Something Else to Consider

- The Email address used during the application process is the only address that the invoice system knows.
- If you wish to change the email address for any invoice replies from DEQ, you will need to contact DEQ in advance.
Login at www.deq.idaho.gov/Applications/319G
Congratulations - your application has been approved. If you have been instructed to use our online invoicing system, please follow the link to the invoicing system below. If you have not been invited to use the online invoicing system, invoices created online will be ignored and will not be processed.

If you have not been invited to use our online invoicing system and would like to create your invoices online, please contact your local DEQ representative.

Go To Online Invoicing System

We appreciate your efforts to protect our environment and are here to support you in your endeavors.

Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
1. Make sure all grant information shown here is correct.

2. Click here to start a new invoice (Invoice #1).
Enter your name and phone number.
Click save to begin the new invoice.
### Invoice Summary Page

**§319 Grant Application**

*Grants for Watershed and Aquifer Implementation Activities*

**Idaho Department of Environmental Quality**

**Staff Information**

<table>
<thead>
<tr>
<th>Field Officer</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clark Kent</td>
<td>Phone: 208-555-7777</td>
</tr>
<tr>
<td></td>
<td>Fax: <a href="mailto:charlie.parkin@deq.idaho.gov">charlie.parkin@deq.idaho.gov</a></td>
</tr>
</tbody>
</table>

**Subgrant Number:** 319 Training

**Organization:** Test Org

<table>
<thead>
<tr>
<th>Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>123 Main St</td>
<td>111-222-3333</td>
<td><a href="mailto:charlie.parkin@deq.idaho.gov">charlie.parkin@deq.idaho.gov</a></td>
</tr>
</tbody>
</table>

**Invoice Summary**

Listed below are all your reimbursement entries, advance expenditure entries, and match expenditure entries for this invoice. To view additional details or edit any given entry, click the corresponding link to open it.

- **Existing Reimbursement Entries - Total:** $0.00
  - None this invoice.

- **Existing Advance Money Expenditure Entries - Total:** $0.00
  - None this invoice.

- **Existing Match Money Expenditure Entries - Total:** $0.00
  - None this invoice.

**Invoice Total**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reimbursement Total</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total §319 Request</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

---

**Our Mission:** To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.

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Advance Request
Note the maximum one time advance amount. Do not go over.
Fill in the reason (in the Notes area) and amount.
1. Check for accuracy here before clicking Submit Invoice.

2. Submit.

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This pop up comes up when you submit an advance request. Disregard if there is no match to report.
§319 Grant Application
*Grants for Watershed and Aquifer Implementation Activities

Idaho Department of Environmental Quality

Helpful Links
Log Out
Invoicing Home
DEQ §319 Grant Contacts
Application Guide
Leave Us Feedback
My Original Application

Past Invoices
Invoice 1

Start New Invoice

Subgrant Number:
Project Name: 319 Training

Organization: Test Org
Phone: 111-222-3333
Fax: charlie.parkins@deq.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Application Number: BRO1400358

Click here to print invoice.

Please note: you will not be able to submit another invoice until Invoice #1 is approved.

For Submitting your Invoice
When entering your invoice please complete the items in the checklist below.

Your invoice has been electronically submitted to DEQ.

Prior to processing the invoice, DEQ will verify the completeness of the invoice submission and approve or reject the invoice submission.

You will be notified of the approval or rejection when it is made.

Approved invoices should be printed, signed, and mailed in to DEQ to receive payment.

Rejected invoices will be accompanied by the justification for rejecting the invoice and the invoice will become available to edit and resubmit.

A new invoice may not be started until your last submitted invoice is approved.

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State Nonpoint Source Management Program
Financial Invoice Form

TO: Dave Pisarski
Nonpoint Source Management Program
Department of Environmental Quality
1410 North Hilton
Boise, ID 83706
Phone: (208) 372-0502

FROM: Organization: Test Org
Project Field Officer: Clark Kent
Phone: 208-355-7772
Application Number: PRO1400358
Subgrant Number:
Subgrant Expiration Date:

Project Name: 319 Training
Invoice Period: From Project Inception To 3/4/2013 3:34:12 PM
Invoice #1 - Advance Request

Section A. Summary of Advanced Funds. (Includes the advance requested on this invoice.)

<table>
<thead>
<tr>
<th>Amount Advanced</th>
<th>Amount of Advance Spent (To Date)</th>
<th>Remaining Balance of Advanced Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Notes on Advance Request - (where applicable - from first project invoice)
Need an advance to pay for up front cost of materials, and personnel cost of contract administrator.

