
**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 have been recorded by the County.

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.
- [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 “DNR Funding Amount” column, 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 Certification 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.
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.
- [b]

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 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.
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11 Reporting Requirements

Select [a] OR [b]

- [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, a final report was submitted using the BMP Implementation Tracking System (BITS) and approved by the Regional NPS Coordinator.

12 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.