

Project Work Plan Water Quality Improvement Projects Wastewater Treatment Improvement Projects April, 2007

Introduction:

As a successful applicant for State Assistance funding, you are now required to submit a Project Work Plan for the selected project. The Project Work Plan will require more detailed information than the project application submitted previously. The Project Work Plan will form the basis for a contract between the applicant and the New York State Department of Environmental Conservation (NYSDEC) that allows for payment of eligible project costs. The Project Work Plan also provides a mechanism for tracking and evaluating progress of project implementation through quarterly reports.

The municipality should submit a completed work plan to the appropriate NYSDEC regional office where it will undergo technical review. When the work plan is technically approved by the NYSDEC regional office and administratively approved by the NYSDEC central office, a proposed contract is prepared and forwarded to the municipality for signature. The contract must be signed by the municipal official designated on the Municipal Resolution, then approved by NYSDEC, the Attorney General's and the Office of the State Comptroller. It usually takes six to eight weeks from municipal signature of the contract to final approval by the Comptroller's office.

Instructions:

Remove the section of instructions and return ONLY the Project Work Plan that includes the following:

- I. **Cover Sheet:** Provide the requested information on the attached Cover Sheet. See specific instructions.

Recipient Information - To expedite communications, always provide a street address for contacts listed below because express mail cannot be delivered to a post office (P.O.) box.

1. Municipality: List the lead municipality and check off appropriate box for city, town, village or other.
2. Municipal Contact: The Municipal Contact should be the authorized representative named in the Municipal Resolution.
3. Project Manager: Identify the day-to-day program (technical) contact for this project.
4. Fiscal Contact: The person doing the administrative work on the project, preparing payment requests and maintaining fiscal records.

General Project Information

SEQR Status

You must submit documentation that you have satisfied the requirements of SEQR for the project. If the project is **Type II**, submit a letter stating this determination to the Regional Permit Administrator. If the project is **Type I** or **Unlisted**, you must have completed an Environmental Assessment Form (EAF). If an action is determined not to have significant environmental impacts, a determination of nonsignificance (Negative Declaration) is prepared and therefore you don't have to complete an Environmental Impact Statement. **OR** If an action is determined to have potentially significant environmental impacts, an environmental impact statement (EIS) is required. In either case, submit a copy of the negative declaration document or the EIS findings to the Regional Permit Administrator.

Project Timing and Costs --It is very important to fill out this section correctly. Incomplete or incorrect information has delayed many contracts.

1 & 2. **The start and end dates on the cover sheet must match those on the project schedule** (Part VII). Your anticipated project dates may have changed since you submitted your application. Make sure the workplan schedule reflects current conditions and will cover all anticipated expenses. **Set a realistic schedule that ensures all expenses and local match occur after the start date and before the end date of the project.**

3, 4 & 5. **The costs on the cover sheet must match those on the Budget Worksheet** (Part II).

II. **Budget:** Fill in the Budget Worksheet using estimated costs or actual costs (where known) for each expenditure category. The total State assistance listed in the budget may not exceed the authorized State share for the project. Please double-check all calculations.

Important Pointers

1. As a wastewater treatment project, only construction costs are eligible for reimbursement or match. Design and engineering work are NOT eligible for reimbursement or match.
2. When presenting the budget, include the entire project that will be funded using State Assistance payments. This work plan should include all segments and phases of the project even if funded in different years. By including all information in this work plan, the municipality will avoid having to redo the work plan and contract if activities are shifted between any of the segments or phases.
3. Explain where local match is coming from to document that local match will not be from federal or state sources.
4. Any invoices to be paid must be for services that fall between the start date and completion date of the project. When identifying the proposed start date, make sure it is before work has begun and costs have been incurred. When identifying the expected completion date, leave yourself enough time to ensure that the project will be completed and all bills paid within that time period. Give yourself extra time to be sure that all bills will fall within the project timeframe!
5. Make sure the costs on the cover sheet match those on the Budget Worksheet!

For Municipal Services (Item 2.)

2a. Personal Services (Municipal employees performing construction work only).

-Payroll, Fringe Benefits & Indirect Costs.
Provide a list of titles, salaries, estimated hours and tasks.

