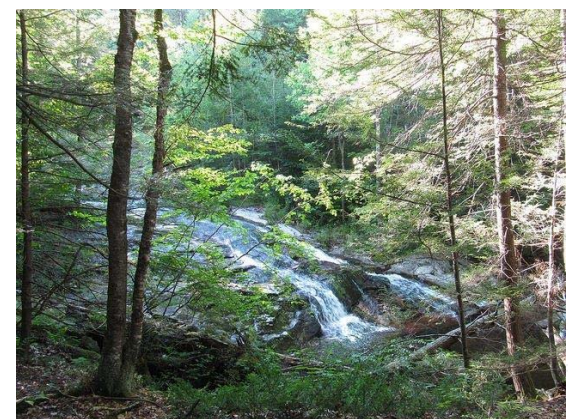


# Central Appalachia, New England and Bats for the Future Fund

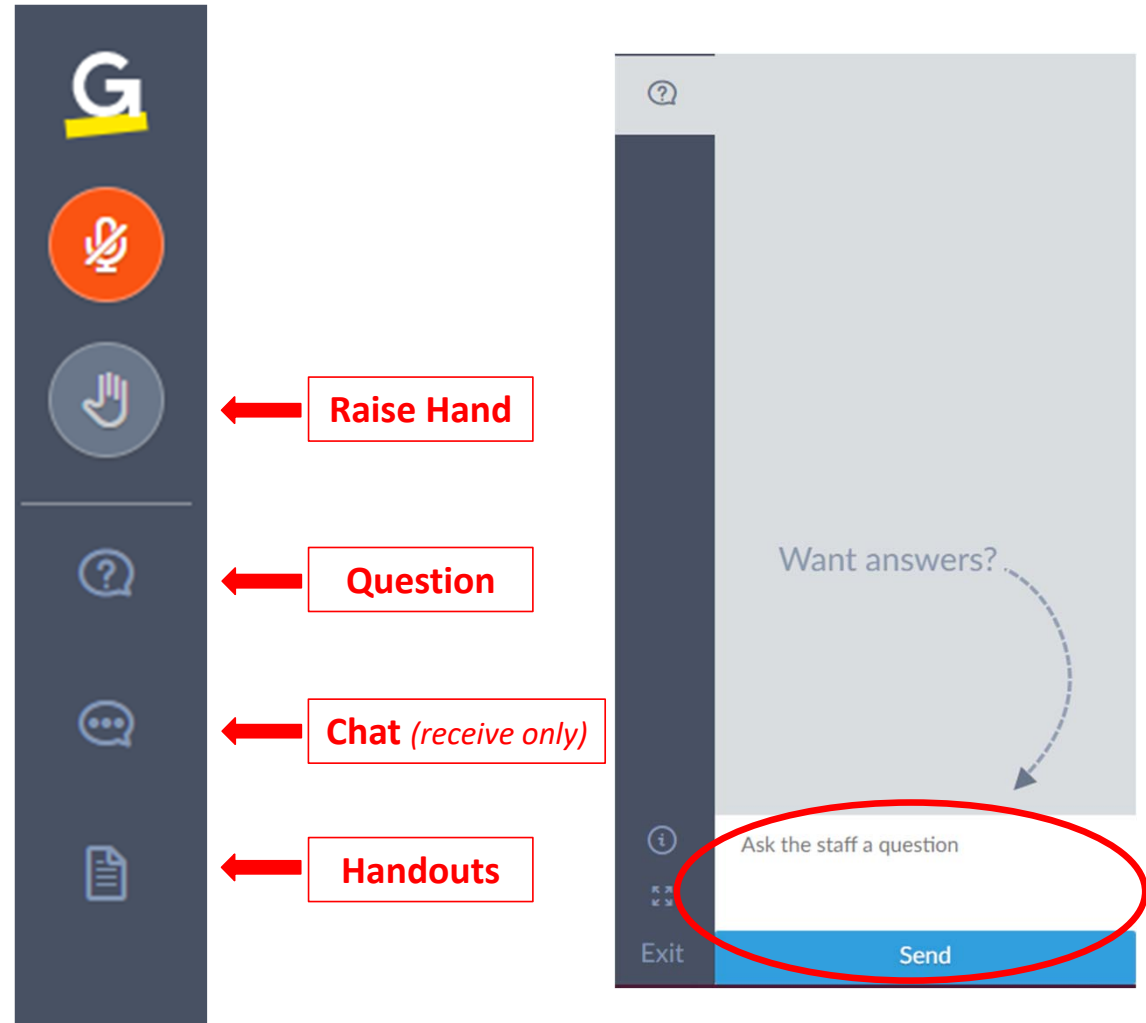
Grantee Orientation January 19, 2023



# Webinar Instructions

- To improve sound quality, all participants will be muted for the duration of the webinar. If you want to ask a question you have two options:
  1. Enter your query where it says “Enter a question for staff” and click send. A NFWF staff member will type a response or read your question aloud when we pause for Q&A.
  2. Write it down and contact us after the webinar. We have a lot of material to cover, so you may prefer to have a more in-depth discussion later.
- We may ask you to raise your “hand” in the webinar dialogue box to confirm participants can hear us.
- If you experience a technical glitch, please type it into the question box, since we can’t hear you. (We may not know about the glitch unless you say something!)

*A link to the recording and the PDF of the PowerPoint will be available on the respective program sites.*



# AGENDA

- Your NFWF Contacts
- Proposal Resubmission Process (“contracting”)
- Things to Keep in Mind
  - NEPA, ESA, and NHPA Compliance
  - Equipment
- Managing your Active Grant
  - Requesting Payment
  - Requesting Amendments
  - Completing Reports



# YOUR NFWF CONTACTS

## Your Grants Administrators



Steve  
Dierkes,  
Central  
Apps



Alex  
Bobeczko,  
New England  
and BFF

- Administrative questions
- Contracting
- Payments
- Amendments
- Reports
- Logo usage requests
- Day-to-day questions

## Your Program Team



Amanda  
Bassow,  
Director,  
Northeastern  
Region



John Wright,  
Program  
Manager

- Programmatic questions (project activities, metrics, etc.)
- Media and events

Contact information can be found in the RFP, or on the NFWF website.

## Your Program Links

[www.nfwf.org/bats](http://www.nfwf.org/bats)

[www.nfwf.org/newengland](http://www.nfwf.org/newengland)

[www.nfwf.org/centralapps](http://www.nfwf.org/centralapps)







