Chesapeake Bay Stewardship Fund 2021 INSR Grantee Webinar

Catalyzing, strengthening and maturing regional-scale partnerships as effective mechanisms for achieving and sustaining water quality improvements by inspiring engagement, improving capacity and advancing impact over time.

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ake Bay Program

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







Jake Reilly, Program Director



Stephanie Heidbreder, Program Manager



Nicole Thompson, Program Coordinator



Giancarlo Payamps Grants Administrator

AGENDA

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



2021 GRANTS ANNOUNCEMENT

The Chesapeake Bay 2021 Grant Slate Featuring INSR projects is available to download and view at 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





Chesapeake Bay Stewardship Fund

hesapeake Bay Program Science, Restoration, Partnership,

Will Parson, CBP

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

Chesapeake Bay Stewardship Fund Chesapeake Bay Progra



PUBLICITY AND ACKNOWLEDGEMENT

For use of the NFWF logo, please send for NFWF approval (email to Nicole.Thompson@NFWF.ORG)

Please thank your specific funders (EPA, Altria) as well as NFWF! There is specific language about public acknowledgement and necessary disclaimers in your award agreement.



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.



MONITORING AND REPORTING

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

FieldDoc Fielddoc.org

FIELDDOC		CREA	TE ACCOUNT NEED H	R.P7
Do you have a FieldD	Log in oc account? If so, you can login below to access your project his project planning calculations, or manage your FieldDoc account Email Address Need an account? Password forget your password?	story, create new pre-		

NFWF GRANT PROCESS





THE CONTRACTING PROCESS

Giancarlo Payamps 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.



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/Narratives
- Updated Financial Documents

If so, Giancarlo 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.



Chesapeake Bay Program Science. Restoration. Partnership.

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 <u>easygrants@nfwf.org</u> 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 <u>easygrants@nfwf.org</u>
- 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.





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*, 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 Giancarlo for counter-signature. The Foundation will return one fully-executed copy for your records.



THE CONTRACTING PROCESS ACCESSING YOUR GRANT AGREEMENT

NFV	NF			My Tasks	- Randy Arndt			
	My Tasks To access a tas	My Grants Profile Ap	pply For Funding					
Home								
ge Password	Apply for Fun	view All My Task	<u>s</u>					
og Out	Easygrants	Primary Contact/Pl	Task	Program Name	Funding Cycle Name	Status	Outcome	Due Date
m to Staff	50334	Arndt, Randy	Execute Award Agreement	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Execute AA Not Submitted	12/22/2015
ouure	50334	Arndt, Randy	Submit Interim Programmatic Report	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Interim Prog Rpt Not Submitted	4/27/2016
	50334	Arndt, Randy	Submit Final Financial Report	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Final Fin Rept Not Submitted	7/26/2017
	50334	Arndt, Randy	Submit Final Programmatic Report	Grant	Monarch Butterfly Conservation	Incomplete	Not Submitted	7/06/00/7
				View A	greement			
				>	Agreement Term	IS		
				I have re	ead the terms and o	ondition	ns as detailed	l in the Agre
				I agr	ree to the terms and agree to the terms	d conditi and con	ions. ditions.	



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. Advance payment requests are considered on a case-by-case basis and are sometimes unallowable due to certain grant terms and conditions.

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.



REQUESTING PAYMENT

Grantees should invoice NFWF whenever you have expenses, beginning when we email signed copies of your grant agreement back to you. <u>We *want* you to invoice us often!</u>

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 Giancarlo.

Payment requests should be submitted via Easygrants; directions are available on the website or ask Giancarlo. 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 within your grant's period of performance.

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



REQUESTING PAYMENT GENERATING A PAYMENT REQUEST TASK

ONF NF	λF	Ţ		My Task	s - Coral Reeves - Home
	My Tasks	My Grants	Profile	Apply For Funding	
Home Change Password	To access a t Peer Review a copy of the	ask below, <u>click</u> ers: To view the e review you are	<u>the task n</u> proposal y submittin	ame link in the Task co rou are reviewing pleas g and not the proposa	<u>lumn</u> . se click the "Third Party Review" l l.
FAQ	Apply for F	unding	View All My	/ Tasks	
Log Out	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

O NF	WF			Му	Grants - Coral Reeves	- Home			
	My Tasks	My Grants	Profile Apply For Funding						
Home	To view Grant	details, click ti	ne EasygrantsID link at the begin	nning of each row.					
Change Password	Easygrants ID	Program	Grantee Organizat	tion Project Title	Primary Contact/PI	Grant Status	Grant Outcome	Award Amount	Award Date
FAQ	64815	Grants	Finding Nemo Foun	Protecting the Nation's Fish and Wildlife	Reeves, Coral	Active	Awarded	\$250,000.00	3/18/2019
Log Out					Close				

