



INVOICE INSTRUCTIONS FOR GRANT REIMBURSEMENT & MATCH DOCUMENTATION

Following are the steps to submit an invoice for grant expenditures & match documentation. Please follow all steps accurately, as any incomplete information may be not accepted and funds will not be reimbursed or considered as match and may cause a longer than normal reimbursement time frame.

All forms are available electronically:

www.parks.state.co.us/trails/grants/invoiceforms

Step 1: BUDGET & MATCH FORMS

Locate the Project Budget & Match Form which was submitted with your grant application. If the budget has been revised since the original submittal, locate the current "revised" budget.

❖ **Reference: Attachment A - SAMPLE Budget & Match Form**

Your invoice should only show the categories on the budget for reimbursement. Contact the State Trails Program if there is a difference in your budget and expenditures before submitting an invoice.

Step 2: INVOICE & MATCH REQUIREMENTS

The Grant Invoice Form & Match Documentation must contain the following information:

- Grantee Name
- Project Name
- Project Number (Four digits GBLI from the front page of your contract.)
- Contact Phone Number
- PARTIAL or FULL Reimbursement or Match
- Total Grant Amount Received
- After all invoices/receipts are listed, total the amount. Do NOT round the total.
- Complete the Address above the signature.
- The project sponsor **MUST** sign and date the Grant Invoice & Match Form.
- Leave the "For Official Use" section blank.

❖ **Reference: Attachment B – SAMPLE Grant Invoice & Match Documentation**

Step 3: VERIFYING INFORMATION

Locate all project related receipts for each category for proof of Invoice Items. Verify that the expenditures for the grant award meet the criteria located on the Eligible and Ineligible List from the Grant Manual for year requested grant and are pertinent to the project budget.

❖ **Reference: Attachment C - Eligible and Ineligible Grant Items**

- **Reimbursable:** Remember only expenses incurred **AFTER** the contract approval date are considered eligible reimbursable expenses. This means the date on the receipt cannot be prior to the date on the bottom of the last page of your contract.
- **Match:** Can include expenditures for 6-months prior to the grant submittal through the end of the contract.
- Verify that actual work performed was for this project and that the work corresponds to either the project reimbursable or match categories listed in the project budget.



Step 4: FINANCIAL DOCUMENTATION

Please remember to "black out" any Social Security #'s from employment documents.

A. Payroll Documents

If submitting Payroll as a budget item, the following documents are a **requirement**:

- ① A Timesheet and
- ② Payroll Stub OR a Payroll Register.

Both are required to prove employment verification. One shows the hours worked and one verifies the employee is on the payroll.

Bills for Reimbursement MUST be labeled with the following and/or hand written on each receipt:

- ✓ Budget Category Name
- ✓ Document Number for each invoice/receipt for that category

There are two ways to record employee salary 1.) Hourly payroll or 2.) Percent of payroll. Both are described as follows:


1.) Hourly Payroll:

Highlight each item listed below on your timesheet and stub or register.

- Name of Employee
- Dates worked
- Hours worked on the project
- Hourly or daily rate
- Amount of expense for payroll to be reimbursed or shown as match for each employee
- Show calculation, if not the total amount.

❖ **PAYROLL SAMPLE # 1 :**

① **Timesheet Example**



Rocky Mountain, LLC Field Staff Bi-Weekly Time Sheet

Rocky Mountain LLC
555 Smith Rd., Denver, CO 80205

Time Period: 7/6 - 7/16/07

Date Submitted: 7/17/07

Name: Tom Smith

Address: 11669 Nature Scene Dr.
Loveland, CO 80507

Construction -
Doc #1

Week 1

Date	Project	Days/Hrs	Mileage
7/6/07	Anywhere Front Range Trail	8	
7/9/07	Anywhere Front Range Trail	8	
7/6/07	Anywhere Front Range Trail	8	
7/6/07	Anywhere Front Range Trail	8	
7/7/07	Anywhere Front Range Trail	8	

Week 2

Date	Project	Days/Hrs	Mileage
7/10/07	Anywhere Front Range Trail	8	
7/11/07	Anywhere Front Range Trail	8	
7/12/07	Anywhere Front Range Trail	8	
7/13/07	Anywhere Front Range Trail	8	
7/14/07	Anywhere Front Range Trail	8	

