**APPLICATION FOR REIMBURSEMENT AND SUPPLEMENTAL SHEET CHECKLIST**

 Has the top left corner of the Application for Reimbursement Form been completed?

 Has a copy of the Application for Reimbursement Form, Supplemental Sheet and appropriate backup, including Work Progress Report, been emailed to the Project Advisor?

 Is the Partner Bank Type listed?

 Does the “Invoice Period” match up with the Work Progress Report period and fall within the start and end date of your Grant Agreement, AND do all invoices attached fall within those same dates as listed for the “Invoice Period”?

 Are appropriate invoices, receipts, logs, timesheets, proof of costs incurred, and other documentation attached to the Supplemental Sheet?

 Verify the expenses were not previously invoiced (especially if there is an overlap of invoice periods).

 Check for math errors (do not round off).

 Does the “Invoice Amount” at the top left corner of the Application for Reimbursement match the “Amount of Reimbursement”? \*

 Has the proper grantee representative signed/dated the Application for Reimbursement Form?

 Are the match contributions listed on the Application for Reimbursement and Supplemental Sheet and has documentation been provided to verify the match?

 Does the balance in each budget category cover the invoiced amounts? Are the items for which you are requesting reimbursement included in the Task and Deliverable Budget Worksheet? If not, you will need to request, in writing, either a change in scope or budget.

 Under “Contractual Services” and/or “Construction”, are all subcontractors named in the Scope of Work or previously approved by DEP?

 Final Reimbursement Only – Has the Final Report, One Page Project Summary Handout, Goals and Accomplishments Worksheets, PA Stream Buffer Tracking Form (formerly Stream ReLeaf) (if required), AMD Treatment System Form for Datashed (if required), Operation and Maintenance Plan (if required), As-Built construction drawings certified by an engineer or licensed land surveyor (if required) and/or other appropriate work products been submitted?

 Final Reimbursement Only – Is the Application for Reimbursement Form marked FINAL and has interest earned on working capital been shown on the Application for Reimbursement Form with receipts attached if applied to the project, OR is a check attached to return interest earned?

 Final Reimbursement Only – If all working capital has not been used, is a check attached to return the balance, as well as all unused interest earned?

\*Note: If advanced funding (Working Capital) has been provided, and you’ve reached 65% of your grant, the working capital will be subtracted by DEP before determining the “Amount of Reimbursement”.