



# Advances

**Note:** This document was created based on the **G21/G22** regulations. Please make sure to reference the regulations for the Project year you are composing documents for. The G18 & G19 Equipment Use section was updated in G21, for example.

**Regulations:** [https://ohv.parks.ca.gov/?page\\_id=23747](https://ohv.parks.ca.gov/?page_id=23747)

**Forms:** [https://ohv.parks.ca.gov/?page\\_id=24593](https://ohv.parks.ca.gov/?page_id=24593)



# Advances

## Section 4970.23.1.

- ▶ (a) Generally, advances are not allowed. However, if **extenuating circumstances exist**, the OHMVR Division may consider granting an advance. To request an advance, the Grantee shall submit to the OHMVR Division an **Advance Justification Request** (new 2019), hereby incorporated by reference, **to explain the need for the advance**. The OHMVR Division will provide written notification to the Grantee of approval/disapproval for the advance. Requests for an advance **typically may not be more than half the total amount of the Grant and shall include a summary list of proposed expenditures**. The sum of the proposed expenditures shall match the amount indicated on the Payment Request form.

# Advance Justification Request Form

## Grant Forms

Grantees requesting an advance or reimbursement must submit a Payment Request Form (DPR 364).

The following fill-in version of the DPR 364 form is available for your use:

[DPR 364 - Payment Request Form](#) [updated 4/17/18]

[Expenditure Workbook – Reimbursement](#) (Contains the DPR 364 – Payment Request Form)  
[updated 10/4/19]

[Expenditure Workbook – Advance](#) [updated 10/4/19]

[Advance Justification Request](#) (Contains the DPR 364 – Payment Request Form) [updated 10/4/19]

[Project Cost Estimate \(PCE\) – Reallocation Request](#)

# Project Agreement(s)

## Performance Period - Award Amount - Certification of Funding

**Example**

State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION  
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM

### PROJECT AGREEMENT

PROJECT AGREEMENT NUMBER: G22-01-02-G01 PROJECT TYPE: Ground Operations

GRANTEE: BLM - Arcata Field Office

PROJECT TITLE: Ground Operations

PROJECT PERFORMANCE PERIOD: FROM 01/01/2023 THROUGH 12/31/2023

MAXIMUM AMOUNT PAYABLE SHALL NOT EXCEED \$107,260.00 (One Hundred Seven Thousand Two Hundred Sixty and 00/100)

### CERTIFICATION OF FUNDING (FOR STATE USE ONLY)

CONTRACT NUMBER: C32-34-002		SUPPLIER ID NUMBER: 0000011656		FUND DESCRIPTION: Off-Highway Vehicle Trust Fund	
REPORTING STRUCTURE: 37900550	ACCOUNT: 5432000	ACTIVITY: 62684	CHARGE AMOUNT: 107,260.00	PROGRAM: 2855	
BU: 3790	REF: 101	FUND: 0263	CHAPTER: 43	ENY/STATUTE: 2022	FISCAL YEAR: 2022/2023

# Advance Justification Request Form

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## ADVANCE JUSTIFICATION REQUEST

GRANTEE: BLM-Ukiah Field Office ADVANCE REQUEST #: 2  
 PROJECT TITLE: Ground Operations PROJECT AGREEMENT #: G18-01-17-G01  
 PROJECT PERFORMANCE PERIOD: 1/1/2020 TO 12/31/2020 PAYMENT REQUEST PERIOD: 9/1/2020 TO 12/31/2020

### JUSTIFICATION EXPLAINING THE NEED FOR THE ADVANCE:

The Bureau of Land Management (BLM) is not legislatively authorized to perform any work on a reimbursable basis with any agency outside of the federal government. Therefore, the BLM is required to request an advance payment for this project. If you have any questions, please contact Briana Halstead at the BLM Ukiah Office at (707) 444-1212 or name@blm.gov.

