

OREGON WATERSHED ENHANCEMENT BOARD (OWEB) GRANT BILLING INSTRUCTIONS

The following information is intended to help speed up your grant payments. OWEB procedures, rules, and forms must be followed or used for payments to be received without delay. All forms are available on the OWEB Website at: <http://oregon.gov/OWEB/forms.shtm>. **Grantees may use their own spreadsheet formats to track expenses; however, expenses must be tracked individually, grouped by budget categories (listed in Exhibit A of the grant agreement) and listed for the entire duration (beginning to end) of the grant and submitted with each payment request.**

OWEB will track grant expenses "Individually" by the budget categories and "Grant Totals" as shown in Exhibit A of the Grant Agreement or as revised in approved Budget Amendments.

Your OWEB Regional Program Representative (RPR), along with approval from the Grant Program Manager, has the authority to change budget elements within your Grant Agreement, if the work falls within the parameters of the original project application.

An approved budget amendment must be received **prior** to accruing additional expenses. All Equipment purchases, not included in the original application, must be pre-approved by OWEB. To request budget changes in your Grant Agreement, use the Budget Amendment Request Form provided on page 14.

OWEB payment/billing forms provided to Grantee:

1. Request for Release of Funds (see page 4);
2. Tax ID Form (see page 5);
3. Requirements for Travel Expenses, including maximum rates allowed by the State of Oregon and OWEB. (see pages 6 & 7)
Mileage rates increased as of 02-01-07 and Lodging rates increased as of 10-01-07;
4. Match Form to be used with Final Report (see page 13);
5. First Payment check list (see page 15).

The most common delays for payments are:

1. No Tax ID information received (see page 5 for instructions);
2. 25% Non-OWEB match not secured prior to "first" payment request;
3. Receipts are not adequate to cover previously advanced payments;
4. The Request for Release of Funds is not signed;
5. The Request for Release of Funds **DOES NOT** reflect the same budget categories as shown in Exhibit A of the grant agreement;
6. Permits, landowner agreements, licenses or other agreements, as required in the grant agreement, not submitted to OWEB prior to or with the "first" Request for Release of Funds form;
7. Current e-mail address/phone numbers are not listed on the Request for Release of Funds form;
8. Advances have exceeded the 120-day limit for requiring receipts.

Requesting Release of Funds:

1. Be sure a signed copy of the grant agreement has been returned to OWEB.
2. Return completed and signed Tax ID Form. (See Page 5).
3. Send the completed Request for Release of Funds to the OWEB RPR listed in the grant agreement. If the OWEB RPR has not signed the request, it will be returned to them, possibly delaying payments for an additional 7-10 days.
4. Send receipts and invoices with an expense tracking spreadsheet (see example on page 9) showing which budget category of the grant agreement (per Exhibit A-page 8) the expense was incurred under. Copies of contracts may be requested if invoices do not provide adequate detail.

(a) Invoices and receipts must be legible;

(b) Dates, amounts and descriptions must be clearly readable;

(c) No Purchase Orders, statements, credit card or VISA statements are allowed without actual detailed invoices attached. OWEB does not pay finance charges, interest on loans or late fees.

5. Expenses may be billed as an advance or reimbursement. (See Exhibit A of your grant agreement, some Non-Capital expenses may only be allowed as “reimbursement only”.);
6. Receipts are required within 120 days of payment processing on all advances;

OWEB will not reimburse project expenses incurred prior to the effective date of or after the completion date of the grant agreement. The grant is effective on the date of the last signature on the signature page and ends per the Grant Completion Date shown on page 1 of the grant agreement.

Landowner receipt requirements submitted to OWEB for reimbursement:

Items 1-3 below are NOT required for Non-OWEB match funds-only OWEB reimbursement.

