**Section 3000.40 Application and Award Fee Assessment**

a) Grant Application Fees

1) The grant application fee amount shall be calculated as ¼ of 1% of the total funding assistance requested in the grant application; however, no single grant application fee shall be less than $100 or exceed $300.

EXAMPLES:

A $50,000 grant application would require a $125 grant application fee ($50,000 x 0.0025 = $125).

A $750,000 grant application would require a $300 grant application fee ($750,000 x 0.0025 = $1,875, which exceeds the $300 maximum).

2) Grant application fees shall be rounded up to the nearest whole dollar amount.

EXAMPLE:

A $54,750 grant application would require a $137 grant application fee ($54,750 x 0.0025 = $136.87, rounded up to the nearest whole dollar = $137).

3) Instructions will be provided to the grant applicant explaining how the correct grant application fee for the program being applied to is calculated. The applicant will identify the amount of the calculated fee on the application, and the Department will verify this against the submitted fee amount prior to accepting the grant application.

b) Grant Award Fees

1) The grant award fee amount shall be calculated as 1% of the total funding assistance granted to the applicant; however, no single grant award fee shall exceed $5,000.

EXAMPLES:

A $200,000 grant award would require a $2,000 grant award fee ($200,000 x 0.01 = $2,000).

A $750,000 grant award would require a $5,000 grant award fee ($750,000 x 0.01 = $7,500, which exceeds the $5,000 maximum).

2) Grant award fees shall be rounded up to the nearest whole dollar amount.

EXAMPLE:

A $54,750 grant award would require a $548 grant award fee ($54,750 x 0.01 = $547.50, rounded up to the nearest whole dollar = $548).

3) Instructions will be provided to the grantee explaining how to calculate the correct grant award fee. The grantee will identify the amount of the calculated fee on the grant agreement, and the Department will verify this against the submitted fee amount prior to processing and executing the grant agreement.