Pursuant to ch. 227, Wis. Stats., the Wisconsin Department of Natural Resources has finalized and hereby certifies the following guidance document.

**DOCUMENT ID**
RR-19-5459-C

**DOCUMENT TITLE**
DERP - RR Project Manager Reimbursement Application Checklist

**PROGRAM/BUREAU**
Remediation and Redevelopment

**STATUTORY AUTHORITY OR LEGAL CITATION**
Wis. Stats. ch. 292; Wis. Admin. Code ch. NR 700

**DATE SENT TO LEGISLATIVE REFERENCE BUREAU (FOR PUBLIC COMMENTS)**
26-Aug-19

**DATE FINALIZED**
02-Sept-19

**DNR CERTIFICATION**

I have reviewed this guidance document or proposed guidance document and I certify that it complies with sections 227.10 and 227.11 of the Wisconsin Statutes. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is not explicitly required or explicitly permitted by a statute or a rule that has been lawfully promulgated. I further certify that the guidance document or proposed guidance document contains no standard, requirement, or threshold that is more restrictive than a standard, requirement, or threshold contained in the Wisconsin Statutes.

[Signature]

September 4, 2019

Date
Dry Cleaner Environmental Response Program

RR Project Manager Reimbursement Application Checklist

This document is intended solely as guidance and does not contain any mandatory requirements except where requirements found in statute or administrative rule are referenced. Any regulatory decisions made by the Department of Natural Resources in any matter addressed by this guidance will be made by applying the governing statutes and administrative rules to the relevant facts.

Applicant Name: Site Name:

Type of Response Action (select all that apply):

- [ ] Site Investigation (SI) #____: Partial Final (circle)
- [ ] Remedial Action (RA) #____: Partial Final (circle)
- [ ] Immediate Action #____: Partial Final (circle)
- [ ] Interim Action #____: Partial Final (circle)

Site Status: [ ] Active [ ] Active with anticipated closure date of: _______ [ ] Closed

For additional DERF documentation and links visit: [http://intranet.dnr.state.wi.us/aware/rr/DERFresources.html](http://intranet.dnr.state.wi.us/aware/rr/DERFresources.html)

### AT TIME OF RECEIPT OF REIMBURSEMENT APPLICATION:

**Steps**

1. Date Stamp Reimbursement Application form 4400-211
2. Complete **Department Use Only** section of Reimbursement Application form 4400-211
3. Email, mail or fax (608-267-0496) form 4400-211 to DERF Grant Manager in DNR Community Financial Assistance. Include amount of reimbursement or form 4400-214D.xls.

### WITHIN 3 WEEKS OF RECEIPT OF REIMBURSEMENT APPLICATION:

1. REVIEW PACKET CONTENTS TO CONFIRM IT CONTAINS ALL REQUIRED DOCUMENTATION

#### All Submissions

- Completed Reimbursement Application form 4400-211
- Completed Reimbursement Cost Detail Linking Spreadsheet form 4400-214D.xls
- Detailed invoices
- Proof of payment for reported costs
- Copies of all change order summaries and DNR approval, if applicable

#### First Claim for site:

- Bid Proposal Summary Approved by DNR PM
  - Form 4400-233 for first SI claim
  - Form 4400-212 for first RA or Interim claim
- Site Map and Legal Description of property
- Completed Substitute W-9 Taxpayer Identification Number (TIN) Verification DOA Form-6448
- Copy of Agent Agreement, if applicable

2. BRRTS data entry of code 217 DERP - Application for Cost Reimbursement Rcvd
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<th>Steps</th>
<th>Certification Date and Initials</th>
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| 1. Site Prioritization | □ Low Priority Site □ Medium Priority Site □ High Priority Site  
See [Wisc. Admin. § NR 169.05](#) for definitions.  
Estimate for partial SI payments. Finalize when SI complete. |
| 2. Total DNR Approved Budget to Date |  
Approved SI Budget: $  
Approved RA Budget: $  
Approved Interim Action Budget: $  
□ Reported costs on reimbursement request are within budget line items.  
□ Total cost does not exceed the greater of $3,000 or 5% of the cost included in the approved workplan.  
□ Immediate Action Only: DNR approval for cost of more than $10,000. |
| 3. Activity on Reimbursement Application was: | □ Approved by DNR PM  
□ Completed  
□ Compliant with ch. NR 169 and NR 700, Wis. Adm. Code. |
| 4. DERF Data Summary Sheet | Complete initial summary at time of first SI claim. Update at time of SI completion. |
| 5. Confirm regular BRRTS data entry is complete and up to date. |
| 6. All non-financial reporting/documentation must be retained in regional project file. Financial documents (invoices, W9, cancelled checks) are retained by CF. |
| 7. Documents to send to GEF 2 Madison (Attn: DERF Grant Manager CF/2) for completion of audit: | □ R&R Project Manager Reimbursement Application Checklist  
□ Reimbursement Application form 4400-211  
□ Reimbursement Cost Detail Linking Spreadsheet form 4400-214D.xls  
□ Detailed invoices  
□ Proof of payment for reported costs  
□ DERF Data Summary Sheet, if initial or updates  
□ Copies of all change order summaries and DNR approval, if applicable  
□ W-9 DOA Form-6448  
□ Copy of Agent Agreement, if applicable  

If at time of submission consultant/applicant provided complete copy of Reimbursement Application packet to PM and CF, only completed R&R Project Manager Reimbursement Application Checklist and DERF Data Summary Sheet need to be sent to CF. |

**DNR Project Manager’s Approval of Reimbursement Request**

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