Bi-Weekly Totals Days/Hrs 80

Employee Signature: _____

Site # or Signature: _____

② **Payroll Stub Example**

Rocky Mountain, LLC 6668
555 Smith Rd.
Denver, CO 80205 7/17/2007

One Thousand Seven Hundred Seventy and 93/100 Dollars \$1,770.93

Tom Smith
11669 Nature Scene Dr.
Loveland, CO 80907

Construction -
Doc #1

Memo: Paycheck 7/3 - 7/16/06

Tom Smith Check No: 6668 Date: 7/17/2007
SS # [REDACTED] **NET PAY: \$1,770.93**

DESCRIPTION:	HOURS	HOURLY RATE	AMOUNT	YTD	TYPE
Hourly Job AFRT	80	\$25.00	\$2,000.00	\$6,125.00	Wages
Mileage Reimbursement			\$12.80	\$412.80	Deductions
Federal Medicare Tax			(\$75.51)	(\$180.69)	Taxes
Federal Social Security Tax			(\$153.56)	(\$772.52)	Taxes

2.) Percentage of Time:

Highlight each item listed below on your payroll and stub or register.


- Name of Employee
- Dates worked
- Hours worked on the project. (This can be a percent of the time.)
- Calculations to figure percent of time on the project must be documented.
- Hourly or daily rate and the calculations on how this was figured.
- Amount of expense for payroll to be reimbursed or for match for each employee. Show calculation, if not the total amount.

Bills for Reimbursable MUST be labeled with the following and/or hand written on each receipt:

- ✓ Budget Category Name
- ✓ Document Number for each invoice/receipt for that category

❖ PAYROLL SAMPLE # 2:

① Timesheet Example



Salary Calculations

Construction -
Doc # 2

Rocky Mountain LLC
555 Smith Rd, Denver, CO 80205

Name: **Jane A. Doe**

Address: Direct Deposit

Detail

\$	1,358.33	Bi Weekly Salary
	2	Paid 2x per month
\$	2,716.66	Monthly Salary
	12	Months per year
\$	32,599.92	Total Annual Salary
	2080	Hours per year
\$	15.67	Hourly Rate
	8	Hours per day worked
\$	125.36	Daily Rate
	90	Number of Days worked on project
\$	11,282.40	Total Expenses

Employee Signature: _____

Supervisor Signature: _____

② Payroll Stub Example

Rocky Mountain LLC
Earnings and Deductions Statement

Payroll Date
09/30/2006

<p style="text-align: center;">Employer</p> <p style="text-align: center;">0000 Dept of Dept</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 1px solid black; padding: 2px;">Location</td> <td style="width: 50%; border: 1px solid black; padding: 2px;">SS #</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">1013</td> <td style="border: 1px solid black; padding: 2px;">[REDACTED]</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Personnel#</td> <td style="border: 1px solid black; padding: 2px;">Payroll Area</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">000000</td> <td style="border: 1px solid black; padding: 2px;">11 Bi-Weekly</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Exemption#</td> <td style="border: 1px solid black; padding: 2px;">WH Stat</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">01</td> <td style="border: 1px solid black; padding: 2px;">Married</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Pay Period Date</td> <td style="border: 1px solid black; padding: 2px;">Anniversary</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">2006-23</td> <td style="border: 1px solid black; padding: 2px;">09/17/1994</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">Pay Period Begin</td> <td style="border: 1px solid black; padding: 2px;">Pay Period End</td> </tr> <tr> <td style="border: 1px solid black; padding: 2px;">09/30/2006</td> <td style="border: 1px solid black; padding: 2px;">09/15/2006</td> </tr> </table>	Location	SS #	1013	[REDACTED]	Personnel#	Payroll Area	000000	11 Bi-Weekly	Exemption#	WH Stat	01	Married	Pay Period Date	Anniversary	2006-23	09/17/1994	Pay Period Begin	Pay Period End	09/30/2006	09/15/2006
Location	SS #																				
1013	[REDACTED]																				
Personnel#	Payroll Area																				
000000	11 Bi-Weekly																				
Exemption#	WH Stat																				
01	Married																				
Pay Period Date	Anniversary																				
2006-23	09/17/1994																				
Pay Period Begin	Pay Period End																				
09/30/2006	09/15/2006																				

Construction -
Doc # 2

DOE, JANE A
SW 1300 HEARTLAND RD.
MASON WA 98550-9999

Earnings	+ Allowances	- Mandatory Deductions	- Deductions	+ =	NET PAY
2,177.00		474.60	330.12		1,368.33

Payment Type	Payment Number	Account	Payment Bank	Amount
Direct Deposit	B012848	Checking		1,368.33
				1,368.33

Leave / Quota Balance	Begin	Earned	Taken	Adjust	Balance
Sick Leave	7.70	0.00	0.00	0.00	7.70
Annual Leave/Vacation	24.00	0.00	0.00	0.00	24.00
Jus. Excess Leave	1.77	.67	0.00	0.00	6.44

B. Receipts & Invoices

Itemized receipts include: cash or charge, customer invoices, supplier invoices, itemized cash register tapes, contracts, internet receipts, etc.

