WELCOME!
RTP Grant Training:

First presented January 31, 2021

Agenda: Grants Webinar, Jan. 31, 2021

2021 RTP <u>operations</u> (*not* Grant *Planning*)

1. Billing (Deb)
   a. Overview of billing procedures (steps, timing, forms)
   b. Excel form, not pdf, for the Bill itself
   c. Receipts and/or Field sheet as documentation
   d. 2 signatures
   e. W-9 & 1099 (Jen)
   f. Direct payments vs. Chapter reimbursement (Jen)
   g. Rate changes (mileage, per diem, skilled hours (Jen)

2. Match (Mark)
   a. Ratio promised in Grant application determines payment amount
   b. Review Match for Dummies 2021 handout

3. Documentation – 2021 Field Sheet and Instructions – using Example page
   a. Signatures (Jason)
   b. Travel time (Darrell)
   c. Skilled descriptions (Susan)
   d. Google vs. odometer readings (Susan)
   e. Stock days, "billed" (Darrell)
   f. Per Diem (Darrell)
   g. Donations of supplies, equipment - (Darrell)

4. Progress Reports (Jen)
   a. Format (required reporting parameters)
   b. Schedule (when/how often to submit)
   c. Photos

5. Signage $ cap (Darrell)

6. Other issues, questions.

YOU ARE CRITICAL
No Grant Liaisons, No Grants!

Grant Liaison responsibilities:

- Make sure your chapter is following RTP grant contract including keeping track of the budget (Grant Administrator can help with this)

- Collect all documentation for billing including:
  - Receipts, Invoices, etc.
  - Field Sheets
  - Expense Reimbursements

- Complete reimbursement requests

- Complete quarterly progress reports

- Report match (THIS WILL BE COVERED LATER IN THIS TRAINING)

Three youth riders out enjoying the Bogachiel River Trail, a current RTP project worksite.

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Two Options for Handling Grant Expenses:

1. Chapter reimburses volunteer for grant related expenses and then requests reimbursement from BCHW.
   - ➢ This is the preferred option because it reduces the overall number of checks that BCHW has to issue, which is a cost savings since an accounting firm is used to handle these activities.

2. Chapter collects grant related expenses and submits them to BCHW for direct reimbursement of volunteers or direct payment vendors.
   - ➢ This is an option that can be used by chapters that may not have enough funding to cover grant expenses.
   - ➢ This option should be limited to "big ticket" items.

Overview of "Billing 101"

- Collect all documentation including receipts, invoices, and field sheets.

- Fill in the Excel 2021 Expense Reimbursement Form

- Attach all supporting documentation like receipts (with signatures), invoices, Field Sheets (completed and signed).

- Email EXCEL 2021 Expense Reimbursement Form, with documentation, to BCHW Grant Administrator.

- Please, if possible, submit expense reimbursements on a monthly basis, **but at a minimum quarterly**:
  - ➢ January 15, 2021
  - ➢ April 30, 2021
  - ➢ July 31, 2021
  - ➢ October 31, 2021

- BCHW Grant Administrator reviews reimbursement request, approves request, and submits it to BCHW Treasurer for payment.

- BCHW Treasurer sends reimbursement check to volunteer, chapter, or vendor listed on the reimbursement form.

RTP Grant "Billing 101":
2021 Reimbursement Form

- Ensure you are using the correct 2021 Form (visit BCHW.org/Secure/Grants)

- This is an Excel document and should be filled in electronically.

- Send Excel spreadsheet to BCHW grant administrator (not a pdf).

- Ensure all documentation is attached.

BACK COUNTRY HORSEMEN OF WASHINGTON

GRANT REIMBURSEMENT FORM

Grant Type: _____
Grant Number: _____
Worksite: _____
BCHW Accounting Code: _____
(Grant Admin Will Fill In)

Name:		Date:
Address:		
City, St, Zip:		Phone:

Date	Vendor	Explanation/Description	Amount

Total _____ $0.00

Please attach all receipts. All receipts need to be signed by the person that picked up the supplies and by the grant liason.
Pease attach field sheets if reimbursement is for stock, mileage, or per diem.
Email EXCEL SPREADSHEET Jen Bond at bchwgranthelp@gmail.com (call if you need help 360-461-9588)
(no pdfs please)
Revised 1/20/21

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Grant Type: _____
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(no pdfs please)
Revised 1/20/21

Step #1 - FILL IN:
Grant Type (likely RTP),
Grant Number (a 6 digit number like 18-2255)
Worksite – You likely have multiple work sites within your RTP project, you need to submit 1 reimbursement form per worksite (do not combine worksites)
BCHW Accounting Code – Leave blank

Step #2 - FILL IN:
Name, Address, Phone –BCHW will be issue a check to the person/entity that is in this box.
Date – This is the date associated with your reimbursement request, not the date of the work/included expenses.

