



## Ohio Administrative Code Rule 3704-4-09 Payment of grant funds.

Effective: December 23, 2023

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- (A) A notice of award or acknowledgement of terms signed by the director of the commission shall activate the grant.
- (B) Acceptance of responses to substantive special conditions activates the grant.
- (C) Grant payments are based on reimbursement generated on a quarterly basis. Payment will be based on the amount requested as approved in the budget portion of the project application or its subsequent revision(s).
- (D) Payments may be delayed if:
- (1) Quarterly reports have not been received;
  - (2) A budget has not been approved; or
  - (3) If special conditions have not been met by the grantee.
- (E) Unless stated otherwise in the grant award, the payment cycle shall coincide with the quarterly reporting period. The initial payment to a project is usually sent during the first quarter of grant funding. Subsequent payments are processed upon receipt of quarterly reports.
- (1) A quarterly (program and fiscal) report is due fifteen days after the end of the quarter.
  - (2) Payments should be received between the end of the second month of the next period and the middle of the third month.
- (F) In specific situations or upon the request of the grantee, a project may be issued two payments in a period. The first payment begins prior to receipt of a quarterly report, up to two-thirds of the



anticipated amount. The second payment is processed upon receipt of the quarterly report and contains any adjustments for the quarterly allotment. The two criteria for accepting a grantee request for this payment system are:

(1) Documentation that other funding sources are unable to contribute resources within the quarter or that there are not other funding sources to meet allowable costs; and

(2) Timely submission of quarterly reports.

(G) Warrants shall be made payable to the grantee agency and notification shall be emailed to the executive director.