

Long Island Sound Futures Fund 2023 Grants Management Guidance

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



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NFWF CONTACTS



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



Program Director
First.Last@NFWF.org



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

Administrative questions such as:

- Contracting process and status
- Payments
- Amendments (extensions, scope or budget)
- Reports (interim, annual and final)
- Logo use requests
- Any day-to-day questions or problems

Your Program Team

- Programmatic questions (*e.g.*, Scope of Work)
- Quality Assurance Project Plan questions

EASYGRANTS

- All grants administration is done online via Easygrants. This includes contracting, amendments, and reporting.
 - Easygrants problems? Contact your Grants Administrator, 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 or send an email to easygrants@nfwf.org
 - Primary contact designated at time of proposal submission has the Easygrants homepage
 - Adding additional contacts from your organization
 - Adding contacts who are not employed by your organization



AWARD NOTIFICATION



- Everyone here has received an award notification from 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.

Contracting

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.**
- **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.

Contracting

GRANT AGREEMENT EXECUTED



Forward to Award Agreement (Alt+Right)

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

Contracting

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.

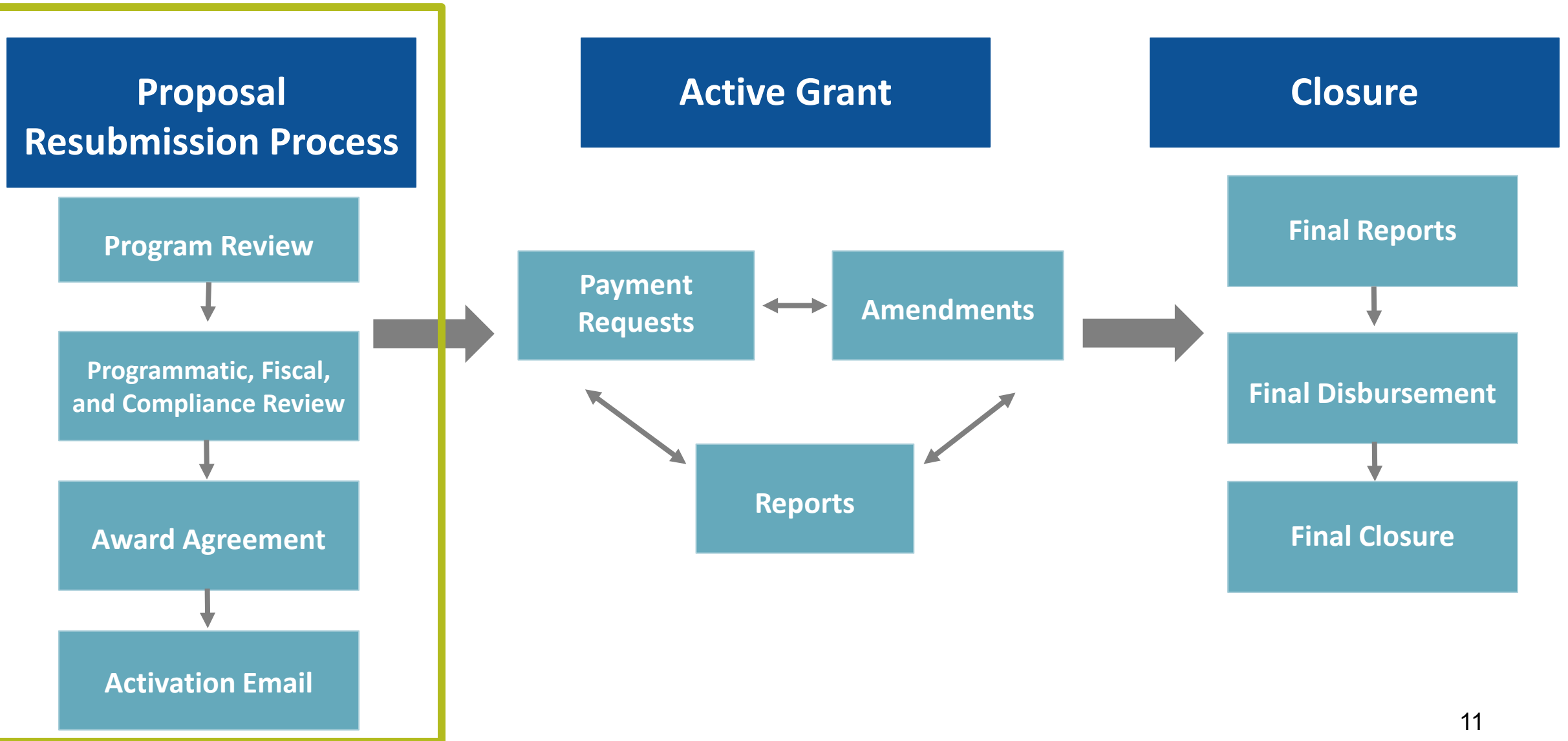
☐ I disagree to the terms and conditions.