Section B. Status of project finances prior to submission of this invoice.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Original Budget</th>
<th>§319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$59,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$59,500.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Supplies/Equipment Costs</td>
<td>$31,650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

Section C. Summary of project finances reported on this invoice.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Previous Balance</th>
<th>§319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$59,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$59,500.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Supplies/Equipment Costs</td>
<td>$31,650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>Totals</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$100,000.00</td>
</tr>
</tbody>
</table>

Section D. Percent of matching funds to 319 funds reported to date. (All invoices)

<table>
<thead>
<tr>
<th>§319 Funds Spent To Date</th>
<th>Project Match To Date</th>
<th>Match Use % To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$0.00</td>
<td>$0.00</td>
<td>0</td>
</tr>
</tbody>
</table>
Invoice #1 has been Approved on your 319 Project - BRO1400358

DO_NOT_REPLY@deq.idaho.gov

Sent: Tue 3/5/2013 2:12 PM
To: Charlie Parkins; Charlie Parkins

BRO1400358 - 319 Training

Invoice #1 has been Approved.

Notes: Invoice #1 has been reviewed and approved. When this advance is spent be sure to provide details in the future invoices. Please send us a signed copy for payment. Thanks.

Please print and sign your invoice and mail it to the DEQ address found at the top of your invoice.

Print Invoice 1
§319 Grant Application

*Grants for Watershed and Aquifer Implementation Activities

Idaho Department of Environmental Quality

Helpful Links
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Invoicing Home
DEQ §319 Grant Contacts
Application Guide
Leave Us Feedback
My Original Application

Past Invoices
Invoice 1

Start New Invoice

Instructions for Submitting your Invoice

To finish submitting your invoice please complete the items in the checklist below.

Your invoice has been electronically submitted to DEQ.

Prior to processing the invoice, DEQ will verify the completeness of the invoice submission and approve or reject the invoice submission.

You will be notified of the approval or rejection when it is made.

Approved invoices should be printed, signed, and mailed in to DEQ to receive payment.

Rejected invoices will be accompanied by the justification for rejecting the invoice and the invoice will become available to edit and resubmit.

A new invoice may not be started until your last submitted invoice is approved.

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Notice that advance amount is unspent.
Second Invoice Request

- Requesting $3,000 Reimbursement
  - Administrative Cost for Task 4
    - $500 for Project Management Cost
    - $2,500 for field survey work

- Reporting $11,150 in Match
  - $8,000 Subcontractual Cost for Task 2
  - $3,000 Subcontractual Cost for Task 5
  - $150 Travel Cost Cost for Task 4

- Advance funds will remain unused
Log in to the main Grant Application system with e-mail and application number.
Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
2. Click here to start a new invoice (Invoice #2).

1. Make sure all grant information shown here is correct.
Click save to begin the new invoice.
Reimbursement Request
$319 Grant Application
*Grants for Watershed and Aquifer Implementation Activities

Idaho Department of Environmental Quality

Subgrant Number:
Project Name: 319 Training

Organization: Test Org
123 Main St
BOISE, ID 83706
Phone: 111-222-3333
Fax: charlie.parkins@deq.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Listed below are all your reimbursement entries, advance expenditure entries, and match expenditure entries for this invoice. To view additional details or edit any given entry, click the corresponding link to open it.

Existing Reimbursement Entries - Total: $0.00
None this invoice.

Existing Advance Money Expenditure Entries - Total: $0.00
None this invoice.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
$319 Grant Application

Grants for Watershed and Aquifer Implementation Activities

Idaho Department of Environmental Quality

Subgrant Number:
Project Name: 319 Training

Organization: Test Org
123 Main St
BOISE, ID 83708

Phone: 111-222-3333
Fax: charlie.parkins@deg.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Application Number: BRO1400358

Directions for Requesting Reimbursements
When billing against your subgrant, we ask that you indicate how money was spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Existing Reimbursement Entries
None this invoice.

Add New Entry for Reimbursement

Click on Request Reimbursement.

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All information in these sections is copied from the grant application.
Choose budget category.
The choices here correspond with administrative information from the application.
Subgrant Number:
Project Name: 319 Training

Organization: Test Org
123 Main St
BOISE, ID 83706
Phone: 111-222-3333
Fax: charlie.parking@deq.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Directions for Requesting Reimbursements
When billing against your subgrant, we ask that you indicate how money was spent relative to your original work plan. To start, first select the budget category for which you are billing against. At this time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Reimbursement Entry
1. Of the following budget categories, please select the category you are requesting reimbursement for at this time.
   - Administrative

2. Select the description from the selected budget category you are requesting reimbursement for.
   - Project management

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. Enter the reimbursement amount you are requesting from this budget category. (Numbers only - Max two decimal places)
   - 500.00

4. What task(s) from your work plan was this money spent on? Add Entry
   - Task: 4 - Project Management
   - Amount Spent: 500.00
   - Details: The project manager has been working on coordination and overview of project. This included 25 hours of work at $20/hr.

