

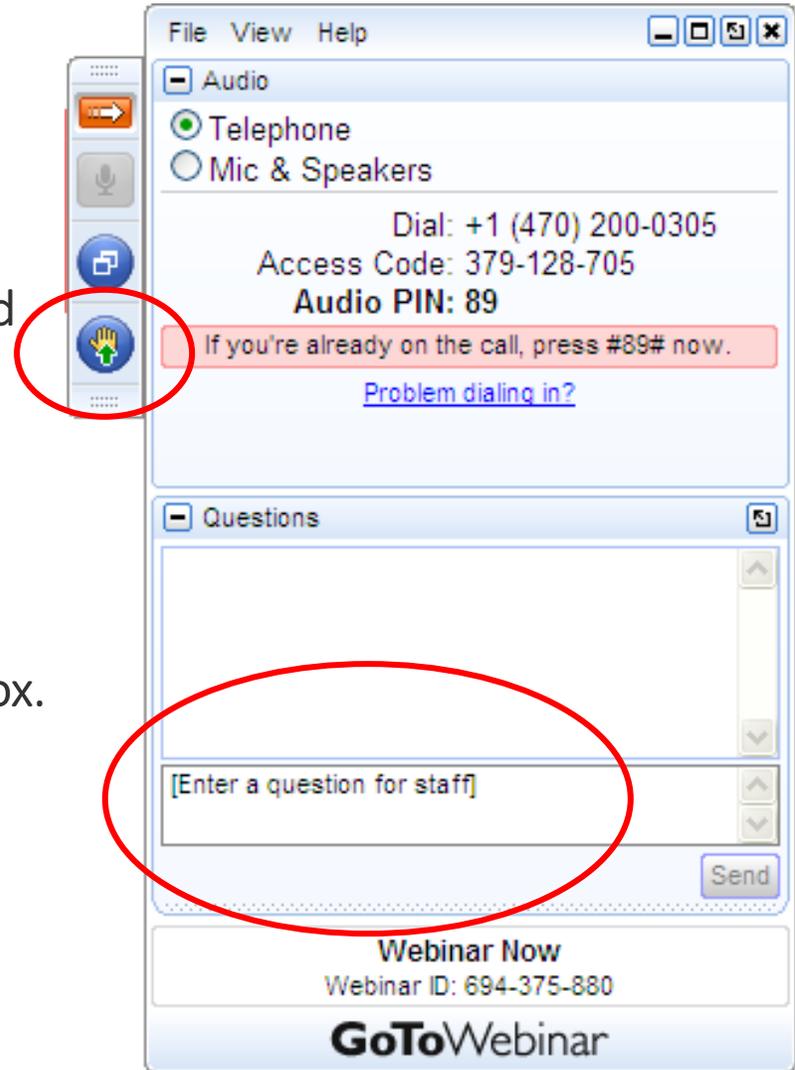
# Long Island Sound Futures Fund 2023 Grants Management Webinar

Projects dedicated to restoration of the  
health and living resources of Long Island  
Sound



# WEBINAR INSTRUCTIONS

- Participants are muted during the webinar. If you want to ask a question you have two options:
  1. Enter your question in box “Enter a question for staff” and click send. We read your question aloud when we pause for Q&A during this webinar.
  2. Write question down and send to us after the webinar at: [LISFF23@nfwf.org](mailto:LISFF23@nfwf.org).
- A technical glitch during the webinar? Type it into the question box.
- Please now Raise your “hand” to confirm you can hear us.



