

TGM Reimbursement and Match Requirements Explained

The [Local Agency Guidelines Manual](#) details reimbursable and non-reimbursable costs for the projects of [Non-Certified](#) and [Certified](#) local governments. While the manual is geared to construction projects, the same principles apply to planning projects. Only costs directly related to conducting a project are eligible for match and reimbursement. Costs which are related but not required cannot be counted.

Direct Costs Eligible for both Match and Reimbursement

Most direct project costs incurred by the local government are eligible for use as match or for reimbursement. **Labor Costs** will comprise the majority of eligible expenses incurred during TGM projects. Labor Costs include the salaries, wages and related payroll expenses incurred for those times public employees are actively engaged in direct project-related activities.

Supplies and Services that are purchased and used entirely as part of the project are eligible.

This is likely to include:

- In-State Travel and Per Diem - Use current rates available at <http://www.oregon.gov/das/Financial/Acctng/Pages/Travel.aspx>
- Office Expenses including paper, postage, long distance telephone calls, and online meeting costs.
- Project Expenses such as legal notices, meeting costs, and publications.

Supplies that are used during and for the project, but that can also be used afterwards, such as software or books, are not eligible expenses.
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Direct Costs Eligible Only for Match

Local governments which are not party to the IGA

Some TGM projects include the participation of other units of government, e.g. the County or adjacent City coordinating with a TSP. If documented, these expenses (subject to the same restrictions as above) can be counted towards the match requirement.

Contract Staff

Some local governments use contract staff, such as a City Engineer or City Planner, to act as City staff during a TGM project, reviewing Consultant work, attending meetings, etc. Local governments may count this expense towards the match requirement.

Volunteer Hours

Volunteer hours can be counted towards match. Typically the local government will have a sign-in sheet for committee members at meetings and ask members to keep track of their time spent outside of the meeting reviewing documents. The hours of elected officials can be included if they are part of a project committee and attending solely as a committee member. Volunteer hours should be multiplied by the county's average hourly wage. Where a volunteer is providing professional expertise – e.g. preparing or reviewing a project's wetlands delineation – their professional billing rate can be used for those hours.

No volunteer hours at public hearings can be counted without prior approval of the TGM Program Managers.