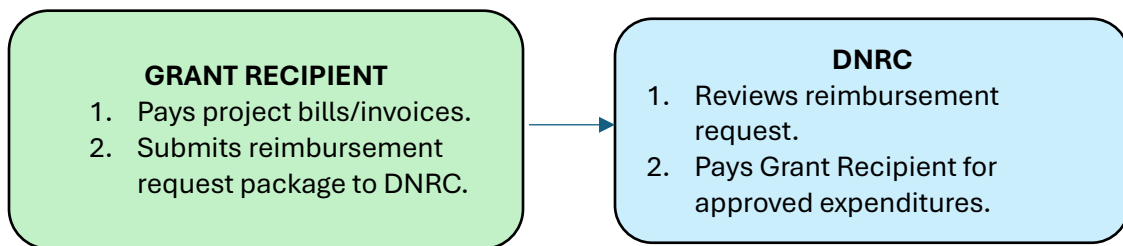




## Reimbursement Request Process

*CITT Off-Season Stock Water Mitigation Grant Program*

The CITT Off-Season Stock Water Mitigation Grant Program is a reimbursement only program. When the award recipient signs the Grant Agreement with the DRNC Water Resources Division, the award recipient agrees to submit documentation of eligible grant expenses which have been incurred during the applicable period of performance to the DNRC for reimbursement. *See Section 7 of the Grant Agreement.*



**Prior to reimbursement, Grant Recipient must provide proof of procurement process to ensure fair competition for services and supplies.**

*See 14.2 of the Grant Agreement.*

### **Reimbursement Request Package**

All reimbursement requests must include the following:

- ✓ Progress Report
- ✓ Vendor Invoice Form signed by the Authorized Representative
- ✓ All Supporting Documentation (Invoices for Services Rendered, proof of payment, etc.)
- ✓ Budget Tracker

### ✓ **Progress Reports**

Quarterly progress reports are due as follows and with all reimbursement requests:

Quarter	Period	Due Date
1	January 1-March 31	April 15
2	April 1-June 30	July 15
3	July 1-September 30	October 15
4	October 1-December 31	January 15

Utilize the Progress Report form found on the CITT Grant website or request one from the Grant Manager by emailing [samantha.kemp@mt.gov](mailto:samantha.kemp@mt.gov).

## ✓ Vendor Invoice Form

The DNRC Vendor Invoice Form is found on the fourth tab of the budget document:

<b>Budget</b>	Budget Tracking	Invoice Tracking	<b>DNRC Vendor Invoice</b>	Instructions
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The Vendor Invoice includes the following information:

- Vendor Name and Address (Grant Recipient)
  - Name and address must match that which is in the Grant Agreement
- DNRC Grant Agreement Number
- Project Name
  - Project name must match that which is in the Grant Agreement
- Period of Performance
- Reimbursement Request Number
- Description of Expenses
  - Detailed list of invoices including name and invoice number
  - Description of tasks matching the grant agreement budget
  - Explanation of split invoices (partial payments)
- Grand Total of Reimbursement Request
- Authorized Recipient Name, Title, and Signature
  - DNRC requires that the Vendor Invoice be signed by an authorized representative of the Applicant entity (for example, owner, etc.).

STATE OF MONTANA			
<b>VENDOR INVOICE</b>		<ul style="list-style-type: none"> <li>VENDOR RETURNS SIGNED ORIGINAL</li> <li>FILE ORIGINAL WITH TRANSFER-WARRANT CLAIM.</li> </ul>	
VENDOR'S NAME AND ADDRESS		BILLED TO	
0		DNRC-WATER RESOURCES DIVISION	
		PO Box 201601	
		Helena, MT 59620-1601	
		Attn Grant Manager:	Samantha Kemp
<b>PROJECT INFORMATION:</b>			
Grant Agreement Number:		Project Name	0
Period of Performance:		Reimbursement Request Number:	
<b>DESCRIPTION OF GOODS DELIVERED OR SERVICES RENDERED:</b>			
Name of Business/Vendor	Invoice Number	Dates of Service/ Invoice Date	Budget Category / Task Number and Description (see Grant Agreement Attachment B Budget)
			Amount
GRAND TOTAL			\$0.00
STATE USE ONLY APPROVED FOR PAYMENT		I certify that this invoice is correct in all respects and that payment has not been received.	
		Authorized Recipient Name	
		Date Processed	
Authorized Signature		Authorized Recipient Signature	
Date		Title	

