

Ready for Reuse Loan and Grant Program Payment Claim Instructions

1. The Grantee or Borrower may receive payment for all eligible costs with either paid or unpaid invoices. This is different than many other DNR grant programs.
2. Keep accurate records of all activities and payments that you expect to count as grant activities (both contractor and sub-contractor invoices), or as the pledged grant match percentage (your contribution to the grant activities). Grantees may submit a Ready for Reuse Payment Claim and Worksheet (Form 4400-243) no more than once a month to the DNR Ready for Reuse Manager in Madison.
3. A complete payment package includes:
 - Completed and signed Ready for Reuse Payment Claim and Worksheet (Form 4400-243) – available on-line at dnr.wi.gov/org/aw/rr/rlf/docs.htm;
 - Invoices (paid or unpaid), including subcontractor invoices;
 - Any pertinent reports that were paid for by grant funds.
4. The required match percentage must be provided with each payment request. The match is a percentage of the grant payment request. To help calculate the appropriate amount of match, see the following example:
 - *A grantee received a \$200,000 grant with a required match percentage of 22%. They are seeking a \$100,000 payment for eligible activities in the first partial payment request. To figure out how much match they should pledge, multiply the total cost of the grant request by 0.22; $\$100,000 \times 0.22 = \$22,000$.*

Grantee In-Kind Documentation

5. Ready for Reuse can fund the actual costs to conduct eligible activities if the work was conducted directly by the local government who received the grant. For in-kind costs, a grantee must provide thorough detail documenting staff time, equipment use, and other costs.

Employee Time:

Grantee must indicate the hourly pay rates including fringe benefits, hours worked and tasks for each employee per day. Any proposed overtime charges must be approved by the DNR prior to the work being conducted. The Grantee must make the request in writing that includes a justification as to why overtime is necessary and a private company estimate for the work for comparison.

Equipment Time:

In addition, any equipment rates and hours of use need to be included per day and task. Equipment rental rates may not exceed the county machinery rates established annually by the Department of Transportation.