



GRANT PROGRAM REIMBURSEMENT REQUEST
 NORTH DAKOTA PARKS AND RECREATION DEPARTMENT
 SFN 59174 (04-2020)

Project Information

Date	Project Number	Project Name
Grant Type <input type="checkbox"/> Recreational Trails Program (RTP) <input type="checkbox"/> Land & Water Conservation Fund (LWCF) <input type="checkbox"/> Other - specify:		
Project Sponsor Name	Reimbursement Request Number <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 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
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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	

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

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

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.

Date	Vendor	Invoice Number	Category	Amount
TOTAL				

Section 5: Tabulation of all 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.

Date	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			
Cancelled checks (copy of both sides) to verify all payments have been made.			
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 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*