

# FEDERAL GRANT INSTRUCTIONS

## Certified Local Government Grants

- I. THE PROCUREMENT PROCESS
- II. DOCUMENTING CONTRIBUTED AND VOLUNTEER SERVICES
- III. PROJECT MONITORING
- IV. DISBURSEMENT PROCEDURES
- V. FINAL PROJECT REPORT TEMPLATE

### ATTACHMENTS:

- A. [2 CFR Part 200.318](#), "General procurement standards."
- B. CLG Grant Subrecipient Checklist
- C. Procurement Documentation Form
- D. CLG Grant Progress Report

### EUNA RESOURCES:

- [RI-Specific Subrecipients Post-Award Management \(User Guide\)](#)
- [EUNA Portal](#)
- [EUNA User Support](#)

## I. THE PROCUREMENT PROCESS

All purchasing and contracting for goods and services under the federal grant must follow the procurement regulations of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards" ([2 CFR 200](#)). Many of the key requirements are outlined below, but it is important to read the procurement sections of the guidance at [2 CFR 200.318](#) (see Attachment A) to ensure your compliance.

- ✓ Each grantee must ensure that all procurement transactions are conducted in a manner that provides open and free competition.
- ✓ Applicable state and local laws and regulations may be followed, provided that they conform to federal law.
- ✓ There are four methods of procurement which may be used depending on the circumstances: Small Purchase Procedure, Competitive Sealed Bids, Competitive Negotiation, and Non-Competitive Negotiation (in rare circumstances). These procedures are detailed below.
- ✓ Contracts awarded following a procurement process are usually "firm-fixed-price" contracts. Contracts of a "cost-plus-percentage-of-the-cost" type are not allowed.

The grantee must request and receive RIHPHC approval of both the method of procurement to be utilized as well as the type of contract to be awarded **in advance**. Failure to obtain such approval may result in the cancellation of the grant allocation.

Regardless of method, affirmative steps should be taken to assure that small, minority and women's businesses are utilized whenever possible as sources of supplies, construction and services.

Contractors must be qualified, licensed in Rhode Island, and have the appropriate historic preservation experience (based upon property owner references).

### Methods of Procurement

#### 1. **Small Purchase Procedures:**

For services, supplies, or other goods in aggregate value less than \$100,000, fixed price quotations should be obtained in writing from three or more qualified sources. The source submitting the lowest price, while fully meeting the specifications presented, should be selected. Please note that related supply or work items which would normally be supplied under a single contract or purchase order may not be separated into smaller units solely to take advantage of this type of procurement procedure.

#### 2. **Competitive Sealed Bids:**

This is the most commonly used procurement procedure for goods and services in excess of \$100,000 and should be followed when feasible. In this procedure, sealed bids are publicly solicited and a firm fixed-price contract is awarded to the most qualified bidder whose bid price is lowest. To be feasible, the following conditions should be met:

- ✓ An invitation to bid is publicly advertised sufficiently in advance of the bid opening to allow proper response. This advertisement should appear three times in a general circulation newspaper, 21 days in

advance of bid opening. Also, building trade associations and minority firms as well as individual suppliers should be contacted to assure the receipt of at least three qualified bids.

- ✓ The bidding documents must clearly define the work, supplies or services required to allow proper response.
- ✓ All bids shall be opened publicly at the time and place stated in the invitation to bid.
- ✓ Upon approval by the RIHPHC, a firm fixed-price contract should then be awarded within 30 days to the responsible bidder, whose bid, conforming to the invitation, is lowest.

Any or all bids may be rejected if there are sound business reasons for doing so. However, documenting such reasons for rejecting a bid is extremely difficult and may only be done upon approval by the RIHPHC. It is recommended that all disqualification of bidders be done before the bids are opened.

### 3. **Competitive Negotiations:**

When the conditions are not appropriate for the use of competitive sealed bids, then the competitive negotiations procedures should be followed. In this procedure, a Request for Proposals is publicized, and negotiations are conducted with more than one source submitting offers. Two examples of where this procedure might be used are as follows:

- ✓ Where price is not the primary basis of selection, such as in the selection for architectural engineering, or other specialized professional services.
- ✓ Where it is not possible to draw up an adequate specification before the work is bid.