2b. Non-personal Services

-Travel
If the total line item is not greater than \$5,000, no further breakdown is required.
If the total line item is greater than \$5,000, provide a list of destinations, type of expenditures, and anticipated costs.

-Equipment

If no individual items exceed \$5,000, no further breakdown is required.

If the equipment line is over \$5,000, provide a list of all items and the cost of each.

-Supplies & Materials

If no individual items exceed \$5,000, no further breakdown is required.

If the supplies and materials line is over \$5,000, provide a list of all items and the cost of each.

-Contractual Services

If no individual contract exceeds \$25,000, no further breakdown is required.

If the contract line is over \$25,000, provide a list of contractors name, type of work and the amounts.

-Other

Provide a detailed breakdown of costs.

III. **Project Summary:** Provide a detailed description of the overall project, including:

- What will be constructed (include dimensions and specifications) to improve water quality or restore aquatic habitat, identify approved Best Management Practices (BMPs) and/or Best Available Technologies.
- The location of the project (street address, proximity to the affected waterbody, etc.). For projects involving multiple phases, components and/or locations, briefly describe each.
- The water quality and/or aquatic habitat problems that the project will address (e.g., the name and value of the affected waterbody(ies); the water quality and/or aquatic habitat problem; the name of the priority pollutant(s) or disturbance(s) causing the impairments; the source(s) of priority pollutants or disturbances causing the impairment;
- The expected environmental benefit (e.g., the extent to which a water quality and/or aquatic habitat problem will be addressed by the project). For pollution prevention projects, describe the anticipated reduction in risk to the public health or environment and explain the type and amount of toxic or hazardous material to be reduced, avoided or eliminated.

IV. **Objectives and Tasks:** Describe the specific objectives of the project and identify the tasks that will be performed to meet those objectives. The following should be included: specific objectives; associated tasks; approximate amount of time necessary to accomplish each task; and the party/parties responsible for completing each task. For example:

Objective(s)	Task(s)	Time	Responsible Party
1. Construct new wastewater treatment plant. Refer to Design Report prepared by ABC Engineers, P.C. dated 11/15/00 and plans and specifications prepared by ABC Engineers dated 1/15/01	A) Site preparation & excavation	2 weeks	General Contractor
	B) Install foundations for structures	4 weeks	General Contractor
	C) Construct primary and secondary clarifiers, aeration tanks, chlorine contact tank, influent and effluent structures and control building	12 weeks	General Contractor
	D) Install exterior piping	6 weeks	Plumbing Contractor & General Contractor
	E) Install electrical service	3.5 weeks	Electrical Contractor
	F) Install interior piping	3 weeks	Plumbing Contractor & General Contractor
	G) Install process equipment	4 weeks	General Contractor and Manufacturer
	H) Install process controls	4 weeks	Manufacturer
	I) Install HVAC	4 weeks	HVAC Contractor
	J) Complete painting, landscaping, roads and walks	4 weeks	General Contractor
	K) Conduct plant startup	12 weeks	ABC Engineers, P.C., Operator, General Contractor, Manufacturer

V. **Key Personnel:** Identify the key personnel for the project. In some cases, an individual may fill more than one role. Include name, agency, qualifications and a brief description of experience with a similar type of project for the:

- Municipal Contact
- Project Manager
- Fiscal Contact
- Engineer
- Parties responsible for project oversight
- Parties responsible for operation and maintenance

VI. **Deliverables:** List and describe the anticipated deliverables for the project, including:

a) **Objectives or tasks completed:** list specific objectives or tasks (i.e., phases of construction completed, BMPs implemented).

b) **Quarterly Reports (due every April 15th, July 15th, October 15th and January 15th throughout the life of the project).** Use the Quarterly Report form included in this package (page A-2). The quarterly reports discuss activities and accomplishments, problems encountered, and plans for the upcoming quarter including any deviations from the original Project Work Plan that are anticipated. Completion dates of previous activities and estimated completion dates for planned activities (month/year) must be included. An Expenditure and Reimbursement Form, State Aid Voucher and Self-Certification form must accompany the quarterly report if any bills are being submitted at that time. **Quarterly Reports must be submitted on the dates listed above whether or not you are requesting payment that quarter.**

c) **Final Report.** The final report presents the results of the project and a discussion of those results. Use the Final Report form included in this package (page A-7). The final report may have to be revised to show that an inspection was completed, and that the “correction of deficiencies” and closeout procedures were followed.

