### **Utah Outdoor Recreation Grant Reimbursement Process & Resource Sheet**

### **About this Document**: The document is a resource for the Utah Outdoor Recreation Grant (UORG)or Recreation Restoration Infrastructure (RRI) reimbursement process. All of the forms mentioned in this document are included in the reimbursement packet. If you have questions that are not answered in this document, please contact Patrick Morrison ([patrickmorrison@utah.gov](mailto:patrickmorrison@utah.gov)) or Noemi Molina ([nmolina@utah.gov](mailto:nmolina@utah.gov) ).

**Request for Reimbursement**: Grant recipients can request partial payment before the completion of the project and request the remaining funds once the project is complete. **Please download and rename the reimbursement invoice title to your contract number and project name.**

* *Partial Reimbursements***:** Grant recipients may submit a request for partial payment before the completion of the project. The reimbursement form and a ledger of the expenses paid (with supporting documentation) are required to show the contributions made to the match by the recipient and by your partners (financial and in-kind). The DOR will reimburse the grant recipient for up to 75% of the grant award amount on a matching basis. A grant recipient can expect to receive funding within three weeks of submitting all necessary documentation.
* *Final Reimbursement*: As the project nears completion, use the *Reimbursement Invoice* form included in the packet to request a reimbursement. Collect all supporting documentation, such as copies of bills, invoices, receipts and other proofs of purchase. Awardees will only receive reimbursement funds up to the amount the awardee actually spent (e.g., if you were initially awarded $10,000, but only spent $8,000, you will only be reimbursed $8,000). A grant recipient can expect to receive funding within three weeks of submitting all necessary documentation.

**Expense Documentation:** Recipients must submit project expense documentation sufficient for a state audit. Along with a ledger, this should include copies of project bills, receipts, canceled payment checks or a scanned copy of the bank statement with sensitive information redacted and an Accounts Paid Report generated by the accounting department that verifies project bills have been paid. All monies reimbursed must be those verifiably spent by the grant recipient or the recipient’s partner(s) named in the application. DOR will only reimburse the grant recipient; DOR cannot reimburse any partners.

* *Ledger:* The ledger should itemize all project expenses. It should be organized to identify which expenses are intended to be reimbursed by the grant, which are being used as a cash match and whether those expenses are to be credited to the applicant, a partner or another grant. In-kind matches should also be shown in a category on the ledger. All costs/in-kind donations should be identified generally as to what aspect of the project the cost/in-kind match was for and should be dated. **The expenses in the ledger should clearly match amounts shown on expense documentation (i.e. checks, receipts, bills etc.)**. We cannot reimburse for spending that occurred prior to the start of the contract period. All monies to be reimbursed must be those verifiably spent by the grant recipient.

**Documenting In-Kind Donations:** To be counted as an in-kind match, all in-kind services must be documented with time sheets for volunteer or professional labor or and in-kind donations of materials or equipment should have documentation that shows the value of the donated materials. The use of donations must be a necessary part of the project proposal and occur during the project contract period.

* *Limits*: A grant recipient may not count the valueof in-kind donations in excess of 50% of the total maximum grant amount to be reimbursed. The amount of donation that can be counted as a match is the value of the donation or the amount of the cash spent by the sponsor for development, whichever is less. When requesting reimbursement for project costs, the value of eligible donations cannot exceed the actual cash expenditures of the project. Being reimbursed for donations in excess of what was actually spent would constitute a profit to the applicant.
* *In-Kind Labor/Professional Services*: Please keep *donated* professional labor and *billable* professional labor separate; the value of an in-kind contribution for professional services must be recorded in the project contractor’s ledger in a separate section from the billed accounts.
* *Volunteers*: If community volunteer services are donated to your project, record it appropriately using a sign-in sheet. Examples and more details about documenting in-kind donations can be found in the reimbursement packet and you can download sign-in sheets from:
* *UORG General Volunteer Log 2024 (Donated Labor)*
* *UORG In-Kind Contribution Log 2024 (Donated Equipment)*

**Sales Tax Exemption**: As noted in the contract, the state will provide the contractor with a sales tax exemption number. **The state will not reimburse the contractor for funds spent on sales tax**.

**Project Report:** You will be required to submit a completed *UORG Final Project Report* form, included in the packet. Please include photos and a brief description of the completed project.

**Site Visit**: Once your project is complete UORG Regional Asset and Tier 1 projects are required to schedule an official site visit by emailing [nmolina@utah.gov](mailto:nmolina@utah.gov). This meeting will allow you to show-off the completed work and reinforce the importance of outdoor recreation amenities in the area. Ribbon cutting and grand opening ceremonies are allowed as a site visit. The DOR’s goal is to connect with applicants and locals and to confirm that the project is complete according to terms of the contract.

* *Attribution Signage*: Once the project is completed, UORG Regional Asset and Tier 1 grantee must erect a sign at the project site that identifies the support provided by the DOR Utah Outdoor Recreation Grant. **If the signage has not been completed at the time of the site visit, please send a photo as soon as it is installed.** Please refer to the *UORG Attribution Signage Guide* included in the packet for guidelines on approved signage.

**Help Us Show it Off**:We want photos of the finished project site — preferably being used by the public! Send us high-resolution photos of your UORG infrastructure project and we’ll promote it on our social media channels. We also appreciate any photos of the construction phase or the grand opening.