From Award Letter to Contract – NEIWPCC Grant Management of LCBP Process Overview

December 12, 2024

PATRICK LEAHY
Lake Champlain Basin Program

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Outline

- Award Letter
- Who's Who of NEIWPCC Grant Management
- Workplan Development & Approval
- QAPPs
- Contract Execution
- FAQs & Helpful Tips Throughout!

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Key Takeaways

- WORK CANNOT START BEFORE CONTRACT EXECUTION (applies to NEIWPCC/LCBP-funded tasks and match)
- Refer to www.lcbp.org/about-us/grants-rfps/grant-toolkit/ for the most up-to-date workplan and invoice templates, required documentation, and metrics reporting requirements
- WHEN IN DOUBT, CALL YOUR NEIWPCC/LCBP PROJECT OFFICER!

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You've Received an Award – Congratulations!

Key details in your award letter:

- Workplan due date
- Required documentation
- Comments to address in your workplan (if any)
- NEIWPCC/LCBP Project officer
- Project-specific requirements
  - Equipment purchases
  - QAPP

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Dear Patrick:

Congratulations! The Patrick Leahy Lake Champlain Basin Program is pleased to inform you that your application for the *eDNA Search for Champ* has received approval from the Lake Champlain Steering Committee for funding in the amount of $123,456.00. You must submit the documentation listed below **and** execute your agreement with NEIWPCC to accept the grant and receive future payments.

Please reference the **Agreement Package Checklist** and submit the following documentation to LCBP's grant contracting team, **at this link** by **5:00PM EST on January 15, 2024**:

MOCK EXAMPLE

- Workplan
- W-9 Form
- Certificate of Insurance
- Proof of active SAM.gov registration
- EPA Subrecipient Risk Assessment Form
- Disadvantaged Business Enterprise Form
- Copy of NICRA (if applicable)

    - Please revise your project task table so that all tasks have an associated cost. Adjust project start date and overall project timeframe to be consistent with the RFP (May - June 2025). Revise your budget table so that only project expenses that will be supported with LCBP grant funding are included. Non-grant funded expenses can be included as non-federal matching funds if appropriate. Your LCBP project officer for this grant award is Sonya Vogel (svogel@lcbp.org).

Agreement Package Checklist

Submit the following supporting documentation:

- ☐ **Workplan**
- ☐ **W-9 Form**
- ☐ **Certificate of Insurance**
- ☐ **EPA/NPS Subrecipient Risk Assessment Form**, if applicable.
- ☐ **Disadvantaged Business Enterprise form**, if applicable.
- ☐ **UEI number and SAM.gov registration**. If your organization operates in the United States, you **must be registered** through SAM.gov to receive federal grant funding.

Next steps:

Insurance

- Current insurance requirements for projects are General Liability Coverage of $2 million single and $3 million aggregate
  - Additional insurance may be required and would be determined on a case-by-case basis
- An Accord Certificate generally suffices as proof of insurance. For select Contractors, the following documentation is acceptable:
  - Municipalities - Evidence of Insurance or Certificate of Coverage
  - Universities - Memorandum of Insurance
  - Self-insured organizations - Letter of Self-Insurance
- NEIWPCC must be listed as a certificate holder/additionally insured

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Frequently Asked Question

Q: What if I won't have one of the required documents by the workplan submission due date? (E.g., waiting on updated SAM.gov registration, new certificate of insurance, etc.)

A: Contact your NEIWPCC/LCBP Project Officer to inform them of the delay as soon as you know. You can work with your Project Officer on your workplan while you await the remaining paperwork. **Your contract request cannot be submitted until we receive all required paperwork and approve your workplan**. Delays in receipt of this documentation can delay your planned project start date.