# AGENDA

- Your NFWF Contacts
- The Contracting Process
- Managing your Active Grant
  - Requesting Payment
  - Requesting Amendments
  - Completing Reports
- Things to Keep in Mind
- Q&A



# YOUR NFWF CONTACTS



Alexander Bobeczko, Grants  
Administrator  
Alexander.Bobeczko@NFWF.org



Lynn Dwyer, Program  
Director  
Lynn.Dwyer@NFWF.org



Victoria Moreno, Program  
Coordinator  
Victoria.Moreno@NFWF.org

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

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Your Program Team

- Programmatic questions
- QAPP questions

# EASYGRANTS

- All grants administration is done online via Easygrants. This includes contracting, amendments, and reporting.
  - Easygrants problems? Contact your Grants Administrator or 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 or send an email to [easygrants@nfwf.org](mailto:easygrants@nfwf.org)
  - Primary contact designated at time of proposal submission has the Easygrants homepage



# AWARD NOTIFICATION



- Everyone here has received an award notification from [easygrants@nfwf.org](mailto:easygrants@nfwf.org). **PUT THIS EMAIL ON YOUR SAFE CONTACTS LIST 😊**
- Your award notification includes:
  - Award amount
  - Matching contributions requirement
  - Name of your Grants Administrator, Alexander Bobeczko

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# COMPLIANCE REVIEW & PROPOSAL RESUBMISSION



- During compliance review, NFWF Program Staff, Grants Administration, and Compliance will review your proposal and may request programmatic and financial resubmissions.
- Potential resubmission requests include:
  - Budget modification/justifications
  - Updated financial documents
  - Scope of work modifications
  - Metrics revisions
  - Map updates
  - Clarifications of match contributions

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

**Respond within two weeks to resubmission requests.**

# 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).**
- **Execute Grant Agreement Task in Easygrants.** To view and print your grant agreement, be sure to **disable your browser's pop-up blocker.**
- Once you have reviewed the grant agreement, **email one signed copy** to NFWF for counter-signature. Your Grants Administrator will return one fully-executed copy for your records.
- **Documents which may also be requested** – vendor setup form, a W-9, a Federal Funding Accountability Act form, SAM registration etc.

# GRANT AGREEMENT EXECUTED



Forward to Award Agreement (Alt+Right)

**NFWF** 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 <a href="#">View PDF</a>
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 <a href="#">View PDF</a>
50334	Arndt, Randy	<a href="#">Submit Final Programmatic Report</a>	Grants	Monarch Butterfly Conservation Fund 2015	Incomplete	Not Submitted	7/26/2017 <a href="#">View PDF</a>

