

Grantee Instructions for Completing the Force Account Certification (Form 8700-353) Targeted Runoff Management (TRM) Grant Program



DNR Form
8700-353

This document provides grantees of the TRM Grant Program with instructions for completing the Force Account (FA) Certification using [DNR Form # 8700-353](#) to accompany partial or final requests for reimbursement (RFR) that include FA claims. First-time grantees or users of Form #8700-353 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 the FA Certification, please contact your Department of Natural Resources (DNR) Regional Nonpoint Source Coordinator. Completed FA Certifications must also be submitted, along with the associated RFR, to a DNR Coordinator for review and approval. DNR Coordinators are assigned based on the County within which your grant project is located. See 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 Partner Information (Section A)

- A. The Grant Partner Information Section contains information identifying the grantee (governmental unit), grantee contact's name, grant project title, the grant project name, state cost-share rate (%), grant period, and unique grant award number assigned by the DNR (all provided on the grant agreement), as well as the date the certification was completed. All data fields in this section are required.
- B. The grantee must then check one or more of the applicable worksheet check-boxes to open the worksheet(s) on a subsequent page(s), depending on whether labor, supplies, and/or equipment and travel expenses are to be included in the LA claim.

II. Grant Expenditure (Section B)

- A. This section provides a summary of the total project expenses for the grant period, including FA and non-FA expenditures, and estimated state-cost share for both types of expenses.
 1. FA expenses are **not** entered directly into the table in Section B. Instead, they should be entered in the labor, supplies, equipment and travel worksheets; the FA expense category totals in Section B are auto-populated from the FA expense category worksheet totals. Contractual services are **ineligible** FA expenses and should be included in the Non-FA expenditures.

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2. Grant-eligible non-FA expense total amounts for each budget category should be entered by the grantee directly in the table in Section B **after** the applicable FA expense category worksheets are completed.
3. The **total** FA, non-FA expenses, and total project costs are calculated and auto-populated based on the expenses entered for each budget category. The **state cost-share estimates** for FA, non-FA, and total project expenses are calculated and auto-populated based on total expenses and the state cost-share rate (auto-populated from the rate entered in Section A).
4. **The estimated state cost-share for FA expenses must be less than 5% of the estimated total state cost-share reimbursement.** The form will display a message and change the color of the value to red, if this cap is exceeded. If the cap is exceeded, grantee should reduce the FA expenses claimed in Worksheets C, D, and/or E until an amount less than 5% of the total project reimbursement is claimed.

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 is true and correct.
 1. The *Authorized Representative* must sign and date in the spaces provided.
 2. Please note: the grantee's Governmental Responsibility Resolution (GRR) provides the name or position title (preferred) of the *Authorized Representative* 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](#).

IV. FA Labor Worksheet (Section C)

- A. The grant number and grant project name are auto-populated from the same entries in Section A. The grant Project Manager Name and billing period should be entered by the grantee.
- B. FA-eligible labor expenses should be entered for *each* of the grantee's employees for which FA expenses will be claimed, including the employee's hourly wage, hourly benefits rate, and total number of hours claimed.
- C. The **total** amounts claimed for each employee and grand total labor costs for the expenditure period are calculated and auto-populated. The **total salary cost calculated in this worksheet is auto-populated in the summary table in Section B.**

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D. The grantee's **Authorized Representative must sign and date where noted below the worksheet.**

V. LA Supplies Worksheet (Section D)

A. The grant number and grant project name are auto-populated from the same entries in Section A. The grant Project Manager Name and billing period should be entered by grantee.

B. FA-eligible supplies expenses should be entered for *each* of the grantee's employees and material used for which FA expenses will be claimed, including the name of the supply/material used, the material unit price, the date materials were purchased, and the facility (i.e. BMP) constructed for which the material was used (may include multiple BMPs for each material claimed).

C. Total amounts claimed for each supply item and grand total supply costs for the expenditure period are calculated and auto-populated. The **total supplies cost calculated in this worksheet is auto-populated in the summary table in Section B.**

D. The grantee's **Project Manager must sign and date where noted below the worksheet.**

VI. FA Equipment and Travel Worksheet (Section E)

A. The grant number and grant project name are auto-populated from the same entries in Section A. The grant Project Manager Name and billing period should be entered by grantee.

B. FA-eligible equipment and travel expenses should be entered for *each* of the grantee's employees (i.e., operators) and equipment used for which FA expenses will be claimed, including the name of the equipment used, the equipment use rate, number of hours spent or miles traveled, and a description of the work performed with the equipment (e.g. vehicle used for compliance inspection travel).

C. Total amounts claimed for each equipment and travel item and grand total supply costs for the expenditure period are calculated and auto-populated. The **total equipment and travel cost calculated in this worksheet is auto-populated in the summary table in Section B.**

D. The grantee's **Project Manager must sign and date where noted below the worksheet.**