

# Chesapeake Bay Stewardship Fund 2020 Grantee Webinar



Chesapeake Bay Program  
*Science. Restoration. Partnership.*



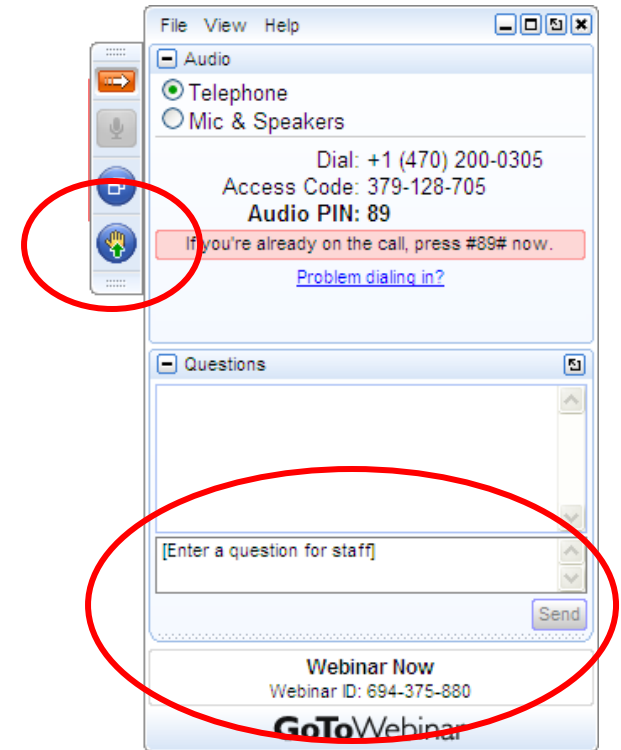
# NEWFWF



Accelerating local implementation of the most innovative, sustainable and cost-effective strategies to restore and protect water quality and vital habitats within the Chesapeake Bay watershed.

# 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:
  - 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.
  - 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 to watch next week at [nfwf.org/programs/chesapeake-bay-stewardship-fund/tools-current-grantees](http://nfwf.org/programs/chesapeake-bay-stewardship-fund/tools-current-grantees)*



NFWF

Chesapeake Bay Stewardship Fund



Chesapeake Bay Program  
Science. Restoration. Partnership.



Jake Reilly,  
Program Director



Stephanie Heidbreder,  
Program Manager



Syd Godbey,  
Program Coordinator



Drew Young  
Grants Administrator

## AGENDA

1. Grants Announcement Materials
2. Quality Assurance
3. Events and Communications
4. Monitoring
5. The Contracting Process
6. Requesting Payment
7. Completing Reports
8. Requesting Amendments
9. Q&A



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# 2020 GRANTS ANNOUNCEMENT

Chesapeake Bay 2020 Grant Slate Featuring SWG and INSR projects is available to download and view at [nfwf.org/chesapeake](https://nfwf.org/chesapeake)

Go to the Tools for Current Grantees page to access our Tell Your Story! NFWF's Communications Tool Kit document and webinar



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# 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. Stephanie will notify you if a QAPP is necessary for your project.



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# 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



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# PUBLICITY AND ACKNOWLEDGEMENT

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

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**  
Fielddoc.org

FIELDDOC

CREATE ACCOUNT NEED HELP?

## Log in

Do you have a FieldDoc account? If so, you can login below to access your project history, create new pre-project planning calculations, or manage your FieldDoc account.

Email Address [Need an account?](#)

Password [Forgot your password?](#)

LOG IN

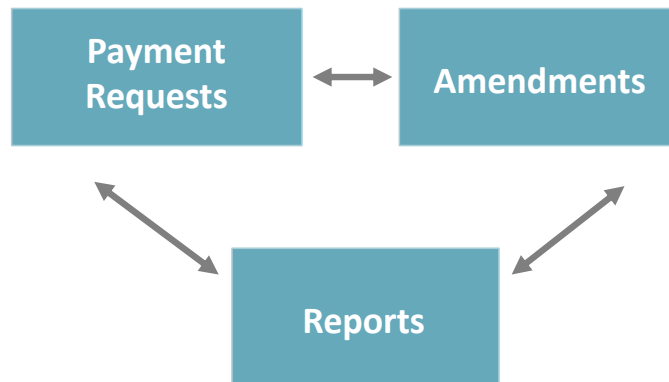


# NFWF GRANT PROCESS

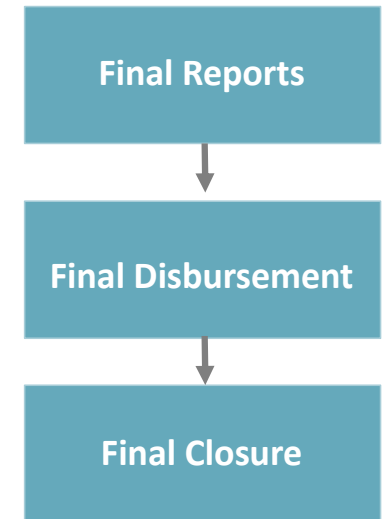
## Proposal Resubmission Process



## Active Grant



## Closure





# THE CONTRACTING PROCESS

Drew Young will be administering your grant agreement, handling payments, and reviewing financial reports. He will be your first point of contact for most day to day aspects of your project.



