

**SUBJECT:** INFORMING THE MATANUSKA-SUSITNA BOROUGH ASSEMBLY OF AN AGREEMENT BETWEEN THE MATANUSKA-SUSITNA BOROUGH AND THE ALASKA DEPARTMENT OF NATURAL RESOURCES COMMITTING GRANT FUNDS AND IN-KIND MATCHING FUNDS TO THE ESKA STRIP MINE TRAIL PROJECT IN THE AMOUNT OF \$67,978.

**AGENDA OF:** May 19, 2020

**ASSEMBLY ACTION:**

*presented to the assembly 5-19-20*  
*BM*

**MANAGER RECOMMENDATION:** For information only.

**APPROVED BY JOHN MOOSEY, BOROUGH MANAGER:**

John Moosey

Digitally signed by John Moosey  
Date: 2020.05.05 12:25:44 -08'00'

Route To:	Department/Individual	Initials	Remarks
	Originator	Emerson Krueger	Digitally signed by Emerson Krueger Date: 2020.05.04 14:58:45 -08'00'
	Community Development Director	Eric Phillips	Digitally signed by Eric Phillips Date: 2020.05.04 16:45:32 -08'00'
	Finance Director	Cheyenne Heindel	Digitally signed by Cheyenne Heindel Date: 2020.05.05 08:03:50 -08'00'
	Borough Attorney	Nicholas Spiropoulos	Digitally signed by Nicholas Spiropoulos Date: 2020.05.05 12:15:03 -08'00'
	Borough Clerk	<i>BM</i>	5/11/20 <i>BM</i>

**ATTACHMENT (S):** Grant Funds Commitment Agreement (19 pp)

**SUMMARY STATEMENT:** The Federal Highway Administration passed funds through the Alaska Department of Natural Resources, Recreational Trails Program in the amount of \$61,180 for improvements to the ESKA Strip Mine Trail in the Jonesville Public Use Area. The grant requires an in-kind match of \$6,798. The grant agreement is attached and has been reviewed by the Legal Department.



State of Alaska Department of Natural Resources  
Division of Parks and Outdoor Recreation  
Recreational Trails Program Grant Agreement

Project Title:	<u>Eska Strip Mine Trail</u>	Project Number:	<u>1079500680</u>
Project Scope of Work:	<div>Matanuska-Susitna Borough plans to provide improvements to the Eska Strip Mine Trail.  Eska Strip Mine Trail improvements will consist of spreading pit run on the sections of the existing trail with insufficient cobble to support the linear crusher. A linear crusher would then make two passes over the existing trail followed by a dozer and excavator to reshape the trail bed.</div>		
Organization Name:	<u>Matanuska-Susitna Borough</u>	Tax EIN:	<u>92-0030816</u>
Point of Contact Name:	<u>Emerson Krueger</u>	Address:	<u>350 East Dahlia Avenue</u>
Point of Contact Phone:	<u>(907) 861 - 7867</u>		<u>Palmer, AK 99645</u>
Point of Contact Email Address:	<u>ekrueger@matsugov.us</u>		

**Performance of Standards:** Appendices referred to herein and attached are considered part of the agreement.

Appendix A – General Provisions:	Outlines general provisions, Articles 1 through 34 and AS 37.05.316 govern the performance of service under this agreement.
Appendix B – Grantee Performance Standards:	Sets forth grantee performance standards.
Appendix C – Project Reporting Requirements:	Sets forth project reporting requirements.
Appendix D – Financial Accounting and Requesting Reimbursement Requirements:	Sets forth financial accounting and requesting reimbursement requirements.