# NFWF Proposal Resubmission Process

## *“Contracting”*



# 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 AWARD NOTIFICATION



- Everyone here has received an award notification from [easygrants@nfwf.org](mailto:easygrants@nfwf.org).
- Your award notification includes:
  - **Award amount** (which may be modified from your proposal)
  - **Matching contributions proposed** (from original proposal)
  - **Additional requirements:** NEPA/NHPA/ESA
  - **Additional program information:**
  - Press release date – you might be asked to hold all communications regarding your award until this date has passed.
    - Name of your **Grants Administrators**, Steve Dierkes or Alex Bobeczko



## NFWF PROPOSAL RESUBMISSION PROCESS COMPLIANCE REVIEW



- During compliance review, Program Staff, Grants Administration, and Compliance will review your proposal and request programmatic and fiscal resubmissions. Alignment with 2 CFR 200.330 (the Uniform Guidance) is part of the review.
- 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. Please reach out to your grant administrator or program staff if you are facing a deadline for a signed agreement to be in place (contracted services, field season hiring, harvesting windows, partner needs etc.)

Payment cannot be made until the grant agreement is signed and activated.

## 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](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. Your Grants Administrator will return one fully-executed copy for your records.



# NFWF PROPOSAL RESUBMISSION PROCESS

## GRANT AGREEMENT EXECUTED





The screenshot shows the 'My Tasks' page for Randy Arndt on the NFWF Easygrants website. The page includes a navigation menu on the left with links to Home, Change Password, FAQ, Log Out, and Return to Staff Module. The main content area displays a table of tasks with columns for Easygrants ID, Primary Contact/PI, Task, Program Name, Funding Cycle Name, Status, Outcome, and Due Date. The 'Execute Award Agreement' task is circled in red.


