

NOTICE OF SUBAWARD



Subrecipient Name: North Slope Borough School District	Name of Federal Awarding Agency: Department of Treasury
Subrecipient's DUNS Number: 002381580	Federal Award Date: March 27, 2020
Federal Award Identification Number (FAIN): SLT2046	Name of Pass-Through Entity: Arctic Slope Regional Corporation
Catalog of Federal Domestic Assistance (CFDA) Number: 21.019	Contact Information for Pass-Through Entity: caresgrants@asrc.com ; ASRC VP Finance (Walter Williams IV) 907-339-6029
Subrecipient Program Name: Food programs	Subaward Period of Performance: November 17 – December 31, 2021
Federal Award Program Description: The Coronavirus Aid, Relief, and Economic Security Act ("CARES Act") established the \$150 billion Coronavirus Relief Fund ("the Fund"). Payments must be used for necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) between March 1, 2020, to December 30, 2020. Payments must be used to cover costs that were not accounted for in the budget most recently approved as of March 27, 2020. Governments otherwise have broad discretion to utilize payments for expenditures ranging from COVID-19 testing to reimbursing small businesses for the costs of business interruption caused by required closures.	
Total Amount of Federal Funds Obligated by this Agreement: \$862,586.52	Total Amount of Federal Funds Obligated to the Subrecipient: \$3,299,042.41
Approved Budget Categories: Equipment for enhancing ability to provide food programs to school children (both in school and when remote learning).	
Is the award for Research and Development (R&D)? N	Indirect Cost Rate for federal award: Not applicable to the Coronavirus Relief Fund
Terms & Conditions: Grant is provided on a cost reimbursable basis, not to exceed the actual costs of procuring and transporting/installing 6 Conex freezers. Equipment must be procured and placed into service prior to the end of the eligibility period (pending any extension of funding period from Congress).	
Incorporated Documents: <ol style="list-style-type: none"> 1. Notice of Subaward 2. Subrecipient Agreement 3. Exhibit A – Scope of Work 4. Exhibit B – Project Budget 5. Exhibit C – Supporting Documentation Requirements 	

SUBRECIPIENT AGREEMENT

THIS AGREEMENT is made by and between Arctic Slope Regional Corporation (ASRC), with offices located at 3900 C Street, Anchorage, AK, and North Slope Borough School District, (hereinafter referred to as “Subrecipient”) with administrative offices at 829 Aivik Street, Utqiagvik, AK 99723 (each being at times referred to as “Party” or “Parties”).

WHEREAS, on or about March 27, 2020, the President of the United States signed into law the *Coronavirus Aid, Relief, and Economic Security Act*, Public Law 116-136, (hereinafter referred to as the “CARES Act”) to facilitate the provision of federal assistance and relief in response to the COVID-19 pandemic;

WHEREAS, Title V of the CARES Act created the Coronavirus Relief Fund (hereinafter referred to as the “CRF”), and \$150 billion dollars was appropriated to the Fund for Fiscal Year 2020 to provide direct assistance to state, tribal, territorial, and local governments to fund certain necessary and allowable expenses incurred due to the public health emergency with respect to COVID-19;

WHEREAS, the U.S. Department of the Treasury (“USDOT”) is authorized to distribute funding from the CRF utilizing a population-based formula as set forth in the CARES Act; and

WHEREAS, ASRC received an allocation from the CRF fund; and

WHEREAS, the purpose of this Agreement is to provide for the sub-award of a portion of the financial assistance received by ASRC under the CRF to assist Subrecipient with funding such necessary expenses incurred due to the COVID-19 public health emergency as are described in this Agreement and the attachments hereto, subject to the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual terms and conditions, promises, covenants and payment hereinafter set forth, the receipt and sufficiency of which is hereby acknowledged, ASRC and Subrecipient agree as follows:

