



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.