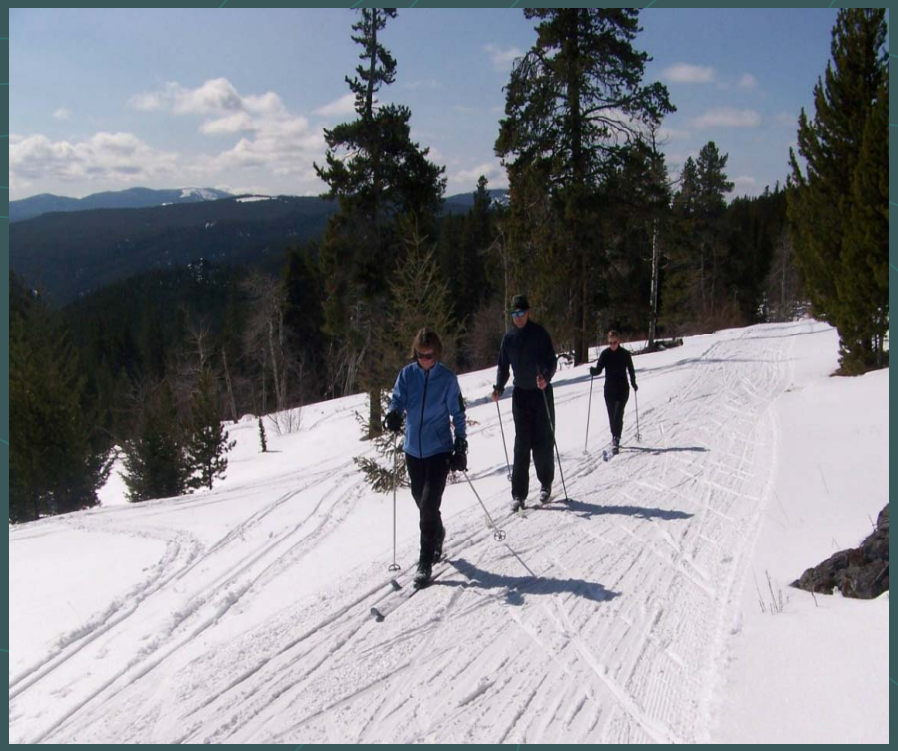
2011 RECREATIONAL TRAILS PROGRAM REIMBURSEMENT REQUIREMENTS



Recreational Trails Program

- Background
- Funding
- Basic Requirements
- Reimbursement

Administration & Oversight

- Montana Fish, Wildlife & Parks (FWP) administers the RTP funds in Montana
- Federal Highway Administration (FHWA) provides program oversight at the Federal level

