Recreation Grant (TF, LW, RP) Instructions

Applications

Initiating & Submitting an Application

1. Authorized Official logs into the system. On the home page you will see My Opportunities if the Application cycle is open.
2. Click on the Michigan Natural Resources Trust Fund Application.
3. A new window will pop up.
4. If you have an application from a past Trust Fund cycle that was not funded, you can select that application to Copy Forward. If not, leave Don't Copy Forward in the drop-down menu.
5. Click on the Agree button.
6. You are now in the application. On the top left, you will see your application number.
7. If you log out or navigate away from this page, you can open the application by accessing Searches on the top menu bar. After performing a search, click on the application number to open the application.
8. Hover over the application number to see the current status, name of organization applicant, your role, and the application due dates.
9. Below the application number, you can access the application forms. Click on the down arrow to collapse the list of forms. Click on the side arrow to expand the list of forms.
10. Click on an application form to view, modify, and save. Save changes before leaving a page and at least every 15 minutes.
11. A blank box icon appears next to the form name when that form has not yet been saved.
12. A box with a pencil icon appears next to the form name when that form is incomplete.
13. A box with a check mark appears next to the form name when that form is complete.
14. Application tools may be used to add or edit the users accessing the application, downloading a repository of attachments, or printing a copy of the application.
15. Status options are used to submit or cancel applications.
16. Once all required forms on the application are complete, submit the application by using the Status Options. Click on Application Submitted. A new window will pop up to confirm the status change. Once you hit the Ok button, the Application is submitted to DNR for review.
17. If an application was created by mistake, use the Status Options to cancel the application. Click on Application Cancelled. A new window will pop up to confirm the status change. Once you hit the OK button, the application is canceled and can no longer be modified. The application will still appear in searches.

Submitting Additional Application Information (Administrative Completeness)

1. Log in to MiRecGrants
2. Click on Searches > Applications and search for the application you want to work on
3. Click on the application number to open the application document
4. On the left navigation menu go to Forms and click on Administrative Completeness Review form. Review the items which are marked as incomplete and the Grant Coordinator's comments.
5. Upload the additional information requested. On the left navigation menu go to Forms and Click on Required Attachments. Do not delete or alter any portion of the application. New

documents must be identified in the file name with the ending, updated and the date. Save the page after making all changes before navigating away from the page.

6. When the documentation is uploaded and saved, the Authorized Official will submit the changes. Follow steps 1-3, on the left-navigation menu go to Status Options and click "Additional Information Submitted".

Grants

Submitting NPS Information (LWCF Only)

1. Log in to MiGrants
2. Click on Searches > Grants and search for the grant you want to work on. Note: the grant number is different than the application number. The grant number will start with 26.
3. Click on the document number to open the grant document.
4. On the left-navigation menu go to Forms and click on "NPS Information".
5. The following items need to be uploaded, even if they were already uploaded in the application:
    a. State Historic Preservation Office Letter of Effect
    b. Cost Estimate
    c. 6(f)(3) Boundary Map
    d. Legal Description
6. Once all required files are uploaded and required files are complete, save the page.
7. The Authorized Official must change the status to submit the NPS Information to the DNR by changing the status. On the left-navigation menu, go to Status Options and click "NPS Info Submitted".

Submitting Grant Agreements

1. Authorized Official Log into MiGrants.
2. Click on Searches > Grants and search for the grant you want to work on.
3. Click on the document number to open the grant document.
4. On the left-navigation menu go to Forms and click on "Project Agreement".
5. On the Project Agreement Page click on the link "Click Here to view the Project Agreement". Print the document.
6. Upload the following documents on the Project Agreement Page by clicking the Browse button, searching for the document in your files and click upload. Click the Save button at the top of the screen after each upload.
    a. Completed, signed, and dated Signature Page of the project agreement. You do not need to upload the entire document.
    b. Certified resolution. Also enter the date the resolution was approved.
    c. Legal description of the project area (the area included in the project boundary/6(f) (3) boundary map).
    d. Boundary/6(f) (3) boundary map of the project area. See Section 1 and sample in Appendix B for details on what should be included on the map.
    e. If applicable, the lease or easement for the project area.
7. Fill in the Grantee's Representative Information. Save the page before moving on.
8. Once the page has been completed and saved without any systems errors, the Authorized Official must change the status to submit the Project Agreement to the DNR by changing the

status. On the left-navigation menu, go to Status Options and click “Project Agreement Submitted”.
9. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 1. If DNR has approved the Project Agreement, you will receive a notification when your Project Agreement is fully executed. The signature page, signed by the DNR, will be uploaded on the same page in MiGrants.

