

LCA Grant #	<u>1</u>	Grant expiration date	<u>2</u>	Request #	<u>3</u>
Project name	<u>4</u>	Award amount	<u>5</u>	Period covered	<u>6</u>
Grantee	<u>7</u>	Grant type	<u>8</u>	Request date	<u>9</u>
				Partial or final?	<u>10</u>
				Grantee fax #	<u>11</u>

Sections 1 & 4 must be signed by an employee of the Grantee before payment will be considered.

#1 - Eminent Domain Certification:

_____ Eminent domain authority has NOT been used to acquire property for this project.

12 _____ Eminent domain authority HAS been used to acquire property for this project. The exercise of eminent domain authority is consistent with the Metropolitan Council's eminent domain policy, the requirements of Minnesota Statutes 117, and other laws authorizing the use of eminent domain authority.

Authorized signature: _____

Date: _____

#2:- Grant-Funded Activities Update

Last completed milestone	13	Next milestone	15
Milestone date	14	Milestone date	16
Known obstacles to timely completion	17		

#3: Development or redevelopment Project as defined in Grant Application

Last completed milestone	18	Next milestone	20
Milestone date	19	Milestone date	21
Known obstacles to timely completion - <i>include <u>all</u> project changes</i>	22		

Summary of Amount Requested

#	Budgeted Activity (MUST match Attachment A of the Grant Agreement)	Beginning Balance	Total Requested Amount	Ending Balance	Approved Amount	Corrected Ending Balance	% Budget Variance
1	23	\$ 24	25	\$ 26 -	27	28	29
2				\$ -			
3				\$ -			
4				\$ -			
5				\$ -			
6				\$ -			
7				\$ -			
8				\$ -			
9				\$ -			
10				\$ -			
Total for this request			\$ -				

Do not combine invoices - list each separately. Exclude all ineligible costs from requested amount (see <http://www.metrocouncil.org/services/livcomm/LCAresources.htm> for detail). Tie each line item to the summary section, above.

Detail of Amount Requested

#	Contractor / Developer / Builder / Vendor	Invoice #	Total Invoice Amount	Requested Amount	Invoice line item identifier and/or percentage claimed / other comments
30	31	32	33	34	35
Total for this page (use additional sheets if necessary)					

#4 - Certification of Information Accuracy:

I certify that I have reviewed this Payment Request; that the substantiating documentation is complete and correct and represents actual work done on behalf of the grant-funded project; the amounts requested for the grant-funded activities listed below are eligible under the Livable Communities Act grant agreement; that the Project Status Update above is accurate.

Authorized signature: _____ 36 _____

Date: _____

Livable Communities Act Revised Payment Request Form – July '09

Grant Header Section

#1

LCA Grant Number: The grant number, which begins with "SG," is a unique number assigned by the Council's Finance Division for administrative purposes. Please include this number on all correspondence sent to the Council regarding your grant.

#2

Grant Expiration Date: LCA grants are awarded for an approximate two-year term, with expiration dates of June 30 or December 31, whichever is closer to a two-year term following the award date. Enter the current expiration date shown on page 1 of your grant agreement.

#3

Request #: Most grant awards are reimbursed in a series of requests as work is completed and invoices are collected to submit to the Council. For recordkeeping purposes, each Payment Request must be numbered consecutively. There is no limit to the number of Payment Requests that can be submitted prior to full expenditure of grant funds.

#4

Project name: The formal project name as shown in the grant agreement. Please include the project name on all correspondence sent to the grants administration staff. Please also advise if the project name changes.

#5

Award amount: Enter the total funding awarded to this LCA grant; the field is formatted as currency.

#6

Period covered: List the dates when work commenced and was completed for the costs listed on the current reimbursement request.

#7

Grantee: Enter the Grantee's full legal name as shown on the Grant Agreement.

#8

Grant type: Click on the down arrow to select the appropriate grant type from the list.

#9

Request date: Specify the date the Payment Request is submitted to the Council.

#10

Partial or Final: Indicate whether this Payment Request represents partial or final payment. If this is a final Payment Request, it must be accompanied by the Grantee's completed Grant Activity Close-Out Report.

#11

Grantee fax #: Enter the fax number to which the Council may send communications to the person who signs the Payment Request.

Eminent Domain Section

#12

Eminent Domain Certification: The Metropolitan Council has adopted two policies that restrict local governments from using Metropolitan Livable Communities Act grant funding for projects that used eminent domain authority for "economic development" purposes (information regarding the policies are available at <http://www.metrocouncil.org/services/livcomm/EminentDomainPolicy.htm>). Place an "X" in the option that describes how eminent domain has or has not been used to acquire property for this project, then sign and date.

Grant-Funded Activities Update

#13

Last completed grant-funded activities milestone: This new section addresses the progress of the Grant-Funded Activities, as they are defined in the grant agreement. Enter the *last* completed project plan milestone that involves the *Grant-Funded Activities*. Milestones may include such accomplishments as land acquisition, demolition, clean-up activities (as allowed by the type of grant), construction, etc. Note that all activities listed in this section must have been specifically listed or be an intrinsic part of activities that are listed in the grant agreement as a Grant-Funded Activity.

