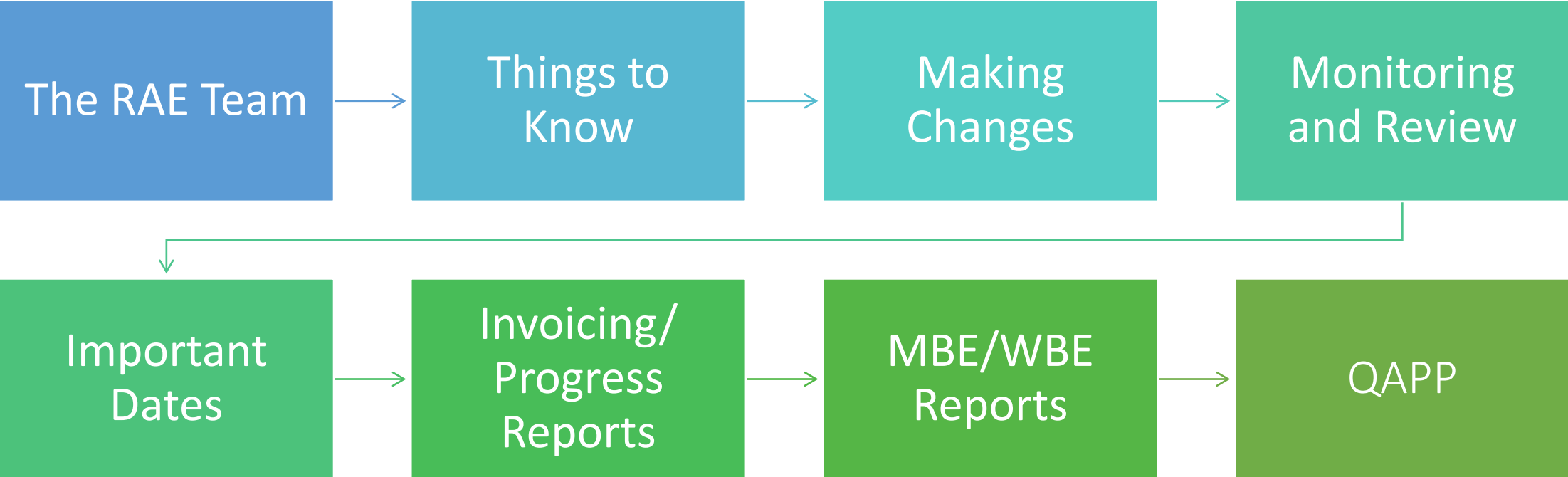# Welcome to Your SWIG22 Grant

RESTORE AMERICA'S ESTUARIES

Today

The Team

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Things to Know

Spend some time with your grant agreement

- It includes reporting/invoice templates and important dates. It also lists out other requirements you should become familiar with.

We have resources for you!

- https://estuaries.org/snep-watershed-grant/snep-applicant-and-grantee-resources/

Federal grants are governed by Uniform Guidance 2 CFR 200 (Code of Federal Regulations)

- Eliminating fraud, waste, or abuse
- Ensures funds are used economically, efficiently, and effectively
- https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients

EPA's Terms and Conditions flow down (described in your grant agreement)

- QAPP-more on this later
- Title VI of the Civil Rights Act
- No federal employees
- Procurement Standards
  - Micro-purchase: up to $10,000 (no quotes needed), but must be reasonable
  - Simplified Acquisition: up to $250,000 (need three quotes)

Things to Know

The SNEP Watershed Implementation Grants Program supports the Southeast New England Program (SNEP), an initiative of the U.S. Environmental Protection Agency (EPA), Region 1.

Remember to acknowledge SNEP and RAE in communications and see your grant agreement for guidance on adding logos to printed materials and signage and for an example of acknowledge language.

More information about SNEP is available at **www.epa.gov/snep**.

Making Changes

- You need prior written approval for:
  - A No Cost Extension to change the project completion date of your grant agreement
    - This must be approved well before the project completion date
  - Changes to workplan or key personnel
  - Reduction in match amount
  - Budget modifications

When in doubt, ask us! Communication is key.

