Grantee Instructions for Completing Request for Reimbursement Form for the Targeted Runoff Management (TRM), Notice of Discharge (NOD), and Urban Nonpoint Source (UNPS) Grant Programs

DNR Form 8700-336

This document provides grantees of the TRM, NOD, or UNPS Grant Programs with instructions for completing requests for reimbursement (RFR) using DNR Form # 8700-336 and required supporting documentation. First-time grantees or users of Form #8700-336 should read and follow these instructions when completing their RFR. **Please note**: Incomplete forms will be returned to grantee to complete/correct and resubmit.

For questions about how to complete and submit RFR form and documentation, please contact your Department of Natural Resources (DNR) Regional Nonpoint Source (NPS) Coordinator. RFRs must be submitted to a DNR NPS Coordinator for review and approval. DNR NPS Coordinators are assigned based on the county within which your grant project is located. Refer to the following DNR website to determine which Coordinator is assigned to your grant and their contact information: http://dnr.wi.gov/topic/nonpoint/NPScontacts.html.

I. Grant Information Section

    A.   The Grant Information Section contains information required from the grantee that identifies the grantee name, the address to which reimbursement checks should be mailed, the grant project name, state cost-share rate (%), grant program type, and unique grant award number assigned by the DNR (all listed on the grant agreement document).

    B.   The grantee must also indicate whether the RFR is a partial or final request and the time period covered by the request. For final requests, TRM, NOD, and UNPS-Construction grantees must complete and submit a Final Report, using the DNR's BMP Implementation Tracking System (BITS) (https://dnr.wisconsin.gov/topic/nonpoint/bmptracker), which must be approved by the DNR Coordinator before final reimbursement is processed. UNPS-Planning grantees must still use a Final Report Form (#3400-189 (PDF)), available to download here: https://dnr.wi.gov/files/PDF/forms/3400/3400-189P.pdf.

II. Payment Information Section

    A.   The Payment Information Section provides a summary of the current payment record and grant balance the grant financial data, including the total grant award, payments grantee has received to date, and grant funds remaining.

        1.   Grantee must enter the *grant award amount* (listed on grant agreement) and *total prior reimbursements received* from the grant award.

        2.   The cell containing the reimbursement request total is auto-populated from Table 1 on page two of the form and cannot be over-written. See Section IV for instructions on how to complete Table 1. The grant balance remaining amount is auto-populated and calculated based on amounts entered above.

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3. The cells in the furthest right-hand column are for DNR use only, as indicated by the column header. Grantee should not enter values in those cells.

III. Certification Section

A. This section is required to be completed by the grantee's authorized representative, certifying that the information contained in the form and supporting documentation is true and correct.

1. The *Authorized Governmental Official* must either sign or type their name in the space provided. If the name of the official is typed, rather than signed, the official must email the completed RFR form and supporting documentation to their Regional NPS Coordinator. The official's job title and contact information must also be provided, as well as the date the RFR is submitted to DNR.

2. **Please note**: The grantee's Governmental Responsibility Resolution (GRR) provides the name or position title (preferred) of the Authorized Governmental Official for their grant. This official or position title, depending on the GRR format, must be the person that certifies the RFR. An example GRR template is provided in Attachment I of the TRM Grant Application Instructions.

B. The sections for "CFA Comments" and "FN Coding" are for DNR use only. Please leave these fields blank.

IV. Cost-Share Calculation for Reimbursement (Table 1)

A. For each grant-eligible Best Management Practice (BMP) for which reimbursement is requested, the following information must be provided: the name of the recipient of cost-share, the BMP that was installed/completed and DNR BMP code (selected from the drop-down list), the number of units installed/completed, total BMP expense, reimbursement request amount, and whether the BMP/activity was installed/completed in its entirety (Y/N).

B. The cells under the "State CS %" column are auto-populated from the cost-share percentage entered in the "Grant Information Section." The amount of DNR cost-share eligible (i.e., "Eligible State CS ($)" column) for each BMP is also auto-populated and calculated based on the total expenses and cost-share rate. NOTE: If the cost-share rate varies by BMP, as indicated in grant agreement, then the rate (%) auto-populated must be manually overwritten in order to correctly calculate the maximum state cost-share.

V. Reimbursement Documentation (Table 2)

A. Proof of purchase (POP) documentation must be provided with the RFR to be reimbursed for claimed expenses (photocopies and scanned images are accepted). Accepted types of POP

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documentation include: invoices, work orders, accepted bids, accepted estimates, and contractual agreements.

B.   For each BMP for which reimbursement is requested, the type of POP should be selected from the drop-down list, the POP document number (if available), the POP document date (required), payee, the DNR BMP code, and the amounts of DNR cost-share and non-DNR funds used to cover the BMP costs represented in the POP. The source of non-DNR funds should be identified (list all sources, including, but not limited to landowner, local, or other state and federal sources). If one POP contains costs for multiple BMPs, the POP should be listed multiple times for each BMP. This allows for expenses documented in the POP to be reconciled with expenses claimed in Table 1 for each BMP.

C.   The total amounts of DNR and non-DNR funding, as well as a grand total amount, are calculated and auto-populated at the bottom of Table 2. The POP documentation amounts in Table 2 should be reconciled with the costs claimed in Table 1. The Total DNR funding amount in Table 2 should equal the total reimbursement request amount in Table 1. The POP grand total amount in Table 2 should equal the total BMP expenses claimed in Table 1.

VI. Project Installation Verification Section

A.   This section is required to be completed by the grant project manager or other grantee designee qualified to verify BMP completion according to DNR specifications. The name of grantee representative who completed the inspection and grantee contact person should be provided, along with their email address(es) and phone number(s). The representative and contact person may be the same individual, and if so, the individuals name and contact information should be entered under both titles.

B.   The grantee must certify, by checking the box and entering the date certified, that the project and BMPs have been installed in accordance with the appropriate standards and specifications, as required by the grant agreement.