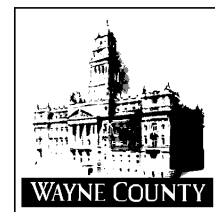
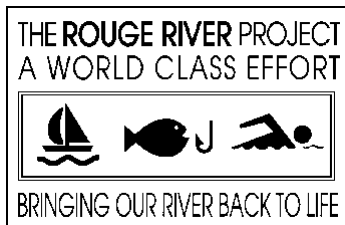


Community Project Guide

Rouge River National Wet Weather Demonstration Project

220 Bagley Avenue
Suite 920
Detroit, Michigan 48226

October 30, 1997



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Community Project Guide

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Community Project Guide

Rouge River National Wet Weather Demonstration Project

Overview of Community Project Guide

*Purpose of
Guide*

The purpose of this Community Project Guide is to provide communities receiving grant sponsorship for projects through the Rouge River National Wet Weather Demonstration Project with information, policies, and procedures to administer project funds in accordance with applicable federal guidelines. By referring to this Guide along with the appropriate Code of Federal Regulations when necessary, the community can meet the fiscal and accounting requirements needed for EPA compliance and effective project reporting.

In the Guide we use the term “community” to refer to any organization receiving EPA grant sponsorship for a watershed project.

*Guide
Document
Format*

The Guide is organized according to each stage in a sponsored project’s duration. After formal sponsorship approval through the Rouge Project’s Notice of Grant Availability process, the Guide provides information for the following project stages:

- (1) Legal Agreement Process
- (2) Project Initiation & Procurement
- (3) Monthly Reporting & Invoicing
- (4) Project Documentation
- (5) Project Completion & Closeout

*Guide
Document
Benefits*

Benefits from becoming familiar with the information included in this Guide include:

- Compliance with specific requirements for procurement
- Review of minimal project accounting procedures
- Description of direct versus overhead costs
- Understanding of allowable and unallowable project costs

Communities must be in full compliance with the Code of Federal Regulations when administering their projects for EPA Grant funding.

*Additional
References*

Throughout the Guide, we include references to federal documentation that can be used for additional information on administration of EPA grant funds. These additional references are available on disk from the Rouge Program Office (RPO).

Overview of Community Project Guide, continued

*RPO Contact
for Grant
Information*

The RPO is available to assist communities in preparing project documents, procedures, and processes for compliance with EPA grant funding requirements. If you would like to speak with the RPO on these grant requirement and compliance issues, please contact Mr. Razik Alsaigh at (313) 964-8866 or Mr. Jerry Neibert at (313) 963-1313. We encourage you to call as questions arise – it is far better to ask a question ahead of time, than to try to find out how to “fix it” after an action has been taken.

Each project will have a Project Coordinator assigned from the Rouge Program Office to serve as the main point of contact for the community on project issues and monthly status reviews. Communities will be notified of their Project Coordinator upon approval of their project by the RPO.

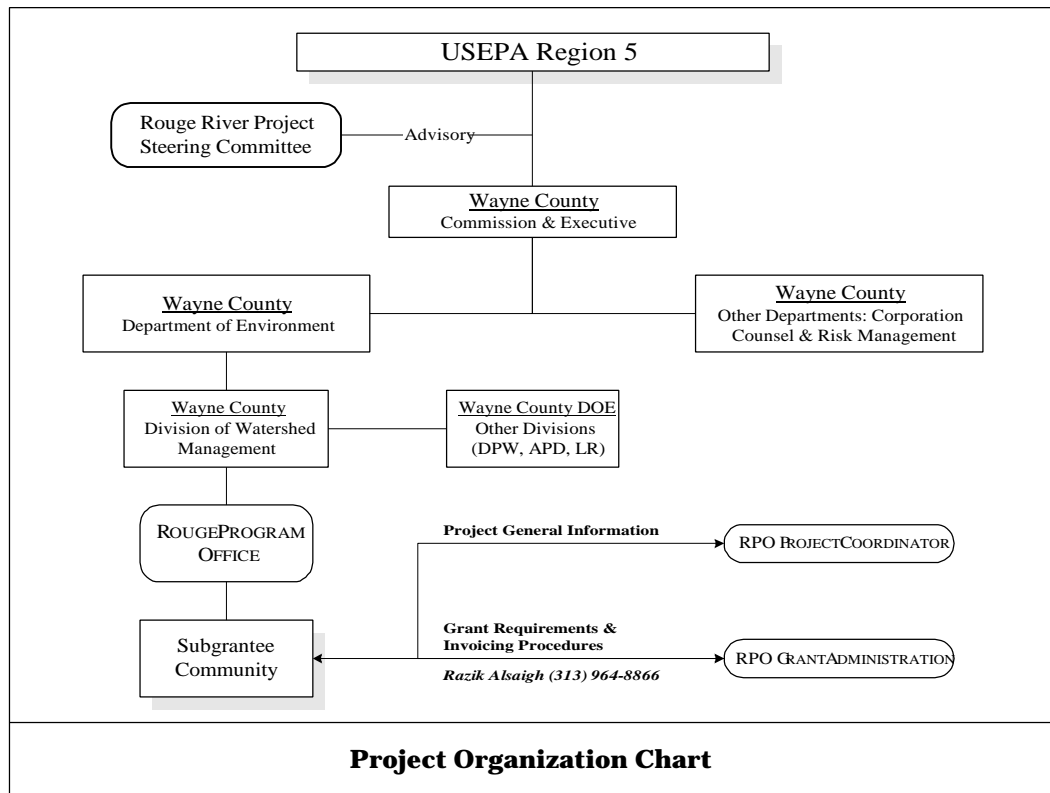
*RPO Contact
Address*

All project correspondence can be addressed to:

Mr. Razik Alsaigh
Rouge Program Office
220 Bagley, Suite 920
Detroit, MI 48226

*Project
Organization
Chart*

A chart depicting the groups involved in managing the Rouge River Project is shown below:



How to Set Up and Administer a Project

Estimating Your Administrative Work

Project Administration

Administration of a grant-sponsored community project is not easy – but it need not be overly complicated. The Rouge Program Office is available to help with each step of project administration, and can help cut through the grant documentation requirements. Please contact your Project Coordinator or RPO Grant Administration representative for assistance.

Some administrative guidelines:

<u>Project Phase</u>	<u>Estimated Administrative Hours</u>
Set Up	20 to 80
Operate	16 to 32 per month
Close Out	40 to 80

Incoming Documents

Things You Will Receive

- Notice of Grant Availability
- Project Legal Agreement
- Proposals from Your Contractors
- Correspondence from Wayne County
- Correspondence/Deliverables from Staff & Contractors
- Checks from Wayne County

Outgoing Documents

Things You Need to Create

- Proposal to Wayne County
- Signed Legal Agreement (pg. 5)
- Insurance Certificates for Community and Your Contractor (pg. 7)
- Advertisement and Other Procurement Documents (pg. 8)
- Requests for Amendments (if any)
- Correspondence to Wayne County, Staff, & Contractors

Things You Need to Create, continued

- Progress Reports to Wayne County (pg. 15)
- Invoices to Wayne County (pg. 15)
- Project Deliverables (pg. 21)
- Payments to Contractors (pg. 17)
- Auditable Files (pg. 21)

What Your Files Should Look Like (pg. 18)

Project Filing System

Communities are required to keep project files in an organized system stored in a central location. Because each project will have unique documentation needs, communities are encouraged to contact their Project Coordinator to assist in determining effective organization of project files.

Rouge River Project Sponsorship: Legal Agreement Process

Legal Agreement Description

After the Rouge Project Office formally approves sponsorship of a community watershed project, a legal agreement is prepared to arrange for EPA grant reimbursement for a portion of the project costs. The legal agreement is made between the community and Wayne County.

Standardized Legal Document Based on Project Type

Types of Legal Documents

Wayne County maintains three versions of standard legal agreements for community watershed projects. The standard version selected depends on the organization that is managing a new community project. A short description of each is supplied below:

Most Communities Will Use →

<u>Name</u>	<u>Application</u>	<u>Usage</u>
Inter-Agency Agreement (IAA)	Rouge Watershed Local Units of Government (Cities, Villages, & Townships)	Applied to most Watershed projects
Inter-Agency Agreement / Non-Profit (IAA-N)	Non-Profit Organizations	Includes revised text and requirements for non-profit project sponsors
Memorandum of Understanding (MOU)	Other Wayne County Departments	Eliminates certain requirements for inter-departmental sponsorship

Standardized Legal Document Based on Project Type, continued

Wayne County is also developing an IAA for use with agreements with other state agencies.

Communities may request a copy of the standard legal document after project sponsorship is approved through the Rouge Program Office.

