



RECREATION

UTAH OUTDOOR RECREATION GRANT

Submitting For Reimbursement

5 minute “How-To” UORG Video Guide Series

Important Terms

- Partial Reimbursement – Applicants are able to submit for a partial reimbursement for up to 75% of the grant award before project completion
- Final Reimbursement – reimbursement of full grant award. To submit for final reimbursement a Final Report, Sign Attribution (if applicable), and Site Visit (if applicable) must be completed or in process.
- Expense Documentation for Reimbursement
 - Ledger – simple expense sheet showing all costs of project
 - Proofs of Payment – scanned receipts, payroll, bank statements, credit card statements, ect. (Invoices are not proof of payment)
 - Timesheets – for tracking billed labor or equipment
- In-Kind Documentation for Reimbursement
 - General Volunteer Log – for logging volunteer days and hours
 - In-Kind Contribution Log – for logging material and service donations

Reimbursement Documents

- **1. Reimbursement Form**
- **2. Final Report Form**
- **3. Expense Ledger**
- **4. Proofs of Payment**
- **5. In-Kind Spreadsheets**

- ***For UORG Tier 1 and Regional Asset Tier a site visit and sign attribution is required as part of the reimbursement process**

Reimbursement Request Form

Refer to your application and contract. Please list project name the same as it appears on the contract



Grant Reimbursement Request Form

Up to 75% of the total grant amount can be reimbursed upon receipt of all proper and complete documentation prior to completion of the Project. The remaining 25% of the total grant amount will be reimbursed upon completion of the Project and after receipt of all proper and complete documentation showing monies spent by the grant recipient on the infrastructure project as described in the application. Complete this form and email it to tmckee@utah.gov or patrickmorrison@utah.gov.

Your expense ledger should show this total when added up

Please provide correct mailing address for your check to be mailed

If submitting for a partial reimbursement, you still need to provide a 1:1 match.

Project Name:	Utah Multi-Use Trail		
Contract Number:	2110XXXXX		
Date Submitting for Reimbursement:	1/01/22		
Grant Recipient (Organization):	City of Utah		
Mailing Address for check:	60 E. South Temple Suite #3, SLC, UT 84111		
Legal Status of Grant Recipient (select one):	<input checked="" type="checkbox"/> Local governmental entity or <input type="checkbox"/> Non-Profit Corporation		
Total amount of CASH spent for project construction or total amount to date:	\$100,000.00	Total of value of In-kind (non-cash) match for project construction or total amount to date:	\$50,000.00
Total value of project construction or total amount to date (cash + in-kind value):	\$150,000.00		
Grant Recipient's Match (partial or full match as appropriate to request, (cash + in-kind) including match of financial partners):	\$75,000.00		
Reimbursement Requested:	\$75,000.00		
Payment type requested (select one):	<input type="checkbox"/> Partial (1 st payment) <input type="checkbox"/> Final (2 nd payment)* <input checked="" type="checkbox"/> Final (only payment)*		

The grant recipient's match should be equal or greater than the reimbursement requested

*Only check **Final** if **ALL** work is completed

Final Report Form

- ❑ The Final Project Report can be submitted as a word document through email, or through the online grant portal.
- ❑ Please supply photos of the project along with the final report form.
- ❑ A site visit should be completed or scheduled (if applicable).
- ❑ Sign attribution should be installed or designed and ordered (if applicable).



Utah Governor's Office of
Economic Development
OFFICE OF OUTDOOR RECREATION

UORG Final Project Report

Contract Deadline:

Date:

Grant recipient name and organization:

Project Name:

Project Organization Name:

Address or Location of project:

Website:

Overview of Completed Project:

Ledger

EXAMPLE REIMBURSEMENT LEDGER				
Project Name: Utah Multi-Use Trail	Organization: City of Utah	UORG Grant Amount Awarded: \$75,000		
Detailed Cash Expenses	Vendor	Receipt or Check #	Date	Amount
Clearing	Arches Construction	Check 2754	6/15/2021	\$10,000.00
Concrete	Zion's Concrete Suppliers	Credit Card Payment - 7/10/2021	7/10/2021	\$15,000.00
Project Construction	Arches Construction	Check 2768	7/11/2021	\$50,000.00
Sign Fabrication	Capitol Reef Corp.	Receipt 8/12/2021	8/12/2021	\$5,000.00
Finishing Work	Arches Construction	Check 2771	3/7/2022	\$10,000.00
Mobilization	Arches Construction	Check 2780	3/7/2022	\$5,000.00
Staff	City of Utah	Payroll - 3/20/2021-4/10/2021	4/20/2022	\$5,000.00
			Cash Total	\$100,000.00
In-Kind Matches				
Community Volunteers	City of Utah		3/12/2022	\$10,000.00
Lumber Donation	Bryce Canyon Sawyers		7/15/2021	\$20,000.00
Landscaping	Canyonlands Yardworks		3/12/2022	\$20,000.00
			In-Kind Total	\$50,000.00
			Total	\$150,000.00

Mark what corresponding document goes along with the payment

Include subtotals of each section and a grand total of all sections

- The ledger should list all cash and in-kind expenses that are being submitted for the reimbursement. Additionally, the payment method should be recorded.
- You can use the above ledger or create your own ledger in the manner you feel best as long as it can be used to reference the corresponding invoices, spreadsheets, and proofs of payment.
- Ledger gives you an opportunity to see all costs laid out to verify if match has been satisfied.

