



AGREEMENT DESCRIPTION: _____

AGREEMENT ID: _____

REPORTING PERIOD: From _____ To _____

PERSONNEL					
Doc Id #	Employee Name/Job Title	Gross Salary	Effort Percent	Federal Share	Match Share
Total Cost					

"By submitting this reimbursement request, our agency is attesting that all project expenditures listed in this reimbursement request have been reviewed and confirmed. This attestation confirms our compliance and adherence with the Federal Uniform Guidance 2 CFR 200, North Carolina General Statutes 143C-6-23 and 09 NCAC 03M, and the special conditions outlined in our agency's executed grant award with the Governor's Crime Commission."

"By submitting this reimbursement request, our agency is attesting that (1) the Vendors/ Contractors have been selected using Grantee's procurement policy, as required by the original agreement, (2) according to the requirements of 2 CFR 200.214 Suspension and debarment, and that verification has been completed and documented."

See instructions on NEXT PAGE



Instructions:

1. **Document number:** Assign an identification number or letter to each time and activity sheet, paystub, proof of payment and to any back up documentation related to the cost reimbursement requested.
2. **Employee name, job title, category:** Enter employee information, or category/expenditure type e.g., FICA, retirement, etc. as listed in the approved grant budget
3. **Gross salary:** Enter total wages/ salary paid, gross or adjusted gross salary paid for the reporting period.
Hourly rate x Hours worked = Gross salary; Gross salary x Effort percent = Federal share.
4. **Effort percent:** Enter the percentage of time spent working on the GCC grant, pull from time and activity sheet (line 39 on multiple funding source time and activity sheet, and line 38 on single funding source time and activity sheet) must include time spent working on other projects and from all funding sources.
5. **Federal share:** Enter amount of to be paid by the grant. Gross salary x Effort percent = Federal share.
6. **Match share:** Enter amount of to be paid by the grantee agency (if applicable).
Gross salary x Effort percent = Federal share; Gross salary x Match percent = Match share.

For this request to be approved, back up documentation must be included with this coversheet: A signed GCC Time and Activity sheet for each employee and volunteer, paystubs, all back up documentation for all categories FICA, retirement, health insurances and other fringe benefits, proof of payment to any costs related to reimbursement requested. Failure to comply with these instructions may result in the delayed or denial of this request.