### PLANNED EXPENDITURES: (fill in below)

CATEGORY	AMOUNT	PLANNED PROJECT ACTIVITIES
Staff	\$ 98,810.39	Labor costs for an OHV Outdoor Recreation Planner (ORP), Heavy Equipment Operators, Park Rangers, an Archaeologist, a Soils Specialist/NRS, and two (2) Detailed Fire Staff Employees to perform Ground Operations activities within South Cow Mtn OHV area, Knoxville Management Area, and Indian Valley Management Area.
Contracts		
Materials/Supplies	\$ 34,030.61	Materials such as gravel, width-limiter gates, animal-proof trash cans, covered barbecues, ADA compliant fire rings, signs and decals, facility maintenance supplies (i.e. vault toilets, door handles, locks, window, replacement vents, hand tools, cordless drills, fencing materials, lumber, cement, gloves, etc.), facility and restroom cleaning supplies (i.e. paint, brushes, graffiti remover, cleaner, toilet paper, trash bags, etc), and culverts to be used for Ground Operations activities within the project areas.
Equipment Use Expenses	\$ 3,672.00	Equipment Use costs for the Detailed Fire Staff vehicles and the Heavy Equipment Transport to haul the Loader and Grader from BLM Ukiah to work sites.
Equipment Purchases	\$ -	
Other	\$ 1,681.00	Travel costs for the Detailed Fire Staff
Indirect	\$ -	
<b>Total Advance Request</b>	<b>\$ 138,194.00</b>	

AUTHORIZED REPRESENTATIVE: \_\_\_\_\_ DATE: \_\_\_\_\_

NOTE: This form does not replace the DPR 364 (Payment Request Form). The DPR 364 is still required in addition to this form and will auto-populate on the second tab of this Excel workbook as you enter the information.

### Subsequent Advances Require :

- An **Expenditure Workbook** - Advance with supporting fiscal source documents (paid invoices, receipts, Payroll/labor reports, etc.) that provide for how the prior advance was spent .
- A **Project Accomplishment Report (PAR)** that demonstrates Project activities/accomplishments from the prior advance. This includes GPS coordinates, photos (before and after where applicable), maps and/or any electronic data (such as .shp, .gpx or .kml files) of Project Areas where activities were conducted, as applicable.

OHMVR DIVISION APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

- **Fill out the top of the form using the same information found on the Project Agreement**
- **Note: The “Payment Request Period” is the timeframe funds will be expended**
- **Justify the need for an advance**
- **Enter the specific amounts requested and what activity the funds will be used towards**
- **Have the authorized representative sign and date the form**



# DPR 364 – Payment Request Form

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State of California - Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION  
GRANTS AND COOPERATIVE AGREEMENTS PROGRAM

### PAYMENT REQUEST

Complete the following with the information from the Project Agreement:

PROJECT AGREEMENT NUMBER: G18-01-17-G01 CONTRACT NUMBER: C32-30-174 ACTIVITY: 62674 ENY: 2018

GRANTEE: BLM-Ukiah Field Office

PROJECT TITLE: Ground Operations SUPPLIER ID: 11656

PROJECT PERFORMANCE PERIOD: FROM: 01/01/2020 TO: 12/31/2020

1. PAYMENT REQUEST NUMBER: 2  FINAL (Check box if FINAL) Final payment requests must be submitted within 120 days after the completion of the project or end of the project performance period, whichever comes first.

2. INVOICE NUMBER / BILL FOR COLLECTION NUMBER (For Grantee use): N/A

3. PAYMENT REQUEST PERIOD: FROM: 09/01/2020 TO: 12/31/2020

4. PAYMENT REQUEST TYPE (Check one):  
 **ADVANCE** All advance requests except Law Enforcement projects must include a written justification explaining the need for the advance and a list of planned expenditures. Subsequent advance requests must include supporting documentation for the prior advance. Note: Advance requests may not exceed half the total grant amount.  
 **REIMBURSEMENT** All supporting documents for reimbursement costs claimed must be attached.

5. PROJECT EXPENDITURE AND MATCH DOCUMENTATION SUBMITTED FOR THIS REQUEST:

a. Amount to be REIMBURSED / ADVANCED:			b. Amount applied to MATCH requirement:		
CATEGORY	AMOUNT		CATEGORY	AMOUNT	
Staff	\$ 98,810.39		Staff	\$ 10,193.47	
Contracts	\$ -		Contracts	\$ 500.00	
Materials / Supplies	\$ 34,030.61		Materials / Supplies	\$ -	
Equipment Use Expenses	\$ 3,672.00		Equipment Use Expenses	\$ 10,398.40	
Equipment Purchases	\$ -		Equipment Purchases	\$ -	
Other	\$ 1,681.00		Other	\$ 450.00	
Indirect Costs	\$ -		Indirect Costs	\$ -	
<b>TOTAL REIMBURSEMENT / ADVANCE</b>	<b>\$ 138,194.00</b>		<b>TOTAL MATCH</b>	<b>\$ 21,541.87</b>	

