
Grantee Checklist for Submitting an UNPS-Planning Request for Reimbursement (RFR) to DNR

1. Professional Service Agreement (PSA) Approvals

- [a] Professional Service Agreement (PSA) with consultants were previously approved by the DNR.
- [b] Previously approved PSAs and contracts include all activities to be reimbursed.

2 Planning Deliverables Approval

- [a] If this is the final RFR, all planning deliverables for which reimbursement is requested have been reviewed and approved by DNR regional storm water staff.
- [b] Planning deliverables are consistent with all applicable DNR guidance, unless the grantee has received prior approval from a DNR storm water engineer to use a different approach.

3 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] If this is a final RFR, the total “Reimbursement Request (\$)” amount in Table 1 is the same as the “Total DNR Funding Amount (\$)” in Table 2.
- [d] If this is a partial RFR, “Total DNR Funding Amount” in Table 2 is double the amount reflected in “Reimbursement Request (\$)” amount in Table 1.

***Note:** For partial RFRs, Table 1 will automatically reduce the “Total DNR Funding Amount” listed in Table 2 by half, by lowering the “State Cost-Share Rate” percentage. For example, if a project’s original State Cost-Share rate is 40%, the rate will be reduced to 20% in Table 1 to account for the withholding. Regardless of partial or final reimbursement, Table 2 invoices and associated DNR Funding amounts should continue to be calculated using the project’s original cost-share rate percentage.*

- [e] In Table 2, BMP codes are selected for each proof of purchase (i.e. invoice) document.
- [f] In Table 2, there is an invoice number for each document or invoice date if there is no invoice number.
- [g] 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).

4 Grant Agreement Consistency

- [a] Planning activities to be reimbursed are consistent with the planning activities identified in grant agreement scope.
- [b] If this is the final RFR, all planning activities included in the grant agreement have been completed, reviewed, and approved by regional storm water staff.

- [c] The amount of reimbursement requested does not exceed the amount of the grant agreement.

5 Grant Period

- All costs to be reimbursed were incurred within grant period, as listed on the grant agreement (or amendment).

6 Cost-Share Rate

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

7 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.

8 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 3400-189P](#) is completed for all approved deliverables.

AND

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

AND

- [d] The final report was reviewed, approved and signed by the regional NPS coordinator or regional storm water specialist/engineer.

9 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 grantees authorized representative.

OR

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

AND

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