Department of Environmental Protection
Bureau of Abandoned Mine Reclamation
Abandoned Mine Land and Abandoned Mine Drainage Grant Program

APPLICATION FOR REIMBURSEMENT
INSTRUCTIONS

A complete Application for Reimbursement (AFR) for the entire reimbursement period includes:

- ☐ Application for Reimbursement (coversheet)
- ☐ Application for Reimbursement – Supplemental Sheet
- ☐ Backup Documentation (invoices, receipts, timesheets, etc.)
- ☐ Work Progress Report

From the time the grantee submits the AFR until payment from the Commonwealth is received is approximately six to eight weeks assuming the AFR was properly completed. If edits or corrections are required, a longer timeframe for payment should be anticipated.

The grantee should refer to the **Grant Agreement** (specifically the Project Scope of Work & Budget – Attachment A or Attachment D) and the **Budget Worksheet** when completing the AFR. Include actual, not estimated, costs incurred. **The Grantee name and address must match the grant agreement and SAP vendor information.**

Application for Reimbursement - Coversheet

- *Reimbursement No*. – Last 4 of Grant No. and the submission number (1234-01 = 1st submission of grant C990001234)
- *Project Name* – Found in the header on the first page of the Grant Agreement.
- *Document No.* – Found on the first page of the Grant Agreement.
- *Vendor No.* – Number assigned at the time of Commonwealth vendor registration. For questions, refer to the PA Supplier Portal (https://pasupplierportal.state.pa.us/irj/portal/anonymous).
- *Payable to (Grantee)* – Found on the first page of the Grant Agreement.
- *Point of Contact* – The name of the Grantee's point of contact.
- *Phone Number* – The Grantee's telephone number.
- *Point of Contact email address* – The e-mail address of the Grantee's Point of Contact.
- *Partner Bank Type* – Nickname for Commonwealth banking information (Example: BN01, BN02, etc.) as assigned when registered for ACH payments as a Commonwealth vendor. For questions, refer to the PA Supplier Portal (https://pasupplierportal.state.pa.us/irj/portal/anonymous).
- *Reimbursement Period* – Grantee decides on the reimbursement period. The reimbursement must fall within the Grant Agreement's period of performance. Please indicate the Month, Day and Year work was performed.
- *Total Grant Expenditures for this Period* – The total amount of reimbursement requested from the grant for the period identified.
- *Total Amount of Reimbursement* – The total costs incurred for the reimbursement period.
- *Signature/Title/Date* – The signature of the Grantee's authorized representative. An AFR will not be processed without the proper declaration from the grantee.

Supplemental Sheet

- *Construction* – The contractor must be identified in the Budget Worksheet or previously approved by DEP. Include the contractor's FEIN.
- *Contractual Services* – The consultant must be identified in the Budget Worksheet or previously approved by DEP. Include the consultant's FEIN.
- *Materials/Supplies* – Reimbursement of any single item cannot exceed $10,000. Each item must be listed individually on the Supplement Sheet or listed as a lump sum with a coversheet listing each individual cost.
- *Salaries/Benefits* – Costs associated with the grantee's staff time on the project. Contracted salaries are not an eligible expense and must be identified in the Construction or Contractual Services categories, as appropriate.
- *Other* – Costs which cannot be adequately assigned to any of the previous budget categories for things such as mileage, costs associated with audits, etc. Each item must be listed individually on the Supplement Sheet or listed as a lump sum with a coversheet listing each individual cost.
- *Indirect Costs* – De minimus rate or approved negotiated indirect cost rate agreement (NICRA) of allowable direct costs. Cost derived by totaling the grantee's direct expenses under **Materials & Supplies**, **Salaries & Benefits**, and **Other** cost categories and up to the first $50,000 of **Contractual Services**.
- *Total Grant Expenditures* – The total sum of the budget category subtotals.

When completing the Supplemental Sheet, if a budget category is overspent, a Budget Category Revision Request Form should be submitted to ra-epamgrantprogram@pa.gov to transfer funds from one category to another prior to the submission of the AFR.

Backup Documentation

Each line item listed on the Supplement Sheet or separate line-item summary must include backup documentation. Backup documentation includes receipts, stamped paid invoices, timesheets, wage reports, etc.

The documentation must clearly define the cost and be directly related to the Project Scope & Budget.

Backup documentation is not required for indirect costs.

Work Progress Report

A Work Progress Report must be included with each AFR submission. If an AFR is not submitted at least once per quarter of the grant's period of performance, a separate Work Progress Report must be submitted to the Grant Manager to ensure reporting requirements are met.

The Work Progress Report must be complete for the AFR to be accepted.

Submission

A complete AFR package must be submitted to ra-epamgrantprogram@pa.gov and the assigned Grant Manager.