

**Grants Clearinghouse
2019 Grant Award Training
*Managing Your Grant***

WEBINAR
10/30/2019



California Fire Safe Council


<http://www.cafiresafecouncil.org/grants-clearinghouse/>

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Topics

- 2019 Grant Cycle
- Contact Information
- Grant Cycle and Roles and Responsibilities
- Subaward Agreement & Federal Grant Regulations
- Environmental Review and Compliance
- Procurement
- Reporting
- Source Documentation
- Payments
- Modifications and Public Statements
- Site Visits and Desk Reviews
- Closeout

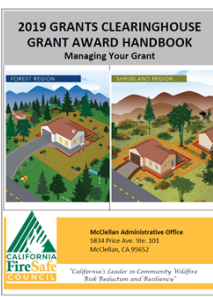


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Do you have a copy of the Handbook?

- Find it online at
[:https://cafiresafecouncil.org/grants-and-funding/open-grant-programs/2019-sfa-grant-program/](https://cafiresafecouncil.org/grants-and-funding/open-grant-programs/2019-sfa-grant-program/)
- Or, we'd be happy to mail a printed copy to you.



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Acknowledgements


- Funder Acknowledgement**
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19 SFA: 18-DG-11052012-13
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The opinions expressed are those of the authors and do not necessarily reflect the views of the U.S. Forest Service.

Equal Opportunity
 - CFSC is an equal opportunity provider and employer.
 - USDA Program Discrimination Complaint Process**
Concerns regarding program access can be submitted to the address provided in the handbook.



(Additional details are located in the handbook)



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Resources on our Website



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CFSC Contacts for Grant-Related Questions

[Grants](#)
 Thelma Clark
 Amber Gardner
 Dan Lang
 Elizabeth Lamar

[Environmental Process](#)
 Registered Professional
 Forester(Consultant)

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2019 Grants Clearinghouse Funded Projects

Grant Program	Number of Subgrants Funded	Dollar Amount of Sub-grants Funded
19 USFS-SFA	18	\$2 million
16 USDI-BLM	3	\$275,000



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Grant Relationships



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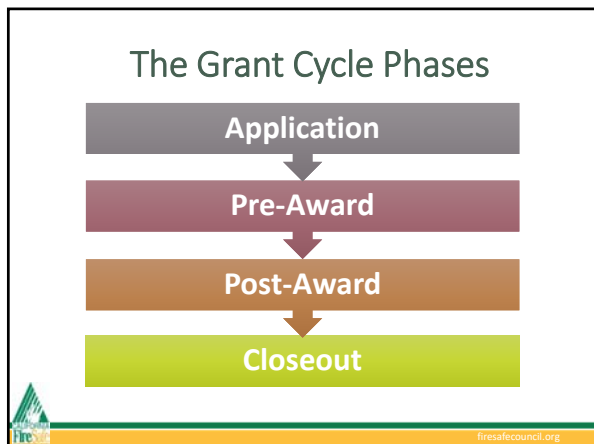
The Role of the Sub-recipient

Project Implementation	Proper Grant Management
<ul style="list-style-type: none"> Environmental Compliance Implement the project as approved <ul style="list-style-type: none"> Work with contractors, vendors, etc. Accomplish the sub-grant objectives Monitor, track and report accomplishments and progress <ul style="list-style-type: none"> Before/after photos 	<ul style="list-style-type: none"> Follow all federal and CFSC grant requirements Provide accurate and complete reports on time Meet all deadlines Document, document, document!! <ul style="list-style-type: none"> Expenses and Match Keep complete accounting records



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The Subaward Agreement

- Federal Grant Regulations
- Environmental Compliance
- Payments
- Insurance
- Scope Changes/Extensions
- Progress Reporting
- Procurement
- Source Documentation
- Site Visits and Success Stories
- Closeout

Be sure you carefully read and understand the subaward agreement before you sign the document.

