2020 Pennsylvania Local Government Implementation Grants New Grantee Webinar

Accelerating local implementation of high-priority nutrient and sediment load reduction practices in selected Pennsylvania communities.
WEBINAR INSTRUCTIONS

- To improve sound quality, all participants will be muted for the duration of the webinar. If you want to ask a question you have two options:
  
  1. Enter your query where it says “Enter a question for staff” and click send. We will type a response or read your question aloud when we pause for Q&A.
  
  2. Write it down and contact us after the webinar. We have a lot of material to cover, so you may prefer to have a more in-depth discussion later.

- We may ask you to raise your “hand” in the webinar dialogue box to confirm participants can hear us.

- If you experience a technical glitch, please type it into the question box, since we can’t hear you. (We may not know about the glitch unless you say something!)

*The webinar will be available for download within 48 hrs at NFWF.org/Chesapeake*
AGENDA

1. Quality Assurance
2. Events and Communications
3. Monitoring
4. The Contracting Process
5. Requesting Payment
6. Completing Reports
7. Requesting Amendments
8. Q&A
QUALITY ASSURANCE PROJECT PLANS (QAPPs)

NFWF’s Quality Management Plan
NFWF has a Quality Management Plan approved by the U.S. EPA that requires certain grant funded projects have Quality Assurance Statements (QAS) or language that requires project partners complete a Quality Assurance Project Plan (QAPP) inserted into their grant agreements.

Quality Assurance Statements
Projects that will undertake a minimal level of environmental engineering, secondary data use, or GIS activities may simply require that Quality Assurance Terms and Conditions be inserted into the grant agreement. Grantees agree to these terms upon signing the grant agreement.

NFWF has contracted with Cardno to assist grantees with completing their QAPP. Syd and Stephanie will notify you if a QAPP is necessary for your project.

For more information, visit our Quality Assurance page or watch our previous QAPP Webinar.
EVENTS AND COMMUNICATION

It is our expectation that all our grantees will participate in the broader environmental community. This includes compiling a project fact sheet or poster upon request, and participating in certain events – targeted at either stormwater or agriculture – throughout the term of your grant. Funds for these activities can come from your grant agreement.

Agriculture Networking Forum

Stormwater Partners’ Retreat

Chesapeake Watershed Forum
Publicity/Acknowledgment:

1. For use of the NFWF logo, please check for NFWF approval (email to Sydney.Godbey@NFWF.ORG)

2. Please thank your specific funders (EPA, Altria) as well as NFWF! There is specific language about public acknowledgement in your award agreement.
MONITORING AND WIP REPORTING

You should already have a FieldDoc project page from the application process!

**FieldDoc**

[https://www.fielddoc.org/account/login](https://www.fielddoc.org/account/login)
THE CONTRACTING PROCESS

Your Grants Administrator is in charge of getting your grant agreement in place, handling payments, and reviewing financial reports.

You can start work at any time after your project start date but you cannot request payment until you receive the fully executed grant agreement. You can also change your project start date – talk to the Grant Administrator.
Grants Administration will generate grant agreements and send e-mail notifications with instructions about how to access the agreement. **These e-mails will arrive via easygrants@nfwf.org**, so make sure not to filter the address!

Make sure info@nfwf.org and easygrants@nfwf.org are added to your safe senders list.

To view and print your grant agreement, be sure to disable your browser’s pop-up blocker.