Section 1: Compliance

- A. Subrecipient acknowledges that Fund payments made by Grantee to Subrecipient are not considered to be grants but are “other financial assistance” under 2 C.F.R. 200.40. This Agreement requires compliance with certain provisions of Title 2 C.F.R. 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”). Subrecipient agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this Agreement. Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.
- B. Subrecipient will publicly identify ASRC as a supporter of its activities, in such a manner as mutually agreed to by the parties. The parties acknowledge and agree that ASRC will not receive any personal benefit beyond recognition of issuing the funds per the terms of this Agreement.
- C. During the performance of this Subrecipient Agreement, the Subrecipient shall comply with all applicable federal laws and regulations, including but not limited to the provisions in this Agreement and the required federal provisions. Violations of law will be referred to the proper authority in the applicable jurisdiction.
- D. Contracts awarded by Subrecipient under this Agreement shall comply with all applicable Federal laws, regulations, executive orders, Department of Treasury policies, procedures, and directives. With respect to any conflict between such federal requirements and the terms of the contract and/or the provisions of state law and except as otherwise required under federal law or regulation, the more stringent requirement shall control. The Subrecipient must comply with all applicable Federal law, regulations, executive orders, Department of Treasury policies, procedures, and directives. The Subrecipient shall comply with all federal requirements including, but not limited to, the following:

- Fund payments are considered to be federal financial assistance subject to the Single Audit Act Amendments of 1996 (31 U.S.C. 7501-7507).
 - Subrecipients are subject to a single audit or program specific audit pursuant to 2 C.F.R. 200.501(a) when Subrecipient spends \$750,000 or more in federal awards during their fiscal year.
 - Fund payments are subject to 2 C.F.R. 200.303 regarding internal controls.
 - Fund payments are subject to 2 C.F.R. 200.330 through 200.332 regarding subrecipient monitoring and management.
 - Fund payments are subject to Subpart F regarding audit requirements.
 - NOTE: The CRF is not subject to the regulations pursuant to 2 C.F.R. 200.318-326.
- E. Subcontracts, if any, shall contain a provision making them subject to all of the provisions stipulated in this Agreement, including but not limited to 2 C.F.R. 200.303, 2 C.F.R. 200.330-332, and 2 C.F.R. Part 200 Subpart F.

Section 2: Term

- A. This Agreement shall begin upon the date last executed by the Parties (the “Effective Date”) and shall remain in effect until March 31, 2022 (the “Expiration Date”) unless terminated earlier in accordance with Section 6: Termination of this agreement.
- B. The Subrecipient shall be eligible to receive funding for eligible and allowable costs (as defined in Section 4) from the period commencing March 1, 2020, through December 31, 2021 (the “CoveredPeriod”).

Section 3: Funding

- A. Subject to the terms and conditions of this Agreement, ASRC shall pay the Subrecipient, on a costreimbursement basis, up to a maximum of \$862,586.52 to implement the projects and/or activities described in the Scope of Work (SOW). It is understood and agreed that any additional funds necessary in connection with the projects and/or activities described in the SOW above and beyond this amount are the sole responsibility of the Subrecipient. Advance payment of funds to the Subrecipient under this Agreement shall not be permitted unless expressly described in the SOW and agreed to in writing by the parties.
- B. Eligible and allowable costs are defined as costs that:
1. Are necessary expenditures incurred due to the public health emergency with respect to COVID-19;
 2. Were not accounted for in the Subrecipient’s budget most recently approved as of March 27, 2020;
 3. Were incurred during the Covered Period;
 4. Are described in the SOW; and
 5. Are otherwise in accordance with the terms and conditions of this Agreement, Title V of the CARES Act, and all other applicable laws, rules, regulations, and guidance.

Costs that do not satisfy all of the above-required conditions shall be ineligible for reimbursement under this Agreement.

