

CLOSEOUT INSTRUCTIONS

OVERVIEW FORM INSTRUCTIONS

CLOSEOUT REIMBURSEMENT MUST INCLUDE THE FOLLOWING DOCUMENTATION:



1. Completed and signed Closeout Overview Form & Reimbursement Request Form



2. A detailed listing of each payment including check number, the amount paid description of the purchase, invoice number, etc.



3. Copies of bid tabulations, contracts and contractor billings or invoices



4. Copies of all invoices claimed for reimbursement



5. Projects accomplished with the sponsor's own force account (timesheet) must be documented with a list of each employee's time on the project shown on a daily basis. This should show the hours worked and hourly wage. Equipment use records must include the type and size of the equipment, dates and hours of use, and the name of the operator.

CLOSEOUT OVERVIEW FORM- #4

WHAT EACH COST CATEGORY MEANS

1. In-Kind Match

In-kind professional services, service performed by volunteers, or in-kind donations of materials must be documented — especially if they are part of the match. The use of donations must be a necessary part of the project proposal and occur during the project period (More info on the next page).

Personnel Costs: The time of your organization's full-time staff that is directly related to the approved project scope may be reported as a match but is NOT a reimbursable cost. The reportable amount is the employee's regular hourly rate of pay, excluding taxes, benefits, and overtime.

Volunteers: If community volunteer services are donated to your project, record it appropriately using a sign-in sheet.

- Standard est. Volunteer Rate in Utah is \$28.54 per hour.

2. Material & Supplies

Include consumable items (e.g. lumber, tools, safety equipment, surface materials, trail signage, equipment lease or rentals, etc.) required for the project.

3. Real Property

Includes the lease or purchase of land, structures (including modular units affixed to the real property), and appurtenances. It does not include moveable machinery and equipment.

4. Miscellaneous Costs

This includes, but is not limited to, equipment repairs, travel, publication costs, training, consultant fees, or other anticipated direct project charges not included in other budget categories.



ELIGIBILITY AND VALUE OF DONATIONS

The use of donations as part of the entire sponsor's match should be indicated in the project's scope of work. Donations are volunteer labor or donations of labor, equipment, materials, or real property by sources independent of the project sponsor. Sales tax and shipping & handling can also be accounted for here.

Use of the project sponsor's own employees, equipment, materials, or real property does not constitute a donation.

The value of donations charged to the project should be determined as follows:

LABOR - The value of labor donations is the hourly wage rate of the project sponsor's own employees. The rate which may be charged for skilled workers, working in their trade, is the actual wage these workers are normally paid for their labor. In both cases, only base wage rates are allowable, exclusive of any fringe benefits. Accurate time records must be maintained on a daily basis. Lump-sum hours for more than one day can not be accepted. Timesheets should include the date, hours worked, occupation, type of work performed, worker's signature, and supervisor's signature. Timesheets are available in the closeout packet and upon request from the Division of Recreation.

EQUIPMENT - Rates for donated equipment used on the project may not exceed its fair rental rate. Hourly rates may be based on the current Equipment Cost List (provided), Utah Department of Transportation Equipment Codes, Classes, and Rental Rates, or a rental rate guide book that provides regional average rates for construction equipment may be used. Timesheets are also available and are filled out in the same manner as for donated labor.

MATERIAL - The allowable amounts charged for donations of materials may not exceed market value. This is defined as the amount these materials would be sold for in the area at the time of the donation. Documentation should include a signed statement from the donor describing the donations and their market value. An independent statement of market value given by a dealer or vendor may also be required. Sales tax and shipping & handling can also be accounted for here.

REAL PROPERTY - May only be used as a donation on projects identified in the application as a land acquisition with a commitment of a land donation. The value of a donated real property is based upon an approved appraisal prepared by a qualified appraiser. In order for a donation of real property to be eligible as a match for grant assistance, the project sponsor may not accept the title prior to the approval of the project agreement.

CLOSEOUT OVERVIEW FORM

FREQUENTLY ASKED QUESTIONS & INFORMATION

Where can I find my grant's agreement number?

You can find the grant's agreement number on the top of the first page of the Fiscal Assistance Agreement. Utah's Finance Department assigns this number and the Division uses it to track and make payments towards the grant.

What is a vendor number and where can I find it?

A vendor number is how the Division distinguishes one organization from another. If the organization does not have an established vendor number, the Division will request a W-9.

What is my billing period?

