



# Annual Pass-Through Grant Training

DNR Office of Management and Budget Services Grants Unit

# Housekeeping Items

- Please keep your microphone on mute unless you are asking a question, to avoid background noise.
- We will pause for questions at the end of each section.
- Ask questions using audio or chat.
- This power point will be made available on our website.
- Please follow-up with your assigned Grants Specialist on any individual questions.

# Agenda

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

The Reimbursement 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](#)

# Appropriations

- Legislative-Citizen Commission of Minnesota Resources (LCCMR)
  - Oversees projects appropriated from the Environment and Natural Resources Trust Fund (ENRTF)
- Lessard-Sams Outdoor Heritage Council (LSOHC)
  - Oversees project appropriated from the Outdoor Heritage Fund (OHF)

# Roles of LCCMR/LSOHC

LCCMR/ LSOHC approve each project's scope of work

LCCMR does this through the work plan

LSOHC through the accomplishment plan

They approve all:

- Work or accomplishment plans and amendments

- budget amendments

- Status reports

- Final Reports

The DNR Grants Unit oversees contract management:

Creates and administers grant agreements

Approves and monitors payments

Monitors grant, fiscal management and contract compliance

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

Electronic Funds Transfer

SWIFT e-Supplier Portal



# Electronic Funds Transfer

The DNR prefers to make payments using 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.

# SWIFT e-Supplier Portal

In order to receive payments by any method, you must have an up to date Vendor profile in SWIFT.

Supplier Portal

<https://supplier.swift.state.mn.us/>

Vendor Resources

<https://mn.gov/mmb/accounting/swift/vendor-resources/>

# Grant Agreements

# Grant Agreements: Start and End Dates

Incurring Expenses (Payment Conditions)- grantee can not incur expenses until July 1, 2018 or the date the work/accomplishment plan is approved, whichever is later

Expiration Date - can vary depending on the following (Availability of Appropriation):

- Project receives a federal grant

- Acquisition-binding contract language

- Restoration and Enhancement

# Grant Agreements: Payments

Funds are paid on a reimbursement basis

Payment requests should be submitted on a regular basis

Authorized Representative - if this changes, you must notify the state

# Grant Agreements: Subcontracting

## Subcontracting:

NGOs must follow the DNR's procurement policy or have their own policy approved by the DNR.

Municipalities must follow [Uniform Municipal Contracting Law](#).

The subcontract agreement must contain all applicable provisions of the grant agreement the Grantee has with the state

# Grant Agreements: Acknowledgement

Appropriation recipients must acknowledge financial support from the funds in program publications, signage, and other public communications and outreach related to work completed using the appropriation



# Grant Agreements: Compliance

## Monitoring

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](#))

## Grantee must comply with the most current versions of:

Attachment D ([Reimbursement Manual](#))

Attachment E (Land Acquisition Requirements) and

Attachment F (updates to state laws and statutes)

## Audit

Grant documentation is subject to a state audit for six years following the grant expiration date ([M.S. 16B.98, Subd. 8](#))



# Questions

# Grant Agreement Attachments

# Grant Agreement Attachments

## Grant Agreement Attachments

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

## Attachment A- Initial Approved Work/Accomplishment Plan

Initial work/accomplishment plan associated with your grant agreement as approved by the LCCMR/LSOHC

[LCCMR Website](#)

[LSOHC Website](#)

## Attachment B- Non-Governmental Organization Subcontracting (if applicable)

NGOs must follow the state's subcontracting policy or you can choose to follow an alternate policy that must be approved by the DNR Grants Unit

Municipalities are exempt from Attachment B

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

## 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

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

1. Any services and/or materials that are expected to cost \$100,000 or more must undergo a formal notice and bidding process. Grantees must use a Request for Proposal (RFP)/Request for Quote (RFQ) process to competitively select professional and technical services
2. Any services and/or materials that are expected to cost between \$25,000 and \$99,999 must be scoped out in writing and offered to a minimum of three (3) bidders.
3. Any services and/or materials that are expected to cost between \$10,000 and \$24,999 must be competitively based on a minimum of two (2) verbal quotes.

# Solicitation and Selection #2

1. 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.
2. 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. Contact the MN Dept. of Labor and Industry.
3. Grantee must take all necessary affirmative steps to assure that targeted vendors for businesses with active certifications are used.
4. Grantee must verify the vendor/subcontractor is not on the State's debarment list: [Debarment List Website](#)



# Solicitation and Selection #3

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

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.

