

This checklist outlines how to manage a Certified Local Government grant and prepares you for grant reimbursement. The CLG Coordinator, Alena Franco, [afranco@utah.gov](mailto:afranco@utah.gov) will check in on your progress periodically throughout the grant cycle and can answer any issues/questions.

## 1. BEFORE STARTING THE PROJECT

- a. Review the Attachment B: Scope of Work section of the grant contract for project standards. Reach out if you have questions about Request for Proposals (RFP) for projects that are going out to bid or other grant concerns.
- b. For Rehab projects: The architect will set up a site visit with you before the work begins to create a scope of work for the project.

## 2. DURING THE PROJECT

- a. When you purchase a service/item over \$1,000; bids are required from several (3) vendors. You are not required to go with the lowest bid, but you are required to provide a brief explanation of why you went with a higher bid (experience of the contractor, workable time frame, etc.).

### **Situations where this requirement can be waived:**

1. If you have one vendor for the item/service in your area.
2. You followed your local government's procurement policies.

**\*Talk to the CLG Coordinator if you have having issues getting bids for your project\***

- b. Keep invoices/receipts for any grant purchase or payment of service (debit/credit card receipts are not sufficient).
- c. All invoices/receipts must be supported with proof of payment. Proof of payment can be any of the following: copies of cancelled checks (front & back), official payment ledgers, cleared check sheet from the bank with the processed date, or bank statement showing the check clearing the bank account.
- d. For Education & Outreach projects: all grant funded publications, literature, or audio-visual materials are required include two paragraphs of specific language from the National Park Service. These paragraphs are located in your Scope of Work or contact Alena Franco.
- e. For Rehab Projects: Take 'after' photos of the work areas when the project is done.
- f. For all Professional Contractors, Consultants, Paid Employees, Volunteers, and Travel: Keep a log of the rate of pay, hours worked, and supporting documentation. There are specific compensation rates for Consultants, Volunteers, and Travel mileage.
  - Consultants/Contractors: not to exceed \$76.73 per hour
  - Paid Employees: regular pay with verification letter from HR
  - Volunteers: \$16.20 per hour (unless they volunteer their professional service)
  - Travel Mileage: 67 cents per mile

## 3. AFTER THE PROJECT IS COMPLETE AND READY FOR REIMBURSEMENT

All work must be completed by **August 31, 2025**. Contact the CLG Coordinator, Alena Franco, for reimbursement questions/submission. Your reimbursement package must include: EZ Reimbursement form, bids, photos, invoices, proof of payment, and final deliverables.