6. PAYMENT INFORMATION:

a. TOTAL GRANT AMOUNT .....	\$ 276,388.00
b. REIMBURSEMENT / ADVANCE REQUESTED TO DATE ...	\$ 138,194.00
c. CURRENT AMOUNT AVAILABLE (6a minus 6b) .....	\$ 138,194.00
d. REIMBURSEMENT / ADVANCE AMOUNT (From step 5a) ..	\$ 138,194.00
e. REMAINING GRANT FUNDS AVAILABLE (6c minus 6d) ...	\$ -
f. TOTAL AMOUNT APPLIED TO MATCH TO DATE .....	\$ 21,541.87

7. SEND WARRANT TO: AGENCY NAME ..... Bureau of Land Management, California State Office  
 STREET ADDRESS / P.O. BOX 2800 Cottage Way  
 CITY ..... Sacramento STATE: CA ZIP CODE: 95825  
 ATTENTION .....

8. CERTIFICATION: I represent and warrant that I have full authority to execute this payment request on behalf of the Grantee. I declare under penalty of perjury that the information provided on this form and any accompany documents are true and correct to the best of my knowledge and that all funds received have or will be expended in accordance with the conditions set forth by the State.

GRANTEE:  SIGNATURE (Authorized Representative) \_\_\_\_\_ DATE: \_\_\_\_\_

9. STATE APPROVAL:  SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

10. SUBMIT REQUEST TO: CALIFORNIA DEPARTMENT OF PARKS AND RECREATION  
 OFF-HIGHWAY MOTOR VEHICLE RECREATION DIVISION  
 ATTENTION: <Name of your Grant Administrator>

- This form is found on the **2nd tab** of the Excel
- All **grey boxes will auto populate** based on what is entered on the **1<sup>st</sup> tab**
- Fill out the **Contract Number, Activity, ENY** and **Supplier ID**, based on what is on the Project Agreement
- For 6a – **Enter total Grant amount** from the Project Agreement.
- For #7 - **Enter address** provided to OHMVR Division for authorized check delivery
- For #8 – Have the **authorized representative** sign and date the form

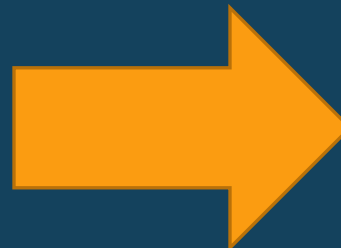


# 1<sup>st</sup> Advance vs. 2<sup>nd</sup> Advance

- If this is the **1<sup>st</sup> advance** request, stop here and submit the signed forms



- If this is a **subsequent Advance** (2<sup>nd</sup>, 3<sup>rd</sup>, etc.) continue to the next slide



## 4970.23.1. Advances.

(b) **Subsequent requests** for advances **shall** document how previous advance funds were expended as follows:

- ▶ **Purchases: paid invoices and/or receipts,**
- ▶ **Services: paid invoices and/or receipts,**
- ▶ **Timekeeping and equipment logs: transaction register or other electronically generated reports,**
- ▶ **Training and travel: paid invoices and/or receipts,**
- ▶ **A Project Accomplishment Report (PAR), hereby incorporated by reference,**
- ▶ **GPS coordinates and photos of Project areas where activities were conducted, as applicable, and**
- ▶ **Maps and/or any electronic data (such as .shp, .gpx or .kml files) of Project areas where activities were conducted, as applicable.**



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# Advance Reconciliations

**Documenting how previous advance funds were expended**



# Expenditure Workbook – Advance

## Grant Forms

Grantees requesting an advance or reimbursement must submit a Payment Request Form (DPR 364).