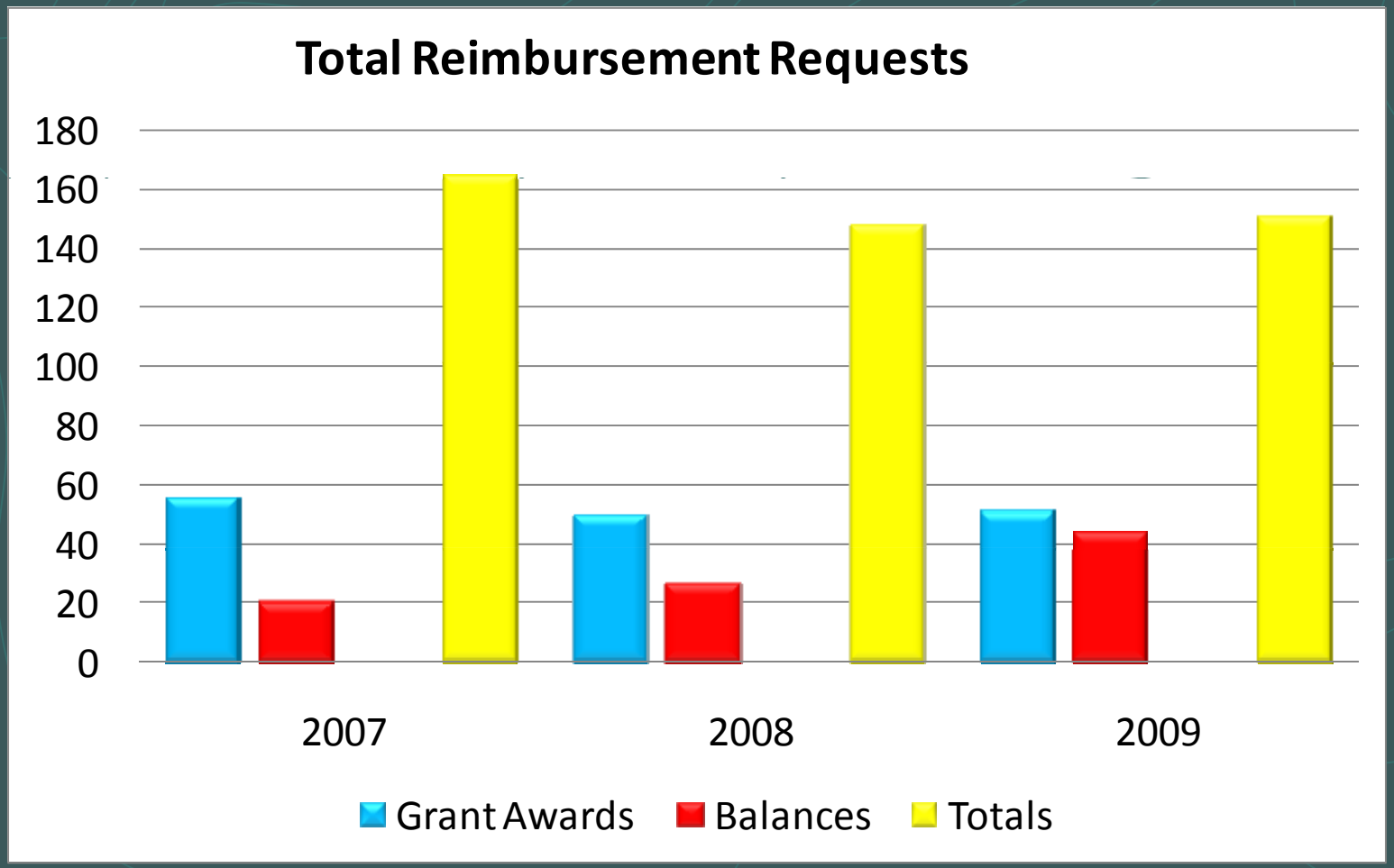
Timing

Reimbursement only approved for expenditures incurred after the date of the signed project agreement between the project sponsor and FWP

Reimbursement Fast Facts

- Attend reimbursement training prior to expending grant funds
- Inquire before you incur costs to assure reporting requirements are fulfilled
- Coordinate with FWP on all partnership/cost share agreements

Why haven't I received my payment yet?



RTP Reimbursement Checklist

Grant Sponsor: _____

Agreement Date: _____

Date Reviewed: _____

	Compare numbers on Cover Sheet to those on Detailed Spreadsheet (FWP website). List of expenditures should be in the same order.
	If this request does not close out the grant, a statement of what was accomplished with fund requested must be included.
	If this request closes out the grant, a final performance report must be included (FWP form on website).
	Check dates of **all** documentation to make sure they are after agreement date.
	Start at top of Detailed Spreadsheet and compare to documentation following. Documentation should be in the same order as listed on Detailed Spreadsheet.
	If payroll is included and only a portion of that payroll is credited to the grant, make sure methodology for calculation is included as well as samples calculated for RTP payroll portion.
	If payroll logs include payments for projects other than the RTP grant monies, payments specific for the RTP project are circled in red or noted on logs.
	Proof of payment for payroll.
	Proof of payment and check number is included with every invoice submitted.

Eligible Expenditures

- Expenses incurred after agreement date in line one of agreement.
- Expenses specifically included in narrative and Project Cost Table (Part B) of application.
- Revised Project Cost Table needs to reflect overall project costs of grant award (not grant request)

RECREATIONAL TRAILS PROGRAM GRANT REQUEST COVER SHEET

Grant Sponsor _____

Project Agreement # _____

Agreement Date _____

Project Name _____

Sponsor Address _____

_____

Federal Tax ID Number _____

Total grant	$
Current request	$
Total previous requests	$
Remaining grant balance	$

I. SPONSOR EXPENDITURES: ***May be reimbursed or used as match.***

1) Payroll and Salaries Paid $ _____

2) Materials/Supplies/Equipment Purchased (Condition 8, Agreement) $ _____

3) Contracted Services (Condition 8, Agreement) $ _____

4) Miscellaneous and Services Not Requiring Contract $ _____

TOTAL SPONSOR EXPENDITURES $ _____

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

5) Value of Non-reimbursed Labor $ _____
   $15/ hour unskilled labor, local rate for skilled labor
   Value of Reimbursed Labor used as Match $ _____

6) Value of Donated Materials/Equipment/Services $ _____

Reimbursement Request Cover Sheet

Part A. Sponsor Expenditures

Examples of eligible incurred costs.

