



THE TRAIL FUND

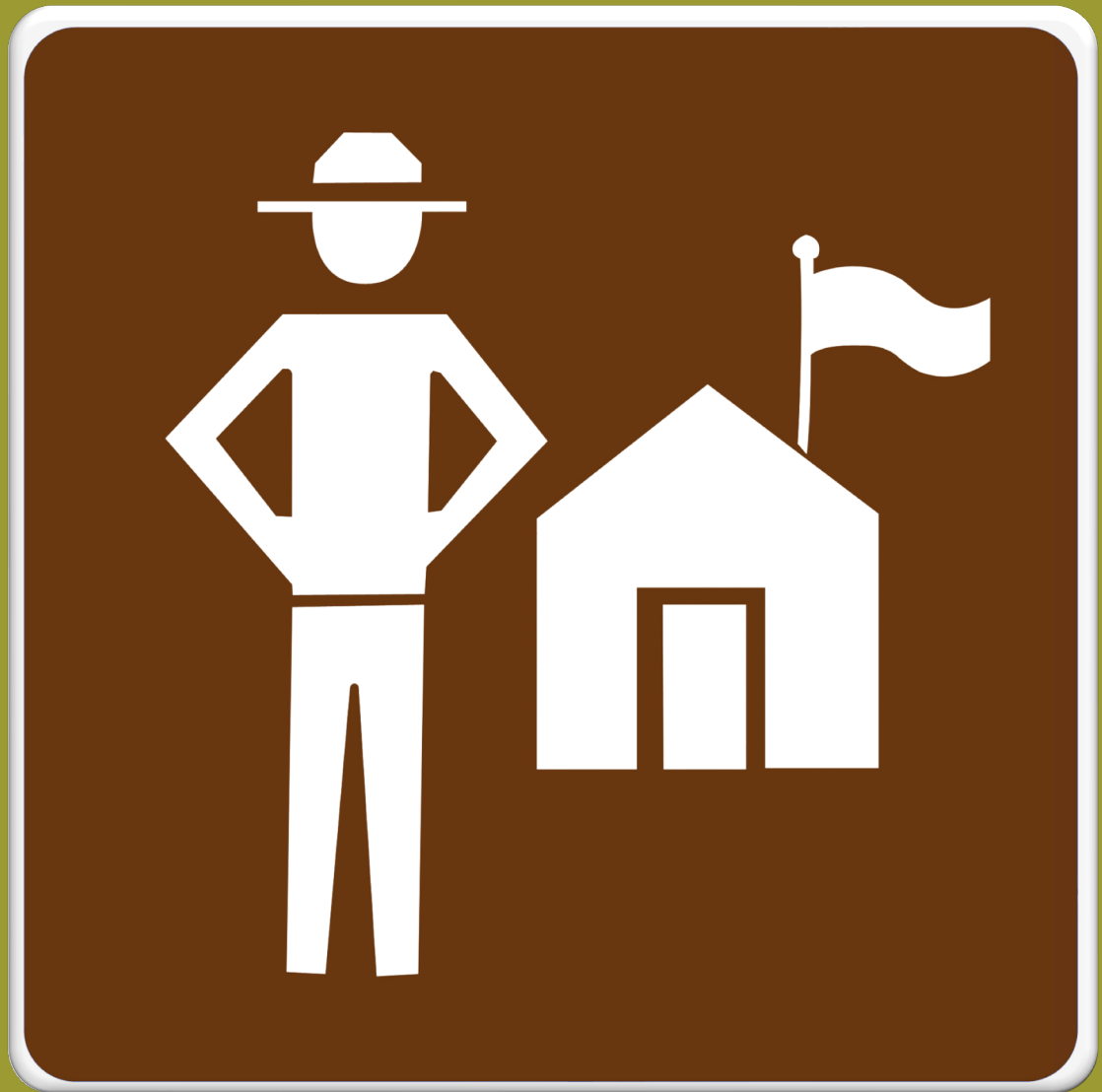
Legacy Trails Program
INVOICING AND REPORTING

Notify your local USFS

American Trails manages the program and awards the funding.

Please notify your local USFS contact person when you invoice us.

This would be the person who wrote the letter of support for your project when you applied.