# Materials and Services #1

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

An invoice must be obtained from the vendor to provide evidence of the sale/service whenever the grantee purchases materials or services.

The invoice and the copy sent in with the reimbursement request must be legible and include the following items:

1. Name and address of the vendor
2. Date the item or service was purchased
3. Date the service was performed
4. Quantity of item(s) purchased or hours worked
5. Description of item(s) or services purchased
6. Unit price/Prorate
7. Total amount of each line item

# Attachment C: Conflict of Interest

## Attachment C- Conflict of Interest Disclosure

Grantee must maintain a conflict of interest policy throughout the term of the grant agreement

### Types of Conflicts of Interest

**An actual conflict** of interest occurs when a decision or action would compromise a duty to a party without taking appropriate action to eliminate the conflict.

**A potential conflict** of interest may exist if a grant reviewer has a relationship, affiliation, or other interest that could create an inappropriate influence if the person is called on to make a decision or recommendation that would affect one or more of those relationships, affiliations, or interests

**A perceived conflict** of interest is any situation in which a reasonable third party would conclude that conflicting duties or loyalties exist.

# Conflict of Interest Definitions

**Individual conflict** of interest that may benefit an individual employee where actions or non-action could be interpreted to be influenced by something that would benefit them directly or through indirect gain to a friend, relative, acquaintance or business or organization with which they are involved.

**Organizational conflict** of interest occur when: A grantee is unable or potentially unable to render impartial assistance or advice due to competing duties or loyalties; objectivity in carrying out the grant is or might be otherwise impaired due to competing duties or loyalties; grantee creates an unfair competitive advantage in hiring for professional services or purchasing supplies or equipment by furnishing unauthorized proprietary information or source selection information that is not available to all competitors and create a path to one or a few.

# Attachment D: Reimbursement Manual

## Attachment D- Reimbursement Manual

[Link to Reimbursement Manual](#)

# Land Acquisition Requirements #2

## Attachment E: Trust Fund

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

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

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.



# Land Acquisition Requirements #3

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 #4

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

Funds can be electronically transferred through SWIFT into the account one day prior to closing

# Land Acquisition Requirements #5

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](#) Acquisition and Appraisal Supervisor Cindy Nathan at 218-203-4408

# Attachment F: ENRTF Laws and Statutes

- Attachment F- Minnesota laws and statutes that pertain to ML18 ENRTF Projects
  1. Appropriations [MN Laws 2018, Chapter 214, Article 4, Section 2 and Article 6, Section 4](#)
  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](#)

# Attachment F: OHF Laws and Statutes

- Attachment F- Minnesota laws and statutes that pertain to ML18 OHF Projects
  - Outdoor Heritage Fund and the Lessard-Sams Outdoor Heritage Council Statute M.S. [97A.056](#)
  - Appropriations [ML 2018, Chapter 208, Article 1, Section 2](#)

# Questions

# Prevailing Wage

- **What is prevailing wage?**
  - Prevailing wage is the minimum hourly wage employers must pay certain workers who work on construction projects funded with state dollars. The prevailing wage includes the employer's cost of benefits.
- **What types of construction projects require workers to be paid prevailing wage?**
  - Any construction project funded in whole or in part by state funds. For example, state-funded projects can be projects to construct highways, roads, wastewater treatment plants, public utilities, colleges, schools, or park and recreation improvements.
- **Prevailing wage is determined by the type of work being done and with what equipment, not the nature of the project.**
- **Who decides the prevailing-wage rate?**
  - The Minnesota Department of Labor and Industry (DLI), sets the prevailing-wage rates to be comparable to wages paid for similar work in the county where the construction project is located. These are called the "certified" prevailing-wage rates.

# Guidance from Minnesota Dept. of Labor

- Prevailing wage applies to construction projects using state funds. Under recent guidance from DLI, restoration and enhancement projects using state funds (including ENRTF and OHF projects) could also contain work that is subject to prevailing wage.
- Minnesota Department of Labor and Industry (DLI) makes the determination about if the project is subject to prevailing wage.
- To find out if your project is subject to prevailing wage, fill out the Prevailing Wage Project Assessment prior to the RFP being sent out for bid.



# DLI Project form

Minnesota Department of Labor and Industry  
 Labor Standards / Prevailing Wage  
 443 Lafayette Road North  
 St. Paul, MN 55155-4341  
 Phone: (651) 284-5091 Fax: (651) 284-5740  
 www.dli.mn.gov



## Prevailing Wage Project Assessment

(To be completed prior to the advertisement of work on the project)

PRINT IN INK or TYPE your responses.