The following fill-in version of the DPR 364 form is available for your use:

[DPR 364 - Payment Request Form](#) [updated 4/17/18]

[Expenditure Workbook – Reimbursement](#) (Contains the DPR 364 – Payment Request Form)  
[updated 10/4/19]

[Expenditure Workbook – Advance](#) [updated 10/4/19]

[Advance Justification Request](#) (Contains the DPR 364 – Payment Request Form) [updated 10/4/19]

[Project Cost Estimate \(PCE\) – Reallocation Request](#)

# Expenditure Workbook – Advance cont.

## EXPENDITURE WORKBOOK - ADVANCE

GRANTEE:	BLM-Ukiah Field Office	EXPEND REPORT FOR ADVANCE #:	1
PROJECT TITLE:	Ground Operations	PROJECT AGREEMENT NUMBER:	G18-01-17-G01
PERFORMANCE PERIOD:	1/1/2020 to 12/31/2020	EXPENDITURE REPORT PERIOD:	1/1/2020 to 9/1/2020

**Grant Expenses Reported:**

CATEGORY	AMOUNT
Staff	68,716.61
Contracts	32,107.00
Materials / Supplies	-
Equipment Use Expense	-
Equipment Purchase	-
Other	-
Indirect Costs	-
<b>TOTAL REIMBURSEMENT</b>	<b>\$100,823.61</b>

**Amount to be applied to MATCH requirements:**

CATEGORY	AMOUNT
Staff	10,193.47
Contracts	500.00
Materials / Supplies	-
Equipment Use Expense	10,035.79
Equipment Purchase	-
Other	-
Indirect Costs	192.50
<b>TOTAL MATCH</b>	<b>\$20,921.76</b>

**GRANT ALLOCATION TO ADVANCES:** ENTER GRANT ALLOCATION AND ADVANCES TO SEE WHAT YOUR YEAR-TO-DATE BALANCES AND PERCENTAGES WILL BE (The current expenditure report will auto-fill from the "Grant Chgs" tab):

Grant	Staff	Contracts	Materials/Supplies	Equipment Use Expense	Equipment Purchase	Other	Indirect Costs	Total
<b>Allocation</b>	147,527.00	65,472.00	37,056.00	3,672.00	20,000.00	1,681.00	980.00	\$ 276,388.00
Adv 1	42,214.00	56,472.00	18,528.00		20,000.00		980.00	\$ 138,194.00
Adv 2								\$ -
Adv 3								\$ -
<b>Total Advanced</b>	\$ 42,214.00	\$ 56,472.00	\$ 18,528.00	\$ -	\$ 20,000.00	\$ -	\$ 980.00	\$ 138,194.00
<b>Balance - Grant Allocation to Advances</b>	\$ 105,313.00	\$ 9,000.00	\$ 18,528.00	\$ 3,672.00	\$ -	\$ 1,681.00	\$ -	\$ 138,194.00



# Expenditure Workbook – Advance cont.

**GRANT EXPENDED:** ENTER PRIOR REPORTED EXPENDITURES TO SEE WHAT YOUR YEAR-TO-DATE PERCENTAGES AND GRANT BALANCE WILL BE

(The current expenditure report will auto-fill from the "Grant Chgs" tab):

Expenditures Reported	Staff	Contracts	Materials/Supplies	Equipment Use Expense	Equipment Purchase	Other	Indirect Costs	Total
Adv 1 Expend	←							\$ -
Adv 2 Expend								\$ -
Adv 3 Expend								\$ -
Current Grant Expend Report	68,716.61	32,107.00	-	-	-	-	-	\$ 100,823.61
<b>Total Grant Expend</b>	\$ 68,716.61	\$ 32,107.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100,823.61
<b>Balance - Advances to Expenditures</b>	\$ (26,502.61)	\$ 24,365.00	\$ 18,528.00	\$ -	\$ 20,000.00	\$ -	\$ 980.00	\$ 37,370.39

**MATCH:** ENTER PRIOR REPORTED MATCH TO SEE WHAT YOUR YEAR-TO-DATE PERCENTAGES WILL BE (The current match reported will auto-fill from the "Match Chgs" tab):

Match Reported	Staff	Contracts	Materials/Supplies	Equipment Use Expense	Equipment Purchase	Other	Indirect Costs	Total
Adv 1 Match	←							\$ -
Adv 2 Match								\$ -
Adv 3 Match								\$ -
Current Match Report	10,193.47	500.00	-	10,035.79	-	-	192.50	\$ 20,921.76
<b>Total Match</b>	\$ 10,193.47	\$ 500.00	\$ -	\$ 10,035.79	\$ -	\$ -	\$ 192.50	\$ 20,921.76

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## Expenditure Workbook – Advance cont.