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# THE CONTRACTING PROCESS

## FULL PROPOSAL RESUBMITTALS

It is likely that your Full Proposal will need some changes prior to receiving your grant agreement:

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

If so, Drew 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 Easygrants homepage.



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# THE CONTRACTING PROCESS

## AWARD AND ADMINISTRATION

- All grants administration is done online via Easygrants, including all amendments, extensions and reporting.
  - Easygrants problems?
    - If your Grants Administrator is not available, send an email to [easygrants@nfwf.org](mailto:easygrants@nfwf.org) or use the Help Link at the bottom of any Easygrants page
    - Request log in information from the Easygrants login page or send an email to [easygrants@nfwf.org](mailto:easygrants@nfwf.org)
  - Forgot your log in?
- 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.





# THE CONTRACTING PROCESS GRANTS ADMINISTRATION

Grants Administration will generate grant agreements and send e-mail notifications with instructions about how to access the agreement once your proposal is approved both by Program staff and our Compliance Department. **These e-mails will arrive via [easygrants@nfwf.org](mailto:easygrants@nfwf.org), so make sure not to filter the address!**

Make sure [info@nfwf.org](mailto:info@nfwf.org) and [easygrants@nfwf.org](mailto: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 copy** to NFWF for counter-signature. The Foundation will return one fully-executed copy for your records.



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# THE CONTRACTING PROCESS

## ACCESSING YOUR GRANT AGREEMENT

My Tasks - Randy Arndt

My Tasks My Grants Profile Apply For Funding


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

Change Password Apply for Funding View All My Tasks

FAQ My Tasks

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date
50334	Arndt, Randy	<a href="#">Execute Award Agreement</a>	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Execute AA Not Submitted	12/22/2015
50334	Arndt, Randy	<a href="#">Submit Interim Programmatic Report</a>	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Interim Prog Rpt Not Submitted	4/27/2016
50334	Arndt, Randy	<a href="#">Submit Final Financial Report</a>	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Final Fin Rept Not Submitted	7/26/2017
50334	Arndt, Randy	<a href="#">Submit Final Programmatic Report</a>	Grant	Monarch Butterfly Conservation			


Log Out Return to Staff Module

 **View Agreement**

 **View Agreement**

 **Agreement Terms**

I have read the terms and conditions as detailed in the Agreement.

-   I agree to the terms and conditions.
- I disagree to the terms and conditions.



# REQUESTING PAYMENT

## FREQUENTLY ASKED QUESTIONS

NFWF pays out portions of your grant on a reimbursable basis.

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 request requires detail on the use of funds, need 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.



NFWF



Chesapeake Bay Stewardship Fund

# REQUESTING PAYMENT

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, Once the payment is submitted via Easygrants and approved, you will receive payment in approximately 30 days. If an advance is needed, contact Drew.

Payment requests should be submitted via Easygrants; directions are available on the website or ask Drew. 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. If the task is still on your Easygrants homepage, it has not been submitted!**

Step-by-step instructions for submitting a payment request through Easygrants can be found here:

<https://www.nfwf.org/apply-grant/recipient-information/requesting-payment>



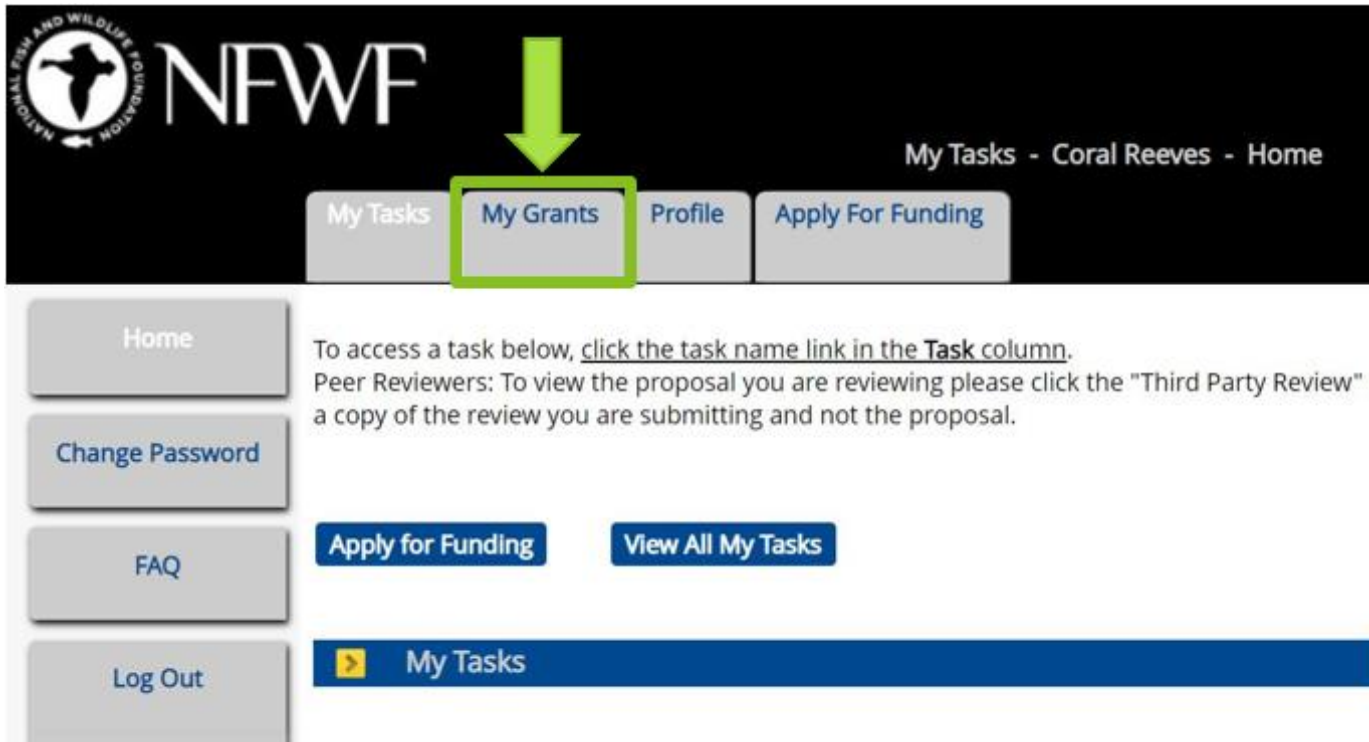
Chesapeake Bay Stewardship Fund





# REQUESTING PAYMENT

## GENERATING A PAYMENT REQUEST TASK

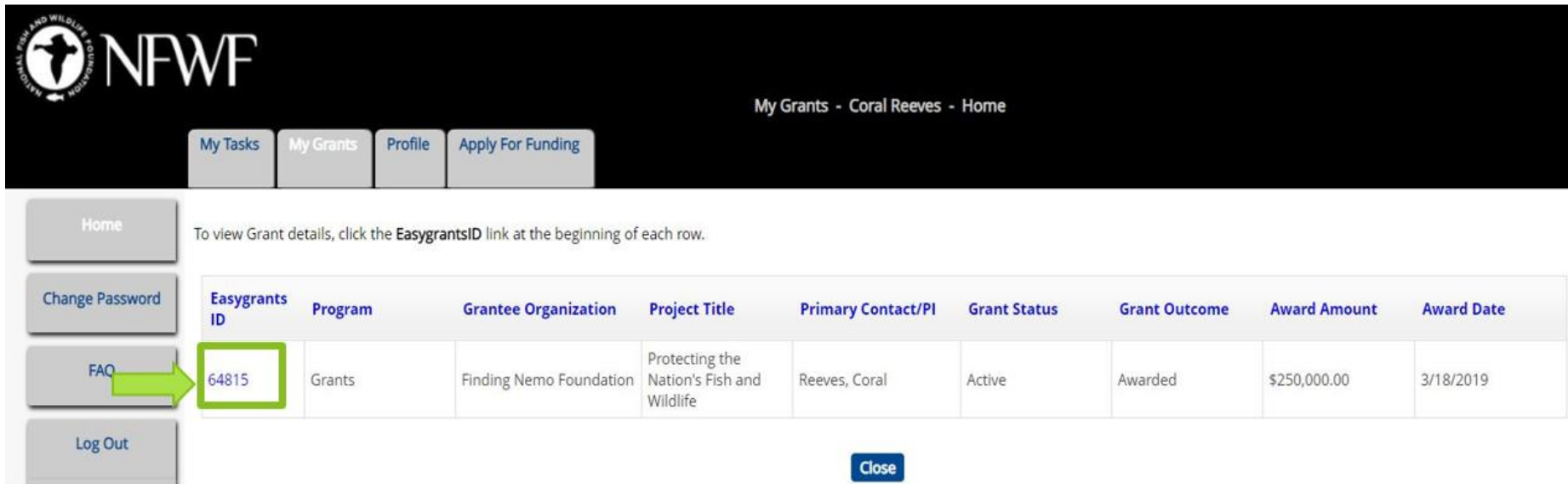


The screenshot shows the NFWF (National Fish and Wildlife Foundation) user interface. At the top left is the NFWF logo. To the right of the logo is the text "My Tasks - Coral Reeves - Home". Below this is a navigation bar with four tabs: "My Tasks", "My Grants", "Profile", and "Apply For Funding". The "My Grants" tab is highlighted with a green box, and a green arrow points down to it. Below the navigation bar is a sidebar with links: "Home", "Change Password", "FAQ", and "Log Out". To the right of the sidebar is a main content area with the following text: "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" I a copy of the review you are submitting and not the proposal." Below this text are two buttons: "Apply for Funding" and "View All My Tasks". At the bottom of the main content area is a blue bar with a yellow arrow icon and the text "My Tasks".

From the homepage, click the “My Grants” tab at the top of the page, next to the “My Tasks” tab.

# REQUESTING PAYMENT

## GENERATING A PAYMENT REQUEST TASK



The screenshot shows the NFWF (National Fish and Wildlife Foundation) user interface. At the top left is the NFWF logo. The page title is "My Grants - Coral Reeves - Home". Below the title are navigation tabs: "My Tasks", "My Grants", "Profile", and "Apply For Funding". On the left side, there are buttons for "Home", "Change Password", "FAQ", and "Log Out". A green arrow points to the "FAQ" button. The main content area displays a table of grants with the following columns: "Easygrants ID", "Program", "Grantee Organization", "Project Title", "Primary Contact/PI", "Grant Status", "Grant Outcome", "Award Amount", and "Award Date". The first row of data is highlighted with a green border around the "Easygrants ID" cell, which contains the value "64815". A "Close" button is located at the bottom right of the table area.

To view Grant details, click the **EasygrantsID** link at the beginning of each row.

Easygrants ID	Program	Grantee Organization	Project Title	Primary Contact/PI	Grant Status	Grant Outcome	Award Amount	Award Date
64815	Grants	Finding Nemo Foundation	Protecting the Nation's Fish and Wildlife	Reeves, Coral	Active	Awarded	\$250,000.00	3/18/2019

Click the grant number for the grant you want to submit a payment request for.



