



MotorCities Challenge Grant Program Financial Guidance

Eligible Costs and Valuations

MotorCities National Heritage Area is an affiliate of the National Park Service and adheres to the same federal guidelines for federal spending. Funds used to support grant projects are federal funds and recipients are subject to the same rights and limitations.

Project costs must be not only reasonable and necessary to complete project work, but must also be (a) allowable; and (b) valued according to the appropriate Office of Management and Budget Circular cost principles (Department of the Interior regulations at 43 CFR 12).

1. The following are important basic elements:
 1. Allowable in-kind (non-cash) contributions are defined in OMB Circular: A-87 -- for Agreements with governments; 2CFR Part 215 -- for Agreements with non-profits; or A-21 -- for Agreements with educational institutions.

Matching share is also covered in [OMB Circulars A-110](#) (administrative requirements for universities or non-profits) and [A-102](#) (for governments and Indian tribes).

2. Non-federal Partner matching share must be cash or goods, volunteer labor or services, equipment, or other necessary items that would have had to be purchased to carry out the project if it were not contributed. For example:
 - a. Donated supplies or loaned equipment: If a partner donates supplies, the contribution is valued at the market value of the supplies at the time of donation. If the partner donates equipment, but retains title, the contribution is valued at the fair market rental value of the equipment.
 - b. Volunteer services: In brief, donated services are valued at the rate for "similar work."

(1) In-kind services provided by a government or university partner are valued according to rates paid by the partner to its employees for performing similar work. If the partner does not have employees performing similar work, the applicable rate is that paid by other employers for similar work in the labor market in which the partner competes for services.

(2) If other organizations other than the partner provides at no cost the services of an employee, these services are valued at the employee's regular rate of pay (except fringe benefits and overhead), provided the services are in the same line of work for which the employee normally is paid. If the services are in a different line of work, then the rules for volunteer work apply which accepts a national standard of \$22.14 per volunteer hour and \$0.14 per volunteer mile driven for project. Both hours and mileage must be documented, dated and signed by volunteer to be considered eligible. As with all other expenses these costs must be considered necessary to the completion of the project and will be subject to review.

3. Federal funds cannot match Federal funds. To be counted as matching cost-share, the contribution may come from any non-federal government entity, private individual or organization, charitable group, or private business. Funds provided directly from Federal sources or Federal agencies are NOT ELIGIBLE to be "counted" as matching share or cost sharing, but these contributions may be separately listed to the extent those contributions contribute to the project .

Reimbursement Process

Once a project has been accepted for funding and a grant agreement has been executed by both parties, eligible expenses can be compiled and submitted for reimbursement at any point between that date and the end of the grant period. Recipients are encouraged to submit regularly (by the 1st of the month and no more than once per month) throughout their project as opposed to at the closeout. This creates a more steady flow of reimbursement funds back to the recipient. This allows MotorCities to be aware of variations in the budgets of grant projects in advance which may allow other projects to be funded. Regular submissions also alleviate the overload of submissions at the end of a fiscal year.

All requests must be submitted on the Reimbursement Request form with appropriate support documentation.

MotorCities National Heritage Area will review reimbursement requests to assure inclusion of proper support documentation prior to approval. These expenses will then be submitted to the National Park Service for their review. Every attempt will be made to complete the review and reimbursement process within 60 days of submission by grant recipient.

All eligible expenses for all projects which are being submitted for reimbursement must be incurred by September 30 in order to be included in the MotorCities fiscal year which aligns with the federal fiscal year. If the recipient project's date extends beyond September 30, then any eligible expenses incurred after that date will be part of the first NPS submission of the next fiscal year.

Recipients will not be reimbursed more than the identified grant award amount unless there is an amendment to the original agreement.