

## IN-KIND MATCH POLICY FOR LARE-FUNDED PROJECTS

### LAKE AND RIVER ENHANCEMENT (LARE) PROGRAM INDIANA DEPARTMENT OF NATURAL RESOURCES DIVISION OF FISH AND WILDLIFE

To assure local sponsor commitment to Lake and River Enhancement (LARE) program-funded projects, each LARE grant must be matched by a prescribed percentage of local funding and/or “in-kind contribution”. Matching requirements vary according to LARE project type.

This policy allows a specified portion of the match to be provided as in-kind contributions by the sponsor. Any in-kind contributions provided in excess of the established maximum allowable percentage will be viewed as a generous contribution by the sponsor. **However, the minimum percentage cash match required will be 10%** with a local in-kind match of 10% or a total match required for all project types of 20%

An in-kind match includes the use of equipment, supplies, land or other commodity already owned by the applicant or the use of items or personnel donated by a third party. Partnerships that include meaningful private contributions as part of the local match are encouraged. Gifts and donations are acceptable, but only if they are made during the grant period.

The overall grant match can be wholly monetary or a combination of in-kind and monetary contributions. The in-kind match may include sponsor-provided services, and/or donated materials or equipment use, and it must be well documented. Services provided may involve either skilled or unskilled labor, or may be “professional” in nature. Skilled labor or professional services must be provided by individual(s) either employed or experienced at performing specific tasks that requires specialized knowledge and training. Any work performed by IDNR staff members, on behalf of project sponsors, will *not* be counted as an in-kind contribution for matching purposes. Value of donated materials should be documented with a receipt or quotation written on the contributor’s company stationery. The value of donated equipment usage shall be determined by obtaining hourly rental rates for similar equipment from local vendors.

Most LARE-funded projects involve a contracted consultant. Each sponsor and consultant must determine how in-kind services for a project will be addressed in a mutually acceptable manner. Various sponsor-provided services are particularly valuable to a consultant, since the sponsor can sometimes perform certain actions more efficiently than a consultant.

In order to best understand how in-kind contributions should be viewed in the context of a LARE-funded project, it can be helpful to think of a sponsor as a “sub-contractor” to a consultant. A sponsor can agree to provide particular services that a consultant would have originally been responsible for, as indicated in the project’s scope of services. The consultant must agree that the services (and associated monetary value) provided by the

sponsor are of benefit to the execution of the project. By providing those services, the sponsor saves the consultant the time and expense of performing the services.

The consultant and sponsor should review the project's scope of services and establish prior agreements regarding sponsor-performed services. Agreements/contracts between the consultant and sponsor must specify which actions will be performed by the sponsor. The monetary value of those services should also be clearly documented in the contract to preclude any misunderstanding(s). When the sponsor and consultant have agreed upon delegated services, the information must be provided to the LARE project manager for concurrence. LARE staff members are available to provide additional guidance regarding in-kind contributions.

In-kind contributions should be carefully tracked and quantified by both the sponsor and the consultant throughout the course of the project. This ensures that the necessary amount of work will be performed, the services are adequate for the specified purposes, and any necessary adjustments can be made prior to the project's conclusion. Tracking cannot be initiated prior to the official starting date of the grant.

Some examples of in-kind contributions that might be provided by the sponsor (or affiliated persons or groups) include, but are not limited to:

- Identifying and locating highly erodible land (HEL) tracts for mapping purposes
- Identifying and obtaining previous studies, documents, or contracts that might provide useful data related to the project
- Collecting storm flow-event water samples (but only to the extent the sponsor is technically qualified to do so)
- Making photocopies, placing phone calls, or conducting other similar activities that could aid in gathering needed information
- Identifying and contacting landowners to allow contractor access to their properties
- Assisting with evaluations of resource conditions in project areas
- Creating public information brochures
- Reviewing and commenting on contractor reports
- Assisting with public meeting preparations (mailing, advertising, facility acquisition and setup, etc.)
- Performing depth soundings to determine extent of sediment deposition and aid in calculation of sediment volume
- Performing activities related to identification and acquisition of sediment disposal sites