**Period of Performance:**

FHWA Approved Project Commencement Date:	<u>April 16, 2020</u>
Project End Date:	<u>September 30, 2021</u>
Final Project Report and Reimbursement Request Due Date:	<u>October 30, 2021</u>

**Project Funding:**

Federal Award \$	<u>61,180.00</u>	Non-Participating \$	<u>13,876.00</u>
Match Requirement \$	<u>6,798.00</u>	Federal Award % /	
TOTAL Participating \$		Match Requirement %	<u>90.00% / 10.00%</u>
(Fed + Match)	<u>67,978.00</u>	TOTAL Project \$	
		(Fed + Match + Non-par)	<u>81,854.00</u>

**Line Item Budget for Federal Award:**

Labor (Line 1000) \$	<u>0</u>
Travel (Line 2000) \$	<u>0</u>
Services (Line 3000) \$	<u>15,500.00</u>
Commodities (Line 4000) \$	<u>17,619.00</u>
Contractual (Line 5000) \$	<u>28,061.00</u>
Total Federal Award \$	<u>61,180.00</u>



**Approved Budget Workbook and Task Timeline:**

Task #	Scope of Work	Estimated Days to Complete
1	Request for bid.	14
2	Pre-bid meeting.	7
3	Pre-construction meeting with contractors.	14
4	Finalize construction plans.	7
5	Construction complete.	7
6		
7		
8		
9		
10		

By signing this grant agreement, both parties acknowledge that they have read and understand the terms and conditions of this grant agreement and that no changes or alternations to the agreement will be permitted unless first approved in writing from the Division of Parks and Outdoor Recreation, Grants Administration Section. Failure to follow the terms and conditions of the grant agreement may result in failure to be reimbursed for expenses and de-obligation of remaining funds.

**Grantee**

**Administering Agency**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: Melissa A. Richie  
Title: Administrative Operations Manager  
Phone: (907) 269 – 8700  
Email Address: [Parks.RTPGrantApp@alaska.gov](mailto:Parks.RTPGrantApp@alaska.gov)





## Appendix A General Provisions

**Article 1. Definitions.** In this grant agreement, attachments, and amendments, "Certifying Officer" means the person who signs this grant agreement on behalf of The State and includes a successor or authorized representative.

**Article 2. State Saved Harmless.** The Grantee shall indemnify, save harmless, and defend the State, agents, and employees from liability of any nature or kind, including costs and expenses, for or on account of any and all legal actions or claims of any character whatsoever resulting from injuries or damages sustained by any person or persons or property as a result of any error, omission, or negligent act of the Grantee relating to its performance of this grant.

**Article 3. Inspections and Retention of Records.** The State may inspect, in the manner and at reasonable times it considers appropriate, all the Grantees facilities, records, and activities under this grant agreement. The Grantee shall retain property receipts and other grant records for at least 3 years after project completion or equipment disposal.

**Article 4. Disputes.** Any dispute concerning a question of fact arising under this grant agreement, which is not disposed of by mutual agreement, shall be decided without bias by the Certifying Officer. The decision shall be in writing and mailed or otherwise furnished to the Grantee. The decision of the Certifying Officer is final and conclusive, unless, within 30 days from the date of receipt of the decision, the Grantee mails or otherwise furnishes a written appeal addressed to the Commissioner of the State of Alaska Department of Natural Resources. The Commissioner shall hear the appeal. The decision of the Commissioner is final and conclusive, unless it is fraudulent or not supported by substantial evidence. In any proceeding under this Article, the Grantee has a right to offer evidence in support of its appeal. Pending final decision of a dispute, the Grantee shall proceed with the performance of the grant agreement in accordance with the Certifying Officer's decision.

**Article 5. Equal Employment Opportunity (EEO).** The Grantee may not discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, physical disability, sex, marital status, changes in marital status, pregnancy, or parenthood. The Grantee shall post in a conspicuous place, available to employees and applicants for employment, a notice setting out the provisions of this paragraph.

The Grantee shall state, in all solicitations or advertisements for employees to work on State funded projects, that it is an equal opportunity employer (EEO) and that all qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, age, physical disability, sex, marital status, changes in marital status, pregnancy or parenthood.

The Grantee shall include the provisions of this EEO article in every contract relating to this grant agreement and shall require the inclusion of these provisions in every agreement entered into by any of its contractors, so that those provisions will be binding upon each contractor and subcontractor.

**Article 6. Termination.** The Certifying Officer, by written notice, may terminate this grant agreement, in whole or in part, if it determines the grantee has violated any of the terms of the agreement, including not performing the requirements of the grant agreement. The State is liable only for payment in accordance with the provisions of this grant agreement for services rendered before the effective date of termination.