Note: Any deviation(s) from the Project Work Plan that significantly affect(s) the outcome of the deliverables will require prior approval from the NYSDEC. A change in the contract may be required as well. Therefore, it is important to indicate in quarterly progress reports any anticipated deviation from the original Project Work Plan and advise the DEC Regional Project Manager before proceeding.

VII. **Project Schedule:** Develop a time line for the project that includes: 1) the project start date; 2) the estimated start date and completion date for each task; and 3) the estimated project completion date. Track time in **monthly increments** as shown in the example on the following page. For instance, the first task in the sample timeline would begin sometime in October and end sometime in November, 2003.

Any invoices to be paid must be for services that fall between the start date and completion date of the project. When identifying the proposed start date, make sure it is before work has begun and costs have been incurred. When identifying the expected completion date, leave yourself enough time to ensure that the project will be completed and all bills paid within that time period. Give yourself extra time to be sure that all bills will fall within the project timeframe!

Check to make sure that the start and completion dates on the cover sheet must match those on the project schedule.

Sample Timeline-Include all phases and segments of the project

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Year 2001												
A) Site preparation & excavation												
B) Install foundations for structures												
Year 2002												
C) Construct primary and secondary clarifiers, aeration tanks, chlorine contact tank, influent and effluent structures and control building												
D) Install exterior piping												
E) Install electrical service												
F) Install interior piping												
G) Install process equipment												
H) Install process controls												
I) Install HVAC												
Year 2003												
J) Complete painting, landscaping, roads and walks												
K) Conduct plant startup												

**Appendix C of State Assistance Contract
Water Quality Improvement Projects for SFY 2006/2007
Project Work Plan Form - Waste Water Treatment Improvement Projects**

I COVER SHEET

RECIPIENT INFORMATION

1. MUNICIPALITY:
 City Town Village Other (specify)
of: _____

3. PROJECT MANAGER & MAILING ADDRESS:
name: _____
(no. & street) _____
(city) _____ (state) _____ (zip) _____
PHONE:(_____) _____ FAX:(_____) _____
E-mail: _____

2. MUNICIPAL CONTACT & MAILING ADDRESS:
name: _____
title: _____
(no. & street: _____
(city) _____ (state) _____ (zip) _____
PHONE:(_____) _____ FAX:(_____) _____
E-mail: _____

4. FISCAL/ADMINISTRATIVE WORK CONTACT
(if different from above)
name: _____
(no. & street) _____
(city) _____ (state) _____ (zip) _____
PHONE:(_____) _____ FAX:(_____) _____
E-mail: _____

GENERAL PROJECT INFORMATION

1. PROJECT NAME _____ 4. FEDERAL (IRS) IDENTIFICATION #: _____
2. APPLICATION TRACKING #
2006WQI _____
5. SEQR STATUS Type I Unlisted Type II
If Type I or Unlisted:
Has a Negative Declaration has been accepted Yes No
OR has the final EIS been accepted Yes No
3. HAS A CURRENT MUNICIPAL RESOLUTION
BEEN SUBMITTED? Yes No
6. EXISTING CLEAN WATER STATE REVOLVING LOAN FUND PROJECT # _____
Do you have a pending or approved application for the Clean Water State Revolving Fund? Yes No
(Status of Application) APPLICATION SUBMITTED Yes No
7. PROJECT LOCATION(S) AND ZIP CODES:
 City Town Village of _____ County of: _____
 City Town Village of _____ County of: _____
ZIP CODE(S) : _____

PROJECT TIMING AND COSTS

Any invoices to be paid must be for services that fall between the start date and completion date of the project. When identifying the proposed start date, make sure it is before work has begun and any costs have been incurred. When identifying the expected completion date, leave yourself enough time to ensure that the project will be completed, final report prepared, and all bills paid within that time period. Give yourself extra time to be sure that all bills will fall within the project schedule to avoid the need for a contract amendment before reimbursement of costs can occur.

