

2024 Northeast Forests and Rivers Fund New Grantee Webinar

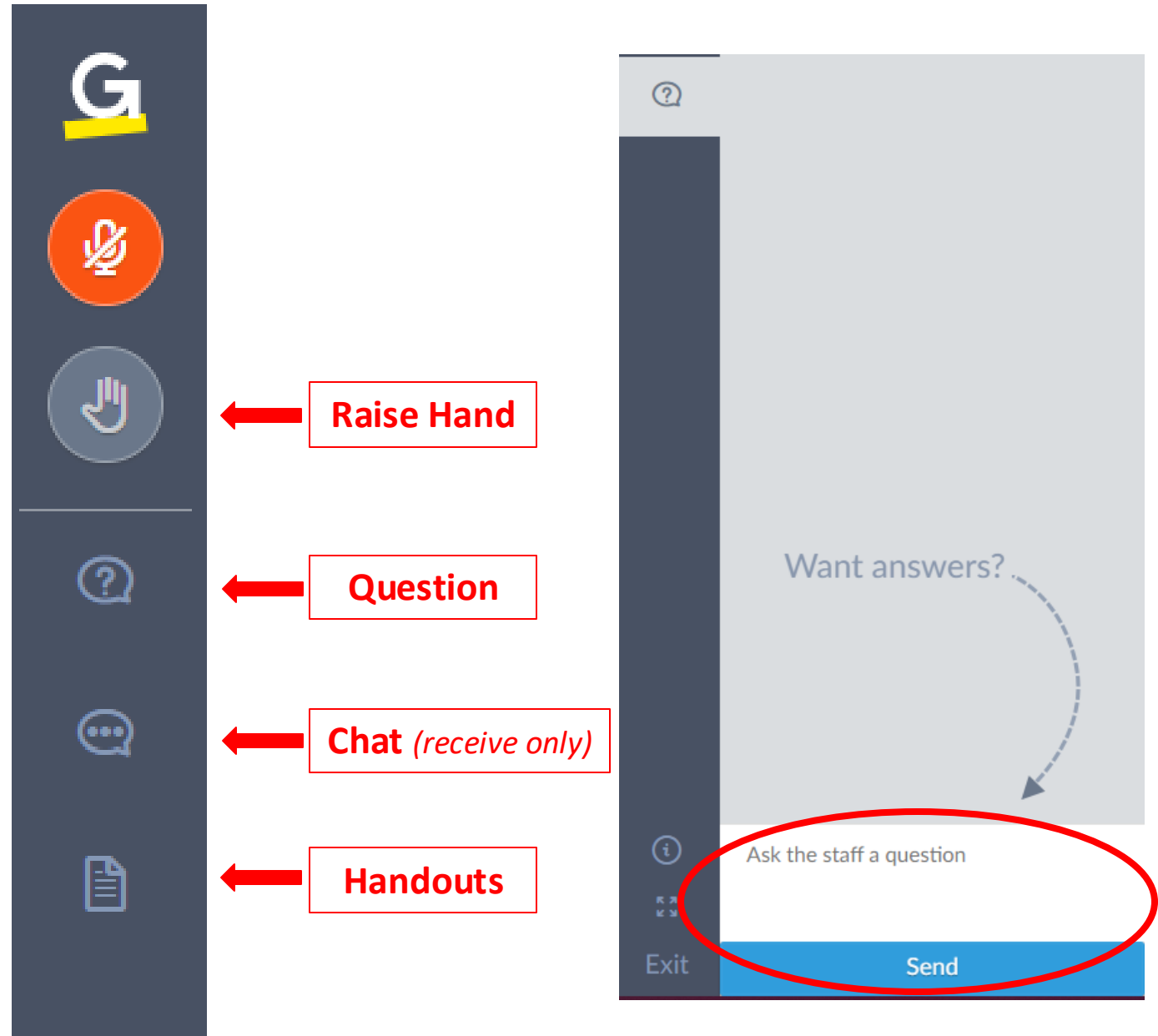


Webinar Instructions

- 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 webinar recording will be posted at

[Northeast Forests and Rivers Fund | NFWF](#)



AGENDA

- **Your NFWF Contacts**
- **NFWF Grant Lifecycle**
- **Proposal Resubmission Process (“contracting”)**
 - Award Notification
 - Programmatic, Fiscal, and Compliance Review
 - Executing your Grant Agreement
 - Grant Activation
- **Other Requirements**
 - Federal Environmental Compliance
- **Managing your Active Grant**
 - Requesting Payment
 - Requesting Amendments
 - Completing Reports



NFWF CONTACTS

Grants Contact



Kat Sanz,
Grants
Administrator

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

Program Contacts



John Wright,
Program
Manager



Victoria
Moreno,
Program
Coordinator

- Programmatic questions (project activities, metrics, etc.)
- Federal environmental compliance
- General troubleshooting
- Media and events

