



ANNUAL PASS-THROUGH GRANT TRAINING

DNR Office of Management and Budget Services

Housekeeping Items

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- To avoid background noise, please keep your phone on mute unless you are asking a question.
- We will pause for questions at the end of each section.
- Questions can be asked via phone or the WebEx chat feature.
- Chat questions need to be sent to “Everyone” (select in drop-down box) in order for us to see them.
- This power point will be available on our website later today.
- Please follow-up with your assigned Grants Specialist on any individual questions – or questions that occur to you after the training has concluded.

Topics to be Covered

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- Introduction
 - ❖ Roles of LCCMR/LSOHC & the DNR Grants Unit
- System Requirements (Q & A)
- Grant Agreement
- Grant Agreement Attachments
- Project Reimbursement (Q & A)
 - ❖ Forms
 - ❖ Documentation
 - ❖ Work Plans/Reports
- Documentation Kept on File (Q & A)
- Contact Information

Introduction (continued...)

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- ❖ The manual is based on federal and state laws, and policies and procedures of the Minnesota Department of Administration's Office of Grants Management (OGM) and the Minnesota Department of Natural Resources' Office of Management and Budget Services. The Reimbursement Manual can be found on our website at:

[DNR Pass-Through Grants Website](#)

- ❖ For questions regarding the grant agreement, including reimbursement requests, please contact the State's Authorized Representative or your assigned Grants Specialist.

Roles of the DNR & LCCMR/LSOHC

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- ❖ LCCMR=Legislative-Citizen Commission of Minnesota Resources
- ❖ LCCMR makes funding recommendations to the legislature for special environment and natural resources projects, primarily from the Environment and Natural Resources Trust Fund (ENRTF)

Roles of the DNR & LCCMR/LSOHC

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- ❖ LSOHC=Lessard-Sams Outdoor Heritage Council
- ❖ LSOHC provides annual funding recommendations to the legislature from the Outdoor Heritage Fund (OHF)

Roles of the DNR & LCCMR/LSOHC

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- ❖ LCCMR/LSOHC oversee your project(s)
- ❖ LCCMR/LSOHC take in the proposals and make recommendations to legislature
- ❖ All work/accomplishment plan amendments and budget amendments must be approved by the LCCMR/LSOHC
- ❖ Status reports are approved by the LCCMR/LSOHC

Roles of the DNR & LCCMR/LSOHC

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The DNR Grants Unit:

- ❖ Oversees your contract(s) and payments
- ❖ Verifies that expenses are eligible for reimbursement by determining if they are included in your approved work/accomplishment plan and budget
- ❖ Amends your contract(s), if necessary
- ❖ Ensures grantees are current on meeting reporting requirements before making payments
- ❖ Monitors grant, fiscal management and contract compliance

Roles of the DNR & LCCMR/LSOHC

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- ❖ DNR Grants Unit and LCCMR/LSOHC work together to make sure project goals, contractual obligations, state laws, and reporting requirements are being met for all Trust Fund and Outdoor Heritage Fund appropriations

Roles of the DNR & LCCMR/LSOHC

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- ❖ LCCMR [website](#)
- ❖ LSOHC [website](#)

System Requirements

- ❖ Electronic Funds Transfer
- ❖ SWIFT e-Supplier Portal

Electronic Funds Transfer

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- ❖ The preferred and most efficient method of payment is an electronic funds transfer (EFT) directly into the grantee's designated bank account. Once a payment is made to the grantee, it generally takes 2-3 business days for the funds to appear in the grantee's account.
- ❖ Please make sure your banking information is current and up-to-date in SWIFT.

