Date:

To: Chittenden County Regional Planning Commission

c/o Forest Cohen, Senior Business Manager

110 West Canal Street, Suite 202

Winooski, VT 05404-2109

[fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org)

Copy: Darren Schibler, Senior Planner

[dschibler@ccrpcvt.org](mailto:dschibler@ccrpcvt.org)

RE: Grant # Total Award Amount: $

Invoice #

Dear Forest,

Please remit payment to (award recipient) in the amount of $ which constitutes (check one):

75% of award to be issued upon grant contract execution, which was performed on .

25% of award as reimbursement upon receipt and approval of the final report (attached), covering work completed between and .

Payment may be submitted to the following mailing address:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

Sincerely,

PROJECT CONTACT SIGNATURE PROJECT CONTACT NAME