Bills for Reimbursable **MUST** be labeled with the following and/or *hand written on each receipt*:


- ✓ Budget Category Name
- ✓ Document Number for each invoice/receipt for that category

i.) Receipts:

Highlight each item listed below on your receipt:

- Vendor Name
- Form of Payment
- Amount of Item or Service
- Total Paid
- Date of Purchase or Service
- Description of item(s) purchased or service(s) if only the whole amount will not be requested.

❖ RECEIPT SAMPLE # 1:



Westcliffe Petroleum, Inc.
802 Main Street
Westcliffe, CO 81252
Thank you for shopping at Westcliffe Petroleum, Inc.

Supplies- Doe #3

Description	Qty	Price Ea	Extended
19125 NUTS	20	2.49 *	49.80
REPAIR TIRE	1	50.00 *	50.00
VALVE STEMS	4	1.25	5.00
PROPANE	1	6.00	6.00
Sub Total			110.80
Sales Tax Total			4.20
Total Amt			115.00
Paid Check			115.00
Change			0.00

Friday, July 28, 2006 12:33 pm
Reg:001 Csh:1 Trns:0000413023

If ③ "Form of Payment" is NOT on your receipt, you must submit a copy of the payment document.

***DO NOT** send only the top & bottom of a receipt. **The full itemized receipt is needed.**

***DO NOT** send only credit card statements, bank statements, or vendor statements in place of Itemized Receipts.

These summarize activity and are not an itemized receipt to the specific item purchased and will only be accepted if it is attached to the itemized receipt.

ii.) **Invoices:**

❖ **INVOICE SAMPLE # 1**

World of Concrete Invoice Example

Invoice #199
 PAYMENT PERIOD ENDING: **September 30, 2006** DATE PREPARED: October 3, 2006
 ATTN: Betty Gaskler
 TO: City of Anywhere Town, 1401 Main Street, Leadville, CO 80805
 PROJECT NAME: Anywhere Front Range Trail, JOB NUMBER: 0923
Services - Doc #4

ITEM #	ITEM DESCRIPTION	CONTRACT QTY	UNIT	CONTRACT UNIT PRICE	CONTRACT AMOUNT	QTY THIS INVOICE	AMOUNT THIS INVOICE	QTY BILLED TO DATE	TOTAL BILLED TO DATE	QTY PAID TO DATE	AMT PAID TO DATE	UNPAID TO DATE
1	Provides all labor, equipment & material to construct the Anywhere Front Range Trail in per plans and specifications.	1.0	ls	\$ 51,902.50	\$ 51,902.50	1	\$ 51,902.50	\$ 51,902.50	\$ 51,902.50	1	\$ 51,902.50	\$ -
COLUMN TOTALS				\$ 51,902.50	\$ 51,902.50		\$ 51,902.50		\$ 51,902.50		\$ 51,902.50	\$ -
TOTAL DUE THIS INVOICE						3, 51,902.50						

2823 Wynoka Place, Anywhere Town, CO 80815 Office (303) 555-1212 Fax (303) 555-2124

World of Concrete Payment Example

CITY OF ANYWHERE 1253
 122 MAIN STREET, LEADVILLE, CO 80805
 WORLD OF CONCRETE, A.S. 1253
 3000 1/2 S. MAIN ST., LEADVILLE, CO 80805
World of Concrete \$ 51,902.50
 #001001# 4000067894# 12345678#
Services - Doc #4 Payment

❖ **INVOICE SAMPLE # 2**

Ort Landscaping Invoice Example

ORT LANDSCAPE SERVICES
 333 SMITH ROAD, YOUNGSTOWN, CO 80552
 TO: City of Anywhere, Anywhere Front Range Trail Project, 123 Main Street, Anywhere, CO 80805
 DATE: **07/31/2006**
 WORK LOCATION IF DIFFERENT THAN ABOVE: _____
 PHONE: Home _____ Work (903) 555-1212
 FAX: _____
 TREE PRUNING BRANCHES & CABLING STUMP REMOVAL
 SHRUB PRUNING FERTILIZATION PESTICIDE APPLICATIONS
 LANDSCAPE CONTRACTING TREE & SHRUB REMOVAL OTHER _____

QUANTITY	UNIT	DESCRIPTION	PRICE	AMOUNT
INVOICE				
Billing for City of Anywhere Drainage Tree Removals				
Total contract amount is:				\$11,329.50
Total of 6 Management Units to complete for this contract.				
		Management Unit #1	\$3,114.00	
		Management Unit #2	\$610.00	
		Management Unit #3	\$300.00	
		Management Unit #4	\$2,810.00	
		Management Unit #5	\$3,895.00	
		Management Unit #6	\$600.00	
Total contract amount is:				\$11,329.50
Thank You!				TOTAL 3,11,329.50

Authorized Signature _____ Note: This proposal may be withdrawn if not accepted within _____ days.
 (Service charge of 10% per month (1% per amount) will be assessed on all accounts past due, 30 days or over)
 All Commercial Applications Are Licensed By The Colorado Department of Agriculture
 If collection becomes necessary, all reasonable attorney's fees and collection fees will be assessed.
 TERMS: Net due upon receipt of billing unless previous arrangements have been made.