Step #3 – LIST EXPENSES
Date – The date of the expense (date on a receipt or invoice, date work was performed that is being expensed)
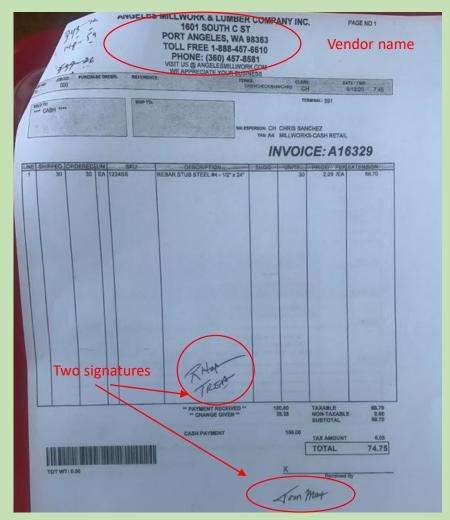**Vendor** – Where the item was purchased or who did the work
Amount – Cost from the receipt, invoice, or field sheet.
Total – Sum of all expenses

RTP Grant Billing 101: Receipts

- All receipts **need two signatures**
  - Person picking up/receiving item(s)
  - 2nd signature should be grant/project liaison

- Receipts need to have a date, amount, vendor name.

- Do not include personal items on the receipt (especially liquor).

- Grant Administrator can sign a receipt if needed.

- All receipts need accompanied to the reimbursement form if requesting reimbursement.

RTP Grant Billing 101:
W-9 & 1099 Forms

- W-9 Requirements – Chapters are required to turn in W-9 forms, at the beginning of each calendar year, for each volunteer that may be reimbursed for stock days.

- BCHW will provide 1099 Forms to volunteers per IRS requirements.

RTP Grant "Billing 101": 2021 Field Sheet

- Ensure you are using the correct 2021 Form (visit BCHW.org/Secure/Grants)

- Field sheet needs to be completed before sending to BCHW grant administrator.

- Field sheets must be included with Reimbursement Form if items on field sheet are being reimbursed (example – reimbursement for per diem, mileage, stock days).

- WE WILL GO OVER STEP BY STEP INSTRUCTIONS FOR COMPLETING THE FIELD SHEET LATER IN THE TRAINING

BCHW - RTP Grant Field Sign-in Sheet 2021

RTP Grant Training:

"Match 101"

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What is Match & Why Is It Important?

- Most grant funding agencies require project sponsors (us) to kick in money when using grant funds to complete projects.

- Match Ratio – The amount of match a project sponsor is required to provide. A 1:1 ratio means we have to provide $1 dollar of match for every $1 a funding agency reimburses to us. A 2:1 match ratio means we have to donate $2 for every $1 they reimburse to us.

- Failure to donate the required match amount means that the funding agency **will not provide us the full grant amount**.

- Sometimes funding agencies require cash match, which is exactly that, cash that you must donate to a project. This isn't ideal for cash-strapped non-profits.

- Most funding agencies allow us to use **donated** labor, equipment, and materials to serve as match.

- Careful documentation is required to prove that we have donated the required match to the project.

Grant Match For Dummies

This document is available on the BCHW grants webpage.

Grant Match for Dummies – for BCHW January 2021

So, there is a trail work party in your chapter, and you have an RTP grant but you need to produce a lot of match in order to spend any of it. How do you do that?

1. Basic Labor – for every hour that you report doing trail work on an approved site, we get credited with $18 match.
2. Skilled Labor – currently, for every hour that a certified sawyer reports doing saw work on an approved site, we get credited with about $35 match (**rate changes frequently**)
3. Skilled Labor – currently, for every hour that a packer reports doing pack support on an approved site, we get credited with $30 match.
4. Stock Days - for every day that a trail worker reports using a horse or mule on an approved site, we get credited with $100 match.
5. POV Miles - for every mile that a trail worker reports driving their Privately Owned Vehicle to an approved site, we get credited with $0.575 match.
6. Per Diem – for every day with at least 11 hours away from home on an approved worksite, we get credited with at least $55 match (more in some WA counties).

