



Payment Requests

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

Forms: https://ohv.parks.ca.gov/?page_id=24593



Forms and Workbooks – Online

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

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](#)

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

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.

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

Expenditure Workbook - Reimbursement

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EXPENDITURE WORKBOOK - REIMBURSEMENT

GRANTEE: _____ CURRENT PAYMENT REQUEST #: _____
 PROJECT TITLE: _____ PROJECT AGREEMENT NUMBER: _____
 PERFORMANCE PERIOD: _____ to _____ PAYMENT REQUEST PERIOD: _____ to _____

Amount to be REIMBURSED:		Amount to be applied to MATCH requirements:	
CATEGORY	AMOUNT	CATEGORY	AMOUNT
Staff	-	Staff	-
Contracts	-	Contracts	-
Materials / Supplies	-	Materials / Supplies	-
Equipment Use Expense	-	Equipment Use Expense	-
Equipment Purchase	-	Equipment Purchase	-
Other	-	Other	-
Indirect Costs	-	Indirect Costs	-
TOTAL REIMBURSEMENT	\$0.00	TOTAL MATCH	\$0.00

GRANTEE PROJECT NOTES:

Add notes here

GRANT: ENTER PRIOR APPROVED REIMBURSEMENT PAYMENTS AND GRANT ALLOCATION (AWARD) BY COST CATEGORY TO SEE WHAT YOUR YEAR-TO-DATE PERCENTAGES AND GRANT BALANCE WILL BE (The current reimbursement request will auto-fill from the "Grant Chgs" tab):

Payment Request #	Staff	Contracts	Materials/Supplies	Equipment Use Expense	Equipment Purchase	Other	Indirect Costs	Total
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
Current Request	-	-	-	-	-	-	-	\$ -
Total Grant Reimb	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grant Allocation								\$ -
Grant Balance To Date	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Page 1

The information listed here **should match** what is on the Project Agreement

For subsequent **Payment Requests**, list the prior Grant reimbursement totals here

For **Row 32 "Grant Allocation"**, enter all the Grant totals for each category. Do not include match totals here



5 Expenditure Workbook cont.

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

Payment Request #	Staff	Contracts	Materials/Supplies	Equipment Use Expense	Equipment Purchase	Other	Indirect Costs	Total
1								\$ -
2								\$ -
3								\$ -
4								\$ -
5								\$ -
6								\$ -
Current Request Match	-	-	-	-	-	-	-	\$ -
Total Match	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

For subsequent **Payment Requests**, list the prior match totals here

MINIMUM MATCH REQUIRED:

25%

Enter required Match %

PROJECTED GRANT/MATCH PERCENTAGES

Grant Expenses to Date:	0.00	#DIV/0!
Match to Date:	0.00	#DIV/0!
TOTAL PROJECT COSTS TO DATE:	\$0.00	#DIV/0!
MINIMUM MATCH REQUIRED:	0.00	25.0%
<i>Calc'ed from Grant Expenses to Date:</i>		
Over or Under Match:	0.00	#DIV/0!

INDIRECT Year-to-Date Calculation

Indirect Cannot Exceed 15% of Direct Grant Funds

Max Indirect Allowable to Date (Grant + Match):	0.00	15.0%
Total Indirect Grant + Indirect Match to Date:	0.00	#DIV/0!
Over or Under 15% Indirect:	0.00	#DIV/0!

Check this section to verify **indirect** has not exceeded what was approved on the Project Agreement

This section shows valuable running Project totals, like the **match %** based on current and past submissions



Payment Request Requirements

- ▶ **Reimbursement Workbook** – filled out with attachment numbers
 - ▶ **Please submit the digital copy**
- ▶ **Supporting Documentation** – labeled with attachment numbers
 - ▶ Labor report, receipts, invoices, etc. must have dates that fall within the Project Performance Period
- ▶ **Project Accomplishment Report (PAR)**
 - ▶ Add GPS coordinates to with the photos (example template available)
 - ▶ **Please submit the digital copy**
- ▶ **Signed DPR364** – Payment Request Form
 - ▶ Found on the 4th tab of the Reimbursement Workbook
- ▶ **Submit by email: ohv.grants@parks.ca.gov**
 - ▶ Copy your Grant Administrator in the email

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

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.

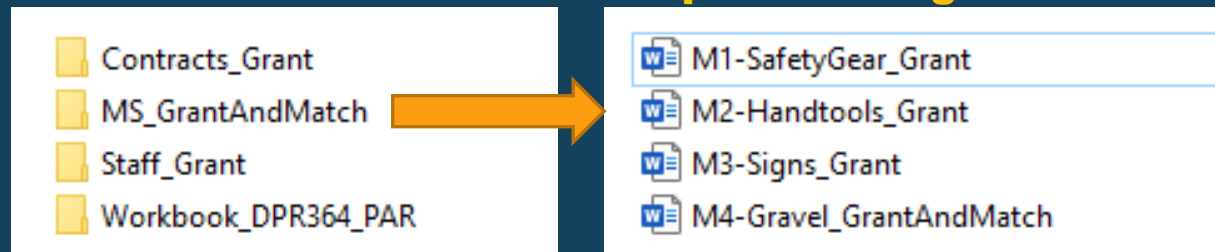
- ▶ **Volunteer Labor:**
 - ▶ List under the staff category on the match tab of the workbook
 - ▶ Rate should not exceed what is listed on the Project Agreement
 - ▶ For payment request “Summary”: include the **name of the volunteer, dates & hours, hourly rate, location & activities related to the Project**
 - ▶ 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.

