Reclamation Manual
Directives and Standards

TEMPORARY RELEASE
(Expires 09/14/2022)

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 (or similar function in region)    Date
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Concur/Non-concur: _______________________________   __________________
Financial Manager     Date

Concur/Non-concur: _______________________________   __________________
Regional Director     Date

Approve: _______________________________   __________________
Director, Program & Budget     Date