



Department of Public Safety
Division of Homeland Security and Emergency Management
Public Assistance Program

REQUEST FOR REIMBURSEMENT OF EXPENDED FUNDS GUIDANCE
(This form is used to Reimburse Applicants for Previous Expenditures on Large Projects.)

When requesting a Reimbursement of Expended Funds you must complete the “Request for Reimbursement of Expended Funds” form. Below are listed each of the areas that need to be filled in with a short description of what information is needed.

Sub-grantee: Please list the name of the Applicant, (e.g. Anoka County or Union Township)

Project Application #: Please list your Project Application ID or FIPS ID. This number can be found on your Project Completion and Certification (P.4) form in the upper left side. The format for this number is: 123-45678-09.

PW #: The Project Number that you are requesting funds for.

Total Approved Amount on PW: The total amount FEMA approved for that Project Worksheet.

Total Amount Spent to Date: The total amount of money that you have paid/spent on this project up to this date.

Total Amount Previously Reimbursed: You must list the amount that you have been paid on this project up to this date.

Total Amount Now Being Requested: The amount that you are requesting reimbursement for, and have provided documentation for.

% of Work Completed to Date: List the percent of work that has been completed up to this date.

Once filled out, this Request for Reimbursement of Expended Funds must be sent to:

Department of Public Safety
Homeland Security and Emergency Management
ATTN: Public Assistance
445 Minnesota Street, Suite 223
St. Paul, MN 55101-6223

All documentation, invoices and proofs of payments must accompany this form. You can only receive a reimbursement on things that you have already paid and given us documentation for.