Payment Request Guide
Guide Sections

• Choosing the Right Payment Request Task
• Payment Schedule
• Reimbursement Request
• Payment Request Quick Guide
Choosing the Right Payment Request Task

**Reimbursement Request**
Task available for grantees to initiate; this is the most common type of payment request. To be used for project expenses already incurred by the grantee.

**Contractor Invoice Request**
Task to be used by contractors for submitting invoices. For contractors that have access to the Reimbursement Request task instead of this task, please contact your GA for assistance.

**Advance Request**
Task available upon request; GA will create the task. To be used for project expenses that the grantee is unable to meet upfront.

**Acquisition Advance Request**
Task available upon request; GA will create the task. To be used for acquisition of property/land.
Payment Runs

• Payments are sent out at the start and middle of each month. For the current year payment run schedule, please contact your GA

• Complete and accurate payment requests submitted by the recipient due date will be processed in time for the corresponding payment run

• However, if your payment request requires resubmission, it may be processed with the following payment run, so please submit your request as early as possible and contact your GA with any questions

• We try our best to process payment requests submitted past the recipient due date, but we cannot guarantee that you will be paid on the closest payment run if the recipient due date is missed
Payment Eligibility

• In order to request payment, you must sign a grant agreement and submit any due financial and programmatic reports.

• Payment requests can be submitted by the Primary Contact or by another Authorized User. If you would like to have an additional person added as an Authorized User for your grant, please contact your GA.

• You should only work on and submit one payment request at a time. Talk to your GA if you have multiple requests to submit.
Reimbursement Request
Generating the Task

- To create the task, log into your Easygrants account
- On your homepage, click on the “My Grants” tab at the top
Generating the Task

- Click on project Easygrants ID on the following page
Generating the Task

• From the dropdown menu under Grantee Requests/Action, select “Submit Reimbursement Request” and click “Request”
Completing the Task

• You will be directed to the main task page. You can click “Home” to return to your homepage.

• The four task sections are:
  1. Certification
  2. Uploads
  3. Expenditure Details
  4. Match Expended

After completing all sections, click on the “Review and Submit” tab to finalize the request and to submit it.
Certification

• Please read the certification statement and click “I agree”, then click “Save and Continue”
Upgrades

• Click on the “Payment Request Template” to download the form.

• Our payment request forms change from time to time, so it is good practice to always download the latest version.

• The payment request form is a word doc that must be filled out and re-uploaded into the task.
Payment Request Form

• The information in lines 1, 2 and 3 must be entered exactly as it appears on your grant agreement.

• In line 4, enter the total reimbursement amount.

• In line 5, choose (Yes/No/First Payment). If this is not your final payment, please make sure you are not requesting more than 90% of your award amount in line 4 per your grant agreement.

• If you answer “Yes” to line 6A and/or 7A then also fill out line 6B and/or 7B.

• In line 8A, enter the reimbursement period of expenditure (start and end dates for when the funds were spent). If the period of expenditure start date is older than 6 months, please also fill out line 8B.

• Only fill out line 9 if your project does not have a budget in Easygrants.

• Carefully read the certification at the end of the form and make sure to sign and date the request.

• Save the form after completing all required fields.
Uploading the Form

- On the uploads page, choose “Payment Request Form” as the upload type, then click on “Add files” and navigate to the location on your computer where the payment request is saved.
- Click “Start” after adding the payment request form to the task.
- Click “Continue” after the form has been uploaded.
- Only attach one payment request form per task.
- Use the “Other Documents” upload type to provide any additional documentation as required by NFWF.
The expenditure details section shows you the total approved budget and allows you to enter current expenses.

All expenses to date should be entered into this form. When you create the task, the budget will populate with your most recently reported expenditures.
Budget Line Items

- Use the pencil icon next to each line item to add expenses
- The green plus icon can be used to add new line items that were not part of your original project budget; the red “x” icon can be used to delete line items that you no longer plan to expend
- Any time a line item exceeds its budgeted amount, the variance column will show the amount exceeded in red
- Line item or budget category increases that exceed 10% of the total award amount will require a budget amendment before your payment request can be processed
- Enter a note in the budget for any new line items added, explaining the purpose of the line item and how it ties in with the overall project goals
Indirect Costs

• The expenditure details section of the task allows you to enter indirect costs if indirect costs are part of your approved budget. Not all projects have indirect costs.

• Indirect costs should be drawn down proportionally in accordance with the terms of your grant agreement, your NICRA (if applicable), and 2 CFR.

• Any change in indirect rate must be reported to NFWF, and a budget amendment is required if your organization’s indirect rate changes during the project’s period of performance.

• Contact your GA with any questions regarding changes to indirect costs.
Match Expended

• The match expended section requires you to enter total match spent to date

• Include amounts spent for federal and non-federal match; if one of these is not applicable to your project, please enter N/A

• You may use the notes section to provide any information regarding match sources or expenses

• When you submit your final payment, be sure to enter the same amounts that you entered on your Final Financial Report
Review and Submit

• The “Review and Submit” tab allows you to check the payment request task for completion.

• All four sections must have green checkmarks next to them. Any incomplete section will show a red “X” and tell you what you need to do to complete the section.

• Click on the “View PDF” button to save a copy of the request for your records.

• Finally, click “Submit” and complete the task. We will not receive your request until you click the submit button. You will receive a confirmation email when your task has been successfully submitted.
Resubmissions

• If you receive an email from your GA, requesting resubmission of the payment request task, please go to your easygrants homepage to access the task.

• The reimbursement request task will show a “Resubmit” status. To access this task, click on the blue hyperlink.

• Make edits to the task as per the instructions provided by your GA.
Payment Request Quick Guide

1. Grantees can only create reimbursement payment request tasks for themselves; all other payment tasks are created by NFWF staff upon request

2. Contractors should only submit the invoice request task, contact your GA if this task is not available for you

3. Enter reimbursement and advance dates as accurately as possible

4. Please review all individual sections of your task before submitting it. Green check marks do not indicate that the information entered is correct, review each section for accuracy

5. Don’t forget the “Review and Submit” tab; we will not receive your request until you click the “Submit” button

6. Once the payment request has been successfully submitted, you will receive a confirmation email from Easygrants

7. If your GA requests resubmission of a payment task, please go to your homepage and edit the existing task with the status of “Resubmit”. DO NOT create a new task

8. The turnaround on payment requests is approximately two weeks for complete and accurate requests submitted by the deadline

9. Contact your GA with any questions regarding payment requests or issues with the system