Ort Landscaping Internet Payment Example


Third Party Payment Receipt
 Receipt Number: QDCIAMS
 Account Number: XXXXX0106
 Account Type: Business Checking
 Payee Name: City of Anywhere
 Payee Account Number: XXXXX0199
 Payee Reference: Project R4NF
 Payment Date: **8/21/2006**
 Payment Amount: **\$ 11,329.50**
 Amount Type: Amount
 Payment Frequency: Once
 Your online payment has been successfully processed!
 Please print a copy for your records.
 Thank you!
ORT Landscaping Services
 333 Smith Road
 Youngstown, CO 80552
Removal Payment - Doc # 5

www.ORTlandscaping.com/invoicepayment.com/qdc/qdcid-121&1-adaw.com

❖ **MATCH SAMPLE # 1**

Youth Corp Invoice Example

Youth - Doc #6



Invoice

Youth Corporation
 PO Box 711
 Anywhere, CO 80132
 EIN: 02-9520629

Date: July 19, 2006
CYCA Project ID: 05-4003
Invoice No: 2006-03

Bill to:
 Betty Crocker
 City of Anywhere
 123 Main Street
 Anywhere, CO 88888

Description	# Crew Weeks	Rate	Amount
Location: Anywhere FR1	2	\$5600/wk	\$ 11,200.00
Dates: July 5 - 11, 2006			
1 crew week (At least 324 crew hours/week)			
Site Visit: 7/1/2006			
Cleanup of debris and overgrown vegetation along side of creekbed.			
TOTAL			\$ 11,200.00

Youth Corporation - 555 East 55th Ave, Suite 101, Denver, CO 80216
 (303) 555-8989 - info@youthcorp.org

Youth Corp PO and Payment Example

Purchase Order

CITY OF ANYWHERE
 Purchasing & Contracts
 30 S Nevada Ave Ste 201
 Colorado Springs, CO 80999
 (719) 4567893

Purchase Order	Date	Revision	Page
20647	6/20/2006		1

Payment Terms: NET 30
Freight Terms: FOB DESTINATION
Buyer: REGAN, RONALD
Approved By: CARTER, JIMMY

Vendor: 1158700000000
YOUTH CORPORATION
 PO BOX 711
 ANYWHERE, CO 80132-0711

Ship To: City of Anywhere
 Betty Crocker
 123 Main Street
 Anywhere, CO 88888

FEDERAL TAX ID: 84-800555
STATE TAX EXEMPT ID: 89-34579
FEDERAL EXCISE TAX EXEMPT ID: A758831

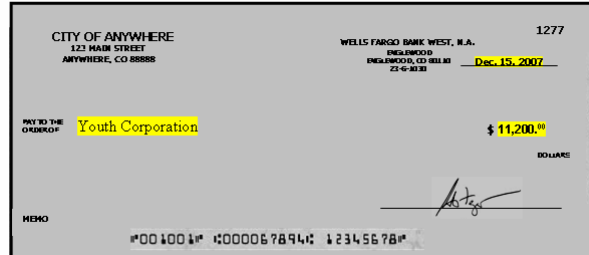
Bill To: City of Anywhere
 Betty Crocker
 123 Main Street
 Anywhere, CO 88888

Line	Sch	Item/Description	Qty	UOM	PO Price	Extends	Amnt	Due Date
1		AS PER AGREEMENT BETWEEN THE YOUTH AND CITY OF ANYWHERE - TRAIL CONSTRUCTION SERVICES BETWEEN JULY 5 AND JULY 11, 2006	1.00	EA	11,200.00		11,200.00	6/20/2006

Charge: \$11,200.00 **To:** 71325 118 9902 9400348 2006

Total PO Amount: \$11,200.00

Youth Payment - Doc #6



CITY OF ANYWHERE
 123 MAIN STREET
 ANYWHERE, CO 88888

WELLS FARGO BANK, WEST, N.A.
 ENGLEWOOD
 ENGLEWOOD, CO 80110
 216-2033

1277
Dec 15, 2007

PAID TO THE ORDER OF Youth Corporation **\$ 11,200.00**

MEMO *001001* 0000067894* 12345678*

MATCH SAMPLE # 2

Install R US Invoice Example

Install R Us
 635 East Geddes Street
 Denver, CO 85631
 (303) 555-4545
 (303) 555-3654 FAX