# REQUESTING PAYMENT

## GENERATING A PAYMENT REQUEST TASK

**Summary**

EasygrantsID	64815	Grant Status	Active
Grantee Organization	Finding Nemo Foundation	Primary Contact/PI	Reeves, Coral
Program	Grants	Award Amount	\$250,000.00
Project Title	Protecting the Nation's Fish and Wildlife	Award Date	3/18/2019
Grant Outcome	Awarded		

**Grantee Requests/Actions**

Select Request/Action  Submit Reimbursement Request ▾ Request

**Project Tasks**

Task Name

Assigned Person

Task Type

Task Status

Find Clear

From the dropdown menu under Grantee Requests/Action, select “Submit Reimbursement Request” and click “Request”

# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK

The screenshot displays a web interface for requesting payment. On the left is a vertical navigation menu with buttons for Home, Main (highlighted), Certification, Uploads, Expenditure Details, Match Expended, Review and Submit, FAQ, Help, and Log Out. The main content area is divided into sections: Project Information, Instructions, and Validation Summary.

**Project Information**

Due: 3/27/2019 *Protecting the Nation's Fish and Wildlife* Easygrants ID: 64815  
Reeves, Coral | (Finding Nemo Foundation)  
Grants | 00 Funding Opportunity Template | Test Funding Cycle

**Instructions**

Use this task to request a payment from the Foundation, by following these steps:

1. Go to the Uploads page using the link at the left or bottom of this page, and follow the instructions to download the payment request form.
2. Next, go to the Expenditure Details page and enter your Total Expenditures to date for this project for NFWF-provided funds.
3. On the Match Expended page, enter the total amounts for Fed and Non-fed Matching Contributions expenditures.
4. Certify your submission on the Certification page.
5. Finally, go to the Review and Submit page to submit this request to the Foundation.

Shown below is the summary of the status of the information required for this submission. Click the page links below or use the links at the needed until you submit. Once you submit, you will no longer be able to make changes. If you submit in error, please contact the Grants Administration for correspondence.

Other useful links that will appear in the navigation bar at left include:

- **Home** brings you back to your Home page and out of this submission task.
- **FAQ** provides answers to common questions about the Foundation's proposal elements.
- **Help** provides guidance on both content and technical aspects related to completing many of the pages in the system.
- **Log Out** logs you out of the system.

