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

1 Consultant Professional Service Agreement and Construction Contract Approvals

- [a] Professional Service Agreements (PSAs) 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 or in the Project Contact sheet.
- [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 column “DNR Funding Amount,” 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).

4 Grant Agreement Consistency

- [a] BMPs and ancillary activities to be reimbursed are consistent with the BMPs identified in the 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 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.

6 Bond Council Requirements

- [a] 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.
- [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 the rate in grant agreement.

8 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.

9 Land Acquisition

- If land acquisition is part of the project, the grantee has contacted their regional NPS coordinator.

10 Reporting Requirements

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

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

AND

- [c] The name of grantee's authorized representative is typed on the form.

AND

- [d] The final report was reviewed, approved and signed by the regional NPS coordinator or regional storm water specialist/engineer.

11 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 name 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.