

A photograph of four people standing on the deck of a white boat, holding a large, thick pile of brown seaweed. The boat is on a body of water with a forested shoreline in the background. The people are wearing outdoor gear like hats, sunglasses, and jackets. The boat has a logo on its side that says 'Sound Waters'.

National Fish and Wildlife Foundation Post Award Grantee Webinar

Seaweed bioextraction on
the Sound



AGENDA

- Your NFWF Contacts
- Proposal Resubmission Process
- Managing your Active Grant
 - Requesting Payment
 - Requesting Amendments
 - Completing Reports
- Things to Keep in Mind



YOUR NFWF CONTACTS



Your Grants Administrator
Current: Nicole Thompson

- Administrative questions
- Contracting
- Payments
- Amendments
- Reports
- Day-to-day questions

Nicole.Thompson@nfwf.org
202/857-0166



Your Program Team
Lynn Dwyer & Erin Lewis

- Programmatic questions
 - Credit & Logo use requests
- Lynn.Dwyer@nfwf.org 631/312-8999
Erin.Lewis@nfwf.org 202/857-0166



NFWF GRANT PROCESS

Proposal Resubmission Process

Program Review



Programmatic, Fiscal,
and Compliance Review



Award Agreement



Activation Email



Active Grant

Payment
Requests

Amendments

Reports



Closure

Final Reports



Final Disbursement



Final Closure

NFWF Proposal Resubmission Process

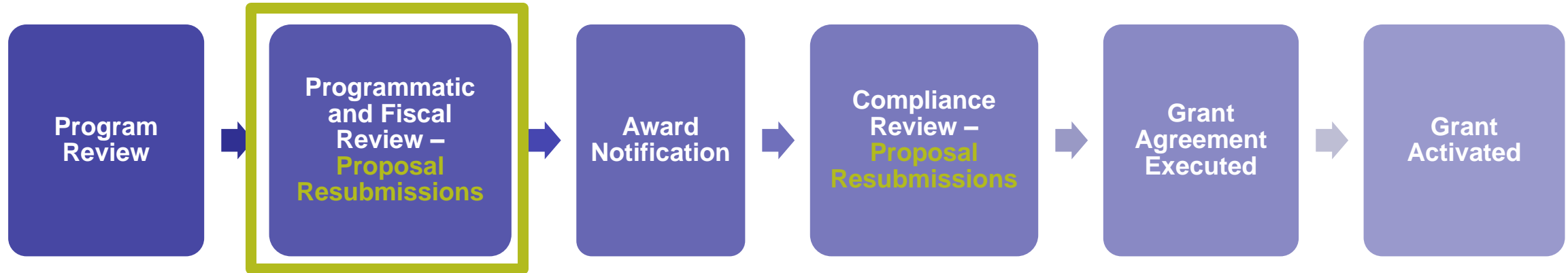


Share the shore with shorebirds
around the Sound



NFWF PROPOSAL RESUBMISSION PROCESS

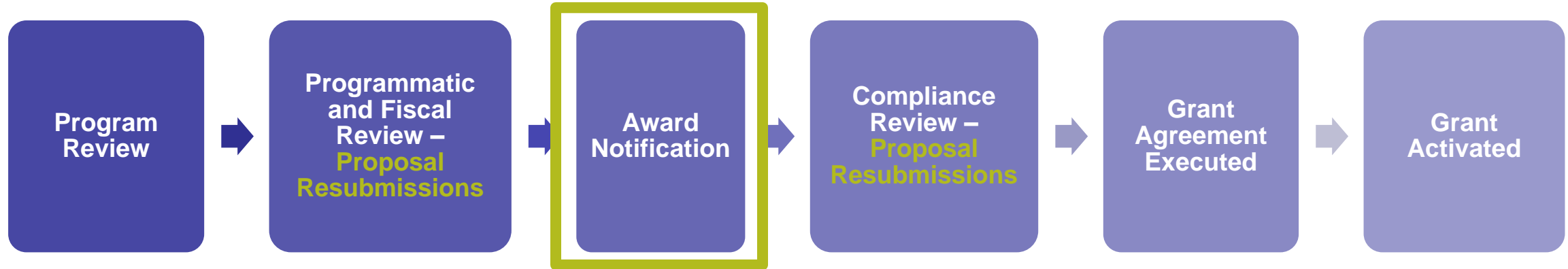
PROGRAMMATIC AND FISCAL REVIEW



- During proposal review, Program Staff and Grants Administration will review your proposal and request programmatic and fiscal resubmissions.
- Possible resubmission requests include:
 - Budget modification ([Detailed Budget and Narrative Guide](#))
 - Financial documentation
 - Scope of work modification
 - Metrics
 - Map
 - Matching contributions
- Please respond within two weeks. Your proposal edits will be used for grant selection decisions.
- *Note that a resubmission request does not constitute an award notification.*