1. START DATE: _____
2. COMPLETION DATE: _____
3. STATE ASSISTANCE \$ _____
4. LOCAL MATCH \$ _____
5. TOTAL COSTS (ADD 3 & 4) \$ _____

II Budget:

Fill in the Budget Worksheet. Provide a breakdown for all cost estimates as instructed on pages ii & iii of Attachment D.

BUDGET WORKSHEET

Expenditure Category	State Assistance	* Local Match	❖ Total Costs (entire project covered by this contract)
<p>1. Construction Costs (Please provide a breakdown as instructed on pages ii & iii of Attachment D).</p> <p>E.g. General, HVAC, Electrical, Plumbing, Earth (excavation) work</p>		\$ _____	\$ _____
<p>2. Municipal Services (construction-related costs only) (Please provide a breakdown as instructed on pages ii & iii of Attachment D).</p> <p>a. Personal Services E.g. Payroll, Fringe Benefits & Indirect Costs</p> <p>b. Non-personal Services</p> <p> i. Travel</p> <p> ii. Equipment</p> <p> iii. Supplies & Materials</p> <p> iv. Contractual Services</p> <p> v. Other _____ (provide a detailed breakdown of all costs)</p> <p>Total</p>		\$ _____	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
<p>3. Total Construction Costs</p> <p><i>(enter state share, local match and total costs and check to make sure the amounts correspond to those amounts listed on the cover sheet)</i></p> <p><u>Describe source of local match:</u> (If the local match is provided by another entity, the original source of their funds must be identified. These funds may not be claimed on another grant as eligible match).</p>	\$ _____	\$ _____	\$ _____

* State or federal grant dollars received for the project cannot be used as the local match of the project. Indicate where local match will come from to document that it is not from state or federal sources.

❖ The recipient MAY shift UP TO 10% of total costs between expenditure categories. If cumulative changes exceed 10% of the total cost, you must first obtain DEC approval. In NO event shall changes to the budget cause the aggregate costs to exceed the “not to exceed” amount of the authorized State Assistance as set forth in Section 3a of this Contract.

III. PROJECT SUMMARY: Describe the project including the information specified in the instructions.
All segments and/or phases of the project should be included here. Attach additional pages as necessary.

IV. PROJECT OBJECTIVE AND TASKS: Describe the specific objectives of the project and identify the tasks that will be performed to meet those objectives. Follow the example in the instructions. All segments and/or phases of the project should be included here. Attach additional pages as necessary.

V. KEY PERSONNEL: Identify the key personnel for the project. Attach additional pages if necessary. Please DO NOT attach resumes.

VI. DELIVERABLES: List and describe anticipated deliverables. All segments and/or phases of the project should be included here. Attach additional pages if necessary. At a minimum, include:

1. Completion of each objective and task identified in the work plan
2. Quarterly Reports
3. Final Report, including documentation that deficiencies have been corrected and closeout procedures completed
4. Other

VII. PROJECT SCHEDULE: Develop a time line for the project that includes: 1) the project start date; 2) the estimated start date and completion date for each task; and 3) the project completion date. Make sure that you leave time after the project is completed for final inspection and closeout procedures. Track time in **monthly increments** as shown in the instructions. All segments and/or phases of the project should be included here. Attach additional pages if necessary.

Forms Associated With Progress Reports & Reimbursement Requests

Quarterly Report Format. A-2

Documentation Requirements at 25%, 50%, 75% and 100% of the Contract Amount and Summary Sheets...A-3-A-6

Expenditure and Reimbursement Report Form. A-7

Self-Certification Form. A-8

State Aid VoucherA-9

Instructions for Preparing State Aid Voucher.....A-10

Final Report Format.. A-11

Quarterly Report Format

Schedule: Quarterly Reports must be submitted using the following schedule whether or not requesting payment that quarter.

Quarter Closing Date	Quarterly Reports Due to NYSDEC Regional Project Manager
March 31	April 15
June 30	July 15
September 30	October 15
December 31	January 15

****Note:** If you are submitting a request for payment with this quarterly report, you must also submit a Expenditure and Reimbursement Form, a State Aid Voucher and a Self-Certification form. See forms on the following pages. No payments and/or reimbursements will be made unless a Quarterly Report as well as the other requested information are submitted. Documentation is required with reimbursement requests at 25%, 50%, 75% and 100% of the contract amount. See instructions on pages A-8 and A-9.