- C. All reimbursement requests shall be submitted to ASRC electronically along with the attached supporting documentation described in Sections 3.E and 3.F below at the following email address: **caresgrants@asrc.com**. To be eligible for reimbursement under this Agreement, Subrecipient shall submit sufficient documentation to the satisfaction of ASRC demonstrating that Subrecipient is legally obligated to pay the costs for which reimbursement is sought. All reimbursement requests must include a certification, signed by an official who is authorized to legally bind the Subrecipient, that reads as follows:
- a. "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729–3730 and 3801–3812)."
- D. All requests for reimbursement under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. All costs must be incurred on or before December 31, 2021, and a final payment request should be submitted to ASRC no later than such date to ensure adequate time to process the request. For a cost to have been "incurred," performance or delivery must occur during the Covered Period but payment of funds need not be made during that time (though payment shall occur within 90 days of a cost being incurred). ASRC will not reimburse the Subrecipient for any costs incurred after December 31, 2021, including those costs the Subrecipient had expected to incur prior to December 31, 2021 and included in the project budget provided to ASRC. ASRC will not reimburse Subrecipient for any costs for projects and/or activities that are not completed and placed in service by December 31, 2021, including costs for those projects and/or activities the Subrecipient had expected to complete and place in service by December 31, 2021 and included in the project budget provided to ASRC.
- E. ASRC requires detailed documentation of all costs for which reimbursement is sought under this Agreement ("Supporting Documentation"). The minimum requirements regarding such Supporting Documentation are set forth in **Exhibit C**, Supporting Documentation Requirements. Each payment request submitted by the Subrecipient shall be accompanied by sufficient Supporting Documentation substantiating all costs incurred and for which reimbursement is sought, to the satisfaction of ASRC. In the event ASRC determines the Supporting Documentation submitted by the Subrecipient is insufficient to enable it to evaluate the allowability and eligibility of costs, the Subrecipient shall furnish additional Supporting Documentation to the satisfaction of ASRC.
- F. No more frequently than once every month, the Subrecipient may request reimbursement from ASRC for costs incurred by Subrecipient under this Agreement for which actual payment has been made. Payment requests may be submitted using the Payment Request Form included in Exhibit D, or a similar form, and shall be accompanied by sufficient Supporting Documentation (collectively the Payment Request Form and any Supporting Documentation shall hereinafter be referred to as the "Payment Request"). Additionally, at the time of each Payment Request, Subrecipient shall submit a "Progress Report" included in Exhibit E, or a similar form, which shall describe the nature of the projects and/or activities being funded.
- G. Within ten (10) business days after receipt of the Payment Request, ASRC shall, in its sole discretion, determine if the Payment Request, or any portion thereof, is acceptable and in strict compliance with the terms of this Agreement. If it is determined there are any errors in the Payment Request or if additional Supporting Documentation is required, ASRC shall notify the Subrecipient within fifteen (15) days of receipt of such Payment Request. The Subrecipient shall submit a revised Payment Request within 5 days of receipt of notice from ASRC. ASRC reserves the right to delay or deny any Payment Request containing errors or lacking sufficient Supporting Documentation until such deficiencies are corrected to the satisfaction of ASRC.
- H. Upon determination by ASRC that the Payment Request is sufficient, ASRC shall initiate the reimbursement process in accordance with applicable policies and procedures.

Section 4: Accounting; Duplication of Benefits

- A. Subrecipient's accounting and financial management system shall be sufficient to permit the preparation of reports required in connection with this Agreement and the tracing of funds to a level of expenditures adequate to establish that such funds have been used pursuant to the terms of this Agreement. All payments to Subrecipient contemplated under this Agreement may be contingent upon certification of the Subrecipient's financial management system in accordance with this requirement. Subrecipient must ensure that all sub-subrecipients comply with the provisions of this paragraph.
- B. Subrecipient hereby certifies and affirms that the projects and/or activities to be funded under this Agreement shall not result in a prohibited duplication of the benefits obtained by Subrecipient, any sub-sub recipient (as defined in 2 C.F.R. §§ 200.92-93), or any individual or entity that is a beneficiary of such projects and/or activities from other Non-Title V CARES Act programs, other local, state, or federal funding sources (e.g. the Stafford Disaster Relief and Emergency Assistance Act, etc.), private insurance, or other private organizations. It is Subrecipient's responsibility and obligation to implement processes and procedures to select and subsequently monitor all sub-subrecipients, individuals, and entities receiving funds under this Agreement to ensure compliance with this paragraph. All agreements entered into between Subrecipient and any sub-subrecipient, individual, or entity providing for the subaward or payment of funds under this Agreement shall contain provisions permitting the Subrecipient to recapture funds provided under this Agreement in the event an impermissible duplication of benefit is discovered. Subrecipient acknowledges and agrees that it has an affirmative obligation to promptly identify and report any duplication of benefits to ASRC. In the event that the Subrecipient recovers costs incurred under this Agreement and reimbursed by ASRC from another source, the Subrecipient shall reimburse ASRC for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the State Board of Administration. Interest shall be calculated from the date(s) the payment(s) are recovered by the Subrecipient to the date repayment is made to ASRC by the Subrecipient.