NFWF PROPOSAL RESUBMISSION PROCESS

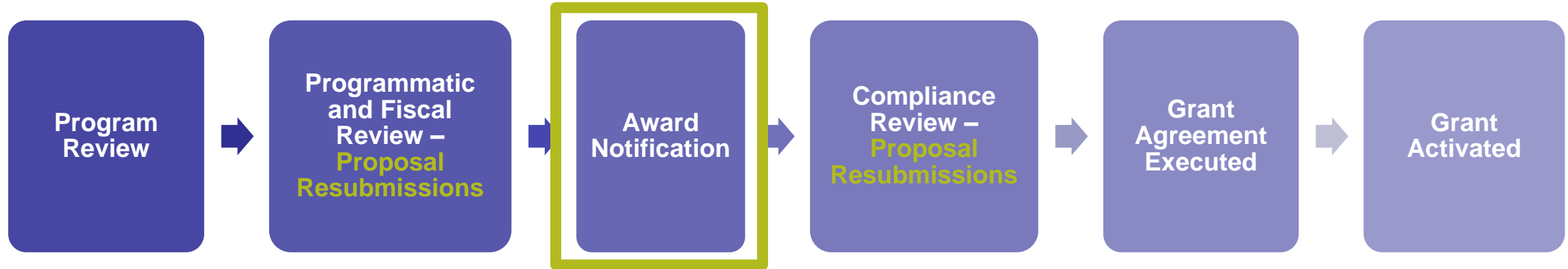
AWARD NOTIFICATION



- Everyone here has received an award notification from easygrants@nfwf.org.
- Your award notification includes:
 - **Award amount** (which may be modified from your proposal)
 - **Matching contributions requirement** (which may be modified from your original proposal during the proposal resubmission process)
 - **Additional requirements:** NEPA/NHPA/ESA
 - **Additional program information:**
 - Program webinar information
 - Announcement – you have been asked to hold all public communications regarding your grant until this date has passed. Plan to attend this “virtual” event ☺ 11 to Noon, 12/7/2020. And video Celebrating LISFF grantees 2020. More details to come.
 - Quality Assurance Project Planning.
- Name of your **Grants Administrator** – Nicole Thompson (Nicole.Thompson@NFWF.org)

NFWF PROPOSAL RESUBMISSION PROCESS

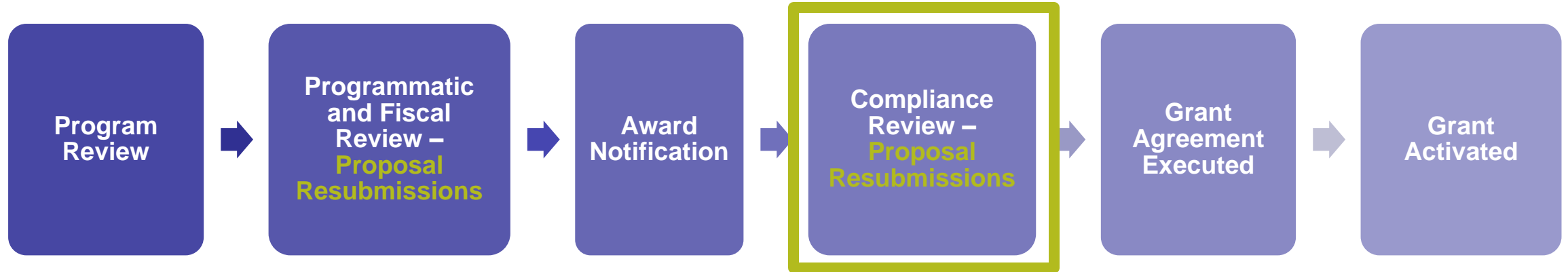
AWARD NOTIFICATION



- Note that the proposal resubmission process may take several months. This is dependent upon factors like the number and type of changes to be made. The quicker you respond to these requests, the quicker you'll have your grant agreement!
- Payment cannot be made until the grant agreement is signed and “activated.” We will explain signature process later.
- **As long as your start date has passed, you can begin project work and start incurring expenses before execution of a grant agreement at your own risk.**

NFWF PROPOSAL RESUBMISSION PROCESS

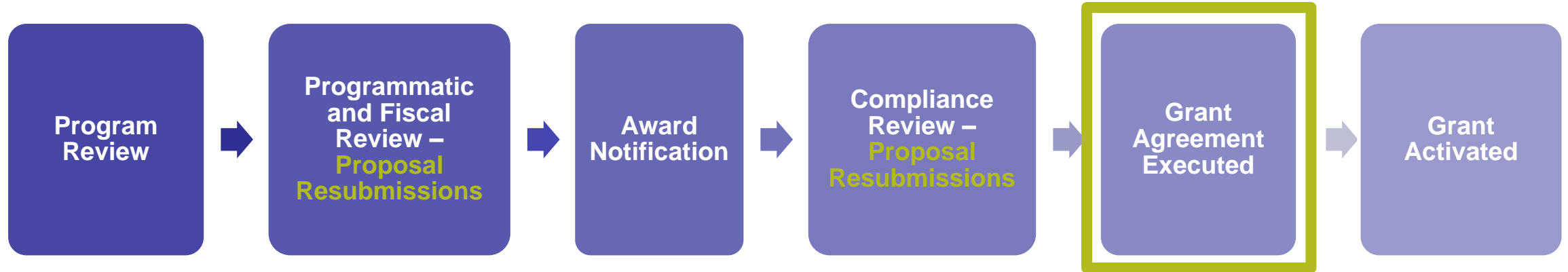
COMPLIANCE REVIEW



- Once you have submitted the requested programmatic/financial resubmissions, your proposal will go to our **Compliance department** for review and approval.
- Compliance will review:
 - **Proposed budget**
 - **Financial documentation** (you may be assigned additional reporting requirements)
- Your Grants Administrator may come back with additional resubmission requests based on Compliance review.
- Send your Grants Administrator any questions you have about resubmissions.
- **Please respond within two weeks.** The quicker you respond to these requests, the quicker you'll have your grant agreement!

NFWF PROPOSAL RESUBMISSION PROCESS

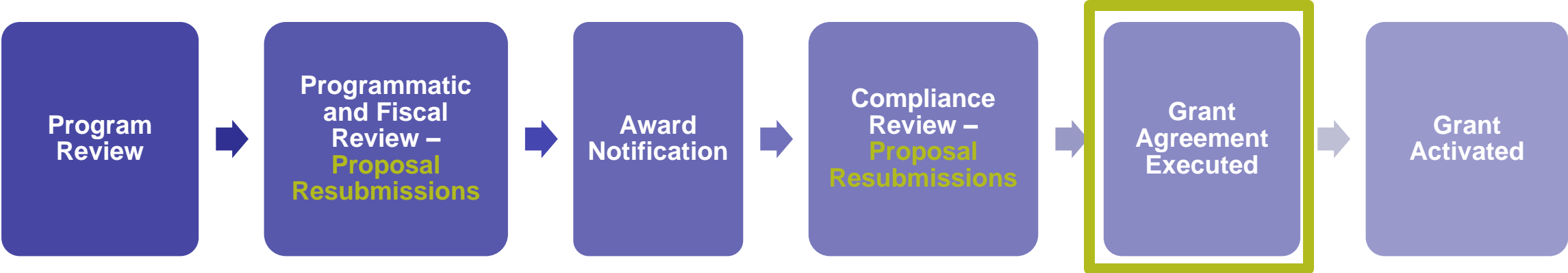
GRANT AGREEMENT EXECUTED



- Your Grants Administrator will generate your grant agreement and send e-mail notification 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 copy to NFWF for counter-signature. Your Grants Administrator will return one fully-executed copy for your records.
- Please note the "Execute Award Agreement" task must be submitted via Easygrants in addition to emailing a signed copy to NFWF

