

**BROWNFIELD REDEVELOPMENT PROGRAM
GRANT AND LOAN QUARTERLY REPORT
AND PAYMENT REQUEST FORM**

517-284-5169, DEQBrownfields@Michigan.gov

The following information is required to receive payment for incurred costs. This form should be separately completed for both grant and loan projects. ALL PAGES OF THE FORM MUST BE PROVIDED QUARTERLY WHETHER OR NOT WORK WAS COMPLETED AND REIMBURSEMENT IS REQUESTED. Fields that are calculated by the form are shown in brown.

PROJECT DETAILS

Grantee / Borrower Name: *City of the Village of Douglas* Grant Report Loan Report

Project Name: *Douglas Former Chase Manufacturing* Tracking Code: *2016-1260* Request #: *N/A*

Purchase Order Number: *NA* Location Code: *6066*

Dates of Reporting: Begin: *Jan 1, 2018* End: *Mar 31, 2018* Quarter: *2 (Jan-Mar)* Fiscal Year: *2018*

Name of Contact Person: *William LeFevere* Contract Expires On: *Jun 2, 2018*

Title of Contact Person: *City Manager* Phone Number: *+1 (269) 857-1428*

Remittance Address: *86 West Center Street*

City: *Douglas* State: *Michigan* Zip Code: *49406*

EXPENDITURES

List all expenditures for the quarter and attach invoices from contractors and subcontractors

Invoice Number	Invoice Date	Vendor	Task Number (refer to approved work plan)	Amount	Proof of Payment (list check number or other reference)
TOTAL:					

PROGRESS REPORT

Task Number	Work plan Budget Approved to Date	Invoiced This Quarter	Invoiced to Date	Activity this quarter (include progress made, status, budget, concerns, and/or problems encountered)
<i>PCB Investigation</i>	<i>\$179,287.00</i>	<i>\$0.00</i>	<i>\$164,738.26</i>	<i>Project planning and coordination for next phase of work</i>
TOTALS:	\$179,287.00	\$0.00	\$164,738.26	

Describe proposed activity next quarter including proposed date to complete.

The field below will expand as you type. If additional room is desired, please attach additional sheets to this form.

Characterize, transport, and dispose of investigation derived waste and Site cleanup activities.

Brownfield Redevelopment Grant and Loan Quarterly Report and Payment Request

Project Name: **Douglas Former Chase Manufacturing** Report #: **N/A** Fiscal Year: **2018** Quarter: **2 (Jan-Mar)**

LOAN AWARDS INTEREST EARNED

LOAN REPORTS ONLY: Interest earned on loan funds disbursed shall be reported in each quarterly progress report with supporting documentation. Please check the box below that corresponds to the appropriate statement regarding disbursed loan funds. If you cannot select one of the options below, please select "Loan Report" from the top of Page 1.

- Our interest statement is attached.
- Our loan disbursement is not in an interest-bearing account.

STATEMENT OF REVIEW AND APPROVAL

BY SUBMITTING THIS QUARTERLY REPORT AND CHECKING THE BOX BELOW, THE GRANTEE / BORROWER AND THE REPORT SUBMMITTER (IF DIFFERENT) CERTIFY THAT ALL WORK PERFORMED AND THE ASSOCIATED EXPENDITURES CONTAINED WITHIN THE REPORT ARE TRUE. THE GRANTEE / BORROWER ACKNOWLEDGES THAT FALSIFICATION OF RECORDS MAY RESULT IN THE TERMINATION OF THE GRANT / LOAN CONTRACT AND OTHER APPROPRIATE LEGAL REMEDIES.

- By checking this box, I, the grantee / borrower, verify that I have reviewed and approve the submitted invoices and progress report.

Please type name of individual checking the above statement:

Please email the completed form and all supporting documentation to your Brownfield Grant and Loan Coordinator and to DEQBrownfields@Michigan.gov

Note: In order for the submittal to be considered complete and in compliance with the contract:

Copies of all contractor and subcontractor invoices must be attached. For Loan projects, a bank statement showing the balance of the loan funds and interest earned (if any) must also be attached.

All parts of this form must be completed and submitted quarterly whether or not there have been expenditures.