

Automotive Sector Brownfields Assessment Initiative

Disbursement Guidelines

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General

The policies in these *Disbursement Guidelines (Guidelines)* apply to sites that are being funded through the Automotive Sector Brownfields Assessment Initiative (Auto Sector Initiative) administered by the Indiana Brownfields Program (Brownfields Program), an environmental program of the Indiana Finance Authority (Authority). The following general items apply to all disbursements subject to these *Guidelines*:

- All Auto Sector Initiative consultants are required to execute a Professional Services Contract and a site-specific Project Amendment with the Authority.
- Auto Sector Initiative funds are not retroactive.
- All activities to be funded with Auto Sector Initiative funding must receive Brownfields Program approval prior to implementation.
- Requests for payment should not be submitted until the applicable funding conditions, if any, have been satisfied.
- Payment will be made only to reimburse expenses related to activities approved by the Brownfields Program and included in the Contract and site-specific Project Amendment. **Invoices and back up documentation are required.**
- All invoices must be submitted to the Brownfields Program for processing no later than three (3) months after the issuance of a Comment Letter, a Site Status Letter, a No Further Action Letter, or other activity completion documentation issued by the Brownfields Program. Any invoices submitted for payment after that date will not be accepted.

Eligible Costs

Auto Sector Initiative funds can be used to conduct environmental assessment and related activities at eligible brownfield sites. Additional information about eligible activities is included in the Auto Sector Initiative Guidelines. Other important items related to eligible expenses include:

- Maximum “mark up” on all subcontractor work and rental equipment is 10%.
- Travel and lodging costs will be paid in accordance with state policy and rates. The current in-state lodging rate is \$89/night plus applicable taxes for all areas of the state *except* Indianapolis, which is \$97/night plus applicable taxes. Additionally, the state mileage reimbursement rate is \$0.40/mile.
- Unless otherwise specified, Auto Sector Initiative funds will only reimburse costs to generate and transmit environmental reports to the Brownfields Program and the property owner (one hard copy and one electronic copy each).
- Reports should be printed in black and white only.
- A maximum of 5% of an Auto Sector Initiative award may be used to reimburse professional services fees. These may include (but are not limited to) the following: planning/site meetings and coordination with Brownfields Program staff. These tasks must be related to the site/project that is the subject of the Auto Sector Initiative award and cannot be used for general marketing or community outreach activities. Any site-specific, pre-bid submittal professional services costs for which reimbursement is sought should be categorized as such and included in the consultant’s bid. Detailed accounting of these costs will be required prior to payment.

Ineligible Costs

The following costs are ineligible for reimbursement unless **approved in writing by the Brownfields Program before they are incurred**:

- Costs incurred prior to final execution of a Professional Services Contract and a site-specific Project Amendment, approval of scope of work, and before receipt of notice to proceed from the Brownfields Program.
- Per diem/meal allowance or reimbursement.
- Certain site restoration costs, including new concrete or asphalt, reseeding grassy areas, etc.
- Remediation costs.
- Overnight, courier, or other express delivery of reports or correspondence to the Brownfields Program unless the Brownfields Program requests expedited delivery. Regular mail delivery is sufficient.
- Report generation and transmittal to a recipient other than the Brownfields Program or the property owner or as specified under the state's cooperative agreement or applicable federal guidance.
- Reports printed in color. Only black and white copies will be accepted.
- Expenses outside or in excess of the approved scope of work.
- Costs incurred as a result of unapproved changes to the approved scope of work.
- Costs incurred while performing field work for which Brownfields Program project managers have not been provided adequate notice (at least 2 weeks prior to planned field activities or phone call within 12 hours of discovery of emergency condition).

Payments will be made in arrears following invoice submittal and approval. All reimbursements will be made for items/charges at the unit rates included in the approved scope of work. A Brownfields Program representative must provide advance approval of any changes to an approved scope of work/work plan, including changes that result in modifications to the approved budget.

Process

Requests for payment should be accompanied by all required supporting documentation.

- Submit all invoices for each eligible cost that you are submitting for reimbursement. Invoices should contain a detailed explanation of the work performed. They should identify the nature of the services and/or materials provided, the amount charged for the services and/or materials, the identity of the provider, and the dates on which the services and/or materials were provided. If an invoice identifies subcontractor costs, include a copy of the subcontractor's invoice. **The Program reserves the right to request additional information about any payment request.**
- Required supporting documentation includes the following: copies of timesheets for each staff person working on the project during the invoice period, copies of receipts for any materials or items purchased for the activities performed (monitoring well locks, ice for samples, etc.), subcontractor invoices, hotel receipts, copies of equipment logs, etc.
- Submit copy(ies) of written approval(s) for any changes to approved scopes of work (or other approved work plan) included in invoices for reimbursement.

- Submit an executed Disbursement Request Form (an electronic version is available at <http://www.brownfields.in.gov>) with each payment request.
- Payment will be triggered by the satisfactory completion of the activities outlined in the payment request and completion reports documenting the activity.

Payment Processing

- All requests for payment sent to the Brownfields Program for processing must be accompanied by an executed Disbursement Request Form (an electronic version is available at <http://www.brownfields.in.gov>).
- The Brownfields Program will review the payment package and will follow up on any discrepancies, missing documentation, etc. The Brownfields Program must have a complete invoice/payment package prior to issuing payment.
- After invoice review and approval, an electronic payment will be processed by the Brownfields Program. In order for you to receive payment, the Brownfields Program must have wire instructions on file prior to issuing payment.

Forms

The following is a list of applicable forms for Auto Sector Initiative awards:

- Disbursement Request Form (electronic copy at <http://www.brownfields.in.gov>)