

Grantee Checklist when submitting Request for Reimbursement (RFR) to DNR

Targeted Runoff Management & Notice of Discharge Grant Programs

- Incurred costs are dated within grant period, as stated on grant agreement
- Amount in RFR is associated with budget item listed in grant agreement
- Cost-share rate claimed in RFR is consistent with cost-share rate in grant agreement
- Page 2 of RFR form is completed (title of page is *Cost-Share Calculation & Project Verification*)
- All costs claimed in RFR are eligible costs.
- All necessary supporting documentation is included with RFR:
 - Cost-share agreement is signed by grantee and landowner
 - If grantee is claiming "Force Account" costs, then:
 - Force Account Certification* form is provided
 - Amount requested does not exceed 5% of RFR for Conservation Practices installed
- If grant was awarded using Federal funds, then grantee has completed and submitted *Grant Partner Financial Data Report* (DNR Form 9300-230)
- If grantee is submitting final RFR, has Final Report been submitted to and approved by DNR Regional Nonpoint Coordinator?