

# Managing Your Greenpoint Community Environmental Fund Grant

Orientation Webinar

April 1, 2014

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# Agenda

- Webinar etiquette
- Grants administration process
- The award and contracting process
- Requesting payment process
- Requesting amendments process
- Completing reports process
- Q & A



# Webinar Etiquette

- Do not hit your hold button.
- **Question?** Input the question into the **question box** on the control panel. We will repeat your question to the group and then respond.
- **Problem?** Type it into the **question box** on the control panel. We will try to resolve it during the webinar.



# The Award and Contracting Process

**NFWF Contact:** Handles contracting, requests for payment, project extensions, scope and budget amendments, and interim, annual, and final reporting.

**Contact:** Courtney Kwiatkowski  
[courtney.kwiatkowski@nfwf.org](mailto:courtney.kwiatkowski@nfwf.org)

202-857-0166

**Award Notification:** By now, you should have received an email award notification from *info@nfwf.org* with information about amount of the grant award & required match. No hard copy award letters are sent out.

# Grants Administration Process

## *General Information*

**All grants administration is done via your personal Easygrants online homepage:** Over the life of your grant, all reporting is done through your homepage in Easygrants -- [www.nfwf.org/easygrants](http://www.nfwf.org/easygrants).

**Accessing your proposal in Easygrants:** To access your Easygrants homepage use the login credentials you used to prepare the original proposal to the GCEF. These are your email and password.

**Your original GCEF proposal is the project workplan!** The information in the original proposal guides how you deliver (budget, approach, match, etc.) and report on the project.



# The Award and Contracting Process

## *Steps in Contracting Process*

**Step 1: Proposal review.** NFWF reviews individual project proposals. Some applications may require changes before contracting.

**Step 2: Proposal resubmission.** After NFWF review, some grantees may be asked to revise components of their original proposals. If revisions are required, you will receive an email from Courtney Kwiatkowski with instructions to make changes via “resubmission” of the project proposal in the Easygrants online system.



# The Award and Contracting Process

## *Steps in Contracting Process*

**Step 3: Award agreement prepared.** After changes are made, an award agreement will be generated and an email notification sent with instructions about how to access the agreement in the Easygrants online system. These e-mails arrive from either [info@nfwf.org](mailto:info@nfwf.org) or [easygrants@nfwf.org](mailto:easygrants@nfwf.org).

**Step 4:** To **view and review** your award agreement in the online system be sure to disable your browser's pop-up blocker.

**Sign & return 2 signed hard copies** to NFWF for counter-signature (*address and primary contact to mail agreement to are shown on document*). NFWF will return one counter-signed, fully-executed copy for your records.

***Award agreement activated and grantee may request payments!***



## Requesting Payments Process

NFWF does not issue a single check for the amount of the grant award. Payments are made through the life of the grant, as needed.

10% holdback on all awards until final financial and program reports received and approved.

1 payment request per 30 day period. Payments are made to the grantee of record so if you used a fiscal agent that entity will receive the payment. As noted, payments are made to the grantee of record. No direct payments may be made by NFWF to vendors for project related services or materials.

Payments may be made on an **advance** or **reimbursable** basis. A payment request serves as a (very short e.g. 2,500 characters) progress report.



## Requesting Payments Process (continued)

**Advance:** Only request advance payment for up to 2 months of expenses. On payment form, tell us how the *previous* installment was spent (if there was one) and provide a breakdown of planned work that includes anticipated costs.+

**Reimbursable:** On payment form, describe activities for which you have incurred expenses.+

Or combine both types of expenses on the same form.

***+No receipts necessary with request for payment form but keep them in a file.***



## Requesting Payments Process (continued)

**Submitting payment requests:** Use the payment request form provided in the award agreement or in the *See GCEF 2013-2014 GCEF 2014 Grant Award Management Guide Final (appendix 1)*.

**Send to Courtney Kwiatkowski:** Via mail: NFWF, 1133 15<sup>th</sup> Street NW, Suite 1100, Washington, DC 20005, Via e-mail: [Courtney.Kwiatkowski@nfwf.org](mailto:Courtney.Kwiatkowski@nfwf.org), or Via fax: 202-857-0162.

Scheduled payment runs in the middle and at the end of month. See *GCEF 2013-2014 GCEF 2014 Grant Award Management Guide Final (appendix 2)* for schedule.



# Requesting Amendments Process

## *Changes in Project Timing, Scope or Budget*

As detailed in the NFWF “Process” section of award agreement, you may need to request an amendment during your project.

The most common kinds of amendments are: 1) **extension requests** (e.g., extending grant project period); 2) **change of scope** (i.e., change a project method or deliverable) and/or 3) **budget changes**.

**Budget amendments** are required only if you need to move more than 10% of the total grant between budget categories. If you need to move around amounts less than 10% let Courtney know.

Requesting Amendments Process  
*Changes in Project Timing, Scope or Budget*

To request an amendment  
please contact Courtney for  
additional information



# Completing Reports Process

**4 Types of Reports:** As detailed in the award agreement, NFWF requires four different kinds of reports.

**1. Annual Financial:** Shows you on the report what has been disbursed for the project between the project start date and September 30<sup>th</sup> 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.

**2. Interim Program:** Provide an update on project progress through September 30<sup>th</sup> of the reporting year.  
*All reporting done via the Easygrants online system.*



## Completing Reports Process (continued)

### **3. Final Financial & Match Certification:** *due by the project end date.*

The Final Financial Report will show you the approved project budget. You will be asked to enter actual amounts spent by line item. If there were changes from the originally approved line item amounts, that's fine – please do enter the actual amounts spent in each line item, describing any changes that were needed.

The report also shows the matching contributions listed in your full proposal – you will be asked to update/add/delete contributions as appropriate. The status of any matching contributions must have a status of “Received”.



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## Completing Reports Process (continued)

### 4. **Final Program Report:** *due by the project end date.*

The Final Programmatic Report will prompt you to do a “Summary of Accomplishments” and provide indepth information about “Activities” and “Lessons Learned”.

An indepth level of detail is expected in the narrative report about methods, partners, dissemination all specifically keyed to what was described in the original proposal.

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 in Easygrants*), photographs and documents associated with the delivery of the project.



## Questions or Problems?

Please remember always provide the reference number of your grant on any communication with NFWF. It looks like this: 8016.14.0##### and can be found on your award agreement.

For all reporting, amendments, payment requests:

**Courtney Kwiatkowski**

Courtney.kwiatkowski@nfwf.org

202-857-0166

For general GCEF program questions.

**Lynn Dwyer**

lynn.dwyer@nfwf.org

631-627-3488



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