

Conservation Partners Legacy (CPL) Grant Program Payment Manual

The following payment procedures are based on state laws, regulations, and historical trends that guide the administration of the Conservation Partners Legacy (CPL) Grant Program. Viewing this document online allows for utilization of the website links. [Contact CPL staff](#) for assistance.

How to Receive Grant Funds

CPL is a reimbursable grant program. The grantee will pay invoices and then submit payment reimbursement requests to CPL staff via email. Reimbursement requests may be submitted as often as needed by the grantee, but the CPL Program recommends that requests for payment be submitted at least once per year. The grant contract must be executed before incurring any costs towards the project. Costs incurred before the execution date will not be eligible for reimbursement or for use as match.

Requesting Payment

[All payment forms](#) are available as fillable PDFs and ***must be submitted via email to CPL Staff.*** [The Payment Request Form](#) is required with each reimbursement request. The first reimbursement request must also include the [Ecological and Restoration Management Plan](#). A [payment request checklist](#) is available to assist grantees.

All payment requests must include the following documents when applicable:

Document	Requirements	When Document is Needed
1. Payment Request Form	Must be fully filled out.	Alongside all payment requests
2. Reimbursement Invoices	All invoices must be combined into one document. Total reimbursement value per invoice must be highlighted or specified.	Alongside all payment requests

3. Match Invoices and Documents	All match invoices and match documentation must be combined into one document. Total match value per invoice must be highlighted or specified.	Alongside all payment requests (If match is listed on the payment request form)
4. Proof of Payment	Must include either cancelled checks, copies of checks to vendors, or bank statements showing payment.	Alongside all payment requests <i><u>or</u></i> Within 45 days of submitting a payment request (grantees with limited cash flow only).
5. Ecological Restoration and Management Plan	Must be fully filled out.	Submit alongside first payment request only.
6. Final Accomplishment Report	Must be fully filled out.	Submit alongside final payment request only.

If invoices contain both reimbursement and match expenses, they must be included in both reimbursement and match documents with both values highlighted and specified.

Total reimbursement may not exceed the total grant amount. If bids come in higher than anticipated, CPL staff will consider a request for additional funds if available; however, budgets should be carefully planned and are expected to reflect accurate cost estimates. A formal grant contract amendment is required for any increase in the grant amount. If an amendment is allowed, it must be fully executed before additional costs can be incurred.

Invoice Information

Invoices or receipts must be submitted with all payment requests. The invoice/receipt must be legible and include the following items:

- Name and address of vendor.
- Date of purchase or work (must be after the contract execution date and before the grant end date)
- Site where work was done (if applicable).
- Description of items or work purchased.
- Unit price and/or quantity of items or work purchased.
- Highlighted values for requested reimbursement or match funds.

Proof of Payment

Proof of payment should be submitted to CPL staff with each payment request as part of their invoice documents. Proof of payment can be a copy of a cancelled check or a copy of the check to the vendor with a bank statement showing the check has cleared. Grants will not be closed unless all proofs or payment have been submitted.

Payment for Services Rendered

Grantees with limited cash flow may request payment for services rendered. These requests must include the payment request form and all required documentation, except for proof of payment. Invoices or receipts are required to show that the work has been completed. The state will then pay the grantee so that the grantee can pay their contractor. Proof of payment must be submitted to CPL staff within 45 days of receiving payment from the state. Subsequent payment requests will not be approved until proof of payment is submitted, unless 45 days has not yet passed.

Match Information

A 10% match is required. Match may be in-kind or cash. Match cannot originate from state funds. The 5% grant holdback will apply until all required match is met. Grant funds may not be used as match for another program or project unless authorized in advance by CPL staff. All match must be documented. Invoices, receipts, time sheets, etc. are required for proof of match. Match funds are subject to audit.

Cash Match

Cash match, either from the grantee organization or donated from another organization, can be documented by paying an invoice or a portion of an invoice for services or materials and providing proof of payment. Total cash match value must be highlighted or specified on the invoice.

In-Kind Match

In-kind match may include personnel costs, volunteer labor or services, donated supplies or services, or use of grantee-owned equipment.

Personnel Costs used toward match must be documented and should contain employee name, hourly wage, date and hours worked, and a brief description of work accomplished. Proof of the hourly wage is required. Pay stubs, verified HR accounting system records, or a signed letter from a supervisor verifying the wage may suffice as proof of wage.

All other in-kind match must be documented with hourly rate, date and hours of work, work accomplished, and signed by the project manager, land manager, or supervisor. The forms linked below are available to track these costs, but grantees may use their own tracking system as long as the required items are included.

Volunteer Labor as Match

[The Volunteer Labor Worksheet](#) is used to individually document the volunteer's hours, date and description of work, and hourly rate. The CPL Program uses Independent Sector's estimated federal volunteer rate. Beginning on April 23, 2024 the standard hourly volunteer rate is \$33.49 per hour, but is subject to change in the future. Please contact CPL staff for the current federal volunteer rate.

All volunteers working on state lands should work with the land manager to [register as DNR volunteers](#). The [Volunteer Labor Summary Form](#) summarizes the individual volunteer labor worksheets to document the total hours and in-kind contribution of volunteer work.