Section 5: Reporting Requirements

- A. Performance Reports. Reports are due to ASRC no later than five (5) days after the end of each period listed below:
 - November 30 due December 5
 - December 31 due January 5

The report shall appear on subrecipient letterhead and outline progress of items to date. The report should also contain a schedule of total subaward; list request(s) for reimbursements submitted and remaining award. The report should list each cash receipt from ASRC with date received and receipt number.

- B. Final Report. Within twenty (20) days following the final cash payment to Subrecipient under this Agreement, Subrecipient shall submit a "Final Project Report," in which the Subrecipient shall describe the status of the Subrecipient's implementation of all projects and/or activities undertaken under this Agreement. The Final Project Report shall further include an accounting of all costs and expenses incurred by Subrecipient.

Section 6: Termination

- A. Termination for Cause. ASRC may terminate this Agreement for cause at any time if any covenant, warranty, or representation made by Subrecipient in this Agreement, the SOW, or in any application materials for funding submitted to ASRC in connection with this Agreement shall at any time be false or misleading in any respect, or in the event of the failure of the Subrecipient to satisfactorily perform any task, deliverable, or activity under this Agreement or otherwise comply with the terms and conditions of this Agreement. Prior to termination, ASRC shall provide fifteen (15) days written notice of its intent to terminate and shall provide the Subrecipient an opportunity to consult with ASRC regarding the reason(s) for termination.
- B. Termination for Convenience. This Agreement may be terminated for convenience by either Party upon providing the non-terminating Party with ten (10) days written notice.
- C. Effect of Termination. Costs incurred by the Subrecipient after termination of this Agreement shall not be reimbursable unless expressly authorized by ASRC prior to the effective date of termination. Ineligible costs shall not be reimbursable.

Section 7: Audits

- A. In the event that the Subrecipient expends \$750,000.00 or more in Federal awards in its fiscal year, the Subrecipient must have a single or program-specific audit conducted within nine (9) months of the end of the Subrecipient's audit period, in accordance with the provisions of 2 C.F.R. Part 200. In determining the Federal awards expended in its fiscal year, the Subrecipient shall consider all sources of Federal awards, including Federal financial assistance received from ASRC under this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 C.F.R. Part 200.
- B. If the Subrecipient expends less than \$750,000.00 in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. Part 200, as revised, is not required for that year, except as noted in 2 C.F.R. §200.503. In the event that the Subrecipient expends less than \$750,000.00 in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. Part 200, as revised, the cost of the audit must be paid from non-Federal resources. In accordance with 2 C.F.R. § 200.501(d), records must be available for review or audit by appropriate officials ASRC, USDOT, and the U.S. Government Accountability Office (GAO).
- C. Upon completion of the audit required in this Section, Subrecipient shall promptly transmit a copy of the audit report to ASRC.
- D. In addition to reviews of audits conducted in accordance with 2 C.F.R. Part 200, monitoring procedures under this Agreement may include, but are not limited to, on-site visits by ASRC; limited-scope audits as defined by 2 C.F.R. Part 200; submittal and review of financial management statements; and/or other procedures. By entering into this Agreement, the Subrecipient agrees to comply and cooperate with any reasonable monitoring procedures/processes deemed appropriate by ASRC. In the event ASRC determines that a limited-scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by ASRC to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by ASRC.

Section 8: Subcontract; Subawards

- A. Subcontract. In procuring goods and services under this Agreement, the Subrecipient shall use its own documented procurement procedures, provided that such procurements conform to applicable state and federal law.

The Subrecipient may not subcontract work under this Agreement as necessary without the prior written consent of ASRC, subject to the any conditions or limitations imposed by applicable state and federal law. Regardless of any subcontract, the Subrecipient is ultimately responsible for all projects, programs, activities, and services undertaken by subcontractors under this Agreement. The Subrecipient agrees to be responsible for the fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract. It is understood and agreed by the Subrecipient that ASRC shall not be liable to any subcontractor for any expenses or liabilities incurred under the subcontract and that the Subrecipient shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract.

In selecting and monitoring subcontractors, the Subrecipient shall comply with 2 C.F.R. §§ 200.330-332. The Subrecipient shall monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports maintained by the Subrecipient and supported with documented evidence of follow-up actions taken to correct areas of noncompliance, where applicable.