Construction - Doc #7

INVOICE

Date: December 6, 2007 **Invoice Number:** 2007-01-63

Attn: City of Anywhere
 123 Main Street
 Anywhere, CO 88888

Telephone:
Fax:

Project: Anywhere Front Range Trail
Purchase Order Number: 0000035070

Description	Quantity	Units	Unit Price	Extension
- Remove Trail Sections	240.00	SF	\$ 5.00	\$ 1,200.00
- Earthwork	1.00	EA	\$ 1,400.00	\$ 1,400.00
- Install Bike Rack	1.00	EA	\$ 100.00	\$ 100.00
- Install Picnic Tables	2.00	EA	\$ 300.00	\$ 600.00
- Install Benches	2.00	EA	\$ 125.00	\$ 250.00
- Install 6" Concrete Slab	720.00	SF	\$ 9.90	\$ 7,128.00
- Install 4" Concrete Plaza Slab	700.00	SF	\$ 8.70	\$ 6,090.00
Total Amount Due This Invoice:				\$ 16,788.00

Install R US Payment Example

Transaction Receipt

Be sure to print this transaction receipt for your records.
[Click here for a printable version.](#)

Construction Payment - Doc #7

Billing Information	
City of Anywhere Attn: Betty Crocker 123 Main Street Anywhere, CO 88888 P: 303-555-1212 E: betty@example.org	

Product	Qty.	Unit	Price	Total Price
Remove Trail Sections	240	SF	\$ 5.00	\$ 1,200.00
Earthwork	1	EA	\$ 1,400.00	\$ 1,400.00
Install Bike Rack	1	EA	\$ 100.00	\$ 100.00
Install Picnic Table	2	EA	\$ 300.00	\$ 600.00
Install Benches	2	EA	\$ 125.00	\$ 250.00
Install 6" Concrete Slab	720	SF	\$ 9.90	\$ 7,128.00
Install 4" Concrete Plaza Slab	700	SF	\$ 8.70	\$ 6,090.00
Sub-Total				\$16,678.00
Tax				---
Grand Total				\$16,678.00

Payment Information		Processor Response Information	
Merchant: Install R Us	Date: 2/15/2007 20:14:15	Transaction Approved	
Trans. Type: Card Sale	Amount: \$16,678.00	Response: NO MATCH	AVS: 88888
Trans ID: 10563246	Card Num.: *4535	CSC:	Auth Code: 12AD2DMW

❖ MATCH SAMPLE # 3 & 4

Home Depot Itemized Receipt Example

Materials - Doc #8

THE HOME DEPOT 1518
2250 SOUTHGATE ROAD CO SRGS, CO 80906
STORE MGR CHRIS HUSTON(719)471-0054

SALE 1518 00008 68307 07/14/07
11 VV0056



071691187479 22 GAL TOTL <A> 14.94
287.47
099713384125 POULTRY NET <A> 29.96
2814.98
842787061405 176 BOX <A> 32.91
3810.97
051131769434 DUCT TAPE <A> 12.01
384.27
041333001494 AA 6-PACK <A> 4.77
037103216847 9" DIA PLIERS <A> 13.97
026703055550 HOMER BUCKET <A> 49.80
1084.98

SUBTOTAL 159.16
SALES TAX 0.00

TAX EXEMPT TOTAL \$159.16

AUTH CODE 088/20/1085431
P.O.#/JOB NAME: 0




RETURN POLICY DEFINITIONS
POLICY ID DAVS POLICY EXPIRES ON
A 1 90

Custom Signs Made Invoice Example & Payment of Check Example

Materials - Doc #9

INVOICE
Date: August 1, 2007
Invoice #: AT - 345

Materials Payment - Doc #9



Custom Made Signs
1401 Anywhere Lane
Anywhere, CO 80555

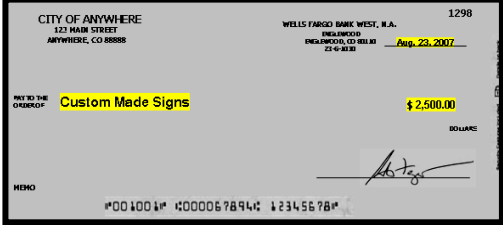
TO: City of Anywhere
123 Main Street
Anywhere, CO 88888

Reference: Anywhere Front Range Trail Signage

DESCRIPTION	TOTAL
LABOR COSTS	\$500.00
MATERIALS - SIGNS	\$2,000.00
TOTAL DUE	\$2,500.00

Make all checks payable to:
Custom Made Signs
Attn: Dave Davidson
1401 Anywhere Lane
Anywhere, CO 80555
303-555-5555

Thank you for your business!



