

**Play Area Accessibility**

**Recreation Communication Boards Grant**

**Request for Final Reimbursement**

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| **PROJECT #** |       | PROJECT NAME: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| PAYABLE TO: |       | FEDERAL ID # |       |
| ADDRESS: | Street Address: |       |
| City/Town, State, Zip Code: |       |
| PROJECT COORDINATOR: | Name, Title: |       |
| Phone, Fax, Email: |       |

**SECTION I –** Contract Costs and Direct Purchases:

Please submit one (1) copy of the following documentation and complete the cost summary below:

1. **Invoice or contractor’s “Requisition for Payment”** for supplies, materials, services rendered, or equipment rental.
2. **Copy of canceled checks or proof of payments** for all items under #1 above. **Attach copies of the canceled checks to the invoice or “Requisition for Payment”**. If check amounts are greater than the invoice(s) please write the amount applicable on the check copy and circle the amount. If Local Jurisdiction elects to submit copies of canceled checks to support their “Requisition for Payment” then only the Project Coordinator must sign the “Payment Certification” section. If the Local Jurisdiction elects not to submit copies of the canceled checks, the “Payment Certification” must then be signed, in lieu of the Project Coordinator, by an individual with fiscal authority who can certify that the payments have been made.

**3. Cost Summary:**

|  |  |  |  |
| --- | --- | --- | --- |
| **VENDOR OR CONTRACTOR** | **INVOICE NUMBER** | **INVOICE DATE** | **AMOUNT** |
|       |       |       | $      |
|       |       |       | $      |
| **Total:** | **$** |

**SECTION II – Force Account/In-Kind Services/In-House Labor and Equipment:**

If work has been accomplished using in-house labor and equipment, submit the following documentation and fill in totals below:

1. A list or computer printout of individuals working on this project to include; job function, dates and hours each individual worked, hourly rate and total paid.
2. A list or computer printout of equipment used, dates and hours operated on this project. Usage rates should be based on current schedules within the Local Jurisdiction, or the current State Highway Administration rate schedule. Indicate the source for rates used.

|  |  |  |
| --- | --- | --- |
| Total Labor Cost | $ |       |
| Total Equipment Cost | $ |       |
| **Section II Total** | **$** |  |

**SECTION III – Summary of Costs:**

|  |  |  |
| --- | --- | --- |
| **Total Section I.** plus **Section II.** | $ |       |
| State Percentage Approved |  |       | % |
| **Total Reimbursement Requested** | **$** |  |

**Note:** Any support documents for costs submitted on this project, such as contracts, change orders, bid tabulations, labor and equipment records, must be retained by the grant recipient for three years after final reimbursement.

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| **Payment Certification:** I hereby certify that the costs submitted for reimbursement are true and correct, and that all payments have been made to all persons, vendors and contractors engaged in this project in accordance with local government procurement procedures, all applicable Local, State and Federal statutes and regulations, and the Play Area Accessibility – Recreation Communication Boards Grant Application and Project Agreement and attachments. Additionally, I confirm that any funds remaining on the grant after this final reimbursement may be reverted back to the program. |
|  |       |       |       |
| **(Signature of Local Government Fiscal Authority or of Local Project Coordinator)** | (Typed or Printed Name) | (Title) | (Date) |

Please email a copy of the completed form with the requisite attachments to laplocalgrants.dnr@maryland.gov.

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| --- | --- | --- |
| Program Administrator Approval |  |  |
|  | (Signature) | (Date) |
| Fiscal Administrator Approval |  |  |
|  | (Signature) | (Date) |

10/2024