



Department of Health

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New York State Department of Health
Instructions for Completing Final Expenditure Report (FER)
Bureau of Mental Hygiene Services Rate Setting

Instructions for Completing Final Expenditure Report (FER)

All reported costs must only be for the specific project. Itemized costs are **not** required with the initial submission of the FER.

1) FER PROPERTY

The FER Property form must be filled out in its entirety. Incomplete submissions may be returned in their entirety.

The "Approved PPA Costs" column of the FER should be consistent with the approved PPA amount (OPWDD share).

The "Final Pre-Op Costs" column should be costs allotted to OPWDD share *only*.

2A) FINANCING

2B) SHORT-TERM INTEREST

If financing was obtained for the project, please complete the 2A) Financing form in its entirety. If financing was not obtained, please put "N" in the box titled "Was financing obtained for this project? (Y/N)" on the 2A) Financing form. **All terms must be reported.** If requesting reimbursement for short-term interest, please complete the 2B) Short-Term Interest form in its entirety.

1) FER PROPERTY

AGENCY: Name of agency completing this form.

SITE ADDRESS, CITY: Address and city of program.

PROGRAM TYPE: Indicate whether IRA, ICF, CR, DH, or other program (and, "Supportive" or "Supervised").

SCOPE OF WORK: Indicate acquisition, renovation, relocation, lease, etc.

COUNTY: County in which the site address is located in.

PROJECT ID #: Identification number associated with the project (found on PPA).

PROVIDER ID #: 8-digit provider identification number.

CORP ID #: 5-digit identification number unique to agency.

BEDS/SLOTS: Number of individuals residing in the program.

RESPITE BEDS: Number of respite beds in the program.

FILING DATE: Date the FER is completed and submitted to DOH.

PPA DATE: Date of the approved PPA for the project.

CERT DATE: Date the program was certified by OPWDD to authorize operation.

DATE OF LAST EXPENDITURE: Date upon which last expense was incurred (this date must precede the certification date/project completion; it is the date of the expense, not the date paid). If funding is by contract, this date should precede the end of the contract term (if not, a contract amendment will be required).

AGENCY CONTACT/ PHONE: Name of person DOH should contact with questions regarding property cost verifications.

DDRO CONTACT/ PHONE/ CODE: Contact information for the appropriate DDRO.

APPROVED PPA COSTS: This column should be consistent with the approved PPA.

FINAL PRE-OP COSTS: Input actual agency pre-operational property expenses incurred for this project.

VARIANCE: For this column, approved PPA Costs are subtracted from the Final Pre-op Costs. If Final Pre-op Costs are less than approved PPA Costs, the result is negative, presented as (minus). A positive result means actual costs exceeded the original approved PPA costs. This column is calculated automatically.

LINE 1- REAL PROPERTY ACQUISITION: LAND: Purchase price of land. Please separate cost of land and building among Lines 1 and 1a.

LINE 1a - REAL PROPERTY ACQUISITION: BUILDING: Purchase price of building. Please separate cost of land and building among Lines 1 and 1a.

LINE 1 b - PROPERTY OPTION: If a property option contract was used to fund part of the purchase price, enter the total amount of option funding. Please note the approved PPA amount may not identify all of the property options approved and funded. This row will not be automatically calculated in your Total Property Cost on the FER form.

LINE 2- CONSTRUCTION/RENOVATION: Cost of construction or renovation based on bid from PPA and/or AIA Documents.

LINE 3- CONTINGENCY: DOB approval is required for change orders in excess of 15% of approved PPA based rehab costs. Separate this amount from the construction/ renovation amount.

LINE 4- DESIGN: All architectural design fees associated with the project.

LINE 5- CLERK OF THE WORKS: Fees associated with local site management regarding quality standards as well as health/safety rules and regulations.

LINE 6-SITE SURVEY/ SOIL DATA: Environmental surveys, soil testing, determining slope for drainages, and other preparation leading up to construction. Subject to DDRO approval.

LINE 7 - CLOSING COSTS: Closing costs may be included in the FER for all approved financing (temporary or permanent). Bank attorney fees should be incorporated in closing costs.

