



Montana Recreational Trails Program 2022 Grantee Guidelines

CONTENTS

.....	1
Grant Management Overview	1
Getting Started.....	1
Project Period of Performance	1
General Grantee Expectations	2
Using WEBGRANTS (https://funding.mt.gov)	3
WebGrants Registration.....	3
Federal and State Compliance	4
System for Award Management Registration/Renewal	4
W-9 Requirement.....	4
Risk Assessment.....	4
Subrecipient Survey	4
Site Visits.....	5
Record Keeping	5
Reporting Requirements	6
Status Reports.....	6
Payment Requests (Claims)	6
8-Month Payment Request Requirement.....	6
Submitting a Payment Request in WebGrants	7
Receiving Payment.....	8
Documentation Requirements.....	8
Match Requirements	10
Match Requirement Calculation	11
Project Modification	13
Changes to Project Budget and Scope	13
Project Extension Requests.....	14
Project/Grant Close Out	15
Final Payment Request	15

Final Status Report.....	15
Appendix A: Procurement Policy for Purchases over \$5,000.....	16
State Procurement Policy.....	16
Appendix B: Limited Solicitation Summary Sheet	18
Appendix C: Purchasing Equipment with RTP Funds	19
Purchasing Equipment with RTP Funds	19
Buy America Requirement.....	19
Appendix D: Using Volunteer Hours as Match	21
Documentation of Volunteer Hours	21
Appendix E: Using Travel Expenses as Reimbursement or Match	22
Claiming Travel as Expenses or Match.....	22
Vehicle Mileage.....	22
Meals.....	22
Lodging.....	23
Use of Property	23

Changes to Grantee Guidance as of 7/1/2022

1. The timeline for semi-annual reports is now aligned with the timeline for claims. Each claim must be completed along with a semi-annual report in WebGrants. Claims must be submitted every 8 months at a minimum. *(FY19, -20, and -21 RTP Agreements are not required to follow this new timeline but are encouraged to if able)*

GRANT MANAGEMENT OVERVIEW

Getting Started

Congratulations on your RTP award! Before you can get started with your RTP project, please read this document. Be aware you cannot start any project work for which you wish to seek reimbursement or claim match until your RTP Agreement is signed.

Project Period of Performance

Your 2022 RTP project period of performance and milestones are summarized in the chart below. Your project start date will be in Summer 2022 when you sign your RTP Agreement. You cannot incur project expenses before your project start date. Your project period of performance ends October 15, 2024. All project expenses must have been incurred by October 15, 2024. You have until December 31, 2024 to submit your final payment request and close out your project by submitting final performance achievements.

Milestone	Date	Important Notes
Project Start Date	Summer 2022 (When your agreement is signed)	You cannot incur RTP expenses or claim match dated before your project start date ¹
First Payment Request Deadline	March 31, 2023, or April 30, 2023	Your first payment request is due 8 months after your project start date ² . See 8-Month Reimbursement Requirement .
First Status Report Deadline	March 31, 2023, or April 30, 2023	Your first status report is due 8 months after your project start date ² along with your payment request.
Subsequent Payment Requests and Status Reports	Due every 8 months	See 8-Month Reimbursement Requirement .
Project Extension Request Deadline	September 1, 2024	You must submit a grant extension request by this date. See RTP Project Extension Requests .
Project End Date	October 15, 2024	You cannot incur RTP expenses or claim match dated after the project end date.
Project Closeout	December 31, 2024	You must submit final reimbursement and final report in WebGrants by this date. See Project Close Out .

¹ RTP project work related to design and engineering occurring up to 18 months before the project start date may be eligible match if included in your application budget at the time of submission. Check with the RTP Manager.

² You must submit each subsequent payment request and status report within eight months of your last payment request until the project is closed.

General Grantee Expectations

The RTP Manager has developed a set of universal expectations for all grantees. You and your organization should be able to meet the expectations outlined below throughout the project lifecycle.

