



Sub Grant Payment Procedures

We have amended the payment processing procedures to comply with the revised guidelines of the State Auditor's Office. We are taking this opportunity to streamline and shape payment processing to be quicker and more efficient.

- Payment request submissions are to be made within the sub grant performance period. The funding period is the period that the work or services that you are requesting reimbursement for is completed.
- Payments for each award are to be submitted no more frequently than monthly. (Recipients of multiple awards may submit a payment request monthly for each separate award.)
- Only one payment request at a time per award will be accepted. Submissions of multiple payment requests at one time for the same award will be returned to the recipient to consolidate those applications into a single payment request.
- Payments are to be submitted within 7 days of the funding period end date.
- Any payment request that requires DEP to make more than 2 revisions/corrections must be returned to the grantee for correction and resubmission.
- Payment requests are to provide backup documentation/descriptions/invoices to substantiate requested funds. Please provide information on all costs submitted for reimbursement. Invoices must contain an invoice date. Employee names must be provided on payroll reimbursement requests. Please include employee ID numbers, if used.
- The indirect costs must be included in the budget and the indirect rate must be stated and amounts evidenced by calculation on backup documents.
- Please provide a current contact name and phone number on each payment request submission.

Please contact me if you have any questions.

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