Grant 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. Reimbursement requests can be submitted no more frequently than monthly but must be submitted at least quarterly. 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.

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
- 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 DWR. If the budget changes are approved by DWR a modification 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