



GEORGIA

DEPARTMENT OF NATURAL RESOURCES

Reimbursement Package Checklist

- Reimbursement Packet Coversheet.
- Tabulation Sheet- itemize all expenses and payments.

Available on our website [Recreational Trails Program | Department Of Natural Resources Division \(gadnr.org\)](http://Recreational%20Trails%20Program%20|%20Department%20Of%20Natural%20Resources%20Division%20(gadnr.org))

Contracts (\$25,000.00 or greater)

- Documentation of Competitive Bid Process
- Bid Tabulation
- Signed Contract with the Contractor
- Invoices
- Method of Payment- canceled checks, statements, or receipts of the payment.

<https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise/dbe-guidance>

Contracts (under \$25,000.00)

Grantees must follow their own internal vendor/contractor bid and procurement policies.

**** If the contract rises above the threshold or change orders risk causing the contract to rise above \$25,000.00. The Grantee is required to contact the DNR.*

In-Kind Match Documentation

Donation of Items, Services, Materials, Supplies, or Discounts.

- Invoice
- Letter from the organization acknowledging the donation and its value.
- Vendor discounts-
 - Invoice of the retail price and discount provided.
 - Letter from the vendor that states the discount provided as a donation and the valuation of the discount.

Volunteer Labor

- Volunteer labor must be recorded on the Georgia RTP Volunteer Labor Timesheet.

For more information https://www.bls.gov/oes/current/oes_stru.htm