To review your original work plan, click the link "My Original Application" in the left hand column.

Task (Click to Edit) | Amount | Details
---|---|---
4 - Project Management | $500.00 | The project manager has been working on coordination and overview of project. This included 25 hours of work at $25/hr.

Save | Cancel

This form can be saved in its current state.
Directions for Requesting Reimbursements

When billing against your subgrant, we ask that you indicate how money was spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Reimbursement Entry

1. Of the following budget categories, please select the category you are requesting reimbursement for at this time.
   - Administrative

2. Select the description from the selected budget category you are requesting reimbursement for.
   - Project Management

*This table is a budget summary of the selected entry. Initial amounts come from your original grant application.

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$4,500.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. Enter the reimbursement amount you are requesting from this budget category. (Numbers only - Max two decimal places)
   - 500.00

4. What task(s) from your work plan was this money spent on? Add Entry
   - To review your original work plan, click the line “My Original Application” in the left hand column.

<table>
<thead>
<tr>
<th>Task (Click to Edit)</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - Project Management</td>
<td>$500.00</td>
<td>The project manager has been working on coordination and overview of project. This included 25 hours of work at $20/hr.</td>
</tr>
</tbody>
</table>

Hit save invoice tab.

Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
Click here to add a new entry for reimbursement of the other $1,500.00.
This reimbursement is only for field survey work.
Be specific about the work done, in the Details section.
§319 Grant Application

Organization: Test Org
123 Main St
BOISE, ID 83706
Phone: 111-222-3333
Fax: charlie.parkins@deq.idaho.gov
Field Officer: Clark Kent
Phone: 208-555-7777

Directions for Requesting Reimbursements

When billing against your subgrant, we ask that you indicate how money was spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Reimbursement Entry:

1. Of the following budget categories, please select the category you are requesting reimbursement for at this time.
   - Subcontractual

2. Select the description from the selected budget category you are requesting reimbursement for.
   - Field survey work

*This table is a budget summary of the selected entry. Initial amounts come from your original grant application.

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. Enter the reimbursement amount you are requesting from this budget category. (Numbers only - Max two decimal places)
2500

4. What task(s) from your work plan was this money spent on? Add Entry

   Task (Click to Edit) | Amount | Details
   ---------------------|--------|---------------------------------|
   3 - Engineered Site Survey | $2,500.00 | Cost for surveyors to come out and take photo points of road and stream bank to determine where rip rap and culverts will be placed. This is 4 surveyors working 20 hours at $31.25/hr.

This form can be saved in its current state.

Hit save invoice tab.

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Match Information Reporting
Click here to report match.

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### §319 Grant Application

**Grants for Watershed and Aquifer Implementation Activities**

**Idaho Department of Environmental Quality**

---

<table>
<thead>
<tr>
<th>Subgrant Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name:</strong> 319 Training</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Test Org</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address: 123 Main St</td>
<td></td>
</tr>
<tr>
<td>City: BOISE, ID 83706</td>
<td></td>
</tr>
<tr>
<td>Phone: 111-222-3333</td>
<td></td>
</tr>
<tr>
<td>Fax: <a href="mailto:charlie.parkins@deq.idaho.gov">charlie.parkins@deq.idaho.gov</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field Officer:</th>
<th>Clark Kent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone: 208-555-7777</td>
<td></td>
</tr>
</tbody>
</table>

---

#### Directions for Reporting Match Expenditures

When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

---

#### Existing Match Money Expenditure Entries

None this invoice.

---

[Add New Entry of Match Expenditure](#)

---

**Our Mission:** To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.

---

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The layout for match reporting is exactly like for reimbursement requests except for step #5.

### Directions for Reporting Match Expenditures

When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

#### Match Expenditure Entry

1. Of the following budget categories, please select the category you are reporting match usage for at this time.
   
   ![Select Budget Category]

2. Select the description from the selected budget category you are reporting match usage for.
   
   ![Select Description]

   *This table is a budget summary of the selected entry. Initial amounts come from your original grant application.