Invoicing

- Complete work first, for reimbursement
- Keep good records
- Refer to Quick Guide to Invoicing



Our Invoice Portal

- Americantrails.org

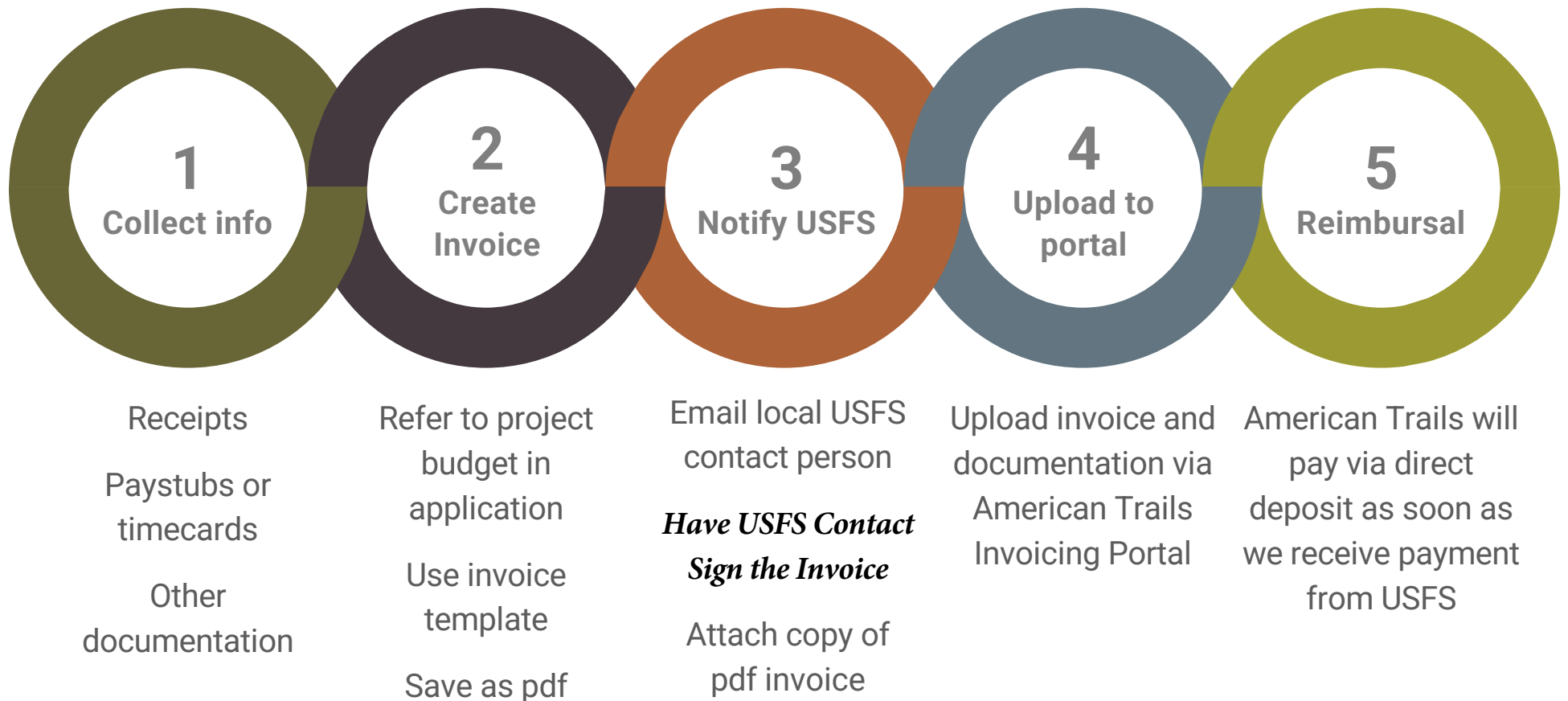
Reporting

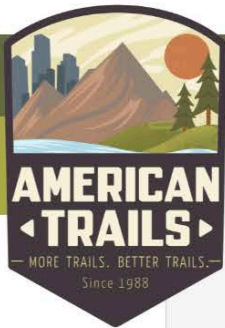
- Progress check-ins
- Final report

INVOICING & REPORTING

Use our Invoicing Portal to upload your invoices.

The Invoicing Process





Trails Capacity Program

TCP funds projects across the nation that strategically improve the abilities and capacity of the trails community as a whole.

- Program Overview
- 2022/23 Impact Report
- Apply for Funding
- 2023 Awardees
- Sponsorship Opportunities

Legacy Trails Program

LTP supports projects that restore, protect, and maintain watersheds on our National Forests and Grasslands.

- Program Overview
- FAQ
- Fact Sheet
- Apply for Funding

2024 Awardees

[Awardee Portal](#)

year that your project was awarded.