1. **Read and understand the deadlines, requirements, and guidance detailed in your RTP Agreement and in these Grantee Guidelines.** You are responsible for meeting the deadlines associated with payment requests and status reports. You are also responsible for understanding [purchasing and Buy America requirements](#) as they relate to your RTP project. Ask the RTP Manager if you are unsure about anything you read in these documents.
2. **Read all correspondence and updates from the RTP Manager during the grant cycle.** The RTP Manager (as well as the grant management system) sends regular reminders and updates. Most correspondence is sent by email. Notify the RTP Manager immediately if you think you are not receiving correspondence.
3. **Be responsive by email and phone.** Time-sensitive issues may arise unexpectedly; the RTP Manager may need to hear back from you within a couple days. Notify the RTP Manager if you are the only contact handling RTP at your organization and you will be unavailable for more than one week. This is especially important around the time when you have a claim or status report due.
4. **Keep your organization's contact information updated.** The RTP Manager will use the main contact information to send most email correspondence. It is your responsibility to notify the RTP Manager when contact information changes, including your organization's address.
5. **Notify the RTP Manager as soon as possible if there are significant changes to your project.** Significant changes are those which might change your project scope and/or delay your project to the point where you may not meet RTP deadlines. The RTP Manager can work with you to develop a solution which works for you and meets RTP requirements as outlined in your RTP Agreement.
6. **Expend RTP funds and claim match only on items identified in your approved budget.** You cannot expend RTP funds on expenses that are not detailed in your budget and narrative. The RTP Manager must approve any proposed change BEFORE you incur expenses associated with the proposed change.

USING WEBGRANTS ([HTTPS://FUNDING.MT.GOV](https://funding.mt.gov))

Throughout the grant period, grantees must use WebGrants (<https://funding.mt.gov>) to manage all grant activities. You will use WebGrants to submit reimbursement requests, submit status reports, and view your project's approved budget and contract documents. To make any budget or project amendment requests, you should contact the RTP Manager by phone or email before making a request via WebGrants. It is recommended grantees use Google Chrome when accessing WebGrants.

WebGrants Registration

All individuals must have a unique account in WebGrants. Individuals may not share accounts, even if they belong to the same organization. To create an account in WebGrants, you must first request registration via the "Register Here" link on the WebGrants login page.

When you submit your registration request, notify the RTP Manager so he/she can approve your request and associate you with the appropriate organization and grants. The RTP Manager may request you provide approval from an organization before connecting you with its WebGrants account.

WebGrants User ID

Once you are registered in WebGrants, you will login using a User ID and Password. The WebGrants is usually the first initial of your first name, your full last name, and the numeral 1 (all one word). For example, if your name is Sarah Phillips, your WebGrants User ID would be "sPhillips1". Contact the RTP Manager if you cannot remember your User ID.

WebGrants Password

If you have forgotten your password, follow the "Forgot Password" link on the WebGrants login page to retrieve it. You then be prompted to enter your User ID (see above) and the email address associated with your account. Your password will then be sent to the email address associated with your account. Contact the RTP Manager if you do not know the email address associated with your account.

Gaining Access to Organization Accounts and their RTP Awards

You may reach out to the RTP Manager at any time to request access to an organization's accounts and its RTP awards. Be specific about which organization and awards you would like to access (including the award year). The RTP Manager may request you provide approval from an organization before connecting you with its WebGrants account and awards.

FEDERAL AND STATE COMPLIANCE

System for Award Management Registration/Renewal

All RTP grantee organizations must be registered in the System for Award Management (SAM) and receive a CAGE code before signing their RTP Agreement. The organization must maintain an “active” status in the SAM to receive reimbursement from RTP. To stay “active” in the SAM, organizations must renew their SAM registration annually.

Your organization is responsible for ensuring it maintains an “active” status in the SAM throughout the RTP grant cycle. Your organization’s SAM status will be monitored. If your organization becomes “inactive” in the SAM, you will not be able to receive reimbursement from RTP until your status becomes “active”.

To check your SAM status and renew your registration, visit www.sam.gov.

SAM Renewal Scams

Be aware of SAM renewal email scams. Once your organization is registered in the SAM, your organization’s information is available to the public. Third-party organizations may solicit you and offer to complete your SAM renewal for a fee. Do not trust emails offering to renew your SAM status via a link. You can renew your organization’s SAM registration free of charge through the sam.gov website.

W-9 Requirement

You will be required to submit a W-9 form for your organization when you sign your RTP Agreement. Please verify the address on your organization’s W-9 form matches what is on your organization’s profile in our grant management system. If your organization’s address changes during the grant cycle, you must contact the RTP Manager and provide an updated W-9 form.

Risk Assessment

All grantees must undergo a risk assessment with FWP to determine what frequency of monitoring FWP shall conduct. First-time grantees will undergo a risk assessment around the project start date. Risk assessments generally entail basic questions about the organization’s grant administration experience.

Subrecipient Survey

All grantees are required to submit a Subrecipient Survey to FWP, unless there is a significant change in your federal funding, you will only be required to submit this only once during your grant period. The form is usually sent out around the project start date. The form identifies your organization’s single audit requirement and executive compensation.

Site Visits

The RTP Manager or other agency staff may conduct both formal and informal site visits to ensure your RTP project is being/has been implemented as outlined in the RTP Agreement. Site visits serve a variety of purposes, including checking on a project's status, equipment purchases, meeting subrecipient, walking through any issues, and deepening understanding of larger recreational use patterns and goals of a geographic area

Site visits provide opportunities for subrecipients to connect with the RTP Manager. Site visits may be requested by subrecipients. Site visits may be required or requested by the RTP Manager. Site visits may also happen opportunistically as the RTP Manager visits a geographic area.

