



GRANTEE GUIDE TO FASTER REIMBURSEMENTS

Nonpoint Source Grant Program

Step 1: Pull out your contract.

Step 2: Pull out the Status Report Requirements provided with your grant contract. Note: All projects starting after fiscal year 2006, refer to the first document posted on our Web page at www.michigan.gov/deqnps.

Step 3: Write your narrative following the Status Report Requirements.

Step 4: Write your financial status report following the Status Report Requirements.

Step 5: Compare the narrative and financial reports to the work plan and budget in your contract. ALL VARIATIONS to your contract should have been discussed with your Project Administrator and documented with either a Notice of Change Letter, or an amendment prior to your status report submittal.

Step 6: Correct any inconsistencies identified in Step 5.

Step 7: Check all of the following:

- The dates for the reimbursement request fall within the start and end dates of the contract.
- The budget includes each staff person that worked this reporting period, their hourly rate times number of hours.
- The hourly rate for each staff person is consistent with the budget in the contract.
- The staff included in the report are the same as those in the contract.
- Used the same indirect rate as in the contract budget.
- Used the same fringe rate as in the contract budget.
- Mileage is recorded as number of miles times the approved mileage rate.
- Match is being earned at an amount appropriate to the project and is recorded on the budget form.
- The "year-to-date" column increased since the last report.
- There are no negative budget items.
- The budget form adds correctly.

Step 8: Assemble the report:

- Cover letter is consistent with the Status Report Requirements.
- Narrative is consistent with the Status Report Requirements.
- Budget adds correctly and is consistent with the Status Report Requirements.
- Invoices and proof of payment are attached, if required.
- Best Management Practices form follows the directions provided by the Department of Environmental Quality (DEQ), if applicable.
- Integrated Crop Management form follows the directions provided by the DEQ, if applicable.
- Included post-project audit documentation (receipts, proof of payment, invoices, etc.)

Step 9: Submit report timely in order to be reimbursed promptly.

- Submit one copy to your Financial Analyst in the DEQ.
- Submit the original to the Administration and Grant Management Section of the Environmental Science and Services Division in Lansing. Note: The DEQ cannot pay from faxed copies.