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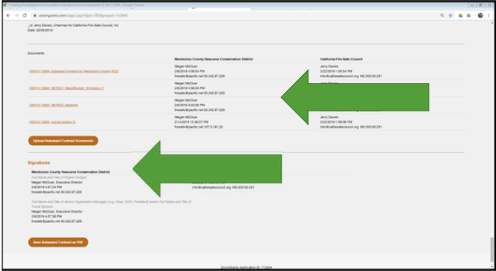
Signing the Subaward

1. Please read the entire subaward agreement letter carefully. You can save it as a PDF and print it to share with your agency.
2. To sign, only a fully authorized officer may sign the agreement. We do not require a signature on the Subaward Agreement document. You will sign by typing your name and title in the space provided at the very bottom of the ZoomGrants screen, under the section "Signatures". ZoomGrants will capture the date, email address and IP address of the person signing.
3. If you have a Fiscal Sponsor, please ensure both parties sign in the Signature section.
4. Print out the Grant Payment Form, complete it and sign it, and upload the copy back into the same section.
5. Upload a voided check.

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Here's where to "Sign" the Subaward



The screenshot shows a web interface with a table of subawards. Two green arrows point to the 'Sign' buttons for the first and second rows of the table. The first row is highlighted in orange. The table columns include 'Subaward Number', 'Funding Source', 'Award Amount', and 'Status'. Below the table, there are sections for 'Signatures' and 'Comments'.

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Additional Subaward Documentation

- Complete and sign the Estimated Payment and Match Schedule
- Complete and sign the ACH Payment Information about your bank

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Basic Grant Award Information


• Subgrant Number:	Cycle	Funding	Number
(example)	Year	Source	
• Funding Sources:	19	SFA	370011
	19 SFA	16 BLM	

• Legislation under which the award is made: Cooperative Forestry Assistance Act of 1978

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Federal Grant Regulations

- The requirements for managing federal grants are found in:
 - Code of Federal Regulations (CFR) & Office of Management and Budget (OMB)
- Grant regulations include:
 - Administrative Requirements
 - Cost Principles
 - Audit Requirements
- Provide detailed guidance on how to manage the grant funds and project activities
 - *There are consequences for not complying with the federal regulations – including repayment of the grant funds (even if they have already been spent)*




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Subaward Provisions

Sub-recipient agrees to comply with all applicable federal, state, and local laws, regulations, and policies governing the funds provided under this agreement.

Any failure to comply with the provisions of this sub-award, including the provisions of the Handbook and other Attachments will result in denial of grant funds.




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YOUR Written Policies:

- ✓ **Financial and Accounting:** protect the grant funds; maintain accurate documentation
- ✓ **Personnel:** proper time and effort reporting if you have direct employees
- ✓ **Procurement/Purchasing:** solicitation of services and goods; avoid unnecessary purchasing;
- ✓ **Property Management:** safeguard equipment if any is owned
- ✓ **Travel:** reimbursement/approval of travel if travel is charged by the organization
- ✓ **Conflict of Interest:** procedure for handling conflicts




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Insurance Requirement

- Subrecipient and/or Fiscal Sponsor **MUST** carry insurance that is **sufficient** to protect **the agreement assets** from:
 - Loss, misuse, theft, fraud, misappropriation, negligence, and undue physical damage or harm
- Grant funds can be used to purchase insurance
- Provide current proof of insurance to CFSC
 - You cannot receive payments without current proof of insurance
- Contractors working on your project must carry their own insurance and furnish proof of coverage to you.
 - Keep proof of coverage in your grant file




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Termination of Subaward

- Failure to comply with the award provisions and grant requirements may result in termination of your sub-award.
- Termination of the grant can result from a variety of reasons including (but not limited to):
 - Misuse of funds* *Inability to perform*
 - Lack of capacity* *Falsification of data*
 - Nonperformance* *Misrepresentation*
 - Non-adherence to grant* *Fraud* *terms*




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Notification and Non-Liability

- Grantees must notify CFSC immediately of significant changes impacting activities on the sub-award
 - Written notice of problems, delays or averse conditions impacting the ability to meet the objectives
 - Include statement of action taken or contemplated
- CFSC does not assume liability for any third party claims for damages arising out of this sub-award.




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Civil Rights Act

- If your organization has an office you must post information on Title VI compliance.
 - "And Justice for All" posters and brochures are available from CFSC
 - Must post in a visible location
- Civil Rights Compliance Questionnaire
 - Review compliance at Pre-Award and Closeout



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Public Statements and Endorsements

Any printed, audiovisual material or electronic media for public distribution must be approved by CFSC and include:

- **Funder Acknowledgement**
- **Nondiscrimination Statement**
- **Endorsement Statement**

Text for these statements is included in the Subaward Agreement and Handbook

- **Use of CFSC Logo on grant-related publications must be approved by CFSC. Use of the U.S. Forest Service Insignia on printed materials must have prior approval from the USFS.**




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Environmental/Cultural Resource Protection Requirements

- Federal Environmental Protection Acts that are triggered by Grant Funding:
 - ✓ **Endangered Species Act**
 - ✓ **Migratory Bird Treaty Act**
 - ✓ **National Historic Preservation Act**
 - ✓ **Bald and Golden Eagle Protection Act**
- ALL projects will be reviewed by a registered professional forester under a contract with CFSC
- It is your responsibility to ensure that your project complies with state and local environmental requirements.



