

**INSTRUCTIONS**  
**SIERRA NEVADA CONSERVANCY (SNC)**  
**REQUEST FOR PAYMENT (RFP) – PROPOSITION 84 GRANT PROGRAMS**

**Heading:** Enter the identifying information requested at the top of the form: Date, Report Period, Agreement Number, SNC Reference Number, Agreement Term, Authorized Grantee Name, Remittance Address, and Contact Person.

**1) Project Budget Categories:** Enter the project budget categories as shown on Exhibit A of the grant agreement under Project Cost/Project Budget Categories. Only these budgeted categories are reportable for expenses.

**2) Budgeted Expenses:** Enter the amount of each budget category as shown on the Exhibit A of the grant agreement. The RFP Form will automatically calculate the total for the column. The total must be the same as the original grant agreement plus any approved amendments.

**3) Expenses This Reporting Period:** Enter your costs for the reporting period according to the budget categories shown in Exhibit A. The RFP form will automatically calculate the total for the column. Ensure that the total includes all expenses to be reported for the period prior to finalizing the certification signature and submittal of the form.\*\*

**4) Year to Date Expenses:** Enter the cumulative costs to date **including this reporting period** using prior RFP information. The RFP form will automatically calculate the total for the column. Ensure that the total to-date costs are accurate prior to finalizing the certification signature and submittal of the form.

**5) Balance (Budgeted Expenses Less Year to Date Expenses):** This column calculates the balance of the grant award that is left available, based on the budgeted expenses compared to the expenses reported for year to date costs. The RFP form in Excel format will automatically calculate these figures.

**6) Percent of Actual Year to Date Expenses to Budgeted Expenses:** Represents the percentage of to date expenses compared to the budgeted funds available under the grant agreement, according to budget categories. The Request for Payment form in Excel format will automatically calculate the percentages.

**7) Total Reimbursement Report Period Expenditures:** This amount represents the total of the items shown for the “Expenses This Reporting Period”. The total in this column is automatically calculated as part of the Request for Payment in the Excel format.

**8) 10% Withholding or Other Adjustments (If Any):** Per the 10% retention requirement in SNC Grant Agreements, this field will automatically deduct 10% from the “Expenses This Reporting Period” Column Total. This retention will be held until the final report is submitted and approved, and the project is 100% complete.

**9) Authorized Advance Balance (If Any):** Enter the total amount of any outstanding advance funds issued under the grant agreement. Using prior Request for Payment worksheets and/or advance balance statements received from the SNC, enter your new balance.

**10) Amount Applied to Advance Repayment:** This field automatically calculates the amount of the Advance Payment that is to be returned each reporting period per the Advance Payment Authorized letter provided by SNC.

**11) Requested Reimbursement:** Represents the actual funds requested for payment for the reporting period. This figure is automatically calculated as part of the Request for Payment Form in the Excel format. This payment amount represents the expenses for the period, less the retention and/or repayment of advance funds. **Keep copies of all Request for Payment forms for your files.**

**Grantee’s Certification:** Enter the printed name of the authorized grantee representative with an original signature. Requests for payment can not be processed with out the original signature of the project’s Authorized Representative.

**\*\*Supporting Documentation:** All Request for Payment submissions must be accompanied by a summary coversheet that itemizes the expenses being submitted and lists subtotals for each of the Budget Categories shown on Exhibit A. Every expense submitted for reimbursement must be accompanied by supporting documentation that clearly substantiates the expense. Supporting documentation may include invoices, receipts, and/or timesheets. Please note on each supporting document which budget category the item is associated with.