



GYPSY MOTH SLOW THE SPREAD FOUNDATION, INC.
Grant Administrative Procedures

APPLICATION PROCESS

Note: State organizations with a specific need for a letter of cost incurrence are to forward a formal request to Ed Holloman, Gypsy Moth Slow the Spread Foundation, Inc., 5111 Falls of the Neuse Road, Suite A15, Raleigh, NC 27609.

1. **State Organizations** – Complete the *Gypsy Moth Slow the Spread Foundation State Application for Assistance* (See GM STS Form 1-Application for Assistance) or current applicable form, and send electronically (signed hardcopy to follow in mail) to:

Ed Holloman
Gypsy Moth Slow the Spread Foundation, Inc.
5111 Falls of Neuse Road, Suite A15
Raleigh, NC 27609
Email: ed43@bellsouth.net

2. Southeastern Association Services will compile all applicants' information and forward the complete grant package to the Gypsy Moth Slow the Spread Foundation, Inc. President for review.
3. The **President** of the Foundation will:
 - Sign the Applications
 - Return copy to Ed Holloman, Gypsy Moth Slow the Spread Foundation, Inc.
 - Submit original package to funding agency.
4. The **Foundation** will prepare the Award Approval/Obligation/Acceptance letter and send two originals signed by the President of the Foundation to the State Organization.
5. An authorized representative of the **State Organization** will sign one copy of this letter and return it to **Gypsy Moth Slow the Spread Foundation, Inc.**, Attn: Ed Holloman at the address above.
6. **Gypsy Moth Slow the Spread Foundation, Inc.** keeps all Applications and Award Letters on file.
7. The **State Organization** is responsible for compliance with the administrative provisions attached to the grant award.

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Reimbursement Requests

1. **State Organizations** must submit *Gypsy Moth Slow the Spread Foundation Request for Advance or Reimbursement* (See GM STS Form 2-Request for Advance or Reimbursement and Instructions) as needed to Gypsy Moth Slow the Spread Foundation, Inc., Attn: Ed Holloman as needed.
2. **Gypsy Moth Slow the Spread Foundation, Inc.** reviews the request, verifies that funds are authorized and available, and contacts the Foundation Treasurer or representative to confirm the transfer.
3. The **Foundation** authorizes the transfer of funds.
4. A confirmation of the transfer of funds is maintained by Gypsy Moth Slow the Spread Foundation, Inc. and an e-mail confirmation is provided to the State Organization budget contact.
5. **Gypsy Moth Slow the Spread Foundation, Inc.** records the transfer after receiving confirmation.
6. **Gypsy Moth Slow the Spread Foundation, Inc.** maintains a file for each State Organization that is updated as requests are received.
7. **Gypsy Moth Slow the Spread Foundation, Inc.** updates the grant tracking system.

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Compliance Monitoring

1. The **State Organization** should submit Form *Gypsy Moth Slow the Spread Foundation Financial Status Report* (See GM STS Form 3-Financial Status Report and Instructions) to Southeastern Association Services as outlined in the posted administrative procedures.
2. The **State Organization** should submit a performance report to Gypsy Moth Slow the Spread Foundation, Inc. annually as noted in the posted administrative procedures.
3. The **State Organization** should submit a Final Report to Gypsy Moth Slow the Spread Foundation, Inc. as noted in the posted administrative procedures.

See Grant Tracking System for Report due dates and summary of award information.

4. The **Foundation** will be responsible for monitoring for compliance with the requirements of applicable federal regulations and laws.
5. Extensions for filing *Gypsy Moth Slow the Spread Foundation Financial Status Report* and the annual performance report may be obtained by contacting the Foundation Treasurer.