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

1 Consultant PSA Approvals

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

2 Planning Deliverables Approval

- [a] If this is the final RFR, all planning deliverables for which reimbursement is requested have been reviewed and approved by DNR regional storm water staff.
- [a] Planning deliverables are consistent with all applicable DNR guidance, unless the grantee has received prior approval from a DNR Storm Water Engineer to use a different approach.

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] Planning activities to be reimbursed are consistent with the planning activities identified in grant agreement scope.
- [b] If this is the final RFR, all planning activities included in the grant agreement have been completed, reviewed, and approved by regional storm water staff.
- [c] The amount of reimbursement requested does not exceed the amount of the grant agreement.

5 Grant Period

- [a] All costs to be reimbursed were incurred within grant period, as listed on grant agreement (or amendment).

6 Cost-Share Rate

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

7 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.

8 Reporting Requirements

Select [a] OR [b], [c] AND [d]

- [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, the [current version of Final Report Form 3400-189U](#) is completed for all approved deliverables.

AND

- [c] The name of grantees authorized representative typed on form.

AND

- [d] The final report was reviewed and approved by the Regional NPS Coordinator or Regional Storm Water Specialist/Engineer.

9 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 grantees 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 grantees authorized representative.

AND

- [c] The RFR was sent directly from the grantees authorized representative's email account.