**Article 7. No Assignment or Delegation.** The Grantee may not assign or delegate this grant agreement, or any part of it, or any right to any of the money to be paid under it, except with the written consent of the Certifying Officer.

**Article 8. No Additional Work or Material.** No claims will be allowed for services not specifically provided for in this grant agreement which are performed or furnished by the Grantee.

**Article 9. Independent Grantee.** A non-state Grantee and any agents and employees of a non-state Grantee act in an independent capacity and are not officers or employees or agents of the State in the performance of this agreement.

**Article 10. Payment of Taxes.** As a condition of this grant agreement, the Grantee shall pay all Federal, State and Local taxes incurred by the Grantee and shall require their payment by any contractor or any other persons in the performance of this agreement.

**Article 11. Workers' Compensation Insurance.** The Grantee shall provide and maintain workers' compensation insurance as required by AS 23.30 for all employees engaged in work under this grant agreement. The Grantee shall require any contractor to provide and maintain workers' compensation insurance for its employees as required by AS 23.30.

**Article 12. Insurance.** The Grantee is responsible for obtaining any necessary liability insurance.

**Article 13. Current Prevailing Rates of Wage and Employment Preference.** Certain grant projects are constrained by the provisions of AS 36. PUBLIC CONTRACTS. To the extent that such provisions apply to the project, which is the subject of this agreement, the Grantee shall pay the current prevailing rates of wage to employees as required by AS 36.05.010. The Grantee shall also require any contractor to pay the current prevailing rates of wage as required by AS 36.05.010.

**Article 14. Budget.** Notwithstanding the provisions of Article 17 ***Changes***, the Grantee must adhere to the approved line item budget as noted in this grant agreement. If the Grantee wishes to request a line item budget adjustment, the Grantee must submit a request for a line item budget adjustment to the Grant Administration. The Grant Administration must approve of line item budget adjustment PRIOR to the Grantee charging costs or expenditures to line item. If the line item budget adjustment is less than 10% of original line item authorization, the Grantee may submit a request in writing to the Grant Administration for approval and Grant Administration approval can be given in writing. If the line item budget adjustment is 10% or greater than the original line item authorization, the Grantee must submit a request in writing to the Grant Administration for approval, and a Modification of the Grant Agreement to reflect line item budget adjustment is required.

**Article 15. Governing Law.** This grant agreement is governed by both Federal and State laws. It is the responsibility of the Grantee to ensure that all permits required for the construction and operation of this project have been obtained. The Grantee shall perform all aspects of this project in compliance with all appropriate laws and regulations.

**Article 16. Officials not to Benefit.** No member of, or delegate to Congress or the Legislature, or officials or employees of the State or Federal government involved in this project, may share any part of this grant or any benefit to arise from it.





**Article 17. Changes.** Any changes in the project scope will be attached and made part of this grant agreement by use of an Amendment. Changes requested by the grantee in writing, if approved, will be made part of this grant agreement by use of an amendment. Any such amendment must be dated and signed by the State before the change is considered official and approved. Grantee will receive photocopies of any/all amendments.

**Article 18. Public Purposes.** The Grantee agrees that the project shall be dedicated to public purposes for its useful life. The benefits of the project shall be made available without regard to race, religion, color, national origin, age, physical disability, gender, marital status, change in marital status, pregnancy or parenthood.

**Article 19. Site control.** If the project involves the occupancy or use of real property, the grantee must assure that it has the legal right to occupy or use such real property for the purposes of the grant, and further that there is legal access to such property.

**Article 20. Operation and Maintenance.** Throughout the useful life of the project, the Grantee shall be responsible for the operation and maintenance of any facility, equipment, or other items acquired under this grant.

**Article 21. Equipment Purchase and Use.** Equipment purchased using grant funds may be used only for the purposes intended in this grant. The Grantee will be responsible for all maintenance and care of the equipment for the useful life of the equipment or 5 years whichever is shorter. Equipment purchased using grant funds is the property of the State of Alaska. If the Grantee is no longer using the equipment for the purposes of the grant, the State, at its option, may request the grantee refund to the State the current market value of the equipment, return the equipment, or transfer the equipment to another organization that will use it for the purposes originally intended in the grant.

