

LINE NO.	INSTRUCTIONS - TDH FORM B-13A (Match/Reimbursement Certification)
1	If you requested and received an advance, enter the amount here.
2	If you have repaid all or a part of your advance (either by check or voucher reduction) enter the total amount you have repaid including any reduction to the current voucher.
3	Subtract Line 2 from Line 1 to determine the amount of the advance that has not been repaid. Enter this amount here.
4	Enter the total amount of costs (cash expenditures) incurred in carrying out the activities specified in your contract's scope of work. The cost must be identified specifically with a particular cost objective that benefits an activity specified in the contract's scope of work and be based on the relative benefit received.
5	Enter your agency's In-Kind match. This is the value of donated goods and services pledged by the Contractor or a third party to further enhance the project as specified in the Grant Application, justified in the approved Categorical Budget Summary detail or subsequent Contract Amendments and <u>documented to have been provided</u> in compliance with the Scope of Work and General Provisions.
6	Enter the total of Lines 4 and 5.
7	Enter the product of multiplying the amount in Line 6 by TDH's percentage share of the total budgeted expenses. TDH's percentage share can be determined by dividing TDH's share of the attachment budget by the amount of the total attachment budget.
8	Enter the lesser of either Line 4 or Line 7. TDH can only reimburse your agency for cash expenditures and depreciation. Third party in-kind contributions contribute to your agency's matching requirements but may not be reimbursed by TDH.
9	Enter the total of the gross amounts of all reimbursement vouchers that were previously submitted for payment. The gross amount of a voucher is the amount of the voucher before deducting repayments of advances.
10	Enter the difference between Line 8 and 9. This is the gross reimbursable amount that should be entered on Form B-13. If you are repaying a part of an advance, the amount you are repaying should appear on the B-13 as a reduction to the gross reimbursable amount to determine the actual amount to be reimbursed.

(Revised 6/2003)