

**571—30.13(452A) Reimbursement procedures.** Financial assistance from the water access fund will typically be in the form of reimbursement grants, which will be made on the basis of the approved percentage of all eligible expenditures up to the amount of the approved grant.

Reimbursement requests will be submitted on project billing forms provided by the department.

**30.13(1)** For acquisition projects, one copy each of the following additional documentation will be required:

- a.* Deed.
- b.* Invoices or bills for any appraisal or survey expense.
- c.* All applicable canceled checks or warrants.
- d.* A certificate of title prepared by the agency's official legal officer.

**30.13(2)** For development projects, grant recipients shall provide documentation as required by the department to substantiate all project expenditures.

**30.13(3)** Reimbursements will be made on real estate contract payments using the following procedures:

*a.* The grant recipient will submit to the department a copy of the real estate contract, which must stipulate that the grant recipient will get physical control of the property on or before the date the first contract payment is made.

*b.* The grant recipient will submit to the department a copy of any approval that it is required to obtain from any governing body to enter into a real estate contract.

*c.* The grant recipient will submit to the department an up-to-date title opinion from its official legal officer indicating that the landowner has and can convey clear title to the grant recipient.

*d.* The grant recipient will submit a project billing with photocopy of the canceled warrant when claiming reimbursement.

*e.* When final payment has been made and title obtained, the grant recipient will submit to the department a copy of the deed and a certificate of title from its official legal officer. Only one reimbursement request may be submitted if the total project cost is \$10,000 or less. If more than \$10,000, no more than two reimbursement requests may be submitted.

A final reimbursement request shall be submitted within 90 days following the completion date indicated on the cooperative agreement. Failure to do so may be cause for termination of the project with no further reimbursement to the grant recipient.

Ten percent of the total reimbursement due any grant recipient for a development project will be withheld pending a final site inspection or until any irregularities discovered as a result of a final inspection have been resolved. Final site inspections will be conducted by assigned department staff within 30 days of notification by project sponsor that a project is completed.

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