The billing period start date is the date found on the first page of the Fiscal Assistance Agreement. The billing period end date is the last date your organization worked on the project.

What if we come in under budget?

If an organization's project total is under budget, the agreed-upon % match will still need to be met. The grant recipient's % match is found on the Fiscal Incentive Agreement.

Example: If a grant is \$1,000.00, with a 50% match but the total cost ends up being only \$500.00, 50% of \$500.00 would be required as a match.

If the organization's project comes in under budget, the organization is required to return part of a partial payment if the total project cost is less than the partial payment.

Total Project Cost:

The total project cost is the complete total of the project. It must equal the total of the four cost categories.

Grant Recipient's Match:

This is the total of all donations, personnel costs, volunteer hours, and any other expenditures determined as a valid match as shown in the applications budget. Sales tax and shipping & handling can also be accounted for here.

Remaining Reimbursement:

This is the amount of funding requested upon closeout. If the organization received a partial payment (75% of the total FIG funding), ≤ 25% of the remaining funding can be requested. It might be <25% if the project comes in under budget.

If the organization does not spend the full FIG funding, they will not receive the full reimbursement; even if they exceed the agreed-upon match.

FISCAL INCENTIVE GRANT (FIG) TIMELINE

This is a **Quarterly** State OHV Fiscal Incentive Grant and is commonly referenced as **FIG**.

REVIEW BY OHVAC

The Off-Highway Vehicle Advisory Council (OHVAC) reviews applications and makes **recommendations** on the applications received.

CONTRACT SENT OUT

Contracts are emailed to the Project Manager **1-3 business days** after the Outdoor Adventure Commission meets.

CONTRACT # ASSIGNED

Official contract is in place. Grant work can **commence**.

MID-SITE INSPECTION

Program staff may request a mid-site inspection to **evaluate** work.

REVIEW

Closeout documents reviewed, **pictures** of complete project requested

FINAL SITE INSPECTION & RECOGNITION

Program staff conducts a final site inspection with the Project Manager and request signage at the site and a press release to show recognition.

CLOSING DATE

FIG has 4 due dates a year. **Jan, Apr, Jul & Oct**. All four closing dates fall on the **15th** of that specific month.

APPROVED BY THE OUTDOOR ADVENTURE COMMISSION

The Board makes the **final decision** based upon the recommendations from the OHVAC.

SIGNED CONTRACT RETURNED

Division Director signs off on the grants and they are sent to finance.

FUNDING OPTIONS

The applicant has the option to receive **75%** of the requested funding upfront or the **full funding** once project is complete.

CLOSEOUT DOCUMENTS

1 month prior to the deadline, Program staff will request closeout documents.

PAYMENT

Final or **remaining** payment mailed to applicant



FISCAL INCENTIVE GRANT - CLOSEOUT OVERVIEW
REQUIRED

SPONSOR: _____ AGREEMENT NUMBER: _____

PROJECT NAME: _____ VENDOR NUMBER: _____

BILLING PERIOD START DATE: _____ BILLING PERIOD END DATE: _____

COST CATEGORIES

EXPENDITURES

1. In-Kind & Cash Match

Donations (Cash, Tax, S&H & Donated Labor) \$ _____

Personnel Costs \$ _____

Volunteer Hours (# x \$28.54) \$ _____

2. Material & Supplies \$ _____

3. Real Property (lease/purchase of land) \$ _____

4. Misc. Costs \$ _____

TOTAL PROJECT COST \$ _____
(total of all cost categories)

GRANT RECIPIENT'S MATCH \$ _____

PARTIAL PAYMENT (if applicable) \$ _____

REMAINING REIMBURSEMENT \$ _____

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 thereto.

Signature & Date

Title

Fiscal Incentive Grant (FIG) Reimbursement Request Form

75% of the total grant amount can be reimbursed upon receipt of all proper and complete documentation prior to completion of the Project. 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 as described in the application.

Complete this form and email it to racheltokerk@utah.gov.

Project Name:			
Contract Number:			
Date Submitting for Reimbursement:			
Grant Recipient (Organization):			
Mailing Address for Check:			
Legal Status of Grant Recipient (select one):	<input type="checkbox"/> Governmental Agency <i>or</i> <input type="checkbox"/> Non-Profit Corporation		
Reimbursement Requested:			
Payment Type Requested (select one):	<input type="checkbox"/> Partial (1 st payment – 75% of Funding Total) <input type="checkbox"/> Final (2 nd payment)* <input type="checkbox"/> Final (only payment)*		
Total Amount spent for project or total amount to date:		If 2nd payment , total amount previously received:	
Grant Recipient's Match (if Final Payment):			

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

Briefly describe what was (or will) be accomplished with these funds:

With this request, is the project now complete?

