



# Heritage Barn Rehabilitation Grant Program: Protocol for Reimbursement

Funds awarded through the Heritage Barn Grant Program are distributed on a reimbursement basis. Grant recipients must implement the rehabilitation project and incur expenses prior to being reimbursed (progress payments for partial project completion are allowed).

\*Please Note: all grant payments made by the state to grant recipients will be reported to the IRS. Grant recipients are encouraged to speak to a tax professional to determine the impact for annual tax reporting.

In order to request reimbursement, grant recipients must provide the following information:

1. Official invoices/receipts for all expenses must be provided. These include expenses for materials, supplies, labor, rental equipment, permits, architectural and/or engineering fees, and any other expenses associated with the barn rehabilitation project. Any expenses that do not have an accompanying invoice/receipt will not be eligible for reimbursement nor will they be eligible to count toward the required match. Invoices/receipts should be grouped according to the specific project work element with which they are associated.
2. Proof of payment for all expenses must be provided. Proof of payment may come in the form of receipts indicating cash or credit card payments, cancelled checks, or bank statements.
3. Donated labor being applied toward the required match must be tracked using program Donated Labor Forms. Donated volunteer labor is valued at \$15/hr. Donated professional labor (carpenter, mason, etc.) is valued at market rates. Please note all donated labor may only count toward the required match – it is not eligible for reimbursement.
4. Donated materials/services applied toward the required match must be tracked using program Donated Materials/Services Forms. Please note that an appropriate estimate, bid, or price quote must accompany the Donated Materials/Services Form in order to assign value to the materials/services provided. Such materials/services may only count toward the match – they are not eligible for reimbursement.
5. Prior to initial reimbursement, all grant recipients must submit a W9 Form along with a copy of the Recorded Easement for the barn.

Once all reimbursement documentation has been gathered, a site visit will be scheduled to inspect the work completed to date. During the site visit, program staff will work with grant recipients to complete the Reimbursement Request Form, after which time all documentation will be forwarded to the Department of Archaeology & Historic Preservation for processing.