

Grantee Checklist when submitting Reimbursement Request (RR) to DNR

Urban Nonpoint Grants – Planning and Construction

- 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 is consistent with cost-share rate in grant agreement
- Page 2 of RR form is completed (*Cost-Share Calculation & Project Verification*)
- All costs claimed in RR are eligible costs
- 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.

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 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.