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Enter the match amount your are reporting used on this budget category. (Numbers only - Max two decimal places)
   
   ![Enter Match Amount]

4. What task(s) from your work plan was this money spent on? Add Entry
   
   To review your original work plan, click the link “My Original Application” in the left hand column.

   No task rows have been added to this entry. Please click the “Add Entry” link above.

5. What match sources were used on this entry? Add Entry
   
   No match rows have been added to this entry. Please click the “Add Entry” link above.

The following 3 item(s) must be addressed before saving this form.

- Please select a budget category. (Line 1)
- Please select a budget category entry. (Line 2)
- Please enter a numeric amount being reported. (Line 3)

---

**Our Mission:** To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
Choose budget and task just like reimbursement.

Add details explaining cost.
The people or organization responsible for the match will come from the grant application.
After you hit save. Hit add entry for additional expenditures.
Add second match. Select budget, task, amount, detail and who supplied the match.

### Directions for Reporting Match Expenditures

When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

#### Match Expenditure Entry

1. Of the following budget categories, please select the category you are reporting match usage for at this time.
   - Subcontractual

2. Select the description from the selected budget category you are reporting match usage for.
   - Permit Acquisition

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000.00</td>
<td>$0.00</td>
<td>$8,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. Enter the match amount you are reporting used on this budget category. (Numbers only - Max two decimal places)
   - $8,000.00

4. What task(s) from your work plan was this money spent on? Add Entry
   - Task: Permit Acquisition
   - Amount: $8,000.00
   - Details: Engineer's time of 20 hours @ $50/hr = $1,000. Filing fee for permit = $7,000. Total of $8,000.

5. What match sources were used on this entry? Add Entry
   - Match Source: Idaho RAC
   - Amount: $8,000.00
   - Details: Hard Match

This form can be saved in its current state.

Hit save.

---

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
After you hit save, it brings you to this screen. Hit add for additional match expenditures.
Enter 3rd matches information including budget, task, amount, detail and who is supplying the match.

Hit save.
Click here to review invoice before submitting.
1. Check for accuracy here before clicking Submit Invoice.

2. Submit.
Caution message before submitting.

 Listed below are all your reimbursement entries, advance expenditure entries, and match expenditure entries for this invoice. To view additional details or edit any given entry, click the corresponding link to open it.

Existing Reimbursement Entries - Total $3,000.00

Are you sure you would like to submit this invoice? If you click "Okay" your invoice will be submitted and will no longer be available for editing unless it is rejected by DEQ.

You will not be able to start a new invoice until this one has been approved.

You may always return to view past invoices. Additional invoice submission instructions are included on the next page.

Submit Invoice

Invoice Total
Reimbursement Total $3,000.00
Total $319 Request $3,000.00

Our Mission: To conserve, protect, and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.

© 2013 Idaho Department of Environmental Quality
The message on the page is to print Invoice 2. The text further explains the process of submitting an invoice for the §319 Grant Application.

- Instructions for Submitting your Invoice:
  - Your invoice has been electronically submitted to DEQ.
  - Prior to processing the invoice, DEQ will verify the completeness of the invoice submission and approve or reject the invoice submission.
  - You will be notified of the approval or rejection when it is made.
  - Approved invoices should be printed, signed, and mailed in to DEQ to receive payment.
  - Rejected invoices will be accompanied by the justification for rejecting the invoice and the invoice will become available to edit and resubmit.
  - A new invoice may not be started until your last submitted invoice is approved.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
Section A. Summary of Advanced Funds.

<table>
<thead>
<tr>
<th>Amount Advanced</th>
<th>Amount of Advance Expended</th>
<th>Remaining Balance of Advanced Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

Notes on Advance Request - (where applicable - from first project invoice)
Need an advance to pay for up front cost of materials, and personnel cost of contract administrator.

Section B. Status of project finances prior to submission of this invoice.

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Original Budget</th>
<th>$319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$7,500.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$59,500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$59,500.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Supplies / Equipment Costs</td>
<td>$31,650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$0.00</strong></td>
<td><strong>$100,000.00</strong></td>
</tr>
</tbody>
</table>

Section C. Summary of project finances reported on this invoice. (Including Match Expenditures)

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Previous Balance</th>
<th>$319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,500.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$59,500.00</td>
<td>$2,500.00</td>
<td>$11,000.00</td>
<td>$46,000.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Supplies / Equipment Costs</td>
<td>$31,650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$3,000.00</strong></td>
<td><strong>$11,150.00</strong></td>
<td><strong>$85,850.00</strong></td>
</tr>
</tbody>
</table>