Submitting a Project Agreement Amendment

1. Authorized Official Log into MiGrants.
2. Click on Searches > Grants and search for the grant you want to work on.
3. Click on the grant number to open the grant document.
4. On the left-navigation menu go to Status Options and click “Amendment Requested”.
5. On the left-navigation menu go to Forms and click “Project Agreement-Grantee Amendment Request”.
6. Fill out the justification box explaining your amendment request. Save.
7. On the left-navigation menu go to Status Options and click “Amendment Request Submitted”.
8. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 1. If the amendment is eligible you will receive a notification when Amendment Signatures are required.
9. Follow steps 1-3. On the left-navigation menu go to Forms and click “Project Agreement-Amendment”.
10. Click on the link “Project Agreement Amendment” under the title Project Agreement-Amendment. Print the document.
11. Upload the following documents by clicking the Browse button, searching for the document in your files and click upload. Click the Save button at the top of the screen after each upload.
    a. Completed, signed, and dated Signature Page of the project agreement amendment. You do not need to upload the entire document.
    b. Certified resolution, if required by your governing body. Also enter the date the resolution was approved.
    c. Amended legal description, boundary map lease or easement only if applicable to the amendment.
12. Fill in the Grantee’s Representative Information. Save.
13. Once the page has been completed without any systems errors, the Authorized Official can change the status to submit the Project Agreement Amendment to the DNR. On the left-navigation menu go to Status Options and click “Amendment Submitted”.

DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 11. If DNR has approved the Project Agreement, you will receive a notification.

Plans, Specifications, and Bid Documents (PSB)

Initiating Project Construction Documents

1. Authorized Official Log into MiGrants.
2. In the My Tasks box, click in “Initiate Related Document”
3. Use the Parent Document dropdown and select the grant number
4. Use the Available Documents dropdown and select Project Construction

5. This action has created a Project Construction document. Now that it has been created, you have a document number that is exclusive to this Plans, Specifications and Bids (PSB) document. It will be ina format similar to this – PSB-TF20-0001-012. If you leave this page and want to get back, after you log in, you can now click on the Searches > PSB to search for it

Submitting Plans, Specifications, and Bid Documents

1. Authorized Official log into MiRecGrants
2. Click on Searches > PSB and search for the PSB document you want to work on
3. Click on the name of the PSB document (ex PSB-TF20-0001-012).
4. On the left-navigation menu go to Forms and click "Checklist for Submission".
    - This page is required, and the Grantee (Authorized Official) and Prime Professional (Consultant or Engineer) will need to certify the page.
    - If you answer "No" for the first question (Have plans and specifications been submitted and approved previously?), you will leave the next 3 questions blank.
    - For the Scope Items, you can select All Scope Items or any combination of individual Scope Items. You will need to complete the Accessibility Guidelines, Construction by and Change from Application sections. If you select "Yes" under Change from Application on any Scope Items, you will also need to fill out the Justification text box. If you are proposing to change the project as it was proposed in your approved LWC, MNRTF or RP grant application, see Section 5.
    - Required Uploads needs to be completed (if not previously approved for these scope items). Uploads include sealed plans, sealed specifications, bid documents, an itemized cost estimate and a brief project implementation schedule.
5. Save the page before moving on to the "Prime Professional Services" page.
    - This page is required and needs to be approved by the Authorized Official and Prime Professional
    - For the Prime Professional Information, some of the information will generate once the Engineer or Consultant has SAVED the page. The Portion of Project and Registration # and State will need to be input.
    - The Grantee (Authorized Official) and Prime Professional (Consultant or Engineer) will both need to certify the page.
6. Save the page before moving on to the "Additional Professional Services" page.
    - *Do not* complete this page unless you have additional Prime Professionals
    - If needed, the Grantee (Authorized Official) will need to certify the page.
    - Save the page if you modified it before moving on.
7. Once these pages have been completed without any system errors, the Authorized Official can change the status to submit the PSB to the DNR. On the left-navigation menu go to Status Options and click on Plans and Specifications Submitted. (If you are re-submitting, the status will be Clarifications Submitted).
8. The DNR has now received the submission and will review it. If the DNR needs clarifications on the submission, you will receive a notification and will need to return to step 7. If the DNR approves the Plans, Specifications and Bid Documents, you will receive a notification. Once you are prepared to submit copies of the bid proposals, please follow the Submitting Contractor/Vendor Selection & Bid Tabulation section. See Section 4 Contractor/Vendor Section and Section 5 Reimbursement for more details on procurement, contracting and reimbursement.