Draft Project Agreement

After the appropriate standard legal document is applied to the community project, the RPO prepares a draft agreement that includes information for the specific project involved. The name of the lead organization for the project is inserted into the standard legal template along with additional information on project budgets, deliverables, and schedules. The draft agreement then becomes the base document for formal approval by the parties involved in completing the community project.

Wayne County DOE/WMD Approval

WCDOE Review

The draft legal document is reviewed by the Wayne County Department of Environment and Watershed Management Division to check for consistency in project budgeting and the legal responsibilities of both parties. If applicable, a requirement of final approval by the Wayne County Commission is also determined. After resolving any project-specific issues and revising legal text accordingly, the document is sent to Wayne County Corporation Counsel for initial review.

Wayne County Corporation Counsel/Risk Management Approval

WC Corp. Counsel/RM Review

Multiple reviews and document iterations are sure ways to drain project momentum prior to initiation. By routing the draft project legal document through Wayne County Corporation Council and Risk Management before community signature, any legal issues can be identified before final document approval. After getting draft approval for the project legal document, a final copy is prepared for community review and signature.

Community Signature on Final Legal Documents

Final Community Signature

Final review and approval of the project legal document is made by the community through their local governmental process (city council, township board, etc.). Familiarity with all components of the legal agreement for the project along with requirements for EPA grant reimbursement is essential. The final legal document with community representative signature is forwarded to Wayne County for final signatures.

Wayne County Signature on Final Legal Documents (DAP)

*Final WC
Signatures*

Wayne County final approval and signatures for the project legal document is performed through the Document Approval Process (DAP). Legal agreement routing includes the Wayne County Commission (if applicable), Department of Environment, Corporation Council, Risk Management, Chief Financial Officer, Grants, Human Relations, and ultimately the Wayne County Executive for final signature. Document status through this final routing is now being tracked at each step in order to expedite the final approval process.

*Copies of
Approved
Document*

A duplicate original of the executed legal document is returned to the community for reference during the watershed project.

Legal Agreement Process Timeframe

*Legal
Process
Durations*

Approximate durations for each step in the Legal Agreement Process after initial project sponsorship approval by the RPO are as follows:

<u>Step</u>	<u>Estimated Duration</u>
RPO Selects & Drafts Project Agreement	1 week
Wayne County DOE Review	1 week
Wayne County Corp. Counsel & Risk Management Review	2 weeks
Final Community Approval & Signature	4 weeks
Wayne County Commission Approval (if needed)	6 weeks
Final Wayne County Approval & Signatures	<u>3 weeks</u>
Total Legal Process Duration ...	11-17 weeks

Insurance Certificates

*Submit
Copies of
Insurance
Certificates*

Communities are to submit copies of their insurance certificates to Wayne County per requirements contained in the project's legal agreement. Copies of subcontractor insurance certificates should also be submitted. Upon expiration of existing certificates, new copies will need to be submitted for renewed insurance.

Send copies of insurance certificates to:

Ms. Linda Jackson
Rouge Program Office
220 Bagley, Suite 920
Detroit, MI 48226

Frequently Asked Questions (FAQ's)

How often should a community check with the RPO on the status of a project's legal agreement?

- *Communities are encouraged to contact their Project Coordinator twice a month for updates.*

What happens if a project's anticipated schedule is affected by an extended timeframe to secure a legal agreement?

- *Project schedules begin at the time a legal agreement is executed and are adjusted accordingly.*

What are the parameters for needing Wayne County Commission approval of a community project?

- *All projects require Wayne County Commission approval for disbursement of grant funds, either as part of a group of similar projects or individually.*

Other FAQ's will be added as comments are received.

Initiating a New Sponsored Community Project

40 CFR Part 31 Requirements

*Copies of
40 CFR 31*

All community watershed projects are subject to the uniform administrative requirements for EPA grants as detailed in the Code of Federal Regulations, Volume 40, Part 31 (40 CFR 31). Copies of this document are available on diskette in portable document format (.pdf) from the Rouge Program Office.

*Compliance
with 40 CFR
31 Reqmt's*

The 40 CFR 31 document is organized by each phase of the grant's administration – pre-award, post-award, and after-the-grant requirements. Each community should be familiar with the document's content and applicability to their own watershed project. Important procurement, cost, documentation, and reporting requirements as detailed in the 40 CFR 31 document are included in this Guide. However, because subgrantees are held to the same level of requirements as the main grant recipient (Wayne County), the community must comply with all 40 CFR 31 requirements during the project's duration.

Community Project Procurement Process

*Procurement
40 CFR 31
Section 36*

Most communities will use outside services for design, construction, or implementation of their watershed projects. Administrative requirements for procurement of these services are detailed in 40 CFR 31.36.

Community Project Procurement Process, continued

Highlights of the 40 CFR 31.36 section are detailed below:

<u>Item</u>	<u>Key Requirements</u>	<u>40 CFR 31 Reference</u>
Established Procurement Procedures	May use established procedures if they comply with Section 36 requirements.	36(b)(1)
Contract Administration System	Must be in place to ensure compliance with contracts or purchase orders.	36(b)(2)
Written Code of Standards for Employees	No conflict of interest during procurement process.	36(b)(3)
Procurement Items	Avoid duplication, seek economical packages and overall approach.	36(b)(4)
Value Engineering	Where feasible for larger construction projects.	36(b)(7)
Award Requirements	Responsible contractors with ability to successfully handle contract.	36(b)(8)
<i>Key Item</i> → Procurement Records	Document procurement process: method, contract type, contractor selection/rejection, basis for contract price.	36(b)(9)
Time & Material Contracts	Use only if no other contract is suitable, must have ceiling price. <i>Please contact the RPO before using this contract type.</i>	36(b)(10)
Full & Open Competition for Contracts	Unreasonable requirements, unnecessary experience, noncompetitive pricing and awards, conflicts of interest, brand name specifications, other arbitrary actions are <u>not</u> allowed.	36(c)(1)
<i>Key Item</i> → Geographical Preferences	<u>No</u> local geographical preferences allowed for bid/proposal evaluations.	36(c)(2)
<i>Key Item</i> → Procurement Selection Procedures	Written selection procedures with clear description of procurement items and evaluation criteria.	36(c)(3)
Small Purchase Procedures	Obtain price/rate quotations from adequate number of qualified sources.	36(d)(1)

Community Project Procurement Process, continued

	<u>Item</u>	<u>Key Requirements</u>	<u>40 CFR 31 Reference</u>
<i>Key Item</i> →	Sealed Bid Method	<p><u>Formal advertisement</u>, award to lowest responsible bidder; preferred method for construction projects. <u>Must</u> have:</p> <ul style="list-style-type: none"> • Publicly advertised invitation for bids (RFP) • Adequate number of suppliers • Defined evaluation factors with relative importance of each • Public opening of bids • Formal, documented process for evaluation and selection. 	36(d)(2)
<i>Key Item</i> →	Competitive Proposals	<p><u>Formal advertisement</u>, typically used for architectural and engineering (A/E) services, uses most items from sealed bid method. <u>Must</u> have:</p> <ul style="list-style-type: none"> • Publicly advertised invitation for proposals (RFP) • Adequate number of known suppliers • Defined technical evaluation factors with relative importance of each • Negotiated fair and reasonable compensation of selected competitor. <p>Communities <u>may not</u>:</p> <ul style="list-style-type: none"> • Use existing contract to provide services • Send RFP's only to select list of service providers • Include unduly restrictive evaluation factors. 	36(d)(3)
	Noncompetitive Proposals	<p>Use only when competitive procedures determined inadequate, see reference for additional requirements. <i>Contact the RPO before accepting a single bid for a project or before awarding a sole source contract.</i></p>	36(d)(4)

Community Project Procurement Process, continued

	<u>Item</u>	<u>Key Requirements</u>	<u>40 CFR 31 Reference</u>
<i>Key Item</i> →	Minority & Women Owned Business Enterprises (MBE / WBE)	Grant requirement: <u>minimum</u> 8 percent participation. Take all necessary affirmative steps during procurement to assure MBE/WBE participation. <i>If you do not achieve 8 percent MBE/WBE participation, the RPO <u>will</u> require documentation detailing a community's good faith efforts to meet this requirement.</i>	36(e)
	Contract Cost & Price	Cost/price analysis required for all procurements. Maximum fixed fee for non-sealed bid contracts is 15% of direct labor plus overhead costs. <u>No</u> fixed fees are allowed on other direct project costs (ODC's).	36(f)
	Document Reviews by Awarding Agency	Upon request, procurement documentation available for review by EPA and the Rouge Project Office.	36(g)
	Bonding Requirements	May accept bonding policy of community if determined that awarding agency is adequately protected. See specific insurance and bonding requirements in project legal document.	36(h)

Additional Procurement Information

Please contact the RPO for any additional information or clarifications to the project procurement requirements listed in this Guide or contained in the 40 CFR 31 document.