Section D. Percent of matching funds to $319 funds reported to date. (All invoices)

<table>
<thead>
<tr>
<th>$319 Funds Spent To Date</th>
<th>Project Match To Date</th>
<th>Match Use % To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000.00</td>
<td>$11,150.00</td>
<td>78.80</td>
</tr>
</tbody>
</table>

Section E. Project Funding Summary

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
<th>Amount Spent (to date)</th>
<th>Current Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>$319 Subgrant</td>
<td>$60,000.00</td>
<td>$3,000.00</td>
<td>$57,000.00</td>
</tr>
<tr>
<td>All Match</td>
<td>$40,000.00</td>
<td>$11,150.00</td>
<td>$28,850.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$14,150.00</strong></td>
<td><strong>$85,850.00</strong></td>
</tr>
</tbody>
</table>

Section F. Amount to be Paid - This Invoice

<table>
<thead>
<tr>
<th>Reimbursement Total</th>
<th>$3,000.00</th>
</tr>
</thead>
</table>
Third Invoice Request

- Requesting $25,000 Reimbursement
  - $5,000 Equipment Costs for Task 5
  - $20,000 Subcontractual Costs for Task 5

- Advance Funds will be used
  - $4000 Administrative Costs for Task 4
Third Invoice Request (cont.)

- Reporting $11,500 in Match
  - $10,000 Subcontractual Costs for Task 6
    - $2,800 – Road Mix
    - $1,500 – Rip rap
    - $5,700 – Culvert Material
  - $1,500 Subcontractual Costs for Task 1
Login at
www.deq.idaho.gov/Applications/319G

Log in to the main Grant Application system with e-mail and application number.
§319 Grant Application
*Grants for Watershed and Aquifer Implementation Activities

Idaho Department of Environmental Quality

<table>
<thead>
<tr>
<th>Application Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Project Name:</strong> 319 Training</td>
</tr>
<tr>
<td><strong>Organization:</strong> Test Org 123 Main St BOISE, ID 83706</td>
</tr>
<tr>
<td><strong>Phone:</strong> 111-222-3333</td>
</tr>
<tr>
<td><strong>Fax:</strong> <a href="mailto:charlie.parkins@deq.idaho.gov">charlie.parkins@deq.idaho.gov</a></td>
</tr>
<tr>
<td><strong>Application Number:</strong> BRO1400358</td>
</tr>
<tr>
<td><strong>Field Officer:</strong> Clark Kent Phone: 208-555-7777</td>
</tr>
</tbody>
</table>

Congratulations - your application has been approved. If you have been instructed to use our online invoicing system, please follow the link to the invoicing system below. If you have not been invited to use the online invoicing system, invoices created online will be ignored and will not be processed.

If you have not been invited to use our online invoicing system and would like to create your invoices online, please contact your local DEQ representative.

Go To Online Invoicing System

We appreciate your efforts to protect our environment and are here to support you in your endeavors.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.

Click here to go into the FIF system.
§319 Grant Application
*Grants for Watershed and Aquifer Implementation Activities
Idaho Department of Environmental Quality

Subgrant Number:
Project Name: 319 Training

Organization: Test Org
123 Main St
BOISE, ID 83706
Phone: 111-222-3333
Fax: charlie.parkins@deq.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Invoicing Directions
Please read the invoicing section of the §319 Grant Application Guide document before starting any invoicing entries on this site. There are important directions and definitions about your subgrant monies and how we would like you to report them. Invoicing for §319 Funds requires use of the online invoicing system.

Subgrant Funds Summary - Includes Submitted Invoices Only

Total Project Budget: $100,000.00
§319 Subgrant Awarded: $60,000.00
Match Commitment: $40,000.00
Onetime Advanced Funds Received: $5,000.00
Unspent Advanced Funds: $5,000.00

Summary of Funds Spent Towards Project Completion - Includes Submitted Invoices Only

Invoices Submitted to Date: 2
Subgrant Funds Spent to Date: $3,000.00
Matching Funds Invested to Date: $11,150.00
Current Subgrant Funds Balance: $57,000.00
Current Matching Funds Balance: $28,850.00
Total Project Balance: $85,850.00

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© 2013 Idaho Department of Environmental Quality
Enter name and phone number.
Reimbursement Request
Click on reimbursement request.
Click here to begin the reimbursement request portion of invoice #3.
Added first expense.
### Directions for Requesting Reimbursements

When billing against your subgrant, we ask that you indicate how money was spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

### Reimbursement Entry

1. Of the following budget categories, please select the category you are requesting reimbursement for at this time.
   - Supplies/Equipment
   - Equipment

2. Select the description from the selected budget category you are requesting reimbursement for.
   - *Entries

   *This table is a budget summary of the selected entry. Initial amounts come from your original grant application.