NFWF PROPOSAL RESUBMISSION PROCESS

GRANT AGREEMENT EXECUTED



Forward to Award Agreement (Alt+Right)

NFWF

My Tasks - Randy Arndt

My Tasks | My Grants | Profile | Apply For Funding

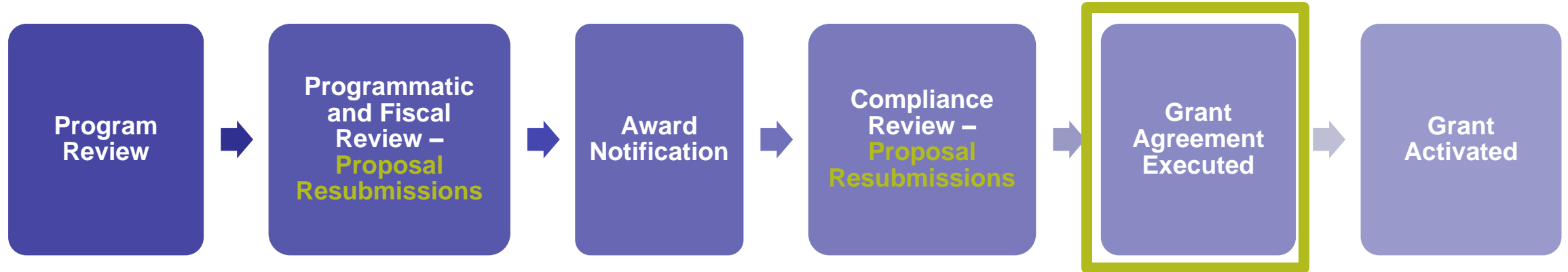
Home | Change Password | Apply for Funding | View All My Tasks | FAQ | Log Out | Return to Staff Module

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

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

NFWF PROPOSAL RESUBMISSION PROCESS

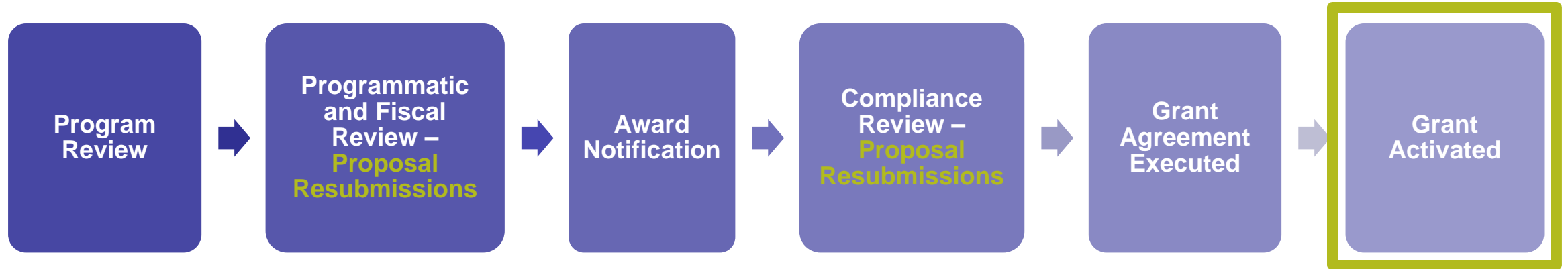
GRANT AGREEMENT EXECUTED



A screenshot of a web interface for the 'Grant Agreement Executed' step. The interface is shown within a light gray frame with a drop shadow. It features a blue header bar with a yellow right-pointing arrow icon and the text 'View Agreement'. Below this is a dark blue button labeled 'View Agreement'. Another blue header bar follows, also with a yellow right-pointing arrow icon and the text 'Agreement Terms'. Below this header, the text 'I have read the terms and conditions as detailed in the Agreement.' is displayed. At the bottom, there are two radio button options: 'I agree to the terms and conditions.' and 'I disagree to the terms and conditions.' Two red arrows point from the left towards the 'View Agreement' button and the radio button options.

NFWF PROPOSAL RESUBMISSION PROCESS

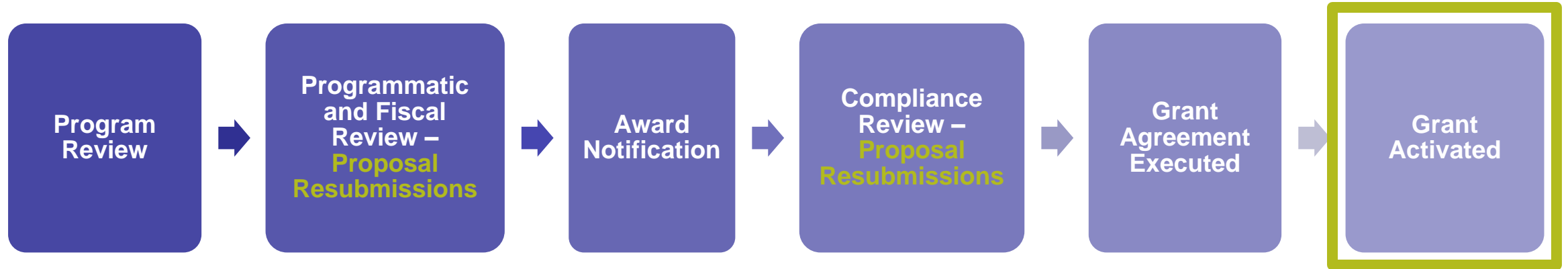
GRANT ACTIVATED



- You will receive an email from your Grants Administrator when your project has successfully been activated.
 - **Note that you will not receive the activation e-mail until at least 30 days before your project start date.**
- You can now request payment for expenses incurred after your project start-date!

