

## **SUMMARY OF GRANT ADMINISTRATION REFERENCE DOCUMENT**

Congratulations on receiving a grant from the Ohio Environmental Education Fund (OEEF)! By applying for and receiving a grant you have become an example of the growing number of Ohio educators, business professionals and other citizens who understand the importance of and need for increased environmental awareness through education.

Throughout the life of your project you will be required to submit activity and fiscal accounting reports, and other documents necessary to meet the conditions of your Grant Agreement. In order to make the reporting process as simple and straight forward as possible we are providing you with guidelines for preparing your reports.

Contained in this Grant Administration Reference Document (GARD) are the following items.

- OEEF Grant Agreement (including obligations; application; budget; and conditions, if applicable)
- Highlights of Grant Agreement Obligations
- Instructions for completing Activity Reports
- Instructions for completing Fiscal Reports
- Formats for Fiscal Reports

Education should be fun and we want you to stay excited about your grant project instead of feeling bogged down with reporting requirements of the grant.

Good luck with your project. Please call, write or visit us whenever you have questions, want to provide us with informational tidbits or to offer us recommendations for improving our programs. We maintain a library of products developed under OEEF grants which you are always welcome to review and copy.

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## HIGHLIGHTS OF GRANT AGREEMENT OBLIGATIONS

Please review your Grant Agreement carefully and be sure your Fiscal Agent also is familiar with the obligations prior to initiating your project. Becoming familiar with your obligations under this Agreement, your budget and any conditions placed on the award of your grant, will help you to avoid reporting problems at the end of your grant project. We would like you to focus your attention on a few of the obligations.

- **Term of Agreement (Pg 1)**: The term of the Grant Agreement is the time period you are bound to the requirements of the Agreement. This begins with the date the Grant Agreement was signed by both parties and runs through the date OEEF issues a written letter of closure, and includes the five-year records retention requirement. This time period is different from the Project Period.
- **Project Period (Pg 1)**: Your Project Period is the timeline you decided you needed to undertake your project from the initiation of your project activities to the completion of your project evaluation. Extending the Project Period requires a written request and approval. OEEF will only grant up to 6 month extensions for any grantee.
- **Three Copies of Products (Pg 2)**: Three copies of materials produced in whole or in part under this Agreement must be provided to the OEEF. If a product involves a major expense, such as a several-hundred-dollar classroom "toolbox" of instructional material, please discuss this in advance with OEEF staff.
- **Expense Reimbursement and Working Capital Advance Payments (Pg 2)**: Payments to grantees may be made on a reimbursement basis or in the form of working capital advance payments. Grantees that elect to receive payments on a reimbursement basis shall submit payment requests and copies of supporting documents including invoices and payroll records after costs are incurred. The amount of the payment request shall be equal to the actual costs incurred. Reimbursement payment requests may be submitted every 30 days (monthly) or less frequently if costs are not incurred during a given period of time.

Grantees that elect to receive working capital advance payments shall submit an initial request for payment along with the formal acceptance of the Agreement and shall request the estimated amount needed for the first 90 days, or 3 calendar months of the project. Subsequent requests are limited to the estimated amount needed for the next 90

days or 3 calendar months of the project, after adjusting for cash balances or shortfalls.

Ohio EPA will hold 10% of the award amount to grantees that elect to receive working capital advance payments in reserve until the project is complete. The final 10%, or a portion thereof, shall be paid to the grantee on a reimbursement basis, for final actual project costs that were not reimbursed through working capital advance payments.

- **Expenditures Incurred Prior to Effective Date of Agreement (Pg 2):** Debts for activities under this grant must not be incurred prior to the effective date of this Agreement.
- **Activity/Fiscal Progress & Closing Reports (Pg 3):** Mark on your calendar the dates your Activity and Fiscal Reports are due to the OEEF. An explanation of the content requirements of Activity Reports and examples identifying the content and format of Fiscal Reports are contained in this document. **All reports must be signed by two individuals, unless the parties agree otherwise. The reports may be signed by the Project Director, Authorizing Agent and/or the Fiscal Agent.** Fiscal reports must be on your organization's letterhead.
- **Project Budget Modifications (Pg 3):** You do need to acquire prior approval from the OEEF to modify your grant budget. You must submit a written modification to the OEEF within 30 days of determining a change is needed. Also keep in mind, any expenses not eligible for funding identified in the OEEF Grant Guidelines apply to active grants.
- **Project Activity Modifications (Pg 3):** You DO need to request, in writing, prior approval from the OEEF to modify your grant activities. Every effort will be made to respond quickly to your requests so that your project is not delayed.
- **Separate Accounting/Records Retention (Pg 3):** You must maintain separate accounting records of grant funds and retain these records for five years from the date the grant is closed.
- **Access and Audit:** OEEF has the right to conduct a compliance audit of your financial records of the Grant Project. Maintaining complete records will be beneficial to you in the event of an audit.

