

Vermont Aquatic Nuisance Control Grant-in-Aid Program, 2023

III.B. Project Expenditures Report Form

Town – Waterbody: _____

Project Expenditures Requirements

Grantees are required to maintain records of all project income and expenses including invoices, paid staff timesheets, and volunteer services, donated work or services, or donated supplies/equipment for this project that may include Form 430-M or other form of documentation for auditing purposes (*simply listing an expense here is not sufficient documentation*) during the duration of the project. The duration of the project includes three-months prior to receiving the grant award announcement through to the final report due date.

Row A: Actual direct total cash expenses paid out to complete the project(s) that may include paid staff, mileage, and supplies/equipment, and contractors. *Do not attach receipts, timesheets, etc. but retain for internal records.*

Row B: Actual total non-cash expenses that include volunteer services, donated work or services, or donated supplies/equipment for this project (i.e., expenses that does not involve a cash payment).

***Suggested Rates (For Actual Volunteer Services Only)**

Administration/Coordination	\$25.00 per hour	Greeter/Education	\$18.00 per hour
VIP Patroller/Monitor**	\$15.00 per hour	Scuba Diver/Boater	\$30.00 per hour
Handpuller (non-scuba)	\$20.00 per hour	Service Contractor	\$50.00 per hour

**VIP Patroller/Monitors are required to submit surveys annually

Ineligible personnel expenses are those related to fundraising, fundraising events, grant writing, attending association or other grant project meetings, securing and writing permits, etc. Ineligible equipment/supplies expenses include fundraising events and/or fundraising supplies, expenses incurred outside of the award duration, fees/time associated to secure permits, office supplies, and food/beverage/event space costs. Budgets that contain ineligible expenses will be calculated at a reduced Total Project Cost.

No payment of State funds will be made on the value of non-cash expenses that include volunteer services, donated work or services, or donated supplies/equipment for this project.

Row C: Total Project Costs: Sum of actual direct total cash expenses and actual total non-cash expenses.

Row D: ANC Award Amount Request: Cannot exceed total cash expenses or maximum amount award. The Final Award will be based on the completion of deliverables (i.e., hours) as stated in the proposal and upon the actual Total Project Costs. Projects that come under budget and complete the deliverables satisfactorily may receive the maximum award upon approval by the ANC Grant Management Team.

Final ANC Award Amount = Maximum Award Amount X (Actual Total Project Costs/Proposed Total Project Costs)

Row E: Documented Match: Subtract ANC Award Amount Request (Row D) from Total Project Costs (Row C).

Project Expenditures Table*	Greeter Project	Management Project	Ed/Out/Survey Project	Total All Projects
A. Total Cash Expenses				
B. Total Non-Cash Expenses				
C. Total Project Costs				
D. ANC Award Amount Request				
E. Documented Match				

Expenditures reported are accurate, realistic, and based on actual cash expended and non-cash expenses documented for the work as outlined in the Project Report(s). **Falsifying information may be subject to the False Claims Act.*