

If request is approved, the requestor will provide the following: documentation to Payment Works to become a CDH Vendor (instructions will be given upon approval), proof of SAM registration (as applicable), and finalized budget. Receipts and invoices will be required prior to any reimbursement or payment.

ITEMIZED BUDGET PROPOSAL*

Description of cost	Quantity (i.e. hours, days, etc.)	Amount
		\$
		\$
		\$
		\$
		\$
		\$
TOTAL		
<i>* Expenses related to food and construction are not allowed.</i>		

Reporting Requirements

1. Recipients will work with CDH Staff to gather project specific data.
2. Invoices will be submitted on a monthly basis.
3. Reporting will be submitted on a quarterly basis until the project is completed.

Signature of grant requestor: _____

Questions and submissions: Please email Mindy Curran, mcurran@cdh.idaho.gov