



MICHIGAN DEPARTMENT OF ENVIRONMENT, GREAT LAKES, AND ENERGY
WATER RESOURCES DIVISION
NONPOINT SOURCE GRANT PROGRAM

STATUS REPORT AND PROJECT DOCUMENTATION REQUIREMENTS

Purpose: To help grantees produce status reports that can be reviewed and approved easily and allow the grantee to be reimbursed quickly for expenses. The Nonpoint Source (NPS) Program encourages all grantees to read these requirements at the beginning of a project and refer to them as needed during the contract period.

The U.S. Environmental Protection Agency (U.S. EPA) requires status reports to be submitted to show progress in implementing federally funded grants. In addition, administrative rules developed pursuant to Part 88, Water Pollution and Environmental Protection Act, Public Act 451 of 1994, as amended (NREPA), being both the Clean Michigan Initiative (CMI) NPS Pollution Control Grants and the CMI Clean Water Fund, require the submittal of status reports. The CMI rules also allow the Department of Environment, Great Lakes, and Energy (EGLE) to conduct post-project audits of CMI files. In lieu of auditing each project after the project is completed, EGLE instead is reviewing documentation from each status report to ensure grantee expenditures are appropriate. Therefore, all grantees, regardless of funding source, must submit documentation to verify grantee expenditures. This requirement applies to all grants.

Audit:

Projects may be subject to a random audit, and repayment of any overpayment of the state share will be required if the audit determines that any project costs were not incurred as billed. Random audits will include all submitted documentation but may include a review of back up documentation such as travel logs, meeting sign-in sheets, timesheets, and verification of actual salary.

Changes to a contract:

Changes must be documented and approved before the quarterly report is submitted. If the EGLE Project Administrator (PA) agrees with a proposed change, the grantee must submit either a Notice of Change Letter or an amendment whichever your PA deems appropriate based on the change requested.

Status Report Due Dates

- Due 30 days after the end of the quarter.
- Note: The end of the EGLE fiscal year is September 30 and requires special reporting requirements. Grantees will be informed prior to the end of the July-September quarter what the year-end requirements will be.
- Failure to submit reports to the EGLE PA will delay review and reimbursement.
- Submit to the PA and District Technical Assistant (TA).

STATUS REPORT COMPONENTS:

Each component is described below.

- Request letter
- Narrative status report
- Financial status report
- Invoices/receipts: Corresponding with the budget and narrative
- Proof of payment if required. (Discuss with PA).
- Products, as defined in the contract.
- *Refer also to the NPS Grants Administration Summary Sheet.*
- Best Management Practice (BMP) form if applicable.
- Any other additional information requested by PA.

Request Letter:

From the grantee to the PA requesting reimbursement with a cc: to the TA.

The request letter must:

- Be on grantee letterhead signed by grantee's representative or project manager or from grantee email account.
- Be dated.
- Include the EGLE tracking code.
- Include the quarter or month being reported.
- Include the amount requested for reimbursement/payment.

If zero grant or match funds are incurred, grantees must submit an email or cover letter stating so.

Narrative Status Report:

A narrative report is a written summary that helps EGLE determine whether the grant is proceeding according to the project contract. Narrative information also helps EGLE share project successes and products.

Narrative information must include:

- Project name, grantee name, reporting period, and EGLE tracking code.
- A description of all accomplishments and products, by task, achieved during the reporting period whether grant or match-funded.
- Enough details to verify what all staff, partnering agencies, and contractors accomplished.
- Any other successes or spin-offs.
- Significant activities planned for the next quarter.
- Barriers and an explanation of any deviations to the work plan.

Financial Status Report (FSR):

The NPS Program provides each grantee a spreadsheet to track the contract budget throughout the contract period. It includes the project budget form, sheets for each quarter for reporting expenses and sheets to be used for any budget revisions.

Submit a completed FSR form. For detailed information, see the [Financial Status Report Form Instructions](#).

Volunteer Rates: must be determined consistent with EGLE [Policy 10-001, Acceptable Rates for Volunteers](#).

Travel Rates: Current mileage rate as appropriate (up to the [current IRS Business rate](#)) and calculate grant and match on the FSR form. Travel logs must be readily available if requested by EGLE. Travel logs are to include miles traveled, destination, date, and the purpose of travel.