Log Out Return to Staff Module

# 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.

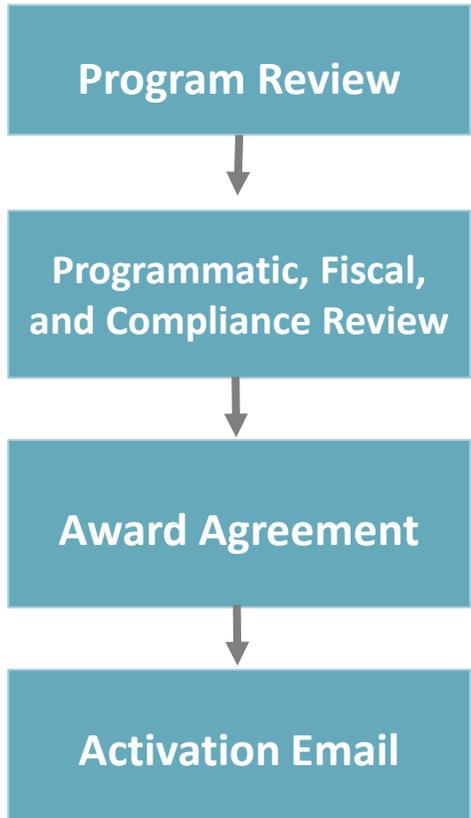
# GRANT ACTIVATED



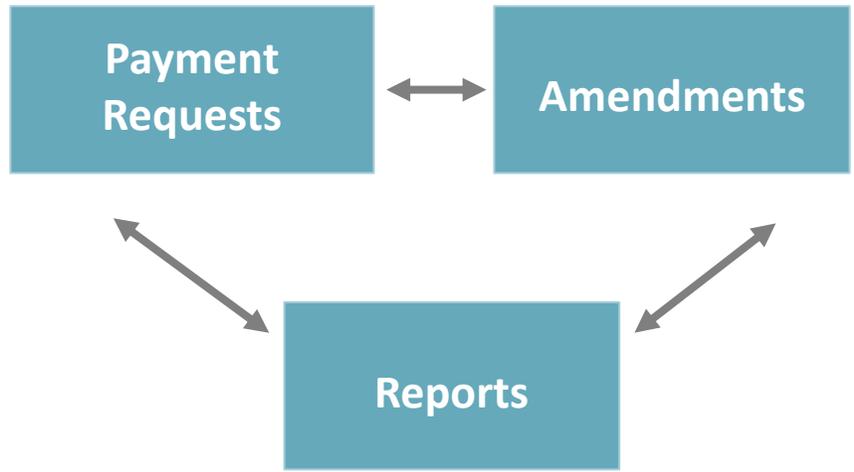
- You will receive an email from your Grants Administrator when your project has successfully been activated.
  - Note that you will not receive the activation e-mail until at least **30 days** before your project start date.
- You can now request payment for expenses incurred after your project start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

