

**Reclamation Manual**  
Directives and Standards

**TEMPORARY RELEASE**  
*(Expires 09/14/2022)*

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**REIMBURSABILITY RECHARACTERIZATION TEMPLATE**

[Date stamp]

MEMORANDUM

To: Director, Program & Budget *[for recharacterization of activity with annual costs of \$1M or greater]*  
Regional Director *[for recharacterization of activity with annual costs of less than \$1M and greater than or equal to \$250k]*  
Financial Manager *[for recharacterization of activity with annual costs of less than \$250k]*

From: *Individual identifying requirement for Recharacterization*

Subject: Proposed Recharacterization of Reimbursability

The purpose of this memorandum is to request your concurrence with recharacterizing *[list activity or costs requiring recharacterization]* as non-reimbursable.

I have determined these activities are non-reimbursable based on *[provide a background of what led to this determination and what research has been conducted to support this determination]*. If approved, this memorandum will serve as the authority of record that costs associated with these activities are non-reimbursable *[Note: this does not apply if legislation is required for recharacterization.]*

Recharacterization will require the following actions *[List any actions to be taken (e.g., notify beneficiaries and other stakeholders, adjust cost share calculations, etc.)]*:

**Documents attached include:** *[Provide a list of documents used to support the proposed recharacterization]*

Concur/Non-concur: \_\_\_\_\_  
Area Manager [Optional] Date

Concur/Non-concur: \_\_\_\_\_  
Manager, Rate Setting Services Date  
(or similar function in region)

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Concur/Non-concur: \_\_\_\_\_  
Financial Manager

\_\_\_\_\_  
Date

Concur/Non-concur: \_\_\_\_\_  
Regional Director

\_\_\_\_\_  
Date

Approve: \_\_\_\_\_  
Director, Program & Budget

\_\_\_\_\_  
Date