Property receipts and other records will be retained by the Grantee on all equipment purchases and disposals for at least 3 years after project completion or equipment disposal.

**Article 22. Procurement.** The Grantee shall procure supplies, materials, equipment, and services in a manner that is fair and reasonable. The Grantee shall solicit at least three quotes when the purchase price for equipment or individual supply or material order is \$1,500.00 or greater.

**Article 23. Assurance.** The Grantee shall spend monies appropriated under this grant only for the purposes specified in this grant agreement.

**Article 24. Reporting Requirements.** The Grantee shall submit progress reports to the Department according to the schedule established in Appendix C of this grant agreement.

**Article 25. Right to withhold Funds.** The State may withhold payments under this grant agreement for any violation of the provisions of this grant agreement.

**Article 26. Lobbying.** In accepting these funds, the Grantee agrees that none of the funds will be used for the purpose of lobbying activities before the Alaska Legislature.



**Article 27. Audits.** This grant is subject to audit by federal, state, and/or local requirement, per 2 CFR 200.501. If the State outlines in this grant agreement, this grant may also have additional conditions imposed, per 2 CFR 200.207. The grantee must comply with all provisions thereof.

**Article 28. Payment.** Subject to timely submission of progress reports, grantee will receive reimbursement for eligible expenses within 30 days of the Grants Administration approving the Grantee's request for reimbursement.

**Article 29. Contact Names.** The Grantee shall provide written notice and updates, when necessary, to the State identifying the primary person to contact on matters relating to this grant. The notice of change in contact must be signed by an authorized representative of the organization.

**Article 30. Products Produced or Developed.** If a Grantee produces or develops educational and/or safety materials as a result of this grant, the materials become the property of the State of Alaska and shall be used at DPOR discretion. Therefore, materials and curriculum developed as a result of this grant must be submitted in electronic format to the Grant Administrator no later than the date specified for the final report.

**Article 31. Recognition of the Division of Parks and Outdoor Recreation, and the Federal Highway Administration.** The Grantee shall recognize the Division of Parks and Outdoor Recreation and the Federal Highway Administration in all promotional material associated with this grant-funded project. The Grantee shall display the Division's and the Federal Highway Administration's logos in any promotional materials.

**Article 32. Alcohol and Drug-Free Workplace.** The Grantee shall comply with the Drug-Free Workplace Act of 1988 (Sec. 5152-5160, P.L. 100-690) and provide an alcohol and drug-free workplace.

**Article 33. Non-Participating Costs.** The Grantee shall provide documentation for all costs associated with this grant, to include requests for reimbursement (Federal Award \$), for reporting match contributions (Match Requirement \$), and for reporting any other costs associated with the project (Non-Participating Costs \$). Although Non-Participating Costs are not eligible for reimbursement and do not count towards the match requirement, Non-Participating Costs are still counted towards the Total Project Cost and must be accounted for as documented in the approved budget workbook.

**Article 34. Grants Administration.** The Grantee shall contact the Grants Administration if they have any questions or concerns regarding the approved Grant Agreement, Project Reporting Requirements, or Financial Accounting and Requesting Reimbursement Requirements.

**Tara L. Epperson**  
Grants Administrator II  
Phone: (907) 269-8733  
E-mail: [Parks.RTPGrantApp@alaska.gov](mailto:Parks.RTPGrantApp@alaska.gov)





## Appendix B Grantee Performance Standards

In order to be compliant with 2 CFR 200.205 *Federal Awarding agency review of risk posed by applicants*, as well as allow for the reviewers to use performance standards in their evaluations, these criteria will be evaluated and shared with all grant application reviewers to assist with the decision whether or not to fund a grantee in the future. The costs to the program for applicants that do not follow directions or perform to acceptable standards are significant. **The results include, but are not limited to, projects being de-obligated and future applications being denied.** Please take these seriously.

- Were project tasks completed per the approved timeline schedule?
- Did the grantee organization adhere to their approved budget cost and scope of work?
- Did the grantee organization submit progress reports and reimbursement requests within each six-month period of project?
- Was the progress report detailed and include required photographs?
- Were the reimbursement requests and associated attachments correctly calculated, complete, legible, and submitted timely?
- Did the grantee organization submit their final reimbursement request by the indicated "Final Project Report and Reimbursement Request Due Date," no later than 30 days after their federally approved project end date?

