

GREAT Program

Growing Rural Economies with Access to Technology Program

October 30, 2019

To: 2018-2019 GREAT Grant Program Grantees

From: Broadband Infrastructure Office

Subject: Grantee staff pay being used towards the Grant or Match

Staff pay can be used towards the grant or match subject to the allowable activities of the program contract (grant agreement) subject to the following:

- Benefits are excluded from being counted towards the project. No medical, dental, retirement, leave, or any other fringe benefit to include but not limited to mileage reimbursement, per diems, work certifications such as attending a course to maintain a certification, or costs associated with attending a conference shall be counted towards the project. **The program will only allow direct pay related to the completed work within the limits of the allowable activities of the program contract (grant agreement).**
- Grantee must provide to the Broadband Infrastructure Office:
 - Name of staff assigned to the project being paid from the grant or match
 - Position Title
 - Date Hired
 - Rate of Pay
 - Salary or Hourly
 - Frequency of Pay
 - Full-time or Part-Time
 - Detailed Work Description
- Grantee must keep detailed daily timesheets for each employee who will be paid from the grant and/or the match. In addition, the program will require a description of the completed work activities in relation to the number of hours worked towards the project.
- When submitting a request for payment the grantee must submit copies of all relevant timesheets, descriptions of the completed work activities, and payroll documentation or pay stubs to include the calculation of pay as it relates to the grant.