SWIFT e-Supplier Portal

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- ❖ Vendor Resources are available at [SWIFT Vendor Resources Website](#)
- ❖ MMB helpline (651) 201-8106 or [EFT Helpline Email Address](#)

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Grant Agreements

Grant Agreements #1

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- ❖ Expiration Date - can vary depending on the following (Availability of Appropriation):
 1. Project receives a federal grant
 2. Acquisition-binding contract language
 3. Restoration and Enhancement
 4. Carry-forward language

- ❖ Incurring Expenses (Payment Conditions)- grantee can not incur expenses until July 1, 2015 or the date the work/accomplishment plan is approved, whichever is later

Grant Agreements #2

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- ❖ Funds are paid on a reimbursement basis (Payment Conditions)
- ❖ Authorized Representative - if this changes, you must notify the state
- ❖ Payment requests should be submitted on a regular basis
- ❖ Grant documentation is subject to a state audit for six years following the grant expiration date ([M.S. 16C.05, Subd. 5](#))

Grant Agreements #3

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- ❖ Appropriation recipients must acknowledge financial support from the funds in program publications, signage, and other public communication and outreach related to work completed using the appropriation
- ❖ At least one monitoring visit per grant period on all state grants of over \$50,000 will be conducted and at least annual monitoring visits on grants of over \$250,000 ([OGM Policy 08-10](#))
- ❖ If your project involves work with invasive species, pollinator, or restoration, be sure to review the appropriate clauses in the grant contract.

Grant Agreements #4

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- ❖ Subcontracting –
 1. NGOs must follow the DNR's procurement policy or have their own policy approved by the DNR.
 2. Municipalities must follow [Uniform Municipal Contracting Law](#).
 3. The subcontract agreement must contain all provisions of the grant agreement the Grantee has with the state

- ❖ Grantee must comply with the most current versions of:
 1. Attachment D ([Reimbursement Manual](#))
 2. Attachment E (Land Acquisition Requirements) and
 3. Attachment F (updates to state laws and statutes)

Grant Agreements

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Questions

Grant Agreement Attachments

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❖ Grant Agreement Attachments

- ❑ Attachment A-Initial Approved Work/Accomplishment Plan
- ❑ Attachment B- Non-Governmental Organization Subcontracting (if applicable)
- ❑ Attachment C- Conflict of Interest Disclosure
- ❑ Attachment D- Reimbursement Manual
- ❑ Attachment E- Land Acquisition Reporting Procedures
- ❑ Attachment F- Additional Reporting Requirements

Grant Agreement Attachments

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- ❖ Attachment A- Initial Approved Work/Accomplishment Plan
 - ❖ Initial work/accomplishment plan associated with your grant agreement as approved by the LCCMR/LSOHC

[LCCMR](#)

[LSOHC](#)

Subcontracting Policy

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- ❖ Attachment B- Non-Governmental Organization Subcontracting (if applicable)
 - ❖ NGOs must follow the state's subcontracting policy or you can choose an alternate policy that must be approved by the DNR Grants Unit
 - ❖ Municipalities are exempt from Attachment B

[Non-Governmental Organization Subcontracting Form \(Attachment B\)](#)

Grant Agreement Attachments

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- ❖ Attachment B- Non-Governmental Organization Subcontracting (if applicable)
 - ❖ Subcontractors include other organizations and/or businesses that perform services identified in the work/accomplishment plan
 - ❖ Vendors provide supplies or materials to the project
 - ❖ Both must be selected based on contracting/purchasing procedures outlined in the current reimbursement manual
 - ❖ Transparency, fiscal control and accountability are key reasons why the State requires grantees to be thorough in the solicitation and selection of subcontractors and vendors

Solicitation and Selection #1

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The following guidelines should be used by NGOs if they intend to follow the DNR's procurement guidelines:

1. Grantees shall retain copies of executed subcontracts and bid tabulation on file along with written documentation that describes the rationale for selection of the subcontractor
2. Any services and/or materials that are expected to cost \$20,000 or more must undergo a formal notice and bidding process.
3. Any services and/or materials that are expected to cost between \$10,000 and \$19,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
4. Any services and/or materials that are expected to cost between \$5,000 and \$9,999 must be competitively based on a minimum of three (3) verbal quotes.

