**Guidance for Municipal Vulnerability Preparedness (MVP) FY25-26 Action Grant Reimbursement**

The MVP Action Grant program is a deliverable based grant program, which means reimbursement is provided upon completion of deliverables as outlined in the agreed upon Scope of Work (Attachment B) of your contract. Please refer to Attachment B of your contract as to what deliverables must be submitted prior to requesting reimbursement as well as the timeline for submitting deliverables.

Some important logistical notes:

* The due dates Attachment B are good targets to help keep the project on track toward completion by the **firm** contract expiration date of June 30, 2025 or June 30, 2026 (whichever is referenced in your contract and scope). Extensions or changes in scope are generally not allowed.
* If circumstances beyond your control make an extension or change in scope or budget necessary, please inform your MVP Regional Coordinator as soon as possible, and no later than May 1, 2025. These requests will be considered on a case by case basis and may not be approved.
* We cannot reimburse for any work completed before the project start date (the date that EEA signs the contract) and after the end date on your contract.
* Cash and in-kind match contributions that count toward the minimum 10% of total project cost for required awardees must be incurred within the same contract period.
* For work completed before June 30, 2025 (i.e., FY25 funding), requests for reimbursement are due by July 31, 2025. For work completed between July 1, 2025 and June 30, 2026 (i.e., FY26 funding), requests for reimbursement are due by July 31, 2026.
* All grant funds must be spent according to the scope and fiscal year breakdown in Attachment A & B of your contract. If your contract is over two fiscal years (FY25 and FY26) any unspent FY25 funds will **NOT** roll over into FY26.
* Those with contracts that extend through June 30, 2026 are required to submit **at least** two reimbursement requests—one for the FY25 funds by July 31, 2025 and one for the FY26 funds by July 31, 2026.
* If your project was approved for any amount of up front funding, please chat with your regional coordinator about what will be required for reimbursement/ documenting of spent up front funds at the end of each fiscal year.

Reimbursement Process:

1. **Tasks and/or sub-tasks must be 100% complete** in order to receive reimbursement. Partial reimbursement of tasks will not be accepted unless a modified scope of work and budget has been discussed and approved by MVP staff.
2. To prepare and submit a reimbursement package, please email the following materials to your MVP Regional Coordinator:
	1. An electronic copy of any task deliverable that is being invoiced for.
	2. Completed [FY25-26 MVP Action Grant Reimbursement Request Template.xlsx | Mass.gov](https://www.mass.gov/doc/fy25-26-mvp-action-grant-reimbursement-request-template) (in Excel file form). This new reimbursement request templates contains an in-kind match tracker and formulas to automatically calculate your reimbursement request. Please see the “Instructions” tab in this file for a detailed breakdown of how to complete this new template.
	3. A signed [FY25-26 MVP Action Grant Reimbursement Request Letter.docx | Mass.gov](https://www.mass.gov/doc/fy25-26-mvp-action-grant-reimbursement-request-letter) on grantee letterhead officially requesting reimbursement of $X.XX for work completed between (date) to (date).
		* Include “ENV 25 MVP 01” as well as the MMARS Doc ID number, which can be found on your contract, followed by -01, -02, -03, etc for the first, second, or third (and so on) reimbursement submitted.
	4. All invoices requesting payment, including those from subcontractors.
		* Invoices must itemize tasks and costs consistent with the agreed upon Attachment B - please ask your contractors to submit invoices in this format.
		* Invoices must demonstrate sufficient information for MVP to determine that the services were performed and/or products were received, and that the invoiced items meet all contractual performance requirements.
		* MVP does not require copies of canceled checks or proof of payment in order to receive reimbursement of grant funds.
		* No payment shall be made for Massachusetts sales tax.
	5. Detailed breakdown of matching funds contributed toward project, such as copies of invoices or receipts, if required. For in-kind services, please complete the “In-Kind Match Tracker” tab in the FY25-26 Reimbursement Request Template.
3. Payments will be electronically transferred to the Town/City’s account we have on file (typically the Treasurer’s Office). Please allow around 45 days to process. Contact MVP if the funds are not transferred within this timeframe.
4. Please share copies of the finalized contracts with your Treasurer or financial office and make sure they are aware when you submit a reimbursement package so they know what the funds are when they appear in the account.
5. Status of payments can be checked via Vendor Web at <https://massfinance.state.ma.us/VendorWeb/vendor.asp?login=1>. Instructions for login:
	1. Enter the 12 character vendor code. Vendor codes begin with “VC”. If the vendor code is unknown, contact MVP or one of the departments you do business with.
	2. Enter the last 4 digits of the Tax Identification Number (TIN). This is the number provided to the Commonwealth on the W-9 form when you first became a vendor. This is either a Social Security Number (SSN), or an Employer Identification Number (EIN).