Step 5: COMPLETION

Finally, double-check all calculations to verify that the dollar amounts on the Grant Invoice are correct and correspond to each invoice/receipt and the appropriate budget category.

We appreciate all your work and time on this project and the efforts to keep trail projects a reality. If you have any questions regarding any of this information, please contact us.

Thank you,

Colorado State Parks Trails Program Staff
(303) 791-1954

Attachment A – SAMPLE Budget and Match Form

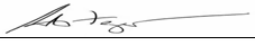
Attachment A

Attachment F-1

SAMPLE Budget Form

Please use this format in preparing your project budget. Please clearly state the dollar amounts of the grant request and total. Under "Sources of Funds", list the specific contributions of both applicant and partner agencies, organizations and businesses. Under "Uses of Funds", list the major budget items or expenditures in categories appropriate to your project. Total Sources of Funds and Total Uses of Funds must be equal.

Sources of Funds	Date Secured	Grant Request	Totals
State Parks/GOCO	7/06	\$80,000.00	\$80,000.00
Applicant (Town of Anywhere)			\$0.00
Partners (Madison County)			\$0.00
Partners (Youth Program)			\$0.00
Partners (Trail Volunteer Assoc.)			\$0.00
Totals		\$80,000.00	\$80,000.00
Uses of Funds	Date To Be Spent	Grant Request	Totals
I. Construction			\$0.00
Salary	9/06 - 07/07	\$18,900.00	\$18,900.00
II. Supplies and Materials			
Materials	07/06	\$100.00	\$100.00
III. Consultation Services			
Concrete Work	9/06	\$50,000.00	\$50,000.00
IV. Demolition and Removal			
Removal of Vegetation	07/06	\$11,000.00	\$11,000.00
Totals		\$80,000.00	\$80,000.00
		TOTAL	\$80,000.00

Signature: 
Date: September 1, 2005

Attachment F-2

SAMPLE Match Form

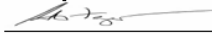
Please use this form in preparing your project match. Please clearly state the dollar amounts of the grant match for both cash and in-kind services. Under "Sources of Funds", list the specific contributions of both applicant and partner agencies, organizations, and businesses. Under "Uses of Funds", list the major budget item or expenditures in categories appropriate to your project. Total Sources of Funds and Total Uses of Funds must be equal.

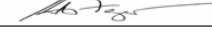
Sources of Funds	Date Secured	Match		Totals
		Cash Match	In-Kind Match	
State Parks/GOCO	7/06			\$0.00
Applicant (Town of Anywhere)	7/06 - 7/07	\$10,000.00	\$2,000.00	\$12,000.00
Partners (Madison County)	7/08		\$5,000.00	\$5,000.00
Partners (Youth Program)	2/07	\$5,000.00	\$550.00	\$5,550.00
Partners (Trail Volunteer Assoc.)	7/07	\$10,000.00	\$0.00	\$10,000.00
Totals		\$25,000.00	\$7,550.00	\$32,550.00
Uses of Funds	Date To Be Spent	Cash Match	In-Kind Match	Totals
I. Youth Program				\$0.00
Youth Corp	7/07	\$9,000.00	\$2,200.00	\$11,200.00
II. Construction				\$0.00
Install Site Amenities	12/06	\$16,700.00		\$16,700.00
III. Supplies and Materials				\$0.00
Materials	07/07		\$150.00	\$150.00
Trail Signs	08/07		\$2,500.00	\$2,500.00
Totals		\$25,700.00	\$4,850.00	\$30,550.00
			TOTAL	\$30,550.00