# NFWF CONTRACTING PROCESS

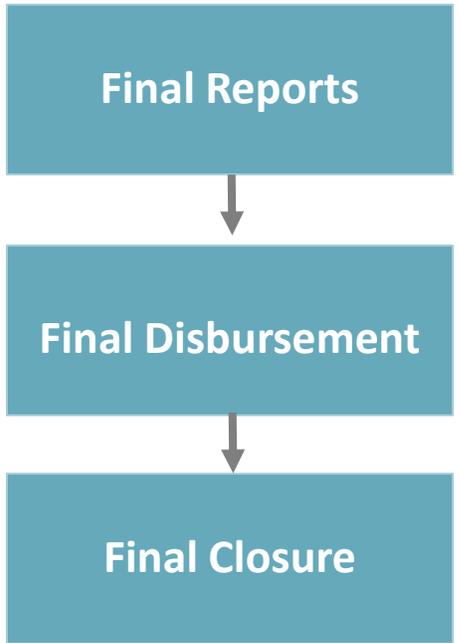
## Proposal Resubmission Process



## Active Grant



## Closure



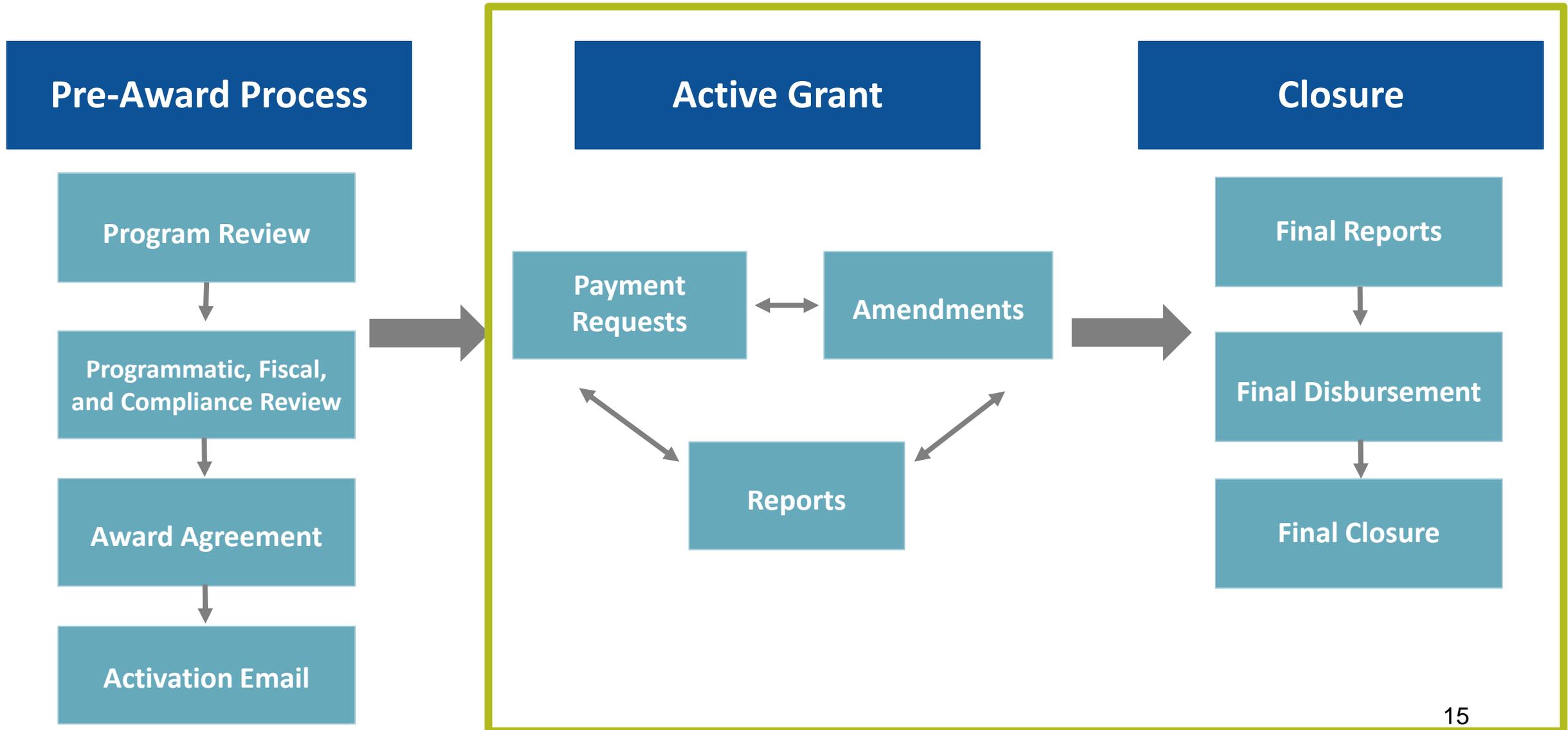
# Questions?