1. Supplies/Materials:
 - (a) A copy of an actual Vendor invoice for supplies;
 - (b) Inventoried materials may only be used as Non-OWEB match.
2. Labor Costs:
 - (a) a copy of the cancelled check;
 - (b) Contractor invoice **or**
 - (c) Landowner invoice - signed by the landowner;
 - (d) Labor charges must show:
 - Names of persons paid;
 - Dates the work was performed;
 - Description of work performed;
 - Hours worked and hourly rates;
 - Total costs.
3. Equipment Costs:
 - (a) Contractor invoice (Copy of actual invoice required);
 - (b) Landowner Invoice (must be signed by Landowner);
 - (c) Landowner and Contractor invoices must show:
 - Description of equipment;
 - Rates per hour (**use NRCS equipment hold down hourly rates for Landowner invoices only – Website - www.or.nrcs.usda.gov/**);
 - Dates the work was performed;
 - Total paid.

Payroll/benefits and administration may be billed on grantee letterhead (see examples on pages 11 and 12), and must show:

1. dates for which expenses were incurred;
2. position description and name of person being paid;
3. amounts; and
4. must be signed by authorized grantee or fiscal agent.

Expenditures billed in this manner are still subject to audit, so actual payroll records should be kept in your files.

Travel must be broken down by:

1. dates;
2. time of departure and arrival from official work station;
3. destinations;
4. Receipts for lodging are required;
5. Meals can be claimed by submitting actual receipts or by claiming per diem; however, actual expenses cannot be higher than the maximum per diem rates (see example travel log on page 10.) Tips on meals are not reimbursable; and
6. To claim meeting expenses (such as supplies, food and refreshments) you must provide:
 - (a) a meeting agenda;
 - (b) a list of meeting attendees; and
 - (c) actual receipts for expenditures.

ADMINISTRATION

Administration may be billed at an amount not-to-exceed 10% of the current direct costs being requested. Upon submission of receipts, a maximum 10% administration expense credit will be allowed.

Fiscal administration for Improvement, Education/Outreach, Monitoring, Assessment and Technical Assistance grants shall be shown in Exhibit A of the grant agreement. These administration funds are to be used for the specific project for which the grant was awarded. They are not intended to cover the Grantee's overall operating program.

Administration limits (maximum 10%) are set by the OWEB Board and Oregon Administrative Rule 695-005-0030(5) and apply to all grants awarded on or after November 2, 1998. If you have questions, call the Salem office at (503) 986-0183 or (503) 986-0184.



OREGON WATERSHED ENHANCEMENT BOARD REQUEST FOR RELEASE OF FUNDS

Grantee Name: _____

Grantee's Fiscal Agent: _____

Project Number: _____ Project Name: _____

In accordance with the terms of the Grant Agreement, I request funds as follows:

Payment Request Number _____ OR Final Request _____

I understand that I will need to send **receipts/invoices** and an **expense tracking spreadsheet** to document all funds previously received from OWEB for this project within 120 days of the date of the check.
Failure to comply may delay new grants from being issued and may delay other grant payment requests.

Note: All checks will be made payable to Grantee's Fiscal Agent. Grantee and Fiscal Agent are responsible for paying vendors directly with funds received for this project.

<u>Budget Category per Grant Agreement</u>	<u>TOTAL of All Amounts Previously Paid</u>	<u>Current Request Amount</u>
1. _____	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____
7. _____	\$ _____	\$ _____
8. _____	\$ _____	\$ _____
9. _____	\$ _____	\$ _____
10. _____	\$ _____	\$ _____
Totals	\$ _____	\$ _____

I declare that this statement is, to the best of my knowledge, true, correct and complete.

Grantee's Authorized Signature: _____ Date: _____

Grantee Contact Phone Number for Billing Questions: (____) _____ Fax: (____) _____

Grantee Contact E-mail Address: _____

Forward This Request to OWEB's Regional Program Representative (RPR) for Signature Below

I find this request to be consistent with the Grant Agreement and all funding conditions have been met.

OWEB RPR: _____ Date: _____

State of Oregon
Oregon Watershed Enhancement Board
775 Summer Street NE – Suite 360
Salem, Oregon 97301-1290

PROJECT # _____

“DO NOT MAIL THIS FORM – FAX ONLY TO 503-986-0199-ATTN: FISCAL”.

The Oregon Identity Theft Protection Act has been passed in order to protect personal information. To comply with this law, OWEB will only require this form; (a) if you are a new Payee not currently listed in the State of Oregon payment system; (b) your mailing address has changed or (c) your Tax ID number and Entity Status has changed.

This form must be filled out by the person or entity receiving payment.