Budget Modification-Moving to New Category

Budget Category	Total Budgeted Funds	Revised Budget
Personnel	55,000	55,000
Fringe	19,250	19,250
Travel	2,000	2,000
Equipment	0	10,000
Supplies	1,000	1,000
Contracts	100,000	90,000
Other	0	0
Total Direct	177,250	177,250
Indirect	5,000	5,000
Total	182,250	182,250

When moving any funds from an approved category to a new category, written approval is needed.

- Send an email with a revised budget table asking for approval.
- Must be approved before funds are spent in the new category.

Budget Modification-Under 10% Between Approved Categories

Budget Category	Total Budgeted Funds	Revised Budget #1	Difference
Personnel	55,000	65,000	+$10,000
Fringe	19,250	19,250	
Travel	2,000	2,000	
Equipment	0		
Supplies	1,000		
Contracts	100,000	90,000	-$10,000
Other	0	0	
Total Direct	177,250	177,250	
Indirect	5,000	5,000	
Total	182,250	182,250	5%

If you are moving funds from one approved category to another approved category and the modification is under 10% of the total grant amount, just send an email letting us know you are making the change.

Budget Modification-Over 10% Between Approved Categories

Budget Category	Total Budgeted Funds	Revised Budget #1	Revised Budget #2	Difference
Personnel	55,000	65,000	70,000	+ 15,000
Fringe	19,250	19,250	24,500	+5,250
Travel	2,000	2,000	7,000	+5,000
Equipment	0			
Supplies	1,000			
Contracts	100,000	90,000	74,750	- $25,250
Other	0	0	0	
Total Direct	177,250	177,250	177,250	
Indirect	5,000	5,000	5,000	
Total	182,250	182,250	182,250	**14%**

If you are moving funds from one approved category to another approved category, and the change equals more than 10% of the total of the grant, you must get written approval.

- Send us an email with the justification and revised budget
- Change must be approved before funds are spent.

Monitoring and Review

SUBMIT AUDIT REPORTS TO RAE WITHIN 30 DAYS OF THE COMPLETION OF THE REPORT

IF YOUR NICRA (NEGOTIATED INDIRECT COST RATE AGREEMENT) CHANGES, SEND US THE UPDATED DOCUMENT ALONG WITH A BUDGET MODIFICATION

KEEP YOUR SAM (SYSTEM FOR AWARD MANAGEMENT) REGISTRATION CURRENT

TOM WILL BE DOING SITE VISITS PERIODICALLY AND BEFORE THE END OF THE PROJECT PERIOD.

EXPECT TO RECEIVE AUDITS REQUESTS FROM SARA THROUGHOUT THE LIFE CYCLE OF YOUR GRANT.

Important Dates

Report or Invoice	Period Covered	Due Date
2022 End of Year Invoice	From end of prior invoice period (if any) through Dec. 31, 2022	Jan. 31, 2023
Prog. Rpt. #1	Start date (date of signature) – Feb. 28, 2023	Mar. 31, 2023
Invoice for Prog. Rpt. #1	From end of prior invoice period through Feb. 28, 2023	Mar. 31, 2023 (submit w/ Prog. #1)
Progress #2	Mar. 1 – Aug. 31, 2023	Sept. 30, 2023

Important Dates

Invoice for Prog. Rpt. #2	From end of prior invoice period through Aug. 31, 2023	Sept. 30, 2023 (submit w/ Prog. #2)
DBE #1	Oct. 1, 2022 – Sep. 30, 2023	Sept. 30, 2023 (append to Prog. #2)
Progress #3	Sep. 1, 2023 – Feb. 29, 2024	Mar. 31, 2024
Invoice for Prog. Rpt. #3	From end of prior invoice period through Feb. 29, 2024	Mar. 31, 2024 (submit w/ Prog. #3)
Progress #4	Mar. 1 – Aug. 31, 2024	Sep. 30, 2024
Invoice for Prog. Rpt. #4	From end of prior invoice period through Aug. 31, 2024	Sept. 30, 2024 (submit w/ Prog. #4)
DBE #2	Oct. 1, 2023 – Sep. 30, 2024	Sept. 30, 2024 (append to Prog. #4)
Progress #5	Sep. 1, 2024 – Project completion	Included in Final Report
Final Report	Entire Project period (completion of work no later than Dec. 31, 2024)	60 days following completion of Project and no later than Feb 28, 2025
Final DBE	Oct. 1, 2024 – Project Completion	As above, append to Final Report

Invoices

Invoices can be submitted monthly but must be submitted at least semi-annually.