Contracting GRANT ACTIVATED

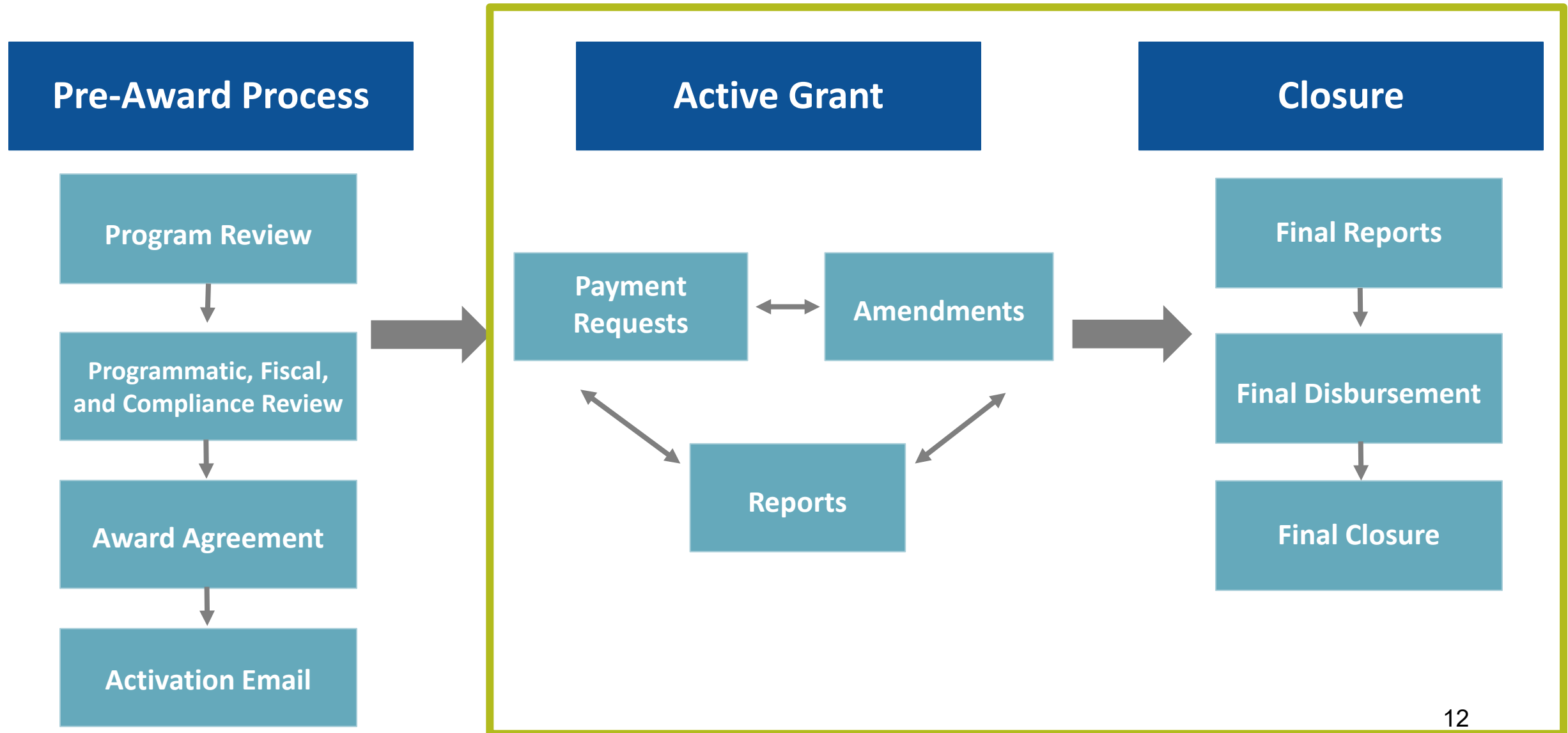


- You will receive an email from your Grants Administrator when your project has successfully been activated.
 - Note that you will not receive the activation e-mail until at least **30 days** before your project start date.
- You can now request payment for expenses incurred after your project start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

SYNOPSIS: NFWF CONTRACTING PROCESS



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.

