

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

## **CLOSE-OUT FORM**

### **Implementation of the Visually Speaking Process**

**INSTRUCTIONS:**

Use this form to show a breakdown of professional, volunteer and equipment/supplies used for the approved Visually Speaking project. All approved Visually Speaking projects must complete and submit this form to the Visually Speaking Manager to receive reimbursement for their project and to earn in-kind credit (if applicable).

**In-Kind Credit** are services and labor to install or replace signage as part of the approved project. Only work directly tied to the project is eligible in-kind credit. Performing In-Kind services helps the D&L leverage more funds for future projects.

If a volunteer services or equipment/supplies were not used to install the sign, do not fill them out. Worksheet I and II must be filled out to be eligible for reimbursement.

Attach and submit all appropriate worksheets, timesheets, receipts, documents or volunteer sign-up sheets to Page 1. Submissions will be sent to D&L Visually Speaking Manager via email or on our website.

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## Worksheet I. Sign Installation

### Part I. General Information

Please provide information on who and where the sign is installed.

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you a (Circle one):      LANDOWNER      PARTNER      OTHER

### Part II. Sign Location

Please indicate the location of the installed sign by providing Lat/Long coordinates, street intersections a description of the signs location, or attach a map. It is required that landowners forward photographs of the installed sign to the Visually Speaking Manager.

Date of Installation: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Description of Location:

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Have you provided the Visually Speaking Manager photographs of the installed project? (Circle One):

YES   NO

*Photographs and this form may be sent to the Visually Speaking Manager via email or uploaded on our website.*



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## Worksheet II. Cash Cost, In-Kind Services and Reimbursement

Please use Worksheets III – VI to fill out the table below. The totals from Worksheets III – VI should be filled out in the table below. This table will state the amount of reimbursement and contribution from the D&L.

**Cash Match:** funding provided towards the approved project from landowners and partners.

**In-Kind Credit:** services and labor provided to perform all or part of the approved project. Only work directly tied to the project will be considered as eligible in-kind credit.

Box		Amount (\$)
1	Worksheet III. Fabrication & Shipping:	
2	Worksheet III. Design:	
3	Worksheet IV. Professional Services:	
4	Worksheet V. Volunteer Services:	
5	Worksheet VI. Equipment Used/Donated Supplies:	

6	<b>Cash Cost:</b> Total of Box 1 and Box 2	
7	<b>In-Kind Credit:</b> Total of Boxes 3, 4 and 5	
8	<b>D&amp;L Contribution:</b> Multiply Box 1 by 0.50	
9	<b>Reimbursement from D&amp;L:</b> Box 8 minus Box 7	



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Approved By:

Landowner Signature and Date	Landowner Name (Printed)
Partner 1 Signature	Partner 1 Name (Printed) and Date
Partner 2 Signature	Partner 2 Name (Printed) and Date
Partner 3 Signature	Partner 3 Name (Printed) and Date
Partner 4 Signature	Partner 4 Name (Printed) and Date
D&L Visually Speaking Manager Signature	D&L Visually Speaking Manager Name (Printed) and Date



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### Worksheet III. Professional Services

**Professional Services** are services performed by individuals possessing specialized or expert skill and knowledge related to all or part of the approved project. Services performed by the D&L's contracted designer do not count towards Professional Services. An example of this service is landowner staff installing signage.

Please fill out this form OR attach scanned copies of the following to provide details on Staff Services and earn credible in-kind credit.

<b>Employment Position Provided Service <u>Description Of Service Provided</u> (Job Title)</b>	<b>Number Of Hours</b>	<b>Hourly Rate</b> (Employees Hourly Rate.)	<b>Total In-Kind Value</b> (Dollars) (Column 2 X Column 3)
<b>TOTAL</b>			<b>\$</b>



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### Worksheet IV. Volunteer Services

Please use this worksheet to show information on **Volunteer Services**. **Volunteer Services** are unpaid services and labor performed for all or part of the approved project.

Name Of Person Or Organization Volunteering Service	Description Of Work Or Service Provided	Number Of Volunteer Hours	<u>Hourly Value Of Volunteers</u>	Total Donated Value (Col. 3 X Col.4)
<b>TOTAL</b>				<b>\$</b>



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### Worksheet V. Equipment Use/ Supplies

Please use this worksheet to show a breakdown of the equipment and supplies used for the approved project. **Equipment Use/ Supplies** are equipment or supplies used to complete all or part of the approved project. All equipment/supply purchases must be documented with an invoice or receipt and attached to this page.

<b>Equipment/Supplies Description</b> (Ex.: Dump Truck, Backhoe, Grader, Plant Material, Soil, Signs, Etc.)	<b>Hours Of Use/Quantity Of Supplies</b>	<b>Hourly Rate/Unit Cost</b> <u>(Dollar Value Per Hour/Unit For Each Item)</u>	<b>Total Value</b> (Dollars) (Column 2 X Column 3)
<b>TOTAL</b>			<b>\$</b>

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## Contact Information

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