Frequently Asked Questions (FAQ's)

<p>What type of public advertisement does a community need for their project? Any specific newspapers or periodicals required for advertisement?</p> <ul style="list-style-type: none"> • <i>A community should place a public advertisement in either the <u>Detroit News</u>, <u>Detroit Free Press</u>, or in the <u>Observer/Eccentric</u> newspapers.</i> <p>Can a community use a design/build contract for their project?</p> <ul style="list-style-type: none"> • <i>Yes, a community may secure professional services for both design and construction through the use of a design/build contract.</i>

Frequently Asked Questions (FAQ's), continued

Can firms currently employed by the Rouge Program Office be contracted for community projects?

- *Yes, communities may contract with firms already working in the Rouge Project in other capacities as well as directly with the RPO for project-specific requirements.*

Other FAQ's will be added as comments are received.

Monthly Reporting and Invoicing Process

Allowability and Composition of Costs

*OMB
Circular
A-87*

Cost allowability for grant reimbursement is described extensively in the Office of Management and Budget's "Cost Principles for State & Local Government" (Circular A-87), dated August 29, 1997. Copies of this OMB Circular are available on diskette from the RPO office.

*Community
Cost
Applications*

The application of guidelines in the OMB-A87 Circular is based on the premise that federally-funded programs like the Rouge Project should be administered through sound management practices. It is each community's responsibility to ensure that grant funds are being expended and accounted for in a manner consistent with the underlying agreements and Rouge Project objectives.

*General
Criteria for
Allowable
Costs*

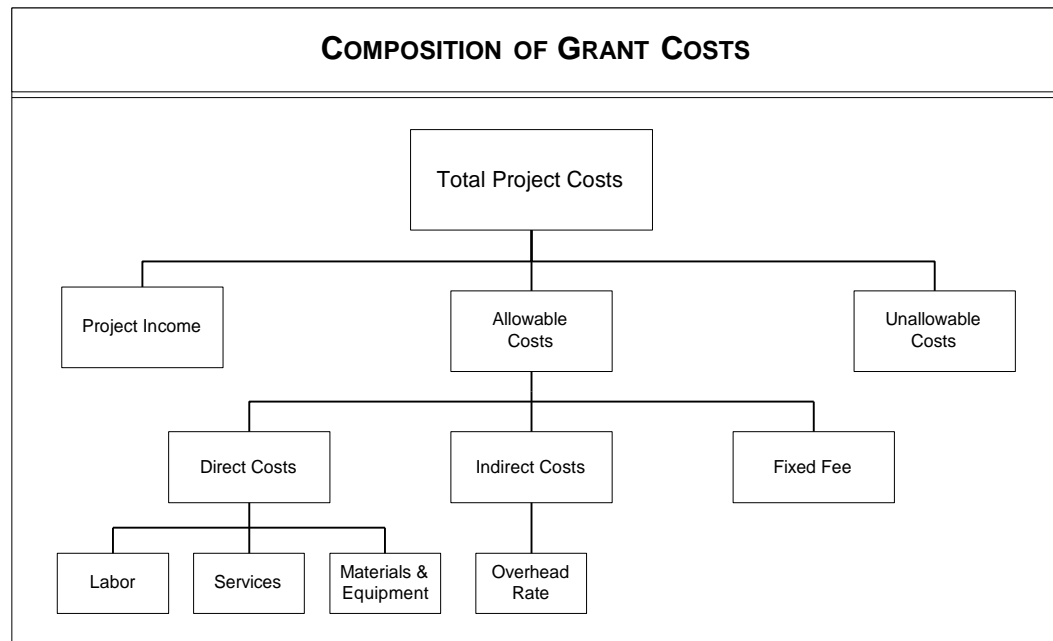
Cost allowable under a grant program must meet the following general criteria:

- Be necessary, reasonable, and allocable for proper and efficient administration of the grant project.
- Be authorized or not prohibited under State or local laws or regulations.
- Conform to any limitations or exclusions set forth in Federal laws, or other governing limitations as to types or amounts of cost items.
- Be consistent with policies, regulations, and procedures that apply uniformly to both federally assisted and other activities of Wayne County government.
- Be accorded consistent treatment through application of generally accepted accounting principles appropriate to the circumstances.
- Not be allocable to or included as a cost of any other federally financed program in either the current or prior period.
- Be net of all applicable credits whose receipts reduce expense items allocable to grants as direct or indirect costs (purchase discounts, rebates or allowances, sale of publications, etc.).

Allowability and Composition of Costs, continued

Project Costs Schematic

The chart below depicts a schematic of typical community watershed project costs:



Composition of Project Costs

Some notes on cost composition:

- In general, Direct Costs can be identified with a *specific* project objective.
- In general, Indirect Costs are incurred for a common or joint purpose and are *not easily assignable* to a specific project objective.
- Direct vs. Indirect Costs – No set rule in determining direct or indirect for each project cost component; set each initially and remain consistent throughout project.
- Departmental Indirect Costs – All departmental indirect costs, including the various levels of supervision, are eligible for allocation to the project provided they meet the conditions set in OMB Circular A-87, Attachment B.
- Fixed Fee Costs – Limited to 15% of labor and overhead costs.
- Project Income – Documentation developed through the use of grant funds are generally distributed free of charge to the public. Provisions are available to secure income from large distributions. Communities are asked to discuss this situation with their Project Coordinator if applicable.

Allowability and Composition of Costs, continued

Cost Eligibility Reference Table

This Guide's **Attachment 1** provides a table for community use that details the allowability of various potential project costs as detailed in OMB A-87. Section references are also included in the table for locating additional detail on specific cost items in OMB A-87. Please contact the Rouge Program Office for assistance in determining grant reimbursement eligibility for project costs not highlighted in the table.

Cost Matching or Sharing

Cost Matching 40 CFR 31 Section 24

Each community watershed project is subject to a specified local cost matching percentage as stated in the corresponding project legal document. Matching or cost sharing applications are detailed in 40 CFR 31.24. Highlights of this section are detailed below:

	<u>Item</u>	<u>Key Requirements</u>	<u>40 CFR 31 Reference</u>
<i>Key Item</i> →	Basic Rule: Cost & Contributions Acceptable	Requirements satisfied by either: <ul style="list-style-type: none"> allowable costs incurred by the community value of third party in-kind contributions during the project's duration. 	24(a)
	Exceptions to Allowable Matching Costs	<u>Exceptions</u> to allowable matching costs are as follows: <ul style="list-style-type: none"> costs borne by other grants general revenue sharing funds costs counted to other Federal cost matching requirements costs financed by project income services or property financed by income earned by contractors. 	24(b)(1-5)
	Standards for Third Party In-Kind Contributions	Standards for third party in-kind contributions are as follows: <ul style="list-style-type: none"> costs would be allowable if submitted under grant-reimbursable procedures valued according to specifications in sections 24(c) thru 24(g). 	24(b)(7) 24(c) - 24(g)
<i>Key Item</i> →	Records for Local Matching Costs	Local matching costs must be verifiable from community records.	24(b)(6)

Monitoring and Reporting Project Performance

Project Management

Each community is responsible for managing the day-to-day operations of grant supported activities. Activities must be monitored to assure compliance with applicable Federal

requirements and the objectives of the project as set forth in the proposal approved by the Rouge Program Office.

*Monthly
Progress
Report*

Communities are to prepare and submit a monthly progress report to accompany each grant invoice. Communities are also asked to submit a monthly progress report even if no project invoice is submitted for a given month. The purpose of the status report is to detail activities and expenditures of the project on a monthly basis. Issues and problems identified in the report are to be resolved as soon as possible between the community, RPO, and Wayne County representatives.

Monthly Request for Reimbursement of Grant Funds & Progress Form

*Example
Progress
Report
Format*

Attachment 2 of this Guide provides an example format for the community monthly Request for Reimbursement of Grant Funds and Progress Report required for submittal. The form may be copied and filled out, or may be obtained on diskette from the RPO for the community's use. Alternate formats will be accepted by the RPO, but must contain *at least* the items listed in the example monthly progress form.

Example of Completed Request for Reimbursement of Grant Funds & Progress Report

*Example
Completed
Progress
Report*

Attachment 3 shows a completed monthly Request for Reimbursement of Grant Funds and Progress Report with the level of detail required for a typical project. Each community's project may differ from the example shown depending on the size and requirements of the particular project.

Community Project Schedules

*Set Realistic
Dates for
Project
Schedules*

An important component of the Community Watershed Project Monthly Progress Report is the reporting of updated schedule dates for project tasks. Care must be taken in setting realistic dates for project milestones as stated in the project legal document. The project must be focused on achieving progress towards meeting these milestone dates.