Solicitation and Selection #2

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5. Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
6. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statue 177.41](#) through [177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.
7. Grantees must use a Request for Proposal (RFP)/Request for Quote (RFQ) process to competitively select professional and technical services
8. The advertisement for bid processes must allow for fair competition among potential qualified bidders.
9. Grantee must verify the vendor/subcontractor is not on the State's debarment list: [Debarment List Website](#)

Solicitation and Selection #3

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10. Single/sole source contracts: It is the policy of the State of Minnesota (Policy 08-07: Single and Sole Source Grants) that grants are to be competitively awarded as much as possible.
 - ❖ Single and sole source grants are to be used when only one entity is reasonably able to meet a grant's intended purpose and objectives, due to their geographic location, specialized knowledge, relationships or specialized equipment.
 - ❖ The following template should be used: [Grant Single Source Justification Form.](#)
 - ❖ The Grantee should send in their signed form to the State's authorized representative for consideration of approval. If approved, the Grantee must keep the executed copy on file.

Subcontracting Policy: Municipalities #1

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1. Per [Minnesota Statute 471.345](#), **municipalities** as defined in Subd. 1 must follow that Uniform Municipal Contracting Law if contracting funds from this grant contract agreement for any supplies, materials, equipment, or the rental thereof, or the construction, alteration, repair, or maintenance of real or personal property.
2. If the amount of the contract is estimated to exceed \$100,000, a formal notice and bidding process must be conducted in which sealed bids shall be solicited by public notice. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minnesota Statute 16C.28](#), Subd. 1, paragraph a, clause 2.

Subcontracting Policy: Municipalities #2

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3. If the amount of the contract is estimated to exceed \$25,000, but not \$100,000, the contract may be made either upon sealed bids or by direct negotiation, by obtaining two or more quotations for the purchase or sale when possible, and without advertising for bids or otherwise complying with the requirements of competitive bidding. All quotations obtained shall be kept on file for a period of at least one year after receipt thereof. Municipalities may, as a best value alternative, award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minnesota Statute 16C.28](#), Subd. 1, paragraph a, clause 2, and paragraph c.
4. If the amount of the contract is estimated to be \$25,000 or less, the contract may be made either upon quotation or in the open market, in the discretion of the governing body. If the contract is made upon quotation it shall be based, so far as practicable, on at least two quotations which shall be kept on file for a period of at least one year after their receipt. Alternatively, municipalities may award a contract for construction, alteration, repair, or maintenance work to the vendor or contractor offering the best value under a request for proposals as described in [Minnesota Statute 16C.28](#), Subd. 1, paragraph a, clause 2.

Subcontracting Policy: Municipalities #3

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5. Support documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justifying a single/sole source bid, if applicable.
6. For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minnesota Statue 177.41](#) through [177.44](#). Consequently, the bid request must state the project is subject to prevailing wage. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole. A prevailing wage form should accompany these bid submittals.

Materials and Services #1

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Materials and services purchased by the grantee to achieve outcomes/activities stated in the work/accomplishment plan are eligible project expenditures

1. Typical examples of material/service purchases include hardware, paint, lumber, sand/gravel, concrete, landscape materials, signs, design/engineering services and subcontractor services.
2. Professional service rates require written documentation to justify the reason for the rate, how it was calculated, and the services included in the rate.

Materials and Services #2

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3. An invoice must be obtained from the vendor to provide evidence of the sale/service whenever the grantee purchases materials or services.
4. The invoice and the copy sent in with the reimbursement request must be legible and include the following items:
 - ❖ Name and address of the vendor
 - ❖ Date the item or service was purchased
 - ❖ Date the service was performed
 - ❖ Quantity of item(s) purchased or hours worked
 - ❖ Description of item(s) or services purchased
 - ❖ Unit price/Prorate
 - ❖ Total amount of each line item

Grant Agreement Attachments

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- ❖ Attachment C- Conflict of Interest Disclosure
 - ❖ Grantee must maintain a conflict of interest policy throughout the term of the grant agreement

[Conflict of Interest Disclosure Form](#)

Grant Agreement Attachments

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❖ Attachment D- Reimbursement Manual