Record Keeping

Your organization may be required to provide state employees, Legislative Auditors, or their authorized agents access to any records necessary to determine compliance with the RTP Agreement and, upon request, provide Montana FWP with a copy of any such audit. Your organization is also required to create and retain all records supporting the RTP project for at least **three years** after the project end date.

REPORTING REQUIREMENTS

Status Reports

All grantees must submit status reports along with any payment request (claims), required every 8 months at minimum. Status reports are submitted in WebGrants. Follow the steps below to complete and submit all Status Reports via WebGrants. To best avoid system glitches, use Google Chrome to access WebGrants.

1. Login to WebGrants (<https://funding.mt.gov>).
2. Select “My Grants” in the main menu.
3. Select your grant.
4. Select “Status Reports” in the grant menu.
5. Click “Add” at the top of the screen.
6. Select “Semiannual Report” for Status Report Type and then select your Reporting Period. Once you are done, click “Save” at the top, right of the screen.
7. Click “Return to Components” on the top, right side of the page.
8. Click into the report components and complete them. Be sure to click “Save” and “Mark as Complete”.
9. Once all is done, click “Submit” at the right side of the page.

PAYMENT REQUESTS (CLAIMS)

Payment requests (claims) must be submitted in WebGrants at least every eight months throughout the project cycle. Each payment request must include proper documentation of the expenses being claimed for reimbursement, as well as at least 25% match on the payment request amount (or 20% of the total project cost for that claim, which equal the same number). The following sections detail these requirements.

8-Month Payment Request Requirement

Each RTP subrecipient has eight months from the project start date to submit a payment request in WebGrants. Your first payment request deadline depends on your project start month and is listed in the chart below.

Project Start Month	First Payment request Deadline
July 2022	March 31, 2023
August 2022	April 30, 2023

Once you submit a payment request, your 8-month clock starts again. You must submit each subsequent payment request within eight months of your last payment request until the project is closed. Work with the RTP Manager to strategically plan your payment requests if you expect long periods in which you will not expend project funds.

Extension Request for 8-Month Reimbursement Deadline

The 8-month payment request deadline is a hard, federal requirement. Extensions are generally not allowed beyond two weeks of your original payment request deadline. Contact the RTP Manager immediately if you think you cannot meet your 8-month payment request deadline. Failure to submit a payment request by the RTP deadline may result in your project becoming “inactive” in the federal system and possibly losing its RTP funding.

Submitting a Payment Request in WebGrants

Follow the steps to complete all reimbursement requests in WebGrants.

1. Login to WebGrants (<https://funding.mt.gov>).
2. Select “My Grants” in the main menu.
3. Select your grant.
4. Select “Claims” in the grant menu.
5. Click “Add” at the top of the screen.
6. Select “Reimbursement” for Claim Type and then select your Reporting Period. Once you’re done, click “Save” at the top, right of the screen.
7. Click “Return to Components” on the middle, right side of the page.
8. Click into the claim components and complete them. Be sure to click “Save” and “Mark as Complete”. You will not be able to submit your reimbursement request until you have marked all components complete.
9. Once all components are marked complete, click “Submit” at the right side of the page.
10. Once submitted, the RTP Manager will review your claim and alert you if any edits or additional documentation is necessary before it can be approved and processed. At that point, it can still easily be sent back to you for edits.

Checking Your Reimbursement Request Status

You can check the status of your claim in WebGrants within the “Claims” portion of your grant. The table below clarifies the possible reimbursement request statuses you may see.

Claim Status	Claim Status Meaning
Editing	You have not yet submitted your claim and can still modify it. Your claim is not in the RTP Manager’s review queue.
Submitted	The claim is in the RTP Manager’s queue and is going through the review process with FWP and Federal Highway. You will hear back from the RTP Manager if modifications are necessary.
Approved	Your claim has made it through the review process. The claim is being processed for payment.
Paid	Your claim payment has been processed. You should be receiving reimbursement payment shortly (via check or direct deposit).
Withdrawn	You or the RTP Manager withdrew (deleted) the claim.

Receiving Payment

It may take several weeks after the RTP Manager has approved your payment request to receive your reimbursement payment. It may take up to three months from mid-summer to early fall due to fiscal year end for the state and federal government. Plan your payment requests accordingly as rush payments are generally not allowed. Unless you choose EFT (see below), a reimbursement check will be sent to the address on the W-9 form you submitted to the RTP Manager at project start. Your payment may be delayed if your WebGrants address does not match what your W-9 form. See [W-9 Requirement](#) for more details.