Once the agreement has been reviewed, **please email one signed hard copy** to NFWF for counter-signature. The Foundation will return one fully-executed copy for your records.
It is likely that your Full Proposal will need some changes:

• Metric Revisions (Easygrants or FieldDoc)
• Map Updates
• Budget Clarifications/Notes
• Updated Financial Documents

If so, the Grants Administrator will send back your Full Proposal task with a list of edits that need to be made. You’ll get an email and the task will be available on your homepage. Resources can be found on our website here.
AWARD AND CONTRACTING

- Easygrants is your friend! All grants administration is done online via Easygrants, including all amendments, extensions and reporting.
  - Easygrants problems?
    - Send an email to easygrants@nfwf.org or use the Help Link at the bottom of any Easygrants page
  - Forgot your log in?
    - Request log in information from the Easygrants login page or send an email to easygrants@nfwf.org

- Can I incur expenses before I have a signed contract in hand?
  - You can begin project work and start incurring expenses before execution of a grant agreement.
  - Payment cannot be made until the grant agreement is signed and activated, but you will be reimbursed for expenses incurred as long as they are within the approved budget and work period in your proposal.
Grantees should invoice NFWF whenever you have expenses, beginning when we email signed copies of your grant agreement back to you. *We want you to invoice us often!*

Funds may be requested on a reimbursable basis. If an advance is needed, contact your Grants Administrator. You will receive payment in approximately 30 days.

Payment requests should be submitted via Easygrants; directions are available on the website, or ask Syd. Requests should be made with the appropriate NFWF payment request form.

Note that 10% of the award is held in reserve until receipt and approval of final reports.

Expenses must occur before the project end date.

**Make sure you hit the SUBMIT button on all requests — you will receive an email confirmation.**
REQUESTING PAYMENT
FREQUENTLY ASKED QUESTIONS

- NFWF does not write a single check for the amount of the grant award
- Payment requests must be submitted via EasyGrants through a user account linked with the project.
- NFWF makes payments at the beginning and the middle of the month, except for the month of January, in which NFWF makes payments only in the middle of the month.
- An advance payment requires that you must detail the use of funds, provide justification and timeline for expected disbursement. An advance of funds must be due to an imminent need and must be spent within a month of receipt.
- No receipts or other documentation need be sent with payment request form. That said, keep all these receipts and other relevant documents in a file in case of questions.
From the homepage, click the “**My Grants**” tab at the top of the page, next to the “My Tasks” tab.
Click the grant number for the grant you want to submit a payment request for.
REQUESTING PAYMENT
GENERATING A PAYMENT REQUEST TASK

From the dropdown menu under Grantee Requests/Action, select “Submit Reimbursement Request” and click “Request”
This is the main page of the payment request task. The Validation Summary must show that everything is complete before allowing you to submit.
Please read the certification statement and click “I agree”, then click “Save and Continue”
Click the blue text “Payment Request Template” to download the Payment Request Form.
Please complete this payment request form and upload it to the Submit Payment Request task in Easygrants. If you have any issues completing this form, please contact your grant administrator.

### Basic Payment Information (questions 1-8 are required for all payment requests)

1. Project Title (From Agreement): Click here to enter project title.
2. NFWF ID Number: Click here to enter Easygrants ID Number.
3. Payee Organization (If Payee Organization is a third party, please contact your grant administrator): Click here to enter Organization Name.
4. Reimbursement Amount Requested: Click here to enter amount requested.
5. Final Payment?: Choose an item.
6A. Do you have remaining funds from previous disbursements from NFWF for this project?: Choose an item.
6B. If “Yes”, please provide an explanation including the amount that remains unspent and expected timeline for expenditure: Click here to enter text.
7A. Have there been any developments that may have a significant impact on the project budget, matching contributions, period of performance, or scope of work?: Choose an item.
7B. If “Yes”, please provide an explanation of the development and potential impacts: Click here to enter text.
8A. Reimbursement Period of Expenditure: Click here to enter the start date. - Click here to enter the end date.
8B. If your period of expenditure start date is older than six months, please explain the delay in requesting reimbursement: Click here to enter text.

### Expenditure Information

9. For projects that do NOT have a budget in Easygrants, provide a summary of project expenses to date:

   Click here to enter text.

I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract for Services, or other agreement with NFWF (each, an “Agreement”). Such expenditures and costs have been or will be expended within the Period of Performance for the applicable project and within the applicable Agreement’s term. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).