- B. Sub-Awards. The Subrecipient may not enter into subaward agreements to provide for the distribution of funds under this Agreement to eligible sub-subrecipients (as defined in 2 C.F.R. §§ 200.92-93) without the prior written consent of ASRC. Regardless of any subaward, the Subrecipient is ultimately responsible for all projects, programs, services, and activities undertaken by sub-subrecipients under this Agreement. All such sub-subrecipients shall be subject to the same performance, financial, and reporting requirements as the Subrecipient. In selecting, monitoring, and contracting with sub-subrecipients, the Subrecipient shall comply with 2 C.F.R. §§200.330-332. The Subrecipient shall monitor all sub-subrecipients on a regular basis to ensure compliance with this Agreement and all applicable laws, rules, and regulations. Results of monitoring efforts shall be summarized in written reports maintained by the Subrecipient and supported with documented evidence of follow-up actions taken to correct areas of noncompliance, where applicable. Such summaries and documents shall be submitted to ASRC upon request.

Subrecipient agrees and acknowledges that payments made under this Agreement are from federal funds and contingent upon prior approval as to the allowability and eligibility of the costs for which payment is requested by both ASRC and its consultant, BDO, which is a public accounting firm that was engaged to support ASRC in its administration of this program.

Section 9: Closeout

- A. ASRC will close out this Agreement when it determines that all activities and all applicable administrative actions have been completed. Unless an extension is approved by ASRC, within five (5) calendar days after the Expiration Date, the Subrecipient must submit any outstanding reports, including the Final Project Report, as well as any required reporting on sub-awards, and must refund to ASRC any balances of unobligated cash that ASRC paid in advance or paid and that is not authorized to be retained by the Subrecipient entity for use in other projects. Within thirty (30) calendar days after receipt of all outstanding reports, ASRC will make upward or downward adjustments to the allowable costs, and then make prompt payments to Subrecipient for remaining allowable reimbursable costs. The closeout of this Agreement does not affect any of the following:
- The right of ASRC to disallow costs and recover funds on the basis of a later audit or other review;
 - The obligation of the Subrecipient to return any funds due as a result of later refunds, corrections, or other transactions; or
 - The Subrecipient's obligations regarding audits, property management and disposition (if applicable), and records retention.
- B. Unless an extension is approved by ASRC, the Subrecipient must liquidate all obligations incurred under this agreement by the Expiration Date.

Section 10: Governing Law and Venue

This agreement is to be governed by the laws of the State of Alaska. Venue shall be in Anchorage, Alaska.

Section 11: Indemnification

Subrecipient hereby releases and agrees to defend, indemnify, and hold ASRC and ASRC's affiliates and their respective officers, directors, employees, agents, assigns, representatives, managers, consultants and other contractors and subcontractors, harmless from and against any and all claims, demands, causes of action, suits, damages, liabilities, losses, injury, death, and expenses (including, without limitation, court costs and reasonable attorneys' fees) ("Claims"), resulting from or relating to this Agreement, in each case whether or not such Claims are due to the act, omission, negligence (whether contributory, or joint), fault or strict liability of ASRC. Subrecipient hereby releases and agrees to defend, indemnify, and hold ASRC and its affiliates and their respective officers, directors, employees, agents, assigns, representatives, managers, consultants and other contractors and subcontractors, harmless from and against any and all Claims resulting from this Agreement. The parties agree that ASRC's provision of the aforementioned grant in no way renders ASRC responsible for any payments, obligations, or fees owed by Subrecipient.

ASRC shall have no authority to enter into contracts on behalf of Subrecipient and neither ASRC nor any party employed by ASRC shall be deemed for any purpose to be an employee, agent, servant, or representative of Subrecipient. ASRC shall have no direction or control over Subrecipient, its employees, agents, or subcontractors. ASRC is in no way acting in a managerial role, nor does ASRC have authority over Subrecipient's decision making.

On behalf of the Subrecipient, I understand and agree to the foregoing terms and conditions set forth above and certify my authority to execute this agreement.