Proof of Payment

- Common proofs of payment:
 - Receipt from purchase: scanned copy of physical receipt, copy of online receipt, ect.
 - Cashed check
 - Credit card statement with purchases highlighted
 - Bank statement with purchases highlighted
 - Payroll with pay periods highlighted
 - For billed labor and equipment: Use billed labor spreadsheet and corresponding proof of payment

*All payments listed on the ledger need some form of proof provided.

*Please black out sensitive information on submitted documents.

Proof of Payment FAQs



- What about invoices?
 - While invoices are helpful and should be provided to help clarify reimbursement documentation, invoices are not proof on their own, even when stamped “Paid.”
 - Purchase orders are similar to invoices. While helpful for tracking, they do not work as standalone proof of payment.
- Staff wages
 - If you are paying your staff for work directly related to the project, you need to provide payroll documentation. It can be considered a cash match with this appropriate documentation. Keep in mind there is a limit of 10% of your match allotted for staff payment.

In-Kind Spreadsheets

It is helpful to provide documentation of in-kind contributions, like a letter of confirmation

If you are using volunteer labor for your project, be sure to track it during the project's tenure.

Utah Outdoor Recreation Grant In-Kind Contribution Form					
Date of Contribution	Description of Contributed Item or Service	Purpose for which contribution was made	Real or Approximate Value of Contribution	How was Value Determined? (i.e. Actual, appraisal, fair market value)	Who Made This Value Determination?
7/15/2021	Lumber Donation	For sign kiosk and trail markers	\$ 10,000	Actual	Donating Business
3/12/2022	Landscaping Materials and Labor	Landscaping at trailhead	\$ 20,000	Actual	Donating Business
			\$ -		
			\$ -		
			\$ -		
			Total: \$30,000		

 Utah Outdoor Recreation Grant Volunteer Log for documenting In-Kind Match									
					Standard est. 2022 Volunteer Rate in Utah is \$27.82 per hour (independentSector.org)				
					If Professional Rate applies, provide documentation of Profession				
Date(s) of service	Location	Project	Name of Volunteer	Crew Leader/ Project Lead name	Hours	Rate	Total In-Kind Match	NOTES	Crew Leader Signature
6/15/2021	Project Site	Site Clearing	John Stockton	Montero Hill	8	\$ 27.82	\$ 222.56	5 Volunteers spent 8 hours on a community volunteer day to help clear site of debris.	
	Project Site	Site Clearing	Karl Malone		8	\$ 27.82	\$ 222.56		
	Project Site	Site Clearing	Jeff Hornacek		8	\$ 27.82	\$ 222.56		
	Project Site	Site Clearing	Greg Ostertag		8	\$ 27.82	\$ 222.56		
	Project Site	Site Clearing	Byron Russell		8	\$ 27.82	\$ 222.56		
Total Volunteer In-Kind Donation					40	\$139.10	\$ 667.68		

- ▣ Provided spreadsheets are only templates
 - ▣ You are welcome to submit your own in-kind contribution or volunteer tracking sheets instead of using these templates. Be sure they include the essential information: Value, Hours, Purpose, ect.
- ▣ Using In-Kind Skilled Labor
 - ▣ If using in-kind skilled labor, the rate should be the real hourly rate of the individual. For example: Skilled Masonry @ \$40/hour

Reimbursement FAQs

- Partial Reimbursements
 - If submitting partial reimbursements, you will still need to provide a 1:1 match on reimbursed funds. To avoid complications on final reimbursement, only show needed spending to receive desired partial reimbursement. This is especially important for those applicants who are not significantly overmatched.
- Where do I submit reimbursement?
 - Please submit all reimbursements to DOR staff. You can download the Reimbursement Packet on our website or asked for it to be emailed to you.
- How do I submit a large amount of files?
 - Instead of attaching each file one-by-one to an email, either add them all to a zipped folder, or create a google drive folder and share it with DOR staff.

Contact:

Division of Outdoor Recreation Staff:

- Patrick Morrison – Program Manager
 - patrickmorrison@utah.gov
- Caroline Weiler – Program Specialist
 - cweiler@utah.gov

Download these slides and the reimbursement packet at:

- recreation.utah.gov/outdoor/grants