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$12,250.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3. Enter the reimbursement amount you are requesting from this budget category. (Numbers only - Max two decimal places)
   
   **Total:**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
</tr>
</tbody>
</table>

4. What task(s) from your work plan was this money spent on? Add Entry

   To review your original work plan, click the link "My Original Application" in the left hand column.

<table>
<thead>
<tr>
<th>Task (Click to Edit)</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 - Install BMP's Along Roadway</td>
<td>$5,000.00</td>
<td>Rented a backhoe for 2 months. $2,500/mo.</td>
</tr>
</tbody>
</table>

   *This form can be saved in its current state.*

Click here to save entry.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
Click here to add another entry.
Add next cost, including details.
When you save entries, it brings you here to review all.

Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
Advance Expenditure Reporting
Reimbursement report completed, click on report advance expenditure.
Add New Entry of Expenditures Paid for with Advanced Funds

Click here to begin reporting how advanced funds were used.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
Enter information just like reimbursement or match.

Subgrant Number:
Project Name: 319 Training

Organization: Test Org
123 Main St
BOISE, ID 83706

Phone: 111-222-3333
Fax: charlie.parkins@deq.idaho.gov

Field Officer: Clark Kent
Phone: 208-555-7777

Directions for Reporting Advance Expenditures
When reporting advance expenditures, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Account of Advanced Funds Received
Total Advances Received: $5,000.00
Advances Spent - Submitted Invoices: $0.00
Advances Spent - This Invoice: $0.00
Remaining Balance: $5,000.00

Advance Expenditure Entry
1. Of the following budget categories, please select the category you are reporting advance expenditure for at this time.
   Administrative

2. Select the description from the selected budget category you are reporting advance expenditure for.
   project management

3. Enter the advance amount your are reporting spent on this budget category. (Numbers only - Max two decimal places)
   4000.00

4. What task(s) from your work plan was this money spent on? Add Entry
   To review your original work plan, click the link “My Original Application” in the left hand column.

<table>
<thead>
<tr>
<th>Task (Click to Edit)</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 - Project Management</td>
<td>$4,000.00</td>
<td>The project manager spent 200 hours ($20/hr) on oversight of the construction project such as working with subcontractors to finalize contracts and overseeing financial obligations. Also, they supervised project construction of rip rap, road improvement, and stream bank stabilization.</td>
</tr>
</tbody>
</table>

This form can be saved in its current state.

Hit save
Review advanced funds summary.
Match Information Reporting
Helpful Links
Log Out
Signing Home
DEQ §319 Grant Contacts
Application Guide
Leave Us Feedback
My Original Application

Past Invoices
Invoice 1
Invoice 2

Start New Invoice

Current Invoice
Summary/Submit
Request Advance
Request Reimbursement
Report Match Expenditure
Report Advance Expenditure

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Click here to add match entry.

Add New Entry of Match Expenditure

Directions for Reporting Match Expenditures
When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Existing Match Money Expenditure Entries
None this invoice.
Enter 1st set of supplies for BMP.

Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
Enter 2nd Match information.

Directions for Reporting Match Expenditures

When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

Match Expenditure Entry:
1. Of the following budget categories, please select the category you are reporting match usage for at this time.
   - Supplies/Equipment

2. Select the description from the selected budget category you are reporting match usage for.
   - rip rap (250 cu yds @ $6/yd)

3. Enter the match amount you are reporting used on this budget category. (Numbers only - Max two decimal places)
   - 1500

4. What task(s) from your work plan was this money spent on? Add Entry
   - To review your original work plan, click the link "My Original Application" in the left hand column.

5. What match sources were used on this entry? Add Entry
   - Match Source (Click to Edit)

This form can be saved in its current state.
Enter 3rd Match information.
You can edit entries prior to submitting the invoice.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
Another area in which errors are often found.

Our Mission: To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
When reporting match usage, we ask that you indicate how funds were spent relative to your original work plan. To start, first select the budget category for which you are billing against. At that time the budget category amounts approved in your project application will automatically populate the budget allocated to that category. Please select the budget category that includes this expense. Enter the amount of your expenditure and save. Additional information can be found in the invoicing section of the §319 Grant Application Guide.

1. Of the following budget categories, please select the category you are reporting match usage for at this time.

   - Subcontractual

2. Select the description from the selected budget category you are reporting match usage for.

   - project monitoring

   *This table is a budget summary of the selected entry. Initial amounts come from your original grant application.