REF: Taxpayer I.D. Number

Federal Law requires us to have your social security number or federal employer identification number on file in order to file form 1099 Misc. at the end of the year. If you do not supply us with this information, your payments may be subject to a 20% withholding.

In order to update our records and validate our reports, and to prevent needless withholding of taxes, please provide the following information for your organization.

<u>CORRECT NAME AND ADDRESS:</u>	_____	

<u>INDIVIDUAL:</u> ()	<u>PARTNERSHIP:</u> ()	<u>CORPORATION:</u> ()
<u>501(c)3:</u> ()	<u>GOVERNMENT:</u> ()	<u>NON-PROFIT:</u> ()
<u>SOCIAL SECURITY NUMBER:</u>	__ _ -- __ _ -- __ _	
OR		
<u>FEDERAL IDENTIFICATION NUMBER:</u>	__ _ -- __ _	
<u>AUTHORIZED SIGNATURE:</u>	_____	
<u>PRINT OR TYPE NAME AND TITLE:</u>	_____	
<u>TELEPHONE NUMBER:</u>	(_____) -- _____	
<u>FAX NUMBER:</u>	(_____) -- _____	

If you have any questions, please contact Randy Emch at (503) 986-0184 or Leilani Sullivan at (503) 986-0183. Thank you for your cooperation.

TRAVEL AND OTHER EXPENSES

It is the policy of the State of Oregon (State) that all travel shall be allowed only when the travel is essential to the normal discharge of State responsibilities. All travel shall be conducted in the most efficient and cost-effective manner resulting in the best value to the State. The travel must comply with all the requirements set forth in this section and must be for Official State business only. Personal expenses shall not be authorized at any time. Current State of Oregon travel rules are located at: <http://egov.oregon.gov/DAS/SCD/SARS/policies/oam/40.10.00.PO.pdf>

Employee/contractor/volunteer understands and agrees that travel expenses shall be reimbursed only in accordance with rates approved by the Department of Administrative Services and in effect at the time the expense was incurred. The current approved rates for reimbursement of travel expenses are set forth below. Employee/contractor/volunteer understands and agrees that the rates are subject to change and govern reimbursement of any travel expenses incurred after the date of the change. **Rates are updated periodically.** Check the website listed on Page 6. The reason or purpose for all travel expense reimbursement requests must be identified.

Current approved rates are as follows:

- Mileage:** Mileage for travel in a private automobile, while employee/contractor/volunteer is acting within the course and scope of his/her duties under this Grant and driving over the most direct and usually traveled route, will be reimbursed at a **rate of 48.5 cents per mile (effective 02-01-07)**. To qualify for mileage reimbursement, employee/contractor/volunteer must hold a valid, current driver’s license for the class of vehicle to be driven and carry personal automobile liability insurance in the amounts not less than those required (i) the Oregon Financial Responsibility Law (ORS 806.060) or (ii) the jurisdiction in which the vehicle is being operated, whichever is greater. No mileage reimbursement will be paid for the use of motorcycles or mopeds. **Individual dates, from/to destinations and number of miles per trip must be shown for reimbursement.**
- Meals:** The in-State per diem rate for meals is \$39 per day (See Page 7 of these instructions for any exceptions). Out-of-State per diem for meals is the specified federal per diem rate for the locality. For purposes of calculating individual meals, where the Employee/Contractor/Volunteer is entitled only to a partial day reimbursement, the following amounts are used (non-overnight lunches are not allowed):

	Prior to	6:00 AM to	12:01 to	After
<u>Initial Day of Travel –LEAVE :</u>	<u>6:00 AM</u>	<u>Noon</u>	<u>6:00 PM</u>	<u>6:00 PM</u>
Meal Allowance Percentage	100%	75%	50%	25%
	Prior to	6:00 AM to	12:01 to	After
<u>Final Day of Travel –RETURN</u>	<u>6:00 AM</u>	<u>Noon</u>	<u>6:00 PM</u>	<u>6:00 PM</u>
Meal Allowance Percentage	25%	50%	75%	100%

Per diem expenses are reimbursable during the employee/contractor/volunteer's necessary overnight travel while acting within the course and scope of his/her duties under this grant. **Dates, leave/return times must be shown in order to receive reimbursement.**