DOCUMENTING CHARGES: GRANT AND MATCH:

GRANT

For Supply Purchases under \$500: Attach a list of all purchases.
(All contractual costs of any amount require receipts/invoices)

All Purchases over \$500:

Submit copies of all invoices, receipts, and proofs of payment (where required) over \$500 used for *grant or match* in the order in which they appear on the financial status report

Invoices (from contractors):

1. Name of vendor/contractor, telephone number, and complete mailing address. Ideally, the company/agency logo will also be included.
2. Must include the invoice date dollar amount, the dates of services covered, explanation of the services provided, and site name or number, if applicable.
3. Indicate to whom the contractor is seeking payment, such as: "TO": followed by the name of the grantee organization, phone number and mailing address.
4. Purchase order number or invoice number.
5. Description, price, and quantity of property and services actually delivered or rendered, and date of delivery of product or service. This should be detailed enough that we know what we paid for. So, rather than "engineer services", it should be more explicit to say, "engineering services for X and Y sites." Rather than, "for costs incurred" it would be more explicit to say, "for costs incurred to implement tasks in the quarterly narrative." There must be a tie between the invoice and the quarterly narrative and budget.
6. Payment statement, such as "Remit to" or "Pay."
7. Other substantiating documentation or information as required by the contract.
EGLE reserves the right to ask for a breakdown of invoices.

Credit card purchases:

Submit a copy of the order showing what items were ordered, the cost and that it was paid with a credit card.

Indirect costs:

Do *not* need verification in any form, as these are calculated by the FSR in accordance with State and Federal requirements.

Non-grant related payments/purchases:

If there are non-grant related payments/purchases on invoices/proofs of payments provide us with a summary of the proofs of payment/invoices paid and highlight the amounts that relate to the grant.

Proof of Payment (if required) is something that verifies payments for bills and invoices. It describes how much was paid, when it was paid, and to whom it was paid. Examples of proof of payment are cancelled checks, electronic transfer receipt, or project-specific information from the organization's ledger. This must verify the expenses paid by the grantee.

Note: EGLE has the authority to not pay reimbursement requests if the cancelled check or electronic transfer receipt is not included.

Note: To reduce the risk of identity theft, EGLE recommends that grantees black out (with a black marker or equivalent) items such as bank routing numbers, account numbers, and social security numbers on all relevant portions of the status report.

MATCH

Volunteer match: The grantee must use the EGLE-approved [volunteer rates](#) and document the number of volunteers, amount of time each volunteer "donated" and the value (based on the volunteer rates) of each volunteer's time, related to a specific task using the [Grants Match Documentation Form](#) (EQP5972),

Meetings:

Submit information to validate the number and rates of pay for people in attendance at steering committee, technical committee, or related committee meetings. Also submit the meeting agenda and minutes. Sign in sheets do not have to be submitted but should be maintained in your files.

Other Match:

Documenting match from partner organizations or partner agencies (other than the grantee, a contractor, or volunteers): Submit invoices or letter verifying the work they did (related to a specific task) and the value of that work. *This does not apply to meeting attendance.*

Contractor Match:

If a contractor also supplies match it should be documented on their invoice with activity, hours and rate.

Note: Each Request for Proposals (RFP) document specifies eligible expenses. Contact your PA with questions.

BMP Documentation/Cost-Share Form (Implementation Projects Only).

This information documents for the state, the U.S. EPA, the Michigan Legislature, and Congress what practices are being installed in the NPS Program using state and/or federal grant funds.

It includes both the BMPs implemented and pollutants reduced. Follow the [Instructions for BMPs Cost-Share Form](#), and the example of the BMP Form EQP5846.

Submit a BMP form per the instructions when site is completed.

Submit before and after photographs of all sites at which BMPs were installed

Grantees must maintain in their offices, contracts and maintenance agreements with landowners and other documentation to substantiate costs.

Additional Information

Any other Additional Information Requested by the PA.

If you need this information in an alternate format, contact EGLE-Accessibility@Michigan.gov or call 800-662-9278.

EGLE does not discriminate on the basis of race, sex, religion, age, national origin, color, marital status, disability, political beliefs, height, weight, genetic information, or sexual orientation in the administration of any of its program or activities, and prohibits intimidation and retaliation, as required by applicable laws and regulations. Questions or concerns should be directed to the Nondiscrimination Compliance Coordinator at EGLE-NondiscriminationCC@Michigan.gov or 517-249-0906.