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Environmental/Cultural Resource Protection Requirements

Do not begin fuel reduction work until you receive notification that the compliance review is complete

- Be sure to review the determination thoroughly
- Before you receive your compliance determination you may request funds for:**
- Purchasing insurance
- Preparing survey documents
- Marking treatment areas
- Education/outreach
- Other administrative costs



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Procurement *Written Policies are required*

- Policies should accomplish these things:
 - Avoid unnecessary purchases
 - Evaluate lease vs. purchase options
 - Maintain a consistent selection process
 - Document procurement decisions
 - Avoid conflicts of interest
 - Identify excluded parties
 - Address disputes or protests
 - Ensure getting best value on purchases



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Types of Purchases and New Limits *(per OMB Management Memo M-18-18, issued 6/20/18)*



- Micro Purchases (\$10,000 or less)
- Small Purchases (\$10,001 to \$250,000)
- Sealed Bids/Competitive Proposals (over \$250,000)
- Non-Competitive Proposals: Grantee **must prove** that sole source is needed and include a cost analysis.



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Competition

- Competition-is “open, free, and full”
- Those preparing the advertisement do not bid
- Advertise clearly and widely
- No restrictive requirements
- If price is not competitive - do not award

What the CFR says about vendor selection:

- 2 CFR 200.320 c.2.iv A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder.



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Conflict of Interest

A **conflict of interest** is a situation in which an individual has competing interests or loyalties. A conflict of interest can exist in many different situations:

- With a public official whose personal interests conflict with his/her professional position
- With a person who has a position of authority in one organization that conflicts with his or her interests in another organization
- With a person who has conflicting responsibilities.



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Contracts

- Written policies required for contract administration
 - Ensure contractor monitoring and performance
- Require clauses to be included in contracts based on
 - award amount
 - award type (construction, research, service)
 - type of organization

(Specific contract clauses for governments and nonprofits are included in the Handbook)
- Check debarred and suspended list for principles, key personnel, and contracts >\$25,000




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Payments

- Requests for advance payments
 - Submit first request on opening of ZoomGrants account
 - May be submitted quarterly with progress reports
 - Under the payment tab in ZoomGrants
 - Payments occur by an electronic direct deposit (ACH) into your bank account once master grant funds arrive
 - Keep progress reports, SAM and Insurance up to date

Payments are dependent on CFSC's receipt of advance funds from the federal agency




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Modifications

Prior written approval is required from a Grant Specialist before making changes to the project or subaward

- **Programmatic Changes:** scope or objectives of the approved project, key personnel, project location, transfer of programmatic work to another party
- **Budget Revision:** Cumulative change of 10% or more in any cost category
- **Extension of Subgrant Term:** only when situations beyond control impact project completion




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Progress Report Components

- Narrative
 - Activities and Changes
 - Communities Affected
 - Program Income Section
 - Expense and Match Fields
 - Deliverables and Cost Fields
- Match and Expense Reports
- Source Documentation



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Progress Report Timelines

Reporting Periods for 2018-2019 SFA Subgrants

Report Period	Progress, Match and Expense Reports Quarter Dates	Report Due Date
1	November 1, 2019 - January 31, 2020	February 28, 2020
2	February 1 - April 30, 2020	May 31, 2020
3	May 1 - July 31, 2020	August 31, 2020
4	August 1 - October 31, 2020	November 30, 2020

Reporting Periods for 2016 RIM Subgrants

Report Period	Progress, Match and Expense Reports Quarter Dates	Report Due Date
1	October 1, 2019 - January 31, 2020	February 28, 2020
2	February 1 - April 30, 2020	May 31, 2020
3	May 1 - July 31, 2020	August 31, 2020
4	August 1 - October 31, 2020	November 30, 2020

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Topics to Include in the Progress Report Accomplishments

- Current work plan activities
- Project tours or meetings
- Education & outreach
- Environmental Compliance
- Human interest stories
- Media Coverage
- Conflicts/Challenges
- Accomplishments
- Match contributions
- Grant expenses
- Program income
- Acres treated
- Workshops conducted
- Products created
- Communities served
- Success Stories

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Expenses and Match

- “**Expenses**” are grant expenses charged to and paid with federal funds
- “**Matching contributions**” are cash or in-kind values that support the project and are included in the project budget.
- “**Program Income**” is gross income earned as a direct result of the funded activities such as a cost share or fee for services. Donations are not considered program income.

