

# 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](mailto:mosquito.grant@epa.ohio.gov)

## Mail:

Ohio EPA – DMWM

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# Questions

# MCG Program Contacts

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