Payment Request Requirements & Instructions

Please read the following Payment Request Requirements & Instructions carefully and fully. Requirement lists are unique to each grant program. Payment requests will not be processed if any requirement is unsatisfied.

General Information/Requirements

- Electronic payment is available for all grantees. Fill out the *"Grantee Electronic Payment Form"* and return to NC Controller's Office. Do NOT return this form to NC Commerce.
- Proof of payment is defined by NC Commerce as submission of the following documents:
  - Copies of cleared checks – copies of the front of the check and clearing information on the back of the check,
  - Proof of wire transfer or ACH payment, and/or
  - Credit/Debit card receipts
- Eligible/Ineligible expenses are listed in the contract document for reference. Grantees should contact the Rural Economic Development Division for questions about whether a specific expense is eligible under these programs.
- Progress Reports must be submitted in concurrence with the reporting schedule found in "Exhibit C" of the grant agreement in order to receive payment.

Building Reuse: *NC Commerce will reimburse 50% of submitted eligible expenses up to the total grant amount.*
1. Submit proof that the 5% local government match has been met – this can be submitted with the first payment request.
2. Complete the "Payment Request Form". Instructions can be found within the Excel form.
3. Provide supporting documentation of all eligible expenses reported on the payment request form.
   a. Submit invoices of eligible expenditures.
   b. Submit proof of payment for all invoices.

Demolition: *NC Commerce will reimburse 100% of submitted eligible expenses up to the total grant amount.*
1. Submit proof that the 25% local government match has been met – this can be submitted with the first payment request.
2. Complete the "Payment Request Form". Instructions can be found within the Excel form.
3. Provide supporting documentation of all eligible expenses reported on the payment request form.
   a. Submit invoices of eligible expenditures.

Infrastructure: *NC Commerce will reimburse 100% of submitted eligible expenses up to the total grant amount.*
1. Submit proof that the 5% local government match has been met – this can be submitted with the first payment request.
2. Complete the "Payment Request Form". All Instructions can be found within the Excel form.
3. Provide supporting documentation of all eligible expenses reported on the payment request form.
   a. Submit invoices of eligible expenditures.

Other Programs

- Please contact the assigned Program Manager for information regarding payment request information for any program not listed above.

Payment Request forms can be found on the NC Commerce website:
http://www.nccommerce.com/rd/rural-grants-programs/forms