**Typed Name and Title**: Click here to enter Name and Title.  
**Date**: Click here to enter a date.
On the uploads page, choose “Payment Request Form” as the upload type, then click on “Add files” and navigate to the location on your computer where the payment request is saved. Click “Start” after adding the payment request form to the task. Click “Continue” after the form has been uploaded. Only attach one payment request form per task. Use the “Other Documents” upload type to provide any additional documentation as required by NFWF.
Use the pencil icon next to each line item to add expenses.

The green plus icon can be used to add new line items that were not part of your original project budget.

Anytime a line item exceeds its budgeted amount, the variance column will show the amount exceeded in red.

Line item or budget category increases that exceed 10% of the total award amount will require a budget amendment before your payment request can be processed.

Enter a note in the budget for any new line items added, explaining the purpose of the line item and how it ties in with the overall project goals.

<table>
<thead>
<tr>
<th>Line Item</th>
<th>Current</th>
<th>Total Expenditures</th>
<th>Variance</th>
<th>Variance %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries</td>
<td>$116,000.00</td>
<td>$28,900.00</td>
<td>$8,000.00</td>
<td>75.86</td>
</tr>
<tr>
<td>Forrest Greene</td>
<td>$100,000.00</td>
<td>$25,900.00</td>
<td>$75,000.00</td>
<td>75.00</td>
</tr>
<tr>
<td>New Employee</td>
<td>$60,000.00</td>
<td>$5,000.00</td>
<td>$55,000.00</td>
<td>91.67</td>
</tr>
<tr>
<td>Benefit</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coral Reeves</td>
<td>$40,000.00</td>
<td>$10,000.00</td>
<td>$1,000.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Forrest Greene</td>
<td>$10,000.00</td>
<td>$0.00</td>
<td>$10,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Travel Costs</td>
<td>$8,000.00</td>
<td>$6,000.00</td>
<td>$2,000.00</td>
<td>25.00</td>
</tr>
<tr>
<td>Airfare to Arizona</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Airfare to U.S.</td>
<td>$4,000.00</td>
<td>$0.00</td>
<td>$4,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>$60,000.00</td>
<td>$80,000.00</td>
<td>$20,000.00</td>
<td>33.33</td>
</tr>
<tr>
<td>GPS Tracers</td>
<td>$12,000.00</td>
<td>$0.00</td>
<td>$12,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$7,000.00</td>
<td>$1,542.85</td>
<td>$5,457.15</td>
<td>77.96</td>
</tr>
<tr>
<td>Materials and Supplies</td>
<td>$7,000.00</td>
<td>$1,542.85</td>
<td>$5,457.15</td>
<td>77.96</td>
</tr>
<tr>
<td>Scuba Gear</td>
<td>$2,000.00</td>
<td>$0.00</td>
<td>$2,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Fish Tank for Nemo</td>
<td>$5,000.00</td>
<td>$0.00</td>
<td>$5,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Contractual Services</td>
<td>$31,000.00</td>
<td>$6,763.00</td>
<td>$24,237.00</td>
<td>78.18</td>
</tr>
<tr>
<td>Subcontract/Contract - Per Agreement</td>
<td>$29,000.00</td>
<td>$0.00</td>
<td>$29,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Prevent Coral Bleaching Corp.</td>
<td>$14,000.00</td>
<td>$0.00</td>
<td>$14,000.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Friends of the Deep Sea, Inc</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
<td>100.00</td>
</tr>
</tbody>
</table>
Requesting payment: Completing the payment request task

Report all match expended and any accompanying notes.

*If this is the final payment request: make sure to update the match and that it agrees with the match reported in the Final Financial Report.*
Make sure to click the blue “Submit” button to submit the payment request!

If correctly submitted, you will receive a confirmation e-mail and the task will disappear from your homepage.
If your payment is not received by the expected date:

1. Check to make sure the request was submitted. If the task is on your homepage, it was not submitted, or resubmission was requested.

2. Check your bank account. If you selected “ACH” as your payment method on your vendor setup form, the funds will be put into the specified bank account via direct deposit.

