

SEO ACADEMY COURSE E
Chapter E-I: Reimbursement

Answer Key

EXERCISE E-Ia: Reimbursement in the Regulations

- 1) exceed
- 2) half (50%)
- 3) 85
- 4) March 1; 60
- 5) withhold

EXERCISE E-Ib: Proof for Reimbursement

- 1) employee time and activity record
- 2) fees, fines, and other money
- 3) permit denials, final inspections, and expirations [*Note: Although not specifically listed under Section 72.44(f), revocations of permit applications should also be included as supporting documentation when applying for reimbursement.*]
- 4) ordinances, acts, regulations, or procedures
- 5) additions, deletions, and amendments
- 6) payment of expenses
- 7) schedule of fees

EXERCISE E-Ic: SEO Sample Activity Record

- 1) Hourly Rate:

<i>Date</i>	<i>Permit Application No./ Name</i>	<i>Description of Activity</i>	<i>Time Spent</i>	<i>SEO's Fee to Munic.</i>	<i>Miles</i>	<i>Equip. & Supplies Purchased</i>	<i>Cons. Fees (Amt.)</i>	<i>Fees Paid to Munic. by Applic.</i>
3/1	A-12345, Bob Smith	Soil probe evaluation	1.5 hr.		68			\$100
3/8	A-12345, Smith	Site prep.	1.25 hr.		68			
3/9	A-12345, Smith	Perc. test	4.75 hr.		68			\$200
3/22	A-12344, John Jones	Final inspection	.75 hr.		16			\$50
		TOTAL	8.25 hr.		220			\$350

2) Fee for Services:

<i>Date</i>	<i>Permit Application No./ Name</i>	<i>Description of Activity</i>	<i>Time Spent</i>	<i>SEO's Fee to Munic.</i>	<i>Miles</i>	<i>Equip. & Supplies Purchased</i>	<i>Cons. Fees (Amt.)</i>	<i>Fees Paid to Munic. by Applic.</i>
3/1	A-12345, Bob Smith	Soil probe evaluation		\$125	68			\$100
3/8	A-12345, Smith	Site prep.		\$50	68			
3/9	A-12345, Smith	Perc. test		\$200	68			\$200
3/22	A-12344, John Jones	Final inspection		\$50	16			\$50
		TOTAL		\$425	220			\$350

3) a) Hourly Rate

Total Expenses for Month of March:

Time Spent: 8.25 hr. x \$40/hr \$330.00
Miles: 220 miles x \$0.585/mile + \$128.70
\$458.70

Total Income for Month of March - \$350.00

Total Expenses – Total Income \$108.70 Program Deficit

b) Fee for Services

Total Expenses for Month of March:

SEO's Fees to Municipality \$425.00
Miles: 220 miles x \$0.585/mile + \$128.70
\$553.70

Total Income for Month of March - \$350.00

Total Expenses – Total Income \$203.70 Program Deficit

EXERCISE E-1d: Reimbursable vs. Nonreimbursable Expenses

Nonreimbursable Expenses

- June 1 – backhoe rental [Section 72.44(g)(3)]
- June 9 – purchase of map duplicates [Section 72.44(g)(5)]
- June 9 – attendance at township meeting to report on planning modules*
- June 16 – soil probes and mileage on Shelton planning module*
- June 25 – site prep and mileage on Shelton planning module*
- June 27 – perc test and mileage on Shelton planning module*
- July 7 – soil probe and mileage at Sunny Acres planning module*
- July 31 – perc test and mileage at Sunny Acres planning module*

* *Note: Local agency activities related to planning for new development are not reimbursable by DEP.*

EXERCISE E-Ie: Application for Reimbursement for Enforcing Act 537

- 1) a) Elected official or person in responsible position with the local agency
b) SEO

- 2) a) Section C – Itemized Expenses
b) Section D – Revenue
c) Total expenses (line 1 of Section B) [*Note: Some local agencies that meet certain criteria may request reimbursement of up to 85 percent of total expenses as long as this amount does not exceed the local agency’s program deficit (total expenses minus net revenue).*]

- 3) a) Copies of Activity Records or itemized invoices
b) Proof of payment for expenses

- 4) a) Permit fees
b) Other monies received, such as SMP fees, assessments, money from municipalities and other agencies, fines, interest, etc.
c) Uncollected revenue (money owed to the local agency)
d) Total revenue; refunds

- 5) Local agency’s current fee schedule

- 6) a) Primary SEO
b) Alternate SEO
c) The name of a firm. Only the names of persons may be listed as local agency SEOs.

- 7) a) denied; final inspected; expired
b) C (permits denied/revoked), D (final inspections), and E (permits expired)

- 8) Sewage management program (SMP) activity statistics for the prior calendar year

- 9) a) Local agency official named in Section A.4
b) Notary public’s seal and signature
c) Township seal and the local agency official’s signature
d) False. The SEO is not permitted to complete any part of Section I.

- 10) Sections A, B (Reimbursement Request), E (Schedule of Permit Fees), F (SEO Information), G (Summary of Permit Activity), H (Summary of SMP Activity, if applicable), and I (Affidavit).
- 11) Three [*Note: Section 72.44(e) requires the reimbursement form to be submitted in quadruplicate. This requirement must be followed unless DEP specifically modifies the requirement in its instructions for the reimbursement application as it has done in this case.*]

EXERCISE E-I: Application for Reimbursement of Expenses for SMP Administration

- 1) True
- 2) False. The Application for Reimbursement of Expenses for SMP Administration is only to be used by **municipalities that are not local agencies** and that will not be submitting an application requesting reimbursement for enforcing Act 537.
- 3) Section E
- 4) Activity Record for Enforcement of Act 537 (Form 3800-FM-WSFR0039)
- 5) Section G
- 6) a) Three [*Note: Section 72.44(e) requires the reimbursement form to be submitted in quadruplicate. This requirement must be followed unless DEP specifically modifies the requirement in its instructions for the reimbursement application as it has done in this case.*]
signatures
seals
- b) activity records
expenses
- c) checks
payroll
- d) revenue
- e) ordinances
additions