

January 3, 2023

Mark Sattler
Jerusalem Township
9501 Jerusalem Road
Curtice, Ohio 43412

RE: Ohio Lake Erie Commission Grant – 581-23 Coastal and Shoreline Resilience Planning in Jerusalem Township

Dear Mark,

Please find enclosed the fully executed Agreement for your Lake Erie Communities and Coastal Resiliency grant award. Please forward this Agreement to the appropriate fiscal authority within your agency. A Purchase Order request has been submitted to Ohio EPA. Please find listed here items to note for your grant.

1. The first Interim Report is due **7/3/2023**. The Commission will be providing you a template to utilize for the interim report.
2. Any changes to the project or budget (beyond what is permitted within the agreement guidelines) or extension requests should be made using the grant forms, also available on the LEPF website.
3. The Final Report is due **3/30/2024**. Upon approval of the Final Report by the executive director, final payment will be made. *A request for an extension of this deadline must be received 30 days prior to the deadline. It is the responsibility of the grantee to complete all work in time to allow for completion activity and fiscal reports prior to the deadline.*
4. **One (1)** copy of the Final Progress Report is required.
5. **One (1)** copy of the Final Accounting is required. This form is also accessible on our website and will be provided to you. *This form is due on 3/30/2024. It is the responsibility of the grantee to plan final fiscal reporting into the project timeframe. For many organizations, this requires completing all work one month prior to the final report deadline.*

If you have any questions regarding the administration of your grant, please do not hesitate to contact the office at 614-506-0619.

Sincerely,



Lynn Garrity, Ohio Lake Erie Commission
Enclosure