You must submit an invoice with your end of year progress report, unless funds were not spent.	You must submit an invoice with each progress report unless funds were not spent.	If you didn't spend anything, let us know why.

You need to begin invoicing RAE within the first six months of your grant agreement and continue to spend down the award in a timely manner.

Invoices

- Check your grant agreement for invoice formatting and information required. Don't forgot to include backup for everything over $1000, including match!

  - Invoice must include signed certification language
  - Include a description of the work performed and expense details
    - For Personnel, include the number of hours worked per person, not a lump sum
    - Give details on travel costs and the purpose of the travel
    - Include match amounts on every invoice. If there was no match, state that.

- We will review invoices and send them back if there are errors or we are missing backup documentation.

- Keep ALL your receipts and backup documentation (including match) for up to 3 years after the project ends. This includes things under $1000. RAE may audit invoices and ask for additional documentation at any time.

Invoice Cost Table

Invoice Cost Table Format

Budget Category	Total SWIG Award	Total Non-Federal Match	Grant Funds Expended This Period	Grant Funds Expended Cumulative	Match Funds Expended This Period	Match Funds Expended Cumulative	Match Source (note cash or in-kind)
Personnel							
Fringe							
Travel							
Equipment							
Supplies							
Contracts							
Other							
Total Direct							
Indirect							
Total							

- Include this table on every progress report and invoice.

- The first column only includes the SWIG award total, excluding match.

- Make sure these tables match on both your invoice and progress report when submitting together.

Progress Reports

- **It is critical to meet these deadlines. Late reports can impact funding.**

- **Progress reports should include:**
    - A comparison of actual accomplishments with the anticipated outputs/outcomes
    - If applicable, problems encountered which may interfere with meeting the objectives
    - Proposed remedies if problems exist
    - Objectives that were approved in the workplan and will not be carried out, including supporting documentation as to why it will not be completed
    - Additional pertinent information if applicable, including analysis and information regarding cost overruns, high unit costs, or budget modifications

- **Signed certification (see your grant agreement)**

- **QAPP status (Quality Assurance Project Plan). *Cannot begin data collection until approved. (Tom will go into more detail)**

    - Don't forget to take lots of great pictures and videos along the way and submit them with your progress reports**.**

- **Your Final report will have additional requirements. Please see your grant agreement for the final report template.**

MBE/WBE Reporting

- **Minority-owned business enterprise / women-owned business enterprise**

- Reports due annually to RAE on Sept 30 for all equipment, supplies, and contract expenditures for the previous year (Sept – Aug)

- RAE to provide reporting template
  - Did you make purchases? (Y/N)
  - Total amount of purchases:
  - Total amount of purchases that are MBE/WBE:
    - Explain

- Did you follow Good Faith Efforts? YES!!
  - Follow, to the best of your abilities, the 6 steps laid out in your contract
  - Make sure DBEs (disadvantages business enterprises) are made aware of opportunities, encourage participation

QAPP-What you need to know

The **Quality Assurance Project Plan (QAPP)** needs to be approved before any work covered by the QAPP takes place

- Example: If your grant has both monitoring and outreach components, you can perform outreach, but no monitoring until the QAPP is approved
- We can't pay for any work covered by the QAPP until it is approved

RAE has a consultant that can help with your QAPP-VHB. Tom will talk more about this in January and VHB will be on the call.

Ultimately, it is up to you to develop the QAPP and ensure that it is approved. Draft QAPPs must be submitted to EPA 60 days prior to beginning data collection or use in order to provide sufficient time for review.

Assistance

- Become very familiar with your grant agreement and remember it includes templates for invoices, progress reports, and final reports.

- When in doubt, always ask! There are no silly questions.

- Group QAPP meeting TBA in January 2023.