<b>REQUESTOR</b>		
NAME		TITLE
ADDRESS		E-MAIL ADDRESS
CITY	STATE	ZIP CODE
COMPANY		TELEPHONE
		OTHER TELEPHONE
<b>PROJECT INFORMATION</b>		
PROJECT NAME	PROJECT NUMBER	SOURCE OF STATE FUNDS
ADDRESS	COUNTY	ESTIMATED PROJECT COST
CITY	STATE	ZIP CODE
ESTIMATED ADVERTISEMENT DATE		
TYPE OF CONSTRUCTION:		
<input type="checkbox"/> Road <input type="checkbox"/> Bridge <input type="checkbox"/> Building <input type="checkbox"/> Trail <input type="checkbox"/> Airport <input type="checkbox"/> Other _____		
Is project for purposes of Economic Development? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, fill out Economic Development Addendum.</i>		

DESCRIPTION OF WORK PERFORMED:

(Please use additional sheets if necessary)

# How do I determine if prevailing wage applies to my grant?

DLI can assist a contracting authority determine if prevailing wage applies to a specific project funded in whole or part with state dollars. Each grant may have multiple projects. For example, some grants can have several restoration projects in different locations in different years. Before asking for bids, you must determine if prevailing wage rates apply for each individual project within the grant by:

- Submitting a *Prevailing Wage Project Assessment* to DLI along with your accomplishment/work plan, RFPs/bid documents (if applicable), and any other information that describes the project so that DLI can provide an informed response. Include your Grants Specialist's contact information in your request.

# How do I know what is covered?

- If DLI has determined that prevailing wage applies, grantees can ask DLI to classify the labor by providing information about the work and tools used to complete the work using DLI's Classification Clarification Request form.
- Prevailing wage can apply to parts of a project, but not the entire scope.
  - For example, using a back hoe to dredge a stream may require prevailing wage for the back hoe operator, but not for the person planting native plants after the soil has been removed.

# How does this affect me as a Grantee?

- Work with DLI to determine what tasks will need to be documented and what classification or rate assignment will be used.
- A prevailing wage contract clause must be included in RFPs/bidding documents so a potential bidder knows they must use prevailing wage for that project. The Grantee must verify using the winning bid satisfies prevailing wage requirements.
- If prevailing wage applies, grantees are required to collect timesheets from contractors using DLI's certified payroll form verifying that prevailing wage was used.
  - If you as the Grantee do not check for your subcontractors compliance, you could be held liable for any additional funds paid to affected workers.
- At monitoring DNR Grants staff will be looking for documentation that prevailing wage was determined for subcontracts that start in FY 2019.

# Prevailing Wage Statute and Rules

- **Prevailing-wage law**
- Minnesota Prevailing Wage Act: [Minnesota Statutes 177.41 through 177.44](#)
- Minnesota prevailing-wage rules: [Minnesota Rules 5200.1000 through 5200.1120](#)
- Work classification descriptions for laborers: [Minnesota Rules 5200.1101](#)
- Work classification descriptions for special crafts: [Minnesota Rules 5200.1102](#)
- Definitions of construction types: [Minnesota Rules 5200.1010](#)

# Prevailing-wage contract clause

- **Prevailing-wage contract clause**
- The following language has been developed in compliance with [Minnesota Statutes 177.43, subd. 3](#), and is required to be included in all contracts subject to Minnesota Statutes 177.41 to 177.44.
- *Pursuant to Minnesota Statutes 177.41 to 177.44, and corresponding Minnesota Rules 5200.1000 to 5200.1120, this contract is subject to the prevailing wages as established by the Minnesota Department of Labor and Industry. Specifically, all contractors and subcontractors must pay all laborers and mechanics the established prevailing wages for work performed under the contract. Failure to comply with the aforementioned may result in civil or criminal penalties.*
- **For more information on prevailing wage please contact the Minnesota Department of Labor and Industry at [dli.prevwage@state.mn.us](mailto:dli.prevwage@state.mn.us) or [651-284-5091](tel:651-284-5091).**

# Questions

# Project Reimbursement



# Project Reimbursement

- Reimbursement Request
- Reimbursement Documentation

# Eligible Expenses

- The expenses incur within the grant period
- Expenses are in the approved work/accomplishment plan
- Each expense must be direct and necessary to the project
- For questions regarding the eligibility of expenses, please contact your Grants Specialist.

