be sure you are ready to submit. Click “Yes” to continue with the submittal process. Click “cancel” if you need to make any edits before submitting the cover sheet. You will see a confirmation page and will also receive an email to confirm your request has been successfully submitted.



Option 3. You are submitting a GIG Project Extension Request

1. Click on OPTION 3 to submit a Project Extension Request

The Project Extension Request process requires the GIG Project Extension Request Cover Sheet, with all necessary supporting documentation to complete the project extension request process.. The Extension Request Cover Sheet includes the GIG Program Progress Report.

Green Infrastructure Grant documents

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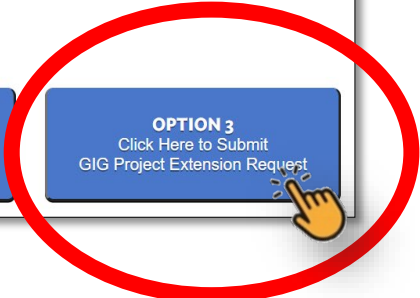
Attention Green Infrastructure Grant Program Project Partners:

Below are instructions to submit a Reimbursement Request, Quarterly Progress Report, and a Project Extension Request. Please choose from the following three options:

OPTION 1
Click Here to Submit
GIG Reimbursement Request

OPTION 2
Click Here to Submit
GIG Quarterly Progress Report

OPTION 3
Click Here to Submit
GIG Project Extension Request



2. Click on the link in OPTION 3, item “c” to complete the Project Extension Request Cover Sheet.

OPTION 1
Click Here to Submit
GIG Reimbursement Request

OPTION 2
Click Here to Submit
GIG Quarterly Progress Report

OPTION 3
Click Here to Submit
GIG Project Extension Request

OPTION 3 – You are submitting a GIG Program Project Extension Request


The Project Extension Request Cover Sheet is required when requesting an extension on a current awarded GIG project. This is an online form.

Refer to the *Instructions on How to Fill out the Online Cover Sheets* link above.

Follow the instructions below to submit the Project Extension Request Cover Sheet

- a. Each Section of the online Cover Sheet must be filled out. The sections to fill out are as follows:
 - a. Contact Information
 - b. Progress Report for Extension Request
 - c. Document Upload
- b. After you have completed the Project Extension Request Cover Sheet, click on the “Submit” button located at the bottom right corner of the form.

c. [Click on this link to fill out the Project Extension Request Cover Sheet.](#)



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GREEN INFRASTRUCTURE ONLINE COVER SHEET HOW-TO DOCUMENT SUBMITTAL PROCESS

3. Fill out each section the Project Extension Request Cover Sheet.

Each Section of the online GIG Program **Project Extension Cover Sheet** must be **completely filled out** and the supporting documentation must be uploaded. The sections to fill out are as follows:

- Contact Information
- Progress Report
- Extension Request Date
- Authorized Signature
- Document Upload

3. CONTACT INFORMATION Section

- a. Boxes 1, 2, and 3 – Parcel Number, Project Title, and Grantee Name
 - i. The project parcel number is located on the project proposal documentation. **Start typing in the project parcel number in Box 1 (no spaces or hyphens please)**, which will start populating parcel numbers from the auto complete list. This field is required to submit the form. Once you see the parcel number, click on it and this will automatically populate the **Box 2 Project Title** and **Box 3 Grantee Name**.
 - ii.

NOTE: Please contact the Grant Administrator if you are having issues finding or selecting the project parcel number. You can also go on the County Auditor website to find the parcel number.
<https://myplace.cuyahogacounty.us/>

- b. Boxes 4 and 5 – Contact Information
 - i. Fill out contact information. These fields are required to submit the form.