Signature: 
Date: September 1, 2005

Attachment B – SAMPLE Grant Invoice & Match Documentation

Attachment B

Grant Invoice				
Name of Grantee: City of Anywhere, CO		Name of Project: Anywhere Front Range Trail		
Project Number: R4NF	Phone Number: 303-555-1212	Type of Request (check one) <input checked="" type="checkbox"/> Partial <input type="checkbox"/> Full	Grant Amount: \$80,000.00	
Bills for Reimbursement				
Budget Category	Document No.	Vendor/Description	Total Invoice	Amount Requested for Reimbursement
I. Construction				
Salary - Project Supervisor	# 1	Rocky Mountain LLC - Tom Smith	\$ 11,282.40	\$ 11,282.40
Salary - Trails Coordinator	# 2	Rocky Mountain LLC - Jane Doe	\$ 10,625.58	\$ 10,625.58
II. Supplies and Materials				
Supplies	# 3	Wescliffe Petroleum	\$ 115.00	\$ 49.80
III. Consultation Services				
Concrete Work	# 4	World of Concrete	\$ 51,902.50	\$ 46,712.72
IV. Demolition and Removal				
Vegetation Removal	#5	Ort Landscaping Services	\$ 11,329.50	\$ 11,329.50
TOTAL			\$ 85,254.98	\$ 80,000.00
Minus Advance				(\$40,000.00)
Total Reimbursement Requested				\$ 40,000.00
<i>Attach all receipts and supporting documentation</i>				
Remit Payment To:		City of Anywhere 123 Main Street Anywhere, CO 88888		
<i>I certify this billing reflects only those items which conform and are consistent with the description and conditions of the project grant agreement.</i>				
Signature: 	Print Name: Art Ortego	Date: December 31, 2007		
OFFICIAL USE ONLY				
Invoices Reviewed _____	Total Claimed	\$ _____		
	Amount Withheld	(\$ _____)		
	Net Accepted	\$ _____		

Match Documentation				
Name of Grantee: City of Anywhere, CO		Name of Project: Anywhere Front Range Trail		
Project Number: R4NF	Phone Number: 303-555-1212	Type of Request (check one) <input type="checkbox"/> Partial <input checked="" type="checkbox"/> Full	Grant Amount: \$80,000.00	
Match Documentation				
Budget Category	Document No.	Vendor/Description	Total Invoice	Amount Submitted
I. Youth Program				
Youth Corp	# 6	Youth Corporation	\$ 11,200.00	\$ 4,607.57
II. Construction				
Install Site Amenities	# 7	Install R Us	\$ 16,768.00	\$ 16,768.00
III. Supplies and Materials				
Materials	# 8	Home Depot	\$ 159.16	\$ 124.43
Trail Signs	# 9	Custom Made Signs	\$ 2,500.00	\$ 2,500.00
Total Match Submitted			\$ 30,627.16	\$ 24,000.00
30% Min Match Requirement			\$ 24,000.00	\$ 24,000.00
Excess Amount			\$ (6,627.16)	\$ -
<i>Attach all receipts and supporting documentation</i>				
		City of Anywhere Organization Address: 123 Main Street Anywhere, CO 88888		
<i>I certify this billing reflects only those items which conform and are consistent with the description and conditions of the project grant agreement.</i>				
Signature: 	Print Name: Art Ortego	Date: December 31, 2007		
OFFICIAL USE ONLY				
Invoices Reviewed _____	Total Claimed	\$ _____		
	Amount Withheld	(\$ _____)		
	Net Match Accepted	\$ _____		

ELIGIBLE - Grant or Match Expenses

Trail grant expenditures for grant reimbursement or match must correlate with Colorado Outdoor Stewardship Institute's (OSI), "**Recommended Standardized Trail Terminology for Use in Colorado**" document for trail terms and tools specific to trail work. This document is available at <http://www.osionline.org/resources.html>

Consultant or Contracted services for construction or maintenance of trails or trailheads:

- Professional trail building services to construct, reconstruct, reroute and maintain trails and to build trails to link and/or connect to a network of trails.
- Professional building services to construct bridges, railings, ramps, fences, and retaining structures as well as bank stabilization, re-vegetation and erosion control.
- Professional services to build trailhead parking and install restrooms.
- Prison crews for trail construction and maintenance.
- Concrete services.
- Asphalt services.
- For pack animals to haul trail materials and supplies to remote locations.
- Youth Crews

Consultant or Contracted Services – Planning/Support Grants only.

- Development of pictures for brochures
- Graphics for volunteer brochures and project announcements.
- Professional services to train staff or volunteers
- Professional services to develop training curriculum and programs.

Permanent staff salary or seasonal/ non-permanent staff for work completed during the implementation of the proposed project is an eligible cost.

Salary for employees:

- For trail layout and design in the field.
- To prepare for trail work (sharpen tools, maintenance of equipment, inspection of safety equipment, sharpening the chain on the chainsaw, etc.).
- To construct, reconstruct, reroute and maintain trails.
- To supervise or lead the work crew.
- To hike to the project site to work.
- To construct trail bridges, railings, ramps, fences, cairns check dams, water bars, rock steps, and retaining structures.
- For bank stabilization, re-vegetation, and erosion control.
- To build trails to link and/or connect to network trails.
- For grant tracking, budgeting and billing. (5% of grant award.)

