

# 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), ≤ 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.