Requesting Relief from Grant Agreement Requirements

CITT Off-Season Stock Water Mitigation Grant Program

Upon signing the Grant Agreement with the DNRC, the Grant Recipient agrees to submit documentation of eligible grant expenses it has incurred to receive reimbursement from DNRC (see DNRC Grant Agreement, Section 7). DNRC may consider granting a Grant Recipient relief from this requirement on a limited, case-by-case basis.

To request relief from this Grant Agreement requirement, the Grant Recipient must submit a formal justification letter to DNRC with its Reimbursement Request Package.

Justification Letter Requirements for Seeking Relief from Terms of DNRC Grant Agreement
1. Letter must be on Grant Recipient letterhead, dated, and signed by the Grant Recipient AUTHORIZED OFFICIAL.
2. Letter body must:
    a. Clearly identify from which Section of the DNRC Grant Agreement the Grant Recipient is seeking relief.
    b. Cleary identify which expenses on the DNRC VENDOR INVOICE the Grant Recipient has yet to pay (if seeking relief from the DNRC Reimbursement Requirement).
    c. Provide detailed justification about why the Grant Recipient is seeking relief from the terms of its DNRC Grant Agreement (see DNRC Grant Agreement, Section 7). The Grant Recipient must demonstrate a true need for relief from the terms of its Grant Agreement.
    d. Include statement about the Grant Recipient's schedule to reimburse the Third-Party Subrecipient upon receipt of the DNRC payment.

If DNRC approves a Request for Relief from the DNRC Reimbursement Requirement:
1. Within 7 days of receipt of the funds from DNRC, the Grant Recipient must pay the Vendor.
2. Within 10 days of receipt of the funds from DNRC, the Grant Recipient must provide the DNRC with documentation of its reimbursement to the Vendor.

Requests for relief are intended to be in unique circumstances and not intended to be utilized for all reimbursement requests.

If Grant Recipient does not pay vendor within the time period described above, DNRC reserves the right to deny future requests.