Submitting a Contractor/Vendor Selection and Bid Tabulation

1. Authorized Official Log into MiGrants.
2. Click on Searches > PSB and search for the PSB document you want to work on.
3. Click on the document name to open the PSB document.
4. On the left-navigation menu go to Forms and click Contractor/Vendor Selection & Bid Tabulation.
5. Complete the "Contractor/Vendor Selection & Bid Tabulation" page.
    - Fill in the proposed Contractor/Vendor and Amount.
    - Select the Scope Items that will be completed by this Contractor/Vendor and add any notes you feel are needed for the Grant Coordinator to see.
    - Upload Bid Tabulation, Bid Proposals, and any other relevant documents.
    - If fewer than three bids or quotes were received, please upload written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
    - If you propose to award the bid to the second lowest bidder, upon concurrence by the DNR, please provide justification for rejecting the lowest bid. Save the page.
    - The Grantee (Authorized Official) will need to certify the page.
6. To request approval for multiple Contractors/Vendors, save the current page and then click ADD to generate a blank "Contractor/Vendor Selection & Bid Tabulation" page.
7. Navigate between pages by using the small drop-down menu on the right side of the page. Change the drop-down menu to the page number you want to see, then click Go button. See below.
8. Once all pages have been completed and saved without any systems errors, the Authorized Official can change the status to submit the Contractor/Vendor Selection & Bid Tabulation to the DNR. On the left-navigation menu go to status options and click "Contractor/Vendor forms Submitted".
9. The DNR has now received the submission and will review it. If the DNR requires a re-bid on the submission, you will receive a notification and will need to return to step 1 of Completing Contractor/Vendor Selection. If the DNR has approved the Contractor/Vendor Selection, you will receive a notification.

Request a Contractor/Vendor Change

1. Authorized Official Log into MiGrants.
2. Click on Searches > PSB and search for the PSB document you want to work on.
3. Click on the document name to open the PSB document.
4. On the left-navigation menu bar go to Status Options and click on "Request for Contractor Change".
5. On the left-navigation menu bar, go to Forms and click on "Contractor/Vendor Selection & Bid Tabulation".
6. You will not be able to make any changes to the original contractor/vendor. To enter the new information, you will need to click on the "ADD" button.
7. Once a new page has been created, you will use the small drop-down menu on the right side of the page to view the different pages. The original will be 1 and the new document will be 2. To view the different pages, change the drop down to the page you want to see and click GO. See below:

8. Complete the “Contractor/Vendor Selection & Bid Tabulation” page.
    - Fill in the proposed Contractor/Vendor and Amount.
    - Select the Scope Items that will be completed by this Contractor/Vendor and add any notes you feel are needed for the Grant Coordinator to see.
    - Upload Bid Tabulation, Bid Proposals, and any other relevant documents.
    - If fewer than three bids or quotes were received, please upload written justification for the recommended award of the contract to the lowest bidder, including a description of the efforts taken to advertise for bids or solicit quotes.
    - If you propose to award the bid to the second lowest bidder, upon concurrence by the DNR, please provide justification for rejecting the lowest bid.
    - The Grantee (Authorized Official) will need to certify the page.
    - Save the page before moving on.
9. Once the page has been completed and saved without any errors from the system, the Authorized Official can now change the status to submit to the DNR. On the left-navigation menu go to Status Options and click on Contractor Change Submitted.
10. The DNR has now received the submission and will review it. If the DNR requires a re-bid on the submission, you will receive a notification and will need to return to step 1. If the DNR has approved the Contractor/Vendor selection, you will receive a notification.

