

NORTHERN RIO GRANDE NATIONAL HERITAGE AREA GRANT REPORTING PACKET – 2022-23

This packet contains important information related to your NRGNHA funding contract and procedures for reporting and for reimbursement requests.

It includes instructions and forms necessary to request reimbursement payments throughout the funding period, as well as instructions for submitting interim and final reports.

Please, do not hesitate to contact our office for assistance at any time. We are available to clarify requirements, discuss your project, offer help completing the forms, and answer your questions.

CONTACT:

For questions on the reporting and reimbursement requests, please contact:

Grants Coordinator
505-753-7273
info@riograndenha.org

NOTIFICATION OF CHANGES TO PROJECTS

Because the contract identifies a specific scope of work in the project, it is necessary that you notify the NRGNHA of any changes to the project prior to implementing them. Changes in the project include alterations or substitutions in the project's content, reductions in the project scope, and adjustments in the project budget.

- Please send a letter to the NRGNHA specifically identifying the proposed changes. If necessary, include a "Revised Project Budget" and a description of the changes to the project workplan. NRGNHA will review the changes and approve them, if appropriate.
- If your organization will be unable to undertake or complete the project, please notify the NRGNHA immediately.

For questions on changes to the project contract, the project schedule, or project deliverables, please contact the Grants Coordinator or the Executive Director.

Grants Coordinator
info@riograndenha.org
505-753-7273

Executive Director
director@riograndenha.org

PROJECT DOCUMENTS

The following are the principal documents the grantee will need to submit and follow in carrying out the grant contract work and requesting reimbursement. The contract is for services to be provided, this is not just a grant of funding. Grants are made from Federal funds, and must comply with Federal funding requirements

1. **Project Contract:** The project contract is developed after notification of the grant award and is the main document governing the project work and the relationship between your organization and the Northern Rio Grande NHA. If there is a change to the project budget or work during the project, grantees will need to submit requests for change to the contract.
 - ✓ The contract specifies the Project Budget, which outlines the expected use of grant funds, and the expected project match that the grantee has committed to provide. **Grantees are required to provide a cash or in-kind match that is a contribution ratio of 2 to 1 to the amount of the grant.**
 - ✓ Project Workplan/Schedule – The contract presents the expected plan of work for the project and the schedule in which the work is to be completed. It also lists the expected project deliverables or products that are to be completed.
 - ✓ Contract terms – Contract terms are governed by the guidelines provided during the application process and include obligation to comply with Federal funding and reporting requirements.
2. **Partial Reimbursement Request:** Requests for reimbursement may be made during the project, up to 90% of the total grant award. Payment requests may only be submitted for work completed and **must include support documentation for expenses and for match claimed.** These forms are required:
 - ✓ Partial Reimbursement Request
 - ✓ Interim Report Form
 - ✓ Support documentation for expenditures made and for claimed match.
3. **Final Reimbursement Request:** The final reimbursement request for the project may be submitted upon project completion and must be submitted not more than 30 days after project completion. These forms are required.
 - ✓ Final Reimbursement Request
 - ✓ Final Report Form
 - ✓ Support documentation for expenditures made and for claimed match
 - ✓ Copies of project products completed
 - ✓ Copies of Letters to Congressional Delegation.

INSTRUCTIONS

The Northern Rio Grande National Heritage Area cannot pay for services until they are rendered, and all payments are made on a reimbursement basis only. Procedures for reporting and reimbursement requests are included. The "authorizing official" who must sign all requests/reports is the board president or project director.

Partial reimbursements may be requested at anytime during the contract. Each request will be reviewed and approved by the NRGNHA Grants Coordinator before funds are released. *Note: 10% of the contract amount will be withheld until project is completed.*

For Final payment submit a Final Reimbursement Request form accompanied by Final Report. **NRGNHA staff will make a site visit before approving final payment.**

Please allow 15 days for the processing of all payments/reimbursements.

REIMBURSEMENT REQUESTS

1. Reimbursements:

- The Contractor can submit a reimbursement request for funds at any time after performing work and expending funds. The contractor can only request funds for work completed.
- The Contractor can request funds for reimbursement at any point during the project. Each reimbursement request must be accompanied by an Interim Report or the Final Report (see below).
- Reimbursement requests are to be submitted using the Interim or Final Reimbursement Request Form included in your packet (make additional copies as needed). Use the **electronic worksheet** (Excel format) provided by the Grants Coordinator to assist in summarizing expenses and match.
- Each Reimbursement Request should:
 - Specify activities performed and costs expended.
 - **Include copies of receipts for expenses;** and
 - **Include documentation of all in-kind and cash match provided.**
- Submit the reimbursement request and electronic worksheet to the NRGNHA Grants Coordinator electronically, by mail, or in person.
- The Final Reimbursement Request should be made not more than 30 days after project completion. It must be accompanied by the Final Report.

2. **Reporting:**

- Contractor should submit an Interim Report or the Final Report with each reimbursement request. Each report should describe work performed and dates of completion.
- **Interim Report** form is included in your package (make additional copies as needed). Key information to be included:
 - Demonstration of work completed on the project in support of claimed progress and cost reimbursement.
 - Discussion of any challenges to the project, especially if they would affect your ability to complete the project on time and within the contract scope.
- Contractor should submit a **Final Report** not more than 30 days after project completion. Final Report form is included in your package. Key information to be included in the Final Report is:
 - Description of work performed.
 - Identification of personnel working on the project, including paid and volunteer staff.
 - Description of project completed, including deliverables or work products completed, and any issues/problems encountered.
 - Documentation of project through photos.
 - Demonstration of community involvement and public support for the project.
 - Description of how NRGNHA was acknowledged for its project support.
 - Copies of letters of thanks submitted to the Congressional Delegation.

3. **Site Visit by NRGNHA Staff**

- NRGNHA staff will look forward to making a site visit upon receiving Final Report and Reimbursement Request. The purpose of the review is to determine if the work was completed as described in the Grant Application and Contract, and to permit NRGNHA staff and board members to become familiar with the Grantee's project.
- Attention will be given to the terms of the contract, progress tracking, and involvement of the public/community in carrying out the project. Please be prepared to provide copies of photos, logs, other documentation maintained for the project.