

---

**Grantee Checklist for Submitting a TRM or NOD  
Request for Reimbursement (RFR) to DNR**

---

**1 Cost-Share Agreements**

- [a] All BMPs to be reimbursed are included in a cost-share agreement signed by the grantee and landowner and provided to the DNR.
- [b] All cost-share agreements over \$50,000 were previously approved by the DNR.
- [c] All cost-share agreements over \$14,000 or that include a riparian buffer or waterway system have been recorded by the County with the Register of Deeds office.

**2 RFR Form**

- [a] The grantee completed and submitted the most [\\*current\\* version of the reimbursement form](#).
- [b] The name and address in the “Mail Check To” box matches the “Mail Check To” name and address provided to DNR with the grant agreement or in the Project Contact sheet.
- [c] The total “Reimbursement Request (\$)” amount in Table 1 is the same as the “Total DNR Funding Amount (\$)” in Table 2.
- [d] In Table 2, BMP codes are selected for each proof of purchase (i.e. invoice) document.
- [e] In Table 2, there is an invoice number for each document or invoice date if there is no invoice number.
- [f] In Table 2, in the column “DNR Funding Amount,” the amount in each row does not exceed the DNR State cost-share amount for the expenses in that row (i.e. amount cannot be greater than the state cost-share rate multiplied by the invoice amount).

**3 Force Account**

- If this RFR is for an NOD or Small-Scale TRM grant and the grantee is requesting reimbursement for force account expenses, the Force Account Certification form has been completed and is attached to this RFR.

**4 Local Assistance**

- [a] If this RFR is for a Large-Scale TRM grant and the grantee is requesting reimbursement for local assistance expenses, the Local Assistance form has been completed and is attached to this RFR.
- [b] Professional Service Agreements (PSA) with consultants for any local assistance activities by individuals other than the grantee’s staff were previously approved by the DNR.
- [c] Previously approved PSAs include all local assistance activities to be reimbursed, other than work by the grantee’s own staff.

**5 Grant Agreement Consistency**

- [a] BMPs and ancillary activities to be reimbursed are consistent with the BMPs identified in grant agreement scope.

- [b] All design costs to be reimbursed are for the design of constructed BMPs included in the grant agreement.
- [c] The amount of reimbursement requested for construction of structural BMPs does not exceed the construction budget line in the grant agreement.
- [d] The amount of reimbursement requested for the implementation of cropping or other non-structural BMPs does not exceed the cropping/non-structural budget line in the grant agreement.
- [e] The amount of reimbursement requested for engineering activities does not exceed the engineering budget line in the grant agreement.
- [f] The amount of reimbursement requested for property acquisition does not exceed the land acquisition budget line in the grant agreement.

## **6 Compliance Letter**

- [a] If this is a final RFR, letters of compliance for each facility and/or cropland where agricultural performance standards and prohibitions have been brought into compliance by the project are attached.
- [b] The letter(s) of compliance attached to this RFR states all of the following:
  - The agricultural performance standards and prohibitions to be addressed by the project (per the application) have been brought into compliance by the project;
  - The name and location of the facility/cropland where compliance has been achieved; and
  - The landowner is obligated to maintain compliance with each performance standard and prohibition addressed by the project in perpetuity regardless of future cost sharing.

## **7 Grant Period**

- [a] All costs to be reimbursed, other than design costs, were incurred within the grant period, as listed on the grant agreement (or amendment).
- [b] All design costs to be reimbursed were incurred before or during the grant period.

## **8 Bond Council Requirements**

- [a] All construction costs to be reimbursed are for BMPs that have been completely installed.
- [b] All engineering costs to be reimbursed are for BMPs that have been completely installed.
- [c] All property acquisition costs to be reimbursed are for property that was required to construct BMPs that have been completely installed.

**9 Cost-Share Rate**

- Cost-share rate (%) requested on RFR is consistent with the rate in grant agreement.

**10 Proofs of Purchase**

- Proofs of purchase are included for all state cost-share amounts to be reimbursed. Proofs of purchase may include accepted bids, accepted estimates, invoices, work orders, or contractual agreements.

**11 Property Acquisition**

- If property acquisition is part of the project, the grantee has contacted their regional NPS coordinator.

**12 Reporting Requirements**

Select [a] OR [b], [c] AND [d]

- [a] If this is a partial RFR, a progress report - using the current form - is included with the partial RFR.

**OR**

- [b] If this is a final RFR, the [current version of Final Report Form 3400-189A](#) is completed for all approved deliverables.

**AND**

- [c] The name of the grantee's authorized representative is typed on the form.

**AND**

- [d] The final report was reviewed, approved and signed by the regional NPS coordinator.

**13 RFR Certification**

Select [a] OR [b] AND [c]

- [a] The [current version of the reimbursement form](#) has been completed, and the signature in the "certification" section of the RFR matches the name of the grantee's authorized representative.

**OR**

- [b] The [current version of the reimbursement form](#) has been completed, and the typed name in the certification section of the RFR is the name of grantee's authorized representative.

**AND**

- [c] The RFR was sent directly from the grantee's authorized representative's email account.