

N.C. Division of Water Resources
Water Resources Development Grant

State & Local Reimbursement Request Instructions

Disbursement of grant funds is on a reimbursement basis. Grantees can request up to 90% of project expenditures through project completion, up to the full amount of the award. Ten percent of the grant award will be retained until a close-out site visit has been completed. Reimbursement requests can be submitted no more frequently than monthly but must be submitted at least quarterly.

Submittal Package

Reimbursement request submittal shall consist of the following information:

1. A Cover Memo/Letter signed and dated on the Grantee's official letterhead that lists:
 - a) DEQ Contract Number
 - b) total amount of the reimbursement request
 - c) actual cost (expenses) by approved budget categories
 - d) total amount spent on the project to date

2. Copies of invoices or other documentation for materials, services and other project costs

Invoices submitted shall be on either the Grantee or the Grantee's subcontractor letterhead. DWR will retain 10% of the total grant award amount until after the final project has been inspected and accepted by DWR staff.

In-Kind Credits

If the local match includes "In-kind" credits included in the approved grant budget, the following documentation is required:

- For grantee staff time: *Individuals name, title, hourly rate, and number of hours*
 - [In-kind Statement of Time](#)

- For grantee equipment: *Hourly rate and number of hours*
 - [In-kind Equipment/Materials](#)

- For donated property: *Appraisal or documented tax value, plat map, and copy of recorded conservation easement.*

Budget Changes

If any changes to the approved grant budget are necessary, the grantee must send a request in writing to the N.C. Division of Water Resources (DWR) and receive approval of those changes from the DWR. Unapproved changes will not be eligible for state cost-share reimbursement.

Submission of Request

Reimbursement requests and supporting documentation for State&Local or NRCS-EQIP projects should be emailed to Amin.Davis@ncdenr.gov. Reimbursement requests and supporting documentation for dredging associated with General or Navigation projects should be emailed to Coley.Cordeiro@ncdenr.gov.