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

Compliance Contacts



Elena
Rodriguez,
Compliance
Manager



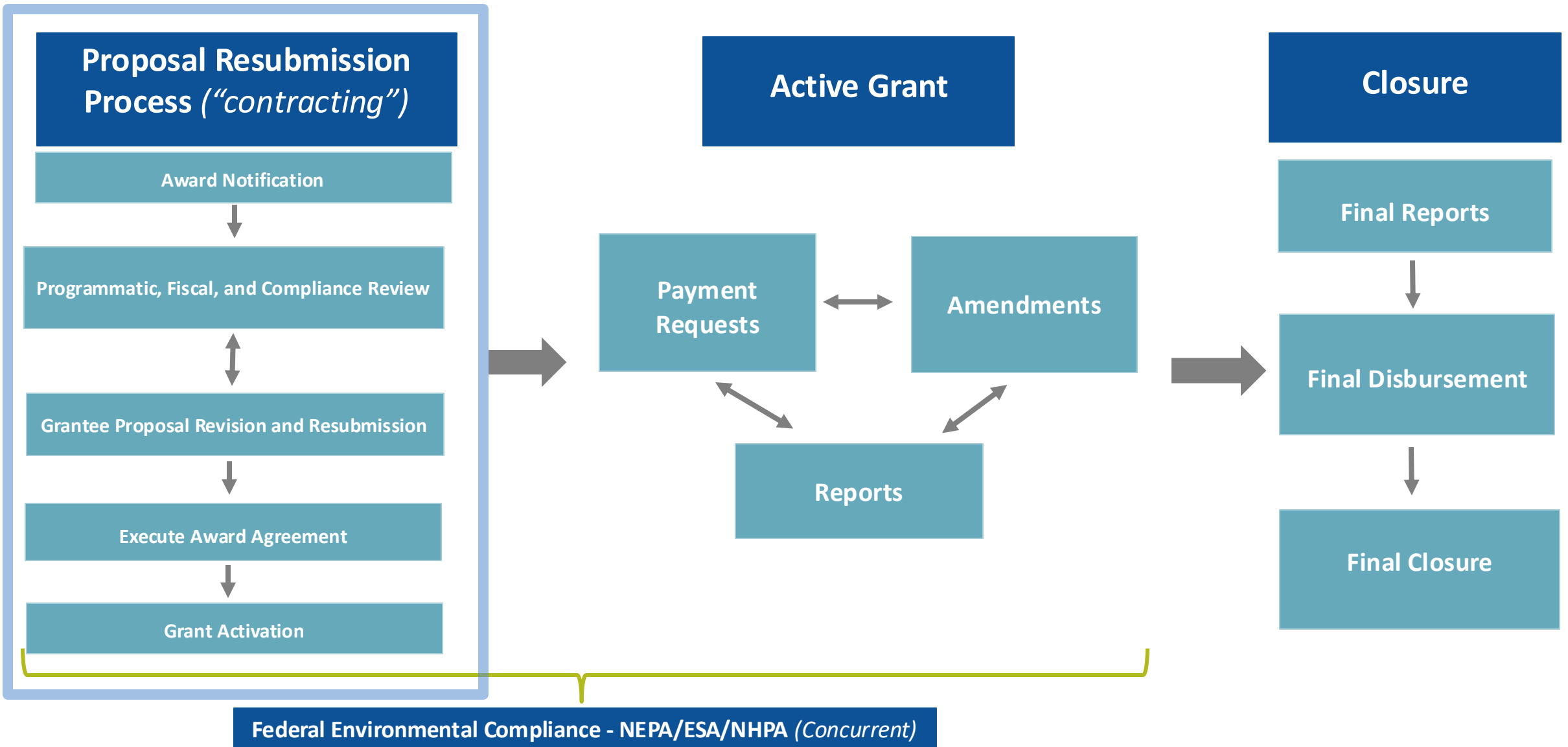
Julia
Appelrouth,
Compliance
Analyst

- Financial information



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NFWF GRANT LIFECYCLE



AWARD NOTIFICATION

Your award notification includes:

- **Award amount**
 - Some proposals were given partial funding, your award amount may be modified
- **Matching contributions requirement**
 - The amount of match included is the minimum requirement
 - If there was no match amount listed, you do not have a match requirement
- **Additional federal compliance requirements**
 - Environmental compliance (NEPA/NHPA/ESA) Acknowledgement form
 - NRCS Acknowledgement of Section 1619 Compliance



PROPOSAL REVISION AND RESUBMISSION

- During compliance review, Program Staff, Grants Administration, and Compliance will review your proposal and request programmatic and fiscal resubmissions
- Possible resubmission requests include:
 - **Budget modification ([Detailed Budget and Narrative Guide](#))**
 - **Financial documentation**
 - **Scope of work modification**
 - **Metrics**
 - **Map**
 - **Matching contributions**
- **Please respond within two weeks.** Note that the proposal resubmission process may take several months. The quicker you respond to these requests, the quicker you'll have your grant agreement!