[Reimbursement Manual](#)

Grant Agreement Attachments

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- ❖ Attachment E- Land Acquisition Reporting Requirements
 - ❖ Required documentation for land acquisitions

[Attachment E-ENRTF](#)

[Attachment E-OHF](#)

Land Acquisition Requirements #1

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- ❖ The latest version (July 2015) of Attachment E had several changes including:
 1. Closing on a property should happen within one year of executing the purchase agreement. We ask that you contact your Grants Specialist if you do not anticipate this being possible on an acquisition
 2. A summary appraisal report use to be an option for properties valued at \$20,001-\$99,999. That is no longer an option in the newest USPAP guidelines so all properties valued at over \$20,000 must have an appraisal completed by a Certified General Level 4 appraiser licensed in Minnesota.
 3. The grant recipient must provide the appraiser with not only a full legal description, but also an estimate of the acreage of the property being acquired.
 4. Appraisal reviews must be completed prior to submitting a request for reimbursement and it is recommended they are completed prior to obtaining an executed purchase agreement.

Land Acquisition Requirements #2

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❖ Attachment E: Trust Fund

1. Acquisitions specifically identified in appropriation law are not subject to commissioner approval. All other ENRTF acquisitions require completion of the Commissioner approval form prior to purchase
2. Appropriation recipients must submit the most recent tax assessed value, most recent tax statement of the real property, and the amount the recipient plans to offer for the interest in real property to LCCMR and the commissioner of natural resources at least ten business days prior to acquiring an interest in real property with an appropriation from the Trust Fund

Land Acquisition Requirements #3

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- ❖ Attachment E: Trust Fund
 - 3. The Recipient will not be entitled to use funds available under this Agreement (alone or in combination with other funds) for a land purchase price in excess of the appraised value. Up to 110% of appraised value may be approved following review by the LCCMR.
- ❖ Attachment E: Outdoor Heritage Fund Changes Only
 - 1. Documentation of revenues for land transferred to the state must be submitted within 60 days after the closing date

Land Acquisition Requirements #4

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- ❖ If an acquisition requires preliminary work performed by the DNR such as an appraisal review, it is important that an Use of Funds Letter is submitted well in advance and that funding is available in the “DNR Land Acquisition Costs (OHF)” or “Other DNR acquisition, reporting, and management (ENRTF)” line item of the approved work/accomplishment plan

Land Acquisition Requirements #5

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- ❖ All pre-closing documentation that is required per Attachment E must be submitted **at least** 10 business days prior to close to ensure the documents can be reviewed and the payment can be delivered
- ❖ Grantees have the option of having funds wired directly to their title company the morning of the closing or funds electronically transferred into their SWIFT account one day prior to closing

Land Acquisition Requirements #6

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- ❖ All parcels that are being acquired must be listed in the most current, recently approved work/accomplishment plan
- ❖ For appraisal related questions, please contact the DNR's [Appraisal Management](#) Unit Supervisor Cindy Nathan at 218-203-4408

Grant Agreement Attachments

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- ❖ Attachment F- Minnesota laws and statutes that pertain to FY16 ENRTF and OHF Projects
 - ❖ ENRTF (LCCMR)
 1. [ML 2015, Chapter 76, Section 2](#)
 2. Land Acquisition Restrictions [M.S. 116P.15](#)
 3. Real Property Interest Report [M.S. 116P.16](#)
 4. DNR Commissioner Approval on all ENRTF Land Acquisitions [M.S. 116P.17](#)
 5. Lands in Public Domain [M.S. 116P.18](#)

Grant Agreement Attachments

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- ❖ Attachment F- Minnesota laws and statutes that pertain to FY16 ENRTF and OHF Projects
 - ❖ OHF (LSOHC)
 1. [ML 2015, 1st Special Session, Chapter 2, Article 1, Section 2](#)
 2. Outdoor Heritage Fund and the Lessard-Sams Outdoor Heritage Council M.S. [97A.056](#)

Grant Agreement Attachments

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Questions

- ❖ Project Reimbursement Definition
- ❖ Reimbursement Request
- ❖ Reimbursement Documentation

Project Reimbursement

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- ❖ Reimbursements are made by the State upon receiving:
 - 1) Demonstration that deliverables in the approved Work/Accomplishment Plan have been achieved
 - 2) Documentation of eligible expenses
 - 3) Proof of payment (when applicable)

Note:

Any expenditure submitted for reimbursement must be direct and necessary for the project and have been incurred during the grant period.

