
**Grantee Checklist for Submitting a UNPS-Construction
Request for Reimbursement (RFR) to DNR**

1 Consultant PSA and Construction Contract Approvals

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

2 Plans, Specifications and Bid Documents Approval

- [a] Plans, specifications and bid documents for all constructed BMPs and ancillary activities were approved by the DNR before beginning construction of BMPs.
- [b] Previously approved plans, specifications and bid documents include all constructed BMPs to be reimbursed.

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.
- [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 document.
- [e] In Table 2, there is an invoice number for each document or invoice date if there is an invoice number.

4 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 activities does not exceed the construction budget line in the grant agreement.
- [d] The amount of reimbursement requested for engineering activities does not exceed the engineering budget line in the grant agreement.
- [e] The amount of reimbursement requested for land acquisition does not exceed the land acquisition budget line in the grant agreement.

5 Grant Period

- [a] All costs to be reimbursed, other than design costs, were incurred within 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.

6 Bond Council Requirements

- All construction costs to be reimbursed are for BMPs that have been completely installed or eligible ancillary activities associated with BMPs that have been completely installed.
- [a]
 - [b] All engineering costs to be reimbursed are for BMPs that have been completely installed.

7 Cost-Share Rate

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

8 Proofs of Purchase

- Proofs of purchase are included for all state cost-share amounts to be reimbursed.
- [a] Proofs of purchase may include accepted bids, accepted estimates, invoices, work orders, or contractual agreements.

9 Reporting Requirements

Select [a] OR [b]

- [a] If this is a partial RFR, a progress report - using the current RFR 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.

10 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 named 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.