

Expenditure and Reimbursement Report Form

Contract Name: Linus County Stormwater Phase II Comprehensive Plans

Contract #: C304896

Reporting Period: Start Date: 1/1/2010 End Date: 3/31/2010

Fill in the Previous Payment information and the following Summary forms. Attach a signed State Aid voucher and signed Self-Certification form. If this is your first reimbursement request or if you have met or exceeded 25%, 50%, 75% or 100% of the contract amount since your last reimbursement request, make sure you have included all documentation information as specified on the following pages.

	A. Period Expenses <i>1/1/2010 through 3/31/2010</i>		B. Life-to-Date Expenses <i>(including this reporting period)</i>	
		Subtotal		Subtotal
1. Personal Services:		\$ 2,925.00		\$ 2,925.00
2. Non-personal Services:				
<i>i. Travel</i>	\$		<i>i. Travel</i>	\$
<i>ii. Equipment</i>	\$		<i>ii. Equipment</i>	\$
<i>iii. Supplies and Materials</i>	\$ 150.00		<i>iii. Supplies and Materials</i>	\$ 150.00
<i>iv. Contractual Services</i>	\$ 2,100.00		<i>iv. Contractual Services</i>	\$ 2,100.00
<i>v. Other</i>	\$		<i>v. Other</i>	\$
		\$ 2,250.00		\$ 2,250.00
3. Totals:	Period Expenses:	\$ 5,175.00	Life-to-Date Expenses:	\$ 5,175.00

Contract Information	
Total ARRA Contract Amount	\$ 100,000.00
Amount Remaining to be Expended	\$ 94,825.00
Percent of Contract Amount Expended	5%

C. Reimbursement Summary	
1. Total Life-to-Date Expenses ¹ x .90*	\$ 4,657.50
2. Less Previous Payments	\$ (25,000.00)
3. Total Amount Due this Reporting Period	\$ (20,342.50)

¹ No match required for ARRA funds, so all expenses are reimbursable.

* Total Life to Date Expenses minus Retainage of 10%

Contract Task Key



1. Develop or obtain a set of principles against which to compare plans and codes.
 - A. Visited five web sites about Smart Growth
 - B. Visited three web sites about LID
 - C. Spoke with four professionals.
 - D. Prepared and received approval of Master Principles document.
2. Solicit ten (10) municipalities to participate.
 - A. Contacted 20 municipalities by telephone to request time on town board agenda.
 - B. Scheduled agenda time with 15 municipal boards.
 - C. Prepared presentation.
 - D. Attended six municipal board meetings.
3. Collect comprehensive plans and municipal codes to review.
 - A. Received comprehensive plans and municipal code documents from two municipalities.
6. Prepare Quarterly Reports
 - A. Document Progress throughout quarter.
 - B. Prepare quarterly report using templates and submit to DEC.
7. Prepare Reimbursement Requests
 - A. Document expenditures throughout quarter

Personal Services Summary

Start Date	End Date	Name and/or Title	Hourly Rate	Related Contract Task(s) 	Number of Hours Claimed	Total Amount Claimed
2/15/2010	3/31/2010	P. Patch - Project Manager	\$ 45.00	2-A, 2-B, 2-C, & 2-D	40	\$ 1,800.00
1/1/2010	3/31/2010	P. Patch - Project Manager	\$ 45.00	6-A & 6-B	25	\$ 1,125.00
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
						\$
Total Period Personal Services:						\$ 2,925.00

NOTE: If daily time and activity records for each individual employee, signed by the appropriate supervisor(s), which document the above summarized personal services performed in relation to the project, are not attached, the following certification must be signed prior to reimbursement of those costs.

I hereby certify that daily time and activity records for each individual detailing the specific hours devoted solely to this project which are distinguishable from work done on other projects during the same time frame, maintained in accordance with all applicable federal, state and general municipal accounting practices and procedures are available in our files for inspection. Furthermore, these files will be maintained for a period of six years beyond the end of this contract term or three years beyond the close out of any federal grant under which these costs are claimed by NYSDEC, whichever is greater.

 Chief Fiscal Officer

 Authorized Representative

Equipment Summary

Payment Date	Payee	Voucher/ Check #	Item Description	Related Contract Task(s)	Total Amount Claimed
					\$ -
Total Period Equipment Expenses:					\$

NOTE: If Equipment records which document the above summarized Equipment costs performed in relation to the project are not attached, the following certification must be signed prior to reimbursement of those costs.

I hereby certify that Equipment reimbursement records detailing the specific Equipment costs devoted solely to this project which are distinguishable from work done on other projects during the same time frame, maintained in accordance with all applicable federal, state and general municipal accounting practices and procedures are available in our files for inspection. Furthermore, these files will be maintained for a period of six years beyond the end of this contract term or three years beyond the close out of any federal grant under which these costs are claimed by NYSDEC, whichever is greater.

Chief Fiscal Officer

Authorized Representative

Supplies and Materials Summary

Payment Date	Payee	Voucher/ Check # 	Item Description	Related Contract Task(s)	Total Amount Claimed
3/15/2010	Green Printing	Ck. 7104	Fifteen bound copies of Master Principles document	1. Develop or obtain a set of principles against which to compare plans and codes.	\$ 150.00
Total Period Supplies and Materials Expenses:					\$ 150.00

NOTE: If Supplies and Materials records which document the above summarized Supplies and Materials costs performed in relation to the project are not attached, the following certification must be signed prior to reimbursement of those costs.

I hereby certify that Supplies and Materials reimbursement records detailing the specific Supplies and Materials costs devoted solely to this project which are distinguishable from work done on other projects during the same time frame, maintained in accordance with all applicable federal, state and general municipal accounting practices and procedures are available in our files for inspection. Furthermore, these files will be maintained for a period of six years beyond the end of this contract term or three years beyond the close out of any federal grant under which these costs are claimed by NYSDEC, whichever is greater.

Chief Fiscal Officer

Authorized Representative

Contractual Services Summary

Start Date	End Date	Payee	Payment Date	Voucher/ Check #	Related Contract Task(s)	Number of Hours Claimed	Total Amount Claimed
1/1/2010	3/15/2010	Foundations, Inc.	3/29/2010	Ck. 7105	1-A, 1-B, 1-C, 1-D, & 3-A		\$ 2,100.00
Total Period Contractual Services:							\$ 2,100.00

NOTE: If Contractual Services records which document the above summarized Contractual Services costs performed in relation to the project are not attached, the following certification must be signed prior to reimbursement of those costs.

I hereby certify that Contractual Services reimbursement records detailing the specific Contractual Services costs devoted solely to this project which are distinguishable from work done on other projects during the same time frame, maintained in accordance with all applicable federal, state and general municipal accounting practices and procedures are available in our files for inspection. Furthermore, these files will be maintained for a period of six years beyond the end of this contract term or three years beyond the close out of any federal grant under which these costs are claimed by NYSDEC, whichever is greater.

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