Contact Information	
1. Parcel Number - Please select a parcel number from the autocomplete list; The project title will be automatically selected.	
<input type="text" value="13125017"/>	
2. Project Title	
<input type="text"/>	
3. Grantee Name	
<input type="text"/>	
4. Contact Name	
First Name:	First and Last Name of person submitting the request or report.
<input type="text"/>	
Last Name:	
<input type="text"/>	
5. Contact Email Address:	
<input type="text"/>	Email address of person submitting the request or report

f. PROGRESS REPORT Section

h. Boxes 6, 7, and 8 – Enter applicable progress report information

- i. These fields are required to submit the Cover Sheet. Progress Reports submitted with the Project Extension Request should reflect accomplishments since the previously submitted Progress Report.

Progress Report for Project Extension	
6. Summarize progress and/or accomplishments during this reporting period as related to your project implementation schedule	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	
7. Describe any difficulties and delays encountered during this reporting period	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	
8. Summarize progress made towards project tasks.	500 word limit
<div style="border: 1px solid black; height: 100px;"></div>	


g. EXTENSION REQUEST Section

i. Box 9 – is the Extension Request Date

i. Enter the anticipated future date the project will be completed.

Extension Request

9. Enter the anticipated extension date the project will be completed.:

06/10/2022 

June 2022 ↑ ↓

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear Today

j. Box 10 – Authorized Signature

ii. Click to check the Authorized Signature box to certify all information submitted is accurate.

10. Authorized Signature - By checking this box, I certify that the information in this Progress Report is accurate and reflects current status of the Project. Furthermore, I affirm that the information contained herein is, to the best of my knowledge and belief, accurate and complete.

- h. DOCUMENT UPLOAD Section (all of these fields are required)
 - k. **Box 11** – This is where you will upload supporting images/photos.
 - l. **Box 12** – This is where you will upload any additional supporting documentation as PDFs that demonstrate project progress.

FIGURE 3. Please take note of the alert regarding the potential to overwrite files if they are not all selected at the same time. **Example:** Let's assume you have 3 separate files (File 1, File 2 and File 3) to upload in Box 11 (or Box 12). In your first attempt, you successfully upload File 1 & File 2 only, but forget to upload File 3. Within Box 11 (or Box 12), the screen will show you that File 1 and File 2 are there. If you then realize you forgot to upload File 3 and try to simply add just File 3, upon successfully uploading File 3, both File 1 & File 2 will no longer be there. In order to upload all 3 files, you must select File 1, File 2 & File 3 as part of the same action.

Document Upload

Upload documents below. You can upload multiple documents simultaneously:

