



Payment Reimbursement Request Instructions

Upon completion of your project, you must submit the documents listed below for reimbursement.

- Project Summary & Expense Report
- Proof of Payment – receipts, paid invoices and cancelled checks (front and back required), credit card statements or any other financial documents showing payment has been made
- An invoice on your company letterhead, requesting reimbursement payment
- Executed copy of Certification of Expense, which must be notarized
- Executed copy of Certification of Construction Completion, which must be notarized
- Executed copy of UCC Filing Acknowledgement Form, which must be notarized

Please note that proof of payment for the entire project cost (your expense AND the grant amount) need to be included within your payment reimbursement request.

You may submit your reimbursement requests either by mail or by dropping them off directly, between the hours of 8:30 a.m. and 4:30 p.m., in the drop box located in the front lobby at the Niagara County Center for Economic Development, 6311 Inducon Corp. Dr., Sanborn, NY 14132.

All reimbursement requests will be collected for review on the 15th of each month. Once it has been determined that your submission package is complete, the request will be forwarded to the Niagara County Audit Department for reimbursement. You should expect to receive a reimbursement check by the end of the month.

Please note, if your submission package is incomplete, your request will not be submitted for reimbursement.

If you need the documents notarized by our staff, please call in advance to ensure that our notary is available.

Should you have any questions or concerns with what has been outlined above please contact the Niagara County Center for Economic Development at (716) 278-8750.



Niagara County Production Program
Project Summary & Expense Report

Business Name: _____

Business Address: _____

Phone Number: _____

Email: _____

Grant Award Amount: _____

Project Summary: Provide a detailed description of all work that was completed related to your project.

Budget Reimbursement: Complete the table with the required information for each portion of work completed on your project. An example has been provided for you.

Example

Vendor	Purchase or Work Description	Amount	Proof of Payment
123 Machining	Lathe	\$150,000	Invoice & Cancelled Check

Enter information related to your project in the table below

Vendor	Purchase or Work Description	Amount	Proof of Payment

Total Project Cost _____

You are required to submit proof of payment of the **entire project cost**, not just for your grant award amount. Acceptable proof of payment must include the paid invoices accompanied by copies of cancelled checks (front & back required), credit card statements, or proof of ACH transactions showing payment has been made. **Reimbursement requests will not be processed without these documents and proper certification of the completion of the project.**

I N V O I C E

Bill to:

**Niagara County Department of Economic Development
6311 Inducon Corporate Drive, Suite One
Sanborn, NY 14132
Attention: Niagara County Production Program**

<u>Description</u>	<u>Amount</u>
Niagara County Production Program Grant Payment	\$

Please make check payable to (include name and address):

**Niagara County Production Program
UCC Filing Acknowledgement Form**

This document should be completed by Program Applicant

Business Name: _____

Business Address: _____

Grant Award Amount: _____

Description of Niagara County Production Program Improvements, Including Model/Serial Numbers:

This Acknowledgement is made and executed this _____ day of _____, _____.

WHEREAS, the undersigned is authorized to execute documents on the owner(s) and/or Board of Directors behalf; and

WHEREAS, the Applicant acknowledges that the Machinery and/or Equipment has been purchased in full or in part with funding from the Grant Assistance provided by Niagara County (“County”) to _____ (“Company”) under the Niagara County Production Program. (“Program”);

NOW, THEREFORE, the Applicant hereby declares that for a period of two (2) years (“Regulatory Period”), which commences on the certified completion date and terminates two years from said completion date, (“Termination Date”), the Company shall at all times be operational and utilizing equipment purchased in part through this grant. Furthermore, during the Regulatory Period, the Applicant hereby declares the Machinery and/or Equipment shall not be sold, moved, demolished or materially altered without the prior written consent of Niagara County.

The grant recipient hereby acknowledges that a general security position for the machinery and/or equipment purchased in whole or in part with proceeds from the Niagara County Production Program; as evidenced by the filing of financing statements in accordance with the Uniform Commercial Code. Such filing will be release after a period of 24 months from the certified completion date.

In the event the Company shall breach any such grant, covenant, term, provision or condition, the Company must return the Grant Assistance to Niagara County, for recapture by the County. The amount to be recaptured shall be determined by reducing the original amount of Grant Assistance disbursed to the Owner by one-half (1/2) for each year of the Regulatory Period the Owner was in compliance hereunder. Repayment will be calculated in accordance with the following schedule:

Months 0-12: 100% repayment due
Months 13-24: 50% repayment due
and beyond: 0% repayment due

IN WITNESS WHEREOF, this instrument has been signed the day and year set forth above.

Signature

Printed Name

STATE OF NEW YORK)
) ss:
COUNTY OF NIAGARA)

On the ____ day of _____, in the year ____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he executed the same in his capacity, and that by his signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

Notary Public Signature