

ALTSO CAPITAL OUTLAY GRANT

Notice of Obligation

INSTRUCTIONS

When preparing a Notice of Obligation, ensure that expenditures are only for the intended purpose. Contact ALTSO Capital Projects Bureau (CPB) staff if you have questions about whether an item to be purchased or constructed is an allowable expense. The scope of work that was submitted when you received the Notice of Award Letter is where you will find your original scope of work. **THE LANGUAGE ON YOUR GRANT IS WHAT YOU CAN PURCHASE/BUILD.** Expenditures must not be made prior to you receiving an approved notice of obligation (signed copy from CPB)

1	NOO#	Number notice of obligation(s) in sequence (NOO #1, NOO #2, NOO#3, NOO#4,....)
2	Date	The date you are submitting the notice of obligation
3	To: Dept Rep	Capital Projects Bureau (if you know the name of person you can put the individual's name)
4	Fr: Grantee	The name of the entity named in the appropriation language or Fiscal Agent
5	Grantee Official Representative	Your name, phone number and email
6	Grant Number	The number assigned by DFA, which can be found on the grant agreement Article 1
7	Grant termination Date	The project end date which can be found on the grant agreement Article 1 or Capital Projects Monitoring System (CPMS)
8	Grant Number	The number assigned by DFA, which can be found on the grant agreement Article 1
9	Vendor or Contactor	The 3 rd party, you may submit multiple vendors/contractors on the same Notice of Obligation
10	Grant Amount minus AIPP (if applicable)	Check the grant language in Article 1 as "adjusted Appropriation Amount" it will tell you if AIPP has been taken out
11	The Amount of this Notice of Obligation	3 rd party quote amount, shipping, delivery, gross receipts tax. Less admin fees or indirect cost. See note #19
12	The Total Amount of all Previously Issued NOO's	Total dollar amount of all prior issued Notice of Obligations
13	The Total Amount of All Notice of Obligations to Date:	Total dollar amount of all Notice of Obligations (including this one)
14	NOTE:	Contract Amount may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount less 1% AIPP
15	Department Rep. Approver	Capital Outlay Bureau staff
16	Title	Capital Outlay Staff Titles
17	Signature	Capital Outlay Staff Signature
18	Date	Capital Outlay Staff dates the day they send to Grantee
19	NOTE:	Administrative and/or Indirect Cost- generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for the indirect expenses. Such use of bond proceeds shall not be allowed unless specifically authorized by statute