

# INSTRUCTIONS FOR FILING A BROWNFIELD REDEVELOPMENT PROGRAM GRANT AND LOAN QUARTERLY REPORT AND PAYMENT REQUEST FORM

Grantees must submit the Quarterly Report and Payment Request within 30 days of the end of each calendar quarter. **The Quarterly Report and Payment Request 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 the complete quarterly reports is a violation of the grant or loan contract.

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

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

Please complete one report per quarter and do not combine invoices from different quarters in a single quarterly report.

## **Eligible Expenses**

- Grant reimbursement requests may only be submitted after a contract between the Department of Environmental Quality (DEQ) and the grantee is signed. Expenses incurred before the execution date of the grant contract are not eligible for payment.
- Loan disbursements are made when a work plan is approved. However, loan invoices must be listed in the Quarterly Report and copies of invoices submitted with the report for budget tracking.
- Eligible expenses are limited to those included in approved work plans pursuant to the grant or loan contract. Individual eligible tasks are described in each approved work plan and task items are to be referenced in the Quarterly Report.
- Examples of ineligible expenses are described in the grant/loan 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.
- Vendor and subcontractor invoices must be submitted with each Quarterly Report and Payment Request. The invoices must be itemized and show the date on which the service was performed.

## **Payments**

- Unless the grantee or borrower has been released from payment evidence requirements under the contract, proof of payment must be submitted with the payment request for invoices submitted with the current Quarterly Report; OR proof of payment may be provided with the next Quarterly Report and Payment Request. Proof of invoice payment

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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 state's fiscal year-end deadline may be delayed or denied.

## Completing the Forms

- Cells where totals or balances are expected contain formulas that will total the appropriate cells or calculate the grant or loan balance. Those cells are colored brown.
- 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.
- All pages of the form must be submitted quarterly. If only part of the form 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.

### 1. PROJECT DETAILS

Most 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 in the project details section:

**Grant or Loan Report:** A quarterly report form should be completed for each grant and loan awarded for a project. On page 1 of each report submitted, select whether the report corresponds to work completed under a grant or a loan. Only one of these options can be selected for each report submitted.

**Request Number:** The quarterly 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 there are no invoices for which payment is being requested, please leave the request number blank or enter 'N/A'. If the report is for a loan, the Request Number space should automatically fill to say 'N/A' when the "Loan Report" option is checked in Step 1.

### 2. EXPENDITURES

**Expenditure Table:** Use one line per invoice. Fill in the invoice number; invoice date; dates the invoiced work was performed; the vendor or contractor name; the task or tasks being invoiced (individual work plans should include a list of tasks); the amount being invoiced; and the check or other reference number for the vendor payment, if payment has been made.

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

**Proof of Payment:** 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. When submitting evidence of payment of the current invoices, note the check number or other proof of payment on the Quarterly Report and Payment Request form. When submitting payment evidence for a prior Quarterly Report and Payment Request, please either note which payments correspond with which invoices, or include a copy of the previous Quarterly Report and Payment Request form with the "Proof of Payment" column completed. See above for acceptable proof of payment.

**TOTAL:** 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. PROGRESS REPORT

**Work Plan Budget Approved to Date:** This is the amount that has been approved in the work plan for each task. Invoiced amounts should be listed by task, not just totaled at the bottom. This helps grant/loan coordinators track budgets and expenditures.

**Invoiced This Quarter:** Invoices received by the grantee or borrower during the quarter should be totaled for each task (they do not need to be listed individually). The total amount invoiced during the quarter will be computed by the form and appear at the bottom of the table.

**Invoiced to Date:** Enter the total amount invoiced for each task since the project began, including amounts previously reimbursed, plus those for which payment is being requested this quarter. Again, this helps grant/loan coordinators track budgets and expenditures.

**Activity this Quarter:** 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 9/21/19 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. The space on the form will accommodate as much information as you want to include.

**Proposed activity next quarter:** 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 the DEQ on 10/15/19." Strategies for addressing issues can be addressed, such as "If contract budget is not adequate, initiate process to increase budget." The space on the form will accommodate as much information as you want to include.

#### 4. LOAN AWARDS INTEREST EARNED

**For loan reports only**, the contract requires that interest earned on disbursed loan funds be reported in each quarterly report and submitted with supporting documentation. An interest statement for all loans is required for each loan quarterly report unless interest is not earned; if this is the case, select the appropriate option on the form. Otherwise, attach the interest statement and select the appropriate option on the form.

**NOTE:** If you clicked “Grant Report” on page 1 from Step 1 above, these buttons will be disabled. To update this section for loan reports, please ensure that “Loan Report” is selected on page 1.

#### 5. SUBMITTER VERIFICATION

**Statement of Review:** The Statement of Review and Approval is made by the grantee or borrower’s project contact person, identified in the grant contract and listed on page 1 of the Quarterly Report. Consultants may not complete this section of the request form.

**Name of individual:** The name of the individual checking the box for the Statement of Review should be typed here.

#### 6. SUBMITTING THE FORM

All completed Grant and Loan Quarterly Report and Payment Request Forms and supporting documentation should be emailed to [DEQBrownfields@Michigan.gov](mailto:DEQBrownfields@Michigan.gov) and to your Brownfield Grant and Loan Coordinator. If the Quarterly Report and Payment Request Forms are being submitted by someone other than the borrower or the grantee, the borrower or the grantee should also be copied on all submittals. **All forms should be submitted electronically.**

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Brownfield Redevelopment Unit  
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