

Payment Requests

Section 319(h) Grants Program

Following are guidelines for submitting Payment Requests to Ohio EPA under your section 319(h) sub-grant. Items #9 and #9(a) in your sub-grant agreement outline requirements associated with payments.

Instructions: An electronic copy of these instructions and the Payment Request Form are included on the CD-ROM that was sent with your executed sub-grant agreement. All requests for payment must be signed by the authorized project representative using an original signature in blue ink.

We encourage sub-grantees to request funds as reimbursement for actual quarterly expenditures; however you may request funds for anticipated expenditures during the upcoming quarter—however, ALL funds must be properly expended within 90 days of receipt of payment.

The Request for Payment form must be used when requesting payment under your section 319(h) grant. The form should be completed as follows:

- Block 1:** Fill in the project number as indicated on your sub-grant agreement.
- Block 2:** Provide the name and address of the sub-grantee
- Block 3:** Include the name of the designated contact person for the project.
- Block 4:** Start with #1 for the first payment request. Thereafter, number all subsequent requests consecutively.
- Block 5:** Provide the total dollar amount awarded under this project.
- Block 6:** Indicate the time period covered by this request. Enter the month, day and year of the beginning and end of the period covering costs that were incurred (reimbursement) or costs to be incurred during the upcoming 90-day period (advance).
- Block 7:** Complete **Block 7** as follows:
 - a) The cumulative dollar amount of funds received to date.
 - b) The cumulative amount expended through the most recent report period
 - c) The total cash-on-hand amount at the end of this report period. This number may be positive, negative or zero.
 - d) Total amount requested for reimbursement.
- Block 8:** Complete **Block 8** as follows:
 - a) Estimated expenses to be incurred during the upcoming quarter.
 - b) The total cash-on-hand at the end of this reporting period.
 - c) Total amount requested for payment.
- Block 9:** Include a brief description of why advance funds are needed. List the expenditure and the amount needed. (*EXAMPLE: Restoration Contractor--\$2,3000; Project Coordinator Salary--\$4,000; Office Supplies--\$500, etc.*)
- Block 10:** Provide a dated signature using BLUE INK, printed name, title and phone number of certifying official.