*Monitor the
Project
Schedule
Monthly*

The Rouge Program Office currently maintains a Program Master Schedule for meeting overall program objectives. Each community's project is inserted into this Master Schedule and is monitored for compliance in meeting identified milestones. The community has the responsibility of carefully reporting project schedule performance on a monthly basis.

Community Project Schedules, continued

If adjustments are needed to the approved project schedule, communities are asked to submit new schedule dates to the Project Coordinator as stated in the project legal agreement. Approval of schedule extensions are generally easier to secure if submitted *as early as possible* after slippage in the project schedule is identified.

Project Invoicing and Financial Reporting

*Supporting
Monthly
Project
Expenditures*

On the Request for Reimbursement of Grant Funds and Progress Report, the community should note any supporting documentation attached to the monthly report that provides backup for the project costs summarized in the “Project Cost Component” section. Examples of supporting documentation that could be included with the monthly progress report and invoice are listed below:

	<u>Item</u>	<u>Documentation Type</u>	<u>Notes</u>
<i>Key Item</i> →	Direct Labor Costs	Time sheets Payroll register Canceled checks Labor distribution report	<ul style="list-style-type: none"> • Identify hours worked on community project. • Show obligation to pay employees working on project. • Verify employee received and cashed payroll check. • Shows total hours and wages of all employees that worked on project, as well as other work.
	Overhead Costs	Overhead Rate Audited Financial Statements Account Listing Fringe Benefit Costs	<ul style="list-style-type: none"> • Document showing federally approved overhead rate. • For most recent fiscal year, in lieu of an approved overhead rate. • Indicating accounts treated as direct and those included in overhead. • Documents substantiating fringe costs, including contracts, invoices, and time sheets.
	Other Direct Costs	Outside Professional Services Contracts Invoices Purchase Orders Receiving Reports Expense Reports	<ul style="list-style-type: none"> • As needed to support monthly expenditures. • Show individual names, total hours, and hourly pay rate. • Include receipts for other direct purchases. • Mileage rates must be standard.

Project Invoicing and Financial Reporting, continued

	<u>Item</u>	<u>Documentation Type</u>	<u>Notes</u>
Key Item →	Fixed Fees	Limit: 15% of (labor+overhead)	<ul style="list-style-type: none"> • <u>No</u> fixed fees are allowed on other direct costs for consultant contracts.

Attachment 4 provides a listing of submittal requirements required for monthly processing and payment.

Minority/Women Business Enterprises Summary

Reporting
MBE/WBE
Participation

The community must submit a “Minority/Women Business Enterprises Summary” project cost update quarterly, as shown in **Attachment 5**. As stated previously in this Guide, the minimum MBE/WBE requirement of the grant is 8 percent of project costs. If a community is unable to achieve this required level of MBE/WBE participation, the RPO will request supporting documentation detailing the community’s good faith efforts to meet this requirement.

Attachment 6 is an example of a completed MBE/WBE Summary form showing proper placement of project budgets and actual costs.

Monthly Dates for Project Documentation & Reimbursement

A typical timetable for submitting monthly project invoice and status is shown below:

	<u>Date</u>	<u>Action</u>	<u>Notes</u>
Key Item →	20th of Month	All <u>prior</u> month progress reports, invoices, and required supporting documentation due to the RPO. <i>Any documentation not received by the close of business on the 20th will not be included in current monthly process.</i>	Send to: Razik Alsaigh Rouge Program Office 220 Bagley, Suite 920 Detroit, MI 48226
	22nd of Month	RPO reviews submittals, prepares, and submits grant reimbursement memos to Wayne County - Watershed Management Division.	Any questions regarding submitted documents will be submitted in writing to communities within 21 days of receipt.
	23rd of Month	WCWMD reviews memos and routes to required Wayne County Departments for processing.	-

Monthly Dates for Project Documentation & Reimbursement, continued

	<u>Date</u>	<u>Action</u>	<u>Notes</u>
<i>Key Item</i> →	By the 10th of Following Month	Wayne County Budget & Management performs review process and issues checks to communities.	-
	10th of Following Month	Grant drawdown transmitted to EPA.	-
	13th of Following Month	EPA transfers federal share dollars to Wayne County.	-

Interest Income Communities should issue checks to subcontractors promptly upon receiving grant funding checks from Wayne County. Interest income from grant funds should be avoided through effective project administration. Refer to **Attachment 1** and the OMB A-87 Circular for additional information.

Frequently Asked Questions (FAQ's)

Can a community representative's attendance at Rouge River Project meetings be listed for project costs?

- *Yes, as long as time spent at project meetings can be verified through supporting documentation (time sheets, etc.).*

Can community equipment working on a project be listed for project costs?

- *Yes, with proper application as a direct or indirect cost throughout the project.*

Other FAQ's will be added as comments are received.

Other Required Community Project Documentation

Administrative Record-Keeping

Filing System Description

The communities are required to maintain all financial and program records pertinent to the project. These files should be kept in a centrally located filing system. This system should be complete, logically constructed, and stored in a secure location. Following is a list of suggested general categories for the filing system:

Contract and Project Information

Approved Legal Document (IAA or equal)
Correspondence File and Log
Approved Contract
Contract Brief
Agreements and Amendments
Project Status Reports

Professional Services

Correspondence and File Log
Engineering Agreements/Amendments
Procurement Procedures
Telephone Log
Approved Shop Drawings

Financial Records

Project Procurement Procedures
Capital Outlay Projections
Cash Flow Plan
Reimbursement Requests and Log
Invoices
Professional Services Agreements
Contractor's Pay Estimates
Force Account Payroll Records
Administrative Expenses
Canceled Checks
Periodic Audit Reports
Personal Property Inventory

EPA Milestone Requirements *

Preliminary & Final Plan of Operation
Operation and Maintenance Manual
Chief Operator's Employment Manual
Flood and Other Insurance Policies

Construction *

Correspondence File and Log
Telephone Log
Bidding Information
Approved Plans and Specifications
Addendums
Bid Bonds
Performance Bond
Notice of Award
Notice to Proceed
Contract Agreements
List of Subcontractors
Right-of-Way Easements
Construction Permits
Change Orders File and Log
Material Certifications and Test Reports
Construction Progress Schedules
Lien Waivers
DBE/MBE/WBE Contracts & Reports
Certified Payrolls and Labor Interviews
Approved Shop Drawings
As-Built Notes and Marked-Up Plans
Photographs

Grant Closeout

Correspondence File and Log
Final Inspection Report
Project Performance Certificate
Final Invoice Summaries

**** If required for project***

Administrative Documentation

Documentation Requirements Under the terms of the grant award, communities must be in compliance with applicable federal documentation regulations. While each community may be responsible for various phases and tasks of the project, the general methodology for recording and tracking costs should be consistent regardless of the actual work undertaken.

Description of Checklist To assist the community in conducting a self-assessment of its financial and project-related systems and practices, a community documentation requirement checklist is provided as the Guide's **Attachment 7**. This checklist covers the following topics:

1. Contract files
2. Direct labor costs
3. Direct expenses
4. Overhead cost
5. General
 - A. Corporate processes and procedures
 - B. Insurance requirements
 - C. Personnel
 - D. Financial records
 - E. Automated data processing

Using the Checklist The community should denote whether systems and procedures are currently in place to cover each of these areas. If the answer is “no” to any of these items, the community should determine the applicability of the requirement to its particular situation. In some cases, an item may not apply to the community. For example, documenting “out-of-town” travel policies when no significant travel is contemplated would not necessarily require a written policy or procedure. If, however, a formal policy, procedure or practice is not in place for an applicable item, then steps should be taken to rectify the situation.

Quality Assurance

QA Program The community is required to develop and implement a quality assurance program that is sufficient to insure data of adequate quality so as to meet project objectives and to minimize loss of data. See 40 CFR 31.45 for additional information on quality assurance. The RPO is also available to discuss quality requirements applicable to a specific community project.

Documentation Retention and Access Requirements

Applicable Documents

The following document retention requirements apply to all required program and financial records as well as all other documents that can be reasonably considered as necessary. The requirements do not apply to the records of contractors or subcontractors.

Start of Retention Period

The retention period for general project documents begins when the community submits its final request for payment. If the expenditure report has been waived, then the retention period begins when the report would have been due.

Length of Retention Period

Unless specified otherwise, records are to be retained for three years from the retention period start date as specified above. If any exploration (litigation, claim, negotiation, audit, or other action) into the records has started before the retention period has expired, then the records must be retained until the exploratory action is complete and all issues have been resolved, or until the end of the three year period, whichever is later. If the RPO requests the community to transfer records into the RPO's custody, then the three year retention period is no longer applicable to the community.

Access to Records

The grantor and the Comptroller General of the United States, or any of their representatives, have the right to access any of the project records of the grantees and subgrantees.

Frequently Asked Questions (FAQ's)

How often will the RPO audit community supporting documentation for a project?