- Payroll
- Material, Supplies Equipment
- Contracted Services
- Misc. & Services Not Requiring Contract

Reimbursement Request Cover Sheet

Part B Sponsor Match

The following can be used as match:

- Non-Reimbursed Labor
- Reimbursed Labor
- Donated materials, equipment, services
- Fund contributions

Reimbursement Request Cover Sheet

Is this project now complete?

- YES—Append *Project Final Performance Report* describing what was accomplished
- No—Sponsor needs to state what funds accomplished in this request
- Note: Sponsor must report 20% more than reimbursement request with each payment request

Expenditure Detail Spreadsheet

RTP Request For Reimbursement : Expenditure Detail Spreadsheet						
RTP Program Grant Year:						
Project Sponsor:						
Project Agreement # & Date:						
Project Purpose:						
Expense Category	**Date**	**Employee/Vendor**	**Description**	**$ Source**	**$ Amount**	**Category Total $**
Payroll/Salaries						
Materials/Supplies						
Equipment Purchased						
Contracted Services						
Miscellaneous Purchases						
and Services						
Total Funds Expended						
This Request						
Non-Reimbursed Labor						
Reimbursed Labor used as Match						
Donated Materials, Equipment						
Services						
Fund Contributions						
Total Donations/Contributions						
Total Expended + Contributions						

Expenditure Detail

Invoices, Receipts, Proof of Payment

- Sponsor must sign all invoices & receipts
- Account statements or estimates: NO GOOD
- Must clearly say what charge is for
- Stock numbers aren't enough
- Same organization as spreadsheet
- By category & by date

Expenditure Detail
Goods & Services

- Less than $5,000: No Official Requirements
- $5,000 to $25,000: Limited Solicitation
- $25,000 or More: Full Solicitation
- *Reference State Purchasing Requirements document for more information*

State Purchasing Procedures and Requirements

RTP Contract Agreement (Condition 8) states Purchasing Procedures be followed and documentation includes:

- Solicitation of bids and bidding process (meeting minutes)
- Selection process (lowest bidder or evaluation process/documents)
- Contract Agreement between vendor and project sponsor
- Proof of payment to vendor

Volunteer or 5% non-federal matching documentation

The following Volunteer Form is provided for your convenience. If the RTP grant sponsor has a form and **all** of the same information is provide, that form will be accepted.

VOLUNTEER & NON-REIMBURSED LABOR

Date	Name	Phone Number OR Address (Volunteer or Parent)	Type of Work Accomplished	# Hours	Rate $/Hour	Value

Donations & Contributions

- A list stating hourly rate, hours used, and explanation of how hourly rate was determined required for equipment
- Letters or documents from donator and copy of check are required for contributions
- Invoice statements or correspondence letters are required for donated materials

Travel & Meals Expense Voucher

Travel & Meals Expense Voucher

RTP Program Grant Year:

Project Sponsor:

Project Agreement # & Date:

Project Purpose:

		1		2		3	4	5	6	7	8
Names	Date(s)	Departure Time to Work Site	A am P pm	Arrival Time back to Start	A am P pm	Travel Details (trail worked, etc.)	Mileage	Vehicle Description (license #, vehicle id.	Mileage Allowance Miles x Rate **HIGH RATE** **.500**	Meals	Total Amount

USFS Reimbursement Reminders

- Do not combine different years' grants when submitting reimbursement requests
- U.S. Forest Service:
  - Always include official "Bill for Collection"
  - Make sure you have 5% non-Federal match

USFS Reimbursement Reminders

- The Bill for Collection total must match the reimbursement request total. Always attach the bill to your reimbursement packet.

- As you plan your project, remember to include volunteer, or other non-federal labor/equipment/materials to meet the 5% non-federal requirement.

USFS Reimbursement Reminders Continued

- The job codes associated with the project must be consistent
- Include Work Plans with reimbursement requests

Snowmobile Grooming Rate

Grooming Rate Explanation

- FWP will reimburse snowmobile and cross-country clubs for grooming operations through the hourly rate.
- Costs include: repairs, maintenance (including maintenance labor), transportation of groomers, fuel, oil.
- Costs not included: labor to operate machine and any other costs not associated with actual operation of the equipment.