- At the bottom of the summary tab, **enter the match %**, which can be found within the Project Description on the Project Agreement

<b>MINIMUM MATCH REQUIRED:</b>	<input type="text" value="25%"/>	← Enter required Match %
--------------------------------	----------------------------------	--------------------------

Grant Expenses to Date:	<b>100,823.61</b>	82.82%
Match to Date:	<b>20,921.76</b>	17.18%
<b>TOTAL PROJECT COSTS TO DATE:</b>	<b>\$121,745.37</b>	100.00%
<b>MINIMUM MATCH REQUIRED:</b> <i>Calc'd from Grant Expenses to Date:</i>	<b>33,607.87</b>	25.00%
<b>Over or Under Match:</b>	<b>(12,686.11)</b>	-10.42%

<b>Indirect Cannot Exceed 15% of Direct Grant Funds</b>		
<b>Max Indirect Allowable to Date (Grant + Match):</b>	<b>15,123.54</b>	15%
<b>Total Grant Indirect + Match Indirect to Date:</b>	<b>192.50</b>	0.19%
<b>Over or Under 15% Indirect:</b>	<b>14,931.04</b>	14.81%

- Track important information here like:
  - Grant expenses and match to date
  - Total Project costs to date
  - Minimum match required and the over/under total
  - Current **indirect totals** including the over/under total
    - Indirect limited to **15%**

# Supporting Documents

## ► Staff:

### ► Time tracking ledgers/**labor reports**

- Timesheets are not required but keep them on file for audits

## ► Contracts:

- Copy of all **contracts**/agreements between the Grantee and contractor with invoices showing payment

## ► Materials/Supplies:

- **ALL receipts/invoices** substantiating purchases
  - Quotes/Purchase Orders will not be accepted

# Receipts & Invoices

1. Must be legible
2. Must have date
3. Nonprofits: Must show zero balance or have a paid stamp with date

- If not, please submit proof of payment:

- Canceled check
- Transaction register
- Screenshot of financial system showing payment



# Equipment Use





## Equipment Use “Summary” & Logs – Use fee

- ▶ **Use fee/Rate** (for Equipment/Heavy Equipment acquired solely with funds outside this Grants program):
  - ▶ **For payment request “Summary”**: Include the **activity date, work performed, use fee/rate being claimed, unit of measurement (hours, days, months, etc.), & vehicle type and/or vehicle ID**
    - ▶ The use fee/rate must not exceed actual costs nor what was approved on the Project Agreement
    - ▶ For Nonprofits: \$150 max per piece of Equipment, per day
      - ▶ Heavy Equipment not included in the max
  - ▶ **For audits/compliance reviews**: Vehicle Log/Source Document with the **operator's name & signature, activity date, work performed**

## Equipment Use “Summary” & Logs – Per mile fee

### ➤ “Per mile” fee - Nonprofits only:

- For payment requests “Summary”: Include the **activity date, work performed, total miles, “per mile” fee being claimed and vehicle type and/or vehicle ID**
  - The “per mile” fee must not exceed the actual costs or the IRS rate at the time of the Application, whichever is less
  - The “per mile” daily totals must not exceed the mileage caps:
    - Operations (150 miles per day)
      - Anything beyond may only be claimed as match
    - Transportation (100 miles each way) per day
      - Anything beyond may not be claimed as match
- For audits/compliance reviews: Vehicle Log/Source Document with the **operator’s name & signature, activity date, work performed, total miles charged to the Project**
  - Be prepared to demonstrate how the total miles were calculated

# Fuel Receipts

- ▶ **For all Grantees other than Nonprofits:**
  - ▶ Fuel costs may be charged to cover the use of **all equipment** for Project related activities only
- ▶ **For Nonprofit Grantees:**
  - ▶ Fuel cost may be charged to cover the use of **Heavy Equipment and non-equipment items like chainsaws** for Project related activities only
- ▶ **For payment requests:**
  - ▶ Submit a **receipt** for the fuel
  - ▶ Write on the receipt **what the fuel was used for** (example: “for chain saws”, “for F150”, “for excavator”, etc.)
- ▶ **For audits/compliance reviews:**
  - ▶ Vehicle Log/Source Document with the **operator’s name & signature, activity date, work performed, total miles charged to the Project**
    - ▶ **Be prepared to demonstrate how the total miles were calculated**

