



# Michigan Wellhead Protection Grant Program

## Reporting Requirements and Request for Payment

<p><b>Team Meetings &amp; Quarterly Reports</b></p>	<p>The local team is a collection of not less than three persons whose purpose is to facilitate the development, implementation, and maintenance of a WHPP. The team must include the Public Water Supply Superintendent and a representative from the municipality served by the PWSS.</p> <p>The local team must meet quarterly during the contract period as a minimum requirement and a quarterly report submitted to the Michigan Department of Environmental Quality. The quarterly report must include the meeting minutes and listing of members in attendance.</p> <p>The representative of a consulting firm contracted to do WHP work <b>cannot</b> be considered one of the three local members unless he or she lives in that community.</p>
<p><b>Submittal of Financial Status Report (FSR)</b></p>	<p>An example of a completed form can be found at <a href="http://www.michigan.gov/deqwhp">www.michigan.gov/deqwhp</a>.</p>
<p><b>Proof of Payment</b></p>	<p><b>Prior</b> to DEQ approving and releasing funds for contract deliverables, grantees must provide proof of payment documentation showing that the reported expenses have been paid, not just incurred. Proof of payment documentation can be in the form of cancelled checks, copies of ledger statements, or a letter from the party receiving payment. Invoices alone <b>do not</b> constitute proof of payment.</p>
<p><b>Deliverables</b></p>	<p>All requests for payment must be accompanied by deliverables that correspond with the activities listed in their Table 2. In some cases, an approved written summary of activities can serve as a deliverable.</p> <p>If an entire deliverable cannot be completed within the contract period please identify the cost for separate components in Table 2 when the grant application is made to ensure payment to your community for work that has been completed. For example, if your community is working on a zoning ordinance please indicate in your Table 2 you will be submitting a draft zoning ordinance if adoption and implementation cannot be completed by the end of the contract period.</p> <p>If a deliverable is a public education item such as a coffee cup, t-shirt, ball cap, etc., please send a picture of the item with the invoice indicating item price and quantity along with proof of payment and a summary of the activity.</p>
<p><b>Requesting Changes to Contract</b></p>	<p>If the grantee proposes to modify Table 2 and shift funding to new or existing grant deliverables, requests for contract amendments must be requested in writing at least two months prior to expiration to the contract. The total contract amount cannot be changed.</p>