

June 2015

Grants 101

Finding Opportunities

- [Grants.gov](#)
 - Search by keywords, CFDA number, funding agency, and more
- [CFDA.gov](#)
 - Learn more about the programs each Agency funds

Take Your Time

- Learn about the funding agency
- Read the opportunity thoroughly
- Research and complete your application

Determine Viability of Applying

- Do you have enough time?
- Do you have the capability?
- Are the budget and resource requirements appropriate?
 - Consider match or cost share requirements
- Are your partners and stakeholders on board and available?

Developing Your Project

- Problem statement: What problem are you solving?
- Project Objectives: What are your goals?
- Project Activities: What will you do to achieve the goals?
- Project design and methodologies
 - Timeline, deliverables, outputs, outcomes
- Key Personnel and Staffing
- Budget
- Evaluation

Problem Statement

- Well-supported statement of the problem/project
- Clear, concise
- Specifies manner in which the problem will be solved through the requested funding
- Cite relevant and recent work completed and/or reference other successes

Outcomes

- Develop outcome measures
 - See funding opportunity announcement
 - Environmental Results ([EPA Order 5700.7A1](#))
- Establish procedures needed to measure outcomes
 - Project/product evaluation
 - Process evaluation

Budget

- Budget transforms your project plan into monetary needs
- Requested costs – your estimate of funds needed to complete your plan/project
- Requested funds must meet cost principles
- Match or cost share
- Program Income: income earned as a direct result of grant supported activities
- Approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner

Direct Costs

- Personnel: grant supported staff
- Fringe Benefits: for grant supported staff
- Travel: costs from required travel (justification and detailed estimated costs)
- Equipment: > \$5K – defined as tangible personal property having a useful life of more than one year

Direct Costs cont.

- Supplies: consumable, expendable and relatively low unit cost
- Contractual: outside resources
- Construction: costs associated with construction where statutorily authorized
- Other: not easily associated in another category, i.e.: maintenance agreements, leases, etc.

Indirect Costs

- Operating costs associated for an organization that are considered overhead costs and not directly charged to the grant (usually the administrative services of an organization)
- Based on a Cost Allocation Plan (CAP) submitted to the organization's cognizant agency
- EPA's Flat Rate – 10% (small non-profits and tribes)

Negotiating the Award

For competitive awards the negotiation process is minimal

- Negotiate deliverable dates, timelines, etc
- No substantive changes

For non-competitive awards the negotiation process may be extensive

- give-and-take negotiation of all aspects of the award, including the scope of work, funding levels, inclusion of milestones, the budget, and the terms and conditions

Pre-award Certification

- Non-profit Awardee Assessment
 - Funds deposited in separate account
 - Written accounting procedures
 - Accounting system to separately track all expenditures and drawdowns vs. budget
 - Inventory system in place
 - Procurement procedures
 - Codes of conduct
 - Record retention

Notice of Award

- Grants Management Office prepares and signs the grant award, certifying that the award complies with all legal, regulatory, and internal policy requirements and that it is a sound business agreement into which the EPA should enter
- Legally obligates federal funds

Notice of Award

Read your award agreement carefully!!

- Grant identification number (“grant number”)
- Name of recipient organization
- Name of the Principle Investigator
- Project period and budget period start and end dates
- Amount of Federal funds authorized for obligation by the recipient
- Amount of matching or cost sharing (if applicable)

Notice of Award

- Programmatic and financial reporting requirements
- Names of the cognizant awarding office: Project Officer, Grants Management Officer, and Grants Management Specialist
- Applicable terms and conditions of award, either by reference or inclusion
- Payment procedures

Affirmation of Award

- Recipient signature not requested or required
- Recipient accepts terms of award by:
 1. drawing down funds within 21 days after the EPA award or amendment; or
 2. not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award mailing date.

Managing Your Award

- Responsible for managing the day-to-day operations of grant-supported activities
- May use established controls and policies, as long as they are consistent with award requirements
- Completion of: Program Progress Reports, financial reports, audits/reports, and correspondence
- Identify potential problems and areas where technical assistance might be necessary
- Request changes requiring prior approval

OMB Uniform Grants Guidance (Omni-Circular)

- Guidance supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in OMB guidances); circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up
 - Located at 2 CFR 200, and available at: www.ecfr.gov
- EPA-specific regulations located at 2 CFR 1500

Cost Principles

- Cost Principles apply to funding awarded before 12/26/2014
 - A-21 (no longer at 2 CFR 220) for Educational Institutions
 - A-87 (no longer at 2 CFR 225) for State, Local & Tribal Recipients
 - A-122 (no longer at 2 CFR 230) for Non-Profits
- New Cost Principles located at [2 CFR 200 Subpart E](#)
 - Apply to funding awarded on or after 12/26/2014
 - Read the Terms & Conditions of any award and/or amendment for specifics

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Questions?