**Validation Summary**

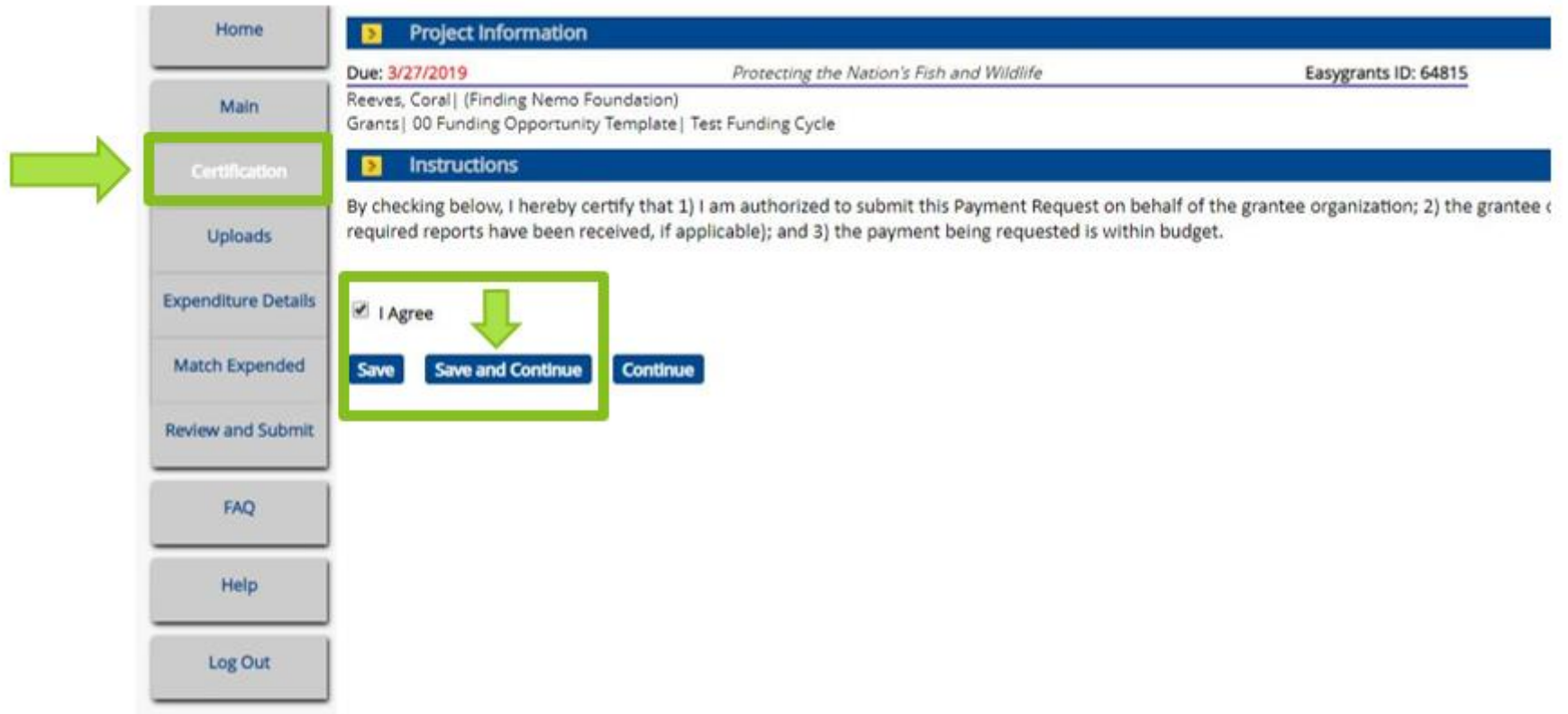
Page Name	Status
<a href="#">Certification</a>	✗ Incomplete
<a href="#">Uploads</a>	✗ Incomplete
<a href="#">Expenditure Details</a>	✓ Complete
<a href="#">Match Expended</a>	✗ Incomplete

This is the main page of the payment request task. The Validation Summary must show that everything is complete before allowing you to submit



# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK



The screenshot displays the Easygrants interface. On the left is a vertical navigation menu with buttons for Home, Main, Certification, Uploads, Expenditure Details, Match Expended, Review and Submit, FAQ, Help, and Log Out. A green arrow points to the 'Certification' button. The main content area has a blue header for 'Project Information' with a yellow arrow icon. Below this, it shows 'Due: 3/27/2019', the project title 'Protecting the Nation's Fish and Wildlife', and 'Easygrants ID: 64815'. The organization is listed as 'Reeves, Coral | (Finding Nemo Foundation)'. Below the project information is another blue header for 'Instructions' with a yellow arrow icon. The text reads: 'By checking below, I hereby certify that 1) I am authorized to submit this Payment Request on behalf of the grantee organization; 2) the grantee's required reports have been received, if applicable; and 3) the payment being requested is within budget.' Below this text is a checkbox labeled 'I Agree' which is checked. A green arrow points down to the 'Save and Continue' button. To the left of this button is a 'Save' button, and to the right is a 'Continue' button. The 'Save and Continue' button is highlighted with a green box.