If this procedure is followed, the following requirements will apply:

- ✓ A **Request for Proposals** will be prepared which identifies the type of goods or services required, and indicates all the significant evaluation factors which will be used in making the contract award (including price where relevant) and their relative importance.
- ✓ Proposals will be solicited from a minimum of three qualified sources. Affirmative action must be taken to solicit proposals from small, minority, and women's businesses.
- ✓ Negotiations will then be conducted with more than one supplier, and a mechanism for evaluating the proposals, conducting the negotiations and selecting the contract award must be provided.
- ✓ Upon approval by the RIHPHC, the contract award may be made to the responsible supplier whose proposal will be more advantageous to the grantee, price and all other factors considered.

### 4. **Non-Competitive Negotiations:**

This method of procurement involves negotiations of a contract from only one source, and it may be used only when the contract award is not feasible under the other procurement procedures. The circumstances under which this procedure may be used are limited to the following:

- ✓ The item is available only from a single source.
- ✓ Public emergency will not permit the delays that may occur from competitive solicitation.
- ✓ After solicitation from a number of sources, competition is determined inadequate.

### **Selection Procedures**

***All procurement transactions must provide for maximum open and free competition.*** To this end, the following actions should be avoided:

- ✓ Placing unreasonable requirements on firms for them to qualify to bid on a project.

- ✓ Establishing unnecessary experience and bonding requirements.
- ✓ Specifying “brand name” products without the option to competitive alternates.

In addition, the following requirements must be met:

- ✓ All solicitations for bids or proposals must incorporate a clear and accurate technical specification of the materials, products or service required.
- ✓ The solicitation must also set forth all requirements and other factors which will be used in evaluating the bids or proposals.

**\*\*Share the proposals with RIHPHC so we can assess which consultants have the required qualifications.\*\***

### **Contract Provisions**

All contracts must include the following basic information:

- ✓ Brief description of the scope of work
- ✓ Time of commencement and completion date
- ✓ Project contract sum
- ✓ Method and schedule of payments
- ✓ Listing of all items included in the contract documents (drawings, specifications, addenda, alternates, etc.)
- ✓ Allowance for administrative, contractual, or legal remedies when contractors violate the breach contract terms.
- ✓ A detailed Schedule of Values, including unit prices, if applicable

Note: The compensation rate for consultants may not exceed the maximum daily rate of compensation in [the Federal Civil Service](#) equal to 120% of a GS-15, step 10 salary. (As of January 2024, this equates to \$91.95/hour.) When consultant services rates exceed this rate, only the amount **up to** that rate can be charged to the federal grant. Excess costs must be paid outside the federal share.

### **Procurement Documentation Form**

The Procurement Documentation Form (Attachment B) must be completed and submitted to RIHPHC for approval prior to the release of any grant funds. When the subgrantee is ready to select a contractor, the subgrantee must identify the method of procurement used and send the form to RIHPHC with required backup documentation, including a **draft, unsigned contract**. When the Commission has approved the documentation and the contract, the contract will be returned to you with a letter of approval instructing you to proceed with the contract signing. A fully executed copy of the contract must be returned to RIHPHC before any grant funds will be released.

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## **II. DOCUMENTING CONTRIBUTED AND VOLUNTEER SERVICES**

Contributed services may be furnished by professional and technical personnel consultants and other skilled and unskilled labor, provided that they are pre-approved by the RIHPHC and are properly documented. In-kind services are those which are paid; volunteered services and unpaid or donated. Volunteered services may be counted as matching share if they are an integral and necessary part of an approved program. Services paid for under another federal grant or contract may not be donated as matching share for historic preservation fund grants.

When in-kind staff services are contributed by individuals, these services will be valued at the employee's current rate of pay (including fringe benefits) provided that these services are in the same skill for which the employee is normally paid. Documentation will be necessary substantiating their current wage rate.

