

INSTRUCTIONS FOR COMPLETING THE GRANT PAYMENT REQUEST FORM

Item 1: Enter the name of the Grantee.

Item 2: Enter the grant number as shown on the grant contract

Item 3: Mark the appropriate box(s).

Item 4: Indicate the payment number. Payments are numbered consecutively beginning with #1. Denote the final payment by the payment number, a dash, and then the letter "F"

Item 5: Enter the Grantee's Federal Employer I.D. number.

Item 6: Enter Grantee's mailing address, including the zip code, and telephone number.

Item 7: Enter the project period as specified on the grant contract. (Reimbursement can only be made with AWPf funds for work conducted within this period).

Item 8: Enter the amount of the grant award (AWPF monies only).

Item 9: Enter the project title as specified in the grant contract.

Item 10: Enter the month, day, and year for the beginning and ending of the period for which this request is being prepared. The dates inserted must fall within the grant contract term indicated in the grant contract.

Item 11: On the lines provided, list each approved project scope item as it appears in Section G, Description of Tasks, in the grant contract.

Certification: The individual authorized by the Grantee's application shall sign and date the request.

INSTRUCTIONS FOR COMPLETING THE DETAILED EXPENDITURE RECORD

A complete and accurate record of information must be provided in each column of this form for every listed expenditure. A copy of the completed Expenditure Record must be attached to each Grant Payment Request submitted to Arizona Water Protection Fund Commission. Instructions for specific entries are described below.

GRANT PROJECT NUMBER – Enter the grant number as it appears on the grant contract.

PROJECT NAME – Enter the name of the project as it appears on the grant contract.

GRANTEE NAME – Enter the Grantee name as it appears on the grant contract.

PAYMENT REQUEST # - Enter the number of the Grant Payment Request attached to the Detailed Expenditure Record.

RECORD PREPARATION – Enter the date the Record was prepared, by whom, and the telephone number of the preparer.

DATE – List all expenditures in chronological order and indicate the date shown on each expenditure. In situations where in-kind, or volunteer labor performs work related to the project, the beginning and ending date on the individual’s time sheet must be shown in this column. The same procedure is followed when listing contractor’s monthly or periodic statements.

INVOICE NUMBER – Enter the number shown on the invoice as assigned by the vendor. In the case of a contractor’s statement, enter the number of the statement as assigned by the contractor. If the value of in-kind labor and/or equipment is being claimed, enter the payroll or voucher number related to the claim. This column does not apply for volunteer labor.

VENDOR – For each invoice or cost item, provide the name of the individual or company from whom the goods or services were purchased. When listing labor, enter the name and title of each employee and/or the name of the project participant. For example: “John Smith – Backhoe Operator, City of Glendale – Public Works Department.”

ITEM DESCRIPTION/APPROVED SCOPE ITEM – The information entered in this column is extremely important in verifying the eligibility of each cost incurred. The ITEM DESCRIPTION should briefly, but accurately, describe exactly what was purchased. This description may be taken directly from the invoice. For example: Request for Proposal, photography, lumber, shrubs, concrete, or labor or type of equipment used. Other examples would be “cement finishing/walkway” and “road grader/site items” each item should be listed. When listing “employee’s time” as the ITEM DESCRIPTION, each item the employee/laborer worked on must be listed when the time begin billed relates to more than one item. Please refer to your grant contract and project cost schedule, or contact the AWPf staff to insure that costs incurred are eligible for reimbursement. Items not shown in the grant contract or project cost schedule or in amendments thereto, are not eligible for reimbursement unless otherwise approved by AWPf Commission. Ineligible project costs need not be listed.

AMOUNT – Enter the amount of the actual cost or expenditure that is eligible for reimbursement. If a portion of the invoice was paid and reimbursed under a previous payment request, list only the amount for which you are now seeking reimbursement. If per diem expenses, travel expenses, or labor is being claimed, consult with the AWPf staff on acceptable methods for determining the allowability of the value or rates claimed.

CHECK NUMBER – List the corresponding check, work order, employee pay documentation, or requisition number which was used to pay for each cost item listed. If more than one item was used, include all appropriate numbers.

The Grantee is responsible for retaining all project related expenditure source documents for a period of 5 years. The AWPf Commission reserves the right to request copies of source documents for verification or audit purposes.