So, here's an *example*: you drive 100 miles up to your approved work site, work 6 hours the first day, stay overnight, work 6 hours the next day, then drive home. You ride one horse, and lead your pack animal both days as you haul tools for a sawyer. 200 miles X $0.575 = $115; 12 hours X $30 = $360; 4 stock days X $100 = $400; and 2 days X $55 = 110. **Total = $986**. You just earned your chapter nearly a thousand dollars in match!

But you aren't a packer? Okay, here's Example 2: you drive only 50 miles up to your approved work site, work 6 hours the first day, stay overnight, work 6 hours the next day, then drive home. You ride just one horse, and just work on trail tread. 100 miles X $0.575 = $57.50; 12 hours X $18 = $216; 2 stock days X $100 = $200; and 2 days X $55 = 110. **Total = $584**. You just earned your chapter over five hundred dollars in match!

This may not be as common, but what if you use your personal equipment for trailhead maintenance? Example 3: your chapter has 10 yards of gravel dumped on that bumpy, potholed parking lot. You bring your backhoe/shovel tractor over and spread the gravel for two days.

You contact a local rental company and learn that it would cost $500/day for the tractor, trailer to haul it on, and heavy truck to pull it. You write and sign a "donation letter" listing the $500 per day used. Local rates will be valued - to the penny. $1000 match was earned in this example.

Note: In most cases, things that can be billed could be used as match instead. Be careful that nothing gets billed AND used as match!

Match – What's Eligible?

- **Labor** – Basic or Skilled
  - Basic – Non-skilled labor for performing manual labor like hand removal of brush, cleaning, pruning/loping, etc.
  - Skilled – This is donated labor associated with a skilled occupation like sawyer, packer, carpenter, equipment operator, construction laborer. Each occupation has an hourly rate that varies from county to county and change without warning.
- **Stock** –Stock providing trail support can be used as match at $100 per head per day.
- **Mileage** – Travel to the project site and return to home. Sometimes volunteers opt to donate their mileage for the round trip while others may request reimbursement for one of their trips.
- **Per Diem** – If a volunteer is away from home for 11 hours or more, then they are eligible for per diem credit. The daily per diem rate varies from county to county. Typically a portion of this per diem is donated as match (Donated) and a portion is reimbursed to the volunteer (Billed).

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6. Other issues, questions.

Example of Correctly Filled-In Field Sheet:

BCHW - RTP Grant Field Sign-in Sheet 2021

Project Leader _J. Ridlon_____

Landowner ___USFS - Methow Valley RD_____

Trail # or name __Andrews Cr_____

My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.

Mo/Day	Print first and last name, Sign below	Trail Hours Basic	Trail Hours Skilled	SKILLED Work Description (Sawyer, Packer, Carpenter, Equip. Operator, Constr. Laborer, etc.)	Travel Miles Donated	Travel Miles Billed	Odom Start	Odom End	Stock Qty	Per Diem $ Donated	Per Diem $ Billed
6/22	John Smith (signed)		6.5	Packer	100		Google maps		2	30	25
6/22	Jane Smith (signed)	2.5	6.5	Sawyer					1	30	25
6/22	Bob Jones / Robert Jones (signed)	6.5		Sawyer	90		Google maps		1	55	—
6/23	John Smith (signed)		6.5	Packer		100	Google maps		2	30	25
6/23	Jane Smith (signed)	9.0		Sawyer					1	30	25
6/23	Bob Jones / Robert Jones (signed)		6.5	Sawyer		90	Google maps		1	55	—
6/23	for Sam Porter (signed Jason Ridlon)		5	Sawyer		100	13121	13221	1	-	-
	Totals - do NOT use this line										

Trail Work Description

"Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day - Skilled only.

Tailgate Safety Briefing

V PPE

V Emergency Evac. Plan

V First Aid Kit

V Trail Maintenance JHA

V Livestock Operation JHA

V Sawing JHA

c Rigging JHA

c Other _____

Instructions –
RTP 2021 FIELD SHEET

This document is available on the BCHW grants webpage.