NFWF PROPOSAL RESUBMISSION PROCESS

GRANT ACTIVATED



- All grants administration is done online via Easygrants, including all payments, amendments, extensions and reporting.

Easygrants problems?

- Work with your Grants Administrator
- If your Grants Administrator is not available, 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

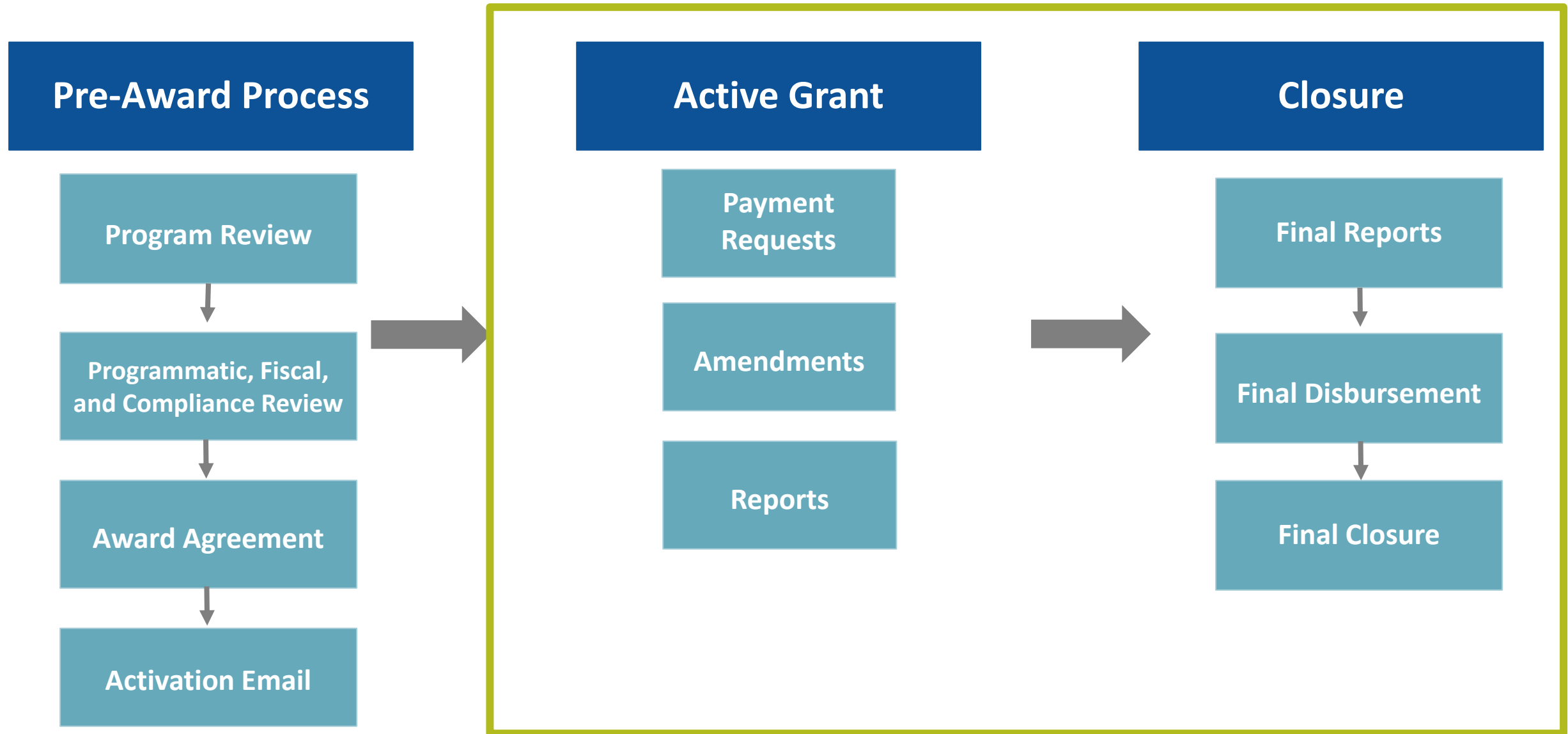
Managing your Active Grant



Milford Point



MANAGING YOUR ACTIVE GRANT



MANAGING YOUR ACTIVE GRANT

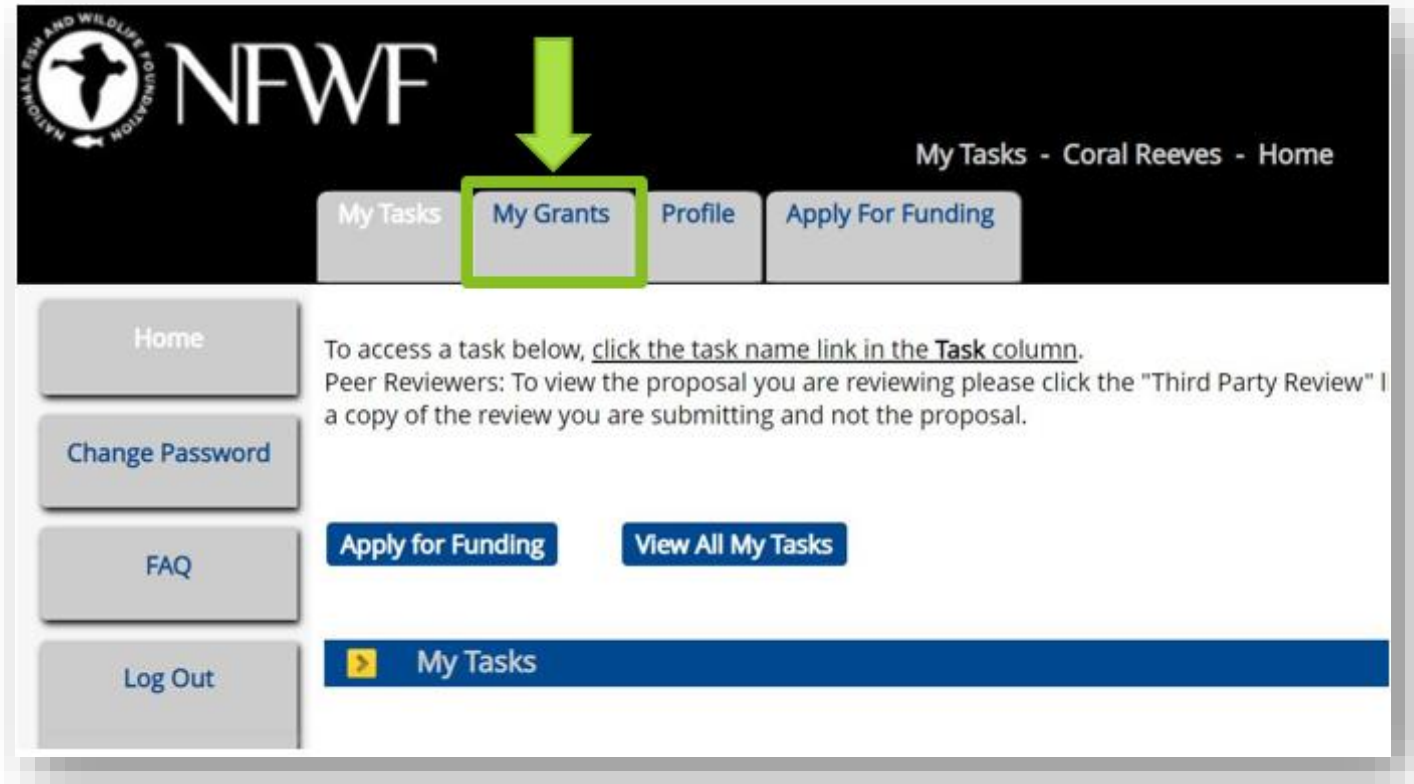
PAYMENT REQUESTS

- Award payments are **primarily reimbursable**
- An advance of funds **MAY** be made if:
 - There is a clear and imminent need of expenditure;
 - An advance of funds must be due to an imminent need and must be spent as quickly as administratively possible
 - Approval of any advance payment of funds is made at the sole discretion of NFWF
 - Will require further documentation on how funds will be used;
 - Will require justification and a timeline for expected disbursement of these funds.