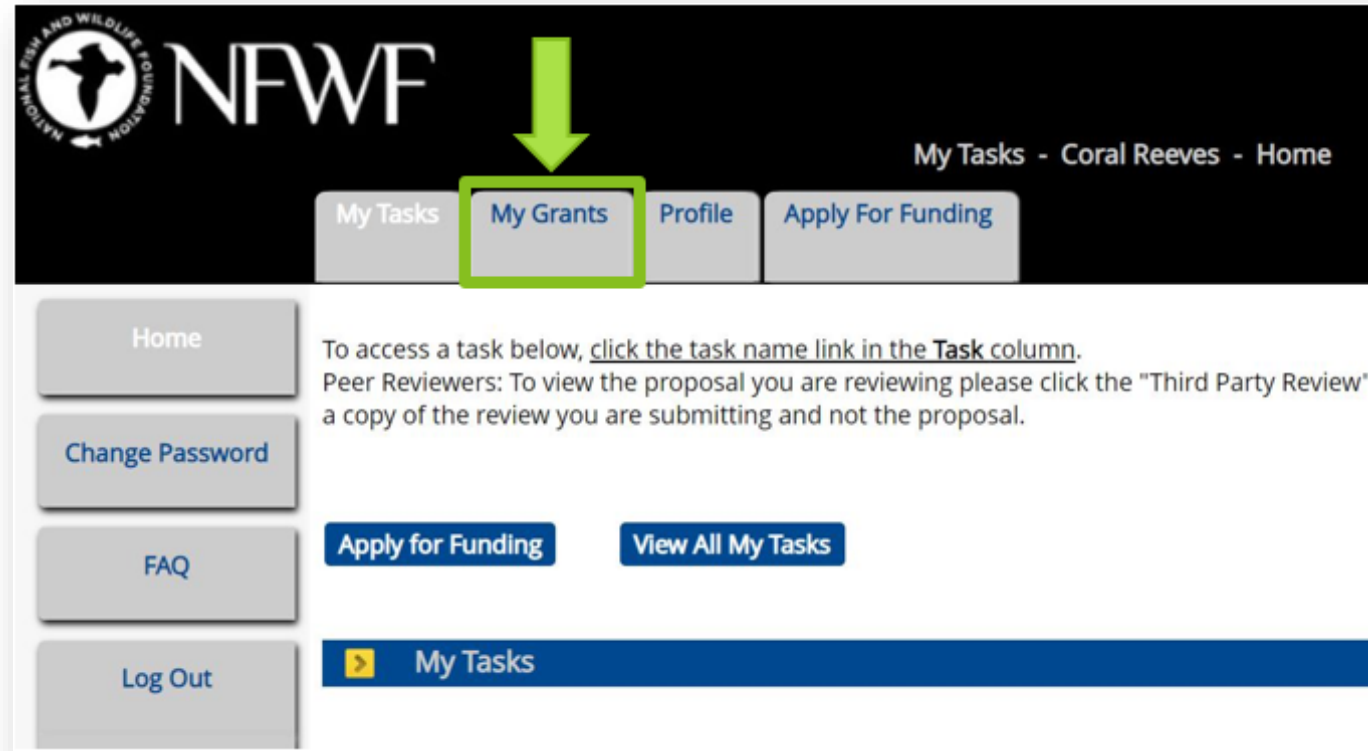
Make sure you hit the SUBMIT button on all requests – you will receive an email confirmation when a request has gone through successfully.

Step-by-step instructions about how to submit a payment request:
www.nfwf.org/apply-grant/recipient-information/requesting-payment