# Managing your Active Grant



# MANAGING YOUR ACTIVE GRANT



# MANAGING YOUR ACTIVE GRANT PAYMENT REQUESTS

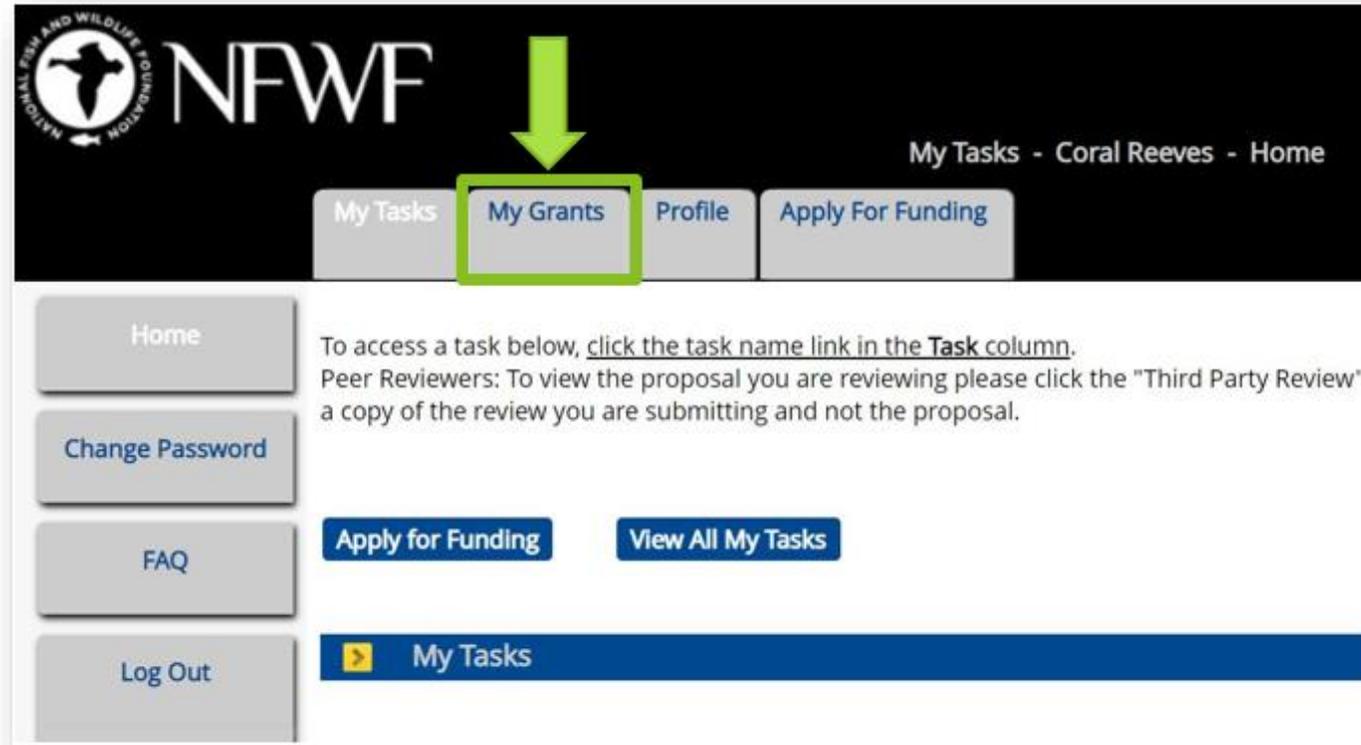
- Request funds from NFWF whenever you have expenses. Payment requests submitted via Easygrants.
- Funds are requested on a reimbursable basis. If an advance is needed, contact your Grants Administrator.
- Expenses must occur within the project period of performance (Between project start and end date).
- 10% of the award is held in reserve until receipt/approval of final reports.

**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 about how to submit a payment request:**  
[www.nfwf.org/apply-grant/recipient-information/requesting-payment](http://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 displays the 'Main' page of the payment request task in the Easygrants system. The left navigation menu includes links for Home, Main (highlighted), Certification, Uploads, Expenditure Details, Match Expended, Review and Submit, FAQ, Help, and 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**  
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

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

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.](#)

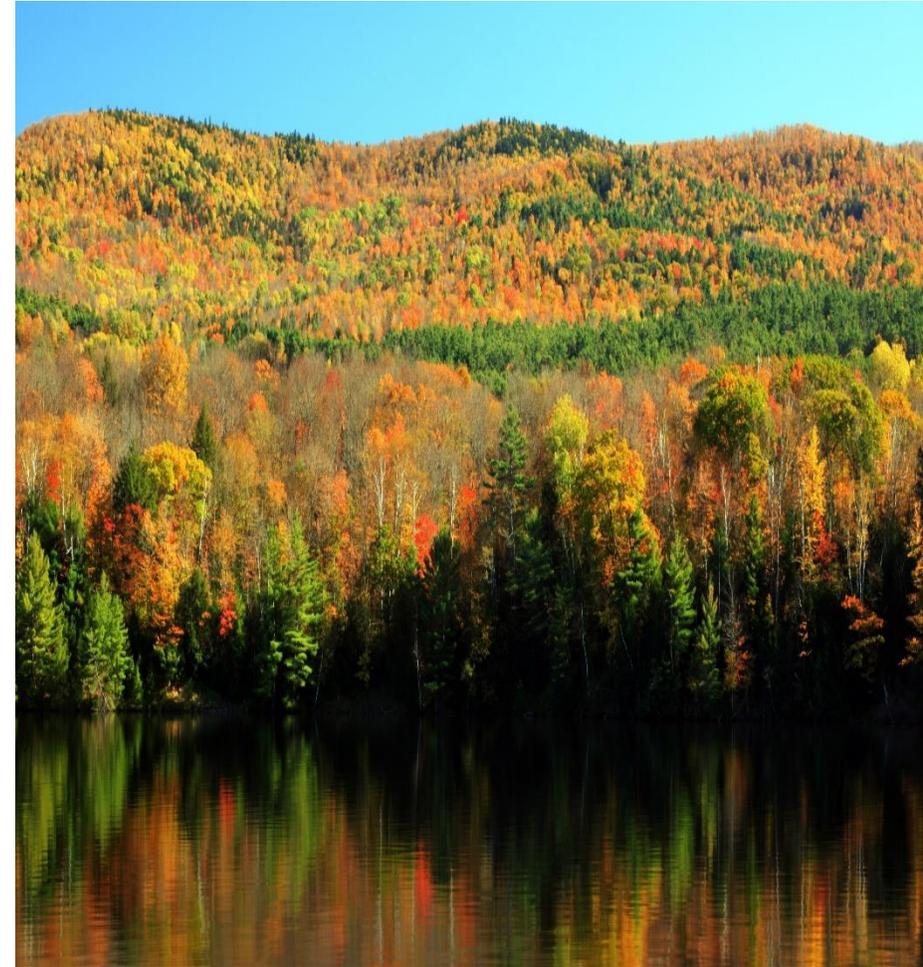
I certify to the best of my knowledge and belief that the payment request is true, complete, and accurate. The expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in, and otherwise compliant with, the applicable Grant Agreement, Project Funding Agreement, Contract 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

