



## Request to Use Grant Subaward Income

### Information and Instructions

Grant Subaward income is gross income earned, by the Subrecipient, that is directly generated by Grant Subaward-funded activities **during the Grant Subaward performance period** (see Subrecipient Handbook section 9.075).

Unless otherwise specified in the RFA or RFP, Grant Subaward income must be:

- Used by Subrecipients for allowable costs to further the goals and objectives of the Grant Subaward during the Grant Subaward performance period, or
- The portion generated with federal or state funds must be returned.

If Subrecipients anticipate earning Grant Subaward income and wish to use the income for allowable costs to further the goals and objectives of the Program, **Subrecipients must submit this form and receive prior written approval.**

Complete all sections of the form. Both the Grant Subaward Director and Financial Officer, or their designee identified on the Grant Subaward Signature Authorization (Cal OES Form 2-103), must sign this form.

This form can be submitted as part of the Grant Subaward Application and/or with a Grant Subaward Modification (Cal OES Form 2-223), if not previously approved as part of the Grant Subaward Application.



## Request to Use Grant Subaward Income

Grant Subaward Number: \_\_\_\_\_

Subrecipient: \_\_\_\_\_

Grant Subaward Performance Period: \_\_\_\_\_ to \_\_\_\_\_

Description of how Grant Subaward Income is/will be generated:

---

Proposed use of Grant Subaward Income (must be allowable per the RFA/RFP, Subrecipient Handbook, and fund source:

---

By signing this request, I certify all Grant Subaward income generated by Grant Subaward-funded activities, **during the Grant Subaward performance period**, will be used for allowable costs that further the goals and objectives of the Grant Subaward, **during the Grant Subaward performance period**.

\_\_\_\_\_  
Grant Subaward Director Name

\_\_\_\_\_  
Grant Subaward Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Financial Officer Name

\_\_\_\_\_  
Financial Officer Signature

\_\_\_\_\_  
Date