# Supporting Documents cont.

## ▶ Equipment Purchases:

- ▶ Invoice & proof of payment
- ▶ Certificate of Origin or Title
- ▶ Color pictures of the Equipment with “**OHV Funds at Work**” sticker
- ▶ Picture of the VIN# on the Equipment if possible

## ▶ Other:

- ▶ Receipts/invoices & proof of payment

## ▶ Indirect (15% Max):

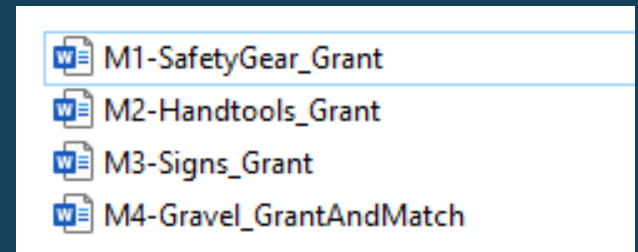
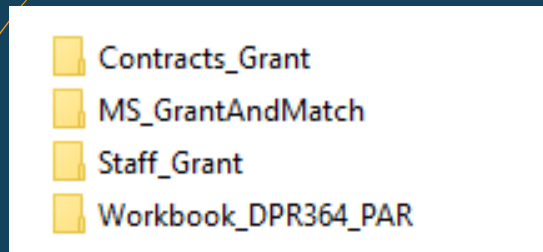
- ▶ No supporting documents required
- ▶ Add the total and note to the workbook
- ▶ Also list what the funds went to on the PAR
- ▶ **If full award amount is not expended, Indirect will be less than what is stated in PCE**

# Supporting Documents cont.

- ▶ **Volunteer Labor:**
  - ▶ List under the staff category on the match tab of the workbook
  - ▶ Rate should not exceed what is listed on the Project Agreement
  - ▶ For payment request “Summary”: include the **name of the volunteer, dates & hours, hourly rate, location & activities related to the Project**
  - ▶ For audits/compliance reviews:
    - ▶ **Sign-in/out sheets: include the name of the volunteer, dates & hours, hourly rate, location & activities related to the Project, signed daily by the Volunteer, signed once per sheet by Supervisor**
  - ▶ **If seeking reimbursement for volunteer Equipment Use**
    - ▶ **Must show evidence of payment**

# Combining Supporting Documents

- ▶ **Option 1: Scan all documents together by category**
  - ▶ Add attachment numbers by hand, prior to scanning, or on the PDF after scanning. Please put documents in order.
- ▶ **Option 2: Create a folder for each category, place the documents within the folders and Zip folders together**



- ▶ Add attachment numbers by hand on each document and/or add attachment number within the title of the document
- ▶ **Larger submissions will likely need to be placed in a Zip folder**

# Project Accomplishment Report (PAR)

CA .GOV CALIFORNIA STATE PARKS DHV Off-Highway Motor Vehicle Recreation ENHANCED BY Google OHV | OHP | DBW | Translate

OHV HOME SVRAs **GRANTS** COMMISSION RESOURCE MANAGEMENT LAWS / SAFETY

Regulations On-line Grants Application (OLGA) OLGA Instructions Grant Forms Previous Regulations  
Previous Grants Allocations Recreational Trails Program

## Grant Forms

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[Project Cost Estimate \(PCE\) – Reallocation Request](#)

Project Accomplishment Report Forms:

- [Project Accomplishment Report \(PAR\) – Ground Operations](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Development](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Planning](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Acquisition](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Restoration](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Law Enforcement](#) [posted 1/4/2019]
- [Project Accomplishment Report \(PAR\) – Education & Safety](#) [posted 1/4/2019]

**Please make sure to use the latest workbooks which have tabs at the bottom that speed up the division's processing time.**

Grant Chgs, 2nd Match Chgs, 3rd DPR 364 - PR, 4th **CO-Division Use Only** Addend-Division Use Only

# Project Accomplishment Report (PAR)

Submit **1 PAR per advance reconciliation** to “tell the story of what you did with Grant & match funds”