### "Inactive List" Warning – Please Read

The Division of Parks and Outdoor Recreation (DPOR) works very closely with the Federal Highway Administration (FHWA) to ensure that RTP payments are processed promptly in accordance with federal regulations. As outlined in 23 CFR 630.106 *Authorization to proceed*, RTP projects for which no expenditures have been charged within the past 12 months are considered "inactive" and are subject to de-obligation.

Due to this federal "inactivity" requirement, FHWA requests frequent payments from grantees and will de-obligate a grant project if a payment has not been processed by FHWA over a 12-month period. Further, FHWA encourages payments more frequently than once a year to further improve Federal funds management and financial data accuracy.

**Thus, RTP grantees with federally approved projects must submit a payment request to DPOR every six months until the project is complete.**

There is no minimum amount required for a request for reimbursement. However, the correct amount of match required must be submitted with each payment.

DPOR appreciates its partnership with your agency to help improve trail opportunities within your community. If you have questions about this, please email your grants administrator at [Parks.RTPGrantApp@alaska.gov](mailto:Parks.RTPGrantApp@alaska.gov).





## Appendix C Project Reporting Requirements

The Grantee shall provide a narrative description of work accomplished. Progress reports (Form Appendix C-1 Progress Report) are **due on a six-month basis** following the approved project start date.

All progress reports shall be accompanied by with a request for reimbursement (Form Appendix D-1 Request for Reimbursement, Form Appendix D-2 Record of Matching Contributions, and Form Appendix D-3 Record of Non-Participating Contributions).

The Grantee shall provide photographs and other visual materials to support the narrative description of work accomplished.

**The Grantee shall submit a final project completion report by the indicated "Final Project Report and Reimbursement Request Due Date," no later than 30 days after their federally approved project end date.**

The progress reports shall be submitted to the Grants Administrator by any of the following means:

- E-mail: [Parks.RTPGrantApp@alaska.gov](mailto:Parks.RTPGrantApp@alaska.gov)
- Fax: (907) 269-8907
- US Postal Service or courier to:  
Department of Natural Resources  
Division of Parks and Outdoor Recreation  
ATTN: Recreational Trails Program  
550 W. 7<sup>th</sup> Avenue, Suite 1380  
Anchorage, AK 99501

**The Grantee shall be evaluated on their performance, as outlined in Appendix B – Grantee Performance Standards. Failure to submit progress reports could result in a delay of getting reimbursed or may result in no reimbursement. Grantees that do not submit progress reports timely may be evaluated as "high risk," which could result in the project being de-obligated and future applications being denied.**



## Appendix C-1 Progress Report

**Project Title:** Eska Strip Mine Trail  
**Project Number:** 1079500680  
**Period of Performance:** \_\_\_\_\_  
(MM/DD/YYYY – MM/DD/YYYY)

### Progress Report:

*Describe the progress of this project, and how it aligns with Project Scope of Work.*

Does this report indicate that a Task from the project timeline is completed?

Choose

If yes, please indicate which Task #(s) is/are completed.

Does this progress align with the approved Project End Date?

Choose

Does this progress align with the approved Project Funding?

Choose

**Required Attachments: Photographs and other visual materials to support the narrative description of work accomplished.**

**Person Completing Form (If different than  
Grantee)**

**Grantee**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_





## Appendix D

### Financial Accounting and Requesting Reimbursement Requirements

The Grantee shall provide a request for reimbursement. Requests for reimbursement (Form Appendix D-1 Request for Reimbursement, Form Appendix D-2 Record of Matching Contributions, and Form Appendix D-3 Record of Non-Participating Contributions) are **due on a six-month basis** following the approved project start date.

All requests for reimbursement shall be accompanied by a progress report (Form Appendix C-1 Progress Report).

The Project Funding is outlined in the attached approved Budget Workbook Spreadsheet. There is an overall summary, as well as individual tasks. Each task is broken down by number of days, and what kind of category it covers – such as labor, materials, equipment, and other. The total for each of these tasks is broken down by federal share, match, and non-participating costs, indicating both dollar amount and percentage.