#14

Milestone date: The date that the activity in #13 was completed.

#15

Next grant-funded activities milestone: This new section also addresses the progress of the Grant-Funded Activities. Enter the *next* milestone in the project plan that involves the *Grant-Funded Activities*.

#16

Milestone date: This new section records the expected completion date of the *next Grant Funded Activity* milestone that was documented in #15.

#17

Known obstacles to timely completion: This new section records if there are known obstacles to completing the *next Grant-Funded Activity* milestone by the date cited in #16. For example, if the next milestone were excavation and the ground is frozen, that would be a known obstacle.

Project Activities Update

#18

Last completed development/redevelopment project milestone: This new section pertains to the larger, overall development / redevelopment project that provided the outcomes that were scored during grant award competition. This project was described in detail in the grant application. Because the Grant-Funded Activities are a subset of the larger project, the Council wishes to simultaneously track the progress on the larger project to ensure that the promised outcomes are realized within the grant term. Overall project milestones might include finalizing financing, signing a development agreement, establishment of a TIF district, demolition that is not a Grant Funded Activity but is a precursor or parallel activity to those funded by an LCA grant, etc.

#19

Milestone date: This new section records the date the last project milestone was accomplished.

#20

Next milestone for development/redevelopment project: This new section also addresses the progress of the overall project. Enter the *next* milestone in the project plan.

#21

Milestone date: Enter the date by which the next Project milestone is expected to be accomplished.

#22

Known obstacles to timely completion: This new section records if there are known obstacles to completing the *next Project* milestone by the date cited in #16. For example, if the next milestone were site control and the property went into foreclosure, that would be a known obstacle.

Payment Request Summary

#23

Budgeted Activity: Refer to Attachment A of the Grant Agreement to list the Budgeted Activities in the grant. **Please match the claimed Budgeted Activities to those listed in the Grant Agreement.**

#24

Beginning Balance: For the first Payment Request for the grant, the Beginning Balance will be the budgeted amount shown in Attachment A of the Grant Agreement. For subsequent Payment Requests, the Beginning Balance will carry over from the Ending Balance for this line item on the previous Payment Request. The field is formatted as currency.

#25

Total Requested Amount: Sum of all funds requested for this Budgeted Activity on the current Payment Request. Refer to the line item detail in sections 30 through 35. This field is formatted as currency.

#26

Ending Balance: The Beginning Balance less the Requested Amount for this Payment Request. This field calculates automatically and is formatted as currency.

#27

Approved Amount: This column is for Council use only. LCA grants administration staff will review each line item for eligibility and hand-enter the approved amount.

#28

Corrected Ending Balance: This column is also for Council use only. LCA grants administration will update the ending balance if any portion of the requested amount was disapproved.

#29

% Budget Variance: This column is for Council use only. LCA grants administration will update the percentage of budget variance if the requested amount exceeds the budgeted amount. For grants issued 12/1/2007 or later, LCA grantees must adhere to the listed activities to within 20 % of the budget amount specified in the Grant Agreement . The Council is not responsible for any cost overruns.

Payment Request Detail

#30.

This number refers back to the summary section. For example, line item 1 on the grant agreement project summary might be "demolition." For any demolition-related invoices being claimed, refer to line item #1 in this area. Please group like items together. Please note there is a second page for those pay claims with many line items.

#31.

Contractor / Developer / Builder / Vendor: Enter the name of the vendor issuing the invoice or submitting the pay claim.

#32.

Invoice #: Enter the invoice number, pay claim number, or (lacking any other identifier) the invoice date to identify the specific invoice with certainty. Please do not re-number invoices to create 'exhibits.'

- If an AIA Claim Sheet is presented, you must also provide sufficient documentation to identify the activities covered under every 'base item' and change order so that LCA staff can review each item for eligibility.
- If you are submitting invoices for professional services, the invoice **MUST** be sufficiently detailed to describe the work that was done by the professional person. LCA grants will not pay for work time spent in meetings, project management, project coordination (unless it is on site), or administrative overhead.

#33.

Total Invoice Amount: Enter the total amount of the invoice, with no deductions.

#34.

Requested Amount: Enter the amount you are claiming for this invoice. If the total invoice is \$10,000 and only \$8,000 is known to be eligible, enter \$8,000 here.

#35.

Invoice line item identifier and/or percentage claimed / other comments:

Some invoices have multiple line items. The invoice **MUST** be annotated sufficiently so that LCA grant staff can determine exactly which line items are being claimed. Failure to adequately identify the line items will delay processing of your payment request. In the example in #34, above, the invoice must be marked to display which items comprise the \$8,000 being claimed – they could be individual line items, a percentage of the total, etc. If you are claiming a percentage, you **MUST** identify every item that comprises the total and you **MUST** identify the percentage amount you are taking (i.e., 12%, 13%, etc.).

#36.

Certification of Information Accuracy: The Payment Request **must** be signed by the Grantee's Authorized Signer. Unsigned Payment Requests or those signed by anyone other than the Authorized Signer will be returned to the Grantee. This signature certifies that the activities cited in the current Payment Request are eligible according to the Grant Agreement.