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
50334	Arndt, Randy	Submit Final Financial Report	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Final Fin Rpt Not Submitted	7/26/2017
50334	Arndt, Randy	Submit Final Programmatic Report	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Not Submitted	7/26/2017

## NFWF PROPOSAL RESUBMISSION PROCESS GRANT AGREEMENT EXECUTED



 **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.



## NFWF PROPOSAL RESUBMISSION PROCESS

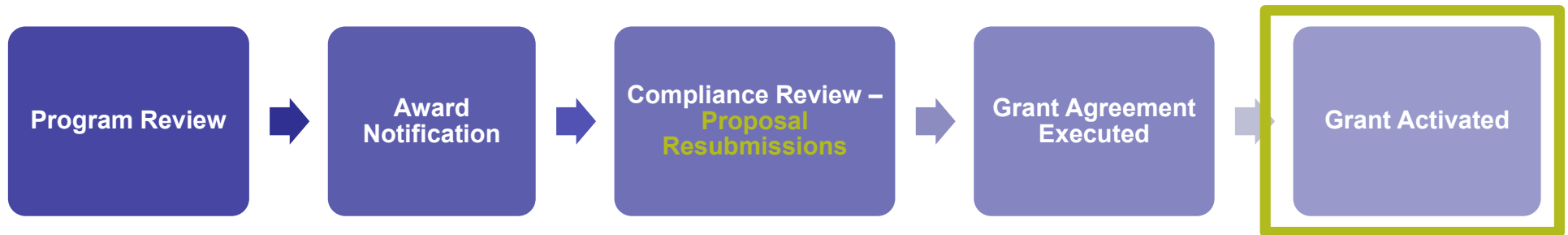
### GRANT ACTIVATED



- 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](mailto: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

# QUESTIONS?



Florida manatee





# THINGS TO KEEP IN MIND



Brook trout

# NEPA, ESA, and NHPA COMPLIANCE

If your award notification included a section about **National Environmental Policy Act (NEPA)**, **Endangered Species Act (ESA)**, and **Section 106 of the National Historic Preservation Act (NHPA)**, then you will be subject to completing program specific documentation.

- NFWF is the primary point of contact. If you have already started on this process, let us know!
- NFWF will be sending templates and forms with additional details on next steps. Your next steps are specific to the funding sources allocated to your project.
- Reach out to applicable [State Historic Preservation Offices](#) and/or [Tribal Historic Preservation Offices](#) about your project.
- Remember to fill out the Environmental Compliance acknowledgement form (attached to your award notification) and send it to [NEPA@nfwf.org](mailto:NEPA@nfwf.org).



# EQUIPMENT AND REAL ESTATE

## Equipment

- If your final approved budget includes equipment (per-unit cost equal to or exceeding \$5,000), you will be required to report the depreciation value of purchases biennially until the value is below the \$5,000 per-unit threshold.



Beartooth mountain range



Dairy farm in Pennsylvania

## Real Estate (Acquisition and Easement) *If relevant to your project*

- Acquisition and easement included in projects may be subject to requirements under Federal acquisition regulations and Yellow Book standards. Agency approval and reporting may be required.

## OTHER THINGS TO KEEP IN MIND

**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.

## OTHER THINGS TO KEEP IN MIND

**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. Approval must be requested for each use. Please allow at least five business days for review.