Electronic Funds Transfer (EFT) Option

FWP offers Electronic Funds Transfer (EFT) for reimbursement payments. This saves mailing time and paperwork by allowing reimbursement to be deposited into your organization's bank account electronically. If you elect Electronic Funds Transfer, a physical check will not be issued for your reimbursements. To take advantage of this service, contact the RTP Manager at any time to request an Electronic Funds Transfer Sign Up Form.

Documentation Requirements

Any item/expense for which you are seeking reimbursement must fall under your RTP project scope and be identified in your approved funding narrative and budget.

It is the grantee's responsibility to ensure the following regarding expenses and match:

1. Expenses/match are appropriate to the RTP project scope and have not been used on a previous payment request.
2. Labor/purchases being claimed for reimbursement or match have taken place within the grant period. The exception is if you are using project design and engineering cost for match. In this case, you may use project design and engineering costs incurred up to 18 months before the project start date as match. This cost must be reflected in your project budget at the time of application.
3. All expenses must be tied to actual project performance measures. You may not submit a payment request for any prebilling or deposits paid in advance of a service being provided if the service has not yet taken place.
4. If claiming travel expenses, grooming machine hours, or volunteer labor as expenses or match, the appropriate forms are submitted as documentation and the forms are adequately completed (with signatures, if applicable). See below for more information.

Reimbursement Documentation for General Expenses

The grantee must submit appropriate documentation for each line item being requested for reimbursement.

You must submit the following as attachments for your payment request for all expenses:

1. **An invoice, bill, or receipt:** This should include the vendor name, description of service, service date, and amount due/paid. This should be an official document, preferably on the vendor's

letterhead. If the document includes more than the RTP purchase(s), the RTP purchase(s) should be clearly identified.

2. **Proof of payment by your organization:** For all expenses, you must demonstrate the expense has cleared your organization's account. Acceptable documentation includes a cancelled check or a bank account statement with the RTP purchase(s) identified. If paying with a credit card, a credit card or bank account statement is required (non-essential information may be blacked out). Only the grantee organization can be reimbursed with RTP funds. The grantee organization cannot be reimbursed for payments incurred by another party, unless the grantee organization has reimbursed that party and obtained the proof of payment.

Reimbursement Documentation for Salaries

If claiming reimbursement for employee salary, you must include proof of pay rate for each employee on each claim. This pay rate should be used consistently. Common forms of pay rate proof include paystubs and timesheets. Reports pulled from accounting software, if clearly applied to a specific project code, are also acceptable. The grantee should summarize the hours and rates each employee worked that pertained to the RTP project, along with what work was performed. Salary calculations should be clearly justified; in most cases, the use of a summary document is encouraged.

Only 20% of the overall salary/labor costs can be reimbursed for trail-related project oversight. The remaining labor costs are meant for on-the-ground trail efforts or education/ethics projects. Grant administration costs are deemed as indirect costs and are not considered an eligible use of RTP funds unless an indirect cost has been approved and claimed for the project. If an indirect cost rate is present, grant administration would fall within this category and no documentation is required.

Reimbursement Documentation for Grooming

The RTP uses a trail groomer reimbursement methodology that employs an hourly rate based on average groomer expenditures. These rates are used in lieu of receipts for trail groomer expenses. For projects using the trail grooming reimbursement rates, the included expenses (see below) may not be reimbursed for exact cost or used as match.

Expenses covered by the grooming reimbursement rate:

- Fuel
- Oil
- General maintenance and repairs (including labor)

Hourly Rates:

- Utility sled used for trail grooming: \$20.00 per hour
- Large groomers (e.g. PistenBully): \$120.00 per hour

RTP funds may be used to reimburse groomer expenses, according to the groomer type and record of hours. Grooming hours and mileage must be documented using daily grooming logs and monthly summary sheets. Examples of these sheets can be found on the [RTP website](#).

The grooming rates above do not include the labor to operate the machine or other costs not associated with actual operation of the equipment. Depending on what you were approved for in your RTP project scope, you can claim grooming labor as a separate expenditure (if you are paying the operators) or as match at \$25/hour using the RTP's volunteer log.

Grooming hourly rates can only be claimed when the groomer is in use on the trails and actively incurring mileage. They cannot be claimed for hours during which the groomer is being moved to a location, being worked upon, or being maintained.

Other Documentation Requirements

Below is a summary of other documentation that may be required depending on the type of payment request. Contact the RTP Manager with questions.