<table>
<thead>
<tr>
<th>Initial 319 Amount</th>
<th>Initial Match Amount</th>
<th>319 Used</th>
<th>Match Used</th>
<th>319 Remaining</th>
<th>Match Remaining</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$3,000.00</td>
<td></td>
</tr>
</tbody>
</table>

3. Enter the match amount you are reporting used on this budget category. (Numbers only - Max two decimal places)

   - 1500.00

4. What task(s) from your work plan was this money spent on? Add Entry

   To review your original work plan, click the link "My Original Application" in the left hand column.

<table>
<thead>
<tr>
<th>Task (Click to Edit)</th>
<th>Amount</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 - Project Monitoring</td>
<td>$1,500.00</td>
<td>Cost of taking photos at 24 photo points after road leveling has taken place, along stream bank stabilization effort. This is a subcontractor cost of 1500.00.</td>
</tr>
</tbody>
</table>

5. What match sources were used on this entry? Add Entry

   Match Source (Click to Edit) | Amount | Details |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>#2 - Idaho RAC</td>
<td>$1,500.00</td>
<td>Hard Match</td>
</tr>
</tbody>
</table>

This form can be saved in its current state.

Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.
When invoice is complete with all entries, go to summary/submit.
Listed below are all your reimbursement entries, advance expenditure entries, and match expenditure entries for this invoice. To view additional details or edit any given entry, click the corresponding link to open it.

### Existing Reimbursement Entries - Total: $25,000.00

<table>
<thead>
<tr>
<th>Edit</th>
<th>Budget Category</th>
<th>Budget Entry</th>
<th>Amount</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Supplies/Equipment</td>
<td>Equipment</td>
<td>$5,000.00</td>
<td></td>
</tr>
<tr>
<td>Edit</td>
<td>Subcontractual</td>
<td>BMP installation</td>
<td>$20,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### Existing Advance Money Expenditure Entries - Total: $4,000.00

<table>
<thead>
<tr>
<th>Edit</th>
<th>Budget Category</th>
<th>Budget Entry</th>
<th>Amount</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Administrative</td>
<td>project management</td>
<td>$4,000.00</td>
<td></td>
</tr>
</tbody>
</table>

### Existing Match Money Expenditure Entries - Total: $11,500.00

<table>
<thead>
<tr>
<th>Edit</th>
<th>Budget Category</th>
<th>Budget Entry</th>
<th>Amount</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit</td>
<td>Supplies/Equipment</td>
<td>3/4 road mix- 240 cu yd ($14/yd)</td>
<td>$2,800.00</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td>Supplies/Equipment</td>
<td>rip rap (250 cu yds @ $6/yd)</td>
<td>$1,500.00</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td>Supplies/Equipment</td>
<td>culverts</td>
<td>$5,700.00</td>
<td>Delete</td>
</tr>
<tr>
<td>Edit</td>
<td>Subcontractual</td>
<td>project monitoring</td>
<td>$1,500.00</td>
<td>Delete</td>
</tr>
</tbody>
</table>

If your invoice is complete, click the “Submit Invoice” button below where you will receive additional information on formally submitting your invoice.

**Submit Invoice**

**2. Submit.**

---

**Our Mission:** To protect human health and preserve the quality of Idaho’s air, land, and water for use and enjoyment today and in the future.
Listed below are all your reimbursement entries, advance expenditure entries, and match expenditure entries for this invoice. To view additional details or edit any given entry, click the corresponding link to open it.

<table>
<thead>
<tr>
<th>Existing Reimbursement Entries - Total: $22,000.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
</tr>
<tr>
<td>-------</td>
</tr>
<tr>
<td>$2,000.00</td>
</tr>
<tr>
<td>$20,000.00</td>
</tr>
<tr>
<td>$7,000.00</td>
</tr>
<tr>
<td>$1,000.00</td>
</tr>
<tr>
<td>$4,200.00</td>
</tr>
<tr>
<td>$3,000.00</td>
</tr>
<tr>
<td>$2,800.00</td>
</tr>
<tr>
<td>$1,000.00</td>
</tr>
<tr>
<td>$1,000.00</td>
</tr>
<tr>
<td>$20,000.00</td>
</tr>
</tbody>
</table>

Message from webpage

Are you sure you would like to submit this invoice? If you click “Okay” your invoice will be submitted and will no longer be available for editing unless it is rejected by DEQ.

You will not be able to start a new invoice until this one has been approved.

