

LWCF Reimbursement & Grant Close Requirements

INCLUDE 1-4 IN ALL REIMBURSEMENT REQUESTS

1. [Tabulation of Reimbursable Costs form](#)
2. [Billing Request form](#)
3. Invoices for each expense/payment made
4. *Cancelled* checks (front & back) or proof of ACH/wire payment

ADDITIONAL DOCUMENTS REQUIRED FOR CERTAIN SITUATIONS:

If **CONTRACTOR(S)** used, also include:

- Tabulation of all submitted bids (follow city/county policy or bids required for costs over \$25,000)
- Details of chosen bid (bid documents submitted by chosen contractor)
- Copy of signed contract
- Change orders, if any

If **VOLUNTEERS** worked on the project, include a volunteer sheet with each volunteer's:

- Name
- Signature
- Dates worked on project

If **DONATIONS** were made to the project, include an invoice from each donor with a balance of zero.

Donations of land require proof land has been transferred to city/county, such as a Quit Claim Deed and/or Settlement Statement.

If **CITY EMPLOYEE(S)** did non-administrative work on the project, include proof of:

- Employment
- Rate of Pay
- Time worked on project (timesheet)
- Amount paid for project work

Be sure to speak with Antoinette Norfleet, DNR Grants Manager, about using employee time as match.

FINAL REIMBURSEMENT REQUEST & CLOSEOUT PROCESS

For **FINAL reimbursement request**, include documents listed above and:

- Boundary map, IF not previously submitted
- [Limitation of use/affidavit](#), IF not previously submitted. *Must be submitted/recorded with city/county office that maintains public property documents.*
- *Proof [LWCF sign](#) has been purchased & installed in park (submit invoice & cancelled check for sign)*
- **NOTE: 10% of award held until NPS notifies DNR that grant may be closed.**

For **final reimbursement** to be made and grant closed:

- LWCF must conduct a final inspection of project site once *all* work completed.
- DNR submits closeout documents to National Park Service & requests to close grant. This process can take several months.
- Once NPS approval is given to close grant, DNR's Grants Compliance Specialist will schedule a review with grantee. After review completed, the remaining eligible funds will be released.