



## Grantee Spend Down Report

**Please read the tab "FAQ & Instructions" before filling out this report.**

Organization	Grant#	Contact/Preparer	Phone
<b>Expenses for month of:</b>		<b>Starting Bal. (D25 from last month)</b>	
<b>Expenditures:</b>			<b>Exp Amount</b>
<b>Personnel Expenses:</b>			
Salary			
Benefits			
<b>Total Payroll Expenses:</b>			\$ -
<b>Total Travel Expenses (Current State of Oregon reimbursement rate per mile)</b>			
Cell Phone			
Office Phone Lines			
Postage			
Printing			
<b>Total Outreach &amp; Materials Expenses</b>			\$ -
<b>Subtotal Expenses</b>			\$ -
Indirect/Admin Exp (approved max 12%)			\$ -
<b>Total Approved Expenses for this period:</b>			\$ -
<b>Remaining Balance for grant Period:</b>			<b>\$0.00</b>
<b>Send to CP.Business@odhsoha.oregon.gov</b>			
<b>Notes:</b>			

## Common Questions:

**Q: When is this report due?**

A: The 15th of every month for the prior month. For example, July's expense report is due August 15th, August's report is due September 15th, and so on.

**Q: I have a question about what expenses are allowed within the grant.**

A: Please refer to the copy of your executed contract and only report expenses allowed within the agreement (Exhibit A Part 3 Disbursement and Financial Reporting). If there are further questions, **HSN** grantees should reach out to [perry.b.dejoode@oha.oregon.gov](mailto:perry.b.dejoode@oha.oregon.gov) and **HOP**

**Q: I made an error on my last spend down report. What should I do?**

A: Resend a correct version to [CP.Business@odhsoha.oregon.gov](mailto:CP.Business@odhsoha.oregon.gov) and let us know that the previous submission had an error. We'll make the appropriate updates.

**Q: I have missed reporting for a few months. What should I do?**

A: Submit each missing month as its own report and individual file. They can all be sent in a single email but please don't send one report with multiple months included in one lump sum, and do not send one file with multiple tabs at the bottom for each month that was missing.

**Q: My contract has been amended. I have new/different line items and it no longer matches my template.**

A: CP Business will receive the new version of your contract, create a new version of the spend down report, and send it to you.

## Important information to remember:

\* When sending this report, please identify in the subject line whether it's HSN or HOP. For example, "July HSN spend-down report" is a helpful email subject line.

\* Do not alter any of the fields on the report with the exception of the "Indirect/Administrative Expenses" line item. The formula may be **reduced** from 12% but it **cannot exceed** 12%.

\* Send reports **only** to [CP.Business@odhsoha.oregon.gov](mailto:CP.Business@odhsoha.oregon.gov) unless instructed otherwise.

\* If you find expenses you forgot to collect from the previous contract, they cannot be collected on the current contract.

\* The "Starting Balance" and "Remaining Balance" fields on this form are for you to use for tracking purposes. CPOP doesn't update those fields for you. We use our own tracking system.

\* If there is a month in which you did not have expenses, please submit a report with a zero in the "Total expenses approved" field, and use the "notes" section to explain why there were no expenses.

\* If there is a month in which you have unusually high spending, please explain the reason in the "Notes" section even if the spending is within that line item's allotted amount.

\* No single month's expenses may exceed 9% of the total award, to ensure continued grant activity throughout the grant period.

\* OHA may request documentation at any time related to the proposed budget and expenses.