Grant Reimbursement Request Instructions

Disbursement of grant funds is on a reimbursement basis. Grantees can request 50% 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 request can be submitted no more frequently than monthly.

Submittal Package

Reimbursement request submittal shall be composed of the following:

- Cover letter on grantee letterhead that includes:
    - Grant contract number
    - Amount spent to date on the project
    - Amount of reimbursement request
    - Project officer contact information
- List of actual cost delineated by approved budget categories (reference the grant budget from grant application for categories)
- Copies of invoices or other documentation for materials, services and other project costs detailed on the "Cost List"

In-Kind Credits

If the local match includes "In-kind" credits, 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 (template available from DWR)*

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-sharing.

Submission of Request

The reimbursement request and supporting documentation should be mailed to:

N.C. Division of Water Resources
Attn: Darren England
1611 Mail Service Center
Raleigh, N.C. 27699-1611

Or, submitted electronically to darren.england@ncdenr.gov