- *The RPO will review community supporting documentation at project closeout and during the project if needed.*

The documentation checklist in **Attachment 7** looks imposing. What are the most important items?

- *The checklist is intended for initial review by each community, items most important to a specific project can be reviewed between the Project Coordinator and the community.*

Does a community need to have a section on quality assurance in the project work plan required by the IAA?

- *Communities are encouraged to contact Mr. Jerry Neibert at (313) 963-1313 for information on quality assurance.*

Other FAQ's will be added as comments are received.

Community Project Completion and Closeout Process

Final Request for Payment and Final Reports

Due Date for Final Reports

The federal award will be closed when the RPO determines that all applicable work of the grant has been completed by the grantee. Within 90 days of the close of the grant, the grantee must submit the final request for payment, as well as all financial, performance, and other reports as required by the grant. Upon request by the grantee, the 90 day timeframe may be extended.

Rouge River Project Audit of Community Project Deliverables

Audit of Deliverables

Prior to closeout of the project, the RPO will audit all project deliverables. During the audit, the RPO will confirm that all of the planned deliverables, as agreed upon in the initial proposal and watershed project legal document, have been completed and submitted by the grantee. The RPO will also check each deliverable for completeness and to ensure that all deliverables meet the overall objectives of the Rouge Project. The communities are encouraged to provide interim or draft versions of deliverables to the RPO. This practice will enable the RPO staff to review and make suggestions for improvements to the deliverables prior to the final deliverable due date.

Frequently Asked Questions (FAQ's)

What if the community project deliverables aren't what the RPO expected?

- *A description of project deliverables should be clearly defined in the project proposal approved by the Rouge Program Office.*

Other FAQ's will be added as comments are received.

Community Project Guide

Rouge River National Wet Weather Demonstration Project

Attachments 1 to 7

Grant Allowability of Project Costs

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
<u>Accounting</u> (Administrative)	The cost of establishing and maintaining accounting and other information systems	Always allowable		B.1.
<u>Advertising</u> (Bid Advertisement)	“Advertising costs” are the cost of advertising media and corollary administrative costs	When incurred for the recruitment of personnel, the procurement of goods and services, the disposal of surplus material, and any other specific purposes necessary to meet the requirements of the Federal award	Costs associated with the disposal of surplus material when all disposal costs are reimbursed based on a standard rate as specified in the grants management common rule Costs designed solely to promote the governmental unit	B.2.a B.2.c B.2.e.(1)-(4)
<u>Public Relations</u> (Administrative)	“Public relations” includes community relations and means those activities dedicated to maintaining the image of the governmental unit or maintaining or promoting understanding and favorable relations with the community or public at large or any segment of the public	A direct cost attributable only to the project and (a) incurred to communicate with the public and the press on activities regarding the award project or (b) matters of public concern such as awards, financial aspects, etc.	Costs of displays, demonstrations, and exhibits Costs of meeting rooms, hospitality suites, and other special facilities used in conjunction with shows or other special events Salaries and wages of employees engaged in setting up and displaying exhibits, making demonstrations, and providing briefings Costs designed solely to promote the governmental unit	B.2.b B.2.d B.2.e.(1)-(4)
<u>Advisory Councils</u> (Other Expenditures)		Allowable as a direct cost where authorized by the Federal awarding agency or as an indirect cost where allocable to Federal awards		B.3.
Alcoholic beverages			Always unallowable	B.4.

Grant Allowability of Project Costs

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
<u>Audit services</u> (Other Expenditures)		Allowable provided that the audits were performed in accordance with the Single Audit Act Other audit costs if specifically approved by the awarding or cognizant agency		B.5.
<u>Automatic electronic data processing</u> (Administrative)		Always allowable		B.6.
<u>Bad debts</u> (Other Expenditures)	Any losses arising from uncollectible accounts and other claims, and related costs		Unallowable unless provided for in Federal program award regulations	B.7.
<u>Bonding costs</u> (Bonding)	Costs of bonding employees and officials	Allowable to the extent that such bonding is in accordance with sound business practice		B.8.
<u>Budgeting</u> (Project Planning)	Costs incurred for the development, preparation, presentation, and execution of budgets	Always allowable		B.9.
<u>Communications</u> (Administrative)	Costs of telephone, mail, messenger, and similar communication services	Always allowable		B.10.
<u>Compensation for personnel services</u> (Apply to Category)	All remuneration, paid currently or accrued, for services rendered during the period of performance under Federal awards, including but not necessarily limited to wages, salaries, and fringe benefits	This section deals with wages, salaries, fringe benefits, pension plan costs, post-retirement health benefits, severance pay, support of salaries and wages, donated services - which are generally allowable if reasonable and in accordance with governmental laws		B.11.a.-i.

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
Contingencies	Contributions to a contingency reserve or any similar provision made for events the occurrence of which cannot be foretold with certainty as to time, or intensity, or with an assurance of their happening		Always unallowable Note: The term “contingency reserve” excludes self-insurance, pension plans, and post-retirement health and other benefit reserves computed using acceptable actuarial cost methods	B.12.
Contributions and donations	Including case, property, and services, by governmental units to others, regardless of the recipient		Always unallowable	B.13.
Defense and prosecution of criminal and civil proceedings, and claims		Legal expenses required in the administration of Federal programs	Legal expenses for the prosecution of claims against the Federal Government	B.14.a.-b.
<u>Depreciation and use allowances</u> (Apply to Category)	Means of allocating the cost of fixed assets on hand	Generally allowable if reasonable and in accordance with governmental laws		B.15.a.-h.
<u>Disbursing service</u> (Administrative)	The cost of disbursing funds by the Treasurer or other designated officer	Always allowable		B.16.
<u>Employee morale, health, and welfare costs</u> (Apply to Category)	The costs of health or first-aid clinics and/or infirmaries, recreational facilities, employee counseling services, employee information publications, and any related expenses	Always allowable Note: Any income generated by these activities will be offset against expenses		B.17.
<u>Entertainment</u>	Including amusement, diversion, and social activities and any costs directly associated with such costs		Always unallowable	B.18.
<u>Equipment and other capital expenditures</u> (Equipment)	This section covers those costs associated with the following terms: capital expenditure, equipment, and other capital assets	May be allowable if approved by the appropriate Federal agency. See Circular A-87 for requirements		B.19.a.-f.

Grant Allowability of Project Costs

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
Fines and penalties	Fines, penalties, damages, and other settlements resulting from violations (or alleged violations) of, or failure of the governmental unit to comply with, Federal, State, local, or Indian tribal laws and regulations		Unallowable except when incurred as a result of compliance with specific provisions of the Federal award or written instructions by the awarding agency authorizing in advance such payments	B.20.
Fund raising and investment management costs			Always, regardless of the purpose for which the funds will be used Note: Such costs associated with investments covering pension, self-insurance, or other funds which include Federal participation allowed by Circular A-87 are allowable	B.21.a. B.21.b. B.21.c
Gains and losses on disposition of depreciable property and other capital assets and substantial relocation of Federal programs			Generally not allowed. See Circular A-87 for exceptions and details	B.22.a.-c.
General government expenses	Including: salaries and expenses of the State legislatures, tribal councils, or similar local governmental bodies for all governmental activities. Federally recognized Indian tribal governments and Councils Of Governments (COGs)	The portion of salaries and expenses directly attributable to managing Federal programs by the chief executive and his staff is allowable	Always unallowable	B.23.a. B.23.b.
Idle facilities and idle capacity	See Circular A-87 for definitions		Unallowable, except under certain conditions as listed in Circular A-87	B.24.a.-c.

