SUMMARY OF GRANT ADMINISTRATION REFERENCE FOLDER

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 Folder (GARF) 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 fiver-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.

- **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.

- **Initial/Final Payments (Pg 2)**: The OEEF will advance your organization 90% of your grant award. Ten percent of the award will be held until all requirements of the Grant Agreement are met (except for the five-year records retention. This will mean you are obligated to pay for up to ten percent of your expenses prior to reimbursement from the OEEF. Be sure your Fiscal Agent understands this condition.

- **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 folder. **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**.

- **Project Budget Modifications (Pg 3)**: You do NOT need to acquire prior approval from the OEEF to modify your grant budget, however, 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** The 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 moneys, the copyright in any work developed using OEEF grant moneys, and any rights or copyright purchased using OEEF grant moneys.

- **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 <u>how many</u> 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

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, the OEEF will make every effort to assist you in your efforts to publicize your program or replicate materials developed. 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.

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 ID number.

FISCAL PROGRESS REPORTS

Fiscal Progress Reports account for the expenditures and line item balances of your OEEF grant moneys. 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 moneys 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.

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 without prior written approval of the OEEF 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 tope 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

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

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

_____

_____
(Signatures)

(Letterhead)

OEEF ID #:

Organization Name:

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

FISCAL PROGRESS REPORT

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

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

_____

_____

(Signatures)

(Letterhead)

OEEF ID #:

Organization Name:

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

FISCAL CLOSING REPORT

	Current Budget	Total Expenditures	Remaining Balance
A. Personnel			
1. Salaries			
2. Benefits			
3. Stipends/Substitutes			
SUBTOTAL			
B. Non-Personnel			
1. Supplies			
2. Equipment			
3. Printing			
4. Other			
SUBTOTAL			
C. Contractual			
SUBTOTAL			
TOTAL OEEF			

TOTAL CONTRIBUTIONS[1] _____

[1] 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)