Acquisition (ACQ)

Initiating Acquisition Documents

1. Authorized Official Log into MiGrants.
2. In the My Tasks box, click in “Initiate Related Document”
3. Use the Parent Document dropdown and select the grant number
4. Use the Available Documents dropdown and select Property Acquisition
5. This action has created an Acquisition document. Now that it has been created, you have a document number that is exclusive to this Acquisition (ACQ) document. It will be in a format similar to this – ACQ-TF20-0001-012. If you leave this page and want to get back, after you log in, you can now click on the Searches > ACQ to search for it.

Submitting Pre-Appraisal Documents

1. Click on Searches > ACQ and search for the ACQ document you want to work on
2. Click on the name of the ACQ document (ex ACQ-TF20-0001-012).
3. On the left-navigation menu go to Forms and click “Required Pre-Appraisal Documents”.
4. Add Parcel Number(s) – This is a required field. If there is not a parcel number fill with zeros (ex. 00-00-000-000).
    a. Add owner’s name(s).
    b. Upload Environmental Site Assessment/Due Diligence.
    c. Upload 40-Year Title Search.
    d. Save after each upload, prior to navigating away from the page and before submitting the document.
5. Once the page is complete without any system errors, the Authorized Official must change the status to submit the Pre-Appraisal Documents to the DNR. On the left-navigation menu go to Status Options and click on “Pre-Appraisal Documents Submitted”. **This is how you will navigate to the status options throughout the acquisition process.**

6. The DNR has now received the submission and will review it. If the DNR needs clarifications on the submission, you will receive a notification and will need to return to step 7. If the DNR has approved the Pre-Appraisal documents, you will receive a notification telling you to proceed with completing appraisal(s). Once you are prepared for submitting appraisal document(s) follow the Submitting Appraisal section.

Submitting Appraisals

1. Authorized Official Log into MiGrants.
2. Click on Searches > ACQ and search for the grant you want to work on.
3. Click on the document number to open the ACQ document.
4. Click on "Required Appraisal Document".
5. Upload the document, fill in the appraisal date box, and save the page.
6. Once this page is complete without any system errors, the Authorized Official must change the status to submit the Appraisal Documents to the DNR. On the left-navigation menu, go to Status Option and click on "Appraisal Submitted".
7. The DNR has now received the submission and will review it. If the DNR needs clarification on the submission, you will receive a notification to return to step 1. If the DNR has approved the Appraisal Document and market value, you will receive a notification telling you the approved market value of the acquisition property.

Notifying the DNR of the Proposed Closing Date

1. Authorized Official Log into MiGrants.
2. Click on Searches > ACQ and search for the grant you want to work on.
3. Click on the document number to open the ACQ document.
4. On the left-navigation menu go to Forms and click on "Proposed Closing Date for Acquisition of Property".
5. Fill out the Grantee Proposed Close Date box and save the page.
6. Once this page is complete without any system errors, the Authorized Official must change the status to submit the closing date to the DNR. On the left-navigation menu, go to Status Option and click on "Proposed Closing Date Submitted".
7. The DNR has now received the proposed closing date. Contact your grant coordinator if there are any changes to the closing date or purchase of the property.

Submitting an Escrow Closing Package

1. Authorized Official Log into MiGrants.
2. Click on Searches > ACQ and search for the grant you want to work on.
3. Click on the document number to open the ACQ document.
4. On the left-navigation menu go to Forms and click on "Escrow Closing Documentation".
5. Fill out the boxes and upload the following documents by clicking the Choose File button, searching for the document in your files and clicking Open. Click the Save button at the top of the screen after each upload or change to the page.
    a. Executed Escrow Closing Agreement
    b. Executed Statement of Just Compensation. Choose Yes or No: Is the offer to purchase made at less than DNR approved market value?
    c. Offer to Purchase/Waiver of Just Compensation OR Offer to Purchase
    d. Draft Deed. Choose Yes or No: Is the total acreage being acquired for all parcels greater than 5?