MANAGING YOUR ACTIVE GRANT

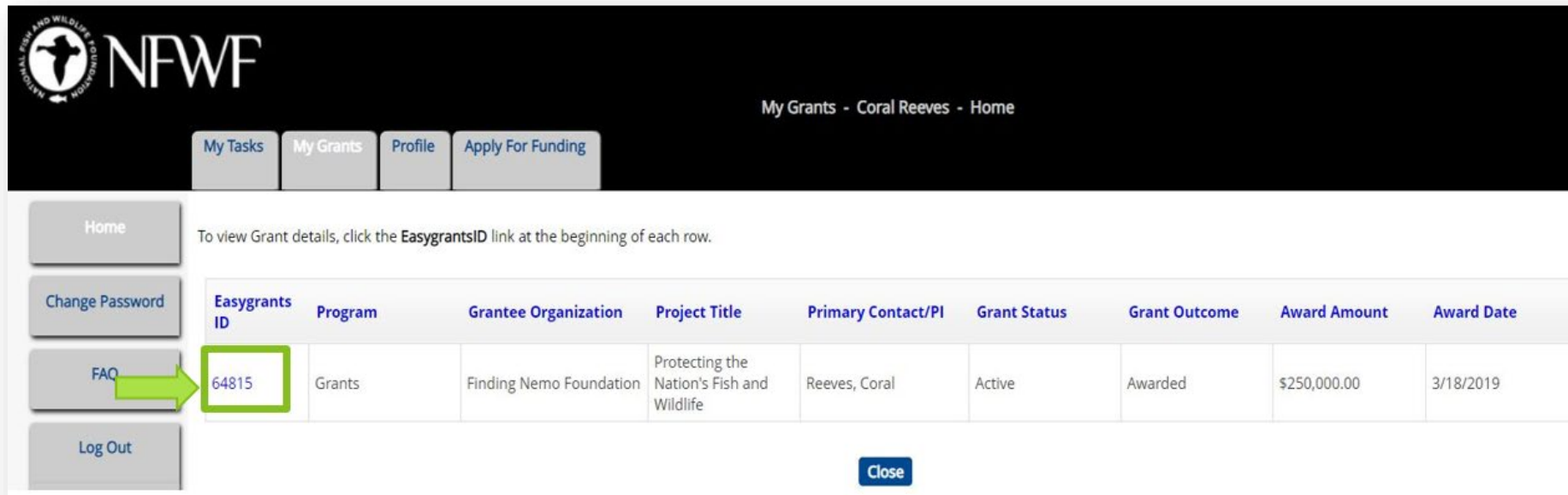
PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS



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 Easygrants interface. At the top, there's a navigation bar with the NFWF logo and the text "My Grants - Coral Reeves - Home". Below this, there are four tabs: "My Tasks", "My Grants", "Profile", and "Apply For Funding". On the left side, there's a sidebar with buttons for "Home", "Change Password", "FAQ", and "Log Out". The main content area displays a table of grants. A green arrow points to the "Easygrants ID" column, specifically to the value "64815".

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

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

Close

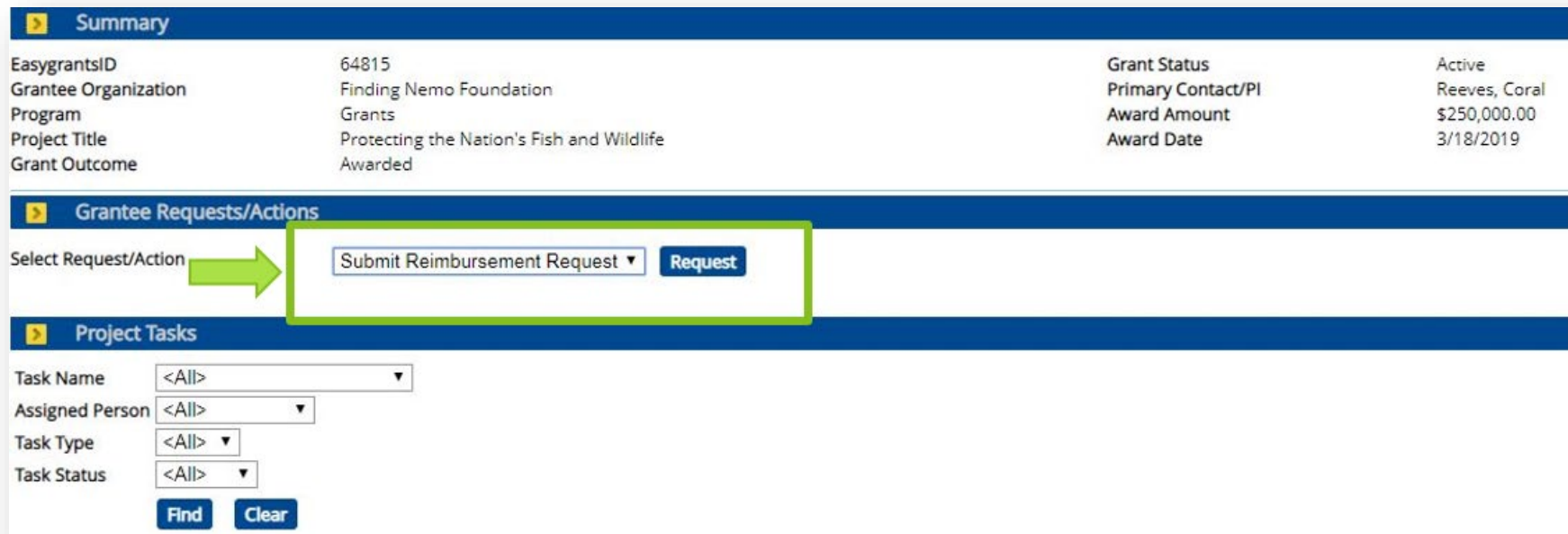
Click the grant number for the grant you want to submit a payment request for.