You may always return to view past invoices. Additional invoice submission instructions are included on the next page.

If your invoice is complete, click the “Submit Invoice” button below where you will receive additional information on formally submitting your invoice.

Submit Invoice

Invoice Total
Reimbursement Total $22,000.00
Total §319 Request $22,000.00
Subgrant Number:
Project Name: Clear Creek Road Restoration

Organization: Valley County Road Department
PO Box 1350
CASCADe, ID 83611
Phone: (208)382-7196
Fax: mayanna.peavey@deq.idaho.gov

Field Officer: Jerry Robinson
Phone: (208)382-7195

Instructions for Submitting your Invoice

To finish submitting your invoice please complete the items in the checklist below.

Your invoice has been electronically submitted to DEQ.
Prior to processing the invoice, DEQ will verify the completeness of the invoice submission and approve or reject the invoice submission.

You will be notified of the approval or rejection when it is made.

Approved invoices should be printed, signed, and mailed in to DEQ to receive payment.

Rejected invoices will be accompanied by the justification for rejecting the invoice and the invoice will become available to edit and resubmit.

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Our Mission: To protect human health and preserve the quality of Idaho's air, land, and water for use and enjoyment today and in the future.

© 2011 Idaho Department of Environmental Quality
Let’s Review Invoice 3

TO: Dave Pisarski  
Nonpoint Source Management Program  
Department of Environmental Quality  
1410 North Hilton  
Boise, ID 83706  
Phone: (208) 373-0502

FROM: Organization: Test Org  
Project Field Officer: Clark Kent  
Phone: 208-555-7777  
Application Number: BR01400358  
Subgrant Number:  
Subgrant Expiration Date:

Project Name: 319 Training  
Invoice #2

Section A. Summary of Advanced Funds:

<table>
<thead>
<tr>
<th>Amount Advanced</th>
<th>Amount of Advance Spent (To Date)</th>
<th>Remaining Balance of Advanced Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>$5,000.00</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Notes on Advance Request - (where applicable - from first project invoice)  
Need an advance to pay for up front cost of materials, and personnel cost of contract administrator.

Section B. Status of project finances prior to submission of this invoice. (Including Match Expenditures)

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Original Budget</th>
<th>§319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,500.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$7,000.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$59,500.00</td>
<td>$2,500.00</td>
<td>$11,000.00</td>
<td>$46,000.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$600.00</td>
<td>$0.00</td>
<td>$150.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Supplies/Equipment Costs</td>
<td>$31,650.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$31,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$100,000.00</strong></td>
<td><strong>$3,000.00</strong></td>
<td><strong>$11,150.00</strong></td>
<td><strong>$85,850.00</strong></td>
</tr>
</tbody>
</table>

Section C. Summary of project finances reported on this invoice. (Including Match and Advance Expenditures)

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Previous Balance</th>
<th>§319 Spent</th>
<th>Match Spent</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Costs</td>
<td>$7,000.00</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Subcontractual Costs</td>
<td>$46,000.00</td>
<td>$20,000.00</td>
<td>$1,500.00</td>
<td>$24,500.00</td>
</tr>
<tr>
<td>Travel Costs</td>
<td>$450.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$450.00</td>
</tr>
<tr>
<td>Supplies/Equipment Costs</td>
<td>$31,650.00</td>
<td>$5,000.00</td>
<td>$10,000.00</td>
<td>$16,650.00</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>$750.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$85,850.00</strong></td>
<td><strong>$29,000.00</strong></td>
<td><strong>$11,500.00</strong></td>
<td><strong>$45,350.00</strong></td>
</tr>
</tbody>
</table>

Section D. Percent of matching funds to 319 funds reported to date. (All invoices)

<table>
<thead>
<tr>
<th>§319 Funds Spent To Date</th>
<th>Project Match To Date</th>
<th>Match Use % To Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>$32,000.00</td>
<td>$22,650.00</td>
<td>41.45</td>
</tr>
</tbody>
</table>
Tips for Success

- Follow your application work plan.
  - Modifications to work plan can be made with approval from DEQ
- Know how much you need for an advance.
- Remember: last 10% of subgrant funds are held until Final Report is approved.
- Detail your work.
- Keep records of your expenditures.
- Call DEQ anytime with questions.
Final Report Requirements

- Must leave at least 10% with DEQ until final report is submitted.
- Using the project’s work plan tasks as an outline, list what was accomplished broken down into $ spent per budget category for 319 & Match (sources).
- Update project’s Estimated Load Reductions.
- DOUBLE CHECK YOUR MATH!