

## Appendix H-6

### **DOCUMENTATION REQUIREMENTS FOR LAKE TAHOE RESTORATION PROJECTS**

#### **Documentation to Request Task Order**

1. Cover Letter addressed to NSO Division of Support Services (NSO Division) requesting an IGO/task order in compliance with the Memorandum of Understanding (MOU). Include the project name, project number, MOU number, and the amount of the IGO funding request as approved by the Secretary.
2. Estimated Necessary Expense Sheet and key milestones (Appendix B-8 and B-9).
3. Draft IGO Form 1681-3
4. Project Schedule – Planned Dates for Major Project Milestones/Accomplishments and completion date for the project (or completion of the end product/deliverable when multiple task orders are being utilized).

#### **Partial Payment/Reimbursement**

1. Cover Letter requesting payment and attesting to compliance with IGO/task order, Memorandum of Understanding (include IGO number and MOU number), Federal Acquisition Regulations, and agency contracting, construction, and other applicable policies.
2. Invoices/Receipts for project necessary expenses. .
3. Agency Fiscal Records for eligible direct labor, travel, official vehicle use, and other necessary project expenses. If not included on fiscal records for direct labor provide the name of the individual(s), role on the project, number of hours requested, and pay rate per hour. Name of traveler, dates and purpose of travel should be provided if not included on fiscal records for travel. If not included in fiscal records, annotate fiscal records to indicate appropriate project use of official vehicles

**Final Payment/Reimbursement:** Submit the above items plus the following:

4. Agency Final Inspection Report and Project Record showing satisfactory completion of project or of the end product/deliverable for which payment is requested.
5. Final Payment Invoice for contracts and contractor notice of completion/release of claims.

Reimbursement requests should be addressed to the NSO Division of Support Services until notified that the Lake Tahoe responsibility has been reassigned to the SNPLMA Division. However they should be submitted to the USDA Forest Service representative. The Forest Service serves as inspector to certify “acceptance of the project as a qualified restoration project under the applicable laws” and/or certify that the end product/deliverable when multiple task orders are utilized are acceptable and consistent with the scope of the project. The Forest Service forwards the package along with its certification to the NSO Division.