

# Grantee Checklist when submitting Reimbursement Request (RR) to DNR

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## Notice of Discharge Grant Programs

- Incurred costs are dated within grant period, as stated on grant agreement
- Amount in RR is associated with budget item listed in grant agreement
- Cost-share rate claimed in RR is consistent with rate in grant agreement
- Page 2 of RR form is completed (*Cost-Share Calculation, Reimbursement Documentation, Project Status – if partial request, & Project Verification*)
- All costs claimed in RR are eligible costs
- All necessary supporting documentation is included with RR:
  - Cost-share agreement is signed by grantee and landowner
  - Cost-share agreement was recorded in County
- If grant was awarded using Federal funds, then grantee has completed and submitted *Grant Partner Financial Data Report* (DNR Form 9300-230)
- Proofs of Purchase are included with reimbursement request and could include any of the following that apply:
  - accepted bids
  - accepted estimates
  - contractual agreements between the grantee and a vendor for purchase/delivery of project materials, supplies, labor, “goods and services”, equipment rental, or professional services
  - invoices
  - work orders
- If grantee is submitting final RR, Final Report has been submitted to DNR Regional Nonpoint Coordinator.

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**NOTE:** Grantees are not required to submit *proofs of payment* to the DNR but must keep proofs of payment in their files in the event DNR or USEPA requests them. Proofs of payment include any of the following used to pay for goods or services:

- Receipt; or
- Copy of cancelled check (both sides); or
- Copy of bank statement with vendor name and amount highlighted; or
- Copy of credit card statement with supply or service vendor name and amount highlighted.