LINE 8- PRE-OPERATIONAL INTEREST: Only report interest payments that were incurred on the (if applicable) temporary loan prior to program certification/project completion. This interest, which qualifies as principal for inclusion in the authorized depreciation period, **cannot be interest associated with permanent financing, even if the permanent financing commenced prior to program certification/project completion.** (Note: The full period of the permanent loan interest will be reimbursed per the authorized loan duration period in the original PPA).

LINE 9- ACCOUNTING/ LEGAL: Additional accounting and legal fees, agency attorney fees for closing, notarization fees, etc.

LINE 10- OTHER CAPITAL COSTS: Includes capital related miscellaneous costs such as building permits, insurance during construction, and bonding insurance.

TOTAL PROPERTY COST: For this total, the approved PPA costs, final pre-op costs, and variance columns are *all calculated automatically.*

(PPA) TOTAL NON-PROPERTY COST: Enter in the approved PPA non-property (start-up) cost.

CERTIFICATIONS: Fill out agency info accordingly.

2A) FINANCING

If loan(s)/ bond(s) were obtained to finance the project, please fill out the financing form (Tab 2A) along with the FER Property form (Tab 1). If the same financing was used for multiple projects, allocate the correct proportion of the financing to the project. If the project was financed by a bond, please have the interest rate properly calculated and inputted into the correct cell on the Financing form (Tab 2A).

TEMPORARY (Pre-op) FINANCING: If any portion of the project was financed pre-operationally, include the amount, start and end dates, interest rate, and indicate whether the financing was at a fixed or variable rate. Pre-op financing cannot extend beyond one year without approval from the NYS Division of the Budget.

PERMANENT FINANCING: A drawdown from a line of credit can be considered permanent financing. Closing costs for permanent financing may be included on the FER; however, **interest associated with permanent financing is not reported on the FER as Pre-Op interest.**

2B) SHORT-TERM INTEREST

Only report interest payments that were incurred on the (if applicable) temporary loan prior to program certification/project completion. This interest, which qualifies as principal for inclusion in the authorized depreciation period, **cannot be interest associated with permanent financing, even if the permanent financing commenced prior to program certification/project completion.** (Note: The full period of the permanent loan interest will be reimbursed per the authorized loan duration period in the original PPA).

Fill out terms of financing for the loan associated with the short-term interest in which you are requesting for. List corresponding dates, interest rate, and interest payments for short-term interest. Please fill in the corresponding Loan ID (Column F of the 2A Financing tab).

Supporting Documents

Documentation that must be submitted ***only if*** construction/renovation costs exceed PPA amounts:

1. **AIA G702 documents (or equivalent)** – DDRO approval required for reimbursement over PPA amount. Document that shows the original contract amount, change orders and final contract amount for the work.
 - a. **Change Orders** – Change Orders must be approved and signed off by the DDRO; typically described on the contractor's AIA G702 form (or equivalent) and/or listed separately.

Documentation must be submitted with all FER's:

1. **Closing costs and terms of financing:** Bank closing cost summary and bank loan summary or bond schedule.

If final costs exceed PPA parameters, FER submission must include an in-depth justification for the cost-overruns and documentation of OPWDD support for the costs.

Itemized costs are **not** required with the initial submission of the FER. However, DOH, may at any time require copies of the specific documents corresponding to costs listed on your FER. Documentation that cannot be provided will cause the associated cost to be disallowed.

How to submit for Property Cost Verification

Save and submit the FER file in both excel and pdf format as: **Op Cert # - FER** (Example: #1234567-FER)

Save necessary supporting documents as: **Op Cert # - Documents** (Example: #1234567- Financing)

Send all submissions to:

E-mail: pcv@health.ny.gov

Subject: Agency name/ Site address/ Op Cert # - FER (Example: ABCD Services/ 99 Albany Ave/ #1234567-FER Submission)

Attachment(s): 1) Completed FER File (#12345678- FER) - Excel Format
2) Completed FER File (#1234567- FER) - PDF Format
3) Supporting Documents (#12345678- Financing) (If necessary)