- Yes. The site visit has been scheduled for: _____.
- Yes. A site visit needs to be scheduled (please contact racheltokerk@utah.gov)
- Yes. There is no need for a site visit; pictures have been provided with closeout.
- No.

If the project is now complete, have you erected Fiscal Incentive Grant attribution signage?

- Yes, FIG attribution signage is at the site.
- No, FIG attribution signage is not at the site yet but will be by _____.
- N/A, project is not complete

Please attach a ledger of your expenses plus copies of all invoices as well as proof of matching funds received and spent. As noted in the application and contract, eligible expenses for reimbursement may be a combination of cash and in-kind donations. Acceptable in-kind donations are non-cash donations in the form of equipment, supplies, services, and other expendable property. All expenses to be reimbursed must have been spent on the Project as defined in the contractor's Fiscal Incentive Grant Application.

Signature & Date

Title

Please do not enter anything on this page.

FOR UTAH DIVISION OF RECREATION USE ONLY

Ordered By _____ Date _____

Received By _____ Date _____

Approved By _____ Date _____

Contract #	
Fund:	1000
Dept:	560
Unit:	8641
Appr:	RSQ
Obj.:	7501
Program:	COHTAX



UTAH DIVISION OF RECREATION
P.O. BOX 146001
1594 WEST NORTH TEMPLE SUITE 116
SALT LAKE CITY, UT 84116

CONTRACT #: _____

PROJECT NAME: _____

FISCAL INCENTIVE GRANTM (FIG) - TIME SHEET FOR DONATED VOLUNTEER LABOR AND EQUIPMENT

All information listed below is required

You may add or delete rows as you see fit, but please double check that totals are correct before submitting. Please review the closeout packet if you have any questions.

DATE	NAME OF WORKER / OPERATOR	CURRENT OCUPATION	WORK DONE ON PROJECT	SIGNATURE	# OF HOURS WORKED	HOURLY RATE *	TOTAL	EQUIPMENT TYPE & SIZE	# HOURS / MILES / DAY	RATE \$ **	TOTAL \$	
						\$28.54						
						\$28.54						
						\$28.54						
						\$28.54						
						\$28.54						
						\$28.54						
						\$28.54						
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						\$28.54						
						\$28.54						
						\$28.54						
						\$28.54						
Total # of Hours Worked:							Total:		Total:			

*Standard est. Volunteer Rate in Utah is \$28.54 per hour

**Please either use the equipment rates established with your organization or the equipment cost list provided.

I certify that all labor and equipment donations were properly supervised and used productively on this project. I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature _____

Grand Total: _____

UTAH DIVISION OF RECREATION
P.O. BOX 146001
1594 WEST NORTH TEMPLE SUITE 116
SALT LAKE CITY, UT 84116

CONTRACT #: _____

PROJECT NAME: _____

FISCAL INCENTIVE GRANT (FIG) - TIME SHEET FOR EMPLOYEE LABOR AND EQUIPMENT

All information listed below is required.

You may add or delete rows as you see fit, but please double check that totals are correct before submitting. Please review the closeout packet if you have any questions.

DATE	NAME OF WORKER / OPERATOR	CURRENT OCUPATION	WORK DONE ON PROJECT	SIGNATURE	# OF HOURS WORKED	HOURLY RATE *	TOTAL	EQUIPMENT TYPE & SIZE	# HOURS / MILES / DAY	RATE \$ **	TOTAL \$
Total # of Hours Worked:						Total:		Total:			

*Hourly rate of project sponsor's own employees.
**Please either use the equipment rates established with your organization or the equipment cost list provided.

I certify that all labor and equipment donations were properly supervised and used productively on this project. I further certify that equipment was used by qualified operators and all figures shown above are true and accurate.