- **Contract Documentation:** If you are claiming reimbursement for any services for which your organization has entered into a contract, you must include the contract with the associated payment request(s).
- **State Procurement Documentation:** If you are claiming reimbursement for the purchase of a good or service over \$5,000, you must include justification that the State of Montana's Procurement Policy was followed with the associated payment request(s). [See Appendix A.](#)
- **Buy America Documentation:** If it appears the iron/steel components contained within items to be purchased for the RTP project may exceed \$2,500 in value, you must provide documentation from the manufacturer that the steel/iron is American-made or values less than \$2,500 before purchase with the associated payment request(s). [See Appendix C.](#)

Reimbursement Documentation for Forest Service Grantees

USFS grantees should submit USFS-specific documentation with each payment request. USFS grantees should work with their Grants and Accounting Specialist if they are unsure how to obtain the proper documentation.

USFS documentation for each payment request should include:

1. Bill for Collection
2. Bill Spending Detail Report
3. Match Documentation
 - a. **Federal Match:** This can be documented in various ways. Be sure to clarify which portion of your match pertains to RTP on your match documentation. Be sure the match equals or just exceeds the RTP requirement (see [match calculation](#)). Include a statement about how your match supported the RTP project (e.g. "XX employee worked YY number of days at ZZ daily rate supervising the MCC crew that worked on this project").
 - b. **Non-Federal Match:** This requirement is usually met using non-federal volunteer labor. The documentation necessary for volunteer labor is detailed below. Be sure to include the proper amount of non-federal match with each payment request (see [match calculation](#)).

Match Requirements

Eligible match is generally any labor or expense falling under the RTP project scope (identified in the budget and funding narrative) and occurring during the project period of performance.

Each payment request must include match and associated documentation totaling at least 25% of the request. While match must fall under the project scope, match does not have to correspond to the expense(s) for which you are requesting reimbursement. It is your responsibility to ensure match is not duplicated between payment requests.

All match outlined in your budget must be met throughout the lifetime of the award. This may mean that the match required per payment request is higher than 25%.

The match documentation required for each payment request is the same as what is required for expenses. Unlike expenses, match expenses/labor can come from any source that is not also reimbursed by RTP funds. Most federal funding sources can be used as match on RTP projects.

An example:

Suppose your project scope includes building a segment of trail and purchasing trailside benches.

You may use another organization’s payment of \$1,000 for those park benches as match. For documentation on your claim, you would provide a receipt and proof of payment from that organization.

You may also use donated professional labor or services as match. The service or labor rate and hours must be substantiated with an invoice from the business or professional entity. Paystubs may also be used to justify a professional rate. The hours attributable to the RTP project, corresponding value of work, and description of work performed must be clearly indicated on any documentation.

Volunteer Labor as Match

Volunteer labor on an RTP project may be used as match with an accompanying volunteer log as documentation. The current volunteer rate for all RTP grants is \$20/hour. See [Appendix D: Using Volunteer Hours as Match](#).

Match Requirement Calculation

The total amount of match submitted with each payment request must equal or exceed 25% of the payment request. Match cannot be “stored” for future use by overmatching on a claim. All match listed in the approved budget must be met by the end of the award term. Use either formula below to calculate your minimum match requirement.

$$\text{Match Requirement} = (\text{Payment request} / 0.80) - \text{Payment request}$$

or

$$\text{Match Requirement} = \text{Payment request} \times 0.25$$

Non-Federal Match Requirement Calculation

Along with meeting the minimum match requirement (above), you must ensure a percentage of the match submitted with each claim is from a non-federal source. This is relevant only for grantees who are using a significant amount of federal match. Non-federal match can include project expenses incurred by a non-federal entity or non-federal volunteer labor valued at \$25/hour.

Use the formula below for calculating your non-federal match requirement. The math is detailed beneath it.

$$\text{Non-Federal Match Requirement} = (\text{Payment request} + \text{Federal Match}) / 19$$

Assume:

1. Total Project Cost = Payment request + Federal Match + Non-Federal Match
2. Non-Federal Match = 0.05 * Total Project Cost

Then:

$$\text{Non-Federal Match} / 0.05 = \text{Payment request} + \text{Federal Match} + \text{Non-Federal Match}$$
$$(\text{Non-Federal Match} / 0.05) - \text{Non-Federal Match} = \text{Payment request} + \text{Federal Match}$$

$$\text{Non-Federal Match} * 19 = \text{Payment request} + \text{Federal Match}$$

$$\text{Non-Federal Match} = (\text{Payment request} + \text{Federal Match}) / 19$$

PROJECT MODIFICATION

Changes to Project Budget and Scope

It is common for grantees to move funds between budget categories as a project unfolds and true costs are realized. You do not need to seek approval from the RTP Manager if a budget change is within your approved project scope and you reallocate categories within 10% of the amount of your award.

