

DATE: November 13, 2019
TO: Project Managers of Partnership Programs with Individual Pass-thru Contracts
FROM: Sandy Smith, Project Analyst Manager
RE: Partnership Programs - Final Reporting and Close Out

Background:

Inevitably within partnership programs, individual partners complete their portion of work at different times during the appropriation period. Those individual partners would like to be reimbursed for final payment, prior to the submission and approval of the overall partnership final report. This memo provides guidance that addresses this issue.

Guidance:

Individual partners are allowed to request and receive final payment prior to the closing and approval of the entire program's final report. The partnership must:

1. Report within the most recent status update report that the partner has completed their work AND include a concise summary that reports accomplishments (or lack of) including acres and the total amount of funding spent from their individual budget.
2. LSOHC staff must approve status update report.

DNR will use the approved status update report to process the final payment for that individual partner within the partnership. This does NOT eliminate the requirement to complete an overall final report by the partnership.

As always, please contact us with questions you may have.