Rate for volunteered services must be consistent with current rates paid for similar work in other activities of the state government. In instances in which the skills required are not found in state government, rates used must be consistent with those paid for similar work in the labor market. If a volunteer performs services outside his profession or trade, this volunteer time must be valued at the federal minimum wage rate (\$7.25/hour in 2024).

In all cases, services claimed as non-federal share must be substantiated by time sheets or records signed by both the individual and his/her supervisor as required for all other employees. Such records must show the actual hours worked and specific duties performed.

Rates for donated space, supplies or equipment are allowable; but must first be documented and pre-approved by the RIHPHC. The value of donated space (non-expendable personal property) may not exceed the fair rental value of space established by an independent appraisal of comparable space in a privately owned building in the same locality. The value of expendable equipment or supplies must be reasonable and not exceed the fair market value at the time of donation. **Any use of contributed services must first have prior approval of the RI Historical Preservation & Heritage Commission.**

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### III. PROJECT MONITORING

For each grant project, the Commission will designate a Project Reviewer from its professional staff of architectural historians, historical architects, and archaeologists, who will be responsible for providing subgrantees with technical assistance and approving each stage of project work.

Each subgrantee is responsible for adhering to the project scope of work and corresponding work schedule appended to the funding agreement. This project schedule includes deadlines for all work stages and submission of work products, quarterly progress reports, reimbursement requests, and final project report.

The Commission's Project Reviewer will be responsible for approving consultant RFPs, consultant qualifications, and the draft contract prior to signing.

As stipulated in the funding agreement, subgrantees are responsible for documenting that grant work has commenced within 60 days after the project start date in the funding agreement. Evidence of progress may include the initiation of an RFP, the selection of a consultant, preliminary data collection, etc. If no progress has been made, the Commission may proceed to terminate the grant and reassign funds to another project.

Approval of reimbursement requests will be contingent upon adherence to the project schedule and the Project Reviewer's review of work progress. If any substantive questions arise about the work scope or products as the project proceeds, the Project Reviewer should be consulted. Financial or administrative questions should be addressed to the Grants Coordinator.

Progress Reports should be submitted quarterly (March 30, June 30, September 30, and December 31) to the Project Reviewer and Grants Coordinator via EUNA. See Attachment E, **2025 CLG Grant Progress Report**.

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## IV. HOW TO REQUEST REIMBURSEMENT/DISBURSEMENT

The Certified Local Government Grant are funded on a reimbursement basis.

### Submitting a Financial Report (Payment Request)

Financial Reports in EUNA Portal will be your way of requesting funds from your grantor agency. Financial Reports may also be submitted for reporting purposes only, not to request a payment. Financial Reports submitted through EUNA Portal will be reviewed and approved/returned for changes/rejected by RIHPHC. Approved Financial Reports with funds requested will then be sent to the state's financial system for payment to your entity.

Please refer to the [RI-Specific: Subrecipient Post-Award Management](#) for the steps needed to take in EUNA.

### Required Documentation

Disbursement requests will not be considered until the following documents are reviewed and approved by the RIHPHC:

1. Funding agreement including approved budget and project schedule
2. Procurement Documentation Form
3. Contract with vendor or consultant

Submitted reimbursement request forms must include the following:

1. **Reimbursement cover letter** signed by the Project Supervisor summarizing project progress to date.
2. **List of Expenditures** itemizing each expenditure for which reimbursement is being requested. List the expenditures according to the same work categories in the approved project budget summary attached to the Funding Agreement. This list should include the name of the vendor or consultant and invoice amounts and must be signed by the project supervisor. In the Documentation column, list the backup documentation enclosed (e.g. "Invoice #1234 from XYZ Consultants").
3. **Proof of Expenditure** is required to back up all federal and matching share expenditures included in the list.
  - ✓ For CASH expenditures, submit copies of all invoices with a copy of the corresponding cancelled check stapled to each invoice.
  - ✓ For IN-KIND contributions, include properly signed and co-signed time sheets showing the portion of time spent on grant work and the approved hourly rate; attached proof of payment with payroll records or copies of cancelled checks. If the approved hourly rate does not appear on the time sheet, please submit an official payroll record on which the hourly rate appears, or from which it may be calculated.
  - ✓ For DONATED or volunteered services, include all time sheets with the dollar value of the labor calculated according to pre-approved hourly rates. Only those contributions approved in advance by the RIHPHC are eligible.