### ✓ **Supporting Documentation**

- All receipts and proof of payment must be included for reimbursement.
- Contractor or Supplier Invoices must include:
  - Date work completed/costs incurred
  - Detailed list of work or supplies included
  - Invoice numbers and invoice dates
  - Subcontractor invoices

***No reimbursements will be made for expenses incurred prior to the contract execution date.***

### ✓ **Budget Tracker**

Update the Budget Tracker

- Make sure the *Budget Tracking* and *Invoice Tracking* tabs in the Budget Tracker match reimbursement request.
- See **Budget Tracker Instructions** document for help using the Budget Tracker.

### **Submit Your Reimbursement Request**

- Compile your Reimbursement Request Package with all required documents:
  - ✓ Progress Report
  - ✓ Vendor Invoice Form signed by the Authorized Representative
  - ✓ Supporting Documentation (all receipts and proof of payment)
  - ✓ Budget Tracker
- Send to Samantha Kemp, Grant Administrative Specialist at;

[Samantha.Kemp@mt.gov](mailto:Samantha.Kemp@mt.gov)

OR

Samantha Kemp  
DNRC Water Resources Division  
1424 9th Avenue  
Helena, MT 59601

**Prior to submitting your first reimbursement request, contact Samantha Kemp, Grant Administrative Specialist, [samantha.kemp@mt.gov](mailto:samantha.kemp@mt.gov) or 406-444-6790 to schedule a TEAMS meeting for assistance.**

## **Request for Relief from DNRC Grant Agreement Requirements**

By signing its DNRC Grant Agreement with DNRC, the Grant Recipient agrees to submit documentation of eligible grant expenses it has incurred to receive reimbursement from DNRC (see DNRC Grant Agreement, Section 7). DNRC may consider granting a Grant Recipient relief from this requirement on a limited, case-by-case basis.

To request relief from this Grant Agreement requirement, the Grant Recipient must submit a formal justification letter to DNRC with its Reimbursement Request Package.

### **Justification Letter Requirements for Seeking Relief from Terms of DNRC Grant Agreement**

1. Letter must be on Grant Recipient letterhead, dated, and signed by the Grant Recipient AUTHORIZED OFFICIAL.
2. Letter body must:
  - a. Clearly identify from which Section of the DNRC Grant Agreement the Grant Recipient is seeking relief.
  - b. Clearly identify which expenses on the DNRC VENDOR INVOICE the Grant Recipient has yet to pay (if seeking relief from the DNRC Reimbursement Requirement).
  - c. Provide detailed justification about why the Grant Recipient is seeking relief from the terms of its DNRC Grant Agreement (see DNRC Grant Agreement, Section 7). The Grant Recipient must demonstrate a true need for relief from the terms of its Grant Agreement.
  - d. Include statement about the Grant Recipient's schedule to reimburse the Third-Party Subrecipient upon receipt of the DNRC payment.

### **If DNRC approves a Request for Relief from the DNRC Reimbursement Requirement:**

1. Within 7 days of receipt of the funds from DNRC, the Grant Recipient must pay the Vendor.
2. Within 10 days of receipt of the funds from DNRC, the Grant Recipient must provide the DNRC with documentation of its reimbursement to the Vendor.

Requests for relief are intended to be in unique circumstances and not intended to be utilized for all reimbursement requests. If Grant Recipient does not pay vendor within the time period described above, DNRC reserves the right to deny future requests.