Minor Budget Changes

If you anticipate moving funds so your budget category totals change by more than 10%, you must submit an amendment request. You cannot incur expenses until the RTP Manager approves them.

An example

Suppose you originally had approved \$5,000 for winter grooming and \$5,000 for summer maintenance activities. The snow is heavy this year. You realize you will likely expend an extra \$2,000 in grooming costs and you are willing to move the funds out summer maintenance to compensate.

This would be considered a minor budget change because you are moving funds between approved budget categories, and the total amount of funds to be reallocated are more than 10% of your total award (10% of \$10,000 would be \$1,000). In this case, you would submit an amendment request.

Major Budget and Project Scope Changes

You must undergo a formal approval process if you anticipate moving funds into a new budget category and/or expending funds on something not included in your original project scope. Such changes must be thoroughly rationalized and vetted before they are approved, sometimes requiring State Trails Advisory Committee and/or Federal Highway Administration approval. Major budget and project scope changes are generally only acceptable if an unforeseen issue is preventing you from completing your project as it was originally approved.

Contact the RTP Manager as soon as possible if you anticipate a major change to your budget or project scope. The formal RTP Project Amendment approval process must be completed and can take a few weeks. Again, you cannot incur expenses until the RTP Manager approves them.

An example

Suppose you were originally funded \$15,000 for the construction of a 0.5-mile gravel trail in the South Section of a park. Between the time you submitted your application and the time you were awarded funding, a contractor committed to donating its own supplies and labor to construct that section of trail. Instead, you would now like to use the \$15,000 RTP award for the construction of a 0.5-mile gravel trail in the North Section of the park.

In this case, you would contact the RTP Manager immediately. Since the request represents a change of project scope (a new trail location), the RTP Manager would ask you to submit an amendment request. After adequately examining your amendment request and associated rationale, the RTP Manager would issue a formal approval or denial.

Project Extension Requests

RTP projects may be extended up to **one year** past the original project end date. To be considered for a Project Extension, you must be able to justify your project faced an extenuating circumstance that prevented its completion as outlined in your RTP Agreement. Extenuating circumstances include natural disasters (wildfire, flood, etc.) and other major unforeseen events outside your control. Organizational turnover, a personal life event, or failure to anticipate changing project monetary needs, will not qualify as an extenuating circumstance.

Notify the RTP Manager as soon as you suspect a Project Extension might be necessary. You will need to submit a RTP Project Extension request in by September 1, 2024. The RTP Manager will consider the justification presented in your request and issue a formal approval or denial. Project Extension requests cannot be made after September 1, 2024.

Grantees that have been approved for a one-year extension must continue to meet the 8-Month Reimbursement Requirement, as well as other requirements outlined in the RTP Agreement.

PROJECT/GRANT CLOSE OUT

Final Payment Request

You may request to close your project once you have submitted your final payment request. This can happen at any time during the project period. The RTP Manager will assume your project is ready for close out if all your RTP funds have been expended. You will be required to submit your final achievements towards your performance plan t at that time (if you have not already).

If you cannot expend all RTP funds with your final payment request, you must notify the RTP Manager that you would like to close your project. This is not encouraged. **You should attempt to expend all RTP project funds with your final payment request down to the penny.**

Final Status Report

Once you have submitted your final payment request, you must submit a final status report to close out your project. The process for submitting a final status report is detailed in the [Reporting Section](#) of this document. The RTP Manager will notify you if anything further is needed to close your project.

APPENDIX A: PROCUREMENT POLICY FOR PURCHASES OVER \$5,000

State Procurement Policy

All grantees must follow state and federal purchasing procedures for any item or service to be considered an eligible use of RTP funds. If an item or service was not purchased following State Procurement Policy, it cannot be reimbursed with RTP funds or used as match.

It is your responsibility to understand the state's documentation requirements before making any purchase over \$5,000. Contact the RTP Manager if you are unsure how requirements detailed below may pertain to your project.

The Limited Solicitation Process

The purchase of a service valued between \$5,000 and \$24,999 or a supply valued between \$5,000 and \$49,999 require limited solicitation. This should include cost proposals, by phone, fax or written format, from at least three prospective vendors if possible and if cost effective. If there are fewer than three potential vendors available, that must be documented. Subrecipient must utilize the limited solicitation form included in Appendix B and include completed form with the payment request. A signed agreement with the chosen contractor must also be included with the payment request.

You should provide additional justification/detail if you did not choose the lowest acceptable quote or any other unusual circumstances arose (e.g. you could not obtain at least three viable quotes).

If a single vendor will do work on multiple components of a project that, taken collectively, total more than \$5,000, the bid process must also be followed.