**Adherence to the approved budget is mandatory. Expenses that are not outlined on the approved Budget Workbook will not be allowed for reimbursement.**

The following is a list of general rules for following the approved budget:

1. The Grantee is entitled to payment for work completed or expenditures made in accordance with the grant agreement only.
2. The Grantee shall keep records of all financial transactions in accordance with federal and state audit standards.
3. If any line item cost (Labor, Materials, Equipment, Other) exceeds the approved budget, the Grantee must request approval from the Grants Administrator PRIOR to proceeding with purchases/expenses. If the line item budget adjustment is less than 10% of original line item authorization, the Grantee may submit a request in writing to the Grant Administration for approval and Grant Administration approval can be given in writing. If the line item budget adjustment is 10% or greater than the original line item authorization, the Grantee must submit a request in writing to the Grant Administration for approval, and a Modification of the Grant Agreement to reflect line item budget adjustment is required.
4. Line Item Budgets (Labor, Materials, Equipment, Other) cannot be altered or switched to another Line Item Budget without prior approval from the Grants Administrator.
  - a. For example, if the Grantee has additional funds in Labor upon completing personal services spent on a project and wishes to spend remaining funds on Materials, Equipment, Other, the Grantee cannot spend additional on Materials, Equipment, Other without prior approval from the Grants Administrator.

Labor \$ cannot be used for Materials \$. Materials \$ cannot be used for Labor \$.  
(Or by any other categories or scenarios.)

5. The Grantee shall submit documentation of eligible expenses and proof of payment of approved expenditures for expenses incurred during the reporting period. Documentation is required for requests for reimbursement



6. (Federal Award \$), for reporting match contributions (Match Requirement \$), and for reporting any other costs associated with the project (Non-Participating Costs \$).

The following is a list of acceptable documents to fulfill this requirement:

- Labor:
  - Timesheets, to include payment amount \$
  - Labor Reports, to include payment amount \$
  - Payroll Reports, to include payment amount \$
- Materials:
  - Copy of invoices, to include proof of payment \$
  - Copy of receipts, to include proof of payment with credit card \$ or debit card \$
  - Copy of receipts, to include proof of cash payment \$ or check payment \$
  - Copy of canceled checks (both sides), to include proof of processing payment \$
  - Copy of bank statements, to include proof of payment \$
- Equipment:
  - Copy of invoices, to include proof of payment \$
  - Copy of receipts, to include proof of payment with credit card \$ or debit card \$
  - Copy of receipts, to include proof of cash payment \$ or check payment \$
  - Copy of canceled checks (both sides), to include proof of processing payment \$
  - Copy of bank statements, to include proof of payment \$
- Other:
  - Online Audit Trail documentation, to include proof of payment \$
  - Other proof that complies with federal and state audit standards

**Labor Reports and Invoices without proof of payment or receipts are not considered as proof of payment. Labor Reports and Invoices must reflect that payment was processed.**

7. This grant agreement requires the Grantee to report matching funds, a matching contributions percentage requirement as outlined on the first page of this grant agreement. The minimum match requirement must be met on each request for reimbursement before the request for reimbursement will be processed. The Grantee shall report at least the minimum match required for each request for reimbursement, as well as additional match expenditures.
8. This grant agreement requires the Grantee to report Non-Participating Costs, as indicated on the approved Budget Workbook. 23 CFR 630.108(b)(4) requires that the project agreement include the "total project cost and amount of Federal Funds under agreement." This includes Federal \$, Match \$, and Non-Participating \$.





Requests for reimbursement shall be submitted to the Grants Administrator by any of the following means:

- E-mail: [Parks.RTPGrantApp@alaska.gov](mailto:Parks.RTPGrantApp@alaska.gov)
- Fax: (907) 269-8907
- US Postal Service or courier to:  
Department of Natural Resources  
Division of Parks and Outdoor Recreation  
ATTN: Recreational Trails Program  
550 W. 7<sup>th</sup> Avenue, Suite 1380  
Anchorage, AK 99501

The Grantee shall be evaluated on their performance, as outlined in Appendix B – *Grantee Performance Standards*. Failure to adhere to the approved budget and/or failure to follow requirements for requesting reimbursement could result in a delay of getting reimbursed or may result in no reimbursement. Grantees that do not submit requests for reimbursement accurately and timely may be evaluated as “high risk,” which could result in the project being de-obligated and future applications being denied.