- **Disputes/Termination/Arbitration (Pg 4)**: We look forward to an enjoyable and productive working relationship with all of the grantees, however, in the event a controversy or dispute regarding your obligations under your Grant Agreement arises, conditions for resolving these disputes are identified in Articles VII and VIII.
- **Right to Reproduce Pg 5)**: The OEEF and Ohio EPA reserves a royalty-free, nonexclusive, and irrevocable license and right to reproduce, publish or otherwise use, and to authorize others to use, for governmental purposes, materials developed using OEEF grant monies, the copyright in any work developed using OEEF grant monies, and any rights or copyright purchased using OEEF grant monies.
- **General Provisions (Pgs 5,6,7)**: Be aware of all general provisions and in particular the ones dealing with Subcontracting, Contractual Services, Campaign Contributions, and Soliciting Donations.

If you have any questions concerning your obligations under the Grant Agreement during the course of your grant project, please call the OEEF staff at 614-644-2873.

## ACTIVITY PROGRESS REPORTS

When preparing the **Activity Progress Reports** discuss your project activities, successes and concerns you had during the prior six month period. There is no minimum or maximum page requirement, however, if you can address the areas below in two pages that is acceptable. Please include a discussion of:

- \* activities undertaken and how your progress compares with your proposed timeline; if you are behind schedule, explain reasons
- \* highlights of exciting and successful events or milestones
- \* who and how many of your intended audience are experiencing the benefits of your project thus far
- \* the collaboration of the project planners and how the collaboration efforts are enhancing your project or what difficulties you are having
- \* whether you feel you are beginning to accomplish your educational objectives
- \* concerns you have and how you are addressing the problems
- \* recognition you received for your project (Please send copies of news articles, awards, and any pictures which capture the project activities)
- \* materials produced (Don't forget to include 3 copies of these materials with your report)
- \* modifications made to your project activities and budget
- \* anticipated problems
- \* please include photographs

## ACTIVITY CLOSING REPORT

When preparing the **Activity Closing Report** prepare a **cumulative review of the entire project covering all project periods previously reported**. Include the information requested in the progress reports and the following additional information:

- \* describe in detail how the activities were undertaken; include any information needed for others to replicate your project
- \* describe in detail two or three exemplary learning experiences
- \* choose a strength of your program and highlight how that affected the increased knowledge of your audience
- \* describe accomplishments made towards your educational objectives
- \* describe specific evaluation measures used to determine how well your educational objectives were met and explain or include examples of responses provided by your audience
- \* describe how your project has been shared with others and products developed disseminated
- \* describe your plans for the continuation of your program or future dissemination of products developed
- \* discuss your thoughts on if, and how, your project can be replicated by other organizations, how the products you developed can be duplicated and used by others, and the audience that would most likely benefit from these educational materials and activities.

We want to be as flexible as possible in the reporting format, so as long as you provide the above information you can be as creative (of course we as reviewers encourage that!) as you like in style and format. There is no minimum or maximum page requirement.

The OEEF will conduct an evaluation of your grant project and if your project is selected as an outstanding example of environmental education. Please call OEEF staff to learn more about the criteria used.

## **REQUESTS FOR ACTIVITY MODIFICATIONS AND PROJECT PERIOD EXTENSIONS**

If you want to modify the activities in your project or you think you need an extension of your Project Period, you must receive prior approval of the OEEF. You may initially discuss your ideas with OEEF staff but you must also prepare a written request. OEEF will respond in writing to these requests. The written request and OEEF written approval will serve as a modification to your OEEF Grant Agreement. **OEEF only grants up to six month extensions to any applicant.**

Please prepare all written requests on your organization's letterhead. At the top of the front page, type "**Activity Modification Request**" or "**Project Period Extension Request**", and reference your OEEF grant number.

## **FISCAL PROGRESS REPORTS**

**Fiscal Progress Reports** account for the expenditures and line item balances of your OEEF grant monies. Please prepare these reports on your organization's letterhead, using the enclosed format. Fiscal Progress Reports use a four column table format with "Current Budget", "Previous Balance", "Expenditures this Period", and "Remaining Balance" across the top with Expenditure Line Items down the side. Your "Current Budget" is either your original proposed budget or, if applicable, your modified budget from the most recent Budget Modification Report. (see Budget Modifications)

## **FISCAL CLOSING REPORT**

The **Fiscal Closing Report** accounts for all expenditures made during the course of the grant project and line item balances of OEEF grant monies based on the final budget. Please prepare this report on your organization's letterhead, using the enclosed format. The Fiscal Closing Report uses a three column table format with "Current Budget", "Total Expenditures", and "Remaining Balance" across the top with Expenditure Line Items down the side. Your "Current Budget" is either your original proposed budget or, if applicable, your modified budget from the most recent Budget Modification Report. (see Budget Modifications)

We would like to know how much money, in cash and volunteer services, was provided to educate Ohio citizens on environmental issues as a result of OEEF grants. Please include, therefore, in your Fiscal Closing Report, the total amount of fiscal contributions made by your organization towards the project throughout the life of the grant project as a **footnote** at the bottom of your report. Please don't combine OEEF grant monies and in-kind cash contributions. All fiscal reports are required to have two signatures of those people responsible for the grant funds and be on organizational letterhead.