2023 Awardees

For instruction:

- [Guide to Invoicing](#)
- [2023 Invoicing and Reporting webinar](#)
- [Slide deck from the Invoicing and Reporting webinar](#)

For creating and submitting invoices:

- Use [Invoice Template \(.xlsx\)](#) to prepare each of your invoices
- Upload your invoice to this [Online Invoicing Portal](#) by the 1st of the month.

2024 Awardees

For instruction:



International Trails Summit

- 2025 Summit - Madison, WI
- 2023 Summit Proceedings
- Past Symposiums and History

More Programs

- Advancing Trails Webinars
- Business Directory
- Career Pathways Portal
- Advancing Trails Awards
- Emerging Trail Leaders

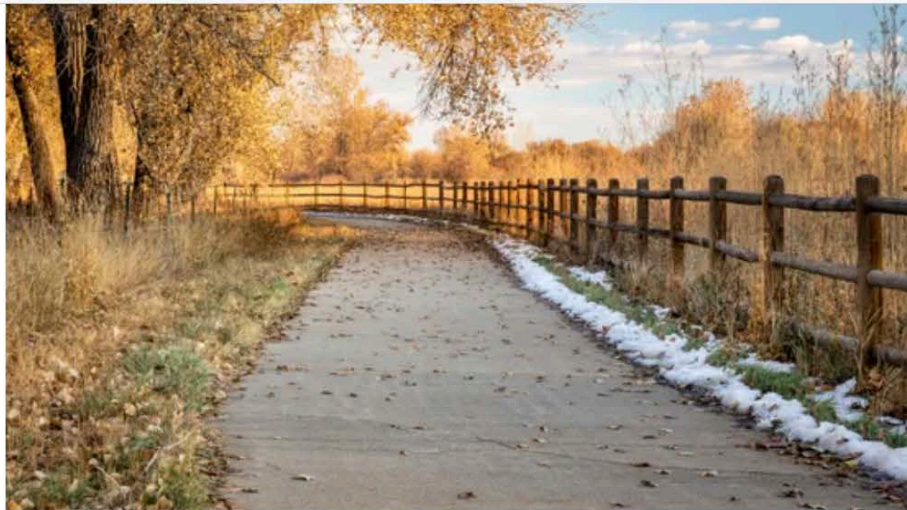


National Recreation Trails

- Program Overview & How to Apply
- Explore Featured NRTs
- NRT Photo Contest

About Us

- Our Mission
- Board of Directors & Staff
- Newsletter
- Organizational Governance
- Store
- Advertising



Frequently Asked Questions

From the Quick Guide to Invoicing

How are the Legacy Trails Program funds managed?

This funding program is part of a larger Forest Service Challenge Cost-Share Agreement and therefore all funds are managed as reimbursable funds.

This means that organizations must complete work first, then seek reimbursement based on the approved budget and work plan provided as part of the program.

Awarded organizations will submit invoices, based on their actual project expenses, for reimbursement periodically.





How frequently will project costs be reimbursed?

Reimbursement is based on when invoices are submitted. Organizations may choose to submit invoices monthly, several times during the agreement period, or just at the completion of the project.

The choice is your based on your organization cash flow needs. If monthly, invoices should be submitted by the 1st of each month, for work completed during the previous month or period, during the life of these project agreements until awarded funds are expended. **If your invoice is received on or after the 1st of the month, it will be processed on the next month's billing period.**

American Trails consolidates all invoices received by the 1st to submit a payment request to the Forest Service by the 15th of the month. It may take 30-45 days for payment to reach American Trails and reimbursements to be issued to organizations. We usually make direct deposits to your organization within 5-10 business days of the receipt of funds.

What do I do with my receipts?

Please keep all receipts. When you submit your invoices, please attach scanned copies (.pdf's) of all materials, equipment, supplies, contract payments, etc, that are purchased with these funds.

For the project overhead category of your budget, please also document personnel and fringe benefits paid through this grant and submit timecard(s) and/or payroll reports with each invoice. If there are questions about any requests, we may ask for copies of any other relevant paperwork.

Receipts should be kept for three years following the project in case we need to request that information for an audit. Please keep personnel records applied to project overhead on file for at least 3 years.





How does my organization receive reimbursement?

American Trails will provide reimbursement through Direct Deposit to your bank account. There have been problems in the past with lost checks and delays when mailing checks. Please fill out a Direct Deposit form.

If your organization does not have the ability to receive Direct Deposit, please notify us so alternate arrangements can be made.

Other Questions?

Please feel free to contact Candace Gallagher, American Trails Operations Director at Candace@americantrails.org for other invoicing questions.

REPORTING

Project Progress Summary

Agency/Partner Coordination

- Describe communication/coordination with USFS and any other project partners.
- What is working well?
- What could be improved?