The Competitive Bid Process

The purchase of a service valued \$25,000 and greater or a supply greater than or equal to \$50,000 require a formal invitation for bids. Subrecipient will follow its own solicitation process to secure bids for the project but must include the following:

- a. Description of service and conditions applicable to the procurement;
- b. Description of evaluation criteria to be utilized;
- c. Adequate public notice before date set forth in the invitation for opening of bids;
- d. Record of each bid and relevant information including name of each bidder; information must be available to the public;
- e. Award must be made by written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids.

Subrecipient must forward documentation of this solicitation, results and a copy of the contract/agreement to the Trails Programs Office at the time of the payment request.

You should provide additional justification/detail if you did not award the contract to the lowest acceptable quote or other unusual circumstances arose (e.g., you did not obtain any bids and had to reach out to vendors).

Sole Source Justification

Sole source procurement is permissible under the circumstances listed below. **Contact the RTP Manager if your project will include sole source procurement to ensure you are using the correct procedure. Sole Source determination must be approved by the RTP Manager prior to incurring any expenses.**

- The compatibility of current services or equipment, accessories, or replacement parts is the paramount consideration;
- There is no existent equivalent product; or
- Only one source is acceptable or suitable for the supply or service item.

APPENDIX B: LIMITED SOLICITATION SUMMARY SHEET

USE FOR PHONE QUOTES

LIMITED SOLICITATION SUMMARY SHEET

Subrecipient: _____

Agreement Number: _____
(Subrecipient Agreement #)

PRODUCT or WORK DESCRIPTION (if applicable):	BRAND/MODEL (if applicable):		
	VENDOR #1	VENDOR #2	VENDOR #3
VENDOR NAME CONTACT PERSON PHONE/FAX # DATE(s) CONTACTED*			
QUOTE PRICE			
AWARDED TO**			

*Three attempts to contact can be considered a quote price of “no response” and no additional attempts are required.

**Work should be awarded to the most cost-effective option that can provide the work/supplies required. Items such as shipping charges and travel distances should be included in determination of the most cost-effective option.

APPENDIX C: PURCHASING EQUIPMENT WITH RTP FUNDS

Along with following State Procurement Policy for purchases over \$5,000, grantees must consider the following.

Purchasing Equipment with RTP Funds

Equipment purchases you plan to make with RTP funds must be detailed and approved in your budget and funding narrative before the time of purchase. Equipment is defined as an article of nonexpendable, tangible property having a useful life of more than five years and with an acquisition cost that exceeds \$1,000.

Equipment purchased with RTP funds must be solely utilized to construct and maintain recreational trails or specific trail-related features for the life of the equipment. Your organization is responsible for proper maintenance and operation of RTP-funded equipment. Your organization is also responsible for liability insurance coverage for any equipment purchase over \$15,000. The insurance coverage shall be adequate to cover the replacement of the equipment for the term of the lifecycle assigned to it and documented in the RTP Agreement.

The purchase of small tools/materials is an ineligible RTP expense. This includes such items as shovels, rakes, chainsaws, backpack sprayers, hard hats, axes, pulaskis, etc.

Equipment Maintenance and Lifecycle Considerations

An equipment lifecycle may be assigned to a piece of equipment and become part of the RTP Agreement. The lifecycle will be a minimum of five years and may be as great as fifteen years. FWP may require your organization to return the RTP funds expended on a piece of equipment if it is found your organization sold or otherwise caused the equipment to not reach its useful life (by failing to carry adequate insurance coverage or properly maintain or operate the equipment, for example). If that happens, your organization may also be deemed ineligible for future RTP grants.

Buy America Requirement

Grantees may use RTP funds to purchase any item(s) containing iron/steel only if Buy America requirements are met and the item(s) are approved in the Funding Strategy Narrative.

Buy America applies to the RTP project as a whole; throughout your RTP project period, the foreign-made iron or steel components contained within any item(s) purchased for the project cannot exceed \$2,500 in value. Therefore, if it appears the iron/steel components contained within items purchased for your RTP project may exceed \$2,500 in value, you must provide adequate documentation from the manufacturer that the steel/iron is American-made or values less than \$2,500 before purchase.

If you are planning to purchase any item(s) for your RTP project containing iron/steel components, you must ensure the total value of all iron/steel components is less than or equal to \$2,500. Alert the RTP

Manager if you think your project may trigger the Buy America requirement due to the amount of steel/iron contained within your planned purchases. Purchases that do not meet the Buy America requirement are an ineligible use of RTP funds and cannot be reimbursed or used as match.

Common items that trigger Buy America requirements include:

- Bridges or large culverts
- Storage sheds and containers
- Trail grooming equipment (snowmobiles, groomers, grooming implements, etc.)
- Gates

APPENDIX D: USING VOLUNTEER HOURS AS MATCH

Volunteer time and activity reporting must meet the same standards as FWP's time and activity reporting for its employees.