Make sure you hit the SUBMIT button on all requests – you will receive an email confirmation when a request has gone through successfully.

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>

MANAGING YOUR ACTIVE GRANT PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

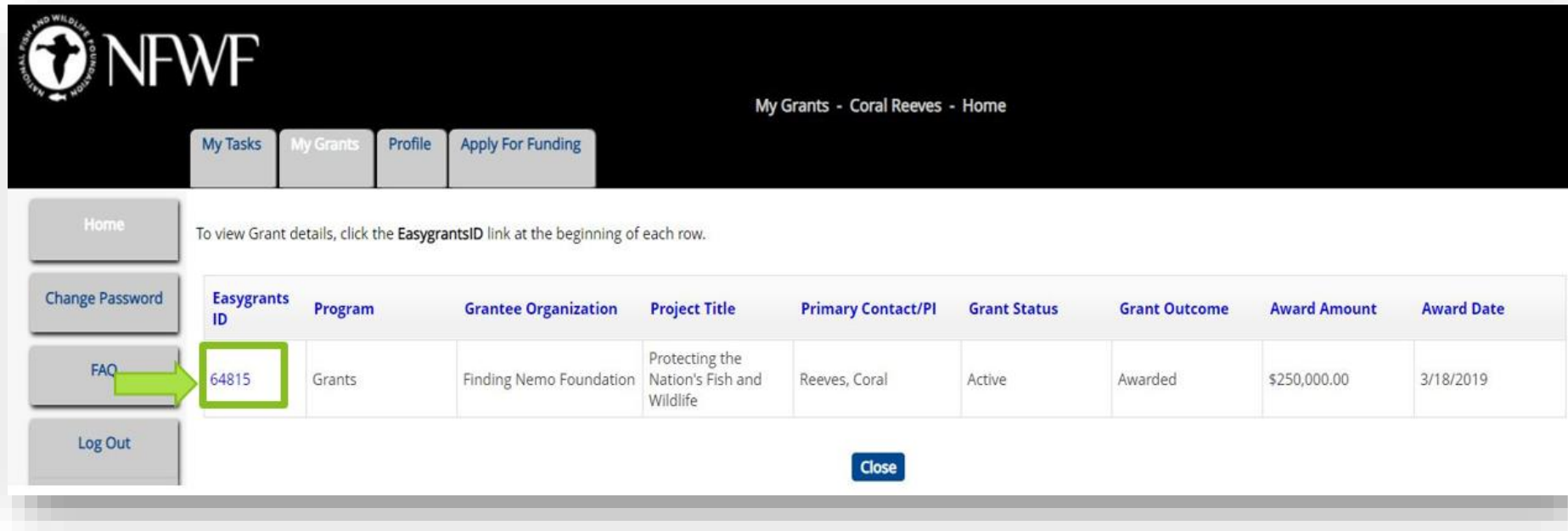


From the homepage, click the “My Grants” tab at the top of the page, next to the “My Tasks” tab.

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS



The screenshot shows the NFWF (National Fish and Wildlife Foundation) Easygrants portal. The header includes the NFWF logo and the text "My Grants - Coral Reeves - Home". Below the header 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 table contains one row of data. The "Easygrants ID" value "64815" is highlighted with a green box, and a green arrow points to it from the "FAQ" button.

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

Close

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

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS



The screenshot displays the EasyGrants interface with three main sections: Summary, Grantee Requests/Actions, and Project Tasks.