3. Contact your Grants Administrator.
1. Sign in to your Easygrants homepage.

2. Locate reporting tasks on your homepage. Reports are listed in chronological order by due date.

3. Click on the report you wish to complete and follow the instructions.

4. Late reports disappear from your homepage, so contact Syd or your Grants Administrator if you think this applies to you.

Stewardship Fund grants have annual interim programmatic report (due annually from project start date) and an annual financial report (October 31st) – these are standard due dates. Final reports are due 60 days after the project end date.

Make sure you hit the SUBMIT button on all requests.
COMPLETING REPORTS

To access a task below, click the task name link in the Task column.

Peer Reviewers: To view the proposal you are reviewing please click the “Third Party Review” link. Please do not click View PDF as it will open a copy of the review you are submitting and not the proposal.

<table>
<thead>
<tr>
<th>Easygrants ID</th>
<th>Primary Contact/PI</th>
<th>Task</th>
<th>Program Name</th>
<th>Funding Cycle Name</th>
<th>Status</th>
<th>Outcome</th>
<th>Due Date</th>
<th>View PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>70000</td>
<td>Q, Suzie</td>
<td>Submit Interim Programmatic Report</td>
<td>Grants</td>
<td>Test Cycle (Standard Budget)</td>
<td>Incomplete</td>
<td>Payment Request Not Submitted</td>
<td>9/28/2016</td>
<td>View PDF</td>
</tr>
<tr>
<td>70000</td>
<td>Q, Suzie</td>
<td>Submit Interim Programmatic Report</td>
<td>Grants</td>
<td>Test Cycle (Standard Budget)</td>
<td>Incomplete</td>
<td>Not Submitted</td>
<td>7/1/2017</td>
<td>View PDF</td>
</tr>
<tr>
<td>70000</td>
<td>Q, Suzie</td>
<td>Submit Annual Financial Report</td>
<td>Grants</td>
<td>Test Cycle (Standard Budget)</td>
<td>Incomplete</td>
<td>Annual Fin Rept Not Submitted</td>
<td>10/31/2017</td>
<td>View PDF</td>
</tr>
<tr>
<td>70000</td>
<td>Q, Suzie</td>
<td>Submit Final Financial Report</td>
<td>Grants</td>
<td>Test Cycle (Standard Budget)</td>
<td>Incomplete</td>
<td>Final Fin Rept Not Submitted</td>
<td>1/8/2018</td>
<td>View PDF</td>
</tr>
<tr>
<td>70000</td>
<td>Q, Suzie</td>
<td>Submit Final Programmatic Report</td>
<td>Grants</td>
<td>Test Cycle (Standard Budget)</td>
<td>Incomplete</td>
<td>Not Submitted</td>
<td>1/8/2018</td>
<td>View PDF</td>
</tr>
</tbody>
</table>
REQUESTING AN AMENDMENT

Budget Amendments
If you have a variance of more than 10% between budget categories, you must request a budget amendment. The Grants Administrator will review proposed edits to make sure amendment is required.

Scope Change
If you are varying significantly from the scope of work in your proposal, you must request a scope change amendment. Please contact Syd or your Grants Administrator to see if this is needed.

Extension
If you do not expect to spend all funds within the project period, you must request an extension.

It is best to notify Syd if you think you will need an amendment – she will make sure the proper task gets opened and available on your Easygrants homepage. All amendment requests require justification and are granted at the discretion of NFWF staff.

Make sure you hit the SUBMIT button on all requests – you will receive an email confirmation.
Questions?

Syd Godbey, Program Coordinator  
Sydney.Godbey@nfwf.org  
202-595-2612

Stephanie Heidbreder, Program Manager  
Stephanie.Heidbreder@nfwf.org  
202-595-2442

Jake Reilly, Program Director  
Jake.Reilly@nfwf.org  
202-595-2610

Easygrants Technical Support:  
Easygrants@nfwf.org