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Expense and Match Requirements

- Allowable expenses and match must meet the following criteria:
 - Are **verifiable** from the recipient's records
 - Are not match for other federally-assisted project or program
 - Are **necessary** and **reasonable** for accomplishment of project or program objectives
 - Are **allowable** under the applicable cost principles
 - Are not from a federal funding source



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Match & Expense Reports

A. Date or Date Range	B. Payee/Provider	C. Expense Amount	D. Payment Method
PERSONNEL			
10/1/2018-10/31/18	Employee A	\$5,000	Automatic Payment
10/1/2018-10/31/18	Employee B	\$5,000	Automatic Payment
A. Total Personnel		\$10,000	
FRINGE BENEFITS			
10/1/2018-10/31/18	Employee A	\$1,000	Automatic Payment
10/1/2018-10/31/18	Employee B	\$1,000	Automatic Payment
A. Total Fringe Benefits		\$2,000	
TRAVEL			
11/1/2018	Travel to grant training	\$500	Check
A. Total Travel		\$500	
EQUIPMENT			
A. Total Equipment		\$0	
SUPPLIES			
11/1/2018	Supplies for grant printing	\$100	Check
10/1/2018	Supplies for grant project	\$100	Check
A. Total Supplies		\$200	
CONTRACTS			
11/1/2018	Professional Administrative Fee (P)	\$500	Check
11/1/2018	Contractor A	\$100	Check
11/1/2018	Contractor B	\$100	Check
A. Total Contractors		\$300	
OTHER			
11/1/2018	Insurance	\$100	Check
A. Total Other		\$100	
TOTAL MATCH EXPENSE		\$10,500	
TOTAL MATCH EXPENSE		\$10,500	
TOTAL MATCH EXPENSE		\$10,500	



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Source Documentation for Match & Expense Items

- Must indicate that the item is **match/expense**
- Must be documented **after-the-fact** to reflect the actual commitment, including the **date of contribution/expense**
- Must include the **sub-grant number**
- Must include the vendor of donor name
- Must indicate who approved it and a date and who paid it and a date
- Must include the total amount paid with federal dollars
- Must include a **description** of the service or item
- Must include the **value** of the item or the rate and hours of service
- Must be **signed** by the individual contributor
 - For example, documentation is required from individual homeowners for chipping programs

Letters of Commitment and/or summary spreadsheets are **not** adequate source documentation



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Expense Source Documentation Example

Look for these:

- ✓ Contact Information (signature for match or personnel time)
- ✓ Grant Number
- ✓ Date of activity
- ✓ Activity Description
- ✓ Value/Cost
- ✓ Cost category
- ✓ Match or Expense

Sample Contractor Expense
 Small Town Fire Safe Council
 777 Happy Lane
 Your City, CA, 12345

Quantity	Unit Price	Total
1	\$630.00	\$630.00

BALANCE DUE
 \$630.00

MARK	Expense	Matching Contribution
1	12/12/19	12/12/19
2	12/12/19	12/12/19
3	12/12/19	12/12/19
4	12/12/19	12/12/19
5	12/12/19	12/12/19
6	12/12/19	12/12/19
7	12/12/19	12/12/19
8	12/12/19	12/12/19
9	12/12/19	12/12/19
10	12/12/19	12/12/19
11	12/12/19	12/12/19
12	12/12/19	12/12/19
13	12/12/19	12/12/19
14	12/12/19	12/12/19
15	12/12/19	12/12/19
16	12/12/19	12/12/19
17	12/12/19	12/12/19
18	12/12/19	12/12/19
19	12/12/19	12/12/19
20	12/12/19	12/12/19
21	12/12/19	12/12/19
22	12/12/19	12/12/19
23	12/12/19	12/12/19
24	12/12/19	12/12/19
25	12/12/19	12/12/19
26	12/12/19	12/12/19
27	12/12/19	12/12/19
28	12/12/19	12/12/19
29	12/12/19	12/12/19
30	12/12/19	12/12/19

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Are **ALL** of these items clearly displayed on your source documentation?