Format: Quarterly Reports MUST provide the following information:

- I. Quarterly Reporting Dates.
- II. Municipal agency and contact information.
- III. Report preparer's name and contact information.
- IV. Progress Activity:
 - a) Provide a narrative description of progress toward project completion and work accomplished during reporting period.
 - b) Provide the status of each task (refer to Project Work Plan) and report percent completed and percent spent for each task.
 - c) Identify any approved changes to approved plan and specifications.
- V. Problems encountered during quarter and how problems were resolved.
- VI. Financial Status: Use the Expenditure and Reimbursement Report Form on the following page. Be sure to explain where local match has been provided this quarter.
- VII. Revised Project Schedule: Explain if project is not meeting time schedule and why.

Note: If a delay in the project schedule causes the project to exceed it's completion date, the contract will have to be amended. In that case, it's critical to begin work on the contract amendment as soon as possible. Better still, develop a schedule in the original contract that cushions reasonable amounts of delay, thus avoiding the extra work and additional delays associated with amending the contract.

Documentation Requirements for Wastewater Quality Improvement Projects (2/10/03)

A signed and dated State Aid/Standard Voucher, an Expenditure Reporting Form and a signed and dated Self-Certification Form are required with **all** payment requests. The following documentation is required with the first payment request as well as requests at 25%, 50%, 75% and 100% of the 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.

5. Construction Costs

- a. 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.
- b. 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.
- c. Submit signed copies of payment vouchers, invoices or canceled checks for each contract.

6. Municipal Services/Force Account Costs

- a. Personal Services (e.g. payroll, fringe benefits and indirect costs)
 - 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).
 - ii. 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.

b. Non-Personal Services (travel, equipment, supplies & materials and other)

i. Travel

Signed and dated receipts for all travel expenditures or a signed and certified summary of those costs (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. 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. 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. Contractual Services

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 not clearly identified in approved project workplan.

v. 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.

Expenditure and Reimbursement Report Form

Contract Name _____ **Contract #** _____
Reporting Period _____

Fill in A, B and C below. Attach a signed State Aid voucher and signed Self-Certification form. If you are requesting your first payment or are at the 25%, 50%, 75% or 100% of the contract amount, make sure you have included all documentation information as specified on the following pages

B. Expenses This Reporting Period

1. Construction Costs	\$ _____
2. Municipal Services (<u>construction-related</u> costs only)	
a. Personal Services	\$ _____
b. Non-personal Services	
i. Travel	\$ _____
ii. Equipment	\$ _____
iii. Supplies & Materials	\$ _____
iv. Contractual Services	\$ _____
v. Other (please specify) _____	\$ _____
Total	\$ _____
3. Total Construction Costs	\$ _____

Describe source of local match: _____

B. Expenses Life-To-Date (including this reporting period)

1. Construction Costs	\$ _____
2. Municipal Services (<u>construction-related</u> costs only)	
a. Personal Services	\$ _____
b. Non-personal Services	
i. Travel	\$ _____
ii. Equipment	\$ _____
iii. Supplies & Materials	\$ _____
iv. Contractual Services	\$ _____
v. Other (please specify) _____	\$ _____
Total	\$ _____
3. Total Construction Costs	\$ _____

Describe source of local match: _____

C. Reimbursement Summary

TOTAL Life-to-Date Expenses		\$ _____
State Assistance Percentage	x 85%	
Reimbursable Share		\$ _____
Minus Retainage of 10%	x 90%	
TOTAL Reimbursable-to-date		_____
LESS Previous Payments		(\$ _____)
TOTAL Amount Due This Reporting Period		\$ _____

SELF-CERTIFICATION FORM

I, the undersigned, hereby certify that the attached State of New York State Aid/Standard Voucher dated _____ requesting payment in the amount of \$ _____ is reasonable, eligible and allowable based upon the specific requirements set forth in Contract No. _____ including all Appendices. I also certify that the records upon which the costs are claimed, including those claimed as local match, are maintained strictly in accordance with applicable federal, state and general municipal accounting practices and procedures, including but not limited to those costs claimed as personal services. All documentation associated with this project 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.

