

August 2016

# 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 ([2 CFR 200 Subpart E](#))
- Match or cost share
- Program Income: income earned as a direct result of grant supported activities; may be added to EPA funding for allowable costs or used as cost share depending on terms of agreement.
- Approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner



# Direct Costs

- Personnel: recipient employees (on the payroll for tax purposes) supported grant funds—does not include consultants and other contractors
- Fringe Benefits: for grant supported staff
- Travel: costs from required travel for employees (justification and detailed estimated costs) but not program participants or consultants
- Equipment: > \$5K – defined as tangible personal property having a useful life of more than one year

# Direct Costs cont.

- Supplies: consumable, expendable cost items as well as computing devices with unit costs of less than \$5,000
- Contractual: outside resources providing services or products including consultants
- Construction: costs associated with construction where statutorily authorized
- Other: not easily associated in another category, i.e.: subawards, participant support costs (e.g. trainee and intern stipends and travel, 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
- Flat Rate of 10% - See 2 CFR 200.414(f)
- See 2 CFR 200.414 for Indirect Cost information

# 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 40 CFR 30 and 31; 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
  - Now located at 2 CFR 200, and available at: [www.ecfr.gov](http://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

# Resources

- [Electronic Code of Federal Regulations \(eCFR\)](#)
- [Recipient Training Opportunities](#)
- [EPA Grants Main Website](#)
- [EPA Grants Policy Issuances](#)
- [Key Grant Resources](#)
- [Other Grant Resources](#)
- [Budget Detail Guidance](#)
- [Specific EPA Grants Programs](#) (not and exhaustive list)

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Questions?