



# SOURCE Water Protection Grant Program Financial Status Report

*Completion is a condition of reimbursement Authority: 1976 PA 399, as amended*

<u>Program</u>			<u>Date Prepared</u>		<u>Payment Request for Completed Deliverable(s):</u> <i>(Listed on Table 2 in the Agreement)</i>	
<u>Local Agency</u>						
<u>Address</u>			<u>City</u>			
<u>State</u> MI	<u>Zip Code</u>	<u>SIGMA VSS Vendor Code</u>	<u>Address ID</u>			
<u>Agreement Period</u>		<u>Reporting Period</u>				
	<b>SOURCE OF FUNDS</b>		<b>Expenditures</b>		<b>Agreement</b>	
			Current	Grant-to-Date	Budget	Balance
1.	State Agreement					
2.	Local Match					
3.	Previous Expenditures					
4.	<b>Total Funding</b>					
<p>By submitting this request for payment, the grantee certifies that all expenditures contained have been paid for and are eligible for reimbursement under this grant agreement. The grantee acknowledges that falsification of records may result in the termination of this grant contract and other appropriate legal remedies.</p>						
NAME:		TITLE:			DATE:	

Please Return Completed Form Via:

**Email:** [EGLE-DWEHD-Source-Water-Protection-Grants@Michigan.gov](mailto:EGLE-DWEHD-Source-Water-Protection-Grants@Michigan.gov)

**or**

**Mail:** EGLE  
Drinking Water and Environmental Health Division  
Source Water Unit  
Attn: Source Water Protection Grants  
P.O. Box 30817  
Lansing, Michigan 48909-8311

# FINANCIAL STATUS REPORT FORM

## PREPARATION INSTRUCTIONS

### INTRODUCTION

The Financial Status Report (FSR) is used to report expenditures for reimbursement of Source Water Protection Grant Activities. Reimbursement will be based on the completion and approval of the individual deliverable(s) outlined on Table 2: Grant Assistance Tabulation, located in the grant agreement. To request reimbursement, send the completed deliverable, associated invoices, and FSR to the Michigan Department of Environment, Great Lakes, and Energy. All grant activities must be completed within the grant period. Payment will only be released after the submitted deliverable has been reviewed and approved by EGLE staff.

### DISTRIBUTION

Send signed Financial Status Report, deliverable(s), and invoices via:

**Email:** [EGLE-DWEHD-Source-Water-Protection-Grants@Michigan.gov](mailto:EGLE-DWEHD-Source-Water-Protection-Grants@Michigan.gov)

*or*

**Mail:** EGLE  
Drinking Water and Environmental Health Division  
Source Water Unit  
Attn: Source Water Protection Grants  
P.O. Box 30817  
Lansing, Michigan 48909-8311

### FORM PREPARATION

Enter the information as follows:

- *Date Prepared* - Enter the date the FSR was prepared.
- *Local Agency* - Enter the local agency.
- *Address* - Enter the complete address of the local agency.
- *SIGMA VSS Vendor Code* - Enter the local agency's SIGMA Vendor Self-Service Vendor Code.
- *Address ID* - Enter the local agency's SIGMA Vendor Self-Service Address ID.
- *Agreement Period* - Enter the grant agreement period. (i.e., October 1, 2020 – August 31, 2021)
- *Reporting Period* - Enter the quarter the FSR is covering. (i.e., October 1, 2020 – December 31, 2020)
- *Payment Request for Completed Deliverable(s)* - Enter the deliverables for which reimbursement is being requested.
- *Expenditures - Current Column* - Enter the current expenditures (on deliverable(s) for which payment is being requested) for the following items:
  1. *State Agreement* - This category is the amount of grant assistance the state will be paying the local agency for activities.
  2. *Local Match* - This category is the amount of local funds that will be used to pay for grant activities.
  3. *Previous Expenditures* - The amount of previous expenditures that will be used as local match toward payment of activities.
  4. *Total Funding* - This is the total of lines 1 through 3.
- *Expenditures - Grant-to-Date Column* - This is the total of expenditures, including current expenditures, under the current agreement. Add the Current amounts from this FSR and the Grant-to-Date amounts from the previous FSR for each item (lines 1-3) in the Grant-to-Date Column. If this is the first request for payment, the Grant-to-Date Column will be equal to the Current amounts.
- *Agreement - Budget Column* - Enter the Budget amounts for each item (lines 1-3), which can be found in the budget summary page of the contract.
- *Agreement - Balance Column* - Enter the balance for each item (lines 1-3). These balances are computed by subtracting the Grant-to-Date figure from the Agreement Budget figure for each item.
- *Certification* - The FSR must be signed by the person who signed the agreement, or an authorized official of the local unit of government.