PROJECT ACCOMPLISHMENT REPORT (PAR) - GROUND OPERATIONS				
(MUST BE SUBMITTED WITH EACH PAYMENT REQUEST)				
GRANTEE:	BLM-Ukiah Field Office		PAYMENT REQUEST #:	2
PROJECT TITLE:	Ground Operations		PROJECT AGREEMENT #:	
ACTIVITY PERIOD:	1/1/20	TO	9/1/20	G18-01-17-G01
<b>1. Routes and areas where work was completed (including number of acres/miles):</b>				
Routes/Areas	Acres	Miles	Hours Worked	Work Completed
Ukiah Field Office (Total)	93,000	36	2,357	Total work completed (so far):
South Cow Mtn OHV Management Area	25,000	50.8	1,320	25.45 miles of designated OHV trail were mechanically maintained on Trails 1, 8 (partial), 9, 9a, 10, 11, 13, 19, 19A, 20. Approximately 323 waterbars were installed/ maintained. Approximately 2 culverts/watercrossings were repaired/replaced/maintained. 6.4 miles of designated trail was brushed and had hazard trees were removed on Trail 14 utilizing a contract with the Ukiah CA Conservation Corps. Hazard trees were also removed along trails 15 (3.7 mi), 17 (0.45 mi), and Mendo-Lake Road (11.8) utilizing field office staff. Approx. 30 culverts were maintained/repared along Mendo-lake road. Recreation facilities (campgrounds and staging areas) were cleaned and maintained by park rangers on a regular basis. Vault toilets were cleaned regularly and pumped. OHV visitor contacts were made by BLM staff at all facilities and along OHV routes. Vandalism was repaired and graffiti were removed from facilities. Park rangers and heavy equipment operators implemented demolition of the double vault toilet at Red Mountain Campground and the single vault toilet at Buckhorn Campground, and prepared the site for installation of the new vault toilets by the contractors (still pending). Informational and regulatory signs were installed. Hazard tree/hazard condition signs installed following weather events. Facility cleaning and vault toilet pumping contracts have been awarded for OHV recreation facilities.
Knoxville Management Area	24,000	0	527	Recreation facilities were cleaned and maintained by park rangers on a regular basis. Trash removal/large dump site clean-up at facilities and along roadsides. OHV visitor contacts were made by BLM staff at facilities and along OHV routes. Informational and regulatory signs were installed. Hazard tree/hazard condition signs installed following weather events. Vault toilets were cleaned regularly and pumped. Vandalism was repaired and graffiti were removed from facilities. OHV brochure was drafted. Facility cleaning and vault toilet pumping contracts have been awarded for OHV recreation facilities.