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# Final Project Report Template

This Final Project Report must be prepared by the City/Town in addition to the consultant's work products. Please complete each section and upload the signed report in EUNA with your final reimbursement request. The report is due within 30 days after the completion of work.

## 1. Project Information

- Grant Number:
- Project Title:
- Subrecipient (City/Town):
- Address:
- Project Supervisor's Name and Address:
- Consultant(s):
- Grant Period (start and end dates):

## 2. Financial Summary

- Provide a line-by-line comparison of estimated vs. actual project costs.
- Explain any major cost differences.
- Note any amendments to the budget or scope of work.
- Reminder: Work accomplished and paid for outside the project period shown in the grant agreement is not eligible for reimbursement (but may be noted separately).
- Total project cost:
- Federal share expended:
- Local match expended (cash and in-kind):
- (Attach documentation for both federal and non-federal shares.)

## 3. Project Work Summary

- Narrative description of work accomplished, including purpose and summary of differences between work planned and completed.
- Cite all work products submitted with this report.
- If publications were produced: forward 3 copies to the National Park Service and 2 copies to RIHPHC.
- **Include the required statement acknowledging NPS support (see grant agreement for exact language).**
- Staffing description: list consultant names, addresses, and responsibilities; describe staff in-kind or volunteer contributions.
- Describe the impact of the project. Attach consultant reports, photographs, test results, and other supporting documentation as appropriate.

## 4. Outcomes and Benefits

- Summarize key findings or results
- Explain how results will be used (planning, zoning, preservation policy, education)
- Note any long-term impacts

## 5. Public Participation

- Describe public meetings, outreach, and community engagement activities
- Provide attendance records, sign-in sheets, or summaries of feedback
- Explain how community input influenced the project

## 6. Challenges and Lessons Learned

- Describe difficulties encountered and how they were resolved
- Recommendations for similar projects in the future

## 7. Certification

- I certify that the project is complete and that this report is accurate.
- Signature of Project Manager/Authorized Official: \_\_\_\_\_
- Date: \_\_\_\_\_

## Attachments Checklist - Required

- Final Work Products
- Final Project Report (this form)
- Financial Documentation (invoices, receipts, match documentation)
- Consultant Reports and Supporting Materials
- Photographs (before/after, fieldwork, public meetings)
- Public Participation Documentation (agendas, sign-in sheets, notes, outreach materials)
- Copies of any publications (3 to NPS, 2 to RIHPHC, if applicable)

Note: All records related to this grant must be retained by the subrecipient for at least three years after the official closeout date, in accordance with [2 CFR 200.334](#).

## **200.318 General procurement standards.**

**(a) Documented procurement procedures.**

The recipient or subrecipient must maintain and use documented procedures for procurement transactions under a Federal award or subaward, including for acquisition of property or services. These documented procurement procedures must be consistent with State, local, and tribal laws and regulations and the standards identified in §§ 200.317 through 200.327.

**(b) Oversight of contractors.** Recipients and subrecipients must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. See also § 200.501(h).

**(c) Conflicts of interest.**

(1) The recipient or subrecipient must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts. No employee, officer, agent, or board member with a real or apparent conflict of interest may participate in the selection, award, or administration of a contract supported by the Federal award. A conflict of interest includes when the employee, officer, agent, or board member, any member of their immediate family, their partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an entity considered for a contract. An employee, officer, agent, and board member of the

recipient or subrecipient may neither solicit nor accept gratuities, favors, or anything of monetary value from

contractors. However, the recipient or subrecipient may set standards for situations where the financial interest is not substantial or a gift is an unsolicited item of nominal value. The recipient's or subrecipient's standards of conduct must also provide for disciplinary actions to be applied for violations by its employees, officers, agents, or board members.

