



**Powering the Holidays 2025
Recipient Assurances and Requirements**

Cooperating Agencies

Administrator: Metropolitan Mayors Caucus (Caucus)
Funder: ComEd

A. Scope of Work

The grant application submitted by the recipient serves as the *Scope of Work* for the grant project. You must complete the work as proposed. Prior approval is required for any change such as:

- change in the scope or the objective of the project (even if there is no associated budget revision).
- change in a key person specified in the application or award document.
- significant changes in local match.

B. Use of Funds

Funds are to be expended only for services and goods described in the Scope of Work and Budget, submitted at the time of application.

C. Notification

The recipient shall immediately notify the Caucus of changes that impact the timely completion of activities supported under this grant. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

D. Close-Out Procedure

Grant recipient will submit the “Final Project Report” to the administrator. Submission of the final report will effectively close out the project. Recipients must submit a completed *Final Report* describing accomplishments relative to the *Scope of Work* is due at project completion. A *Reimbursement Request* detailing the expenditures related to the grant project must accompany the *Final Report*. The *Final Project Report* must also contain documentation of accomplishments, grant expenditures, and matching expenditures. Please follow the directions within the Final Project Report.

E. Payment Procedures

The Metropolitan Mayors Caucus will reimburse grant recipients for successful completion of the Scope of Work as documented by the *Final Report*. Recipients may only receive one payment at the successful conclusion of the project for actual expenditures (not-to-exceed the Grant Award). An invoice and financial documents must be submitted to the Metropolitan Mayors Caucus no later than **March 31, 2026**, via email.

Retain these terms for your records. You agree to these terms by signing the Award Acceptance Form.