



Montana Fish, Wildlife & Parks

Recreational Trails Program (RTP) Grants Reimbursement Requirements

All of the following information applies to all RTP grants including those already approved (pre-2009) and future grants. If you have questions about any of this material, contact the Fish, Wildlife & Parks (FWP) Trails Programs Office at 444-4585 or 444-7642.

Please carefully read the following information. This will help you maintain quality records of project expenses that satisfy FWP and the Federal Highways Administration (FHWA) and ensure timely reimbursement from the RTP program. If your request is incomplete, all documents described are not included, the Cover Sheet and Expenditure Spreadsheet is incomplete or the math is in error, or expenditure documentation including receipts/invoices and proof of payment is not complete, we will return your request.

When you request reimbursement for your RTP grant, be certain to only include eligible expenditures directly associated with your RTP Grant Agreement. These include:

- 1) Expenses incurred after the agreement is signed and dated by FWP
- 2) Expenses specifically mentioned in words in the narrative description and in Part B (Project Cost Information) of your RTP application. If your RTP grant is less than requested in your application, you must submit an amended Part B of your application specifying the use of RTP grant funds.
- 3) For equipment or services purchased, see Condition 8 of your Agreement and provide documentation (over \$5,000, proof of bid solicitation and contract/agreement).
- 4) Include statement that all documented expenses included in reimbursement request are in compliance with grant agreement.

No matter the size of your grant, FWP and FHWA will not process reimbursement requests of less than \$500. The only exception is if the request will close out a grant. FWP will allow no more than two requests per year for any grant agreement. If you have RTP agreements from more than one grant year, you can request reimbursement from each grant no more than two times per fiscal year.

If you have more than one grant agreement (more than one RTP grant year) for the same project, you must submit separate complete reimbursement packages for each grant agreement. We will no longer accept one reimbursement request for multiple RTP agreement years.

Your Request for Reimbursement package must include the following.
RTP Reimbursement Request Cover Sheet

Be certain that you include the Project Agreement Number and the Project Agreement Date of the grant for which you are requesting reimbursement. Please remember to include your federal tax ID number.

In the Detail Box, top right, include the total amount of the grant from the agreement, the total amount of reimbursement requested to date including this request, and the balance after this request. The figures for each category on the cover page should come directly from the Expenditure Detail Spreadsheet.

I. SPONSOR'S EXPENDITURES: *Expenses paid by grant sponsor that are being requested for reimbursement.*

- 1) *Payroll and Salaries Paid:* These include salaries paid to sponsor employees. Proof of payment can include a formal department/community payroll document (common with cities, counties and agencies) or cancelled checks (most common with private clubs). Report all payroll contributions with payroll logs or registers and if only claiming a portion of overall payroll, you must include payroll allocation methodology and hourly rates for different employees
- 2) *Materials/Supplies/Equipment Purchased:* These should have been included in the project description and in Part B, Project Cost Information, in your application. Examples include, among others, lumber, signs, trail-head and trail-side structures, trail surface materials, gasoline, weed-control chemicals, equipment repair parts and other large equipment approved through your Agreement. Small tools will not be reimbursed under the RTP program. Refer to Condition 8 of your RTP Project Agreement. You must follow state purchasing procedures for equipment costing \$5,000 or more.
- 3) *Contracted Services:* Refer to Condition 8 of your RTP Project Agreement. You must follow state purchasing procedures for any contracted services costing \$5,000 or more. You must submit a copy of your contract agreement and proof of solicitation for bids before we can reimburse funds.
- 4) *Miscellaneous & Services Not Requiring Contract:* These can include, among others, rented or leased equipment, rented toilet facilities, equipment repair and services rendered costing less than \$5,000.

II. SPONSOR'S MATCH: *The following financial information can only be used as part of sponsor's match. None of these funds may be reimbursed.*

- 5) *Value of Non-Reimbursed Labor:* Typically called volunteer labor, claim at the rate of \$15 per hour for common labor and the standard rate in the community for skilled labor. For documentation, use the RTP Volunteer & Non Reimbursed Labor Form.
- 6) *Value of Reimbursed Labor:* Report all payroll contributions with payroll logs or registers and if only claiming a portion of overall payroll, you must include payroll allocation methodology and hourly rates for different employees.
- 7) *Value of Donated Materials/Equipment/Services:* Documentation includes quantity of materials donated and value shown by an invoice or statement from business, vendor, individual with value and notation "donated."

8) *Fund Contributions Expended on Project*: These are dollars contributed to the sponsor for this specific project. Documentation includes a signed letter/document/agreement from the donor. These can include other grant programs, private and corporate donations, sponsor donations, etc. Most common contributions include Community Transportation Enhancement (CTEP) grants from Montana Department of Transportation, FWP Snowmobile and OHV Program grants, various federal block grants or private club or association funds.

REIMBURSEMENT REQUESTED

The maximum that we can reimburse is the Total Funds Expended multiplied by 80% (.8) but it cannot be more than: 1) the Total Sponsor Expenditures or 2) the Balance of the Grant. For non-federal grant sponsors, we can only reimburse 80% of documented expenses or the balance of your grant. We can't reimburse RTP funds for donations, non-paid volunteer labor, or fund contributions. These values can however be credited to your 20% match.

For federal agency sponsor, 3/4 of your 20% match (15% of the total cost) can come from other federal funds but no less than 5% of costs/donations must be from non-federal sources.

DESCRIBE WHAT WAS ACCOMPLISHED WITH THESE FUNDS: Include a brief description including the specific trails and miles of trail maintained, rehabilitated, developed; trail-head or trail-side facilities developed or safety/ethics education projects completed.

WITH THIS REQUEST, IS THIS PROJECT NOW COMPLETE?: Check the appropriate box at the bottom of the page. Many projects have been completed in the past but small amounts of grant money were left because projects were completed under budget. The importance to you is that if we still show unexpended grant money on the books more than three (3) years after the agreement date, you will not be eligible to apply for more RTP funds. The importance to the program is that we can reassign these unexpended balances to other good projects if we know yours is complete.