Summary Section:

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 Section:

Select Request/Action → Submit Reimbursement Request ▼ Request

Project Tasks Section:

Task Name: <All> ▼
Assigned Person: <All> ▼
Task Type: <All> ▼
Task Status: <All> ▼
Find Clear

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

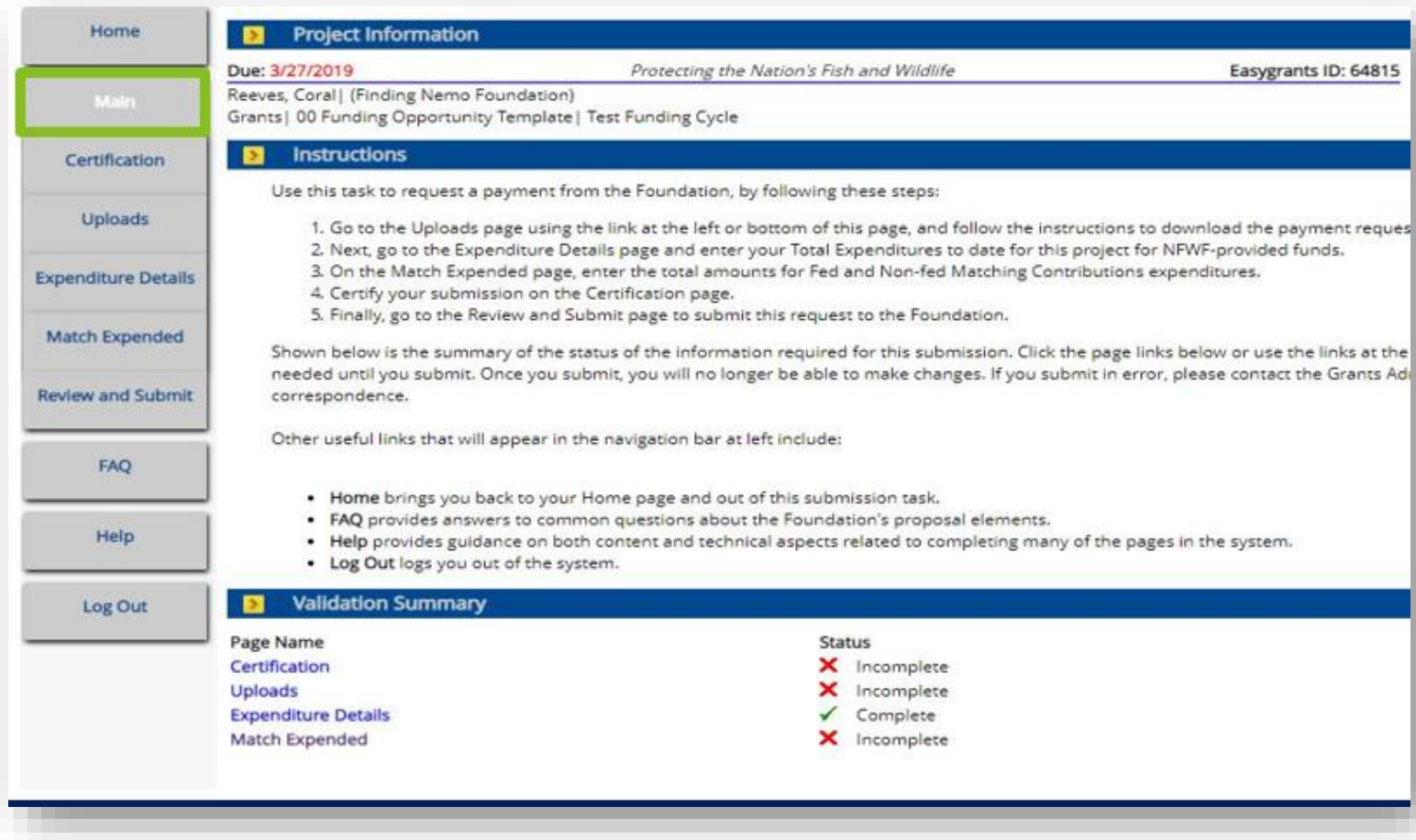
Only click once, and only click when you are ready to request payment.

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS



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 bottom of the page to go to the page 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
Certification	✗ Incomplete
Uploads	✗ Incomplete
Expenditure Details	✓ Complete
Match Expended	✗ Incomplete