## Appendix D-1 Request for Reimbursement

**Project Title:** Eska Strip Mine Trail

**Project Number:** 1079500680

**Period of Performance:** \_\_\_\_\_  
(MM/DD/YYYY – MM/DD/YYYY)

**Match Requirement Calculations:**

<b>Federal Award Expended</b>	
<b>for this period:</b>	\$ _____
÷ Federal Award %	90.00 %
=	\$ _____
x Match Requirement %	10.00 %
=	\$ _____
	(Match Requirement \$)

**Federal Award Expended:** \$ \_\_\_\_\_

Report Expenditures by Line Item (Labor, Materials, Equipment, Other)

### Labor

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Labor			\$

### Materials

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Materials			\$





**Appendix D-1**  
**Request for Reimbursement**

**Equipment**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Equipment			\$

**Other**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Other			\$

**\*\*If more space is needed, please utilize the Continuation Form, Page 19 of this Grant Agreement.\*\***

**Total Amount of Reimbursement Request**

Total Amount of Labor	\$
Total Amount of Materials	\$
Total Amount of Equipment	\$
Total Amount of Other	\$
<b>Federal Award Expended GRAND TOTAL</b>	<b>\$</b>

**Person Completing Form (If different than Grantee)**

**Grantee**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_



## Appendix D-2 Record of Matching Contributions

**Project Title:** Eska Strip Mine Trail

**Project Number:** 1079500680

**Period of Performance:** \_\_\_\_\_  
(MM/DD/YYYY – MM/DD/YYYY)

**Match Requirement Calculations:**

Federal Award Expended	
for this period:	\$ _____
÷ Federal Award %	90.00 %
=	\$ _____
x Match Requirement %	10.00 %
=	\$ _____
	(Match Requirement \$)

**Match Reported:** \$ \_\_\_\_\_  
(Must meet Match Requirement \$ minimum)

Report Expenditures by Line Item (Labor, Materials, Equipment, Other)

### Labor

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Labor			\$

### Materials

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Materials			\$





**Appendix D-2**  
**Record of Matching Contributions**

**Equipment**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Equipment			\$

**Other**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Other			\$

**\*\*If more space is needed, please utilize the Continuation Form, Page 19 of this Grant Agreement.\*\***

**Total Amount of Match Reported**

Total Amount of Labor	\$
Total Amount of Materials	\$
Total Amount of Equipment	\$
Total Amount of Other	\$
Match Reported GRAND TOTAL	\$

**Person Completing Form (If different than Grantee)**

**Grantee**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_



**Appendix D-3**  
**Record of Non-Participating Contributions**

**Project Title:** Eska Strip Mine Trail  
**Project Number:** 1079500680  
**Period of Performance:** \_\_\_\_\_  
(MM/DD/YYYY – MM/DD/YYYY)  
**Non-Participating Costs Reported:** \$

Report Expenditures by Line Item (Labor, Materials, Equipment, Other)

**Labor**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Labor			\$

**Materials**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Materials			\$



**Appendix D-3**  
**Record of Non-Participating Contributions**

**Equipment**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Equipment			\$

**Other**

Date of Expenditure (MM/DD/YYYY)	Task # (As indicated on approved Budget Workbook)	Description of Expenditure	Amount \$
			\$
			\$
			\$
			\$
			\$
			\$
			\$
Total Amount of Other			\$

**\*\*If more space is needed, please utilize the Continuation Form, Page 19 of this Grant Agreement.\*\***

**Total Amount of Non-Participating Costs Reported**

Total Amount of Labor	\$
Total Amount of Materials	\$
Total Amount of Equipment	\$
Total Amount of Other	\$
<b>Non-Participating Costs Reported GRAND TOTAL</b>	<b>\$</b>

**Person Completing Form (If different than Grantee)**

**Grantee**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email Address: \_\_\_\_\_