Hourly Rates

- Utility Sled Used for Trail Grooming: $20.00 per hour (does not include grooming labor)
- All Other Large Groomers: $60.00 per hour (does not include grooming labor)

Reporting Requirements for Hourly Rate Costs

- Rates used in lieu of receipts for fuel, oil, maintenance, repairs, etc.
- Labor and other eligible costs would be reimbursed under standard and previously approved methods
- Documentation: Grooming Log Sheets and Monthly Grooming Summary Sheets

Recent Reimbursement Changes

- If sponsor plans to hire Montana Conservation Corps for their trail project, they should inform MCC that RTP money is involved.
- Project sponsor can opt to hire MCC as a contractor through State Purchasing Procedures. Otherwise, MCC is considered a sub-grantee and reporting requirements for MCC are more detailed.
- If payroll logs include non-RTP sources, RTP sources are circled in red or noted on logs

Reimbursement Changes Cont.

- Matching Contributions: According to RTP Guidance, Section 206(h)(1)(C) allows preapproval project planning and environmental compliance costs to be credited toward the non-Federal share of the cost of a project, limited to costs incurred less than 18 months prior to project approval. The costs incurred must be costs that would be allowable if the project had been approved.

ROW Requirements

- If project involves construction, improvements within State Highway Right of Way (ROW), project sponsor <u>must</u> coordinate with local Montana Department of Transportation office to assure ROW requirements are addressed

- An encroachment permit is typically required

Uniform Relocation Act of 1970

- **Purpose: To ensure that property owners are treated fairly and consistently whenever land is to be acquired for federally funded projects, and to ensure that state and federal agencies implement these regulations in an efficient and cost effective manner.**
- **Landowners must be apprised of their rights under this national law, which includes:**
  - Disclosing whether condemnation or eminent domain will be used to take land for the trail project under consideration.
  - Disclosing that landowners may ask for just compensation according to federal appraisal standards whenever their land is purchased in fee title or whenever their land is encumbered with a perpetual trail easement.

Uniform Relocation Information

- Implementation regulations are found in 49 CFR Part 24. http://www.fhwa.dot.gov/legsregs/directives/fapg/cfr4924a.htm
- Project sponsors can also access a Waiver of Procedures and Rights Form under the "Reimbursement Information" tab of the RTP website. http://fwp.mt.gov/recreation/grants/rtp/reimbursement.html

Direct Costs vs. Indirect Costs

- Direct costs are clearly identifiable costs related to a specific project. Categories of direct costs generally include salaries and wages, fringe benefits, per diem (gas or meals), construction, printing, brochures and displays, signs, etc.

Indirect Costs Defined

- Indirect costs are activities or services that benefit more than one project
- Indirect costs include taxes, administration, personnel and security costs, and overhead or administrative costs
- Examples include building insurance, rent, electricity, accounting, budgeting, grant writing, advertising, depreciation, insurance, interest, legal fees, repairs, taxes, telephone bills, and utility bills

Part B. Project Cost Information

Category	Grant Request	Grooming Hours*	Sponsor Funds	Value of In-Kind Contributions	Total Project Costs
Design and Engineering					
Labor					
Equipment Rental					
Construction Contracts					
Materials					
Purchase/Lease of Maintenance Equipment					
Grooming Operations*					
Operation of Maintenance Equipment					
Miscellaneous Purchases and Services					
Land Acquisition					
Total Project Costs					

Important! Identify amounts and sources of sponsor funds and in-kind contribution, including the value of volunteer labor.

Last Reimbursement Request

RTP Project Final Performance Report

RTP Agreement #: _____

RTP Agreement Date: _____

Sponsor Name: _____

Report Date: _____

<u>Accomplishments:</u>

Miles of trail and name/s, location

Type of work accomplished

Miles of new trail constructed, surface

Number of bridges built

Trailhead or trailside facilities constructed

If maintenance, type of maintenance, miles of trail, trail treadway improvements, number of water bars, etc.

Description of project benefits

Reimbursement Request & Timeline

Submit one request per year—if possible

FWP will accept an additional reimbursement request per year if arrangements are made

Be Accurate & Complete

Your billing packet will be returned if the cover sheet and financial spreadsheet are:

- Inaccurate or incomplete
- Documentation is incomplete

Reimbursement Assistance

Beth R. Shumate: 444-4585
bshumate@mt.gov

Steve Gilbert: 444-7642
Sgilbert@mt.gov

= Thank You =