

Good Morning Sir,

I am attaching the executed subgrant agreement #02140- 75164V-111 signed on 09/24/2015. Please review the attached forms to seek reimbursement and project completion:

1. **Subgrant Progress Report Form**- Please complete the attached Progress Report Form when submitting your monthly Financial Report Form. This will be a part of your file showing the progress on the project and to show the project was completed. Please complete, sign, and scan it to me with the Financial Report Form.
2. **Financial Report Form**- Also attached is the updated Financial Report Form. Please use this form when submitting for reimbursement. Please note the only cells that need to be filled in are Box 8. Report Period, 13D. Current Period Expenditures, 14D Current Period, and 15. Certification. If you see a correction that needs to be made please let me know.
3. **Property Record List (f.k.a. Asset List)** All Equipment over \$100.00 per unit price purchased through this grant must be included on the property record list.

When submitting your Electronic Financial Report form please follow the below instructions.

1. Please put an identifying description in the Subject Line. (i.e. Town of Smithville Report 4 Grant #02140-74220-XXX)
2. Once received, I will confirm receipt of documents from you.
3. Documents will still be reviewed under current DPS/DEMHS Procedures by the Program Manager and Myself.
4. Whenever possible send the supporting documents with the Financial Report Form together in one email.
5. **Please no not email and then follow up and mail a hardcopy of the request.**
6. Emails of Financial Reports for Homeland Security Grants should be directed to me. Please do not email them to anyone else here at DPS, unless instructed, as that will slow down the payment process and this will help us maintain our internal controls for payment processing.
7. All supporting documentation must be received as monthly expenditures are incurred.

The period of performance of this award will end on April 30th, 2016.

Please let me know if you have any questions or concerns.

Deb

Debra Hamilton, Grants Management Specialist

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