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

- 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 <u>1-page publication</u> from VEM provides details.