



Instructions for Grantees

This checklist should be used by the Grantee to complete the ECRG Reimbursement Request by accessing DTSC's Application/Grant Portal (dtsc.fluxx.io). Use of this checklist will prevent delays in processing reimbursement requests for payment. DTSC Portfolio Managers will use this checklist to verify information provided. Without the required information listed here, the request will be sent back for revisions or will be rejected.

Table 1: Reimbursement Request Form

Section	Question	Response
1 - Site	<p>Is the Site name entered as it was displayed in the Site section? (If submitting on behalf of a Community-wide Assessment, you may either enter a specific site or you may enter 'Community-wide Assessment' if the reimbursement request pertains to more than one of the sites)</p>	<input type="checkbox"/>
2 - Submitted Invoice Date Range	<p>Does the date range provided match the date range cited on the invoice batch?</p>	<input type="checkbox"/>
3 - Payment Address	<ul style="list-style-type: none"> Is the payment address entered completely (includes city, state, zip code and suite number if applicable)? Does the payment address entered match the address(es) provided on the submitted STD 204/205 forms? <p>It is possible to view the submitted STD 204/205 by navigating to the Documents section (Section 12) on the grant record under Grants -> Active.</p>	<input type="checkbox"/> <input type="checkbox"/>
4 - Summary of Costs	<ul style="list-style-type: none"> Is the total invoice batch amount at least \$15,000? Does the amount requested for reimbursement match the sum of the cost breakdown and the total of any batched invoices? Does the total number of invoices listed match the number of submitted invoices in the single PDF invoice batch? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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Reimbursement Request Checklist



Table 2: Invoice(s)

Section	Question	Response
<p>1 - Invoice Upload</p>	<ul style="list-style-type: none"> • If submitting more than one invoice, are all invoices batched into one PDF? <ul style="list-style-type: none"> ◦ Is the PDF named in the correct format? (YYYYMMDD-ECRG AGREEMENT NUMBER-INVOICE) <p>Your agreement number can be found under Grant Information at the top of the ECRG Reimbursement Request form.</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> </p>
<p>2 - Contractors/Vendors Invoices</p>	<ul style="list-style-type: none"> • Is the invoice on contractor/vendor company letterhead? • Is the invoice addressed to the Grantee Organization name and address listed on the submitted STD 204 form? • Is the Site name displayed on the invoice? • Are sufficient details provided to allow DTSC to determine costs are eligible and reasonable under the Agreement Terms and Conditions? For example, 'Associated Project Costs' would not be a sufficient description. • Are the following details related to contractor labor costs included? <ul style="list-style-type: none"> ◦ Performed project work timeframe (date range), must be within the grant term (24 months from ECRG Agreement execution date) ◦ Staff classification/labor category ◦ Work activity performed ◦ Number of hours worked ◦ Associated hourly rates <p>For example: April - June 2022, ACME Corp./Sr. Geologist, 60 hours @ \$X per hour for site observation/evaluation.</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>

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Table 2: Invoice(s)

Section	Question	Response
<p>3 - Grantee Project Manager Labor Invoices</p>	<ul style="list-style-type: none"> • Is the invoice on Grantee Organization letterhead? • Are the following details related to Grantee Project Manager labor costs included? <ul style="list-style-type: none"> ◦ Performed project work timeframe (date range) ◦ Staff classification/labor category ◦ Work activity performed ◦ Number of hours worked ◦ Associated hourly rates charged (base labor rate consisting of salary and benefits only, no indirect costs such as facilities, utilities, etc.; not the fully loaded rate, DTSC cannot pay for Grantee admin or overhead costs) • Are copies of associated approved timecards included? <p>For example: April - June 2022, Grantee Organization/Project Manager, 20 hours @ \$X per hour (base labor rate only) for reimbursement request submittal along with associated approved timecard.</p> <p>Grantee Project Manager labor costs may not exceed 5% of the grant award amount. The 5% cap applies only to Grantee Organization staff.</p>	<p style="text-align: center;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </p>