- Lodging:** The State will reimburse employee/contractor/volunteer for their actual lodging cost up to the specified federal per diem lodging rates for the locality (see Item 5). Reimbursement rates for lodging are **NOT** considered “per diem” and receipts are required for reimbursement.
- Other Travel Expenses:** In addition to meals and lodging, out-of-state travel expenses will be reimbursed for airfare and rental vehicles only if employee/contractor/volunteer is acting within the course and scope of his/her duties under this grant. Receipts are required for all out-of-state expenses. All employees/contractors/volunteers will fly “coach class”, unless the employee/contractor/volunteer pays the difference. All employees/contractors/volunteers will be limited to an economy or compact size rental vehicle, unless the employee/contractor/volunteer pays the difference.

Any Exceptions to the expense items listed above, employee/contractor/volunteer will obtain separate written approval of the State’s Representative, prior to incurring any expense for which reimbursement will be sought.

- Per Diem Rates:** The next page shows maximum lodging and per diem rates for different areas of Oregon. **These rates DO NOT include tax.**
- TIPS ARE NOT REIMBURSABLE.**

**OREGON WATERSHED ENHANCEMENT BOARD
TRAVEL REIMBURSEMENT / ALLOWANCE GUIDELINES**

EFFECTIVE OCTOBER 1, 2007 – SEPTEMBER 30, 2008	Lodging / Meals
Standard Rates	70.00 / 39.00
Rates do not include tax	plus tax
COUNTIES WITH HIGHER RATES	Lodging / Meals
Jackson / Klamath (9/1 – 5/31)	77.00 / 44.00
Jackson / Klamath (6/1 – 8/31)	85.00 / 44.00
Washington	90.00 / 44.00
Deschutes	81.00 / 44.00
Clackamas	77.00 / 39.00
Lane	92.00 / 44.00
Lincoln (9/1 – 6/30)	81.00 / 49.00
Lincoln (7/1 – 8/31)	105.00 / 49.00
Multnomah	106.00 / 49.00
Clatsop (9/1 – 6/30)	85.00 / 54.00
Clatsop (7/1 – 8/31)	123.00 / 54.00
	plus tax
Non-Commercial Lodging Rate	25.00
Mileage Rates	For Past Rates http://www.gsa.gov/mileage Jan. 1, 2006 through Jan 31, 2007 = .445/mile Feb. 1, 2007 through Dec 31, 2007 = .485/mile
DAY Travel – Lunch not allowed <u>Allowable Per Diem</u> Breakfast (25%) Dinner (50%)	Leave 2 hours before work schedule Arrive 2 hours after work schedule
OVERNIGHT Travel <u>Allowable Per Diem (Departure):</u> 100% 75% 50% 25% <u>Allowable Per Diem (Arrival):</u> 25% 50% 75% 100%	Leave on or before - 6:00 AM Leave on or before - 12:00 Noon Leave on or before - 6:00 PM Leave after - 6:00 PM Arrive on or Prior to - 6:00 AM Arrive on or Prior to - 12:00 Noon Arrive on or Prior to - 6:00 PM Arrive After - 6:00 PM
Out-of State Travel rates may be located on the Internet at the following website: http://www.gsa.gov/perdiem	

EXHIBIT A (EXAMPLE ONLY)

SCHEDULE FOR RELEASE OF FUNDS

All fund requests must be submitted using a Request for Release of Funds form signed by the Grantee or the Grantee's authorized agent. Funds are released upon presentation of receipts, invoices or bills for purchases or work accomplished. However, Capital funds can also be released in advance on the basis of a detailed estimate of expenses. Receipts/invoices and an expense tracking spreadsheet must be submitted to document **all funds** received from OWEB for this project within 120 days of the date of the check. Failure to comply may delay new grants from being issued and may delay other grant payment requests and amendments. **No advances of Non-Capital funds are allowed.**

Authorized travel expenses shall be reimbursed at State of Oregon rates. Receipts for lodging are required for reimbursement. In-house personnel costs include: gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance. Administration costs include: accounting, auditing, contract management and fiscal reporting expenses, including final report expenses for this grant.