MARK:	Expense	Matching Contribution
Date(s):		
Grant #		
Cost Category:		
Vendor Name:		
Donor Name:		
Expend. Approved By:		Date:
Paid By:		Date:
Total Amount:		
Check / credit / receipt #:		
Description of items or services and how they relate to project objectives:		
Allocation formula (if applicable):		
Value of match/in-kind:		

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Sample Expense Personnel Time Record

Look for these:

- ✓ Contact Information (signature for match or personnel time)
- ✓ Grant Number
- ✓ Date of activity
- ✓ Activity Description
- ✓ Value/Cost
- ✓ Cost category
- ✓ Match or Expense

SAMPLE PERSONNEL ACTIVITY REPORT

Employee's Name: ABC Fire Safe Council, Inc.
 Employee Number: 12345
 Employee Position: Firefighter
 Pay Period Dates: April 1 - 15, 2019

Activity	4	5	6	7	8	9	10	11	12	13	14	15	Total Hours
General Duties	0.5	0.5											1.0
Firefighting	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	6.5
Training	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	6.5
Emergency	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	6.5
Administrative	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	6.5
Unassigned	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	0.5	6.5
Total Hours for Day	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	2.0	20.0

Pay Period Total Hours = 20

I hereby certify this report is an accurate and true representation of the total activity and actual effort expended for the period indicated and I have full knowledge of SOCR of these activities.

Employee Signature: [Signature] Date: 4/15/19

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Match Documentation Example

Look for these:

- ✓ Contact Information (signature for match or personnel time)
- ✓ Grant Number
- ✓ Date of activity
- ✓ Activity Description
- ✓ Value/Cost
- ✓ Cost category
- ✓ Match or Expense

Sample Matching Contribution

This form is to be used for all types of contributions

Contributor: Joe Sample member of Blue Oaks HOA

Address: 123 Homestead Place Your City, CA 12345

Phone: (213) 555-4363

Date	Description of Contribution (Goods or Services)	Quantity (If of Record)	Hours Worked	Unit Value or Hourly Rate	Total Value
12/15/17	Contribution	4	8 hrs	\$27.34	\$109.36
12/18/17	Contribution	2	10 hrs	\$27.34	\$546.80

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Great templates in the Handbook

Volunteer In-Kind Contribution Record

Donor Organization: _____ Project Name: _____

Submitting Office: _____ Date: _____

Approved Person: _____ Email: _____

To the best of your knowledge, the person listed below performed the stated services in the specified dates and times.

Volunteer Name: _____ Signature: _____

Number of Hours: _____ Estimated: _____

Date of Service	Time	Location (Work Performance)	Description of Work	Approximate Value of Work

Total Value: _____

Signature: _____ Date: _____

I agree to certify that the above information is true and correct, and that the person listed above performed the stated services in the specified dates and times.

Signature: _____ Date: _____

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CFSC's Sub-grant Monitoring

Site Visits

- Include CFSC Grant Specialist, Subrecipient and Fiscal Sponsor
- Agree on a date for the visit
- Grant Specialist gives details on what will be reviewed during the visit
- Usually last ½ to 1 day

Desk Reviews


- Completed by CFSC Staff
- Focus on one or more quarters
- May be asked to revise and resubmit documentation
- Not an audit

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Closeout Phase

<p>30 Days After End of Grant Period</p> <ul style="list-style-type: none"> • Project work has ended • Submit final quarterly Progress Report and Match & Expense Reports • All grant documentation on ZoomGrants 	<p>30 Days After End of Grant Period</p> <ul style="list-style-type: none"> • Pay final bills incurred during grant term • Complete Closeout Report • Before and After photos and Success Stories • Confidential Questionnaire
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Retain original records 3 years after master grant close. CFSC will notify you of that date.




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Reminders

- Stay familiar with your sub-award agreement and original grant application
- Begin tracking match and expenses
- Prepare to submit payment requests
- Submit project information for environmental review if requested
- Submit reports on time each quarter
- Create success stories and before/after photos



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Questions?

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<http://www.cafiresafecouncil.org/grants-clearinghouse/>



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