## **Non Point Source Documentation Requirements (10/4/06)**

A signed and dated State Aid/Standard Voucher, an Expenditure Reporting Form and a signed and dated Self-Certification Form are required with <u>all</u> reimbursement requests. In addition, the following documentation is required on the first reimbursement or when the total life-to-date expenditures claimed on the reimbursement request reaches or exceeds 25% and then again at the 50%, 75% and 100% of the total eligible contract amount, as specified in the contract. You may submit the documentation with each Quarterly Report and Reimbursement Request OR you can wait until you reach the 25%, 50%, 75% and 100% levels and submit all relevant documentation at that time. With the latter method, if you wait until 25% of contract has been expended, you must submit documentation for all costs leading up to the 25%. At 50%, you must submit documentation for all costs associated with expenditures from 25% to 50% of the contract amount, and so forth.

NOTE: If project costs include both eligible and ineligible costs, a breakdown of those costs, a description of their relation to the project as well as an explanation of the cost share determination must be included. All documentation associated with this project must 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.

- 1. <u>Personal Services</u> (e.g. municipal employees, time records)
  - i. Submit daily time and activity records for each individual employee, signed by the appropriate supervisor **OR** a signed and certified summary of all personal service costs claimed (see attached sample). The records must include the employee's name and/or title, hourly rate, relation of tasks performed to the contract, including the dates and numbers of hours worked each day and total costs claimed for each individual (hourly rate times the number of hours worked).
  - In most cases, time spent on the project by elected officials is not eligible for reimbursement. However, when prior approval is received by the project manager, time spent by an elected official in lieu of hiring additional staff may be reimbursable. Even when approved by the project manager, the cost will only be reimbursed at the local prevailing wage rate of the routine title used to perform the task, not at their official salary.
- 2. Non-Personal Services (travel, equipment, supplies & materials, contracts, land acquisition and other)

### i. Travel

Signed and dated receipts for all travel expenditures **OR** a signed and certified summary of all travel costs claimed (see attached sample) must be included. Travel receipts must include the traveler's name and/or title; the date, origin and destination of travel, the relation of the trip to the project, the method of travel and the method of calculating mileage (i.e., rate per mile), if it is claimed.

#### ii. Equipment

Signed and dated copies of payment vouchers, invoices with check number and date issued or copies of canceled checks must be submitted **OR** a signed and certified summary of all equipment costs claimed (see attached sample). Voucher or invoice should include payee, description of item, amount and its relation to the project if not clearly identified in approved project workplan.

### iii. Supplies & Materials

Signed and dated copies of payment vouchers, invoices with check number and date issued or copies of canceled checks must be submitted **OR** a signed and certified summary of all supplies and materials costs claimed (see attached sample). Voucher or invoice should include payee, description of item, amount and its relation to the project if not clearly identified in approved project workplan.

#### iv. Contracts

Signed and dated copies of payment vouchers, invoices with check number and date issued or copies of canceled checks must be submitted **OR** a signed and certified summary of all contractual costs claimed (see attached sample). Voucher or invoice should include payee, description of item, amount and its relation to the project if not clearly identified in approved project workplan.

For Construction Costs provide the following documentation:

If there is more than one contract, submit a tabulation sheet summarizing all construction costs. Tabulation sheets should include contract numbers, total costs, a breakdown of eligible and ineligible costs if applicable, the amount paid and warrant or voucher numbers.

Submit the most recent signed work-in-place estimates, including all approved amendments to the plans and specifications for each contract. If a partial payment is requested for a construction contract, the latest work-in-place estimate will be sufficient. Final work-in-place estimates will be required for each construction contract upon completion.

Submit signed copies of payment vouchers, invoices or canceled checks for each contract.

#### v. Land Acquisition

Submit signed copies of payment vouchers, invoices or canceled checks. Submit a copy of the deed. All other required items, discussed prior to contract execution, must have been provided prior to reimbursement.

### vi. Other (please specify)

Signed and dated copies of payment vouchers, invoices with check number and date issued or copies of canceled checks must be submitted. Voucher or invoice should include payee, description of item, amount and its relation to the project.

If indirect costs are claimed on something other than personnel services above, indicate the current rate, costs included in that rate and to which amount the indirect rate is applied.

# Personal Services Summary

Date(s)	Name and/or Title	Hourly <u>Rate</u>	Related Contract Task	Number of Hours Claimed	Total Amount Claimed
supervisor	(s), which docu	ument the above	ve summarized per	ual employee, signed sonal services perform se signed prior to rein	med in relation to the
devoted so same time accounting will be ma	olely to this pro frame, maintaing g practices and lintained for a p	ject which are ned in accorda procedures are period of six ye	distinguishable from the distinguishable from the distinct of	able federal, state an les for inspection.	er projects during the d general municipal Furthermore, these files n or three years beyond
8					
			Chief Fiscal	Officer	
			Authorized R	epresentative	

