METRO EAST PARK AND RECREATION DISTRICT
FY 2025-27 PARK AND TRAIL GRANT REIMBURSEMENT REQUEST FORM

(PLEASE TYPE IN THIS FILLABLE PDF, SAVE TO YOUR COMPUTER, AND PRINT/SIGN)

Submit your request only after the project is complete and a permanent grant acknowledgment sign has been installed at the project site. Please allow 45 days after the Metro East Park and Recreation District receives this packet for verification of documentation, final approval of the reimbursement request, final site inspection, and actual grant reimbursement payment. The Metro East Park and Recreation District may request additional documentation, which could extend this timeframe.

Project Title:____

Project Sponsor:____

Project Sponsor Mailing Address:________________________________

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Project Contact:____

Enter the following totals. Only include applicable and eligible costs related to the project scope and project components approved by and on file with Metro East Park and Recreation District.

A.	Monetary Contribution by the Project Sponsor	$________	
B.	Value of Force Account Labor by the Project Sponsor	$________	
C.	"Non-Public" Grants, Funds, and Monetary Donations	$________	
D.	Federal / State Grants and Appropriations	$________	
E.	**Required Cost Share Total** (add Lines A through D)	$ 0.00	which is _____% of line H
F.	Local Public Grants and Funds (e.g., PEP Grant)	$________	which is _____% of line H
G.	Requested MEPRD Grant (must be ≤ original grant)	$________	which is _____% of line H
H.	**Total Project Cost** (add Lines E through G)	**$ 0.00**	which is 100% of eligible costs

‣ *Continue to Page 2 for a checklist of the req'd supporting documentation that must be included with your packet.*

Certification Statement

I do herby certify that the information presented in this reimbursement request is true and correct. The undersigned acknowledges and represents that he/she has the authority and permission to execute this Reimbursement Request and to bind the organization or entity thereby.

Signature:____________________________Date:____________

Printed Name:____

Printed Title:____

FOR OFFICE USE ONLY

Date Received:____________ Verified by:____________ Approved by: ____________

Supporting Documentation Checklist

In addition to page 1, enclose this checklist along with the following information in your reimbursement request package. The combined totals for all sections below should equal Line H (Total Project Cost) from page 1. Please tab sections within your reimbursement request per the major headings/sections below. Only submit detail for sections that were a component specifically listed within MEPRD's approved grant application. Otherwise, check the "not applicable" and move on.

I. **Provide an Itemized Project Expense Worksheet** detailing all eligible project costs and payment records using one of the following methods:

- ☐ Online Interactive Form: Fill out the web form and save it as a PDF to include in your packet.
- ☐ Downloadable Worksheet: Download the excel file, fill out the form, and include it with your packet.
- ☐ Custom List: Attach your own itemized list, provided you include a printed and signed copy of the Certification Statement (found on Page 1 of the official worksheet).

II. **Architectural / Engineering Services** ☐ Not Applicable

- ☐ Copy of signed contract / agreement
- ☐ Copies of pay request(s) along with cancelled check(s)
- ☐ % allowed for within MEPRD's approved application: ______% of eligible development costs.

Total for this section: $____________________ which is ______% of eligible development costs.

III. **Construction Costs** ☐ Not Applicable

- ☐ Itemized list of eligible items
- ☐ Itemized list and documentation of force account labor (if applicable)
- ☐ A brief description of each contract (if applicable)
- ☐ Proof of bid advertisement(s) - relevant page only (if applicable)
- ☐ Copies of pay request(s)/invoice(s) along with cancelled check(s) for each

Total for this section: $____________________

IV. **Acquisition or Other Costs** ☐ Not Applicable

- ☐ Itemized list of eligible items
- ☐ Copies of cancelled check(s) or other payment documentation

Total for this section: $____________________

V. **Documentation of Other Grants, Donations, Appropriations** ☐ Not Applicable

- ☐ For each grant / funding source listed on lines C, D, and F on the previous page, provide documentation showing proof of the actual payment amount.

  Accepted Documents: Copy of the letter accompanying final payment, bank statement(s) showing the relevant deposit(s), official written correspondence from the granting agency confirming the final award amount due (if payment is still pending), or other verifiable documentation of final payment.

  * MEPRD reserves the right to request additional documentation from the project sponsor, if/as needed.

VI. **Photos of the Project Site / Area / Development**. High-resolution electronic photos are preferred. (CDs/USB drives will not be returned).

- ☐ At least six (6) from various viewpoints
- ☐ At least one (1) of the Grant Acknowledgment Sign (must be installed prior to submitting for grant reimbursement; or provide a copy of the sign proof along with the invoice, and proof of payment).

Have Questions? We are here to help!

Contact Cole Preston, Grant Coordinator, at (618) 346-4905 or cpreston@meprd.org.