Equipment Usage as Match

[The Grantee Equipment Usage Form](#) is used to document days, hours and description of work accomplished when grantee-owned equipment is used as in-kind match towards a project. Current market rates for renting similar equipment should be used and must be documented (i.e., a quote or price list from a retailer showing that rate).

Pre-Award Match Costs

Pre-award costs are costs incurred before the grant is executed. The following costs are the only eligible pre-award costs, and may be used for MATCH ONLY:

1. Engineering and design if incurred within 18 months prior to the application submission date.
2. Insurance costs if grantee must obtain new or additional insurance to meet the grant requirements. Must be purchased after the grant is awarded but before the contract is executed to be used for match.
3. Appraisals for acquisitions completed within 12 months prior to the application submission date.

Eligible Grant Costs

Only costs reflected in the approved Work Plan will be reimbursable. Minor changes may be accommodated if approved by CPL staff in advance. Costs may vary by up to 10% of the grant amount between budget categories. Variances greater than 10% must be approved by CPL staff in advance and may require a formal amendment. Eligible grant costs include the following:

- Materials and supplies specific to the project.
- Contracting and professional services (excluding initial engineering and design which can only be used as pre-award match).
- Equipment rental.
- Appraisals for acquisitions if conducted after the grant contract is executed.
- Professional services associated with acquisitions.
- Approved personnel costs.
- Approved travel costs.

Personnel

Up to 10% of the grant amount may be used for personnel and administration costs for project management and on-the-ground work. Only paid employees of the grantee organization may claim personnel costs. All others are considered volunteers and their time can be used only as in-kind match.

Personnel rates include hourly wage and fringe only (FICA/Medicare, retirement, and health insurance). Bonuses, overhead, and other indirect costs cannot be included in the hourly rate. Proof of wage is required. All personnel costs must be budgeted in the approved Work Plan. All personnel time must be documented with the name of employee, date of work, hours worked, brief description of work, and hourly rate. Personnel costs beyond 10% of the grant may be used for in-kind match.

Travel

Up to 1% of the grant amount may be used for travel costs for employees of the grantee organization only. Travel costs must use the approved mileage rate. Volunteers may track mileage for in-kind match.

Ineligible Costs

Costs that are not eligible for CPL funds or match contributions include capital equipment, overhead, indirect costs, education, interpretive signs, research, planning, fundraising, membership fees, office rental, office supplies, employee parking, lobbying or political contributions, computers, cell phones, late payment or finance charges, interest or investment charges, and any costs not budgeted in the approved Work Plan.

Acquisition Payments

Advance payments may be requested once the closing date is scheduled. Advance payment requests must be submitted 30 days prior to the closing date. Shorter time periods will be accommodated when possible but cannot be guaranteed. The [Payment Request Form](#) must be completed and submitted along with the appraisal review and purchase agreement.

The final acquisition documentation packet is due within 60 days after closing. The 5% holdback will apply until the project is complete, proof of payment is provided, and the [Final Report](#) and [Acquisition Packet](#) are submitted.

Timeline for Reimbursement

The state has up to 30 days to process payment requests once all required documentation is received. The fastest way to receive payments is by [signing up for Electronic Funds Transfers \(EFT\) using a state vendor number](#). This system allows grantees to review their payment information online. Reimbursements submitted during the close of the State's Fiscal Year, between June 1st and July 30th, and during the close of the State's

Calendar Year, between December 1st and December 30th, often take longer to process than those submitted during other times.

Accomplishment Reports

An [Annual Accomplishment Report](#) is due at the end of each calendar year (December 31st). Reimbursement requests will not be approved if the grantee is missing an annual report. CPL staff will email all grantees each fall requesting the annual report. The reports can be saved and updated each year to make reporting easier. A [Final Accomplishment Report](#) is due with the final payment request.

Final Payment and Holdback

The final reimbursement request must include the [Final Accomplishment Report](#). 5% of the grant amount will be held back until all match is met and the final report is submitted. All work must be completed prior to the grant contract expiration date. All final documents must be submitted by July 25 of the year the grant contract expires. No extensions are possible.

Grant Accounting and Record Retention

The grantee is responsible for maintaining fiscal controls and fund accounting procedures that are based on generally accepted accounting standards and principles. All grant records must be saved by the grantee for a minimum of six years following the final report. Records are subject to audit.

Contractors

Contractors must be selected using the state's bidding process as outlined in the grant contract. Records of the bidding process must be retained in the grantee's file in case of audit. Contractors must follow all CPL requirements.

Prevailing Wage

It is the responsibility of the grant recipient or contractor to pay prevailing wages on construction projects to which state prevailing wage laws apply ([MN Statutes 177.42-177.44](#)). All laborers and mechanics employed by grant recipients and subcontractors funded in whole or in part with state funds included in this RFP shall be paid at least the prevailing wage rate as projects of a similar character in the locality. Examples of applicable projects include construction or maintenance of roads, buildings, bridges, dams, and utilities.

Additional information on prevailing wage requirements is available on the [Department of Labor and Industry \(DOLI\) website](#). Questions about the application of prevailing wage rates should be directed to DOLI at 651-284-5091. The Grant recipient is solely responsible for payment of all required prevailing wage rates.