The grant budget consists of the elements listed below:

Expense Category	Amount
Capital Funds	
Pre-Implementation	\$ 0.00
Project Management	\$ 7,000.00
In-House Personnel	\$ 0.00
Contracted Services	\$50,000.00
Travel	\$ 1,500.00
Supplies/Materials	\$10,000.00
Equipment	\$ 1,000.00
Effectiveness Monitoring	\$ 2,500.00
Capital Subtotal	\$
Fiscal Administration (OAR 695-005-0030(5))*	\$ 7,200.00
Post-Implementation Status Reporting	\$ 0.00
Capital Total	\$79,200.00
Non-Capital Funds (NO ADVANCES ALLOWED)	
Education/Outreach	\$ 0.00
Equipment	\$ 0.00
Non-Capital Total	\$ 0.00
Grant Total	\$79,200.00

***10% of Capital Subtotal and Non-Capital Total combined**

Budget change amendments between Capital funds and Non-Capital funds will not be allowed.

Note: The final 10% of the grant (\$7,920.00) will be released for payment upon receipt of all grant expense documentation and acceptance of the Project Completion Report by the Board. OAR 695-005-0060(8)

Rainbow SWCD

**Actual Expenditure Tracking Sheet for OWEB Grant 206-999
February 01, 2007 to April 30, 2007**

EXAMPLE FORM ONLY

Date	Vendor Name	Invoice Number	Project Mgt	Travel	Contract Services	Supplies/ Materials	Equipment	Effective Monitoring	Admin	TOTALS
	Budgeted Amounts	-----	7,000	1,500	50,000	10,000	1,000	2,500	7,200	79,200
02/01 to 02/28/07	Rainbow SWCD	P/R sheet	2,000.00							2,000.00
02/01 to 02/28/07	John Markum	Travel Log		441.17						441.17
2/15/07	ABC Fencing	4489			8,000.00	3,000.00				11,000.00
2/15/07	Johnson Construction	1155			14,500.00					14,500.00
2/16/07	ABC Fencing	6112			6,000.00	2,500.00				8,500.00
2/18/07	Jakes Equipment Supply	1402					1,000.00			1,000.00
02/01 to 02/28/07	Rainbow SWCD	letterhead							3,744.12	3,744.12
03/01 to 03/31/07	Rainbow SWCD	P/R sheet	2,000.00							2,000.00
03/01 to 03/31/07	John Markum	Travel Log		110.60						110.60
3/5/07	ABC Fencing	7014			5,000.00	1,000.00				6,000.00
3/8/07	Apple Tree Planting Inc.	1501								0.00
03/01 to 03/31/07	Rainbow SWCD	letterhead							811.06	811.06
04/01 to 04/30/07	Rainbow SWCD	P/R sheet	1,000.00							1,000.00
04/01 to 04/30/07	John Markum	Travel Log		426.71						426.71
4/10/07	ABC Fencing				6,520.00	3,500.00				10,020.00
04/01 to 04/30/07	Rainbow SWCD	letterhead							1,144.67	1,144.67
		Totals to Date	5,000.00	978.48	40,020.00	10,000.00	1,000.00	0.00	5,699.85	62,698.33

Note: Expenses must be tracked and submitted for the "Entire Project Period"- (Beginning of Grant to Current Date).
Totals to Date must be shown by "Each" budget category and in the "Totals" grant columns.

