

Instructions for Completion of Request for Reimbursement – Form #42

PAYMENT PROCESS

The funds awarded under the grant are available on a **reimbursement basis** after verification of any match and in accordance with a payment schedule agreed to in advance. Grantees must file a request for payment and send records of expenditures along with documentation to the Virginia Department of Forestry. The UCF Program Administrator will evaluate the progress of the project to determine eligibility for full funding. *Grantees may request reimbursement as frequently as needed (within reason) but no more than 4 times per grant cycle.*

RECORD KEEPING REQUIREMENTS

Records will be maintained according to all Federal regulations. The financial management system of the grantees shall meet the following standards:

- ◆ Records shall comply with generally accepted accounting principles.
- ◆ Records will document all allowable costs.
- ◆ Records will be supported by source documentation, such as canceled checks, paid bills, payrolls, time and attendance records for both staff and volunteers, contracts, etc. Invoices must be marked paid and be referenced as to how payment was made (i.e., check number). Records will be maintained for five years following final payment

<i>Grant Recipient:</i>	Organization name		
<i>Project Title:</i>	The name of the project the grant was awarded for		
<i>Grant number</i>	Include if it is not already there		
<i>Make Treasury Check Payable To:</i>	Name to which check should be made out to		
<i>Federal ID #:</i>	Include the organization's Federal Identification Number (FIN)		
<i>Mailing Address</i>	Include	City/State	Include
<i>Zip Code</i>	Include	Telephone Number	Include
<i>Email</i>	Include and update		

AMOUNT REQUESTED – The amount you are currently requesting for reimbursement

COMPUTATION OF AMOUNT REIMBURSEMENT

GRANT PERIOD – Check the Memorandum of Agreement. For most grant recipients the grant period runs from June 10 of the current year to June 15 of the following year.

TOTAL AWARD – This is the amount of the grant awarded to you as indicated in your award letter

TOTAL PROJECT EXPENDITURES SECTION- In this section complete all the categories that you are requesting expenses for. Break down the total project expenditures into various categories and be sure to include the value of the in-kind match. For each reimbursement request the cumulative amounts will increase by the new amounts of expenditures. Please make sure that your figures add to the total in the **TOTAL PROJECT EXPENDITURES** line.

- **TOTAL PROJECT EXPENDITURES** – This should be at least twice the total amount you will be reimbursed for the project (at least 50% match is required). This figure should include the value of your in-

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kind match as well. This amount is for each reimbursement requested; the cumulative amount will increase by the new amount of expenditures.

- **FEDERAL SHARE** – Dollar value of the current federal share of expenses – Cannot exceed 50% of Total Expenditures; also the cumulative amount will increase by the new amount of expenditures.
- **GRANTEE SHARE OR MATCH** – Dollar value of the current match, may exceed 50% of the Total Expenditures and for each reimbursement requested the cumulative amount will increase by the new amount of expenditures
- **AMOUNT REQUESTED = Total Project Expenditures - Grantee Share**
- **VOLUNTEER HOURS** – Report the number of volunteer hours for the time period associated with the request for reimbursement, documentation shall be attached.
- **STAFF HOURS** – Report the number of staff hours assigned to the grant for the time associated with the request for reimbursement in addition to paystubs.

NOTE: IF YOUR PROJECT WAS COMPLETED USING LESS THAN YOU ORIGINALLY PROJECTED, PLEASE INDICATE THE ACTUAL EXPENDITURES.

FINAL REPORT – Check YES if this is the final report and NO if this is not

DATE PROJECT COMPLETED: - Enter date if the project is completed

FINANCIAL RECORDS AVAILABILITY:

The Party of the Second Part agrees to retain all books, records and other documents relative to this Agreement for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is later. The Party of the First Part, its authorized agents and/or State auditors shall have full access to and the right to examine any of said materials during said period.

USDA Forest Service has instituted a stricter adherence to documentation of expenses. Consequently we may need to request more documentation than for previous grant cycles.

Source documentation such as canceled checks (include copies of both front and back), paid bills, payrolls, time and attendance record for personnel as well as volunteers (itemizing time spent on U&CF Assistance grant project), contracts, etc. will be submitted with the “Request for Reimbursement.” Invoices will be marked “PAID” and referenced as to how payment was made (i.e. check number or preferably a copy of the payment check).

Please no more than 4 requests for reimbursement per grant

PLEASE BE SURE TO SIGN!