The screenshot shows an email composition interface. The 'To' field contains 'Grants_OHV@Parks:'. The 'Cc' field is empty with the placeholder text 'Add Grant Admin Email Here'. The 'Subject' field contains 'G22-01-01-G01 PR1 - Agency Name'. There are three attachments listed at the bottom: a PDF file named 'G22-01-01-G01_PR1.pdf' (31 KB), an Excel workbook named 'G22-01-01-G01_Workbook_PR1.xlsx' (132 KB), and another Excel workbook named 'G22-01-01-G01_PAR1.xlsx' (18 KB).

- **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**

DPR364 Payment Request Form

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:	0	CONTRACT NUMBER:		ACTIVITY:		ENY:	
GRANTEE:	0						
PROJECT TITLE:	0					SUPPLIER ID:	
PROJECT PERFORMANCE PERIOD:	FROM:	01/00/1900	TO:	01/00/1900			
1. PAYMENT REQUEST NUMBER:	0	<input type="checkbox"/> FINAL	<i>(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.</i>				
2. INVOICE NUMBER / BILL FOR COLLECTION NUMBER	<i>(For Grantee use):</i>						
3. PAYMENT REQUEST PERIOD:	FROM:	01/00/1900	TO:	01/00/1900			
4. PAYMENT REQUEST TYPE	<i>(Check one):</i>						
<input type="checkbox"/> ADVANCE	<i>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.</i>						
<input checked="" type="checkbox"/> REIMBURSEMENT	<i>All supporting documents for reimbursement costs claimed must be attached.</i>						

7. SEND WARRANT TO: AGENCY NAME

STREET ADDRESS / P.O. BOX

CITY STATE: ZIP CODE:

ATTENTION

All highlighted areas must be filled out

See Project Agreement for funding info

Check the box next to "Final" for final payment request

Don't forget to add where the warrant should be mailed to



Project Accomplishment Report (PAR)

Submit **1 PAR per payment request** 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	
1. Routes and areas where work was completed (including number of acres/miles):					
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 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)

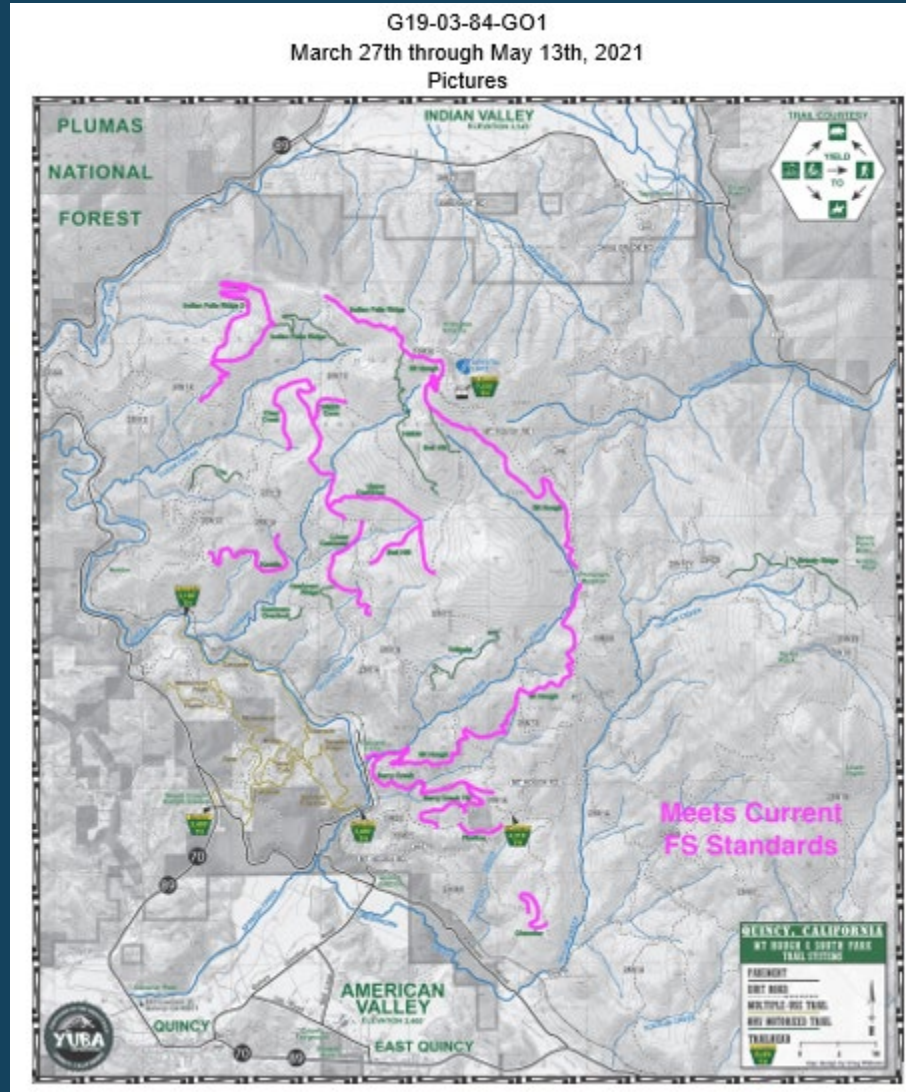
2. Provide a brief summary of any accomplishments that are not covered above:	
N/A	
3. Are you currently trending to spend all of your funds?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
4. Are you currently trending to meet your match requirement?	Yes <input checked="" type="checkbox"/> 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):	
If yes, please list below and describe how the unit was used:	
Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
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 payment requests, 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 Payment Requests Requirements

Within 120 days of the Project end date, Grantees must submit the final PR, 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