Supervisor's Signature _____

Grand Total: _____

IN-KIND (VOLUNTEER) EQUIPMENT COST COMPARISION LIST

FOR REFERENCE ONLY

Updated June 2021



ITEM

COST

Rotary Plow, Loader Mount

\$70.00 per hour

Snow Plow, Gullwing

\$13.00 per hour

Snow Plow, Truck Wing

\$8.00 per hour

Snow Plow, Rev, 7-10 ft

\$2.00 per hour

Tow Plow

\$25.00 per hour

Rotary Plow, Hydrostatic, Cab Forward

\$100.00 per hour

Snow Plow, Grader Wing

\$5.00 per hour

Triple Edge Plow

\$12.00 per hour

LEASE Rotary Plow, Hydrostatic

\$100.00 per hour

Tractor, up to 70 HP

\$20.00 per hour

Tractor, Loader, Backhoe

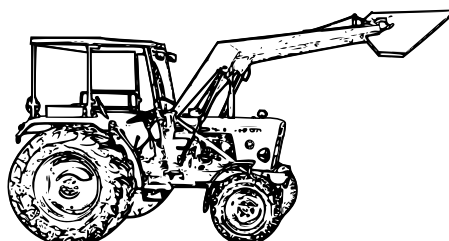
\$10.00 per hour

Tractor, 70 HP & Up

\$17.00 per hour

Tractor, Hydraulic, Mini Excavator

\$5.00 per hour



ITEM

COST

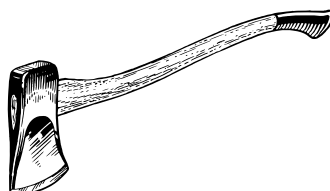
Grader, Standard	\$18.00 per hour
Grader, 6x6 or 150 HP	\$40.00 per hour
Grader, 3 Year Buy Back	\$15.00 per hour
Grader, Buy Back Kept	\$10.00 per hour
Grader, Rental Lease	\$15.00 per hour
LEASE, Grader, Standard	\$18.00 per hour

Personal Vehicle/Motorized OHV/Snowmobile	\$.38 per mile \$.25 per mile
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Crusher, Primary	\$20.00 per hour
Crusher, Secondary	\$75.00 per hour

Forklift	\$5.00 per hour
Loader, FE up to 2 Yard	\$9.00 per hour
Loader, FE 2-3 Yard	\$10.00 per hour
Loader, LE Over 3 Yard	\$10.00 per hour
Loader, Skid Steer/Swaeco	\$6.00 per hour
Skid Steer / Buy Back	\$5.00 per hour
Loader, FE 2-3 Yard, Buy Back, 1 Year	\$5.00 per hour
LEASE, Loader, FE Over 3 Yard	\$10.00 per hour
Loader, FE Over 3 Yard, FO to SR	\$8.00 per hour

Asphalt Dist, Trailer, 600 Gal	\$12.00 per hour
Asphalt Dist, Truck, > 2000 Gal	\$20.00 per hour
Asphalt Dist, Crack Sealer	\$14.00 per hour
Asphalt Hot Box	\$8.50 per hour
Asphalt Dist, Trailer, < 250 Gal	\$15.00 per hour



ITEM

COST

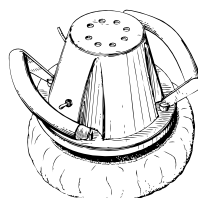
Trailer, Lab, 20 to 40 Feet	\$.75 per day
Trailer, Lab, Mobile Office	\$1.00 per day
Trailer, Lab, Specially Equipped	\$1.00 per day
Trailer, 2W and Prefab Home	\$1.00 per day

Tractor, Track, Under 50,000 lbs	\$32.00 per hour
Tractor, Track, Over 50,000 lbs	\$50.00 per hour
Tractor, Snow Cat	\$50.00 per hour

Liquid Anti-Icer, Tank, 6000 Gal	\$6.00 per hour
Frame Mounted Sander	\$7.00 per hour
Spreader, Hydraulic Drive, 5.5 Yard	\$2.00 per hour
Spreader, Hydraulic Drive, 7.5 Yard	\$4.00 per hour
Material Spreader/Pre-Wetting System	\$5.00 per hour
Liquid Anti-Icer Applicator, Ski Mtd	\$4.00 per hour
Spreader, 7.5 Yard, Stainless Steel	\$2.50 per hour
Spreader, 7.5 Yard, Pre-Wet, Stainless	\$2.50 per hour
Liquid Pre-Wet/Sander Combo	\$3.00 per hour
Spreader 9 Yard, Pre-Wet Stainless	\$2.00 per hour
Spreader 3 Yard Pre-Wet Stainless	\$4.00 per hour
Spreader 12 Yard Pre-Wet Stainless	\$2.00 per hour
Spreader 7.5 Yard Pre-Wet, European Design	\$2.50 per hour
Sander First Response Unit	\$3.00 per hour