Project Reimbursement (continued...)

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- ❖ Grantee pays for expenses prior to seeking reimbursement
- ❖ Advance payment with prior (board) approval only. Board approval is not needed for a transfer of funds in your SWIFT account one day prior to a land acquisition closing or a wire transfer to your title company the morning of your closing.
- ❖ Total \$ reimbursed cannot exceed the total award \$
- ❖ Grantees should expect payment within 30 days of the DNR receiving a reimbursement request as long as all the proper documentation has been submitted.

Reimbursement Request

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- ❖ The Reimbursement request is comprised of four sections:
 - Section 1: Project Reimbursement Payment Request Form
 - Section 2: Reimbursement Spreadsheets
 - Section 3: Project Activity Summary Spreadsheet
 - Section 4: Reimbursement Documentation
- ❖ These documents are provided with the Reimbursement Manual

Reimbursement Payment Request Form

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Section 1: Project Reimbursement Payment Request Form

Section 1:

- ❖ Required for all payment requests including acquisition. The form must be signed by someone who is authorized to submit reimbursement payment requests on behalf of your organization.

SWIFT PO Number:	Grantee:	Project Name:
Request Number _____ Period for which funds are being requested: From: _____ To: _____ Amount of Request \$ _____ Final Request: Y / N	I certify that I am authorized to request funds, and that all services rendered, materials purchased, and expenditures reported are as shown in the attached reimbursement forms. I certify that the expenditures reported have been incurred, are not being reimbursed from another source, and were used exclusively for this project. All original documentation is retained by the grantee in the form of invoices, proof of payment, and signed time records. Copies of these supporting documents are attached as required by State grant management policies. _____ Signature Date _____ Name, Title Daytime Phone Number: _____ E-Mail: _____	
Remarks:		

For DNR Use Only

I have reviewed the evidence provided by the grantee for the goods, materials and/or services presented and they satisfy State requirements for reimbursement under the pass through agreement.	
Reimbursement approved for: \$ _____	Date Received
By: _____	
Title: _____	
Date: _____	
2nd Review	
By: _____	
Title: _____	
Date: _____	

Please keep originals of invoices and evidence of payment as documentation for payments, along with a copy of this completed form. Records must be retained for six (6) years from the end of the agreement.

Note:

The period for which funds are being requested can be the earliest and latest dates that **costs were incurred** or the time period this request covers.

Reimbursement Spreadsheet

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Section 2:

- ❖ Provides a snapshot of the grant status including the starting budget, current requested reimbursement amount, and the remaining balance
- ❖ **Note:** The starting budget must be reflected in the latest approved Work/Accomplishment Plan. Only approved budget items are eligible for reimbursement.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Section 2 - Reimbursement Spreadsheet																		
2	Instructions:																		
3	1. Enter your budget from your current approved work program/accomplishment plan (Attachment A)																		
4	2. Update the beginning balances with the ending balance from your previous Reimbursement Spreadsheet.																		
5	3. Insert the amounts of your current invoice by category and provide the total.																		
6	4. Calculate the ending balances for this reimbursement request.																		
7	5. Attach copies of (1) invoices, receipts, time records and (2) proof of payment.																		
8	6. Fill out and submit the Project Reimbursement Payment Request Form																		
9	7. Send completed documentation to the State's authorized representative.																		
10																			
11	Grantee's Title: _____																		
12	Legal Citation: Laws of Minnesota 20____, Chapter ____, Section ____, Subdivision ____																		
13	Period Covered by Request: _____ to _____																		
14	Request #: _____																		
15	Outcome/Activity Budget from Work Program/Accomplishment Plan																		
16		Outcome/Activity 1: (Insert Title of Result)				Outcome/Activity 2: (Insert Title of Result)				Outcome/Activity 3: (Insert Title of Result)									
17	Budget Item	Beginning Budget	Current Balance	Ending Invoice	Ending Balance	Beginning Budget	Current Balance	Ending Invoice	Ending Balance	Beginning Budget	Current Balance	Ending Invoice	Ending Balance						
18	Use information from Attachment A				0				0				0						
19					0				0				0						
20					0				0				0						
	Project Total Budget from Work Program/Accomplishment Plan																		
		Project Total																	
	Budget Item	Beginning Budget	Current Balance	Ending Invoice	Ending Balance														
	Use information from Attachment A				0														
					0														
					0														

