

## **NORTHEAST OHIO REGIONAL SEWER DISTRICT**

### **Green Infrastructure Grant for the Combined Sewer Area Program Reimbursement Policy**

#### **POLICY**

The Green Infrastructure Grant for the Combined Sewer Area Program (GIG Program) funds shall be provided by the Northeast Ohio Regional Sewer District (District) on a reimbursement basis directly to the Grantees for Grant Project (Project) costs associated with the green infrastructure (GI) components of the Project, conditioned on the District's prior approval of the design, construction, and first-year maintenance costs of the Project. Requests for reimbursement related to the project's first-year maintenance costs must be submitted no later than one (1) year after the date of substantial completion, as determined by the District and provided to the Grantee in writing. 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, construction inspection, and first-year maintenance oversight 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 Grantee and the District shall remain with the District.

#### **PROCESS**

The District shall reimburse the Grantee for eligible Project expenses based on paid invoices, prepared and submitted by the Grantee to the District, in the form prescribed by the District, and including supporting information as required by the Grant 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) All requests for reimbursement of grant funds for first-year maintenance expenses shall be documented to the District in reasonable satisfaction based on the agreed upon scope and fee for the maintenance services.

- 4) The Grantee shall keep all records and documents relevant to the Grant 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.
  
- 5) The Grantee shall bear the risk and remain solely responsible for any payments made by the 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 GI components of the Project, as approved by the District. These activities and expenses may include design, construction, first-year maintenance, and signage specifically related to the GI components of 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: <https://www.neorsd.org/stormwater-2/green-infrastructure-grant-program/> 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 and a current Progress Report.

All submissions will include:

- Supporting Documentation
  
- Reimbursement Request Form I – Cover Sheet  
[https://www.neorsd.org/l\\_Library.php?a=download\\_file&LIBRARY\\_RECORD\\_ID=6530](https://www.neorsd.org/l_Library.php?a=download_file&LIBRARY_RECORD_ID=6530)
  
- Progress Report  
[https://www.neorsd.org/l\\_Library.php?SOURCE=library/GIG%20Progress%20Report.pdf&a=download\\_file&LIBRARY\\_RECORD\\_ID=7313](https://www.neorsd.org/l_Library.php?SOURCE=library/GIG%20Progress%20Report.pdf&a=download_file&LIBRARY_RECORD_ID=7313)
  
- Reimbursement Request Form II – Expense Worksheet  
[https://www.neorsd.org/l\\_Library.php?a=download\\_file&LIBRARY\\_RECORD\\_ID=6532](https://www.neorsd.org/l_Library.php?a=download_file&LIBRARY_RECORD_ID=6532)

- 3) The Reimbursement Request is submitted to the District and reviewed for completeness. Submissions are sent to: [davisc@neorsd.org](mailto:davisc@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 Grantee can anticipate reimbursement within 30 – 60 days of the final approval of a Reimbursement Request.