# MANAGING YOUR ACTIVE GRANT AMENDMENT REQUESTS

1. **Contact your Grants Administrator.** They create the amendment task for you in Easygrants.
2. **Log into [Easygrants](#) and find the amendment task on your homepage.** Click on the blue link that is the title of the task, then complete the request.
3. On the **Amendment Type** page, indicate the type(s) of amendment:
  - **Extension:** Extend your project end date.
  - **Scope Change:** Change project scope.
  - **Budget Change:** Required if moving 10%> of total award between budget categories. Adding a budget item check with Grants Administrator.
  - **Matching Contribution change:** Reducing nonfederal match? Enter the proposed non-federal match requirements and an explanation.

**Requesting an Amendment:** [www.nfwf.org/apply-grant/recipient-information/requesting-amendment](http://www.nfwf.org/apply-grant/recipient-information/requesting-amendment)

**Please request an amendment sooner rather than later or waiting until the end of your grant.**



# MANAGING YOUR ACTIVE GRANT

## COMPLETING REPORTS

You will be responsible for completing four types of reports.

1. **Interim Programmatic Report:** Provide brief "Summary of Accomplishments" and "Lessons Learned". Complete brief narrative report. You will download and complete the reporting template and upload it into the reporting task.
2. **Annual Financial Report:** This report shows 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. **You will receive a reminder from the Grants Administrator in Sept.** Link to this report will be on your homepage 10/1.

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



# MANAGING YOUR ACTIVE GRANT REPORTING

And two are required at the completion of the project:

3. **Final Programmatic Report:** Provide a brief "Summary of Accomplishments" and "Lessons Learned." The report will also show any metrics provided in the project's Full Proposal. Update this information. You will also complete a template final report and provide photographs.
4. **Final Financial Report:** Report shows the approved project budget. You will enter actual amounts spent by line item. If there were changes from the originally approved line item amounts, you enter the actual amounts spent describing any changes that were needed.
  - **Match:** The report also shows you the matching contributions from your full proposal - you will update/add/delete contributions as appropriate.



**10% of the grant award held until review and approval of final reports.**

***"Reporting Due Dates" in Grant Agreement.***

# MANAGING YOUR ACTIVE GRANT

## COMPLETING REPORTS

The screenshot shows the Easygrants user interface. At the top, there are navigation tabs: My Tasks, My Grants, Profile, and Apply For Funding. Below these are buttons for Home, Change Password, FAQ, Log Out, and Return to Staff Module. A sidebar on the left contains these same buttons. The main content area has a 'My Tasks' header and a table of tasks. The first row of the table is circled in red.