    e. Recorded Mineral Deed (if greater than 5 acres are being acquired)
    f. Draft Declaration and Notice
    g. Draft Closing Statement
    h. Title Commitment
    i. Tax Bills
    j. Draft Sellers Waiver of Reimbursement of Incidental Expenses (optional)
    k. Acquisition Reimbursement Request Form
    l. Copies of Invoices and Cancelled Checks
    m. Other
6. Once the page has been completed without any systems errors, the Authorized Official can change the status to submit the Escrow Closing Package to the DNR. On the left-navigation menu go to Status Options and click on "Escrow Package Submitted".
7. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 4. If DNR has approved the Escrow Package, you will receive a notification.

Submitting a Reimbursement Closing Package

1. Authorized Official Log into MiGrants.
2. Click on Searches > ACQ and search for the grant you want to work on.
3. Click on the document number to open the ACQ document.
4. On the left-navigation menu go to Forms and click on "Required Reimbursement Documentation".
5. Upload the following documents by clicking the Choose File button, searching for the document in your files and clicking Open. Click the Save button at the top of the screen after each upload or change to the page.
    a. Statement of Just Compensation. Choose Yes or No: Is the offer to purchase made at less than DNR market value?
    b. Offer to Purchase/Waiver of Just Compensation OR Offer to Purchase
    c. Recorded Deed. Choose Yes or No: Is the total acreage being acquired for all parcels greater than 5?
    d. Recorded Mineral Deed (if greater than 5 acres are being acquired)
    e. Recorded Declaration and Notice
    f. Final Closing Statement
    g. Title Policy
    h. Paid Tax Bills
    i. Sellers Waiver of Reimbursement Incidental Expenses (optional)
    j. Acquisition Reimbursement Request Form
    k. Photograph of Installed MNRTF Plaque
    l. Copies of Invoices and Cancelled Checks
    m. Other (Optional)
6. Once the page has been completed without any systems errors, the Authorized Official can change the status to submit the Project Agreement Amendment to the DNR. On the left-navigation menu go to Status Options and click on "Reimbursement Package Submitted".
7. DNR has now received the submission and will review it. If DNR requires revisions, you will receive a notification and will need to return to step 5. If DNR has approved the Reimbursement Package, you will receive a notification.

Reimbursements

Initiating Financial Requests

1. Authorized Official Log into MiGrants.
2. In the My Tasks box, click in "Initiate Related Document"
3. Use the Parent Document dropdown and select the grant number
4. Use the Available Documents dropdown and select Local Financial Request
5. This action has created a Reimbursement document. Now that it has been created, you have a document number that is exclusive to this reimbursement document. It will be ina format similar to this – RR-TF20-0001-00012. If you leave this page and want to get back, after you log in, you can now click on the Searches > Reimbursements to search for it
6. On the left-navigation menu go to Forms and click on "Reimbursement Request Type Selection".
7. Select either Partial Reimbursement, Final Reimbursement, or Final Payment. Save the page.

Submitting a Partial Reimbursement

After following the steps for Initiating Financial Requests, and choosing the partial reimbursement option, any agency staff or consultants added to the document can upload the required information.

1. On the left-navigation menu, click on Development Reimbursement Request (Partial) – Complete all required fields. Each expense will have its own page. Tips for working on this page:
    1. New required fields may generate depending on what type of Expense Documentation you have.
    2. If you select 'Yes' for contractual expenses, the system will pull in your previously approved contractors. You will need to check the box under 'Selected Contractor' and also complete the field titled 'Invoiced Scope Item(s)'.
    3. Once the page has been successfully saved without any system errors, use the ADD button to generate a new, blank Development Reimbursement Request Details page.
    4. If you accidently generate too many, you also have a DELETE button.
    5. If you have multiple pages, you will see a drop-down box. This will allow you to navigate to the different pages. This drop-down menu will have the date of the invoice. Once you have selected the date, hit the GO button and it will take you to that page.
2. On the left-navigation menu, click on Reimbursement Summary – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment. No further action is needed.
3. On the left-navigation menu, click on Authorized Official Certification – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.
4. On the left-navigation menu, click on Engineer Certification – If you do not have an Engineer or an approval is not required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.
5. Optional step: On the left-navigation menu, click on Miscellaneous Uploads – this page is NOT required but available if you do need to upload further documentation.
6. The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.