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



Summary

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

Grantee Requests/Actions

Select Request/Action  Submit Reimbursement Request ▼ Request

Project Tasks

Task Name <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 navigate to 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
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.' Under the statement is a checkbox labeled 'I Agree' which is checked, and a green arrow points down to the 'Save and Continue' 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 shows the Easygrants interface. On the left is a sidebar with navigation links: 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 has a blue header with 'Project Information' and 'Instructions' sections. Below 'Instructions' is a list of documents that can be attached to a submission. A green arrow points to the 'Uploads' tab in the sidebar. Below the instructions is an 'Upload Checklist' table with columns: Upload Type, Required, Template, and File Types Allowed. The 'Payment Request Form' row has 'Yes' in the 'Required' column and 'Payment Request Template' in the 'Template' column, which is highlighted with a green box and a green arrow. 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.

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


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
<p>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.</p>		
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.		
<p>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).</p>		
Typed Name and Title: Click here to enter Name and Title.		Date: Click here to enter a date.

MANAGING YOUR ACTIVE GRANT

PAYMENT REQUESTS – EASYGRANTS INSTRUCTIONS

The screenshot shows the 'Uploads' section of the EasyGrants interface. At the top, the 'Upload Checklist' table is visible. 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 'Start' and 'Cancel' buttons. A red message states 'There are no grant documents attached.' At the bottom left is a 'Continue' button. Green arrows highlight the 'Payment Request Form' dropdown, the 'Add files...' button, the 'Start' button for the uploaded file, and the 'Continue' button.

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,

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
Coral Reeves 	\$60,000.00	\$5,000.00	\$55,000.00	91.67
Forrest Greene 	\$40,000.00	\$10,000.00	\$30,000.00	75.00
New Employee  	\$0.00	\$10,000.00	(\$10,000.00)	N/A
▼ Benefits + 	\$16,000.00	\$3,000.00	\$13,000.00	81.25
Coral Reeves 	\$10,000.00	\$0.00	\$10,000.00	100.00
Forrest Greene 	\$6,000.00	\$3,000.00	\$3,000.00	50.00
▼ Travel	\$8,000.00	\$6,000.00	\$2,000.00	25.00
▼ Other Travel Costs + 	\$8,000.00	\$6,000.00	\$2,000.00	25.00
Airfare to Australia 	\$4,000.00	\$0.00	(\$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, Uploads, 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), Grants | 00 Funding Opportunity Template | Test Funding Cycle. Below this is another blue header 'Match Expended Information Instructions' with instructions on entering expenditures. The 'Match Expended Information' section contains three fields: 'Fed Match Expended *', 'NonFed Match Expended *', and 'Notes *' (a 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 status bar at the bottom indicates '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 web application 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 is divided into 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:** Contains a 'View PDF' button (highlighted with a green box and a green arrow pointing to it).
- Submission:** Contains a 'Submit' button (highlighted with a green box and a green arrow pointing to it).
- Validation Status:** A table showing the status of various tasks.

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.**

Instructions to amend a grant at: <http://www.nfwf.org/apply-grant/recipient-information/requesting-amendment>

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.

Instructions to amend a grant at: <http://www.nfwf.org/apply-grant/recipient-information/requesting-amendment>

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. This report will be due annually each year during the period of performance of your grant.

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



MANAGING YOUR ACTIVE GRANT

COMPLETING REPORTS

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 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

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?

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