What should I do after we receive a Public Assistance subgrant agreement from the State?

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1. Have the authorized party sign all forms sent by the Department of Public Safety. Be sure to ***sign and initial*** all assurances on page 4 of the subgrant agreement.
2. Wait for DPS to send you a fully executed (signed by your town and DPS) copy of the subgrant agreement.
3. Complete the Reimbursement Request Form that arrived with your subgrant agreement and submit it to the State.
4. If you have a large project (>$1 million), complete the closeout process, including submission of all cost documentation.

This 1-page publication from VEM provides details.

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