

**INVOICE Nonpoint Source Grants Program**

Bureau of Land and Water Quality  
Maine Department of Environmental Protection

*Invoice form for any NPS project grant agreement, refer to reverse side of this form for instructions*

**PROVIDER:** \_\_\_\_\_ Invoice Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Project ID#: \_\_\_\_\_ Project Title: \_\_\_\_\_

Total Agreement Amount of Grant Funds: \$ \_\_\_\_\_

**PAYMENT REQUESTED:**

Total Expensed to Date \$ \_\_\_\_\_

Minus Prior Payments: \$ \_\_\_\_\_

Amount This Invoice: \$ \_\_\_\_\_

**NON-FEDERAL MATCH:**

Match Required \$ \_\_\_\_\_ minus Match to Date \$ \_\_\_\_\_ = Match Balance Remaining \$ \_\_\_\_\_

**PROCUREMENT:**

Funds were used for procurement: yes \_\_\_ no \_\_\_

If yes, submit the "MBE/WBE Utilization Report" form with this invoice.

**CERTIFICATION:** Provider certifies that grant funds were expensed or costs were incurred on allowed activities and purposes in accordance with the Grant Agreement. Upon request by DEP, the Provider agrees to produce the source documents used to prepare this payment request.

Submitted by: (signature - authorized Provider representative) \_\_\_\_\_

Name Printed \_\_\_\_\_ Title \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**PAYMENT APPROVED BY:** (signature - DEP Agreement Administrator) \_\_\_\_\_

Name Printed \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

<b>FOR DEP USE ONLY</b>	Date received from AA ___/___/___	Date forwarded to Admin ___/___/___
AdvantageME CT No: _____		
Vendor Code _____	Fund _____	Agency _____
Object _____	Activity _____	SubActivity _____
Unit _____	SubUnit _____	Program _____
Amount \$ _____		

## **Instructions**

***For any NPS Project grant agreement, the Provider (grantee) may use this form to request payment by reimbursement.***

### **Provider Information**

- Date the invoice was signed by the provider.
- Provider Name and Mailing Address.
- "Project ID Number" (example: 2008RR12) and "Project Title" (refer to Agreement or project work plan).
- "Total Agreement Amount". The total amount of grant funds is specified in the Agreement, on page 1.

### **Payment Requested**

- "Total Expensed to Date". Total grant funds expensed or costs incurred to date for allowed project costs.
- "Prior Payments". The total amount of grant funds received to date by the Provider.
- "Amount this Invoice". Subtract the "Prior Payments" from "Total Expensed to Date".

### **Report Non-Federal Match Used to Date**

- "Match Required". The amount of match shown on the budget page of the work plan.
- "Match to Date". The amount of non-federal match accumulated to date for the project.
- "Match Balance Remaining". Subtract "Match to Date" from "Match Required".

### **Procurement**

Procurement is acquisition of supplies, equipment, construction or services. If a Provider (sub-recipient of federal funds) uses funds for procurements, then submit the DEP "MBE/WBE Utilization Report" form with the payment request.

### **Signatures / Certification**

The Provider must date and sign the invoice certification.

### **Submitting the Invoice to DEP**

Provider must submit an invoice with the signature....not a copy or email. Provider submits the Invoice to the DEP staff person assigned as Agreement Administrator for the project.

### **Payment**

The DEP Agreement Administrator will inform the Provider whether the invoice is accepted or not accepted within 3 days of receipt. An Invoice will be accepted if DEP finds the Provider has exhibited adequate compliance and performance according to terms of the Grant Agreement, and the invoice is completed according to instructions. The Agreement Administrator will sign / date the invoice indicating acceptance; retain one copy for the project file; and forward the original invoice to the NPS Program Manager in Augusta. The Provider can anticipate receipt of the payment from the State within 4 weeks of acceptance.

DEP will retain 10% of the grant funds until closeout of the grant agreement.

### **Advance Payment**

Payments will be made on a reimbursement basis for grant funds expensed or costs incurred only for agreements issued after May 2009. Exception: If the Provider demonstrates a hardship, DEP may issue an advance payment confined to no more than 15 days. Refer to Rider B of the Grant Agreement.