Paint Machine, Message, Walk Behind	\$2.00 per hour
Striper, Highway, Airless	\$35.00 per hour
LEASE Striper Highway Airless	\$45.00 per hour

Compressor 100 to 250 Cfm



\$4.00 per hour

ITEM

COST

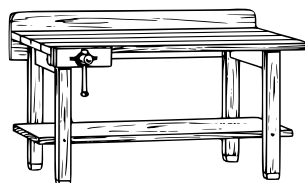
Sweeper Tow Type	\$14.00 per hour
Sweeper Pick Up Mech	\$25.00 per hour
Sweeper Self Propelled	\$13.00 per hour
Sweeper Self Prop Tow Type	\$9.00 per hour
Sweeper Truck Mounted	\$7.00 per hour
Road Rake	\$7.00 per hour
Sweeper, Pick Up Mech Cng	\$25.00 per hour

Vegetation Mgmt, Turfseeder	\$5.00 per hour
Chemical Injection System	\$5.00 per hour

Water Tank, Truck Mounted	\$8.00 per hour
Water Tank Over 2000 Gal	\$7.00 per hour
Catch Basin Cleaner	\$28.00 per hour
Water Tank Special	\$19.00 per hour
Catch Basin Camera	\$26.00 per hour
Catch Basin Cleaner Trailer Mounted	\$20.00 per hour

Drill Asphalt Core	\$10.00 per hour
Drill Auger 30 Inch	\$50.00 per hour
Drill Track Core	\$50.00 per hour

Chip Sealer and Sizer	\$48.00 per hour
Asphalt Spreader	\$70.00 per hour
Shoulder Machine	\$20.00 per hour



ITEM

COST

Speed Trailer	\$5.00 per hour
Concrete Saw	\$12.00 per hour
Chainsaw	\$12.00 per hour
Traffic Controller Trailer	\$2.00 per hour
Skid Tester	\$5.00 per hour
Changeable Message Sign/Trk Mtd	\$4.00 per hour
Portable Steam Cleaner Trailer Mounted	\$13.00 per hour
Welder/Generator Air and Arc	\$6.00 per hour
Portable Lighting System	\$10.00 per hour
Attenuator	\$3.50 per hour
Variable Message Board	\$1.50 per hour
Traffic Counting Trailer	\$5.00 per day

Platform Trailer Up To 5 Ton	\$3.50 per hour
Platform Trailer Up To 13 Ton	\$6.00 per hour
Platform Trailer Up To 35 Ton	\$6.00 per hour
Platform Trailer Over 35 Ton	\$6.00 per hour
Pup Trailer	\$6.00 per hour
Enclosed Trailer Specialty	\$5.00 per hour
Telecom Trailer	\$5.00 per hour
Trailer Drill Track Core	\$7.00 per hour
Trailer Litter Hurts	\$3.00 per hour

Brush Chipper	\$6.00 per hour
Earth Saw, Digger, Boring Machine	\$5.00 per hour



ITEM

COST

Rotary Mower Up To 7 Feet	\$14.00 per hour
Rotary Mower Over 7 Feet	\$11.00 per hour
Boom Mower	\$15.00 per hour

Profilograph/Microcomputer	\$1.00 per day
Deflectometer	\$2.00 per hour
Road Profile	\$5.00 per hour
Reflectometer	\$2.00 per hour

Snow Plow Straight Blade	\$12.00 per hour
Snow Plow V Blade	\$5.00 per hour
Rotary Plow	\$75.00 per hour
Rotary Plow Hydrostatic Truck Mount	\$110.00 per hour
Snow Plow Grader	\$10.00 per hour

Roller Self Prop 3 to 6 Ton	\$5.00 per hour
Roller Self Prop Over 6 Ton	\$6.00 per hour
Roller Self Prop Pneumatic Tire	\$8.00 per hour

Volunteer Hour As Posted On: Independentsector.Org/Volunteer_Time	\$28.54 per hour
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Pack and Saddle	\$100.00 per day
Stock Hauling (Truck and Trailer)	\$.80 per mile



ITEM

COST

Hand Tools

\$4.00 per hour

Mountain Bike

\$5.00 per day

Meal Reimbursement:

Breakfast (12:00am-10:00am)

\$11.00

Lunch (10:00am-6:00pm)

\$14.00

Dinner (6:00pm-12:00pm)

\$20.00

Total:

\$45.00

