

Instructions for Completing the Source Water Protection Reimbursement Request Form

Overview: Source Water Protection (SWP) Projects are awarded set amounts of funding, agreed upon in the sub-awardee's (sponsor's) Intergovernmental Agreement. To receive the funding, sponsors will request reimbursement through the *WAT087 – Source Water Protection Reimbursement Request Form*. These forms help ensure the proper cost-share is being met, and the requested funds are within the approved workplan of the project.

The reimbursement request form has six sections to input data based off the nature of the project and the approved work plan. These sections are explained below.

Personnel Costs: This section is mostly for the use of “in-kind services” as a cost-share. If approved by the SWP Program, community labor can be counted toward the required cost-share of the project. This will need to be documented with timesheets, including a breakdown of hours and rates, as well as a memo indicating the work done by the employee.

Travel: If the SWP Project requires travel, these fees can be indicated in this section. Travel must be indicated in the approved work plan to receive reimbursement.

Equipment: Purchases of equipment with SWP funds must be approved by the NDEE prior to the start of the project. For the community to retain the equipment after the end of the project, it must be continually used for its initial intended use. It may also not be offered for resale. If these conditions are not met, the NDEE will take ownership of the equipment following the completion of the project.

Materials/Supplies: This section is mainly used for smaller items such as flyers or brochures handed out at an open house/kickoff meeting.

Contractual/Implementation: Any procurement of services from a company that provides an invoiced service (i.e., a well drilling company or a consulting firm) will be placed in this section. The invoices should be listed on the left column of the form. If a consulting firm is completing the entire project, the invoices may be broken down by project task on the left column of the form.

Other: For anything not specified by the previous section.

Example Form: Demonstrating a 10% cost-share allocation.

Nebraska Department of Environment and Energy Source Water Protection Reimbursement Form
SWP Example Project (2024-1234567)

Reimbursement #1

Source Water Reimbursement Period: October 1st to March 31st			
Item	Grant Funds	Matching Funds	Total
Personnel Costs	\$0.00	\$0.00	\$0.00
Travel (transportation, lodging, meals)	\$0.00	\$0.00	\$0.00
Equipment	\$1,800.00	\$200.00	\$200.00
Submersible Pump (1)	\$1,800.00	\$200.00	\$2,000.00
Materials/Supplies	\$90.00	\$10.00	\$10.00
Outreach Flyers (50 flyers, \$2.00 each)	\$90.00	\$10.00	\$100.00
Contractual/Implementation	\$4,500.00	\$500.00	\$500.00
Fake Company Invoice #12345	\$1,800.00	\$200.00	\$2,000.00
Fake Company Invoice #12346	\$2,700.00	\$300.00	\$3,000.00
Other	\$0.00	\$0.00	\$0.00
Total Costs	\$6,390.00	\$710.00	\$710.00

Please Reimburse: \$6,390.00

**To: SWP Program
123 Street Name
Lincoln, NE 68521**

I certify that all expenditures reported are for appropriate purposes and in accordance with the agreements set forth in the application, work plan and cooperative agreement.

John Doe

John Doe
SWP Coordinator

11/12/2024

Required Attachments: The following documents should be included when submitting a reimbursement request form:

- **Proof of payment:** Cancelled checks, bank statements, etc. Must show the invoice/work order was paid. If multiple invoices were paid from the same check, please include a breakdown of costs.
- **Invoices and Receipts:** For contractual services and purchased materials/equipment, please include the invoice or receipt provided by the company or firm.
- **Timesheets:** If “in-kind services” are being used as a cost share, employee timesheets of the entire week must be included. The hours worked and summary of work completed should be noted on the timesheet. The hourly rate of the employee should also be displayed. If the employee is salary, determine what the hourly rate would be based off the monthly pay divided by the number of hours worked in a week. Also include a summary of the work completed.
Note: The work completed must not be within the employee’s routine job description. I.e., you could not request administrative services from the city administrator as a cost share.
- **Bids:** If services are being procured over \$10,000, bids from three separate companies must be provided. If the company does not respond with a bid, proof of an attempt will suffice in the bid’s place.