Submitting a Final Reimbursement

After following the steps for Initiating Financial Requests, and choosing the partial reimbursement option, any agency staff or consultants added to the document can upload the required information.

1. On the left-navigation menu, click on Project Close-Out Documents. Complete all required fields and uploads:
    - Final Compliance Onsite Inspection Form
    - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to Grants Management's website for information on ordering your sign. Be sure you order the correct LWCF/MNRTF plaque for the grant program that funded your project. Please contact the DNR about your RP plaque.
    - Photographs of all scope items.
    - A one-page "as constructed" site plan no larger than 11" x 17". This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix I).
    - Certification of Final Electrical and/or Plumbing Inspection for projects, where applicable.
    - Copy of Certificate of Occupancy for public buildings.
    - A copy of the recorded "Declaration and Notice" for LWCF and MNRTF projects (see Appendix L) with boundary map attached.
2. On the left-navigation menu, click on Development Reimbursement Request (Final) – Complete all required fields. Each expense will have its own page. Tips for working on this page:
    - New required fields may generate depending on what type of Expense Documentation you have.
    - If you select 'Yes' for contractual expenses, the system will pull in your previously approved contractors. You will need to check the box under 'Selected Contractor' and also complete the field titled 'Invoiced Scope Item(s)'.
    - Once the page has been successfully saved without any system errors, use the ADD button to generate a new, blank Development Reimbursement Request Details page.
    - If you accidently generate too many, you also have a DELETE button.
    - If you have multiple pages, you will see a drop-down box. This will allow you to navigate to the different pages. This drop-down menu will have the date of the invoice. Once you have selected the date, hit the GO button and it will take you to that page.
3. On the left-navigation menu, click on Reimbursement Summary – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment. No further action is needed.
4. On the left-navigation menu, click on Authorized Official Certification – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.
5. On the left-navigation menu, click on Engineer Certification – If you do not have an Engineer or an approval is not required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.
6. Optional step: On the left-navigation menu, click on Miscellaneous Uploads – this page is NOT required but available if you do need to upload further documentation.
7. The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.

Submitting a Final Payment

After following the steps for Initiating Financial Requests, and choosing the partial reimbursement option, any agency staff or consultants added to the document can upload the required information.

1. On the left-navigation menu, click on Project Close-Out Documents. Complete all required fields and uploads:
    - Final Compliance Onsite Inspection Form
    - A photo of the installed LWCF, MNRTF or RP plaque. These permanent recognition signs must be installed in a prominent place where they can easily be viewed by the public. Please go to Grants Management's website for information on ordering your sign. Be sure you order the correct LWCF/MNRTF plaque for the grant program that funded your project. Please contact the DNR about your RP plaque.
    - Photographs of all scope items.
    - A one-page "as constructed" site plan no larger than 11" x 17". This site plan should include the location of each completed scope item as well as the location of the park (see example in Appendix I).
    - Certification of Final Electrical and/or Plumbing Inspection for projects, where applicable.
    - Copy of Certificate of Occupancy for public buildings.
    - A copy of the recorded "Declaration and Notice" for LWCF and MNRTF projects (see Appendix L) with boundary map attached.
2. On the left-navigation menu, click on Reimbursement Summary – This page will auto save once it has been loaded. The TOTAL REIMBURSEMENT AMOUNT will be $0 until DNR has reviewed the payment. No further action is needed.
3. On the left-navigation menu, click on Authorized Official Certification – Once the pages above have been completed, the Authorized Official can check the box on this page and save it to certify the reimbursement.
4. On the left-navigation menu, click on Engineer Certification – If you do not have an Engineer or an approval is not required from them on this Financial Request, you can contact DNR to allow you to submit without an Engineer Certification.
5. Optional step: On the left-navigation menu, click on Miscellaneous Uploads – this page is NOT required but available if you do need to upload further documentation.
6. The Authorized Official will change the status to Submit Reimbursement Request. DNR has now received the submission and will review it.