**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.



# QUESTIONS?

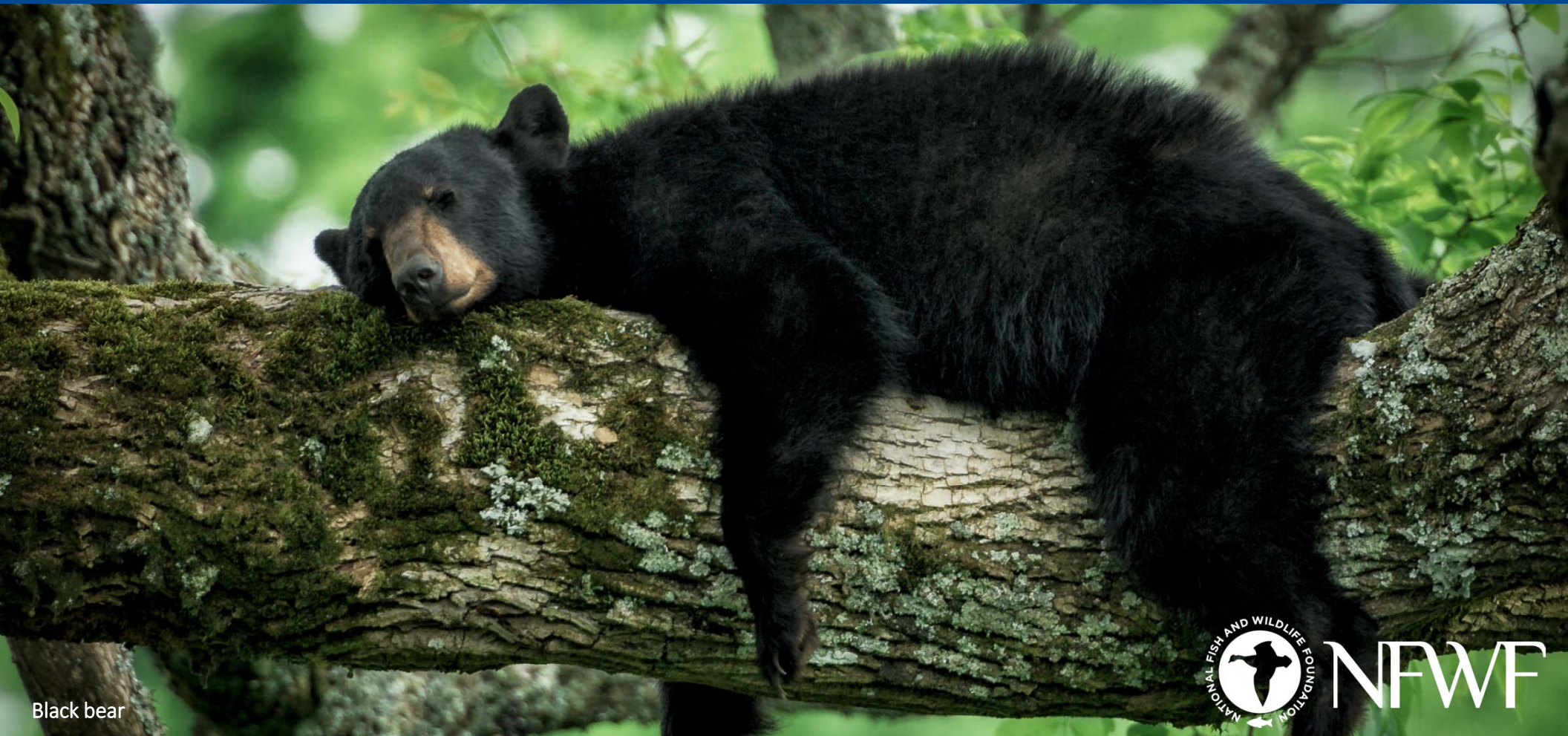


Wood turtle





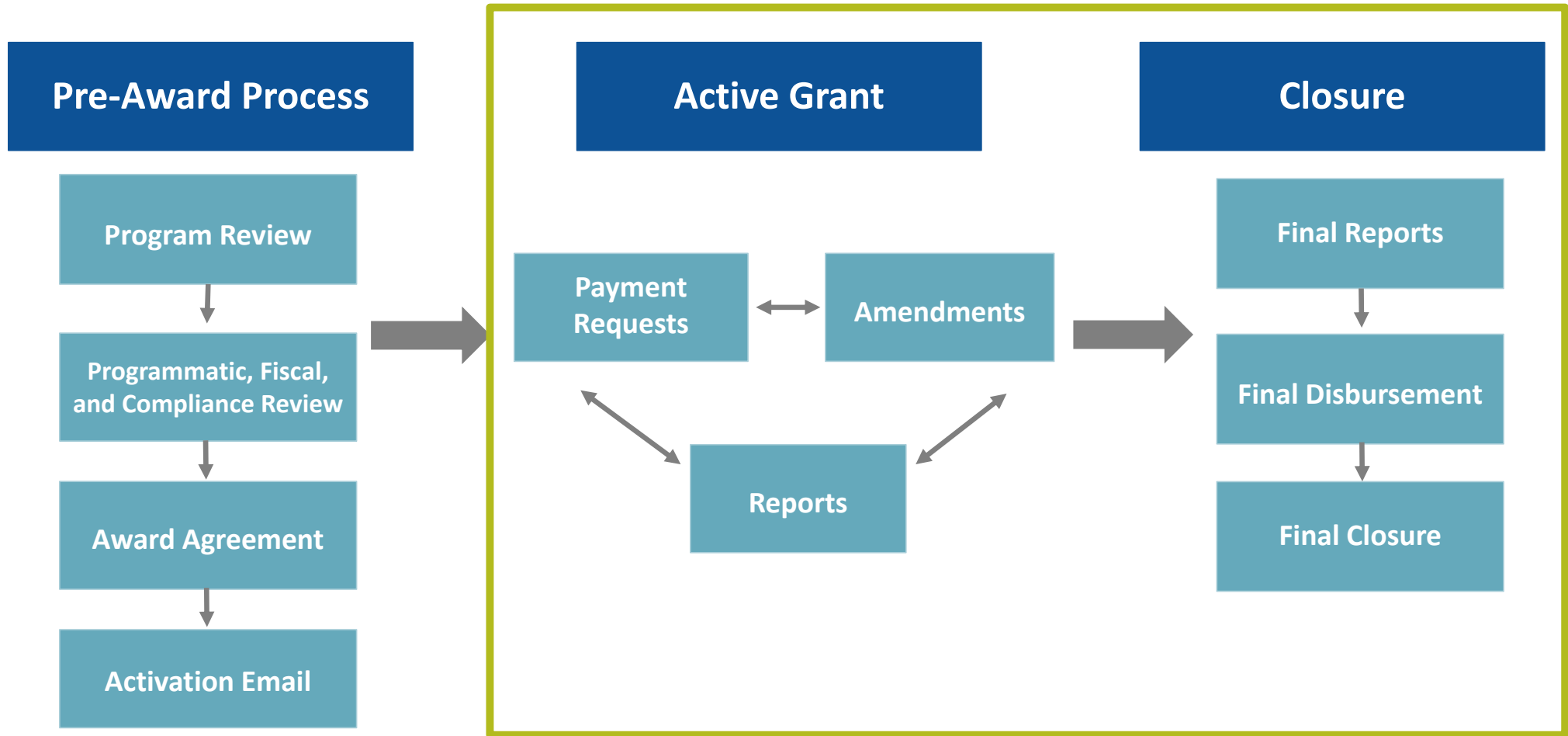
# Managing your Active Grant



Black bear



# MANAGING YOUR ACTIVE GRANT



## MANAGING YOUR ACTIVE GRANT PAYMENT REQUESTS

### Procedure

- Payment requests must be submitted through Easygrants.
- A step-by-step Easygrants payment request instructions can be found here: <https://www.nfwf.org/apply-grant/recipient-information/requesting-payment>
- Be sure to click the **SUBMIT** button – you will receive an email confirmation when a request has gone through successfully.

### Frequency

- Grantees should request funds from NFWF whenever you have expenses. **We prefer you request funding frequently rather than stockpiling expenses.**

### Important Considerations

- Funds are requested on a reimbursable basis.
- If a funding advance is needed, contact your Grants Administrator. 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 and will require additional reporting.
- Expenses must occur within the project period of performance.
- 10% of the award is held in reserve until receipt and approval of final reports.

# 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 (*extensions are subject to funding source end dates and may not currently be available past 2027*).
  - **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

## COMPLETING REPORTS

You will be responsible for completing four types of reports:

**1. Interim Programmatic Report:**

You will be asked to provide brief updates on project progress and metrics relative to your full proposal. You will also be asked to complete a short narrative report that you will download, complete and upload into the reporting task.

**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 spent and provide an explanation for any variance between the disbursed amount and spent amount.

**3. Final Programmatic Report:**

The report will prompt you for brief descriptions of accomplishments and lessons learned. The report will also show you any metrics that were provided in the Full Proposal for the project. 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.

**NOTE:** We've intentionally kept the reporting template brief, but if there are any concerns with reporting requirements, grantees should reach out to program staff to discuss accommodations.

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





# QUESTIONS?



Golden-mantled ground squirrel



# THANK YOU!

If you have any questions,  
please reach out!

Indigo bunting