## **BUDGET MODIFICATIONS**

We understand budgets submitted with grant applications are best estimates of expenditures necessary for the successful completion of the proposed project. Once any project is underway, adjustments to the proposed budget need to be made.

Budget modifications can be made provided the modifications do not increase the total grant award or the activities of your project have not been modified. Once you have determined a modification to the budget is necessary, within 30 days you must notify the OEEF in writing of these changes. If the modification to the budget is being made as a result of a change in your project activities, however, you will need prior written approval of the proposed changes in activities. (See Requests for Activity Modification and Project Period Extensions)

Please prepare **Budget Modification Reports** on your organization's letterhead, using the enclosed format. The Budget Modification Report uses a three column table format with "Previous Budget", "Amount of Change (+ or -)", and "Modified Budget" across the top with Expense Line Items down the side. After submitting a Budget Modification Report, the number in the "Modified Budget" column will be entered in the "Current Budget" column of the next Fiscal Progress Report.

(Letterhead)

**OEEF ID #:**

**Organization Name:**

**Statement Period:** (month/day/year) **through** (month/day/year)

**BUDGET MODIFICATION REPORT**

	<b>Current Budget</b>	<b>Amount of Change (+ or -)</b>	<b>Modified Budget</b>
<b>A. Personnel</b>			
1. Salary/Wages			
2. Benefits			
3. Substitutes			
<b>SUBTOTAL</b>			
<b>B. Non-Personnel</b>			
1. Supplies			
2. Equipment			
3. Printing			
4. Other			
<b>SUBTOTAL</b>			
<b>C. Contractual</b>			
<b>SUBTOTAL</b>			
<b>D. Administrative</b>			
<b>SUBTOTAL</b>			
<b>OEEF TOTAL</b>			

I certify the reported OEEF grant expenditures are true and accurate. These expenditures have been incurred and complete documentation is on file.

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(Signatures)

## OEEF Request for Funds Reimbursement/Working Capital Advance Payment

<b>1. OEEF Project ID Number:</b>		
<b>2. Grantee Organization</b>		
<b>3. Organization to which payment is to be sent</b> (Must coincide with approved grant)		
<b>4. OEEF Grant Award Amount</b> (Do Not Include Matching Fund Contributions)		
<b>5. Period Covered by this Request:</b>	From	To
	(month/day/year)	(month/day/year)
<b>6. Funds Reimbursement Request:</b>		
a. Total Payments Received to Date		\$
b. Total Expenditures thru end of most recent reporting period		\$
c. Cash on hand (If 6a is larger than 6b)		\$
d. Total Funds Reimbursement Requested		\$
<b>7. Working Capital Advance Payment Request</b>		
a. Estimate of Cash Needed for Next Quarter		\$
b. Cash on Hand (line 6c)		\$
c. Total Funding Requested (7a minus 7b)		\$
<b>8. Description of Estimated Expenditures:</b>		
<b>9. Certification:</b>		
<p>I certify that, to the best of my knowledge and belief, the information on this report is correct and that all expenditures and payments requested are valid and consistent with the grant conditions and that the amount requested is not in excess of current needs and will be expended within 90 days of receipt.</p>		
Signature _____		Date _____
Print or Type Name _____		
Phone _____		
Print or Type Title _____		

(Letterhead)

**OEEF ID #:**

**Organization Name:**

**Statement Period:** (month/day/year) **through** (month/day/year)

**FISCAL PROGRESS REPORT**

	<b>Current Budget</b>	<b>Previous Balance</b>	<b>Expenditures This Period</b>	<b>Remaining Balance</b>
<b>A. Personnel</b>				
1. Salaries				
2. Benefits				
3. Substitutes				
<b>SUBTOTAL</b>				
<b>B. Non-Personnel</b>				
1. Supplies				
2. Equipment				
3. Printing				
4. Other				
<b>SUBTOTAL</b>				
<b>C. Contractual</b>				
<b>SUBTOTAL</b>				
<b>D. Administrative</b>				
<b>SUBTOTAL</b>				
<b>OEEF TOTAL</b>				

I certify the reported OEEF grant expenditures are true and accurate. These expenditures have been incurred and complete documentation is on file.

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(Signatures)

(Letterhead)

**OEEF ID #:**

**Organization Name:**

**Statement Period:** (month/day/year) **through** (month/day/year)

**FISCAL CLOSING REPORT**

	<b>Current Budget</b>	<b>Total Expenditures</b>	<b>Remaining Balance</b>
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**A. Personnel**

- 1. Salaries
- 2. Benefits
- 3. Substitutes

**SUBTOTAL**

**B. Non-Personnel**

- 1. Supplies
- 2. Equipment
- 3. Printing
- 4. Other

**SUBTOTAL**

**C. Contractual**

**SUBTOTAL**

**D. Administrative**

**SUBTOTAL**

**TOTAL OEEF**

**TOTAL CONTRIBUTIONS<sup>1</sup>** \_\_\_\_\_

**<sup>1</sup> cash, volunteer services, other contributions made by Grantee**

**I certify the reported OEEF grant expenditures are true and accurate. These expenditures have been incurred and complete documentation is on file.**

\_\_\_\_\_

\_\_\_\_\_  
**(Signatures)**