Project Activity Summary Spreadsheet

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Section 3:

- ❖ Provides a detailed summary of all reimbursement request items. This document aids both the grantee and state in tying all requested expenses to the project's work/accomplishment plan with each reimbursement request.

Section 3: Project Activity Summary Spreadsheet

Transaction Date	Description- ie. vendor, contractor, restoration site location, etc.	Category	Requested Amount
4/1/13	Johnson Nursery - Seeds for Lafayette Park	Supplies	4,265.31
4/1/13	Johnson Nursery - Mulch for Spring Park	Supplies	2,039.07
4/5/13	Restoration Inc. - Herbicide application, Lafayette Park	Contract	3,600.00
4/5/13	Restoration Inc - Burn for Spring Park	Contract	7,430.00
	Total		<u>17,334.38</u>
	Personnel		0.00
	Contracts		11,030.00
	Supplies		6,304.38
	Travel		0.00
	Total Request #9		<u>17,334.38</u>

Reimbursement Request Examples

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1. Reimbursement Payment Request Form
2. ENRTF Spreadsheet #1
3. ENRTF Spreadsheet #2
4. ENRTF Budget Change Spreadsheet
5. OHF Spreadsheet #1
6. OHF Spreadsheet #2
7. OHF Budget Change Spreadsheet

All these forms can be found on our [website](#).

Reimbursement Spreadsheet-Final

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Common Mistakes

- ❖ Previous spreadsheet \$ fields are not formatted to include cents (e.g. \$1,029 vs. \$1,029.13) This throws off the totals. Use the current ENRTF & OHF spreadsheet on our [Forms/Links](#) webpage
- ❖ Approved work/accomplishment plan budget changes are not incorporated into the budget spreadsheet
- ❖ The beginning balance is not the ending balance from the previous reimbursement request.
- ❖ Overspending in budget item-[LSOHC has 10%](#) budget flexibility language that needs to be approved into the accomplishment plan, [LCCMR allows flexibility](#) in subcategories, but not the total line item amount.
- ❖ Please get itemized receipts for meal purchases.

Reimbursement Documentation-Expenses #1

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- ❖ Project expenses for reimbursement must be documented with:
 - 1) Receipts
 - 2) Invoices
 - 3) Time (payroll) records (including the period worked, time spent on the project/time coding, employee's name, rate of pay, hours worked, benefit rate, and documentation that the payroll has been paid)
 - 4) Proof of payment

This information is required to determine the eligibility of the expenses and to ensure expenses were made within the project period.

Reimbursement Documentation-Expenses #2

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- ❖ The following information must be added to (or written on) the copies of receipts, invoices, time records or other documentation:
 - 1) Activity # the expense is being posted to (Environment and Natural Resource Trust Fund only)
 - 2) Budget item category the expense is being posted to such as personnel, equipment, travel, etc.
 - 3) If the documentation has expenses for more than one activity and/or budget item, mark which elements of the documentation are posted to each activity and budget item

Reimbursement Documentation-Expenses #3

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- 4) If the documentation has non-project expenses on it, be sure to identify the expenses being posted to the project along with the activity and budget item
- 5) Check number or payment number used to pay for receipt, invoice, or payroll. Number should match with bank statement or other proof of payment
- 6) All invoices must explicitly state the dates that the services were performed and those dates must fall within the project period in order to be eligible for reimbursement.
- 7) Records for grantee-owned equipment used on a project must include the time actually used for the project and the computation used to arrive at the charged use rate. Use rates are subject to review by DNR.