(2) If the recipient or subrecipient has a parent, affiliate, or subsidiary organization that is not a State, local government, or Indian Tribe, the recipient or subrecipient must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest mean that because of relationships with a parent company, affiliate, or subsidiary organization, the recipient or subrecipient is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

**(d) Avoidance of unnecessary or duplicative items.** The recipient's or subrecipient's procedures must avoid the acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. When appropriate, an analysis should be made between leasing and purchasing property or equipment to determine the most economical approach.

**(e) Procurement arrangements using strategic sourcing.** When appropriate for the procurement or use of common or shared goods and services, recipients and subrecipients are encouraged to enter into State and local intergovernmental agreements or inter-entity agreements for procurement transactions. These or similar procurement arrangements using strategic sourcing may foster greater economy and efficiency. Documented procurement actions of this type (using strategic sourcing, shared services, and other similar procurement arrangements) will meet the competition requirements of this part.

**(f) Use of excess and surplus Federal property.** The recipient or subrecipient is encouraged to use excess and surplus Federal property instead of purchasing new equipment and property when it is feasible and reduces project costs.

**(g) Use of value engineering clauses.** When practical, the recipient or subrecipient is encouraged

to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering means analyzing each contract item or task to ensure its essential function is provided at the overall lowest cost.

(h) **Responsible contractors.** The recipient or subrecipient must award contracts only to responsible contractors that possess the ability to perform successfully under the terms and conditions of a proposed contract. The recipient or subrecipient must consider contractor integrity, public policy compliance, proper classification of employees (see the Fair Labor Standards Act, [29 U.S.C. 201](#), chapter 8), past performance record, and financial and technical resources when conducting a procurement transaction. See also [§ 200.214](#).

(i) **Procurement records.** The recipient or subrecipient must maintain records sufficient to detail the history of each procurement transaction. These records must include the rationale for the procurement method, contract type selection, contractor selection or rejection, and the basis for the contract price.

(j) **Time-and-materials type contracts.**

(1) The recipient or subrecipient may use a time-and-materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time-and-materials type contract means a contract whose cost to a recipient or subrecipient is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Because this formula generates an open-ended contract price, a time-and-

materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the recipient or subrecipient awarding such a contract must assert a high degree of oversight to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) **Settlement of contractual and administrative issues.** The recipient or subrecipient is responsible for the settlement of all contractual and administrative issues arising out of its procurement transactions. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the recipient or subrecipient of any contractual responsibilities under its contracts. The Federal agency will not substitute its judgment for that of the recipient or subrecipient unless the matter is primarily a Federal concern. The recipient or subrecipient must report violations of law to the Federal, State, or local authority with proper jurisdiction.

(l) **Examples of labor and employment practices.**

(1) The procurement standards in this subpart do not prohibit recipients or subrecipients from:

(i) Using Project Labor Agreements (PLAs) or similar forms of pre-hire collective bargaining agreements;

(ii) Requiring construction contractors to use hiring preferences or goals for people residing in high-poverty areas, disadvantaged communities as defined by the Justice40 Initiative (see OMB Memorandum M-21-28), or high-unemployment census tracts within a region no smaller than the county where a federally funded construction project is located. The hiring preferences or goals should be consistent with the policies and procedures of the recipient or subrecipient, and must not prohibit interstate hiring;

(iii) Requiring a contractor to use hiring preferences or goals for individuals with barriers to employment (as defined in section 3 of the Workforce Innovation and Opportunity Act ([29 U.S.C. 3102\(24\)](#))), including women and people from underserved communities as defined by Executive Order 14091;

(iv) Using agreements intended to ensure uninterrupted delivery of services; using agreements intended to ensure community benefits; or

(v) Offering employees of a predecessor contractor rights of first refusal under a new contract.

(2) Recipients and subrecipients may use the practices listed in paragraph (1) if consistent with the U.S. Constitution, applicable Federal statutes and regulations, the objectives and purposes of the applicable Federal financial assistance program, and other requirements of this part.

