

## Hudson River Valley Greenway/National Heritage Area Grants How to Prepare a Claim for Payment

### General Information

All grants awarded by the Greenway are **matching, reimbursement** grants. All grants awarded by the Greenway must have at least \$1 in documented **match** for each \$1 in grant funds awarded. All expenses contained in Claims for Payment must have already been incurred and paid. Proof of payment must be provided with the Claim for Payment. Reimbursable expenses and match must conform to the approved grant budget. For example, if a \$1,000 Claim for Payment is submitted for payment, the grantee must **document** that it has incurred and paid at least \$2,000 in eligible expenses (\$1,000 **reimbursable**, \$1,000 **match**) before payment can be made.

### Documentation and Acceptable Match

Each **Claim for Payment** must include a **Claim for Payment** form, along with documentation of expenses incurred, proof of payments made, and acceptable match. Claim for Payment forms are different for the grant types specified below.

**Documentation** may include, but is not limited to, copies of bills from consultants or other suppliers, statements of value of donated materials, and in-kind (force account or unpaid, volunteer) services. Proof of payment may be copies of canceled checks or municipal vouchers. A "[Match Documentation Worksheet](#)" is available from the Greenway to assist in documenting in-kind services. Sources of **match** may include "grantee cash," in-kind services (force account or volunteer labor), donated goods or materials, or other grants and donations. Other New York State grants may be used as match for Greenway Communities Grants, Greenway Compact Grants, National Heritage Area Grants, and Greenway Conservancy Trail Grants issued prior to 2015 only. Volunteer labor may be **matched** at the rate of \$15/hour, unless the volunteer is working in their professional field. For example a surveyor who is surveying a property boundary may be claimed at their professional rate, however a surveyor who is clearing a trail must be claimed at \$15/hour. Volunteer hours must be documented in order to receive payment.

Before a final grant payment can be made grantees must submit a **final report** with the last **Claim for Payment**. The type of information and/or actions required are detailed in the specific grant sections below, but for all grants the financial contribution of the Greenway/National Heritage Area must be noted in the final project documents. Depending on the type of grant, the Greenway or National Heritage Area logo must also be used as required by the grant Memorandum of Understanding.

### Greenway Communities and Greenway Compact Grants

- If the grant number at the top of your Memorandum of Understanding begins with either 'PL' or 'CP' you have a Greenway Communities or Greenway Compact Grant and must use the comptroller's [New York State Claim for Payment form](#). For help filling out this form be sure to review the sample Comptroller Claim for Payment form.
- Please review this [sample Claim for Payment form](#).

- Please note that the **grantee** requesting reimbursement is the “**Vendor**” on this form and the Vendor is only responsible for filling out the top portion (first 17 fields) as shown in the instructions.
- Reimbursements may only be made to the Grantee.
- **Note:** In order to receive full payment, plans that are created using Greenway Grants must be adopted by the local governing body.
- Up to 90% of the total grant award is available for reimbursement with submission of a Claim for Payment form and a draft plan, with the remaining 10% available once plans have been adopted.
- The Greenway must receive a copy of the final adopted plan (electronic versions are preferred) and a record of municipal adoption.
- The financial contribution of the Greenway must be noted in the final project documents and must include our logo. Acceptable credit: *“This project/plan was funded in part by a grant from the Hudson River Valley Greenway.”*
- Submission: An original, signed **Claim for Payment** form must be mailed. However all documentation and backup materials may either be mailed or be submitted digitally via email, so long as they are complete and legible. All reimbursement forms and documentation may be submitted to the Hudson River Valley Greenway c/o Finance Manager, 625 Broadway – 4th Floor, Albany, NY 12207-2995. Emailed documentation may be sent to: [hrvg@hudsongreenway.ny.gov](mailto:hrvg@hudsongreenway.ny.gov). Please put ATTN: Finance Manager in the Subject Line of your email and include your grant number on all correspondence.

Greenway Conservancy Trail Grants or National Heritage Area Grants

- If your grant number on your Memorandum of Understanding begins with either a four digit YEAR, ‘NHA’ or ‘Q’ you have a Greenway Conservancy Trail Grant or National Heritage Area Grant and must use the [Greenway Conservancy Claim for Payment form](#). For help filling out this form be sure to review the sample Conservancy Claim for Payment form.
- Please review this [sample Greenway Conservancy Claim for Payment form](#).
- Reimbursements may only be made to the Grantee.
- A final report and/or documentation of work performed must accompany the final payment request.
- For capital construction projects the final report may include photos and a short narrative of the work completed and for plans or design documents, an electronic copy of the final documents produced (electronic versions are preferred) will suffice.
- The financial contribution of the Greenway or National Heritage Area must be noted in the final project documents and must include either the Greenway or National Heritage Area logo. Acceptable credit: *“This project/plan was funded in part by a grant from the Hudson River Valley Greenway or “This project/plan was funded in part by a grant from the Hudson River Valley National Heritage Area.”*
- **Additional requirement for National Heritage Area grants:** The following language must be included in all documents paid for all or in part with federal funds: *“The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government.”*

- Submission: A signed **Claim for Payment** form along with all documentation and backup materials may either be mailed or submitted digitally via email so long as they are complete and legible. All reimbursement forms and documentation may be submitted to the Hudson River Valley Greenway c/o Finance Manager, 625 Broadway – 4th Floor, Albany, NY 12207-2995. Emailed documentation may be sent to: [hrvg@hudsongreenway.ny.gov](mailto:hrvg@hudsongreenway.ny.gov). Please put ATTN: Finance Manager in the Subject Line of your email and include your grant number on all correspondence.

If you have questions about the reimbursement process please call 518-473-3835 and ask for the Finance Manager or email [hrvg@hudsongreenway.ny.gov](mailto:hrvg@hudsongreenway.ny.gov). Please put ATTN: Finance Manager in the Subject line of your email. All forms mentioned in this article are available at:

<http://www.hudsongreenway.ny.gov/GrantFunding/CFP.aspx>