



Indiana Department of Natural Resources, Division of Forestry  
**COMMUNITY AND URBAN FORESTRY  
ASSISTANCE GRANT**  
Reporting PACKET

**Refer questions to:**

CUF Grants Coordinator

Carol Shaver

317-234-6568

[cfshaver@dnr.IN.gov](mailto:cfshaver@dnr.IN.gov)

*This packet contains: Reimbursement Form; In-Kind Match Form; Accomplishment Reporting Form*

You will need to fill out the reimbursement form for each reimbursement request.

**CFDA # for this grant: (for audit purposes): 10.675**

**\*\*You must show an equal match when claiming a reimbursement\*\***

# Directions for Summarizing and Documenting Expenditures

## **Claiming a Reimbursement**

The *Reimbursement Request Form* is to be returned each time you claim a reimbursement. List each item that was an expenditure or part of the match for this project. Put the value of the item in the appropriate column to indicate whether it was an expenditure of grant money, an expenditure of match money, or an in-kind match. Include documentation for each item listed (*i.e.* copy of canceled check (front and back), credit card bank statement, paid receipt, in-kind labor form, etc.)

Save copies of each claim for reimbursement along with everything you sent in with the claim.

Each claim for reimbursement must be accompanied by an equal match. Both cash and in-kind match must be indicated on the form. If claiming in-kind match, it must be documented on the *In-Kind Donated Labor Form*. Match claimed must be part of the overall approved project.

## **When we receive your claim**

When your claim is received, we will review it, make sure all payments and in-kind is documented and has happened. We may call you with questions and request additional documentation. Once we have approved the request, we will forward it on to IDNR Accounting who will process payment. Once this happens, you can expect payment in 30-60 days.

## **When the project is done**

Upon completion, Department of Natural Resources personnel will review all of the project costs. The purpose of the audit is to verify the project expenditures and match, and insure that they are properly documented. The following guidelines will assist you in documenting your project costs.

## **Project Documentation for Reimbursement**

1. Grantees must save copies of paid invoices, receipts, purchase orders, claim vouchers, canceled checks (front and back), and/or credit card bank statements to document all expenditures of grant reimbursable monies and cash match. Save copies of each claim for reimbursement along with everything you sent in with the claim.
2. **For inventories**, send in a digital copy of the Executive Summary of the inventory, and your final inventory report.
3. **For management plans**, send a digital copy along with any accompanying tables and charts in your final report.
4. **For tree planting projects**, contact the CUF office when the trees are planted to schedule a staff inspection of the project.
5. Final expenditures must conform to those proposed in your application. Any budget changes greater than 10% of that proposed, must receive prior approval from the Division of Forestry.

6. All project expenditures must occur during the contractual project period.

## 7. Other Grant Expenditure and Project Guidelines

- a. The grantee **must** solicit and document at least **3 quotes/bids** for all contracts or **purchases over \$3000**.
- b. Grant money cannot be spent on the purchase of tools or equipment, which exceed \$ 150 each in value and are not likely to be used up during this project (this does not apply to software developed specifically for urban forestry purposes).
- c. Expenses for any activity listed in Section 4. "Ineligible Activities", are ineligible as expenditure of grant money or as part of the match.
- d. In-kind services, labor and administrative time which will be used as part of your match, should be valued at the employee's wage rate. The value of fringe benefits may also be included. All in-kind services must be documented as the work is done, on an in-kind/donated labor form.
- e. All donated labor used on a project must be documented, as the work is being accomplished, on an in-kind/donated labor form.

### **Volunteers serving in professional capacities and on boards:**

The wage rate for adults who serve on urban forestry non-profit, tree boards or commission is **\$20.00/hour**. If they are serving in their professional capacity and/or offering advice in their professional capacity, then the rate is the current wage rate for that profession.

### **General wage rate for adult volunteers:**

Unskilled labor donated from the public should be valued at the wage rate for that particular job. A beginning volunteer wage rate for jobs for adults involved in unskilled aspects of urban forestry is: **\$13.00/hour**. (*Indiana New Economy Work Force Statistics and Indiana Department of Labor/Forestry*) This would cover **adults** for tree planting, digging, mulching, watering, staking, and other general tree planting tasks.

### **Youth**

- Age 13-18: \$7.25/hr (Indiana minimum wage)
- Age 7-12: \$4.00/hr
- Age 7 & under: \$2.00/hr

f. Skilled labor donated from the public should be valued at the donors established wage rate, or the current average wage rate for that skill. To qualify as skilled labor the donor must practice or have been employed in that specific trade. All donated labor used on a project must be documented as the work is done.

g. The value of donated materials should be documented with a receipt or a quote on company letterhead from a local vendor who supplies those materials.

h. **Mileage**, can be valued at the mileage rate currently listed by the IRS. Persons driving as a paid employee for a business can charge the current mileage rate from the IRS. Anyone who is driving for a charity as a volunteer can only claim *.14 cents per mile* according to the IRS. Logs must be kept for all vehicles used as part of the match.

i. **To determine value of equipment usage**, obtain a scale of hourly rental rates on letterhead from a local rental company who rents similar equipment. In-kind equipment can also be valued at the rate used internally by that agency. Vehicles and equipment purchased with state monies cannot be used as part of the match.



**INDIANA DEPARTMENT OF NATURAL RESOURCES, DIVISION OF FORESTRY**  
**Community and Urban Forestry Assistance Grant**  
**ACCOMPLISHMENT REPORT**

**Directions:** This report is used to assess the progress of your project. Interim accomplishment reports are due twice a year on June 30 and December 30.

Grantee: \_\_\_\_\_ Grant Year \_\_\_\_\_

★ A “Final” accomplishment report must be submitted within 30 days of the project closing date.

Type of report	
Interim	Proposed completion date of a project:
Final	Date project was completed:

**1. Describe the outcomes of the work to date:**

*(For final reports include a copy of any written material produced, such as a publication, plan, inventory, etc.)*

**2. Trees Planted**

*(Please attach separate sheet/updated work plan chart that includes tree location, genus species and size at planting)*

**3. Volunteer Summary**

*(For reporting period)*

- a. Total Volunteers-
- b. Total Volunteer hours-

4. Have the outcomes been worth the work you have put into this grant?
5. Have any new partnerships formed as a result of this phase of the grant project?
6. Do you think it is important that these grant programs continue? Why?
7. What could “you” do to ensure that this grant program is supported by state, federal, or private dollars?
8. Do you need any additional assistance at this time?
9. Comments or Suggestions to make our grant programs work better for you.

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Name of Project Representative \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please Email Accomplishments by due date to:**

CUF Grants Coordinator, Carol shaver

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