Documentation of Volunteer Hours

See the RTP website for the most current volunteer logs.

The most recent RTP volunteer logs must be used to document volunteer hours as match. Volunteer logs include the elements below. Incomplete logs will not be accepted.

- 1. Volunteer's full name**
- 2. Date of work**
Dates of work must be listed individually even for a multi-day event/crew.
- 3. Total hours worked**
- 4. Description of activity performed**
- 5. Volunteer's signature and date***
Volunteers must complete and sign their own forms and/or fields. Electronic signatures are not allowable.
- 6. Subrecipient contact's full name and signature/concurrence and date***
A designee from the subrecipient organization must approve the volunteer time. The volunteer and the person approving the volunteer time cannot be the same person.

If your RTP project includes expenses or match associated with travel to/from the RTP project site (e.g. vehicle mileage, lodging, per diem), you must use the RTP's most current Travel Form as documentation.

APPENDIX E: USING TRAVEL EXPENSES AS REIMBURSEMENT OR MATCH

See the RTP Website for the most current travel log.

Travel expenses to or from a RTP project site may be eligible for reimbursement under the Recreational Trails Program (RTP). The state rates shown below for mileage, per diem, and lodging are maximum amounts that can be claimed as expenses or match. Travel expenses must be approved in the subrecipient's budget prior to the date(s) of travel and proper documentation must be provided the time of reimbursement.

Eligible types of travel reimbursement:

- Vehicle mileage
- Meal allowance (per diem)
- Lodging
- Use of personal property (trailers, stock, etc.)

Claiming Travel as Expenses or Match

All grantees must use the most current RTP Travel Form to claim reimbursement for travel expenses. Each individual's full name, date(s) of travel, times of travel, and purpose of travel must be recorded along with other information pertinent to the expense. The individual and a designee from the grantee organization must sign the travel form certifying the information is correct.

Subrecipients should use the rate from the year in which the travel expense was incurred. For example, if you have a 2021 RTP award but vehicle miles were driven in 2022, you should use the 2022 mileage reimbursement rate to calculate the expense.

Vehicle Mileage

RTP funds can reimburse miles driven to or from an RTP project site. The RTP Travel Form must be used to document the miles being reimbursed.

Reimbursement rate for mileage: \$0.585 per mile¹ (rate may be updated each year)

Meals

RTP funds can be used to reimburse meals by receipt or by meal allowance.

¹ If you are seeking reimbursement for more than 1,000 miles driven by one individual in a calendar month, the reimbursement rate for the miles driven over 1,000 miles lowers to \$0.53 per mile.

Meals by Receipt

Meals by receipt are the most common way to claim meal expenses for RTP projects. A grantee organization may be reimbursed for groceries purchased for RTP-funded trail crew meals. In this case, all itemized grocery receipts and proof of purchase(s) must be included with the payment request. The RTP Travel Form is not necessary for this type of expense but the claim documentation should identify how the groceries were used to support the RTP project.

Meals by Meal Allowance (Per Diem)

To be eligible for a meal allowance while traveling to/from a RTP project, an individual must be in a travel status for more than three continuous hours within one of the following time ranges. The individual must also be at least 15 miles from the organization headquarters or home, whichever is closer. The RTP Travel Form must be used to document the meal allowances being requested.

If the individual travels each day from headquarters or home to a specific RTP work site(s) within the vicinity of their headquarters or home, they are not in a travel status.

Lodging

RTP funds can be used to reimburse lodging costs when an individual is traveling to/from a RTP worksite. If your organization pays for an individual to stay overnight at a commercial facility (hotel, motel, Airbnb, etc.), you may claim out-of-pocket lodging expenses up to the maximum amounts shown below. You must include a receipt and proof of payment along with the RTP Travel Form.

If an individual stays overnight at a non-receipt able lodging facility (in a tent, camper, or trailer), you may claim \$12 per night for lodging expenses. However, when overnight accommodations are provided at the expense of a government entity (e.g. USFS, DNRC), reimbursement may not be claimed for lodging. The RTP Travel Form must be used to document the lodging expense(s) being requested.

Use of Property

If an individual uses the property listed below specifically for a RTP project, you may claim the appropriate amount for property expenses. The RTP Travel Form must be used to document the property expense(s) being requested (Rates may be updated each legislative session).

Type of Property Reimbursement	Reimbursement: Per Day in Use
Motorized OHV or Boats	\$15.00
Non-Motorized OHV or Boat	\$5.00
Horse Trailer	\$15.00
Other Trailer	\$5.00
Horse (Pack Animal)	\$16.00