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
<u>Insurance and indemnification</u> <i>(Other Expenditures)</i>	<p>Costs of insurance required or approved and maintained, pursuant to the Federal award</p> <p>Costs of other insurance in connection with the general conduct of activities</p> <p>Actual losses which could have been covered by permissible insurance</p> <p>Direct or reserve fund payments to certain self-insurance programs including workers' compensation, unemployment compensation, and severance pay, and similar employee benefits</p> <p>Costs of commercial insurance that protects against the costs of the contractor for correction of the contractor's own defects in materials or workmanship</p>	<p>Always allowable</p> <p>Allowable subject to limitations listed in Circular A-87</p> <p>Allowable subject to provisions listed in Circular A-87</p>	<p>Unallowable unless expressly provided for in the Federal award</p> <p>Always unallowable</p>	<p>B.25.a.</p> <p>B.25.b.(1)-(2)</p> <p>B.25.c.</p> <p>B.25.d.(1)-(5)</p> <p>B.25.e.</p> <p>B.25.f</p> <p>B.25.g</p> <p>B.25.h</p>
<u>Interest</u> <i>(Other Expenditures)</i>	<p>Costs incurred for interest on borrowed capital or the use of a governmental unit's own funds</p> <p>Financing costs (including interest) paid or incurred on or after the effective date of Circular A-87</p>	<p>Allowable subject to conditions listed in Circular A-87</p>	<p>Unallowable unless authorized by Federal legislation</p>	<p>B.26.a.</p> <p>B.26.b.(1)-(4)</p>
Lobbying	<p>The cost of certain influencing activities associated with obtaining grants, contracts, cooperative agreements, or loans</p>		<p>Always unallowable</p> <p>Note: Lobbying with respect to certain grants, contracts, cooperative agreements, and loans may be allowed. See Circular A-87</p>	<p>B.27.</p>

Grant Allowability of Project Costs

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
<u>Maintenance, operation, and repairs</u> <i>(Other Expenditures)</i>	The cost of utilities, insurance, security, janitorial services, elevator service, upkeep of grounds, necessary maintenance, normal repairs and alterations, and the like	Allowable subject to conditions listed in Circular A-87		B.28.
<u>Materials and supplies</u> <i>(Administrative)</i>		Always - at actual purchase price after all deductions or at cost if taken from stock. Incoming transportation charges are included		B.29.
<u>Memberships, subscriptions, and professional activities</u> <i>(Other Expenditures)</i>		Usually allowable	Costs of membership in organizations substantially engaged in lobbying	B.30.a.-e.
<u>Motor pools</u> <i>(Other Expenditures)</i>	Costs of a service organization which provides automobiles to user governmental units at a mileage or fixed rate and/or provides vehicle maintenance, inspection, and repair services	Always allowable		B.31.
<u>Pre-award costs</u> <i>(Apply to Category)</i>	Those incurred prior to the effective date of the award directly pursuant to the negotiation and in anticipation of the award where such costs are necessary to comply with the proposed delivery schedule or period of performance	Allowable only to the extent that they would have been allowable if incurred after the date of the award and only with the written approval of the awarding agency		B.32.
<u>Professional service costs</u> <i>(Design Engineering, Construction, Legal, and/or Project Planning)</i>	Cost of professional and consultant services, including retainer fees, rendered by person or organizations that are members of a particular profession or possess a special skill	Allowable when reasonable in relation to the services rendered and when not contingent upon recovery of the costs from the Federal Government		B.33.a. B.33.b.

Grant Allowability of Project Costs

Item (Category)	Description	Allowable (Conditions)	Not Allowable (Conditions)	OMB Circular A-87 Attachment B Reference
<u>Proposal costs</u> (Project Planning)	Costs of preparing proposals for potential Federal awards	Always allowable - should normally be treated as indirect costs; however, may be charged to Federal awards with prior approval		B.34.
<u>Publication & printing costs</u> (Other Expenditures)	See Circular A-87 for definitions of costs covered in this section	Always allowable		B.35.
<u>Rearrangements and alterations</u> (Other Expenditures)	Costs incurred for ordinary and normal rearrangement and alteration of facilities Special arrangements and alterations costs incurred specifically for a Federal award	Always allowable Allowable with prior approval of the Federal awarding agency		B.36.
<u>Reconversion costs</u> (Other Expenditures)	Costs incurred in the restoration or rehabilitation of the governmental unit's facilities to approximately the same condition existing immediately prior to commencement of Federal awards, less costs related to normal wear and tear	Allowable		B.37.
<u>Rental costs</u> (Other Expenditures)		Subject to limitations described in Circular A-87 and to the extent that rates are reasonable		B.38.a-d.
<u>Taxes</u> (Other Expenditures)		Allowable subject to limitations and restrictions listed in Circular A-87		B.39.a-c.
<u>Training</u> (Other Expenditures)	The cost of training provided for employee development	Always allowable		B.40.
<u>Travel costs</u> (Administrative or Project Planning)	Transportation, lodging, subsistence, and related items incurred by employees traveling on official business	Allowable subject to conditions described in Circular A-87		B.41.a-d.
Underrecovery of costs under Federal agreements	Any excess costs over the Federal contribution under one award agreement		Always unallowable under other award agreements	B.42.

ROUGE RIVER NATIONAL WET WEATHER DEMONSTRATION PROJECT

**REQUEST FOR REIMBURSEMENT OF GRANT FUNDS FOR CONSTRUCTION
PER INTER-AGENCY AGREEMENT WITH WAYNE COUNTY**

Recipient Organization: _____

Period Covered by Request: from _____ to _____

Payment Request #: _____

PROJECT COST COMPONENT	Column 1	Column 2
	Amount Requested This Period	Amount Requested Cumulative to Date
A. Planning Cost		
B. Design Engineering Cost		
C. Bid Advertisement		
D. Bond Advertisement/Referendum		
E. Legal Costs (Contracted)		
F. Legal Costs (Recipient's Staff)		
G. Bond Consultant/Attorney		
H. Administrative		
I. Relocation Expenses		
J. Land Acquisition		
K. Land Purchase		
L. Construction Engineering Costs		
M. Construction Costs (Bid Contracts)		
N. Construction Costs (Purchases<\$50,000)		
O. Construction Costs (Recipient's Staff)		
P. Equipment Costs		
Q. Capitalized Interest Costs		
R. Project Cost for This Period (A to Q)		

S. Total Project Cost from Last Period		
T. Total Project Cost to Date		

U. Federal Share of Amount on Line "T"		
V. Local Share of Amount on Line "T"		
W. Federal Payments Previously Requested		
X. Federal Share Requested This Period		

- Maximum Federal Share = \$ _____
- Maximum Incurred Project Cost to be Billed to the Grant = \$ _____

CERTIFICATION: I certify that to the best of my knowledge and belief, the data above is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

Signature of Authorized Certifying Official: _____

Date _____

Name of Authorized Certifying Official: _____

ROUGE RIVER NATIONAL WET WEATHER DEMONSTRATION PROJECT

**REQUEST FOR REIMBURSEMENT OF GRANT FUNDS FOR CONSTRUCTION
PER INTER-AGENCY AGREEMENT WITH WAYNE COUNTY**

Recipient Organization: _____

Period Covered by Request: from _____ to _____

Payment Request #: _____

PROJECT COST COMPONENT	Column 1	Column 2	Column 3	Column 4
	Eligible Grant Cost Incurred This Period	SRF Loan Cost Incurred This Period	Ineligible Grant Cost Incurred This Period	Total
A. Municipal Revenue System Development				
B. Design Engineering Cost				
C. Bid Advertisement				
D. Bond Advertisement/Referendum				
E. Legal Costs (Contracted)				
F. Legal Costs (Recipient's Staff)				
G. Bond Consultant/Attorney				
H. Administrative				
I. Relocation Expenses				
J. Land Acquisition				
K. Land Purchase				
L. Construction Engineering Costs				
M. Construction Costs (Bid Contracts)				
N. Construction Costs (Purchases<\$50,000)				
O. Construction Costs (Recipient's Staff)				
P. Equipment Costs				
Q. Capitalized Interest Costs				
R. Project Cost for This Period				

S. Total Project Cost From Last Period				
T. Total Project Cost to Date				

U. Federal Share of Amount on Line "T"	
V. Local Share of Amount on Line "T"	
W. Federal Payments Previously Requested	
X. Federal Share Requested This Period	

- Maximum Federal Share = \$ _____
- Maximum Incurred Project Cost to be Billed to the Grant = \$ _____

CERTIFICATION: I certify that to the best of my knowledge and belief, the data above is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

Signature of Authorized Certifying Official: _____

Date _____

Name of Authorized Certifying Official: _____

**ROUGE RIVER NATIONAL WET WEATHER
DEMONSTRATION PROJECT**

MONTHLY PROGRESS REPORT

SUBGRANTEE: _____

PERIOD OF: _____

****This report is due on the 20th day of the month following the reporting period.****

I. FINANCIAL DATA

	<u>Cumulative Amount</u>	<u>% of Total \$ Budget</u>
A. PROJECT BUDGET		
B. CUMULATIVE PROJECT-TO DATE COSTS		
1. Grant Share		
2. Local Share		
3. TOTAL CUMULATIVE COSTS		
C. BALANCE REMAINING ON CONTRACT(S)		

DATE SUBMITTED:

CONTACT PERSON:

ADDRESS:

TELEPHONE NUMBER:

SIGNED: _____

Subgrantee's Representative



Rouge River National Wet Weather Demonstration Project
Community Watershed Project Monthly Progress Form
(Due to RPO by 20th of following month)

Progress as of: _____
Month, Year

Community / Agency: _____
Project Name: _____

Summary Project Schedule Update

<u>Task / Milestone</u>	<u>Planned Start</u>	<u>Current Start</u>	<u>Planned Finish</u>	<u>Current Finish</u>
1 -				
2 -				
3 -				
4 -				
5 -				

Overall Project Start / Finish:

Monthly Milestones, Issues, or Obstacles

Please describe any items affecting project performance during the past month. Also note public involvement efforts and opportunities for Rouge River Project assistance, if applicable.

