

## **Reimbursement Request Instructions - State & Local Projects**

Expenditures incurred after a fully-executed contract has been issued that are detailed in the contract budget are eligible for reimbursement. Allowable expenditures are expenditures associated with the work performed for a specific invoicing cycle that are in accordance with the DWR-approved application budget sheet for the project. Reimbursable administration costs include the direct labor costs associated with progress reporting, reimbursement requests, and project scope, budget and schedule management. Costs not eligible for reimbursement include sales tax, audits, direct phone costs, direct postage costs, grant recipient's overhead (indirect) cost, including, rent, utilities, insurance costs, facility costs, general office, general phone and general postage costs.

Reimbursement requests can be submitted no more frequently than monthly but must be submitted at least quarterly. DEQ will normally pay the grant recipient by check or electronically within 30 days of receipt of a completed reimbursement payment request, provided the expenses are in accordance with the budget/contract information, or as amended. DEQ conducts fiscal-year end financial closeout activities in June so reimbursement requests submitted after May 31 may not be paid until mid-July. Ten percent of the grant award will be retained until a close-out site visit has been completed.

### **Submittal Package**

A complete reimbursement request submittal shall include the following documentation:

- 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 subcontractor invoices or other documentation for materials, services and other project costs.
- 3) A completed *Reimbursement Tracking Summary* spreadsheet.
- 4) Documentation associated with In-Kind contributions or land transactions, if applicable.

### **In-Kind Credits**

If the local match includes "In-kind" credits from the project budget submitted with the application, 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](#)



## Water Resources Development Grant Program

### Land Transactions

The costs associated with land acquisition are only reimbursable for eligible Water-Based Recreation projects. The costs associated with land acquisition or donation for non-Water-Based Recreation projects can be designated as In-kind match for the project. The following documentation is required:

- Acquired Land: the current tax valuation by County Assessor's Office. A recent appraisal is required if the total price of the fee title, conservation easement or any given parcel is greater than \$100,000. This appraisal shall be performed by an independent certified appraiser acceptable to DWR, and consistent with regulations or policies of the State Property Office.
- Donated Land: the current tax valuation by County Assessor's Office or recent appraisal performed by an independent certified appraiser acceptable to DWR, and consistent with regulations or policies of the State Property Office. A completed *Basis For Claimed Value of Land Donations* sheet shall also be submitted.

This document and all required reimbursement forms can be viewed and downloaded from under the *Reimbursement Requests* heading of our website here: <https://deq.nc.gov/about/divisions/water-resources/water-resources-grants/financial-assistance>

### Budget Changes

If any changes to the approved grant budget are necessary, the grantee must send a request in writing to DWR. If the budget changes are approved by DWR an amendment to the existing DEQ contract will also be required. Unapproved changes will not be eligible for state cost-sharing.

### Submission of Request

The reimbursement request and supporting documentation should be emailed to:

NC Division of Water Resources  
Attn: Amin Davis  
1611 Mail Service Center  
Raleigh, N.C. 27699-1611  
[Amin.Davis@ncdenr.gov](mailto:Amin.Davis@ncdenr.gov)