Please read the certification statement and click “I agree”, then click “Save and Continue”

# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK

**Home**

**Main**

**Certification**

**Uploads**

**Expenditure Details**

**Match Expended**

**Review and Submit**

**FAQ**

**Help**

**Log Out**

**Project Information**

**Due: 3/27/2019** *Protecting the Nation's Fish and Wildlife* **Easygrants ID: 64815**

Reeves, Coral | (Finding Nemo Foundation)  
Grants | 00 Funding Opportunity Template | Test Funding Cycle

**Instructions**

Below is a list of documents that can be attached to your submission. Documents marked as required must be uploaded before you will be able to submit. If any of the uploads below contain a template, follow these steps to download the template to create your document:

1. In the Upload Checklist below, click the **Template** link for the document you want to create, and save the template file to your computer. This is a MS Word document.
2. Work within this template and save it to your computer.
3. In the Uploads section below, select the appropriate upload type from the Choose Upload Type drop-down list and click **Add Files**.
4. Select the file or files to upload from your computer and return to this page.
5. Click **Start** to the right of the file that you want to upload. The system will upload the document and display it in the Uploads list. If the Status does not say "converted file."
6. Once your document is uploaded, you may view it by clicking the file name or the name of the converted pdf. To re-upload a document, click **Delete** to the right of the document.

To attach/upload your document(s) to this task:

Click **Help** for examples and instructions specific to this Uploads section.

**NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift or Control (CTRL) key on your keyboard while clicking on the link.**

**Upload Checklist**

Upload Type	Required	Template	File Types Allowed
Payment Request Form	Yes	<a href="#">Payment Request Template</a>	.doc, .docx, .jpeg, .jpg, .pdf
Other Payment Request Documents	No		.doc, .docx, .jpeg, .jpg, .pdf, .xls, .xlsx

**Uploads**

Choose Upload Type

Click the blue text "Payment Request Template" to download the Payment Request Form





## 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.

# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK

Upload Type	Required	Template	File Types Allowed
Payment Request Form	Yes	Payment Request Template	.doc, .docx, .jpeg, .jpg, .pdf
Other Payment Request Documents	No		.doc, .docx, .jpeg, .jpg, .pdf,

**Uploads**

Payment Request Form

Payment Request Form: Payment Request Form\_6.29.18.pdf 307.02 KB

There are no grant documents attached.

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.



Budget				
Collapse all   Notes				
Total Award Amount: \$250,000.00				
	Current	Total Expenditures	Variance	Variance %
Personnel	\$116,000.00	\$28,000.00	\$88,000.00	75.86
Salaries	\$100,000.00	\$25,000.00	\$75,000.00	75.00
Coral Reeves	\$60,000.00	\$5,000.00	\$55,000.00	91.67
Forrest Greene	\$40,000.00	\$10,000.00	\$30,000.00	75.00
New Employee	\$0.00	\$10,000.00	(\$10,000.00)	N/A
Benefits	\$16,000.00	\$3,000.00	\$13,000.00	81.25
Coral Reeves	\$10,000.00	\$0.00	\$10,000.00	100.00
Forrest Greene	\$6,000.00	\$3,000.00	\$3,000.00	50.00
Travel	\$8,000.00	\$6,000.00	\$2,000.00	25.00
Other Travel Costs	\$8,000.00	\$6,000.00	\$2,000.00	25.00
Airfare to Australia	\$4,000.00	\$0.00	(\$4,000.00)	(50.00)
Airfare to U.S.	\$4,000.00	\$0.00	\$4,000.00	100.00
Equipment	\$60,000.00	\$80,000.00	(\$20,000.00)	(33.33)
Equipment	\$60,000.00	\$80,000.00	(\$20,000.00)	(33.33)
Research Costs	\$40,000.00	\$60,000.00	(\$20,000.00)	(66.67)
GPS Trackers	\$12,000.00	\$0.00	\$12,000.00	100.00
Materials and Supplies	\$7,000.00	\$1,542.85	\$5,457.15	77.96
Materials and Supplies	\$7,000.00	\$1,542.85	\$5,457.15	77.96
Scuba Gear	\$2,000.00	\$1,542.85	\$457.15	22.86
Fish Tank for Nemo	\$5,000.00	\$0.00	\$5,000.00	100.00
Contractual Services	\$31,000.00	\$6,763.00	\$24,237.00	78.18
Subcontract/Contract - Per Agreement	\$29,000.00	\$0.00	\$29,000.00	100.00
Prevent Coral Bleaching Corp.	\$14,000.00	\$0.00	\$14,000.00	100.00
Friends of the Deep Sea, Inc.	\$15,000.00	\$0.00	\$15,000.00	100.00

