

<b>III. PROGRAM PLANNING AND RESOURCES SECTION</b>
<b>1000 Contractor/Grantee Information</b>

This Section includes:

- 1000.1 General Information
- 1000.2 Submitting Changes to Form

**1000.1 General Information**

The Nutrition Education and Obesity Prevention Branch (NEOPB) require contractors/grantees to complete and submit a Contractor/Grantee Information Form (CIF/GIF) when they submit contracts and a revised version when staffing changes (see 1000.2). The Contractor Information Form provides important names and contact information for the Organization. The following information will appear on the form:

- Contract Signatory: this person has authority to sign a contract.
- Project Director: the person listed will be responsible for all of the day-to-day activities of project implementation and for seeing that all contractual requirements are met. This person will be the primary contact for NEOPB staff and will be responsible for the proper dissemination of program information.
- Payment Receiver: this information is where all payments will be sent.
- Fiscal Reporter: this person will prepare Invoices and is the primary contact for questions related to fiscal documents.
- Fiscal Signatory: this person has signature authority for Invoices.

For questions regarding the Form, contractors should contact their Project Officer or Contract Manager.

**1000.2 Submitting Changes to Form**

Throughout the contract period, contractors/grantees may have to make changes to the CIF/GIF due to changes in staff listed, addresses, phone numbers, organization information, etc. If there are changes to the information on the form, contractors/grantees are required to complete and submit a new Form to their Project Officer and Contract Managers. It is important that contractors/grantees submit changes in a timely manner, as it will maintain the flow of communication between the contractor and the NEOPB.