GRANT PROGRAM REIMBURSEMENT REQUEST

NORTH DAKOTA PARKS AND RECREATION DEPARTMENT

SFN 59174 (09-2020)

Project Information

Date	Project Number	Project Name

Grant Type
☐ Recreational Trails Program (RTP) ☐ Land & Water Conservation Fund (LWCF) ☐ Other - specify:

Project Sponsor Name	Reimbursement Request Number ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ Final	
Grant Award Amount *(from Grant Award Agreement)*	Request Dates - From	Request Dates - To

Section 1: Accumulation Total

Current Request Reimbursement Amount	Previous Requests Reimbursement (cumulative)	Total Reimbursement Requested To Date

Section 2: Summary of all Project Costs Affiliated with this Request *(from Section 4)*

Design and Engineering Fees	
Construction Contracts	
Supply and Material Purchases	
Equipment Rental Costs	
Force Account Labor Costs	
Value of Donated Equipment	
Value of Donated Labor	
Value of Donated Materials	
Other:	
TOTAL	

☐ By checking this box, the Authorized Representative certifies the full and proper payment has been made to the vendor.

Section 3: Summary of all Project Match Funds Affiliated with this Request *(from Section 5)*

This should equal or overmatch the match requirement of the grant.

Cash	
Donated Equipment	
Donated Labor	
Donated Materials	
Force Account Labor	
Other:	
TOTAL	

FOR OFFICIAL USE ONLY

Line		Department	
Fund		Expense	
Project		Activity	
Amount		Vendor	

Match Fund Requirement *(from Grant Award Agreement)*
☐ 20% ☐ 50% ☐ Other - specify:

Name of Authorized Grantee	Title	Signature	Date
NDPRD Grants Coordinator		Signature	Date
NDPRD Chief of Planning & Programs		Signature	Date

Section 4: Tabulation of all Project Costs for this Reimbursement Request

List all project costs, including the value of donated items, to support the total identified in Section 2. Documentation such as invoices and canceled checks should be provided with your costs to verify payment and value. Include the values of all donated labor, materials and equipment.

Vendor	Invoice Number	Category	Amount
		TOTAL	

Section 5: Tabulation of Match Funds for this Reimbursement Request

List all sources of match funds to support the total identified in Section 3. Documentation for donated items should be supported with the appropriate state forms (identified with a state form number, SFN, in upper left corner of form). See Section 7. This should equal or overmatch the match requirement of the grant program.

Vendor	Category	Amount
	TOTAL	

Section 6: Supporting Documentation

Supporting documentation must be included for each item claimed for reimbursement. Please check the column to ensure all proper documentation is included for submission.

Supporting Documentation	Yes	No	N/A
Affidavit of Publication (supplied by the newspaper when advertising for bids)			
Bid tabulations or quotations			
Meeting minutes directing intent to award			
Vendor or contractor invoices or receipts			
Equipment rental time records			
Donated Equipment Value (SFN 59169)			
Donated Labor Value (SFN 59170)			
Force Account Labor documentation (SFN 59171)			
Donated Material Value (SFN 59172)			
Other - specify:			

Section 7: Supporting Links

NDPRD Recreation Trails Program (RTP): https://www.parkrec.nd.gov/business/grants/recreation-trails-program

NDPRD RTP Manual:

SFN 59169 - *Donated Equipment Value*
SFN 59170 - *Donated Labor Value*
SFN 59171 - *Force Account Labor Documentation*
SFN 59172 - *Donated Material Value*

IRS Form W-9: https://www.irs.gov/pub/irs-pdf/fw9.pdf

Federal Highway Adminisration (FHWA) *(Form 1273)* https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf

FHWA Buy America (Steel) http://dot.nd.gov/dotnet2/view/forms.aspx

Certificates of Compliance:

SFN 61040 - *Contractor Certificate of Compliance*
SFN 61041 - *Manufacturer Certificate of Compliance*

FHWA Recreation Trails Program (RTP): https://www.fhwa.dot.gov/environment/recreational_trails/guidance/

NDPRD Land and Water Conservation Fund Program (LWCF): https://www.parkrec.nd.gov/business/grants/recreation-trails-program

NDPRD LWCF Manual:

Statewide Comprehensive Outdoor Recreation Plan 2018-2022
SFN 59169 - *Donated Equipment Value*
SFN 59170 - *Donated Labor Value*
SFN 59171 - *Force Account Labor Documentation*
SFN 59172 - *Donated Material Value*