

Attachment 4
WSU SUBAWARD AGREEMENT 108815 «Subaward _____»

Invoicing Requirements

1. Invoices must be emailed, no more often than monthly, to the Financial Contact referenced in Attachment 3 SPS@WSU.EDU.
2. Invoices must include Sub-recipient standard supporting documentation of costs (copy of ledger, budget or account statement).
3. Invoices must report any program income generated.
4. Invoices must include the following:
 - Invoices should be on Sub-Recipient's letterhead
 - Current costs and cumulative costs (including cost share and program income if applicable)
 - Reference subaward number 108815 «Subaward _____»
 - Certification as to truth and accuracy of invoice
 - Invoicing period
 - Prime Recipient name and address
 - Sub-Recipient's remittance addressInvoices not including these items will be returned to the Sub-Recipient.
5. Final invoice payment shall be held pending receipt, review and approval by the Prime Recipient of the final project report.

Reporting Requirements

1. Reports must be submitted through the online Extension Risk Management Education (ERME) Results Verification System (RVS). The reporting system can be accessed at: <http://rvs.umn.edu/Home.aspx>

Online Progress Reports are due:	July 2, 2018
	October 1, 2018
	January 2, 2019
	April 1, 2019
	July 1, 2019
Online Final Report is due:	October 15, 2019

Sections of the Full Proposal (Project Overview, Proposed Risk Management Results, and Project Steps) are already available online for project directors to report against. Use the Progress Reports to report progress towards Projects Steps and Proposed Results that have been completed in each quarter. Project Steps may be modified to reflect changes in the plan of work. The proposed risk management results may not be edited unless prior communication has taken place with the Western ERME Center and approval has been received from the Center's Director or Associate Director. The purpose of this award is for the project to deliver the identified producer risk management results. Other comments pertinent to the successful delivery of the project, including producers' ability to accomplish the proposed risk management results, may be provided in the Progress Notes section of the report. Additional Progress Reports may be submitted anytime throughout the 18-month project period. In the first quarter of the project before submitting each of the first 3 monthly invoices, log into the reporting system and check off project steps that have been completed; or write a brief description of program delivery to date in the Progress Notes section of the report.

2. Upload of Project Materials
 - a. All project promotional and educational materials in digital form may be uploaded to the reporting site as they are developed and are required as part of the Final Report.
 - b. Evaluations and/or assessment tools used to measure risk management results are required to be uploaded, as are summaries and/or compilations of evaluation results as they are conducted throughout the program year and after the completion of the project.
3. The Final Report, which must include promotional and project educational materials in digital form, is due by October 15, 2019. Final Payment will be contingent upon the completion of a satisfactory Final Report, submitted online, that has been reviewed and approved by the Western ERME Center's Director.

The success of a project is measured by the risk management results that the participants gain. The primary focus of the Final Report is to report on the risk management results through measuring and verifying what the participants have learned, achieved and applied. Other information is asked for as well that summarizes how the project led to risk management results for the producers.

4. Digital copies of all promotional and project materials (referenced in 2a above), that have been uploaded through the online reporting system (Results Verification System), will become a public document and will be made available for viewing through the national Extension Risk Management Education website: <http://www.extensionrme.org> under “Funded Projects”. The Final Report for the project will be linked with these materials for others wishing to explore successful Extension Risk Management Education (ERME) projects.

Match Requirement

1. Not Applicable

Additional Requirements

1. Sub-recipient as identified on face page of subaward must provide a copy of Attachment 4 to the Sub-recipient’s Project Director.
2. **Acknowledgement of Support:**
The Sub-recipient is responsible for assuring that an acknowledgement of support is made in any presentations or media releases and on project materials of work funded by this grant.
“This material is based upon work supported by USDA/NIFA under Award Number 2015-49200-24225.”

Logo Requirement:

The Sub-recipient is to use both the USDA/NIFA Identifier and the Western ERME Center’s logo on all printed materials including those produced in electronic formats. These logos will be provided electronically in print ready format to Sub-recipient’s Project Director after execution of the subaward.

<http://westrme.wsu.edu/award-management/reporting/education-projects/>

3. Unallowable Costs

The following is a list of selected items of costs which are usually unallowable. This list is not all inclusive. For more information on whether costs are allowable, please refer to Section J., General Provisions for Selected Items of Cost, in the Office of Management and Budget Circular A-21: <https://www.whitehouse.gov/omb/circulars/>

- Alcoholic beverages
- Entertainment costs
- Promotional give away items such as tote bags, coffee mugs, t-shirts, etc.
- Incentives such as gift certificates, cash, etc. given to entice participation in meetings, surveys, and other events.
- Rent for grantee owned facilities
- Award ceremonies
- Receptions
- Proposal writing costs
- Meals:
 - a. Business meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is USDA/NIFA’s policy that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants.
 - b. Note: Meals consumed while in official travel status do not fall in this category. They are considered to be per diem expenses and should be reimbursed in accordance with the organization’s established travel policies. If you have questions concerning meals please contact your appropriate regional Center.

For budget revisions, and any program delivery concerns, please contact the Western ERME Center:

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Associate Director
Western ERME Center
222 N Havana
Spokane WA 99202
Phone: 509.447.2168
Email: warnerj@wsu.edu Or,
Heather Schriver
Phone: 541-891-9190
Email: hschriver@wsu.edu

For all invoice related questions please contact:

Erin N Buurkarl, Fiscal Analyst
CAHNRS Business and Finance Office
Washington State University
405 Hulbert Hall
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