## CLG GRANT SUBRECIPIENT CHECKLIST

**Note: Please refer to your grant agreement's Appendix III for the detailed Scope of Work, Budget, and Project Timeline.**

### PROCUREMENT PROCESS

- **Submit Draft RFP to RIHPHC for Review and Approval**
- Receive approval of procurement method and contract type from RIHPHC
- Ensure compliance with [2 CFR 200.318](#) procurement standards
- Advertise or solicit proposals (if applicable)
  - Include clear work specifications
  - Ensure open and free competition
- Collect at least 3 written quotes or bids (Small Purchase/Competitive)
- **Share the proposals with RIHPHC so we can assess which consultants have the required qualifications**
- Complete the **Procurement Documentation Form** (Attachment C) and submit with:
  - Draft, unsigned contract
  - Copies of advertisement or RFP letter and solicitation list
  - Copies of received proposals or quotes
- Receive RIHPHC written approval to sign the contract
- Return a **fully signed contract** to RIHPHC

### PROJECT MONITORING

- Begin project work in accordance with the Project Schedule outlined in Appendix III of your grant agreement.
- Communicate regularly with your assigned Project Reviewer and Donna Alqassar, Senior Historic Grant Manager
- Submit **Quarterly Progress Reports/Activity Report** via EUNA on:
  - March 1
  - June 1
  - September 1
  - December 1

### DOCUMENTING IN-KIND AND VOLUNTEER SERVICES

- Submit time sheets for all in-kind and volunteer services
- Ensure rates are pre-approved by RIHPHC
- Use official payroll documentation when needed to verify wage rates
- Obtain prior approval for donated space, supplies, or equipment

### REIMBURSEMENT/DISBURSEMENT

- Submit a Financial Report (Payment Request) via the Euna Grants Management System.
- Submit itemized list of expenditures
- Include backup documentation (invoices, canceled checks, payroll records)
- Provide signed time sheets for in-kind and volunteer work

### FINAL PROJECT REPORT (*due within 30 days of project completion*)

- Submit **Final Project Report** via EUNA
- Use Template provided in this instruction packet

### GRANT CLOSEOUT

- **Initiate closeout in EUNA only after all funds have been paid**
- Refer to [RI-Specific Subrecipients Post-Award Management \(User Guide\)](#) (see page 51: Initiating Grant Closeout) for detailed steps

**PROCUREMENT DOCUMENTATION FORM**

PLEASE COMPLETE THIS FORM AND UPLOAD IT TO EUNA WITH A DRAFT CONTRACT:

Project name:	
Date submitted:	

1) Method of Procurement:

- A. Small purchase procedure (contract under \$100,000)
- B. Competitive sealed bids
- C. Competitive negotiation
- D. Non-competitive negotiation

2) Justification for using Methods C or D:

3) Contractor Selected:

Name:	
Address:	

4) Reason for Selection of Contractor:

- A. Lowest Offer
- B. Other

If other, explain why this contractor was selected here:

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5) Advertisement/Solicitation Information:

Publication dates:	
Where published:	
Response time:	
Number of responses/proposals received:	

**ATTACH** a copy of the advertisement **OR** RFP/solicitation letter with solicitation list (small purchases only).

**ATTACH copies of responses/proposals received** (minimum of 3).

**ATTACH the draft contract** for RIHPHC review.

***You will receive a letter of approval when you may proceed with signing of contracts. A COPY OF THE SIGNED CONTRACT MUST BE RETURNED TO RIHPHC BEFORE ANY FUNDS CAN BE RELEASED.***

\_\_\_\_\_  
Signature of Project Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

# CLG GRANT PROGRESS REPORT

For period ending: \_\_\_\_\_

<b>Project Title:</b>	
<b>CLG/Subgrantee:</b>	

## PROJECT PROGRESS REPORT:

1. Describe work progress during this period on each work product included in your grant agreement:

2. Is your project proceeding on schedule? If not, please explain.

3. Have any problems arisen which may affect the overall scope, budget, or schedule?

4. Are you submitting a Reimbursement Request with this progress report?                      YES                      NO

\_\_\_\_\_  
Signature of Project Supervisor (Subgrantee)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Project Supervisor (Subgrantee)

*Following space for RIHPHC use only*  
**RIHPHC REVIEWER'S COMMENTS/ACTIONS:**

\_\_\_\_\_  
Signature of RIHPHC Reviewer

\_\_\_\_\_  
Date