

# RECREATIONAL TRAILS PROGRAM (RTP)

## Reimbursement Documentation Checklist

**Project Number:** \_\_\_\_\_  
**Project Name:** \_\_\_\_\_  
**Project Sponsor:** \_\_\_\_\_

### All RTP Projects (Development, Maintenance, Equipment and Education)

- \_\_\_\_\_ Payment Request Summary Form (DEP 55-223)
- \_\_\_\_\_ List of Constructed Facilities & Improvements (DRP-138)
- \_\_\_\_\_ Final Budget Cost Analysis (BCA) (DEP 55-229)
- \_\_\_\_\_ Contractual Services Purchases Schedule (DRP-116)
  - \_\_\_\_\_ Invoice from Subcontractor to Grantee
  - \_\_\_\_\_ Proof of Payment from Grantee to Subcontractor
- \_\_\_\_\_ Grantee Labor Cost Schedule (DRP-117)
  - \_\_\_\_\_ Grantee Labor Cost Summary
  - \_\_\_\_\_ Timesheets, Rate of Pay, Proof of Payment
- \_\_\_\_\_ Direct Material Purchases Schedule (DRP-118)
  - \_\_\_\_\_ Invoice from Vendor to Grantee
  - \_\_\_\_\_ Proof of Payment from Grantee to Vendor
- \_\_\_\_\_ Grantee Equipment Cost Schedule (DRP-119)
- \_\_\_\_\_ Grantee Stock Material Cost Schedule (DRP-120)
- \_\_\_\_\_ Color Photos of Project Elements
- \_\_\_\_\_ Color Photos of Project Identification and Acknowledgment Signage

### Final Inspection and Project Completion Letter

- \_\_\_\_\_ Final Inspection Completed on \_\_\_\_\_
- \_\_\_\_\_ Project Completion Letter issued on \_\_\_\_\_