# Project Accomplishment Report (PAR)

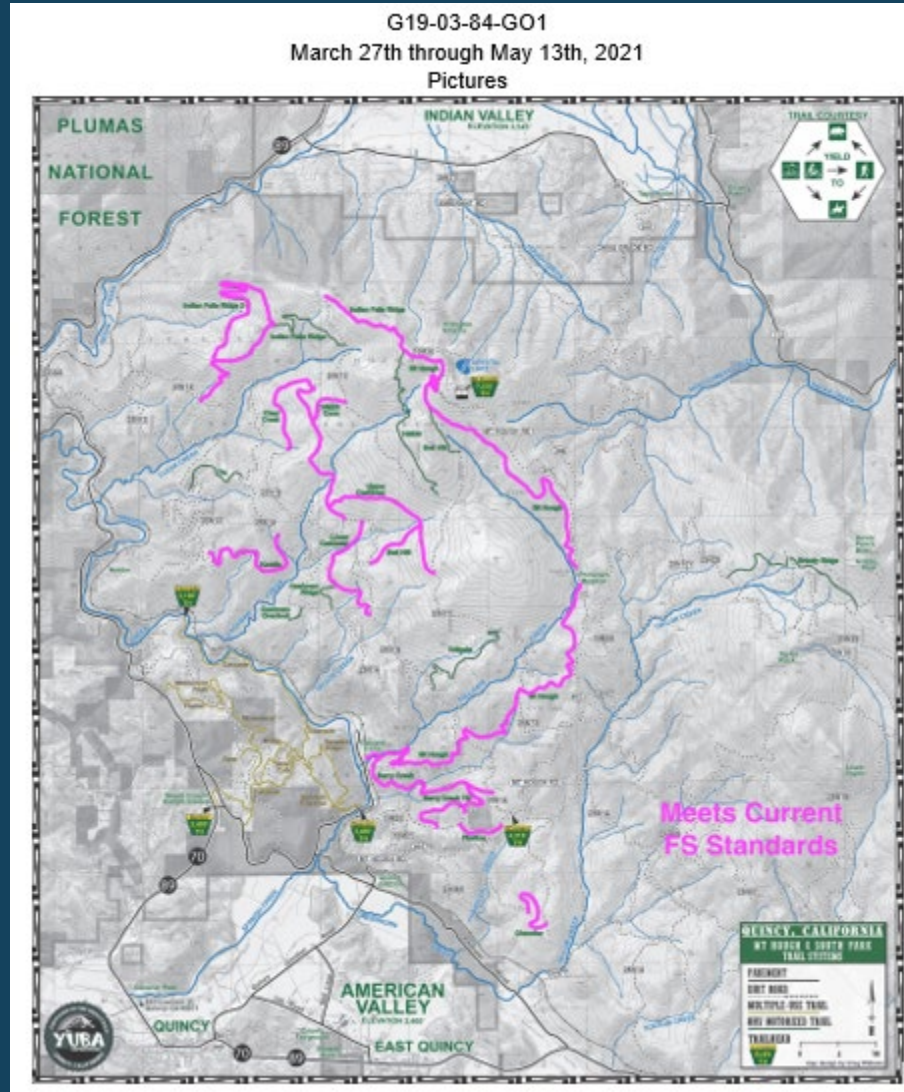
2. Provide a brief summary of any accomplishments that are not covered above:	
N/A	
3. Are you currently trending to spend all of your funds?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Are you currently trending to meet your match requirement?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
5. If indirect costs are included, please describe how costs were applied:	
Purchased hubometers to track the mileage and use of heavy equipment, trailers, and UTVs. The remaining indirect costs were part of Match funding that have not been incurred yet.	
6. Was equipment purchased? (unit acquisition cost of at least \$5,000):	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, please list below and describe how the unit was used:	
Note: Photos for each piece of equipment purchased must be included showing the "OHV Funds at Work" sticker and the vin/serial numbers. Please put photos on a word document and turn them in with this document.	
7. Are before and after pictures, representative of your project with GPS Coordinates, included?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Note: Please put photos on a word document and turn them in with this document.	
8. Final Payment Requests Only - If funds were not completely expended, please include the amount and explain:	
N/A	

- **For #2**, list Deliverables that were completed beyond what was listed in #1
- **For #3 & 4**, answer based on current trends
- **For #5**, describe what indirect cost are included in this request
  - **Note: Supporting documents are not required for Indirect**
- **For #6**, click "Yes" or "No" and add the details requested
- **For #7**, if you click "Yes", please include the photos on a word document along with this form
- **#8** is for final closeouts, only if there were funds left unexpended

**TIP:** Grant and match items should be listed on the PAR



# PAR Supporting Documents - Map



# Good Before & After Pics



Work in progress above, after picture below. 39.9792, -120.8935



Clearing a down tree on the Indian Falls Ridge 2 trail, before picture above after below. 40.0623, -120.9308



## Final Advance Reconciliation Requirements

**Within 120 days of the Project end date**, Grantees must submit the final workbook, supporting documents, deliverables and final Project Accomplishment Report (PAR)

- ▶ **All required match** – see Project Agreement for the required percentage
- ▶ **All Project Deliverables completed**
- ▶ **For Grounds Ops & Restoration Project**
  - ▶ **Total number of miles maintained/miles and acres of land restored for entire Performance Period**
    - ▶ **Must be included in the final PAR**
- ▶ **Any Project developed reports/monitoring listed on the Project Agreement**
- ▶ **Soil Compliance Report and Habitat Management Program (as applicable)**
  - ▶ **Final payment requests cannot be processed until environmental documents are approved**

# Audits

- ▶ **Keep all info for 3 years** from the end of the **Project Performance Period**
- ▶ **What is needed for audit**
  - ▶ **Timesheets**
  - ▶ **Paid invoices**
  - ▶ **Equipment logs**
  - ▶ **Copies of everything submitted to Division**