



## Steps for a Successful Status Report Nonpoint Source Grant Program

1. Pull out your contract.
2. Confirm that the dates for the reimbursement request fall within the start and end dates of the contract.
3. Gather all information from the quarter (products, meeting minutes, invoices/receipts, proof of payment, work completed information, etc.)
4. Confirm the grant and match charges are consistent with the contract budget, the consultant rate cap, and allowable rates for match/volunteer time.
5. Pull out the Status Report Requirements provided with your grant contract. Also available on our web site, [www.michigan.gov/deqnps](http://www.michigan.gov/deqnps), under Grantee Recipient Information.
6. Write your narrative following the Status Report Requirements.
7. Write your financial status report following the Status Report Requirements.
8. Compare the narrative and financial reports to the work plan and budget in your contract. NOTE: ALL VARIATIONS to your contract should have been discussed with your Project Administrator (PA) and documented with either a Notice of Change Letter, or an amendment prior to your status report submittal.
9. Correct any inconsistencies identified in previous steps.
10. Complete a Best Management Practices (BMP) Form if needed and assemble any additional information requested by the Project Administrator.
11. Assemble the report: (consistent with the Status Report Requirements.)
12. Write a cover letter.
13. Submit a report within 30 days of the end of the quarter for prompt reimbursement. Note: The end of the Department of Environmental Quality (DEQ) fiscal year is September 30<sup>th</sup> and requires special reporting requirements. Grantees will be informed prior to the end of the July-September quarter what the year-end requirements will be.
  - Submit the original to the Financial Analyst (FA) in Lansing.
  - Submit a copy to the PA.

**Failure to submit reports to both the DEQ FA and PA simultaneously, will delay review and reimbursement.**