Authorized Community/Agency Representative Signature

Date

Name of Representative

Title

ROUGE RIVER NATIONAL WET WEATHER DEMONSTRATION PROJECT

**REQUEST FOR REIMBURSEMENT OF GRANT FUNDS FOR CONSTRUCTION
PER INTER-AGENCY AGREEMENT WITH WAYNE COUNTY**

Recipient Organization: Bingham Farms - Separation Project

Period Covered by Request: from July 1, 1998 to July 31, 1998

Payment Request # : 4

PROJECT COST COMPONENT	Column 1	Column 2
	Amount Requested This Period	Amount Requested Cumulative to Date
A. Planning Cost	\$5,000.00	\$41,800.00
B. Design Engineering Cost		
C. Bid Advertisement		
D. Bond Advertisement/Referendum		
E. Legal Costs (Contracted)		
F. Legal Costs (Recipient's Staff)		
G. Bond Consultant/Attorney		
H. Administrative		
I. Relocation Expenses		
J. Land Acquisition		
K. Land Purchase		
L. Construction Engineering Costs	\$15,000.00	\$40,000.00
M. Construction Costs (Bid Contracts)		
N. Construction Costs (Purchases<\$50,000)		
O. Construction Costs (Recipient's Staff)		
P. Equipment Costs		
Q. Capitalized Interest Costs		
R. Project Cost for This Period (A to Q)	\$20,000.00	

S. Total Project Cost from Last Period		\$61,800.00
T. Total Project Cost to Date		\$81,800.00

U. Federal Share of Amount on Line "T"		\$73,620.00
V. Local Share of Amount on Line "T"		\$8,180.00
W. Federal Payments Previously Requested		\$55,620.00
X. Federal Share Requested This Period		\$18,000.00

- Maximum Federal Share = \$ 90,000
- Maximum Incurred Project Cost to be Billed to the Grant = \$ 100,000

CERTIFICATION: I certify that to the best of my knowledge and belief, the data above is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

Signature of Authorized Certifying Official: _____ Date _____

Name of Authorized Certifying Official:

ROUGE RIVER NATIONAL WET WEATHER DEMONSTRATION PROJECT

**REQUEST FOR REIMBURSEMENT OF GRANT FUNDS FOR CONSTRUCTION
PER INTER-AGENCY AGREEMENT WITH WAYNE COUNTY**

Recipient Organization: Bingham Farms - Separation Project

Period Covered by Request: from July 1, 1998 to July 31, 1998

Payment Request # : 7

PROJECT COST COMPONENT	Column 1	Column 2	Column 3	Column 4
	Eligible Grant Cost Incurred This Period	SRF Loan Cost Incurred This Period	Ineligible Grant Cost Incurred This Period	Total
A. Municipal Revenue System Development				
B. Design Engineering Cost	\$5,000.00			\$5,000.00
C. Bid Advertisement				
D. Bond Advertisement/Referendum				
E. Legal Costs (Contracted)				
F. Legal Costs (Recipient's Staff)				
G. Bond Consultant/Attorney				
H. Administrative				
I. Relocation Expenses				
J. Land Acquisition				
K. Land Purchase				
L. Construction Engineering Costs				
M. Construction Costs (Bid Contracts)	\$25,000.00		\$5,000.00	\$30,000.00
N. Construction Costs (Purchases<\$50,000)				
O. Construction Costs (Recipient's Staff)				
P. Equipment Costs				
Q. Capitalized Interest Costs				
R. Project Cost for This Period	\$30,000.00		\$5,000.00	\$35,000.00

S. Total Project Cost From Last Period	\$80,000.00		\$10,000.00	\$90,000.00
T. Total Project Cost to Date	\$110,000.00		\$15,000.00	\$125,000.00

U. Federal Share of Amount on Line "T"	\$60,500.00
V. Local Share of Amount on Line "T"	\$49,500.00
W. Federal Payments Previously Requested	\$44,000.00
X. Federal Share Requested This Period	\$16,500.00

- Maximum Federal Share = \$ 110,000
- Maximum Incurred Project Cost to be Billed to the Grant = \$ 200,000

CERTIFICATION: I certify that to the best of my knowledge and belief, the data above is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

Signature of Authorized Certifying Official: _____

Date_____

Name of Authorized Certifying Official:

**ROUGE RIVER NATIONAL WET WEATHER
DEMONSTRATION PROJECT**

MONTHLY PROGRESS REPORT

SUBGRANTEE: Wayne and Washtenaw Counties Conservation Districts
Abatement of Agricultural Runoff

PERIOD OF: May 1, 1997 to May 31, 1997

This report is due on the 20th day of the month following the reporting period.

I. FINANCIAL DATA

	<u>Cumulative Amount</u>	<u>% of Total \$ Budget</u>
A. PROJECT BUDGET	\$100,000	100%
B. CUMULATIVE PROJECT-TO DATE COSTS		
1. Grant Share	\$ 54,000	54%
2. Local Share	\$ 6,000	6%
3. TOTAL CUMULATIVE COSTS	\$ 60,000	60%
C. BALANCE REMAINING ON CONTRACT(S)	\$ 40,000	40%

DATE SUBMITTED: June 12, 1997

CONTACT PERSON:

ADDRESS:

TELEPHONE NUMBER:

SIGNED: _____

Subgrantee's Representative



Rouge River National Wet Weather Demonstration Project
 Community Watershed Project Monthly Progress Form
 (Due to RPO by 20th of following month)

Progress as of:
May, 1997
 Month, Year

Community / Agency:	<u>Wayne & Washtenaw Counties Conservation Districts</u>
Project Name:	<u>Abatement of Agricultural Runoff (M1-15)</u>

Summary Project Schedule Update

<u>Task / Milestone</u>	<u>Planned Start</u>	<u>Current Start</u>	<u>Planned Finish</u>	<u>Current Finish</u>
1 - Begin Project	6/10/96	6/10/96	-	-
2 - Submit Project Work Plan	-	-	7/15/96	10/1/96
3 - Planning / Design	1/1/97	1/1/97	4/30/97	7/1/97
4 - Construction	5/1/97	8/1/97	7/31/97	9/29/97
5 - Monitoring / Reporting	8/1/97	10/1/97	8/31/97	10/31/97
<u>Overall Project Start / Finish:</u>	6/10/96	6/10/96	8/31/97	10/31/97

Monthly Milestones, Issues, or Obstacles

Please describe any items affecting project performance during the past month. Also note public involvement efforts and opportunities for Rouge River Project assistance, if applicable.

Conservation specialist completed the following: took soil samples, assisted farmer in plans for filter strip, completed wildlife habitat plans, sent mailings to affected land owners, attended Middle 1 subwatershed meeting, wrote article on project for Washtenaw County Conservation Newsletter.

Administrative, clerical support, supplies and travel by district staff and directors were provided for above items.

 Authorized Community/Agency Representative Signature

 Date

 Name of Representative

 Title

The following is a list of items that should be submitted by municipalities or agencies performing projects in cooperation with the “Rouge River National Wet Weather Demonstration Project.”

1. Monthly Progress Report. (Submit monthly even if no payment request is made).

Item 1 the “Monthly Progress Report” should be submitted by the community once an inter-agency agreement or memorandum of understanding has been executed with Wayne County. This allows the RPO to track the progress of the critical early stages of the project and can help to expedite the start of the project.

The “Monthly Progress Report” should be submitted each month even if no request for payment is made.

- 2. Contractor Procurement Method.** Item 2 is the documentation of contractor procurement method, which must include a brief description of the decision process and basis of selection. The procurement documentation should be reviewed by the RPO before initiation of work. **Wayne County emphasizes that the federal regulation requires the publication of the request for proposals for architectural and engineering services. The publication must clearly describe the project.** 40CFR Part 31 has specific guidance on the procedures for selection architectural and engineering services. Also, **we emphasize that the grant requirement includes provisions regarding contracts with MBE/WBE firms** Six affirmative steps in 40CFR 31.36e must be followed. In addition to the foregoing, other requirements are included in the 40CFR 31, attached in the agreement with the County. We strongly recommend these be carefully reviewed and followed because failure to comply with the provisions could result in disallowance of costs. If you have questions, please call Razik Alsaigh at the RPO, telephone (313) 964-8866.
- 3. Executed Contract** Copy of executed contract(s) and any contract amendments against which costs are being claimed should be submitted to the RPO prior to the first request for reimbursement.
- 4. Overhead Rates** Provide federally audited overhead rate for operating agency and consultant(s) prior to the first request for reimbursement and when reaudited.
- 5. Insurance Certificates.** Insurance certificates naming Wayne County as insured per the requirements identified in the IAA (or comparable) should be submitted to the RPO with the first request for reimbursement.