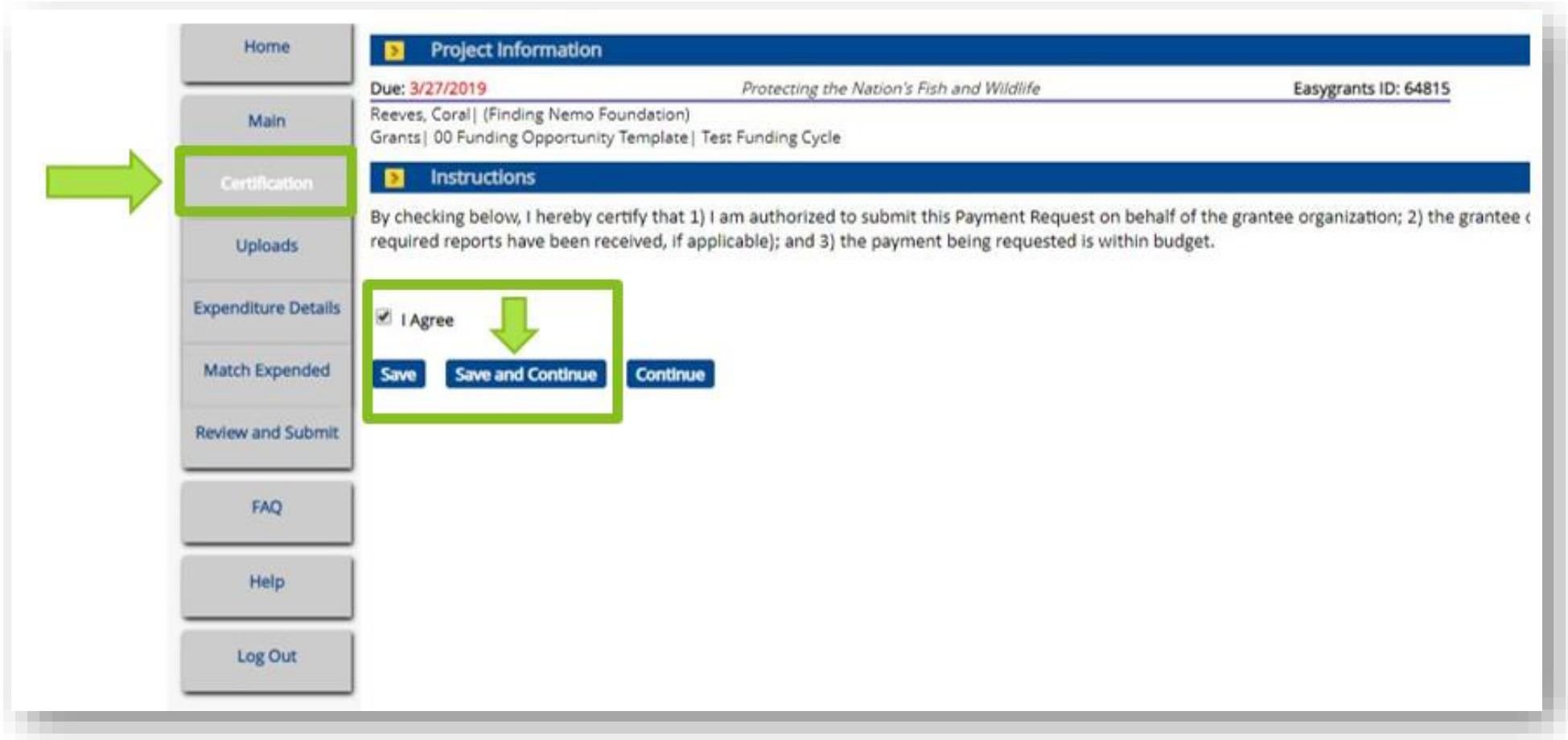
This is the main page of the payment request task. The Validation Summary must show that everything is complete before allowing you to submit

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS



The screenshot displays the Easygrants web application interface. On the left is a vertical navigation menu with buttons: Home, Main, Certification (highlighted with a green box and a green arrow pointing to it), Uploads, Expenditure Details, Match Expended, Review and Submit, FAQ, Help, and Log Out. The main content area is titled 'Project Information' and shows details for a grant: 'Due: 3/27/2019', 'Protecting the Nation's Fish and Wildlife', 'Easygrants ID: 64815', 'Reeves, Coral | (Finding Nemo Foundation)', and 'Grants | 00 Funding Opportunity Template | Test Funding Cycle'. Below this is the 'Instructions' section, which contains a certification statement: '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 (required reports have been received, if applicable); and 3) the payment being requested is within budget.' A green box highlights the 'I Agree' checkbox (which is checked) and the 'Save and Continue' button, with a green arrow pointing down to the button. Other buttons visible are 'Save' and 'Continue'.

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

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

The screenshot displays the Easygrants web application interface. On the left is a vertical navigation menu with buttons for Home, Main, Certification, Uploads (highlighted with a green box and a green arrow), Expenditure Details, Match Expended, Review and Submit, FAQ, Help, and Log Out. The main content area is divided into sections. The 'Project Information' section shows the due date as 3/27/2019, the project name 'Protecting the Nation's Fish and Wildlife', and the Easygrants ID: 64815. The 'Instructions' section provides a list of documents that can be attached to a submission and includes a numbered list of steps for uploading a document. The 'Upload Checklist' section contains a table with columns for Upload Type, Required, Template, and File Types Allowed. The 'Payment Request Form' row has 'Yes' for Required, 'Payment Request Template' for Template (highlighted with a green box and a green arrow), and '.doc, .docx, .jpeg, .jpg, .pdf' for File Types Allowed. The 'Other Payment Request Documents' row has 'No' for Required, an empty Template field, and '.doc, .docx, .jpeg, .jpg, .pdf, .xls, .xlsx' for File Types Allowed. Below the table is an 'Uploads' section with a 'Choose Upload Type' dropdown, an 'Add files...' button, a 'Start upload' button, and a 'Cancel upload' button.

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.

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

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.

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	Payment Request Template	.doc, .docx, .jpeg, .jpg, .pdf
Other Payment Request Documents	No		.doc, .docx, .jpeg, .jpg, .pdf, .xls, .xlsx

Uploads

Choose Upload Type **+ Add files...** **Start upload** **Cancel upload**


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

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

 NFWF	Payment Request Form
<i>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.</i>	
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	

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

The screenshot shows the 'Uploads' section of the EasyGrants interface. At the top, there is an 'Upload Checklist' table. Below it, the 'Uploads' section has a dropdown menu set to 'Payment Request Form', an 'Add files...' button, and 'Start upload' and 'Cancel upload' buttons. A file named 'Payment Request Form: Payment Request Form_6.29.18.pdf' (307.02 KB) is listed with a 'Start' button and a 'Cancel' button. A red message states 'There are no grant documents attached.' At the bottom left, there is a 'Continue' button. Green arrows highlight the following steps: 1. Select 'Payment Request Form' from the dropdown. 2. Click 'Add files...'. 3. Click 'Start' for the uploaded file. 4. Click 'Continue'.

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 ▼ + Add files... Start upload Cancel upload

Payment Request Form: Payment Request Form_6.29.18.pdf 307.02 KB Start Cancel

There are no grant documents attached.

Continue

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.

