

Sub-Grant Reimbursement Instructions

Reimbursement claims shall be submitted not more than monthly. In general, claims for expenses through the end of June shall be submitted by the end of July, and by the end of September for expenses from July through the end of the contract.

1. In the Grant Agreement, Exhibit B (Statement of Work) and Exhibit C (Sub-Grant Budget) detail the specific activities and costs that are reimbursable by the Office of the Secretary of State/Washington State Library (OSOS/WSL).
2. Costs incurred for activities outside of the approved Statement of Work and Budget, or costs which exceed the approved Budget are the responsibility of the sub-grantee.
3. As stated in the Grant Agreement under the heading Period of Performance, all claims against this grant agreement must be made by September 30.
4. Claims for reimbursement must be made using the WSL Sub-Grant Reimbursement Claim Form, GRANTS-001.
 - **Column A, Grant Total Awarded**—Transfer the budget figures from the grant agreement (Exhibit C, Sub-Grant Budget)
 - **Column B, All Prior Claims**—List the total of your previous claims in each category
 - **Column C, This Claim**—List current costs being claimed in each category
 - **Column D, Grant Balance Remaining**—Total each line across to determine remaining funds available in each category
5. The Performance Status Report section on the reimbursement claim form refers to the Tasks that are listed in Exhibit B (Statement of Work) of the grant agreement. If, for example, four of eight tasks have been completed, then these numbers are entered into the Performance Status Report section and a percentage is calculated (50%).
6. Documentation of the claimed costs must be attached. Documentation includes the following:
 - For salaries and benefits:
 - Signed timesheets **and**
 - Official accounting system payroll report or copy of warrant(s)
 - For purchases:
 - A copy of the official accounting system disbursement/expenditure report or copies of vendor endorsed payment instruments, **and**
 - A copy of the invoice from the service provider/vendor

Please note: The more clearly the costs incurred and the payments associated with the grants are identified, the more quickly the claim is processed.

7. Claims must be signed by the Project Manager identified in the application and contract, as well as the Fiscal Agent (or their designee).
8. Make copies of the completed claim form for your files.
9. Mail original claim form and documentation to:
LSTA Grants Program
Washington State Library
PO Box 42460
Olympia, WA 98504-2460