I also certify that the work has been completed in conformance with the Work Plan document as approved by the New York State Department of Environmental Conservation and in compliance with all applicable federal, state and local laws, ordinances, rules, regulations and standards.

Authorized Representative

Date

Chief Fiscal Officer

Date

SEE INSTRUCTIONS ON REVERSE SIDE BEFORE COMPLETING

AC 1171 (Rev. 10/96)

STATE
OF
NEW YORK

STATE AID VOUCHER

Voucher No.

1 Originating Agency		Orig. Agency Code		Interest Eligible (Y/N)	
Payment Date (MM) (DD) (YY)		OSC Use Only		Liability Date (MM) (DD) (YY)	
2 Payee ID		Additional	3 Zip Code	Route	Payee Amount
4 Payee Name (Limit to 30 spaces)		IRS Code	IRS Amount		
Payee Name (Limit to 30 spaces)		Stat. Type	Statistic	Indicator-Dept.	Indicator-Statewide
Address (Limit to 30 spaces)		5 Ref/Inv. No. (Limit to 20 spaces)			
Address (Limit to 30 spaces)		Ref/Inv. Date (MM) (DD) (YY)			
City (Limit to 20 spaces)	(Limit to 2 spaces) →	State	Zip Code		

6 Date Paid	Check or Voucher No.	Description of Charges (If Personal Service, show name, title, period covered)	Amount	
			Dollars	Cents

7 State Aid Program or Applicable Statute:		TOTAL	
8 Payee Certification: I certify that the above expenditures have been made in accordance with the provisions of the Applicable Statute; that the claim is just and correct; that no part thereof has been paid except as stated; that the balance is actually due and owing; and that taxes which the State is exempt are excluded.		Less Receipts	
→ Signature in Ink _____ Date _____		NET	
Title _____		State Aid _____ % Claimed	
Name of Municipality _____			

FOR STATE AGENCY USE ONLY

STATE COMPTROLLER'S PRE-AUDIT

Merchandise Received	I certify that this claim is correct and just, and payment is approved.	State Aid	
Date		Verified	Certified For Payment of State Aid Amount
Page No.		Audited	
By			

Expenditure						Liquidation				
Dept.	Cost Center Code		Object	Accum		Amount	Orig. Agency	PO/Contract	Line	F/P
	Unit	Var		Yr	Dept.					

OSC

Check if Continuation form is attached.

INSTRUCTIONS FOR PREPARING STATE AID VOUCHER

Complete on typewriter or with pen and ink. Submit OSC and Agency copies to the State Agency administering the program.

1. Insert name of State Agency to whom claim is being submitted.
2. Enter your 12 digit Municipality Code. The first 9 digits are entered in the "Payee I.D." block. The last 3 digits are entered in the first 3 positions of the "Payee Additional" block.
3. Enter your Zip Code.
4. Enter the title of the fiscal officer, the municipality name and address as you wish it to appear on the check.
5. Enter in Ref/Inv. No. block, the information you will need in order to identify this payment. In no instance should this reference exceed 20 characters including spaces, commas, etc. The check stub issued to you will contain the information you furnish in this block, along with reference/invoice date, if entered in the block below Ref/Inv. No.
6. Enter in body of voucher all pertinent information required by the specific column heading or any other information required to support the claim. Duly authorized signature must be shown on supporting City or County vouchers.
7. Enter in appropriate block the State Aid Program or applicable statute under which claim is authorized.
8. Complete Payee Certification. Signature and title of the municipal officer, or duly authorized representative, must appear in the space provided. Sign declaration in ink - **No Rubber Stamp**.

Submit directly to the State Agency which has charge of program.

If the space on this form is insufficient, start your claim on "Continuation Sheet", Form AC 1172, and bring final total forward to this form.

Final Report Format

Final Reports are due pursuant to the requirements stated in the executed contract and will provide the following information:

- I. Project start and completion dates.
- II. Municipal agency and contact information.
- III. Report preparer's name and contact information.
- IV. Summary of Activity:
 - a) Provide a narrative description of work accomplished during the life of the project.
 - b) Identify any changes made to the Project Work Plan during the life of the project.
- V. Major problems encountered during the life of the project and how problems were resolved.
- VI. Expenditures - use the Expenditure and Reimbursement Report Form.