



Grant Subaward Income Invoice Report

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.

Subrecipients may return the portion of Grant Subaward income generated by federal or state funds (i.e., pro-rated to exclude portion generated by matching funds) during the close-out process (see Subrecipient Handbook section 15.005).

Example

If a Subrecipient is funded by a Grant Subaward at 75% Federal or State funds and 25% Total Project Cost (see Subrecipient Handbook section 9.065) match funds, and the total program income earned by the Grant Subaward is \$100,000, then \$66,667 must be returned to Cal OES.

Use this form to report Grant Subaward Income to be returned to Cal OES. Subrecipients will then be invoiced by Cal OES.

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 must be submitted with a Grant Subaward Modification (Cal OES Form 2-223) during the liquidation period.



Grant Subaward Income Invoice Report

Grant Subaward Number: _____

Subrecipient: _____

Grant Subaward Performance Period: _____ to _____

Amount of Grant Subaward Income Earned: \$ _____

Amount of Grant Subaward Income to be Returned (i.e., minus any match %): \$ _____

Brief Description of activities that resulted in Grant Subaward income:

By signing this report, I certify the information included is correct and I understand Cal OES will invoice the Subrecipient for the amount above.

Grant Subaward Director Name

Grant Subaward Director Signature

Date

Financial Officer Name

Financial Officer Signature

Date