Authorized Officer Signature: _____

Printed Name: _____

Title: _____ Date: _____



EXHIBIT A – SCOPE OF WORK

The North Slope Borough School District has faced many challenges while addressing the food security needs of its student population during the COVID-19 Pandemic. In addition to supply chain disruptions and increasing food costs, the demand to procure and store larger quantities of food exceeds our school's capacity to store the food.

Most of our schools are located in remote villages with no roads and only intermittent accessibility via air cargo. Additionally, they often only have a small general store which at times can experience their own challenges keeping the shelves stocked. Therefore, the need for each school to be self-sufficient is paramount. During the last school year, we at times ran out of space to store food and as a result, much was wasted due to some having to be stored outdoors where it either thawed or was ransacked by animals.

Procuring these freezers will enable each school to be self-sufficient in terms of its ability to store and safely access the food needed to supply the school. Because the annual barge only comes in the summer, the only way to transport this equipment during the eligibility period is via air cargo.

EXHIBIT B – PROJECT BUDGET

Project Line-Item Budget

North Slope Borough School District Operations Budget Cost					
Tikigaq School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Alak School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Kali School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Nunamiut School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Meade River School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Kaveolook School					
20FRZCon	\$ 38,000.00	1	20' Freezer Container		\$ 38,000.00
				Subtotal	\$ 38,000.00
Freight Delivery					
Pt Hope	\$ 76,833.54	1	Chartering Herc to North Slope Villages		\$ 76,833.54
Pt Lay	\$ 78,642.98	1	Chartering Herc to North Slope Villages		\$ 78,642.98
Wainwright	\$ 47,420.24	1	Chartering Herc to North Slope Villages		\$ 47,420.24
Kaktovik	\$ 39,617.44	1	Chartering Herc to North Slope Villages		\$ 39,617.44
Atkasuk	\$ 44,420.40	1	Chartering Herc to North Slope Villages		\$ 44,420.40
Anaktuvuk Pass	\$ 48,825.96	1	Chartering Herc to North Slope Villages		\$ 48,825.96
Barrow	\$ 48,825.96	1	Chartering Herc to North Slope Villages		\$ 48,825.96
					\$ -
Prudhoe Bay	\$ 250,000.00	1	Moving freight to Prudhoe for, AKP, ATQ, BTI, AIN, BRW		\$ 250,000.00
				Subtotal	\$ 634,586.52
				Operations Total	\$ 862,586.52

EXHIBIT C – SUPPORTING DOCUMENTATION REQUIREMENTS

- Supporting third party invoices for purchases of materials and services
- Payroll registers supporting internal payroll costs direct costed to the sub-award
- Support for any payroll burdens not already reflected in the payroll register
- Timesheets or time studies contemporaneously maintained supporting the hours charged to the sub-award
- Receiving documents supporting third party invoices for purchases of materials
- Statements of work or other agreements supporting invoices for services
- Photos to document the progress of any capital projects



EXHIBIT D – PAYMENT REQUEST FORM TEMPLATE

Subrecipient Name:

Address:

Phone Number:

Invoice Number:

Invoice Date:

Invoice Amount:

Subaward Number:

Award Number:

Invoice Period:

Expense Categories (consistent with project budget)	Expenditures for Invoice Period	Cumulative Expenditures
Equipment	\$	\$
Contractual Services	\$	\$
Freight	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
	\$	\$
Total Costs	\$	\$

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Subrecipient authorized representative signature: _____

Subrecipient authorized representative name and title: _____

Phone Number: _____

Email Address: _____



EXHIBIT E – PROGRESS REPORT TEMPLATE

Subrecipient Name:

Subaward Number:

Total Grant Amount:

Period Covered:

Subrecipient contact person name and title:

Phone number:

Email address:

Report Date:

1. Describe the progress made towards achieving the objectives of the project during this period:
2. Provide a brief narrative regarding actual expenditures incurred during the invoice period.
 - a. (Expense categories consistent with project budget) Materials and Supplies:
 - b. Equipment:
 - c. Contractual Services:
 - d. Other:
3. Explain any significant discrepancies between actual expenditures compared to the approved budget:
4. Note any concerns or issues with the project plan, if any, to include potential or expected budget or schedule changes:
5. Have there been any significant changes in your organization or the project since the grant was awarded? Please explain.
6. Please report anything else you would like to share as it relates to the progress and outcomes of the grant:

Attachments:

- Original budget and actuals for this period