

In Grants Gateway -

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QUARTERLY REPORTS

Contractor must submit brief quarterly reports to the Department to provide timely information on the success of the project. Claim for Payment Forms submitted will not be processed for projects that are not up to date with the filing of their quarterly reports.

REIMBURSEMENT REQUEST REPORTS

An interim progress report that summarizes work completed on the project shall accompany each Claim for Payment Form request for reimbursement of project expenses. The Department reserves the right to modify reporting requirements during the course of the project.

FINAL REPORT

A final report will be required within thirty (30) days following completion of the project. The final report shall include a detailed description of the work completed; invoices for any equipment purchased; an assessment of the potential for future viability of the project; and a description of problems encountered, if any, which affected completion of the project. The final report shall also include photographs of any completed structures, a copy of the certification of occupancy, and any other required permits or certificates. The Department reserves the right to conduct a follow-up survey of funded projects in order to determine long-term impacts.

NYS OFFICE OF PARKS, RECREATION & HISTORIC PRESERVATION REQUIREMENTS

Projects which include ground-disturbing activities, construction of new buildings, or modification of buildings over 50 years old will be subject to further review by the State Historic Preservation Office (SHPO). Contractors must provide a copy of the SHPO determination of no impact or a letter from SHPO that the required actions have been completed before any Claim for Payment will be processed.

NYS DEPARTMENT OF LABOR

If the Contractor's project is determined to be a public work covered by Article 8 of the New York State Labor Law, proof of compliance with prevailing wage requirements must be submitted before any Claim for Payment will be processed.