Reports and Work Plans

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- ❖ Status Reports are due to the LCCMR and LSOHC on a semi-annual basis. Due dates are specified in each Work/Accomplishment Plan.
- ❖ The State may withhold payments for projects with past due Status Reports.
- ❖ Final reimbursement request payments will be paid when the Final Report has been submitted and approved by LCCMR or LSOHC staff.

Budgets and Work Plans

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- ❖ Personnel- reimbursement for the percent of a full-time employee's time dedicated to the entire project must not exceed what was approved in the work/accomplishment plan
- ❖ All staff working on the project must report the actual time worked on a project, regardless if that amount exceeds the percentage the project was approved for.
- ❖ If that percentage is not enough, contact LCCMR or LSOHC staff to discuss a budget amendment.

Budgets and Work Plans (continued...)

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- ❖ Personnel- benefits, paid time off, vacation, and sick time will be reimbursed on a proportional level
- ❖ For example, if you dedicated 80% of your full-time status to the project, the DNR can reimburse 80% of your benefits.

Reimbursement Documentation - Overview

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Send one copy of the Reimbursement Request by mail or email to your assigned DNR Grants Specialist:

1. Reimbursement Payment Request Form
2. Reimbursement Spreadsheet
3. Project Activity Summary Spreadsheet

...along with the required supporting documentation (receipts, invoices etc.).

Proof of payment can be kept on file.

Questions

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Documentation Kept on File

Proof of Payment

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- ❖ The State requires proof of payment documentation to ensure that funds are being provided on a reimbursement basis.
- ❖ It is the grantee's responsibility to maintain proof of payment documentation and make it available when requested by the State.
- ❖ If it's not documented, it didn't happen.

Proof of Payment

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Examples of payment documentation include:

- 1) Electronic bank statement
- 2) Copy of cancelled checks
- 3) A copy of bank statement with photocopies of cleared checks
- 4) Certified financial records

Proof of Payment

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- ❖ This is not a good example of proof of payment documentation



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Grant Monitoring

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- ❖ The Office of Grants Management (OGM) requires grant monitoring.
- ❖ [OGM Policy #08-10](#) requires monitoring once during the course of the grant period on projects valued at over \$50,000. All projects valued at over \$250,000 require annual monitoring visits.
- ❖ The State will monitor grant management and contract compliance including proof of payment through these monitoring visits.

Grant Monitoring

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- ❖ The state may also conduct proof of payment reviews at any point for all reimbursement requests submitted during the grant period.
- ❖ No additional reimbursement requests will be processed until the proof of payment for the request being reviewed is submitted and approved.

Documentation Kept on File Q & A

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Questions

In Conclusion - Points to Remember #1

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- ✓ Reimbursement Requests should be submitted at least every three (3) months.
- ✓ Spreadsheet - Beginning balance must equal ending balance from previous Reimbursement Payment Request.
- ✓ Budget – Must match amounts in latest, *approved* Work/Accomplishment Plan.
- ✓ Expenses & Refunds – Requests for reimbursement must include eligible expenses in the latest, *approved* Work/Accomplishment Plan.

In Conclusion - Points to Remember #2

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- ✓ In the event of an overpayment, the Grantee must notify his/her Grants Specialist immediately and cut a refund check to the Minnesota DNR. Corrections or deductions on future reimbursement requests to make up the difference are not allowed.
- ✓ The final reimbursement payment request will be paid when the Final Report has been submitted and *approved* by LCCMR or LSOHC staff.
- ✓ Verify subcontractor costs are eligible expenses for reimbursement

For questions regarding the eligibility of expenses, please contact your Grants Specialist.

Contacts

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