# NORTH Dakota
Be Legendary.™

# GRANT PROGRAM REIMBURSEMENT REQUEST
NORTH DAKOTA PARKS AND RECREATION DEPARTMENT
SFN 59174 (02-2021)

## 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 Total Project Amount Affiliated with this Request *(from Section 4)*

| | |
|---|---|
| Design and Engineering Fees | |
| Construction Contracts | |
| Supply and Material Purchases | |
| Equipment Rental Costs | |
| Force Account Labor Costs | |
| 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** | |

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

## Signatures

| Name of Authorized Grantee | Title | Signature | Date |
|---|---|---|---|
| NDPRD Grants Coordinator | | Signature | Date |
| NDPRD Division Manager | | Signature | Date |

### FOR OFFICIAL USE ONLY

| Line | | Department | |
|---|---|---|---|
| Fund | | Expense | |
| Project | | Activity | |
| Amount | | Vendor | |

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

List all project costs to support the total identified in Section 2.  Documentation such as invoices should be provided with your costs to verify payment and value.

| Vendor | Invoice Number | Category | Amount |
|---|---|---|---|
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|  |  |  |  |
|  |  | **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 |
|---|---|---|
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|  |  |  |
|  | **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 Administration (FHWA)   https://www.fhwa.dot.gov/programadmin/contracts/1273/1273.pdf
*(Form 1273)*

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    https://www.parkrec.nd.gov/business/grants/recreation-trails-program
Fund Program (LWCF):

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*