Take project photos

- Volunteers working, group photos
- Project improvements made (before, during, after)

Milestones and lessons learned

- Timeline: What factors kept project on track or necessitated adjustments?
- What were significant project milestones?
- Key lessons: What will make future projects better?

Demonstrate engagement

- Memorable quotes from volunteers and staff

REPORTING

Project Progress Summary

Summary of Accomplishments

- # volunteers engaged
- # volunteer hours
- # staff and crew employed
- # staff and crew hours

Budget Summary

- Amount spent (interim or final)
- Cash match
- In-kind match

Project Scope and Accomplishments

- What was accomplished using grant funds?

Project Metrics

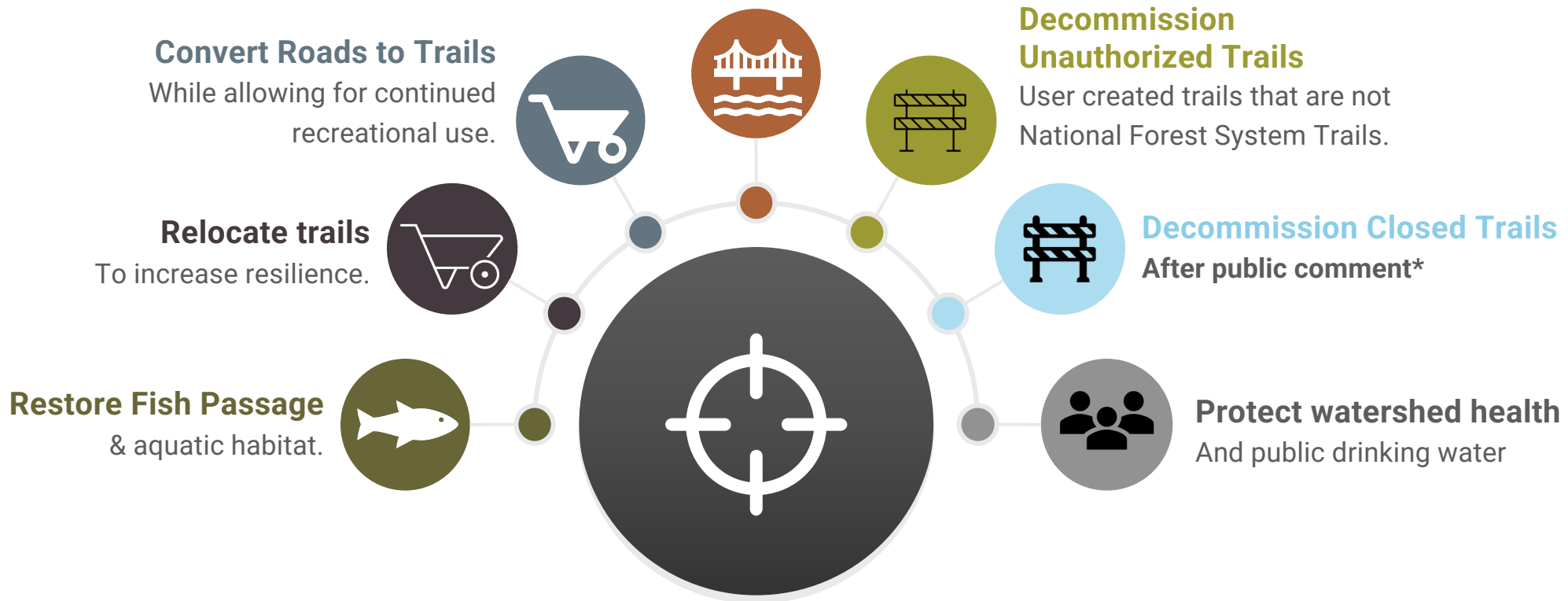
- Priority environmental goals
- Trail improvements by the mile
- Trail/stream crossings

Grant Intent

To carry out projects on National Forest System Trails and trail bridges to improve resilience to weather events, flooding, or other natural disasters.

Build Trail Bridges

To improve aquatic habitat and improve resilience





Metrics

Priority goals

- Improves a watershed that supplies a public drinking water source
- Number of listed species positively impacted
- Cultural impacts mitigated

Trail improvements by the mile

- Deferred maintenance miles
- Miles of trail improved or relocated
- Miles of unauthorized trails decommissioned
- Miles of closed trails decommissioned
- Miles of road converted to trail
- Miles of upstream habitat reconnected

Trail/stream improvements

- Number of trail bridges
- Number of culverts replaced



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