# <u>Travel Expenditure Summary</u>

<u>Date</u>	Name and/or Title	To/From Destination	Related Contract Task	Type of Cost Per Diem, Lodging, Air, Mileage)	Total Amt <u>Claimed</u>
NOTE	: If travel reco	ords for each individua	al employee, signed	l by the appropriate supervis	or(s), which
followi	ng certification	n must be signed prior	to reimbursement		
devoted same ti account will be	I solely to this me frame, mai ting practices a maintained fo se out of any fo	project which are dist intained in accordance and procedures are ava r a period of six years	inguishable from w with all applicable ailable in our files f beyond the end of	lividual detailing the specific york done on other projects of a federal, state and general materials. Furthermore for inspection. Furthermore this contract term or three you claimed by NYSDEC, which	during the nunicipal , these files ears beyond
			Chief Fiscal Office		
			Authorized Repre	esentative	

# **Equipment Summary**

<u>Date</u>	<u>Payee</u>	Voucher/ Check No.	Item <u>Description</u>	Related <u>Contract Task</u>	Total Amount <u>Claimed</u>
relation to th	* *	not attached, the		nmarized Equipment co ion must be signed prio	•
solely to this frame, main practices and maintained to	s project which tained in accord d procedures a for a period of	h are distinguishardance with all a are available in o six years beyond	able from work don pplicable federal, st ur files for inspection d the end of this cor	ng the specific Equipme e on other projects duri rate and general municip on. Furthermore, these ntract term or three year y NYSDEC, whichever	ng the same time oal accounting files will be s beyond the close
	-				
			Chief Fiscal Offi	cer	
			Authorized Repre	esentative	

# Supplies and Materials Summary

<u>Date</u>	<u>Payee</u>	Voucher/ Check No.	Item Description	Related Contract Task	Total Amount <u>Claimed</u>
Mater		rmed in relation	n to the project are not	ent the above summarize t attached, the following	zed Supplies and g certification must be
Mater project genera Furthe or thre	rials costs devo ets during the sa al municipal acc ermore, these fi	ted solely to that time time frame counting practi les will be mai the close out of	is project which are di , maintained in accord ces and procedures are ntained for a period of	at records detailing the distinguishable from wo lance with all applicable available in our files. Six years beyond the ender which these costs.	rk done on other le federal, state and for inspection. end of this contract term
			Chief Fiscal	Officer	
			Authorized R	Representative	

# <u>Contractual Services Summary</u> (Engineering, Design **or** if Other Contractual Services, please specify in description)

<u>Date</u>	<u>Payee</u>	Voucher/ Check No.	Task <u>Description</u>	Total Amount <u>Claimed</u>
costs perfor		on to the project are n		summarized Contractual Services ing certification must be signed
Services coprojects dur general mui Furthermore or three year	sts devoted so ring the same nicipal accour e, these files v	olely to this project we time frame, maintain nting practices and pre- will be maintained for a close out of any feder	which are distinguishable d in accordance with a ocedures are available are a period of six years be	ailing the specific Contractual le from work done on other all applicable federal, state and in our files for inspection. beyond the end of this contract term these costs are claimed by
		Ō	Chief Fiscal Officer	
		Ā	Authorized Representati	ive

## **Expenditure and Reimbursement Report Form**

## **Non Point Source Documentation Requirements (10/4/06)**

	ract Name Contract # rting Period	#
-		
reimb	A, B and C below. Attach a signed State Aid voucher and bursement request or if you have met or exceeded 25%, 509 pursement request, make sure you have included all docume	%, 75% or 100% of the contract amount since your last
<b>A.</b>	Expenses This Reporting Period	entation information as specified on the following pages
1.	Personal Services	\$
1.	r etsoliai sei vices	\$
2.	Nonpersonal Services	
۷٠	i. Travel	\$
	ii. Equipment	\$
	iii. Supplies & Materials	\$ \$
	iv. Contracts	4
	a. construction	\$
	b. design	\$
	c. engineering	\$
	d. miscellaneous contracts	\$
	v. Land Acquisition	\$
	vi. Other (please specify)	\$
	Total	\$
3. <b>T</b>	otal Costs	\$
Descr	ribe source of local match:	
В.	Expenses Life-To-Date (including this reporting	g period)
1.	Personal Services	\$
2.	Nonpersonal Services	
	i. Travel	\$
	ii. Equipment	\$
	iii. Supplies & Materials	\$
	iv. Contracts	\$
	a. construction	\$
	b. design	\$
	c. engineering	\$
	d. miscellaneous contracts	\$
	v. Land Acquisition	\$
	vi. Other (please specify)	\$
	Total	\$
	otal Costs scribe source of local match:	\$
Des	cribe source of local match:	
C.	Reimbursement Summary	
~•	TOTAL Life-to-Date Expenses	\$
	State Assistance Percentage	x 50%
	Sate Assistance I cromage	A 3070
	Reimbursable Share	\$
	Minus Retainage of 10%	x 90%
	TOTAL Reimbursable-to-date	
	LESS Previous Payments	()
тот	AL Amount Due This Reporting Period	\$
101	AL AMOUNT DUE THIS KEPOLUNG I CLIVU	Ψ