Items 2-5 should each be submitted once or whenever they are revised.

6. **Request for Reimbursement of Grant Funds.**The “Reimbursement Request Form” should be filled out completely and signed whenever a request for reimbursement of grant funds is submitted. Requests should be submitted before the 20th of each month to:

Wayne County Rouge Program Office (RPO)
220 Bagley, Suite 920
Detroit, Michigan 48226
Attention: Razik Alsaigh

7. **Municipality/Agency Labor Costs.** The municipality or lead agency is required to document their labor costs. This documentation must include invoices listing individual names, hours worked, and hourly pay rate. This would be submitted in conjunction with the “Reimbursement Request” when community costs are incurred.
8. **Consultant and Sub-consultant Labor Costs.**The consultant is required to document their labor costs in the same manner as the community. This documentation must include copies of invoices supporting the request for reimbursement. These invoices should list individual names, total hours worked, hourly pay rate. This would be submitted in conjunction with the “Reimbursement Request” when consultant or sub-consultant costs are incurred.
9. **Other Direct Costs.** The direct costs incurred by both the community or agency and the consultant or sub-consultant must be documented. This documentation must include copies of invoices for all direct costs including purchases of equipment or supplies, travel, contractual, or other direct costs. The charging of a fee on direct costs is not permitted. The documentation of direct costs would be submitted in conjunction with the “Reimbursement Request” when direct costs are incurred.

Items 6-9 should be submitted when requesting funds for reimbursement (preferably on a monthly basis).

10. **Minority/Women Business Enterprises (MBE/WBE) Summary** The documentation of the amount of MBE/WBE participation in the project is required. The amounts shown on this form should include the contract amount and the cumulative amount to date.

Item 10 should be submitted on a quarterly basis.

If there are any questions with any or the above requirements, please contact Razik Alsaigh at the RPO at (313) 964-8866.



Rouge River National Wet Weather Demonstration Project
 Community Watershed Projects MBE/WBE Summary

Report as of: _____
 Month, Year

Community / Agency: _____
 Project Name: _____

Minority/Women Business Enterprises (MBE/WBE) Summary

A. CONTRACTS AWARDED	Contract Dollar Amount	% of Total Contracts	Total Costs Incurred	% of Total Costs Reported
Non-MBE/WBE Cost	\$	%	\$	%
MBE/WBE Cost	\$	%	\$	%
TOTALS	\$	%	\$	%

B. LISTING OF MBE/WBE COSTS		
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTALS	\$	\$

Certification: I certify that to the best of my knowledge and belief, the data in this report is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

 Authorized Community/Agency Representative Signature

 Date

 Name of Representative

 Title



Rouge River National Wet Weather Demonstration Project
 Community Watershed Projects MBE/WBE Summary

Report as of:
October, 1997
 Month, Year

Community / Agency:	<u>Rouge Watershed Community</u>
Project Name:	<u>Example Watershed Community Project</u>

Minority/Women Business Enterprises (MBE/WBE) Summary

A. CONTRACTS AWARDED	Contract Dollar Amount	% of Total Contracts	Total Costs Incurred	% of Total Costs Reported
Non-MBE/WBE Cost	\$ 92,000	92 %	\$ 50,000	91 %
MBE/WBE Cost	\$ 8,000	8 %	\$ 5,000	9 %
TOTALS	\$ 100,000	100 %	\$ 55,000	100 %

B. LISTING OF MBE/WBE COSTS		
XYZ Co. (MBE)	\$ 6,000	\$ 3,000
ABC Co. (WBE)	\$ 2,000	\$ 2,000
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
TOTALS	\$ 8,000	\$ 5,000

Certification: I certify that to the best of my knowledge and belief, the data in this report is correct and that all outlays were made in accordance with the grant conditions or other agreements, and that payment is due and has not been previously requested. Also, having reviewed the certified payrolls submitted by the contractor, I find them to be in compliance with the requirements of the "Davis-Bacon Act".

 Authorized Community/Agency Representative Signature

 Date

 Name of Representative

 Title



Rouge River National Wet Weather Demonstration Project
Community Watershed Projects Documentation Checklist

<u>Description</u>	<u>In Use by Comm</u>	<u>Not In Use</u>	<u>Not Applicable</u>
1 Contract Files			
• Approved copy of watershed project legal document (IAA or equal)			
2 Direct Labor Costs			
• Time sheets completed in <u>ink</u> and signed by a supervisor			
• Payroll register verifying salaries and wages paid			
• Labor distribution report identifying total hours worked for each project			
• Verification that employees working on the project are being paid rates comparable to employees working on other projects			
• Personnel rate records			
• Union agreements, if applicable, covering wage rates or increases			
• Canceled payroll checks			
• Federal Form W-3 (Transmittal of Wage & Tax Statement)			
• Federal Form 940 (Employer’s Annual Federal Unemployment Tax Return)			
• Bank statements covering the periods when the community made the final payment on Form 940			
3 Direct Expenses			
– Materials & Supplies			
• Supplier/vendor invoices			
• Verification of approval prior to payment (check request or purchase order)			
• Verification of account distribution			
• Receiving reports			
• Reasonableness of expenditure in relation to the nature of the operations			
– Travel Expenses			
• Expense reports indicating dates, employee’s name, points of travel, dates of departure and arrival, mode of transportation and authorized approval			
• Community’s travel policy which is reasonable and consistent with federal guidelines			

<u>Description</u>	<u>In Use by Comm</u>	<u>Not In Use</u>	<u>Not Applicable</u>
• Receipts for travel expenses			
• Documentation indicating purpose and rationale for the travel expense			
– Other direct costs (if charges are usually recovered through overhead, the community should not charge them as direct costs)			
• Verification that costs were for the benefit of the project			
• Verification that costs are reasonable and allowable			
• Supplier/vendor invoices			
• Verification of account distribution			
– Subcontractor Charges			
• Invoices			
• Copies of contracts			
• Payment records			
• Time sheets			
4 Overhead			
• Approved EPA overhead rate for the current fiscal year			
• Annual audit report			
• Determination of whether overtime pay is to be included as the base for distribution, or straight time pay only			
• Formal budgets for the prior and current year			
• Amortization and depreciation schedules			
• Overhead rate calculation methodology			
• Accounting policy for allocating costs			
• Documentation of the significant changes in overhead rate from previous year, if applicable			
• Determination of need for “job-site” or “field overhead” rate			
• Verification that miscellaneous income amounts have been credited to applicable overhead accounts			
• Listing of accounts to be identified for overhead			
• Determination that overhead account does not include unallowable costs, including unreasonable compensation			
• Overhead computations that reconcile to the financial statements			

<u>Description</u>	<u>In Use by Comm</u>	<u>Not In Use</u>	<u>Not Applicable</u>
• Fringe benefit costs supported by contracts, invoices, and payments			
5 General			
A Policies/procedures for:			
• Allocating and accumulating cost			
• Bonuses			
• Director fees			
• Inter/intra department transactions			
• Travel			
• Directors' meeting minutes			
B Insurance requirements			
• Up-to-date schedule containing the following for insurance required by the contract:			
1. Carrier			
2. Dates of coverage			
3. Coverage limits (dollar amount)			
4. Type of coverage			
5. Premium amount			
• Types of insurance			
6. Workers Compensation Insurance			
7. Comprehensive general liability with \$500,000 single limits and for damage to property			
8. Architects and Engineer Professional Liability Insurance for acts, errors, and omissions with a limit of \$500,000 per claim/annual aggregate			
9. Comprehensive Automobile Liability policy to cover bodily injury and property damage with \$500,000 single limits			
C Personnel			
• Organization charts for the contract period			
• Job descriptions describing responsibilities and controls			

<u>Description</u>	<u>In Use by Comm</u>	<u>Not In Use</u>	<u>Not Applicable</u>
D Financial records			
<ul style="list-style-type: none"> • Accounting manuals which document policies which are consistent with generally accepted accounting principles and contract specifications 			
<ul style="list-style-type: none"> • Audited financial statements. If not available, have financial statements been compiled for such purposes as bank loans and/or government agencies? 			
<ul style="list-style-type: none"> • Establishment of project/grant accounting records 			
<ul style="list-style-type: none"> • Cost contained in the project accounting records that are segregated by eligibility, allowability, and allocability to EPA projects 			
<ul style="list-style-type: none"> • Project cost records used as a basis for the community's invoices 			
E Automated Data Processing			
<ul style="list-style-type: none"> • Complete financial history of contract currently accessible thorough automated records 			
<ul style="list-style-type: none"> • Automated records available: 			
<ol style="list-style-type: none"> 1. Online 			
<ol style="list-style-type: none"> 2. On diskette 			