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

REQUESTING PAYMENT GENERATING A PAYMENT REQUEST TASK

Summar	Ŋ			
EasygrantsID Grantee Organiza Program Project Title Grant Outcome	tion	64815 Finding Nemo Foundation Grants Protecting the Nation's Fish and Wildlife Awarded	Grant Status Primary Contact/Pl Award Amount Award Date	Active Reeves, Coral \$250,000.00 3/18/2019
Srantee	Requests/Actions			
Select Request/Act	tion	Submit Reimbursement Request Request		
Project T	asks			
Task Name Assigned Person Task Type Task Status	<all> <all> <all> <all> <all> <all> <implement address="" and="" se<="" second="" td="" the=""><td></td><td></td><td></td></implement></all></all></all></all></all></all>			

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

Home	Project Information		
	Due: 3/27/2019	Protecting the Nation's Fish and Wildlife	Easygrants ID: 64815
Main	Reeves, Coral (Finding Nemo Grants 00 Funding Opportuni	Foundation) ty Template Test Funding Cycle	
Certification	Instructions		
Uploads	Use this task to request a 1. Go to the Uploads 2. Next, go to the Exi	payment from the Foundation, by following these steps: page using the link at the left or bottom of this page, and follow the inst penditure Details page and enter your Total Expenditures to date for this	tructions to download the payment reque:
Expenditure Details	3. On the Match Exp 4. Certify your subm 5. Einally, on to the R	ended page, enter the total amounts for Fed and Non-fed Matching Con- ission on the Certification page.	tributions expenditures.
Match Expended	Shown below is the sumn	nary of the status of the information required for this submission. Click t	the page links below or use the links at the
Review and Submit	correspondence.	Once you submit, you will no longer be able to make changes. It you suc	omit in error, please contact the Grants Ao
FAQ	Other useful links that wi	ll appear in the navigation bar at left include:	
Help	Home brings you FAQ provides answ Help provides guid Log Out logs you	back to your Home page and out of this submission task. vers to common questions about the Foundation's proposal elements. dance on both content and technical aspects related to completing many out of the system.	y of the pages in the system.
Log Out	Validation Summary	у	
	Page Name Certification Uploads Expenditure Details Match Expended	Status X Incomplete Incomplete Complete X 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



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



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.

Upload Type	Required	Template	File Types Allowed
Payment Request Form	Yes	Payment Request Template	.doc, .docx, .jpeg, .jpg, .pd
Other Payment Request Doc	No		.doc, .docx, .jpeg, .jpg, .pd
ayment Request Form	+ Add files	Start upload OC	ancel upload
Payment Request Form	+ Add files	 Start upload C 307.02 KB Start 	ancel upload Cancel
Payment Request Form Payment Request Form: Payment Reque payment Request Form: Payment Reque payment are no grant documents attached.	+ Add files	Start upload C 307.02 KB Start C	ancel upload Cancel

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



fotal Award Amount: \$250,000.00

		Current	Total Expenditures	Variance	Variance %
	v Personnel	\$116,000.00	\$28,000.00	\$88,000.00	75.86
	🔻 Salaries 🕂 🔒	\$100,000.00	\$25,000.00	\$75,000.00	75.00
e item		\$60,000.00	\$5,000.00	\$55,000.00	91.67
	Forrest Greene 🖉	\$40,000.00	\$10,000.00	\$30,000.00	75.00
bbe c	New Employee 🧷 🕱	\$0.00	\$10,000.00	(\$10,000.00)	N/A
of	v velefit 🛨 🌡	\$16,000.00	\$3,000.00	\$13,000.00	81.25
01	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
column	🔻 Other Travel Costs 🕂 🔒	\$8,000.00	\$6,000.00	\$2,000.00	25.00
in red	interetoriosonio 2	\$4,000.00	30,00000	(\$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)
the	🔻 Equipment 🕂 🐌	\$60,000.00	\$80,000.00	(\$20,000.00)	(33.33)
ire a	normal Dans 2	2-0,000.00	300,000.00	(\$32,000.00)	(66.67)
our	GPS Trackers 🖉	\$12,000.00	\$0.00	\$12,000.00	100.00
essed	▼ 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
t for any	Fish Tank for Nemo 🥖	\$5,000.00	\$0.00	\$5,000.00	100.00
m and	Contractual Services	\$31,000.00	\$6,763.00	\$24,237.00	78.18
erall	🔻 Subcontract/Contract - Per Agreement 🕂 退	\$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