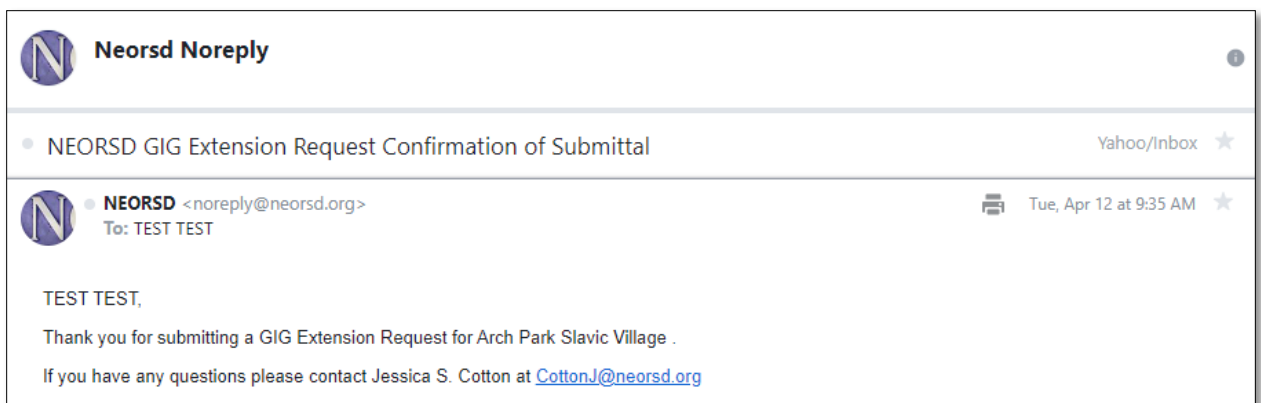
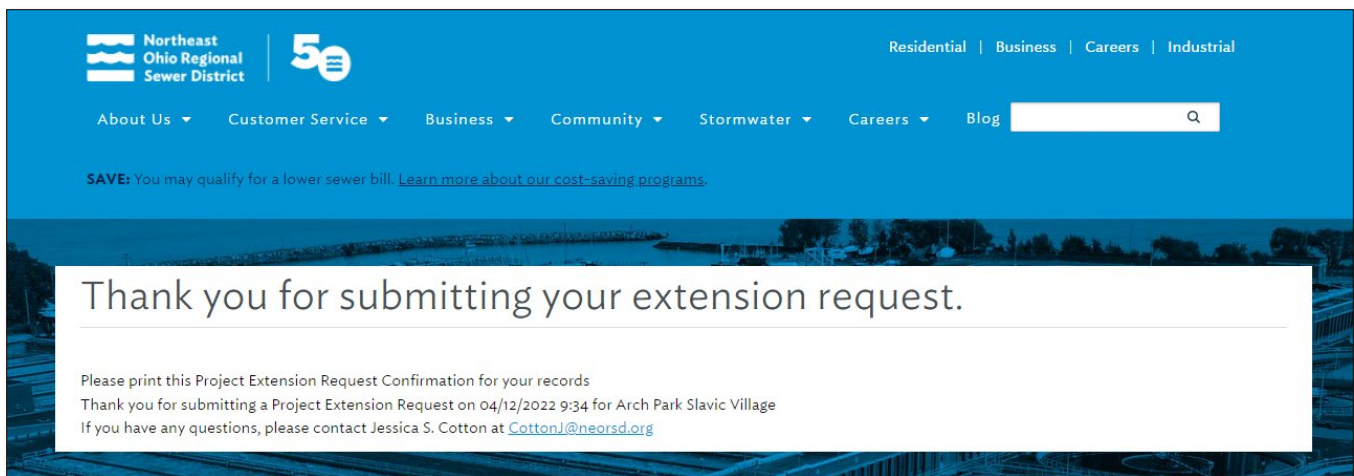
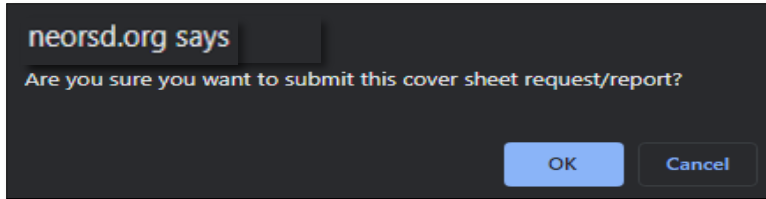
11. Images/Photos to support Progress Report for Extension Request. (i.e. example file types are pdf, jpeg, png, tiff, etc.). NOTE: If you have multiple image/photo files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.

No file chosen

12. Any additional supporting documentation other than images/photos. NOTE: If you have multiple files, you must select all of the files at the same time, otherwise, uploading additional files will overwrite the previously uploaded files.

No file chosen

- k. After you have completed the GIG Quarterly Progress Report Cover Sheet, click on the “Submit” button located at the bottom of the form. You will be prompted to be sure you are ready to submit. Click “Yes” to continue with the submittal process. Click “cancel” if you need to make any edits before submitting the cover sheet. You will see a confirmation page and will also receive an email to confirm your request has been successfully submitted.



If you would like more information or assistance, contact

Jessica S. Cotton (She/Her), GISP, GIP

GRANT PROGRAMS ADMINISTRATOR
WATERSHED PROGRAMS



**Northeast Ohio
Regional Sewer District**

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