



## INSTRUCTIONS FOR FILING A QUARTERLY PAYMENT REQUEST/PROGRESS REPORT FOR REMEDIATION DIVISION GRANTS

Grantees must submit the Quarterly Payment Request and Quarterly Progress Report Narrative within 30 days of the end of each calendar quarter. **The payment request/progress report must be submitted even if no payment is being requested**, such as when there were no grant expenditures, or when the project is a loan. Quarterly reporting is a condition of each grant and loan contract, and failure to submit complete quarterly reports is a violation of the grant or loan contract.

Payment requests/progress reports are due on the following dates:

- For October through December activities, reports are due January 30.
- For January through March activities, reports are due April 30.
- For April through June activities, reports are due July 30.
- For July through September activities, reports are due the first week of October. Because of the state's fiscal year end, the actual deadline is much earlier than other quarters, and will be announced in writing several weeks in advance of the due date each year.

### **Eligible Expenses**

- Payment requests may only be submitted after the completion of a signed contract between the Department of Environmental Quality (DEQ) and the grantee. Any expenses incurred before the date of the grant/loan contract are not eligible for payment.
- Eligible expenses are limited to those included in approved work plans and Appendix A of the grant contract. Individual eligible tasks are described in Appendix A and listed on the second page of the payment request/progress report.
- Examples of expenditures that do not qualify as allowable expenses are described in the grant contract.
- Any ineligible expense, any expense not clearly associated with the project, or any expense not part of an approved work plan will not be reimbursed, even if the grantee has already paid the expense.
- Each payment request/progress report must have the vendor invoices and any subcontractor invoices attached. The vendor invoices must be itemized and show the date on which the service was performed.
- Work performed in one fiscal year must be invoiced separately from invoices for work performed in a new fiscal year. Payment requests containing invoices with charges for work performed in two different fiscal years will be returned to the grantee to differentiate the charges.

## Payments

- Unless the grantee or borrower has been released from payment evidence requirements by its contract, proof of payment must be submitted with the payment request for invoices submitted either with the current or the immediately previous payment request. Proof of payment of invoices may take the form of copies of canceled checks; general ledger or accounting printouts, showing who was paid, the date of payment, the amount, and the invoices paid; or bank statements.
- The DEQ will withhold ten percent (10%) of the grant amount from the final payment(s) until all project expenditures have been reviewed and the project reporting requirements are met.
- Payment requests received after the annual due date containing invoices for work performed in a previous fiscal year may be delayed or denied.

## Completing the Forms

Project-specific information will be entered into the form by the grant/loan coordinator and provided to each grantee or borrower. Grantees and borrowers must complete the following information:

1. **Request Number** (pages 1 and 2): The payment request/progress report **only needs to be numbered if grant reimbursement is being requested**. The first request number is 1, the second is 2, and so on. If the project is a loan, or there are no invoices for which payment is being requested, please type NA in the Request Number space.
2. **Total Amount of Request** (page 1): This amount should be the total of all invoices included in the request. When completing the first page of the form in Excel, the total will be calculated automatically.
3. **Expenditure Table** (page 1): Use one line per invoice. Fill in the invoice number; date of the invoice; dates the work invoiced was performed; the vendor or contractor; the task or tasks being invoiced (see page 2 of the payment request/progress report for a list of the tasks); the total amount of the invoice; and the number of the check used to make payment to the vendor, if payment has been made and proof of payment is required.

If the dates the work was performed is not entirely in the current fiscal year (October 1-September 30), two separate requests must be submitted, one for each fiscal year's expenses.

4. **Proof of Payment** (page 1): If required by your contract, the request should include evidence that vendor invoices have been paid, either through the current payment request, or through the last request submitted. If submitting evidence of payment of the current invoices, note the check number or other type of proof of payment on the request form. When submitting payment evidence for a prior payment request, please either note which invoices correspond with which invoices, or include a copy of the previous payment request form with the "Proof of Payment" column completed. See above for acceptable proof of payment.
5. **Signature** (page 1): The signature is made by the authorized representative for the local unit of government, as specified in the grant application. A consultant may not sign the request form.

6. **Budget approved to date** (page 2): The budget approved to date is the total budget of work plans approved under each task. Invoiced amounts should be listed by task, not just totaled at the bottom. This helps Grant/Loan Coordinators track budgets and expenditures.
7. **Invoiced this quarter** (page 2): The invoices received by the grantee or borrower during the quarter should be listed by task. The total invoiced this quarter should match the total amount of the request on page 1.
8. **Invoiced to date** (page 2): The total amount invoiced, including those previously reimbursed, plus those for which payment is being requested this quarter. Again, this helps grant/loan coordinators track budgets and expenditures.
9. **Activity this quarter** (page 2): Describe the work performed during the quarter for each task. Please provide some detail, including dates. For example, instead of simply writing "BEA," please provide information such as "Completed BEA for developer, submitted document to DEQ on 9/21/09 for Determination." A more thorough progress report will result in fewer questions and faster payment. Identify any potential issues, such as "Contract budget may not be adequate to address this task," so that grant/loan coordinators can work with grantees/borrowers to address issues before they become problems. All work performed during the quarter may not be invoiced by the end of the quarter, but work performed should be described even if there is no amount in the Invoiced this Quarter column.
10. **Proposed activity next quarter** (page 2): Describe the work to be completed in the next quarter, again providing some detail. Instead of "vapor barrier work plan," please provide information such as "Finish work plan for vapor barrier, and submit to DEQ on 10/15/09." Strategies for addressing issues can be addressed, such as "If contract budget is not adequate, initiate process to increase budget."
11. **Other:**
  - Cells where totals or balances are expected contain formulas that will total the appropriate cells or calculate the grant or loan balance.
  - If cells available for narrative are too small for the activity this quarter or proposed activity next quarter, you can expand the size of the cell to accommodate the text, using additional pages as necessary, or provide the narrative on a separate page.
  - If only one page of the two-page document is submitted, invoices will not be reimbursed, and the grantee/borrower will be contacted to submit a complete report. Failure to do so is in violation of the grant/loan contract.

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