

# FORM C1: VOUCHER SUPPORT for PROJECTS with INTERLOCAL COSTS or OTHER IN-KIND

*Use one form for each group of costs with the same eligibility requirements.*

Agreement No.: \_\_\_ Recipient: \_\_\_ Payment Request No.: \_\_\_ Page: \_\_\_ of \_\_\_

(1) Element No.	(2) Payee or Contributor	(3) Item	(4) Invoice Number	(5) Date Cost Incurred or Contributed	(6) Warrant Number (if any)	AMOUNT		
						(7) Cash	(8) In-Kind	
							(A) Interlocal Costs	(B) Other
<b>TOTALS BY ELEMENT</b>						(9)	(10A)	(10B)

## INSTRUCTIONS FOR COMPLETING FORM C1

1. Enter the agreement number, recipient name, payment request number, and page numbers at the top of the form.
2. (Column 1) Enter the task, subtask or object number (established in the agreement) to which the cost is to be charged.
3. (Column 2) List the name of the contributor (for interlocal costs and other in-kind contributions) or the payee (for cash expenditures).
4. (Column 3) List the item purchased or donated.
5. (Column 4) Enter the vendor's invoice number (for cash expenditures only).
6. (Column 5) Enter the date that the cost was incurred (for cash expenditures) or that the item was donated (for interlocal costs and other in-kind contributions). NOTE: All costs must be incurred between the effective and expiration dates of the agreement.
7. (Column 6) Enter the number of the warrant used to pay the vendor, if payment has already been made (for cash expenditures only).
8. (Column 7) Enter the amount of the cash expenditure.
9. (Columns 8A and 8B) Enter the value of the interlocal costs and other in-kind contributions (see "Valuation of Donated Services and Property," Part III, Administrative Guidelines for Ecology Grants and Loans).

If the terms of the agreement specify that interlocal costs are valid cash match, then interlocal costs must be tracked separately from other in-kind and recorded in column 8A. All other in-kind should be recorded in column 8B.

If interlocal costs may NOT be used to meet a cash match requirement, they should be recorded with other in-kind in column 8B.

10. (Boxes 9, 10A and 10B) If only one element is documented on this form, add columns 7, 8A, and 8B and enter the totals in boxes 9, 10A, and 10B. If more than one element is documented on this form, sub-total columns 7, 8A, and 8B for each element and circle the element total.
11. For each element, enter the total cash expenditure (from box 9) in column 2 of Form B1. Enter the total interlocal costs (from box 10A) in column 3A of Form B1. Enter the total other in-kind expenses (from box 10B) in column 3B of Form B1.

## FORM C1 - Additional Instructions

### Voucher Support for Projects with Interlocal Costs or Other In-Kind

<b>HEADING</b>	In the heading, enter the following: <ul style="list-style-type: none"><li>* Grant (Agreement) number</li><li>* Recipient name</li><li>* Payment request number</li><li>* Page number (1 of 1, 1 of 2, etc.)</li></ul>
<b>COLUMN (1) ELEMENT NO.</b>	<ul style="list-style-type: none"><li>* List the task number from the grant under which a particular expense is being billed</li><li>* If a sub-task number exists, it can be used here</li><li>* Group all expenses together by task number, ie.: First list all task 1 expenses, then list the task 2 expenses, etc.</li></ul>
<b>COLUMN (2) PAYEE OR CONTRIBUTOR</b>	<ul style="list-style-type: none"><li>* Name of person/company who received the money or provided the service</li></ul>
<b>COLUMN (3) ITEM</b>	<ul style="list-style-type: none"><li>* Name/type of service provided or item purchased</li></ul>
<b>COLUMN (4) INVOICE #</b>	<ul style="list-style-type: none"><li>* The invoice number on the bill (if any) received from the person/company shown in Column 2</li></ul>
<b>COLUMN (5) DATE COST INCURRED OR CONTRIBUTED</b>	<ul style="list-style-type: none"><li>* When the expense happened</li><li>* This date must be on or after the start date of the grant but before the expiration date</li></ul>
<b>COLUMN (6) WARRANT # IF ANY</b>	<ul style="list-style-type: none"><li>* Warrant or check number used to pay the expense</li><li>* If cash was used, write the word 'cash' in this space</li><li>* If an expense was incurred during the billing period but no warrant/check has been written to pay the expense, leave blank</li></ul>
<b>COLUMN (7) AMT OF CASH EXPENDITURE</b>	<ul style="list-style-type: none"><li>* Dollar amount ( <u>to the penny!</u>) of the expenditure that was paid by warrant, check, or in cash</li></ul>
<b>COLUMN (8) IN-KIND A – INTERLOCAL COSTS</b>	<ul style="list-style-type: none"><li>* Enter the value of any interlocal costs that can be used as cash match in Column 8A</li><li>* <i>Interlocal costs are those provided by another governmental entity according to an agreement with the recipient. The other local government receives no reimbursement from the recipient. The amount of interlocal in-kind can never exceed the amount of the cash match required in the grant budget</i></li><li>* The Solid Waste &amp; Financial Assistance Program allows interlocal costs to be used as cash match only in the Coordinated Prevention Grant program</li></ul>
<b>B - OTHER</b>	<ul style="list-style-type: none"><li>* No other In-Kind is allowed for any of our grant programs</li></ul>
<b>BOX (9) TOTALS BY ELEMENT</b>	<ul style="list-style-type: none"><li>* If only one task is listed on the C1 Form, put the total of Column (7) here</li><li>* If more than one task is listed on the C1 Form, total each task separately before listing the next task and leave this space blank</li></ul>
<b>BOX (10A) TOTALS BY ELEMENT</b>	<ul style="list-style-type: none"><li>* If only one task is listed on the C1 Form, put the total of Column (8A) here</li><li>* If more than one task is listed on the C1 Form, total each task separately before listing the next task and leave this space blank</li></ul>
<b>BOX (10B) TOTALS BY ELEMENT</b>	<ul style="list-style-type: none"><li>* This box should be left blank as none of the Solid Waste &amp; Financial Assistance grant programs allow In-Kind other than Interlocal Costs</li></ul>