

REIMBURSEMENT REQUEST FORM

Off-highway Vehicle Recreation Grant (OHVR)



Up to 75% of the total awarded amount can be reimbursed upon receipt of all proper and complete documentation prior to project completion. 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 project is submitted. Complete and email to racheltoker@utah.gov.

Project Name:			
Contract Number:		Contract Expiration Date:	
Date Submitted for Reimbursement:			
Grant Recipient (Organization):			
Mailing Address for Check:			
Legal Status of Grant Recipient (select one):	<input type="checkbox"/> Governmental Agency or <input type="checkbox"/> Nonprofit Corporation		
Total Award Amount:			
Total Previous Reimbursement Requests:			
Current Reimbursement Requested:			
Remaining Contract Balance:			
Payment Type Requested (select one):	<input type="checkbox"/> Partial Reimbursement <input type="checkbox"/> Final Payment * <small>Include Closeout Documentation</small>		
Total Amount Spent to Date:			
Grant Recipient's Match (partial or full match as appropriate to request):			

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

Briefly describe what was accomplished with these funds:

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With this request, is the project complete?

- ☐ **Yes. The site visit has been scheduled for:** _____
- ☐ **Yes. A site visit needs to be scheduled. Please contact racheltoker@utah.gov.**
- ☐ **Yes, there is no need for a site visit; pictures have been provided with closeout documents.**
- ☐ **No, the project is not complete.**

If the project is complete, has Off-highway Vehicle Recreation (OHVR) grant attribution signage been erected?

- ☐ **Yes, OHVR attribution signage has been erected at the project site.**
- ☐ **No, OHVR attribution signage is not at the site yet but will be by** _____
- ☐ **N/A, the project is not complete.**
- ☐ **Please attach copies of all invoices, and proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be cash, in-kind donations, or a combination of the two. All expenses to be reimbursed must have been spent on the project as defined in the approved budget within the OHVR application.**

I certify that this billing is correct and is based upon actual payments of record or other allowable documentation and that work has been completed in accordance with the approved project agreement, including amendments.

Signature

Date

Title

FOR UTAH DIVISION OF OUTDOOR RECREATION USE ONLY

Reviewed by OHV Recreation Grant Administrator, Rachel Toker

Date

Approved by Grants Program Manager, Patrick Morrison

Date

Approved by Associate Director of Grants & Planning, Tara McKee

Date

Reviewed & Paid by Contracts Manager, Maureen Casper

Date

Contract #	
Fund:	1000
Dept:	560
Unit:	8641
Appr:	RSQ
Object:	7501
Program:	COHVTAX