Home	Project Information			
	Due: 3/27/2019	Protecting the Nation's Fish and Wildlife	Easygrants ID: 64815	
Main	Reeves, Coral (Finding Nemo Found Grants 00 Funding Opportunity Ter	lation) nplate Test Funding Cycle		
Certification				
U	Match Expended Inform	ation Instructions	r and expended on your project to date. Please include	
Expend - Details	Federal source, or into the NonFed I Fields marked with a red asterisk (*)	fatch Expended field if they are matching funds from are required for final submission. Click Help for exan	a Non-federal source of funding. Please provide a brief in nples and instructions. Click Save regularly to save your i	
Match Expended	Continue to save and move to the new Match Expended Inform	ext page in this task. ation		
Review and Submit	Fed Match Expended *			
FAQ	NonFed Match Expended *		Report all match exp accompanying notes	ended and any 5.
Help	Notes *		*If this is the final pa	yment request: make
Log Out			agrees with the mate	ch reported in the
	Limit:5000 characters Save Save and Continue	Remaining: 5000		·

1000	Due: 3/27/2019	Protecting the Nation's Fish and Wildlife				
Main	Grants 00 Funding Opportunit	oundation) ty Template Test Funding Cycle				
Certification	Instructions					
	All requirements are complete a	and ready for submission. Your request will not be submitted until you c				
Uploads	The PDF will not contain financial documents that may have been uploaded. After submission, you will i available for a limited time and should be saved.					
penditure Details	NOTE: You must enable pop-up:	s to use this system. If a link does not open please try holding the Shift o				
Mathended	Click Submit (below) to submit y	your information to the Foundation. Once you submit, you will receive a				
wiew and Submit						
	View Full Submission	n				
FAQ						
	- Colombosico					
Help	Supplication					
Help	Submission					
Help Log Out	Submit (
Help Log Out	Submit Constants					
Help Log Out	Submit Constitution Status Page Name	Status				
Help Log Out	Submit Certification	Status ✔ Complete				
Help Log Out	Submit Validation Status Page Name Certification Uploads	Status ✓ Complete ✓ Complete				
Help Log Out	Submit Certification Uploads Expenditure Details	Status ✓ Complete ✓ Complete ✓ 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





- 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 Giancarlo if you think this applies to you.

Stewardship Fund grants have *annual interim programmatic report* and an *annual financial report* – both of which are due annually on the start date of your grant. Final reports are due <u>60 days</u> after the project end date.

Make sure you hit the SUBMIT button on all requests



COMPLETING REPORTS

	My Tasks	My Grants P	rofile Apply For Funding						
Home	To access a tasl Peer Reviewers	k below, <u>click the</u> :: To view th <mark>e</mark> pro	e task name link in the Task oposal you are reviewing ple	<u>column</u> . ase click the "Th	ird Party Review" link	Please do not	t click View PD	F, as it will oper	1 а сору
ge Password	review you are	submitting and	not the proposal.						
FAQ	Apply for Fun	ding	v All My Tasks						
Log Out	My Tas	sks							
turn to Staff Module	Easygrants ID	Primary Contact/Pl	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
	70000	Q, Suzie	Submit Interim Programmatic Report	Grants	Test Cycle (Standard Budget)	Incomplete	Not Submitted	7/1/2017	View
	70000	Q, Suzie	Submit Annual Financial Report	Grants	Test Cycle (Standard Budget)	Incomplete	Annual Fin Rept Not Submitted	10/31/2017	View
	70000	Q, Suzie	Submit Final Financial Report	Grants	Test Cycle (Standard Budget)	Incomplete	Final Fin Rept Not Submitted	1/8/2018	View
	70000	Q, Suzie	Submit Final Programmatic Report	Grants	Test Cycle (Standard Budget)	Incomplete	Not Submitted	1/8/2018	View I

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. Giancarlo 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 Nicole or your Giancarlo 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 Giancarlo or Nicole 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.



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 <u>Procurement Standards</u> 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 <u>Subrecipient Monitoring</u> and <u>Management</u> section.

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

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

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

QUESTIONS?

Nicole Thompson, Program Coordinator Nicole. Thompson @nfwf.org 202-595-2612

Giancarlo Payamps, Grants Administrator Giancarlo.Payamps@nfwf.org 202-595-2611

> EasygrantsTechnical Support: Easygrants@nfwf.org