Ohio EPA
2018 Mosquito Control Grant
Administrative Meeting

June 15, 2018
AGENDA

1) Welcome by Director Butler
2) Introductions of Staff and Attendees
3) Grant Agreement
4) Final Report
5) Questions & Comments
6) Adjourn
Grant Agreement: Scope of Work

Article 2.1 (page 3)
• Proposed activities outlined in 2018 MCG Application
• “Exhibit A” of Grant Agreement

Article 2.2 (page 3)
• Proposed budget of costs
Grant Agreement:
Effective Date & Project Period

Article 3.1 (page 3)
• Contract becomes effective the date the Director of Ohio EPA signs the grant agreement

Article 3.2 (page 3)
• Project period begins on effective date of grant agreement and ends June 30, 2019
Grant Agreement: Project Period Extension

Article 3.2 (page 4)

• An extension request form must be submitted to Ohio EPA

• Written approval from Ohio EPA must be obtained
Grant Agreement: Award Payment & Expenditures

Article 4.1 (page 4)
• Ohio EPA award amount

Article 4.3 (page 4)
• Notify Ohio EPA of unspent funds within 90 days of June 30, 2019
• May propose to use unspent funds in a manner consistent with the purpose of the grant
Grant Agreement: Award Payment & Expenditures

Article 4.4 (page 4)
• Fuel & Mileage
  – Direct cost of fuel for control activities
  – IRS standard mileage rate for mosquito surveillance

Article 1.9 (page 3)
• Salaries
  – Grant funds may be used for salaries for seasonal or part-time employees.
  – Grant funds **may not be used** for permanent staff salaries or benefits.
Grant Agreement: Record Keeping

Article VII (page 6)

• Records Retention
  – fiscal accounting maintained for five (5) years
• Separate Accounting
  – Separate records for management of grant funds
• Supporting Records
  – Invoices, proof of payments, etc.
• Access and Audit
Grant Agreement: Budget Modifications

Article XVIII (page 11)

• No prior approval required if:
  – Line item modification is needed
  – No change in project activities

• Keep documentation in fiscal records
  – Submit revised budget proposal form to Ohio EPA
Grant Agreement: Budget Modifications

• Prior approval required if:
  – Modification in project activities are expected

• A revised budget proposal must be submitted and approved prior to any changes in project activities and expenditures
Grant Agreement: Final Report

Article 8.2 (page 6)

• Hard copy provided in Grant Agreement
• Electronic copy sent via email
• Attach all supporting documentation including invoices, proof of payments, etc.
• Deadline is June 30, 2019
  – Submit electronic copy by June 30 and hard copy via mail
MCG Payment

Electronic Transfer of Funds

• EFT is the default payment method
• Ohio EPA will provide email notification to Authorized Official and Fiscal Officer upon dispersion of MCG monies
• Expect funds late July to early August
Submission of All Requests, Questions, and Final Reports

Electronic Correspondence: 
mosquito.grant@epa.ohio.gov

Mail:
Ohio EPA – DMWM
Attn. Leanne Greenlee
50 West Town Street, P.O. Box 1049
Columbus, Ohio 43216-1049
Questions
MCG Program Contacts

Email: mosquito.grant@epa.ohio.gov
Leanne Greenlee: (614) 705-1012
Alison Shockley: (614) 728-5335
Kelly Crawford: (614) 644-3570  Fiscal Questions