BCHW - RTP Grant Field Sign-In Sheet **2021** Instructions

1. Print the Project Leader's name.
2. Indicate the Landowner Name: FS District, DNR Region, NP, etc.
3. Indicate the Trail name or number, or trailhead.
4. Fill in the month and day (e.g., 9/19).
5. Have each volunteer print their name and sign below in the indicated column. If a volunteer leaves the work party prior to signing, the Project Leader can sign for them (e.g., *John Smith for Andrew Jones*) but every effort must be made to get the volunteer to sign for themselves. This makes the document an affidavit that would be hard for anyone to question.
6. Indicate how many hours of Basic (General) labor were donated that day by that volunteer. Include travel time only if the volunteer is not recording any mileage (a passenger). Round to the nearest half-hour.
7. Indicate how many hours of skilled labor were donated that day by that volunteer for the job description (the skill done most of the time that day). Round to the nearest half-hour. Preparation and cleanup time should be included (e.g., a **packer** might have spent 2 hours preparing the load, one hour feeding and saddling animals, 5 hours on the trail, another hour unloading, saddling and feeding. This would total 9 hours packing. A **sawyer** who packed his own tools might have spent 1 hour preparing the load, feeding and saddling animals, 5 hours on the trail, another .5 hours unloading, saddling and feeding. This would total 6.5 hours as a sawyer).
8. Indicate the description or job title of the skilled work performed. Enter only one skill per line - the skill done most of the time that day.
9. List the Travel miles donated as match.
10. List the Travel miles that will be billed in order to reimburse the driver.
11. Indicate the odometer miles at start and finish, **OR** indicate that the mileage was determined by Google Maps or other method.
12. Indicate the number of stock (horses and/or mules) used by the volunteer that day.
13. If the volunteer has been away from home at least 11 hours that day, and is willing to donate *some or all* of the per diem allowance for that day (amount varies by county) as match, the project leader will indicate the amount to be donated (used as match) and the amount to be reimbursed to the volunteer. Example: the volunteer donates $30 to be used as match, and is reimbursed $25 toward meal costs.
14. Project leaders or grant administrators will sum the totals on the bottom line, so please do not use this line.
15. Check off any appropriate safety briefing items.
16. Project Leader signs before sheet is sent to grant administrator.

Example of Donation Documentation

November 6, 2018

Reference:
RTP Grant 16-2714, site number 7
Ponderosa Chapter BCHW

This project includes reconstruction of a corral to accommodate horses at the Lakeview Recreation Area trailhead on BLM land.

On Friday, October 5, 2018 I donated a flatbed trailer to haul a portion of 10 tons of materials from the retailer to a storage site.

The retail value of renting a similar trailer for a day is $115 based on current rental rates in Spokane.

Doug Bailey
BCH member

Documenting Match–
RTP 2021 FIELD SHEET

- Ensure you are using the correct 2021 Form; visit: BCHW.org/Secure/Grants

- PLEASE do not modify this sheet, it's been designed specifically for 2021 RTP requirements by RCO and approved by the Grant Committee.

BCHW - RTP Grant Field Sign-in Sheet 2021

Project Leader _____

Landowner _____

Trail # or name _____

My signature below signifies that I understand that my volunteer work with BCHW may involve difficult conditions, uneven terrain, unanticipated hazards, use of equipment, stock, and/or strenuous labor. I undertake all activities at my own risk and agree, for myself and my heirs, to release BCHW from any liability for injury to myself or damage to my possessions which may occur in connection with these BCHW related activities.

Mo/Day	Print first and last name, Sign below	Trail Hours		SKILLED Work Description	Travel Miles		Google Maps? Or Odometer		Stock	Per Diem - 11 hour minimum	
		Basic	Skilled	Sawyer, Packer, Carpenter, Equip. Operator, Constr. Laborer, etc.	Donated	Billed	Odom Start	Odom End	Qty	$ Donated	$ Billed
Totals - do NOT use this line											

Trail Work Description
"Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day.

Tailgate Safety Briefing
c PPE   c Livestock Operation JHA
c Emergency Evac. Plan   c Sawing JHA
c First Aid Kit   c Rigging JHA
c Trail Maintenance JHA   c Other _____

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Landowner _____

Trail # or name _____

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		Basic	Skilled		Donated	Billed	Odom Start	Odom End	Qty	S Donated	S Billed
Totals - do NOT use this line											

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"Basic" = Wrangler, Swamper, Lopper, Clean Waterbars, Treadwork, etc. "Skilled"= Packer, Sawyer, Carpenter, Heavy Equipment Operator (backhoes, tractors), Welder. List ONE occupation per day.

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c PPE
c Emergency Evac. Plan
c First Aid Kit
c Trail Maintenance JHA
c Livestock Operation JHA
c Sawing JHA
c Rigging JHA
c Other _____

FILL IN:

Project Leader - name

Landowner - (FS, DNR, Park, etc.)

Trail #/Name

Date (month & day) - of work party

Print and sign (within same box) for each volunteer

Trail Hours – Record the number of trail hours performed by each volunteer (basic and/or skilled).