Rainbow SWCD
Mileage Report
For: John Markum

Home Office: Salem

File: F:/excel/user/OWEB/Randye/Forms/mileage form 10-01-07

EXAMPLE ONLY

Date	Time Left	Time Returned	Destination	Number of Miles	Amount Rate .485 cents per Mile	Meals	Lodging (Receipts Required)	Parking Motel tax etc	TOTAL TRAVEL
2/2/07			fencing davis creek	59	28.62				28.62
2/3/07			fencing davis creek	62	30.07				30.07
2/4/07			fencing davis creek	53	25.71				25.71
2/8/07			fencing davis creek	60	29.10				29.10
2/9/07			fencing davis creek	50	24.25				24.25
2/10/07	10 AM		Salem to Roseburg	132	64.02	29.25	70.00	5.60	168.87
2/11/07			Parking in Roseburg						0.00
2/11/07		8 PM	Roseburg to Salem	132	64.02	39.00			103.02
2/12/07			fencing davis creek	65	31.53				31.53
3/14/07			fencing davis creek	57	27.65				27.65
3/16/07			fencing davis creek	55	26.68				26.68
3/18/07			fencing davis creek	59	28.62				28.62
3/20/07			fencing davis creek	57	27.65				27.65
4/6/07	6 AM	7 PM	Portland & return (Day Travel)	80	38.80	36.75			75.55
4/8/07			tree planting davis creek	140	67.90				67.90
4/10/07			tree planting davis creek	150	72.75				72.75
4/17/07			tree planting davis creek	149	72.27				72.27
4/18/07			fencing sloan creek	95	46.08				46.08
4/20/07			fencing sloan creek	95	46.08				46.08
4/21/07			fencing sloan creek	95	46.08				46.08
TOTALS					797.88	105.00	70.00	5.60	978.48

(Letterhead)

May 01, 2007

**To: OWEB
775 Summer Street NE Suite 360
Salem, OR 97301-1290**

**From: Rainbow SWCD
PO Box 111
Salem, OR 97225**

Grant Number 206-999

**Actual Payroll expenses paid for John Markum for the period
02-01-07 to 04-30-07 are as follows: (Give description of work performed
or Position Name).**

February 07	\$2,000.00
March 07	2,000.00
April 07	1,000.00
Total Payroll Expenses	\$5,000.00

Authorized Grantee Signature

Date

NOTE: Payroll expenses are gross wages, payroll taxes, health insurance, retirement benefits, accrued leave liability, and workers compensation insurance.

(Letterhead)

May 01, 2007

**To: OWEB
775 Summer Street NE Suite 360
Salem, OR 97301-1290**

**From: Rainbow SWCD
PO Box 111
Salem, OR 97225**

Grant Number 206-999

**Administration expenses paid for the period 02-01-07 to
04-30-07 are as follows:**

February 07	\$ 3,744.12
March 07	811.06
April 07	1,144.67
Total Administration	\$5,699.85

Authorized Grantee Signature

Date

**Oregon Watershed Enhancement Board (OWEB)
Match / In-Kind Documentation for Final Report**

OWEB Grant # _____

File: Excel/F:/user/oweb/randye/forms/match spreadsheet

Organization Name	Actual Cash Contribution	Donated / In-Kind Services	Hours Worked	Volunteers		General Description
				Hourly Rate	Volunteer Value	
OWEB Final Expenditures-->	\$	N/A	N/A	N/A	N/A	OWEB Cash
Other Organizations						
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
	\$	\$			\$	
Total Dollar Amount	\$	\$			\$	

Total Overall Project Costs \$ _____ (Total dollar value of OWEB & Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)

Total Non-OWEB Funds \$ _____ (Total dollar value of Other Organization's Actual Cash Contributions, In-Kind Services and Volunteer value ALL added together)

OWEB Match \$ _____ (What dollar value of the Total Non-OWEB Funds are you claiming as OWEB Match. You are required to show a minimum of 25% of the total actual OWEB cash contributions. You may show more than 25%.)

(General Description column can be used to describe categories such as Tree Planting, Rent, Cash, etc.)
Note: Volunteer Hours X Volunteer Rate = Volunteer Value (Combine Volunteer Hours by Type of Work. Example: Total project tree planting hours (500) x rate. Do not shown individual amounts - retain those records in your files)

FIRST PAYMENT CHECK LIST

In order to process your first payment request, the following must be received by OWEB.

In Application

1. Legal Requirements Page must be signed
2. Land Use Page must be completed and signed by your Local or County Planning official
3. Pre-Project Photos

Submit with First Payment Request

1. Tax ID form (May not apply, see Page 5)
2. Landowner Agreements
3. Permits (By Statute-All permits are required for the entire project)
4. Other Contractor Agreements, Grazing Plans, etc., required in grant agreement
5. Completed and Signed Request for Release of Funds form
6. Make sure signatures are on the Match Form (from Application) or signed letters referenced on the Match form are submitted. (Must have 25% secured before first payment will be released)

Be sure to check Section D. Funding Conditions in your Grant Agreement for other requirements.