



5/28/15

USFS
Box 130
Bozeman, MT 59715

Dear Jodie:

We are pleased to inform you that the Mule Deer Foundation (MDF) has approved your project titled "Beartooth Aspen Restoration" (MDF Project Code MT 1504) for approved funding of \$2,600.00 funds will come from '13 Billings & Bozeman Chapter Rewards.

All correspondence, regarding this project should be mailed to:

Mule Deer Foundation
Attn: Shantel Bozo
1939 S. 4130 W. Ste. H
Salt Lake City, UT 84104

Please coordinate with your billing office to establish funding/billing arrangements. MDF does not track projects by collection agreement or other agency project numbers, so to ensure proper and timely payments, the MDF project number and title are required on all invoices, collection agreements, and other correspondence. If entering into an agreement or contract is required by your agency, please provide a copy of this letter to your Grants and Agreements Specialist to advise them of this grant and MDF procedures and to ensure coordination within your agency.

The Mule Deer Foundation has adopted a policy approving project-funding availability for a two-year period. This grant is effective until December 31, 2017. Any remaining funds on account for this grant at MDF will be terminated after this date. Should you need project funding beyond the grant period; a new proposal will need to be submitted.

MDF funding policy and procedures are as follows:

- Requires this grant to be used in addition to scheduled operational funding
- Requires this grant to be used as outlined in the grant proposal
- Strictly prohibits the use of donated funds for administration, overhead, or other indirect costs.
- Encourages billings to be completed within the same fiscal year as agency/organization expenditures.
- Requires a minimum of 30 days to process invoices.
- Encourages lump sum billings and discourages monthly billings.
- Requires at least a 1:1 matching fund ratio for projects.
- Expects project cost savings to be distributed among the project-contributing partners.
- Requires projects to be funded on a cost-reimbursable or a vendor direct basis, unless other arrangements are made.

- For cost-reimbursable billings, please pay vendors directly and then submit invoices to MDF for reimbursement. Be certain to include the MDF project number and title on all invoices.
- For vendor direct payments, the procedure is as follows:
 - Have vendors send invoices directly to you for review and approval.
 - Sign the invoices showing our authorization of the expenses and write the MDF project number and title on the invoices.
 - Send invoices to MDF for payment, attention: Shantel Bozo.
 - MDF does not pay invoices received directly from the vendor. We require your signature authorization to confirm expenses are accurate and goods and/or services were received.

MDF reporting policy is as follows:

- Requires a full accounting of the expenditures of the grant upon final billing.
- Requires a completed MDF Project Completion Report along with final billing. Project Completion Report can be downloaded from our website at www.muledeer.org. Please submit the completion report in an electronic format, if possible.
- Encourages and appreciates annual progress reports, in-house publications, follow-up and monitoring reports.
- Requires recognition of MDF's contribution by appropriate means.
- Reserves the opportunity to review final drafts for interpretive signs, brochures and publications.
- Encourages photo documentation of project activities.

Should you have any questions or information needs, please contact:

Shantel Bozo
Project Manager
Ph: (801) 973-3940
Email: shantel@muledeer.org

The Mule Deer Foundation values accuracy and quality in project reporting. Thorough reporting helps us feature great partnerships like yours in the pages of Mule Deer Foundation Magazine as well as better serve our project partners, supporters and wildlife resources. We recognize that sometimes the accounting and on-the-ground project activities may not coincide and we may not be able to close out all aspects of the project simultaneously. In the event MDF funds are expended during the first part of the project and a Project Completion Report is submitted, we would appreciate an additional, final comprehensive report detailing all the project elements as planned or outlined in the project proposal.

MDF appreciates the efforts of USFS to address wildlife habitat needs. Thank you for helping us to conserve mule deer, black-tailed deer and their habitat. We look forward to hearing from you.

Yours in Conservation,

Miles Moretti
CEO/ President