Overview

DPS-ECN 9-1-1 Grant Program expenses will be reimbursed by MN DPS-ECN upon receipt of a ‘DPS-ECN 9-1-1 Grant Program Reimbursement Request Form’ and an accompanying entry into the MN-DPS ‘E-Grants’ online grant management system. Each request will be reviewed based on the following criteria:

- The expense is related to an approved grant funded project intended to improve emergency communications capabilities within the state.
- The expense is an allowable activity under the grant program guidelines.
- Adequate funding remains in the project budget to support the request.
- Adequate documentation (invoices, receipts, time/payroll records, proof of payment, etc.) is included to support the reimbursement request.

Reimbursement Request Process

A ‘DPS-ECN 9-1-1 Grant Program Reimbursement Request Form’ must be submitted to request payment for eligible grant related expenses.

- The designated regional grant coordinator should:
  - Complete sections 1, 2 and 3 on the ‘DPS-ECN 9-1-1 Grant Program Reimbursement Request Form’ and submit a scanned copy to MN DPS-ECN at ecn@state.mn.us.
    - Please include ‘DPS-ECN 9-1-1 Grant Program Reimbursement Request’ in the subject line.
    - Supporting documentation (invoices, receipts, time/payroll records, proof of payment, etc.) associated with the request should be included as separate attachments.
  - Retain original copies of the form and any supporting documentation for their records.
  - Complete appropriate entries in the MN-DPS ‘E-Grants’ online grant management system to initiate the reimbursement process.
- MN DPS-ECN staff will review the request and notify the designated regional grant coordinator within 10 business days.

**NOTE:** Expenses related to the DPS-ECN 9-1-1 Grant Program must be entered to reflect the appropriate funding source (i.e. 60% federal contribution and 40% MN DPS-ECN contribution).

**NOTE:** Grant funded mileage and meal expenses will be reimbursed at a rate no greater than the amount prescribed by the Commissioner of Minnesota Management and Budget. Information regarding these rates can be found on the ‘Grants’ page of the MN DPS-ECN website. This page is located at https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx.

Resources

Copies of this form are available on the ‘Grants’ page of the MN DPS-ECN website located at:

- https://dps.mn.gov/divisions/ecn/grants/Pages/default.aspx