Skilled Labor – Include a description of skilled labor donated.

Travel Miles – Google or Odometer

Stock – record the number of stock used by each volunteer; include a "Billed" if you are billing those costs rather than donating as match.

Per Diem – IF volunteers are away from home for 11 hours or more, include amount "donated" and or **"billed"** (this amount will be reimbursed)
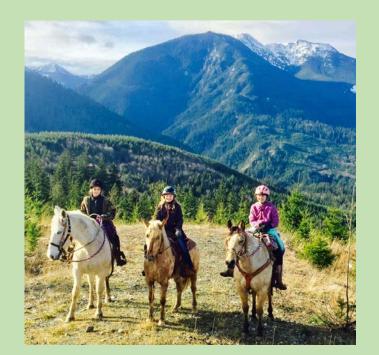
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RTP PROGRESS REPORTING

Everything you never really wanted to know about progress reporting but probably should know anyway.

Progress Reports – Required to Get Grant $

We are required, per our contract, to provide regular progress reports on work accomplished utilizing RTP funding for each worksite in your project.

For each worksite, you need to report:
- Brief description of major accomplishments during that reporting period (like a few sentences).
- Include a brief explanation on any significant challenges/delays that you're dealing with.
- Brief description (again, a few sentences for each worksite) about work planned for the next reporting period.
- If no work was completed during the reporting period then simply note something like "No Work."
- Metrics (next slide)

RTP Progress Reports – What to Include

The following metrics are required, by RCO, for each worksite in each progress report:

- Miles of general trail maintenance
- Miles of trail re-route
- Miles restored or rehabilitated
- Feet of puncheon, boardwalk, bridges*
- Feet of turnpike*

* These two items have not been required on recent reports but have typically been required on past reports; probably a good idea to keep track of them in case they change their minds.

RTP Progress Reports – When Are They Due?

Due Dates For 2021:

✓ **April 30, 2021** (Dec. 1 – March 30)

✓ **July 31, 2021** (April 1 – June 30)

✓ **October 31, 2021** (July 1 – Sept. 30)

✓ **November 15, 2021** (Oct. 1 – Oct. 31)

Current RTP grants end on Oct. 31, 2021. We'll pull together a final report of accomplishments based on the progress reports.

Project Photos

- We do need to submit project photos while submitting progress reports.
- Please get your RTP project manager a few photos that highlight an accomplishment(s) that occurred during the progress reporting period.
- We do NOT need a picture from every work party.
- Some chapters routinely post project pictures on their Facebook page, which is really helpful for me (let us know if your pics are on FB and we'll use those)
- Please include a brief description of where the project is located (trail name, landowner) and names of volunteers that are in the pictures (include with your FB post if posting project pictures)
- PLEASE BE SURE THAT ALL SAFETY PRACTICES ARE BEING UTILIZED IN PHOTOS THAT ARE POSTED ON SOCIAL MEDIA OR SENT TO US.

Agenda: Grants Webinar, Jan. 31, 2021

2021 RTP operations (*not* Grant *Planning*)

1. Billing (Deb)
   a. Overview of billing procedures (steps, timing, forms)
   b. Excel form, not pdf, for the Bill itself
   c. Receipts and/or Field sheet as documentation
   d. 2 signatures
   e. W-9 & 1099 (Jen)
   f. Direct payments vs. Chapter reimbursement (Jen)
   g. Rate changes (mileage, per diem, skilled hours (Jen)

2. Match (Mark)
   a. Ratio promised in Grant application determines payment amount
   b. Review Match for Dummies 2021 handout

3. Documentation – 2021 Field Sheet and Instructions – using Example page
   a. Signatures (Jason)
   b. Travel time (Darrell)
   c. Skilled descriptions (Susan)
   d. Google vs. odometer readings (Susan)
   e. Stock days, "billed" (Darrell)
   f. Per Diem (Darrell)
   g. Donations of supplies, equipment - (Darrell)

4. Progress Reports (Jen)
   a. Format (required reporting parameters)
   b. Schedule (when/how often to submit)
   c. Photos

5. Signage $ cap (Darrell)

6. Other issues, questions.

Help & Resources

- **Jen Bond**, BCHW Grant Administrator:

bchwgranthelp@gmail.com

Phone: 360-461-9588

- **BCHW Website** – www.bchw.org

Click "Secure", login, click "Grants" to access all grant related documents, instructions and a copy of this PowerPoint.

QUESTIONS?