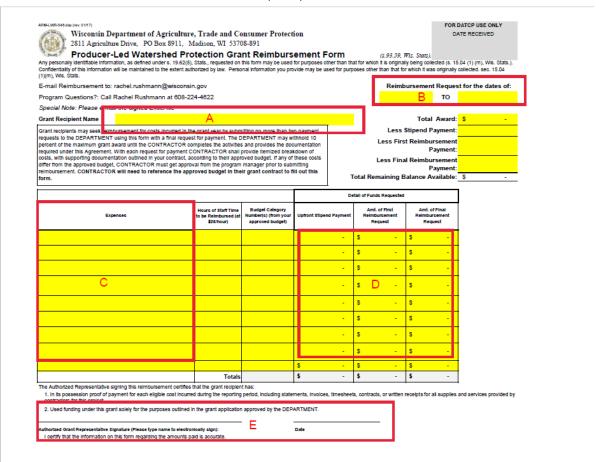
## **Producer Led Watershed Protection Grant Reimbursement Steps**

- 1. Receipts are required for all reimbursements and for each expenditure, so please make note of this at the beginning of your grant cycle.
- 2. Your application and contract divide your project into budget categories. Keeping receipts organized by budget category will make the review and disbursement of funds much faster.
- 3. The link to the reimbursement form is found here: https://datcp.wi.gov/Pages/Programs Services/ProducerLedProjects.aspx
- 4. Upfront stipend payments do require itemized invoices/ receipts and documentation showing how the stipend was spent. This is due with your first reimbursement request.
- 5. Instructions for completing the reimbursement request (see example below):
  - A. Grant recipient name should be shown Fiscal Manager Name/Group Name
  - B. Beginning and end dates covered by request
  - C. Expenses = Budget categories from your contract
  - D. Choose the column corresponding to the type of reimbursement being requested: upfront stipend, first reimbursement, final reimbursement
  - E. Electronically sign reimbursement request by having an authorized representative **type** their name and the date in the space provided.



- 6. Receipts for all items and services purchased must be sent with the request.
- 7. Incentive or cost-share payments can be tracked in a spreadsheet or table and submitted instead of submitting copies of checks or invoices.

## Other Facts to Remember:

- Requests for reimbursement shall be accepted no more than twice over the grant cycle, unless otherwise approved by the Department.
- Payments are contingent on receipt by the Department of required reports, invoices, receipts and documentation
- Requests should be sent to: <u>datcpprodledreimbursements@wisconsin.gov</u>.
- Final requests for reimbursement must be submitted by February 15th of the following grant year in order for the Grant Recipient to receive the final payment (2018 funding reimbursements are due February 15, 2019). Requests submitted after that date will be denied unless pre-approval for late submission is granted by the Department.