

# **NORTHEAST OHIO REGIONAL SEWER DISTRICT**

## **GREEN INFRASTRUCTURE GRANT PROGRAM**

### **Reimbursement Policy**

#### **POLICY**

The Green Infrastructure Grant Program (GIG) grant funds shall be provided by the District on a reimbursement basis directly to the Grantees or Sub-Grantee for Project costs, conditioned on the District's prior approval of the design and construction of the Project. Under no circumstance shall grant funds be used for compliance under Title IV of the District's Code of Regulations. District staff members, selected by the District, shall be a permanent part of the Project team dedicated to design review and construction inspection throughout the duration of the Project. Funds must be used in accordance with the authorized amount indicated. Any funds not expended for the purposes agreed to by the Sub-Grantee/Grantee and the District shall remain with the District.

#### **PROCESS**

The District shall reimburse the Sub-Grantee/Grantee for eligible Project expenses based on paid invoices, prepared and submitted by the Sub-Grantee/Grantee to the District, in the form prescribed by the District, and including supporting information as required by the Project Agreement.

- 1) All requests for reimbursement of grant funds for design services shall be documented to the District in reasonable satisfaction based on the agreed upon scope and fee for the design services.
- 2) All requests for reimbursement of grant funds for construction shall be documented to the District in reasonable satisfaction. All requests shall be submitted in a form sufficient to allow the District to review, inspect and approve materials, labor, and quantities installed for the Project.
- 3) The Sub-Grantee/Grantee shall keep all records and documents relevant to the Project Agreement, including but not limited to, an accurate, current, and complete accounting of all financial transactions for the Project. Such records and documents shall be available at reasonable times and places for inspection and copying by the District or any authorized representative thereof and will be submitted upon request together with any other compliance information which may be reasonably required.
- 4) The Sub-Grantee/Grantee shall bear the risk and remain solely responsible for any payments made by the Sub-Grantee/Grantee to third parties for work not approved by the District.

## PROCEDURE

For reimbursement, 100% of the District's grant funds must be used for activities and/or expenses related to the Project, as approved by the District. These activities and expenses may include design, construction, materials, and signage specifically related to the Project. Only project components described in Exhibit D and/or approved modifications will be eligible for reimbursement. Any modifications must be documented by written District approval. A reimbursement requires the following to occur:

- 1) Reimbursement Request forms and supporting document(s) to be completed. The Reimbursement Request forms can be found at <http://www.neorsd.org/watershedgrants.php>, or other location designated by the District in the future.
- 2) Supporting documentation includes the relevant procurement documentation, such as an itemized bill, receipt, invoice, time card along with proof of payment, such as a credit card receipt, cancelled check, and/or other documentation to substantiate purchase and payment deemed acceptable by the District.
- 3) The Reimbursement Request is submitted to the District and reviewed for completeness. Submissions will be sent to:  
Northeast Ohio Regional Sewer District  
Watershed Programs Department  
Linda Mayer or Successor  
3900 Euclid Avenue Cleveland, Ohio 44115  
[mayerl@neorsd.org](mailto:mayerl@neorsd.org)
- 4) Upon successful review of the submission the District's Director of Watershed Programs will have the final review of the Reimbursement Request for disbursement to occur.
- 5) Upon the final approval by the Director of Watershed Programs the Reimbursement Request will be processed for disbursement.
- 6) The Sub-Grantee/Grantee can anticipate reimbursement within 30 – 60 days of the final approval of a Reimbursement Request.