

## APPENDIX J

### DONATED MATERIALS AND EQUIPMENT (IN-KIND OR DONATED) USAGE CHECKLIST

1. The Participant must provide a letter or invoice from the donating vendor listing the items being donated, the number of items, and the regular cost of each of the materials. If equipment usage is being donated the donating vendor's letter or invoice should list an exact description of the equipment, the number of hours or days donated, and the regular cost per hour or day of the equipment. **Donated materials must come from a vendor that regularly sells the materials and has an assigned rate to the materials.**
2. If the donating vendor is giving a "discount" on the regular price of the materials or equipment usage, the letter or invoice must state the regular cost of the items or equipment usage and the amount that is being charged to the Participant.
3. Letters of donation should not be submitted to the Department until the materials or equipment has been used in the Clean Ohio Trails Fund/Recreational Trails Program project scope. (e.g. a donation of shingles should not be submitted as a donation until the shingles have been installed)
4. If potential equipment usage is being donated from a non-vendor and/or through in-kind donation, a rate must be determined. If the equipment is heavy duty, the Participant may review the Ohio Department of Transportation's (ODOT) equipment standard rates list. If the equipment is found on the list, the ODOT rate will be the one considered. The ODOT standard rates list is located on the following website:  
[www.dot.state.oh.us/Divisions/Finance/Equipment%20Rates/StandardRates.PDF](http://www.dot.state.oh.us/Divisions/Finance/Equipment%20Rates/StandardRates.PDF)
5. We understand that there are many types of power tools and equipment that are not considered "heavy duty" that may be required and are not listed on the ODOT equipment standard rates list. If potential power tools and equipment is being donated from a non-vendor and/or through in-kind donation, a rate must be determined. The Participant must be able to provide a rental rate utilized by at least two local vendors for that same piece of equipment. If a rental rate cannot be obtained, the item will not be considered for donation. **The Department reserves the right to request additional documentation, reduce, or deny donated and/or in-kind equipment in which a rate cannot be established.**
6. Once the donation material and/or equipment usage has been utilized, the Participant must submit a summary sheet the Certification for Donated Materials (Appendix K). The summary should list the donating vendor, the donated items, the number of the donated items utilized, per unit cost of the item, the total donation value for each item, and what project item was the donated item used for. For equipment, the following should be listed: donating vendor, equipment donated, the number of hours or days that were utilized, the rental rate, and what the equipment was used for in the project. **This information should be placed in APPENDIX (K)**