



Florida Department of Environmental Protection

LAND AND WATER CONSERVATION FUND PROGRAM REIMBURSEMENT REQUEST CHECKLIST

Reimbursement Documentation should be submitted with all documents from the Completion Documentation Checklist (DRP-125). Submit all documentation below that is applicable to the project. At least one Cost Schedule must be submitted.

DOCUMENTATION GUIDELINES

- Ensure all invoice numbers, check numbers, and dates are listed on all Cost Schedules accurately.
- Ensure all Cost Schedules are completed, signed and dated by the appropriate person(s).
- Ensure that all expenditures were incurred *prior* to the termination date of the project.
- Ensure that all cost schedule totals are correct as listed on the corresponding invoice and payment.
- Submit all associated invoices and proofs of payments (checks, etc.).
- All expenditures listed must be related to the project elements as identified in the project agreement.
- Keep a copy of all documentation submitted for your records. In the event of an audit, these documents may be requested.

REIMBURSEMENT REQUEST & COST SCHEDULES

1. **Attachment C Payment Request Summary Form (DRP-115):** This form is a summary of the current and cumulative project costs to date. This form must accompany all reimbursement requests. **Employee benefits and indirect costs must be identified on this form, if applicable. THIS FORM IS REQUIRED FOR ALL PROJECTS.**
2. **Indirect Project Costs:** This cost shall be reimbursed only if the Grantee is using Grantee Labor. Cost shall be calculated at 15% and shall not exceed this rate. **(Calculated on DRP-115)**
3. **Employee Benefits:** This cost shall be reimbursed only if the Grantee is using Grantee Labor. A maximum of 15% of eligible salaries and wages of employees who accrue annual, sick, and holiday leave from the grantee; plus, a maximum of 25% of the eligible salaries and wages of employees who receive other benefits (such as FICA retirement, health, and life insurance and workers compensation). Calculations and supporting documentation used to determine the actual cost percentages shall be maintained by the Grantee. **(Calculated on DRP-115)**
4. **Contractual Services Purchases Schedule (DRP-116):** Eligible costs are for work performed by private or independent contractors that directly relate to the accomplishment of the project. **Cost plus or contingency fee contracts are ineligible.** Submit as applicable.
5. **Grantee Labor Cost Schedule (DRP-117):** Eligible salaries and wages of employees paid by the Grantee for the performance of work that directly relate to the accomplishment of the project site. **Administration costs are ineligible.** Submit as applicable.
6. **Direct Material Purchases Schedule (DRP-118):** Eligible costs are material and supplies consumed or expended in accomplishing the project, including direct purchases from vendors. **Small tools (e.g. shovels, saws, hammers, and drills) are ineligible.** Submit as applicable.



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7. **Grantee Equipment Cost Schedule (DRP-119):** Eligible costs are all reasonable costs for rental or use of equipment which is required to be used or kept available at the site for the accomplishment of the project. If rental equipment is used the Grantee shall use the lowest rate possible. **Repairs or servicing costs of grantee owned or purchased equipment are ineligible.** Submit as applicable.

8. **Grantee Stock Material Cost Schedule (DRP-120):** Eligible costs are material or supplies taken from Grantee's stock or inventory and shall be documented by material requisition or other project cost records. An inventory system with procedures and records should be maintained by the Grantee. Submit as applicable.