

BUREAU OF RECREATION AND CONSERVATION

Title: Payment Request Process		
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Approved By: Tom Ford, Bureau Director	Program Area: All	

AUTHORITY

Act 18 of 1995, Section 306, Community Recreation and Heritage Conservation. The Department shall have the power to administer Federal and State programs for grants and loans to local governments, municipal authorities and nonprofit organizations for community and regional projects involving the planning, acquisition, rehabilitation and development of public park, recreation and conservation areas, facilities and programs.

SCOPE

Provides directive for administration of the Community Conservation Partnerships Grant Program

PURPOSE

This Policy details the process by which Department of Conservation and Natural Resources DCNR, Bureau of Recreation and Conservation (Bureau) disburses grant payments to recipients of Community Conservation Partnerships Program funding.

POLICY

A. General Payment Provisions:

1. The Community Conservation Partnerships Program is a reimbursement program. However, the program does have provisions to provide grantees with disbursements upon their request.
2. Payments will only be made for eligible project expenses.
3. Grantee will be required to submit a request for payment in the DCNR Grants Customer Service Portal.
4. To qualify for a payment, there must be a fully executed grant agreement.

B. Payments

1. All payments are to be requested in the DCNR Grants Customer Service Portal
<https://apps.dcnr.pa.gov/grants/>
2. Select "Payments" on the left-hand navigation menu.
3. Click the "Request a Payment" button.
4. Select "Partial" or "Final" from the dropdown menu.
5. Enter the amount being requested for payment.
6. Add additional comments if necessary.

7. Enter the Routing Number and Bank Account Number for your organization.
 - **ACH registration is required.** ACH enrollment can be done by completing and submitting the [Commonwealth of Pennsylvania Direct Deposit Enrollment Form](#). An email from Adobe requesting signature verification will follow. Registration will be completed by the PA Vendor Data Management Unit. Standard processing time is 7-10 business days. Additional information can be found on the [PA Office of the Budget website](#).
8. Confirm the routing and account numbers included with the payment request are correct. Incorrect account numbers will delay payment.
9. Add your name in the **Payment Authorization** section and click “Save.”
10. The request for payment will be routed to DCNR and processed upon review and approval.

C. Partial Payments

1. 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.
2. 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.
3. All payments are subject to the provisions of the grant agreement and the availability of the grant funds.
4. For acquisition projects, a partial payment of up to 90% can be requested when a settlement date has been scheduled.
5. For partnership projects, a partial payment of up to 90% can be requested by the grantee once an updated work plan and billable rates are submitted and given DCNR approval.
6. 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.
7. NOTE: Projects funded through Pennsylvania Recreational Trails Program will follow the payment process detailed in the Pennsylvania Recreational Trails Policy.
8. NOTE: Projects funded with federal Environmental Protection Agency (EPA) monies are paid on a reimbursement basis for eligible incurred costs.
9. NOTE: Projects funded with other federal monies will follow the guidelines associated with the source of funding.

Final Payment Request and Project Close-out

1. A minimum of 10% of the grant amount is held until project close-out requirements are met.
2. The grantee will submit a final request for payment in the DCNR Grants Customer Service Portal within 60 days of completion of the project or expiration of the Community Conservation Partnerships Program grant agreement.
3. 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.
4. 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.

5. 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.
6. 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:
 - a. [Acquisition Grant Administrative Instructions and Process](#)
 - b. [Development Grant Administrative Instructions and Process](#)
 - c. [Planning Grant Administrative Instructions and Process](#)
 - d. [TRAILS - Development Project Management Process](#)
 - e. [TRAILS – Pennsylvania Recreational Trails Policy](#)
 - f. [Partnerships Grant Administrative Instructions & Process Policy](#)
7. 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.
8. Disencumbrance of Grant Funds- Any balance of grant funds not approved for payment to the Grantee will be disencumbered from the Grant Agreement upon close out or drop of the project.

D. Interest Income and Refund of Grant Funds

1. The grantee shall deposit grant funds in an interest-bearing account.
2. If the Bureau issues a payment of grant funds, these funds and any interest earned on them shall be separately identifiable in grantee's accounting as funds received under the grant agreement.
3. Subject to the approval of the Department, the grantee may use interest earned on grant funds for approved project activities.
4. 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.
5. Income earned and expended shall be recorded and reported as part of the closeout documentation.
6. Unused interest earned, or overpayment of unused grant funds must be returned as two separate checks payable to the "Commonwealth of Pennsylvania." One check for overpayment of grant funds and a separate check for the interest.
7. Return of unused interest income and return of overpayment of unused grant funds is defined as follows:
 - Return of Earned Interest on Grant Payments – If earned interest on grant payments is not approved for use on eligible project activities, the Grantee must return the interest amount via check made out to "The Commonwealth of Pennsylvania". (Refer to Article V and Appendix A of Grant Agreement)
 - Refund of Grant Funds – If the Grantee cannot properly document the minimum amount of eligible projects costs to justify the amount of grant payments issued, the Grantee must refund any overpayment of unused grant funds via check made out to "The Commonwealth of Pennsylvania". (Refer to Article V and Appendix A of Grant Agreement)

DISCLAIMER

The policies and procedures outlined in this guidance document are intended to supplement existing requirements. The policies and procedures herein are not an adjudication or a regulation. There is no intent on the part of DCNR to give the rules in these policies that weight or deference. This document establishes the framework within which DCNR will exercise its administrative discretion in the future.

PAGE LENGTH

3 pages

EFFECTIVE DATE

Immediately. This policy is to be reviewed and updated every year.

EXPIRATION

This policy remains in effect until revised or rescinded.

Tom Ford, Bureau Director

12/14/2023

Name/Title of Bureau or Office Director

Date