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.

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.

# QUESTIONS



# OTHER THINGS TO KEEP IN MIND



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 Long Island Sound Study logos (presentations, reports, brochures, posters, etc.) to ensure you have the correct version(s) and that the use is appropriate. **We prefer you use the LISS logo.** Approval must be requested for each use. Please allow at least five business days for review.

# QUESTIONS?

**Lynn Dwyer**, Program Director

*Lynn.Dwyer@nfwf.org*

631-312-8999

**Victoria Moreno**, Program Coordinator

*Victoria.Moreno@nfwf.org*

202-857-0166

**Alexander Bobeczko**, Grants Administrator

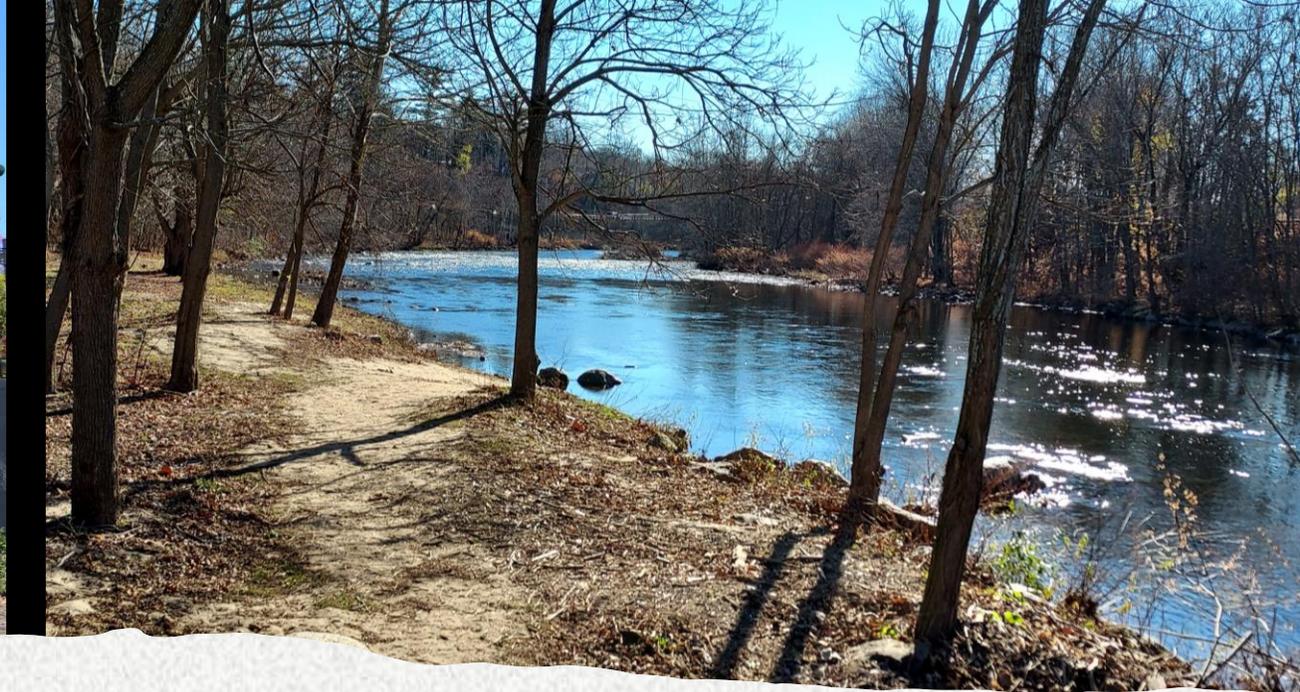
*Alexander.Bobeczko@nfwf.org*

202-857-0166

Easygrants Technical Support:

*Easygrants@nfwf.org*





Thank you and Good Luck!