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

PROPOSAL REVISION AND RESUBMISSION

FINANCIAL DOCUMENTATION

- **Financial documentation**
 - All grantees need to provide a completed Applicant Controls Questionnaire
 - Required documents are based on organization type - Check our [Required Financial Documents](#) page
 - **You must have an up-to-date audit!**
 - If you do not have a fiscal year 2023 audit, please reach out to us
- **Unique Entity Identifier (UEI)**
 - Required for all applicants
- **Employer Identification Number (EIN) or Federal Tax Identification Number (FEIN)**
 - Required for all applicants

EXECUTE AWARD AGREEMENT

- Your Grants Administrator will generate your grant agreement and send e-mail notification with instructions about how to access the agreement. **These e-mails will arrive via easygrants@nfwf.org, so make sure not to filter out the address!**
- Make sure **info@nfwf.org** and **easygrants@nfwf.org** are added to your safe senders list.
- To view 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.



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EXECUTE AWARD AGREEMENT

Forward to Award Agreement (Alt+Right)

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My Tasks - Randy Arndt

My Tasks | My Grants | Profile | Apply For Funding

Home | Change Password | FAQ | Log Out | Return to Staff Module

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


Apply for Funding | View All My Tasks

My Tasks


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




EXECUTE AWARD AGREEMENT

 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.

 Comments

Limit: 4000 characters

Remaining: 4000

Save

 Save and Continue



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GRANT ACTIVATED

- You will receive an email from your Grants Administrator when your project is activated.
- Additional forms required prior to activation
 - FFATA Form
 - NFWF Vendor Set Up Form
 - W-9
- All grants administration is done online via Easygrants, including all payments, amendments, extensions and reporting.

Easygrants problems?

- Work with your Grants Administrator
- If your Grants Administrator is not available, send an email to easygrants@nfwf.org or use the Help Link at the bottom of any Easygrants page

Forgot your log in?

- Request log in information from the Easygrants login page

QUESTIONS?

john.wright@nfwf.org

victoria.moreno@nfwf.org

kat.sanz@nfwf.org



Federal Regulatory Compliance

- Required as part of your grant award agreement
 - Required for awards that contain federal funds, regardless of location or activity type
 - Federal funding = nexus for compliance
 - Refer to Section 5 of your award agreement for additional details
- Includes the following regulatory mechanisms, at a minimum:
 - National Environmental Policy Act (NEPA)
 - Endangered Species Act (ESA)
 - National Historic Preservation Act (NHPA)



Federal Regulatory Compliance Continued

Please Note:

- No on-the-ground work or activities that have the potential to affect protected resources should begin until NFWF and the federal funding agency (or agencies) have:
 1. Reviewed compliance documentation
 2. Notified the grantee in writing that work can begin
- **Any work that occurs before compliance documentation has been finalized may be considered non-reimbursable.**



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Federal Regulatory Compliance FAQs

- Q: How long does the process take?
 - A: Review times will vary widely. It depends on:
 - Which federal agency provided funding.
 - Your project's activities.
 - Review time for external parties.
- Q: What if I have existing compliance documentation?
 - A: It is possible to utilize existing documentation. However, documents will need to be reviewed + approved before grant-funded activities take place.



Federal Regulatory Compliance Important Considerations

- **Project Location**
 - It's very important for all proposed project areas to be known/defined
 - KMZs or shapefiles that identify proposed project areas are very helpful for us to have
 - It's important for us to understand land ownership for all areas where project activities are proposed (e.g., private, public, federally owned, USFS, tribal land, etc.)
- **Existing Compliance Documentation**
 - Please share any existing compliance documentation with NFWF as soon as possible.
- **SHPO Consultation**
 - If ground-disturbing activities are proposed on non-tribal land, SHPO consultation may be required. Please check out your state's SHPO website to determine if the SHPO is willing to communicate with you regarding your project, or if they require consultation with the federal agency providing funding.



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, and Federal Regulations (if applicable).

Expenditures: All costs must be allowable, allocable, and reasonable. Supporting documentation for all project-specific expenditures must be retained, including accounting records, timesheets, payroll journals, receipts, invoices, purchase orders, etc.



OTHER THINGS TO KEEP IN MIND

Contractors: 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.



MANAGING YOUR ACTIVE GRANT PAYMENT REQUESTS

Procedure

- Payments must be submitted through Easygrants.
- 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 want you to request funding often.**
- Do not submit a payment request before your previous payment request has been processed.

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.
- Payments are often received 4-6 weeks after a request is submitted.



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*).
 - **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 annual updates on project progress and metrics relative to your grant. 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.



THANK YOU!

If you have any questions, please reach out!

john.wright@nfwf.org

victoria.moreno@nfwf.org

kat.sanz@nfwf.org

Brook Trout

