

**RECREATIONAL TRAILS FUNDING PROGRAM
Reimbursement Documents Checklist**

Project Name and Number: _____

All Projects

- _____ Invoice to DEP from Grantee (if applicable)
- _____ Payment Request Summary Form
- _____ List of Constructed Facilities & Improvements – signed & dated
- _____ Budget Cost Analysis - signed & dated
- _____ Contractual Services Purchases Schedule
 - _____ Invoice from Contractor to Grantee
 - _____ Proof of Payment from Grantee to Contractor
- _____ Grantee Labor Cost Schedule
 - _____ Time sheet(s) with Employee Name, Rate of Pay, and Hours Worked
 - _____ Proof of Payment from Grantee to Employee
 - _____ Position Descriptions
- _____ Direct Material Purchases Schedule
 - _____ Invoice from Vendor to Grantee
 - _____ Proof of Payment from Grantee to Vendor
- _____ Grantee Equipment Cost Schedule
 - _____ Certification of Grantee Owned Equipment

For Internal DEP Use Only

Close-Out Actions

- _____ Final Inspection Completed on _____
- _____ Final Payment Processed on _____
- _____ Project Completion Letter sent on _____