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

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 program approval or 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

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
Evelyn 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
▼ Benefit +	\$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	(\$2,000.00)	(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 Boat	\$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

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

The screenshot shows the 'Match Expended' form in the Easygrants system. On the left is a vertical navigation menu with buttons: Home, Main, Certification, Funds, Expenditure Details, Match Expended (highlighted with a green box and a green arrow pointing down), Review and Submit, FAQ, Help, and Log Out. The main content area has a blue header 'Project Information' with details: Due: 3/27/2019, Protecting the Nation's Fish and Wildlife, Easygrants ID: 64815, Reeves, Coral | (Finding Nemo Foundation), and Grants | 00 Funding Opportunity Template | Test Funding Cycle. Below this is another blue header 'Match Expended Information Instructions' with explanatory text. The 'Match Expended Information' section contains three fields: 'Fed Match Expended *' (text box), 'NonFed Match Expended *' (text box), and 'Notes *' (large text area). A green box highlights these three fields, with a green arrow pointing to them from the right. At the bottom of the form are 'Save' and 'Save and Continue' buttons. A character limit indicator shows 'Limit: 5000 characters' and 'Remaining: 5000'.

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**

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>

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

The screenshot shows the EasyGrants interface. On the left is a sidebar with navigation links: Home, Main, Certification, Uploads, Expenditure Details, Match Expended, Review and Submit (highlighted with a green box and a green arrow pointing to it), FAQ, Help, and Log Out. The main content area has several sections:

- 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 e-mail and the task will disappear from your homepage. A red note states: NOTE: You must enable pop-ups to use this system. If a link does not open please try holding the Shift key.
- View Full Submission:** A button labeled View PDF with a green arrow pointing to it.
- Submission:** A blue button labeled Submit with a green arrow pointing to it.
- Validation Status:** A table showing the status of various steps.

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.

If your payment is not received within 30 days:

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.

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>

MANAGING YOUR ACTIVE GRANT AMENDMENT REQUESTS

1. **If you think you need an amendment, contact your Grants Administrator.** Your Grants Administrator may also contact you if, based on your reporting, they think you may need an amendment. They will create the amendment task for you in Easygrants.
2. You will log into [Easygrants](#) and find the amendment task on your homepage and click on the blue link that is the title of the task, then complete the following sections.
3. On the **Amendment Type** page, indicate the type(s) of amendment that you would like to request:
 - **Extension:** If you would like to request an extension for your project end date, enter a proposed new end date and an explanation.
 - **Scope Change:** If you would like to request a scope change, enter an explanation of the new scope.
 - **Matching Contributions:** If you would like to request a change to your matching contributions requirement enter the proposed new Federal and Non-federal match requirements and an explanation.
 - **Budget Change:** If you and your Grants Administrator decide that a Budget amendment is appropriate, this page will be included in your amendment task.

Budget amendments are required if you need to move more than 10% of the total NFWF award amount between budget categories, for certain new expenses such as an equipment purchase or a real estate acquisition, or for a change in indirect rate.

MANAGING YOUR ACTIVE GRANT AMENDMENT REQUESTS

4. On the Matching Contributions page, review your sources of matching contributions for accuracy and update the Status for each source as applicable.
5. On the Uploads page, include any backup documentation requested by NFWF.
6. On the Certification page, check the box to certify your submission.
7. On the Review and Submit page, you can generate a PDF summary of your amendment request to check your work. When your request is ready, send it to NFWF by clicking the Submit button.
8. Once you have hit "Submit", we will be prompted to review the request. If the amendment is approved, you will receive an email from Easygrants@nfwf.org. If you have requested an extension to the end date of the project, you will be notified of new reporting due dates.

All amendment requests require justification and are granted at the discretion of NFWF staff.

MANAGING YOUR ACTIVE GRANT

COMPLETING REPORTS

You will be responsible for completing four types of reports. Two are required during the project period:

1. Interim Programmatic Report:

You will be asked to provide brief descriptions of "Summary of Accomplishments" and "Lessons Learned" and updates on the metrics from your full proposal. You will also be asked to complete a brief narrative report that you will download, complete and upload into the reporting task. Program Staff will review the report and follow up with you if there are any questions.

2. Annual Financial Report:

This report will show you what NFWF has disbursed for the project between the project start date and September 30th of the reporting year. You will be prompted to enter how much of the disbursed amount you have actually spent, and provide an explanation for any variance between the disbursed amount and spent amount. NFWF will review the report and follow up with you about next steps if a significant amount of funds remains unspent.

Note that you will not see this link on your homepage until October 1st. You will likely receive an email in September reminding you about this report.

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

MANAGING YOUR ACTIVE GRANT

COMPLETING REPORTS

Two reports are required at the completion of the project:

3. Final Programmatic Report:

The report will prompt you for brief descriptions of "Summary of Accomplishments" and "Lessons Learned". 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.

4. 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."

These reports are due 90 days after the end of your project period of performance. By the end date of your project period of performance, project work must be complete, match expended, and award spent.

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.

MANAGING YOUR ACTIVE GRANT

COMPLETING REPORTS

The screenshot shows the Easygrants homepage with a navigation bar at the top containing links for 'My Tasks', 'My Grants', 'Profile', and 'Apply For Funding'. On the left side, there are buttons for 'Home', 'Change Password', 'FAQ', 'Log Out', and 'Return to Staff Module'. The main content area features a 'My Tasks' section with a table of reporting tasks. The first task, 'Submit Interim Programmatic Report', is circled in red. Below the table, there is a footer note: 'For Technical assistance, please contact us via e-mail or phone 202-595-2497.'

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

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. Contact your Grants Administrator if an overdue report disappears from your homepage.

Make sure you hit the SUBMIT button on all reports – you will receive an email confirmation when a request has gone through successfully.

OTHER THINGS TO KEEP IN MIND



Community-based monitoring
on the Sound



NFWF

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>

Logos: You must contact NFWF prior to any use of NFWF or Funding Source logos (presentations, reports, brochures, posters, etc.) to ensure you have the correct version(s) and that the use is appropriate. **In LISFF we use the Long Island Sound Study logo.** Approval must be requested for each use. Please allow at least five business days for review.

THANK YOU!

Mudflats on the Sound