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

# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK

Home

Main

Certification

Grants

Expenditure Details

**Match Expended**

Review and Submit

FAQ

Help

Log Out

**Project Information**

Due: **3/27/2019** *Protecting the Nation's Fish and Wildlife* Easygrants ID: 64815

Reeves, Coral | (Finding Nemo Foundation)  
Grants | 00 Funding Opportunity Template | Test Funding Cycle

**Match Expended Information Instructions**

In the fields below, enter the total expenditures from the matching contributions raised for and expended on your project to date. Please include Federal source, or into the NonFed Match Expended field if they are matching funds from a Non-federal source of funding. Please provide a brief

Fields marked with a red asterisk (\*) are required for final submission. Click [Help](#) for examples and instructions. Click [Save](#) regularly to save your work. Click [Continue](#) to save and move to the next page in this task.

**Match Expended Information**

Fed Match Expended \*

NonFed Match Expended \*

Notes \*

Limit:5000 characters Remaining: 5000

[Save](#) [Save and Continue](#)

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**



# REQUESTING PAYMENT

## COMPLETING THE PAYMENT REQUEST TASK

**Project Information**  
Due: 3/27/2019 *Protecting the Nation's Fish and Wildlife*  
Reeves, Coral | (Finding Nemo Foundation)  
Grants | 00 Funding Opportunity Template | Test Funding Cycle

**Instructions**  
All requirements are complete and ready for submission. Your request will not be submitted until you click the Submit button. The PDF will not contain financial documents that may have been uploaded. After submission, you will receive a confirmation email and the task will disappear from your homepage. The PDF will be available for a limited time and should be saved.

**NOTE:** You must enable pop-ups to use this system. If a link does not open please try holding the Shift key when clicking the link.

Click **Submit** (below) to submit your information to the Foundation. Once you submit, you will receive a confirmation email and the task will disappear from your homepage.

**View Full Submission**

**View PDF**

**Submission**

**Submit**

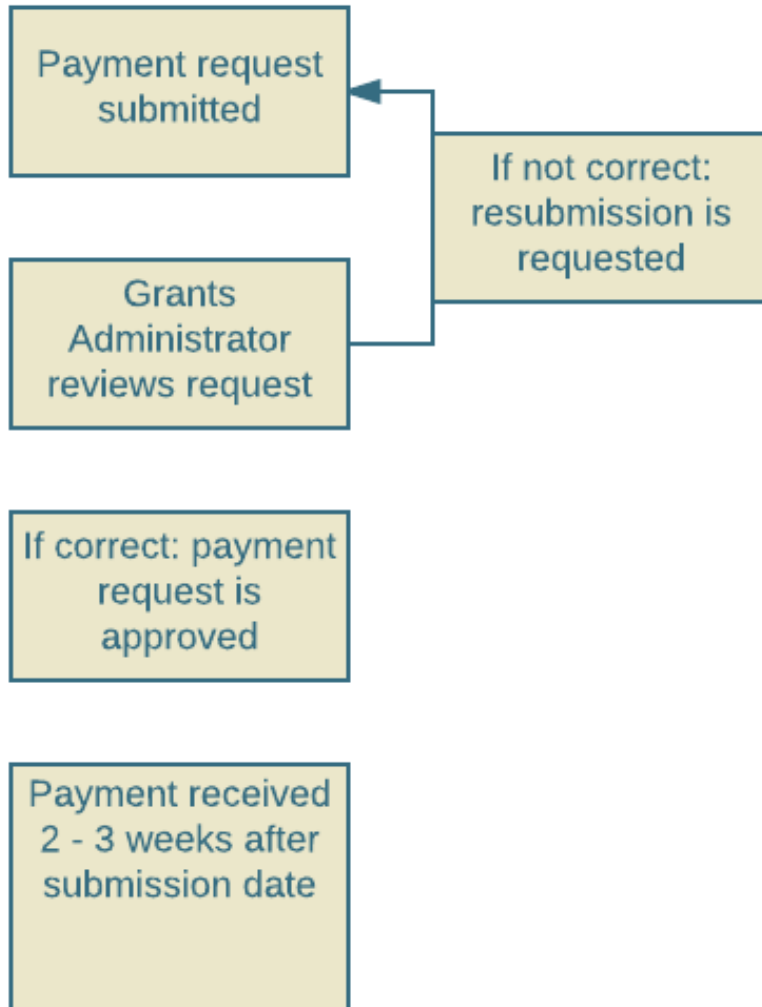
**Validation Status**

Page Name	Status
Certification	✓ Complete
Uploads	✓ Complete
Expenditure Details	✓ Complete
Match Expended	✓ Complete

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.