# Reimbursement Request

- The Reimbursement request has four parts:
  - **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 and online

# Reimbursement Payment Request Form

## Section 1: Project Reimbursement Payment Request Form

<b>SWIFT PO Number</b> :	<b>Grantee</b> :	<b>Project Name:</b>
<b>Request Number</b> _____	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.	
Period for which funds are being requested: From: ____/____/____ To: ____/____/____	Signature _____ Date _____	
Amount of Request \$ _____	Name, Title _____ Daytime Phone Number: _____	
Final Request: Y / N	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: _____	
<b>2nd Review</b>	
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.

# Reimbursement Spreadsheet

**Section 2:** The starting budget must be reflected in the latest approved Work/Accomplishment Plan. Only approved budget items are eligible for reimbursement.

**Section 2 - ENRTF Reimbursement Spreadsheet**

See Instruction at bottom of page

Grantee: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Legal Citation: \_\_\_\_\_  
 Period Covered by Request: \_\_\_\_\_  
 PO Number: \_\_\_\_\_  
 Request #: \_\_\_\_\_

Budget Item	A. LCCMR Approved	B. Total Reimbursed as of Last Request	C. Beginning Balance (A-B)	D. Current Invoice	E. Ending Balance (C-D)	F. Total Reimbursed Including Current Request (B+D)
<b>Personnel</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional/Tech./Service Contracts</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Equipment/Tools/Supplies</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Capital Expenditures over \$5000</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel Expenses in Minnesota</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Printing</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Other</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Fee Title Acquisition</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Easement Acquisition</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Professional Services for Acquisition</b>		\$0.00	\$0.00		\$0.00	\$0.00
		\$0.00	\$0.00		\$0.00	\$0.00
Subtotal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>GRAND TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

- Please make sure the spreadsheet is formatted to include cents (e.g. \$1,110.15 vs. \$1,110.)
- Overspending in budget line item by 10% is allowed for LSOHC projects. Anything over 10% requires a budget amendment.
- Please get itemized receipts for meal purchases and follow the Commissioner's Plan, which is linked in the Reimbursement manual.

# Project Activity Summary Spreadsheet

## 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 projects work/accomplishment plan with each reimbursement request.

<b>Transaction Date</b>	<b>Description- ie. vendor, contractor, restoration site location, etc.</b>	<b>Category</b>	<b>Requested Amount</b>
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
	<b>Total</b>		<b>17,334.38</b>
	Personnel		0.00
	Contracts		11,030.00
	Supplies		6,304.38
	Travel		0.00
	<b>Total Request #9</b>		<b>17,334.38</b>

# Documentation to be Submitted with Reimbursement Request

Project expenses for reimbursement must be documented with:

- Receipts
- Invoices
- 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)

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



# Reimbursement Documentation-Expenses

The following information must be added to (or written on) the copies of receipts, invoices, time records or other documentation:

- Budget item category the expense is being posted to such as personnel, equipment, travel, etc.
- If the documentation has expenses for more than one activity and/or budget item, please indicate which items are being posted to which activities.

# Reimbursement Documentation-Expenses #2

- 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
- Check number or payment number used to pay for receipt, invoice, or payroll. Number should match with bank statement or other proof of payment
- All invoices must state the dates that the services were performed and those dates must fall within the project period in order to be eligible for reimbursement.
- 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

- Status Reports are typically 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.

# Payment Information

- Grantees should expect payment within 30 days of the DNR receiving a reimbursement request as long as all the proper documentation has been submitted.
- If you have a land closing, funds will be paid prior to a land acquisition as a transfer of funds to your account one day prior

# Reimbursement Submission Recap

- Send one copy of the Reimbursement Request by mail or email to your assigned DNR Grants Specialist. Required items:
  - Reimbursement Payment Request Form
  - Reimbursement Spreadsheet
  - Project Activity Summary Spreadsheet
  - Supporting documentation (receipts, invoices, etc.)
  - Proof of payment not submitted with reimbursement request. Keep on file.
- In the event of an overpayment, the Grantee must immediately notify their Grants Specialist.

# Documentation Kept on File for Monitoring

- Proof of payment
  - Copies of cancelled checks
  - Electronic bank statements
  - Copy of bank statement with photocopy of check
- Contracting/purchasing bidding documentation
- Prevailing wage documentation, if applicable

# Questions

**Katherine Sherman-Hoehn - Grants Manager/State Authorized Representative**

651-259-5533

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**Monica Weber – Grants Specialist Senior**

651-259-5370

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# Thank You!



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