Salary for employees – Planning or Support Grants Only

- For developing trails training.
- To teach trails training.
- To map trails.
- To design, layout and develop educational brochures, trailhead signs and kiosks, training materials, or volunteer flyers.
- To develop and distribute information for building volunteer capacity.
- To build and update the trail volunteer database.
- To build trail websites (not maintenance or organizations websites.)

Costs charged to the project must be computed on actual time spent on the project and supported by time and attendance records describing the work performed on the project.

Rental Costs:

- Room or booth rental for volunteer outreach or trails training (for planning grants only).
- Wheelbarrows, shovels, McCloeds, Pulaski's, cement mixer, pionjar, etc.
- GPS units
- Clinometers

ELIGIBLE - Grant or Match Expenses

Trail Tools:

- Shovels, McLeods, Pulaskis, clippers, rock bars, post hole diggers, cross cut saws, hand saws, mallets, wheel barrels, buckets, etc.

Please refer to page 22-25 of Recommended Standardized Trail Terminology for use in Colorado – Tools and Descriptions and uses at <http://www.osionline.org/resources.html>

Supplies and materials for work on the project.

- Screws, bolts, rebar, spikes, duct tape, nails, culverts, barrier cloth, etc.
- Crusher fines, road base, concrete, gravel, etc. for the trail surface.
- Signs for trails – directional, kiosks, junction, closed for re-vegetation, etc.
- Lumber for bridges, puncheons, turn pikes, bog bridges, decking, boardwalks, etc.
- Name badges for volunteer project work.
- Materials for restoration, i.e. re-vegetation matting, seed, high alpine plants, etc.

Supplies – Planning or Support Grants only.

- Printing and mailing of brochures for volunteer recruitment.
- Envelopes for mailing volunteer information.
- Paper for brochures for volunteer recruitment and project announcements.
- Training manuals and books.
- Copying for volunteer materials for project announcements and training materials.
- Digital camera for trail inventory.
- GPS receivers for trail mapping or inventory only.
- Binders for training or volunteer manuals.

Design and engineering. Only 50% of design and engineering costs can be included as part of the applicant and/or partner match. The remaining 50% of this expense must be left out of the budget entirely. (Planning Grants are the exception.) These costs can be included as match six-months prior to the application deadline and throughout the grant contract period.

- Landscape architectural professional services for conceptual design.
- Engineer services for development of construction drawings and specifications.
- Biologist or archeologist professional services for environmental and cultural review, and final approval of site location.
- Staff salary for development of proper NEPA documentation.
- Staff salary for planning public meetings for alternative development, public input and review.

Youth Programs

State Trails continues to support and promote the use of youth crews on all applicable projects. If you are going to use a youth crew on your project, please contact the youth program to confirm rates and review project appropriateness. The following items are eligible grant and match expenses:

- Weekly rates for Youth Crews.
- Salary for supervision of Youth Crews.
- Site inspections to set up crew work.
- Final inspections to close out work.

Sample youth programs include, but are not limited to:

Colorado Youth Corps Association (CYCA)
Americorps (NCCC)
Student Conservation Association (SCA)

www.cyca.org
www.americorps.org
www.thesca.org

ELIGIBLE - Grant or Match Expenses**Land Acquisitions for Trail Development:**

- Indirect costs associated with land acquisition

(appraisals, land surveys, transaction costs) Refer to the Land Acquisition Supplement.

Awards for Volunteer Recognition. These must be for trail use.

- Hiking Sticks
- Pedometers
- Carabineers
- Pocket flashlights
- Water bottles

INELIGIBLE - Grant or Match Expenses

⊗ Volunteer Insurance

⊗ Tracks (i.e., Running Tracks, BMX tracks)

⊗ Organization newsletters including printing and postage.

⊗ Time and services associated with grant writing.

⊗ Work completed prior to the grant award.

⊗ Only fifty percent of the planning, design, architectural, environmental analysis and engineering are acceptable match six-months prior to the grant application deadline and through the end of the project.

⊗ Expenses related to the promotion of the organization or fund raising

⊗ Components that do not have direct benefit to trail users.

⊗ Any work not directly relevant to trail development, i.e. office time, marketing, etc.

⊗ Volunteer Labor. This is considered non-cash support and is not to be included in the total project cost but in the scoring criteria. Attachment D-1 and D-2

⊗ Vehicle repair, maintenance, mileage and fuel.

⊗ Food, Alcohol or "perks".

⊗ Office or computer supplies.

⊗ Programming and/or outreach

⊗ General overhead costs or taps. For example, costs to support an organization.

⊗ Trails that appear to be "sidewalks", such as in a city park or between schools are eligible, but do not compete well.

⊗ Picnic or campsites