

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. MATCH

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 cash, real property (see below for more info), equipment, and materials from sources independent of the project sponsor. Sales tax and shipping & handling (S&H) can also be accounted for here. The use of donations must be a necessary part of the project proposal and occur during the project period. Use of the project sponsor's real property does not constitute a donation.

Volunteer: If community volunteer services are donated to your project, record it appropriately using a sign-in sheet. This includes hourly rate & volunteer equipment.

Personnel: 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. Accurate time records must be maintained daily. Lump-sum hours for more than one day will not be accepted (See more information on the next page).

Cash: This is for cash matches made by the project sponsor and is also a catch-all for any categories not listed above.

2. FIG FUNDS

Material & Supplies: Include consumable items (e.g. lumber, tools, surface materials, trail signage required for the project).

Equipment: Include machinery, safety equipment, equipment leases, rentals, etc.

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

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

PERSONNEL - The value of labor or personnel donations is the hourly wage rate of the project sponsor's 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. Timesheets should include the date, hours worked, 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 Outdoor 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 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.

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 contract number?

You can find the grant's contract number on the top of the first page of the State of Utah Contract. Utah's Finance Department assigns this number and the Division uses it to track and make payments toward the project.

What is my billing period?

The billing period start date is the effective date under the section labeled Contract Period on the State of Utah Contract. The billing period is the termination date or the last date work was conducted on the project.

What if the project comes in under budget?

If the project comes under budget, the agreed-upon % match must be met.

Example: If a project was funded at \$1,000, with a 50% match, but the final cost is only \$500 - 50% of the \$500 (\$250) match would be required.

Note: The project sponsor might be required to return a portion of the initial partial payment if the project comes in under budget.

Total Project Cost:

The total project cost must equal the total of the two cost categories (Match & FIG Funds).

Grant Recipient's Match:

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

Remaining Reimbursement:

The amount of funding requested upon closeout. If the project sponsor received a partial payment (75% of the total FIG funding), \leq 25% of the remaining funding can be requested. It might be $<$ 25% if the project comes in under budget.

FIG can only reimburse the items provided on the project's original budget.

Contingencies are not allowed.

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

Utah Division of Outdoor Recreation
1594 W. North Temple
Salt Lake City, UT 84114-6001



CLOSEOUT OVERVIEW

SPONSOR: _____

CONTRACT #: _____

PROJECT NAME: _____

BILLING PERIOD START DATE: _____

BILLING PERIOD END DATE: _____

COST CATEGORIES

EXPENDITURES

1. MATCH

Donations (Cash, Real Property, Equip. or Material, Tax, S&H & Other) _____

Volunteer Costs (\$28.54/hour + Volunteer Equip.) _____

Personnel Costs (Hourly rate + Personnel Equip.) _____

Cash Match (Include all other match items here) _____

TOTAL _____

2. FIG FUNDS

Materials & Supplies _____

Equipment _____

Real Property (Structures, Land, ROW, Easement, etc.) _____

Other & Misc. _____

TOTAL _____

TOTAL PROJECT COST _____

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

Reimbursement Request Form

REQUIRED

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 racheltokers@utah.gov.**

Project Name:			
Contract Number:			
Date of Reimbursement:			
Grant Recipient (Organization):			
Mailing Address for Check:			
Legal Status of Grant Recipient (select one):	<input type="checkbox"/>	Governmental Agency or	
	<input type="checkbox"/>	Non-Profit Corporation	
Reimbursement Requested:			
Payment Type Requested (select one):	<input type="checkbox"/>	Partial (1st payment – 75% of Funding Total)	
	<input type="checkbox"/>	Final (2nd 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 (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 racheltokers@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

FOR UTAH DIVISION OF OUTDOOR RECREATION USE ONLY

Ordered By

Date

Received By

Date

Approved By

Date

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



Please provide any notes or info you would like us to be aware of when reviewing:	
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Total Per Cost Category	
MATCH TOTAL	
FIG FUNDING	
Total:	

Must Match Closeout Billing Statement	
Total Project Cost	
Grant Receipt's Match *	
Partial Payment (if applicable)	
Remaining Reimbursement **	

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

* 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. Your organization may be required to return a partial payment if the total project cost is less than the partial payment.

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

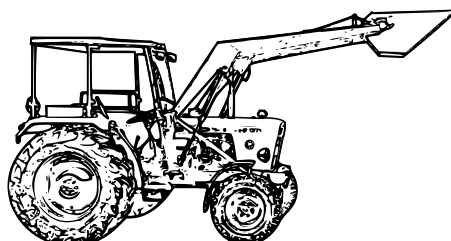
\$10.00 per hour

Tractor, 70 HP & Up

\$17.00 per hour

Tractor, Hydraulic, Mini Excavator

\$5.00 per hour



ITEM

COST

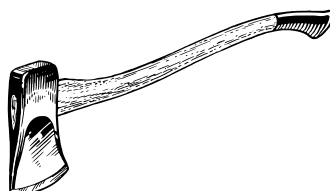
Grader, Standard	\$18.00 per hour
Grader, 6x6 or 150 HP	\$40.00 per hour
Grader, 3 Year Buy Back	\$15.00 per hour
Grader, Buy Back Kept	\$10.00 per hour
Grader, Rental Lease	\$15.00 per hour
LEASE, Grader, Standard	\$18.00 per hour

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

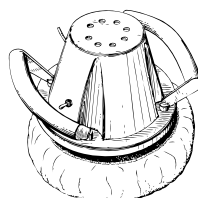
Trailer, Lab, 20 to 40 Feet	\$.75 per day
Trailer, Lab, Mobile Office	\$1.00 per day
Trailer, Lab, Specially Equipped	\$1.00 per day
Trailer, 2W and Prefab Home	\$1.00 per day

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

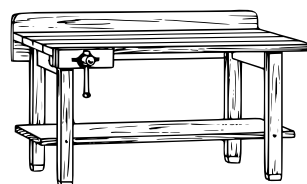
Sweeper Tow Type	\$14.00 per hour
Sweeper Pick Up Mech	\$25.00 per hour
Sweeper Self Propelled	\$13.00 per hour
Sweeper Self Prop Tow Type	\$9.00 per hour
Sweeper Truck Mounted	\$7.00 per hour
Road Rake	\$7.00 per hour
Sweeper, Pick Up Mech Cng	\$25.00 per hour

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

