

Petroleum Orphan Sites Initiative

Disbursement Guidelines

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General

The policies in these *Disbursement Guidelines (Guidelines)* apply to sites that are being funded through the Petroleum Orphan Sites Initiative (POSI) 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 POSI consultants are required to execute a Professional Services Contract and a site-specific Project Amendment with the Authority.
- POSI funds are not retroactive.
- All activities to be funded with POSI 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 for expenses related to activities approved by the Brownfields Program and included in the 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

POSI funding can be used to fund environmental assessment, remediation, and related activities at eligible sites. Examples of eligible activities include, but are not limited to, removing Underground Storage Tanks (UST) and associated piping, excavating and disposing of contaminated soil, and installing and monitoring soil, groundwater and/or vapor remediation systems. 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 \$0.36/mile.
- Unless otherwise specified, POSI funds will only pay for/reimburse costs to generate and transmit environmental reports to the Brownfields Program and the property owner.
- Reports should be printed in black and white only.

Ineligible Costs

The following costs are ineligible for payment/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 and/or meal allowance or reimbursement.
- Certain site restoration costs, including new concrete or asphalt, reseeding of grassy areas, etc.
- 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.
- 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 disbursements 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 submitted using the Cost Analysis Spreadsheet/Sample Form attached to these *Guidelines* as pages 5 and 6. The Cost Analysis Spreadsheet/Sample Form should be accompanied by all required supporting documentation and a completed Disbursement Request Form.

Invoice Information, Required Supporting Documentation

- For all awards, detailed costs for scopes of work must be submitted for review and approval on the Cost Analysis Spreadsheet/Sample Form described above and included in these *Guidelines* on pages 5 and 6 (an electronic version is available at <http://www.brownfields.in.gov>). Requests for payment must also be submitted on this form and should be accompanied by the appropriate supporting documentation.
- Submit all invoices for each eligible cost that you are submitting for payment/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 Brownfields 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 payment.
- Submit an executed Disbursement Request Form (an electronic version is available at <http://www.brownfields.in.gov>) with each payment request.

Payment Processing

- All requests for payment sent to the Brownfields Program for processing must be accompanied by a completed Cost Analysis Spreadsheet/Sample Form included on pages 5 and 6 and an executed Disbursement Request Form found on page 7 of these *Guidelines*. Electronic versions of both forms are available at <http://www.brownfields.in.gov>.
- The Brownfields Program will review the payment package and follow up on any discrepancies, missing documentation, etc. The Brownfields Program must have a complete invoice/payment package prior to issuing payment.
- Payment will be triggered by the satisfactory completion of the activities outlined in the payment request. Payment for report generation and submittal will follow the Brownfields Program review and approval of the report. The final payment for a project will be transmitted after the issuance of a Comment Letter, No Further Action Letter, or some other completion documentation issued by the Brownfields Program.
- After invoice review and approval, an electronic payment will be processed by the Brownfields Program. In order for you to receive payment, please confirm that the electronic payment information included on the Disbursement Request Form is current and correct.

Forms

The following is a list of applicable forms for POSI awards:

- Cost Analysis Spreadsheet/Sample Form (pages 5 and 6; electronic copy at <http://www.brownfields.in.gov>)
- Disbursement Request Form (page 7; electronic copy at <http://www.brownfields.in.gov>)