# REQUESTING PAYMENT TIMELINE



## **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 Drew.





# COMPLETING REPORTS

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 sometimes disappear from your homepage, so contact Drew if you think this applies to you.

Stewardship Fund grants have *annual interim programmatic report* (generally due annually from the project start date) and an *annual financial report* (October 31<sup>st</sup>) – 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**



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# COMPLETING REPORTS

My Tasks My Grants Profile Apply For Funding

Home

Change Password

FAQ

Log Out

Return to Staff Module

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.

Apply for Funding View All My Tasks

**My Tasks**

Easygrants ID	Primary Contact/PI	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date	
70000	Q, Suzie	<a href="#">Submit Interim Programmatic Report</a>	Grants	Test Cycle (Standard Budget)	Incomplete	Payment Request Not Submitted	9/28/2016	<a href="#">View PDF</a>
70000	Q, Suzie	<a href="#">Submit Interim Programmatic Report</a>	Grants	Test Cycle (Standard Budget)	Incomplete	Not Submitted	7/1/2017	<a href="#">View PDF</a>
70000	Q, Suzie	<a href="#">Submit Annual Financial Report</a>	Grants	Test Cycle (Standard Budget)	Incomplete	Annual Fin Rept Not Submitted	10/31/2017	<a href="#">View PDF</a>
70000	Q, Suzie	<a href="#">Submit Final Financial Report</a>	Grants	Test Cycle (Standard Budget)	Incomplete	Final Fin Rept Not Submitted	1/8/2018	<a href="#">View PDF</a>
70000	Q, Suzie	<a href="#">Submit Final Programmatic Report</a>	Grants	Test Cycle (Standard Budget)	Incomplete	Not Submitted	1/8/2018	<a href="#">View PDF</a>

For Technical assistance, please contact us via [e-mail](#) or phone 202-595-2497.



# COMPLETING REPORTS

And two are required at the completion of the project:

## **Final Programmatic Report:**

The report will prompt you for brief descriptions of "Summary of Accomplishments" and "Lessons Learned." These fields are hard-coded into our database and grants library. The report will also show you any metrics that were provided in the Full Proposal for the project. Please update this information as appropriate. You will also be asked to upload certain documents, including a completed narrative report (for which you will download a template from the reporting task) and photographs.

## **Final Financial Report:**

The report will show you the budget that was approved for the project, and you will be asked to enter actual amounts spent by line item. If there were changes from the originally approved line item amounts, that is fine; please enter the actual amounts spent in each line item, describing any changes that were needed. The report also shows you the matching contributions that were listed in your full proposal - you will be asked to update/add/delete contributions as appropriate. The status of any matching contributions actually received and spent should have a status of "Received."

NFWF holds 10% of the grant award until review and approval of final reports. Once final reports are approved, you may request final payment and your project will be closed.

*The reporting requirements will be detailed in the "Reporting Due Dates" section of your Grant Agreement.*

# REQUESTING AN AMENDMENT

## Budget Amendments

If you have a variance of more than 10% between budget categories, you must request a budget amendment. Drew can 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 Drew 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 Drew or Syd if you think you will need an amendment – we 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.**



NFWF

Chesapeake Bay Stewardship Fund



Science. Restoration. Partnership.

# OTHER THINGS TO KEEP IN MIND

**Grant Agreement:** Please read your agreement for other essential terms and conditions including Access to Records, Reporting Deadlines, Evaluations, Federal Regulations (if applicable) and SAM.gov requirements.

**Expenditures:** All costs must be allowable, allocable, and reasonable. Supporting documentation for all project-specific expenditures must be retained; these include: accounting records, timesheets, payroll journals, receipts, invoices, purchase orders, etc.

**Contracting:** The procurement of goods and services must comply with federal, state, and local laws. If your award is funded with federal funds, visit the UG's [Procurement Standards](#) section to review the methods of procurement your organization must comply with, including competition requirements and conflict of interest criteria. If your award contains subawards, review the UG's [Subrecipient Monitoring and Management](#) section.

**Equipment:** If your federally funded award contains equipment, visit the UG's [Property Standards](#) to learn more about prior approval requirements, property records and disposition instructions upon closure. Tangible Property Forms can be found at: <https://www.grants.gov/forms/post-award-reporting-forms.html>





# QUESTIONS?

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