

Guidance for Electronic Invoice Submittal

This document is intended to help Grantees with the invoice and reporting paperwork (the *Invoice Package*) required by the VT Dept. of Environmental Conservation (DEC) to receive reimbursement for expenses related to their grant project.

Grants that do not require any volunteer or in-kind match:

- Grantees will complete, sign and submit **Form 430** via email to the DEC Grants Management Specialist as a scanned PDF. Ensure that amount requested, remaining amount and associated totals are filled-in. Performance measures not yet completed will show \$0 as *Amount Requested* and the *Budget Amount* as the *Remaining Amount*.
- Deliverables outlined in the grant agreement for performance measures completed should be submitted via email with Form 430 in order to receive associated payment.

Grants that do require any volunteer or in-kind match:

- Grantees that require volunteer or in-kind match documentation will receive a Form 430-M via email from the DEC Grants Management Specialist upon execution of grant agreement. Form 430-M is in excel spreadsheet format and also includes an optional Volunteer Match Log for local grant managers to print and distribute to volunteers to assist with tracking. Form 430-M contains formulas that will auto-calculate totals upon inputting # of volunteer hours, billable hourly rate, and miles traveled. Grantees will complete Form 430-M to accompany each Form 430 submittal for performance measures that require documented match.
- Completion and submittal of the Volunteer Match Log as an excel spreadsheet or scanned hard-copy (if having volunteers fill-out in the field) is optional to support documentation in Form 430-M.
- Grantees will complete, sign and submit Form 430 as a scanned PDF. Grantees will include the *total in-house and volunteer/donated professional services* amount on the signed Form 430 and submit both Form 430 (PDF) and Form 430-M (excel spreadsheet) for payment.

The *Invoice Package* (Form 430, Form 430-M (if applicable), the Volunteer Match Log (optional) and associated deliverables) should be sent to your DEC Grants Management Specialist, [GMS name], who will review, approve and forward them to the accounting division. Payment typically takes 30 days.

Types of Eligible Match

Cash. This is actual **cash** paid by the applicant agency for a service or product related to all or part of the approved scope of work as stated in the Grant Agreement. This includes any funds that were donated to the organization/entity to off-set the costs of a specific item.

Volunteer or Donated Professional Services. Volunteer services (non-skilled labor), and work performed by individuals under the age of 18 will be valued at the State of Vermont's minimum wage rate. Donated professional services are defined as services provided at no cost to the grantee by firms or individuals possessing specialized or expert skills and knowledge to perform professional services or operating specialized equipment related to all or part of the approved scope of work as stated in the Grant Agreement. The VT Dept. of Environmental Conservation may request written documentation in support of the listed professional or equipment services. All volunteer or donated professional services must occur during the Grant Agreement period.

In-House Professional Costs. This section summarizes in-kind personnel costs of the grantee's staff for services and labor to perform part of the approved Project Scope of Work as stated in Grant Agreement.