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Who's Who of LCBP/NEIWPCC Grant Management

- ***NEIWPCC/LCBP Project Officer:*** Your main point of contact for all grant-related communications and questions, from award to close!
  - If you are unsure where to direct your inquiry – reach out to your LCBP project officer. They can pass your inquiry on if needed.
- ***NEIWPCC/LCBP Admin Team:*** Point of contact for questions related to Foundant, non-workplan docs for contract (e.g., insurance requirements)
- ***NEIWPCC Lowell Project Contact:*** Approves contracts. Copy on report, deliverable, and invoice submissions (Sarita Croce, scroce@neiwpcc.org)
- ***NEIWPCC Lowell Contracts/Legal Team:*** Contract, any amendments, and reporting reminders will come from contracts@neiwpcc.org

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Workplan Development

- Download the workplan template
  - Most up-to-date www.lcbp.org/about-us/grants-rfps/grant-toolkit/
- Review your award letter for comments, suggestions, and required edits
  - Questions? Reach out to your project officer before submitting your draft workplan to expedite the process.
  - Take note of any project-specific requirements like QAPPs
- Submit your workplan and other required documents via Foundant by the due date listed on your award letter
- Project officer will review and provide edits if necessary

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Workplan Development – Things to Remember

- You will need to submit the deliverables/proof of deliverables for each task to receive payment.
- You can only invoice for tasks that are 100% complete. You may choose to break your tasks down further to allow for more frequent invoicing and payment.
- If deliverables include print materials, publications, press releases, webpages, etc., NEIWPCC/LCBP logos must be included and the contract appendix includes funding acknowledgement statements that must be in these materials.
- For equipment or professional services totaling over $10,000 from a for-profit entity, you must obtain three bids or quotes. Bids and justification must be submitted to your project officer **before** entering into a subaward with the selected contractor.

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Task #	Task t	Objective	Deliv s)	Timeline
5	Locate Champ	locate	evidence of	June 2025

MOCK EXAMPLE

Task #	Task title	Objective	Deliverable(s)	Timeline
5	Complete Surveys to Locate Champ	Using eDNA surveying techniques, identify possible locations of Champ	Field notes from the completion of at least 3 surveys; maps showing survey locations	June 2025

Frequently Asked Question

Q: Can I make changes to my project timeframe, task table, and budget from what was communicated in the project proposal?

A: Yes, *to some extent*. Be sure to communicate all changes to your NEIWPCC/LCBP Project Officer! Changes including a later final report due date, more specifically defining project deliverables, and adjustments to the budget (increasing $ in one task and decreasing it in another) are understandable. ***Note:*** These types of changes typically cannot be made without an amendment once the contract is executed.

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Frequently Asked Question

Q: I put out a request for bids or requested quotes from 3+ contractors and only received two responses. What do I do?

A: If you receive fewer than 3 bids/quotes but did receive a bid from a contractor that will meet the project needs, you can still enter into a subaward with that contractor. Submit copies of the bids received, information about how the opportunity was advertised, and a justification of why you are choosing the selected contractor to your NEIWPCC/LCBP Project Officer.

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Project-specific Requirements: Equipment

- Projects proposing to purchase equipment (defined as any single unit that costs $10,000 or more that will be used for more than one year) are subject to additional federal requirements
  - A cost-efficiency analysis to determine if buying or renting equipment is more economical for the project must be completed before purchase
- Your NEIWPCC/LCBP project officer will contact you to provide more information

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Project-specific Requirements: QAPP

- Quality Assurance Project Plans (QAPPs) are required for any project collecting environmental data to inform management decisions
- Your award letter will indicate if your project does or may require a QAPP
- A QAPP must be approved by NEIWPCC/LCBP and EPA (if applicable) before work on project aspects involving data collection/analysis can begin
- Reach out to your NEIWPCC/LCBP Project Officer to receive a copy of our QAPP template and example QAPPs, for reference

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Pop quiz: I have an approved workplan, can I start my project?

- **NO!** Work cannot start prior to receipt of the executed contract that has been signed by both the Authorized Representative and NEIWPCC (applies to NEIWPCC/LCBP-funded tasks and match).

Workplan Approval & Contract Execution

- Following approval of your workplan by your Project Officer and the Program Director and receipt and approval of all required documentation, the contract request will be submitted to the Lowell Water Resource Protection Program Director and Contracts Team for review, approval, and contract drafting.

MOCK EXAMPLE

From: Shelly Clark
To: patrick@grants.org
Cc: Sarita Croce; Kerry Crowningshield; Sonya Vogel
Subject: NEIWPCC Agreement LS-2024-321 Partner Org
Date: Thursday, December 12, 2024 10:00 AM
Attachments: LS-2024-321 Partner Org_Contract.pdf

MEMORANDUM

TO: Patrick Leahy
patrick@grants.org

FROM: Shelly Clark

DATE: December 12, 2024

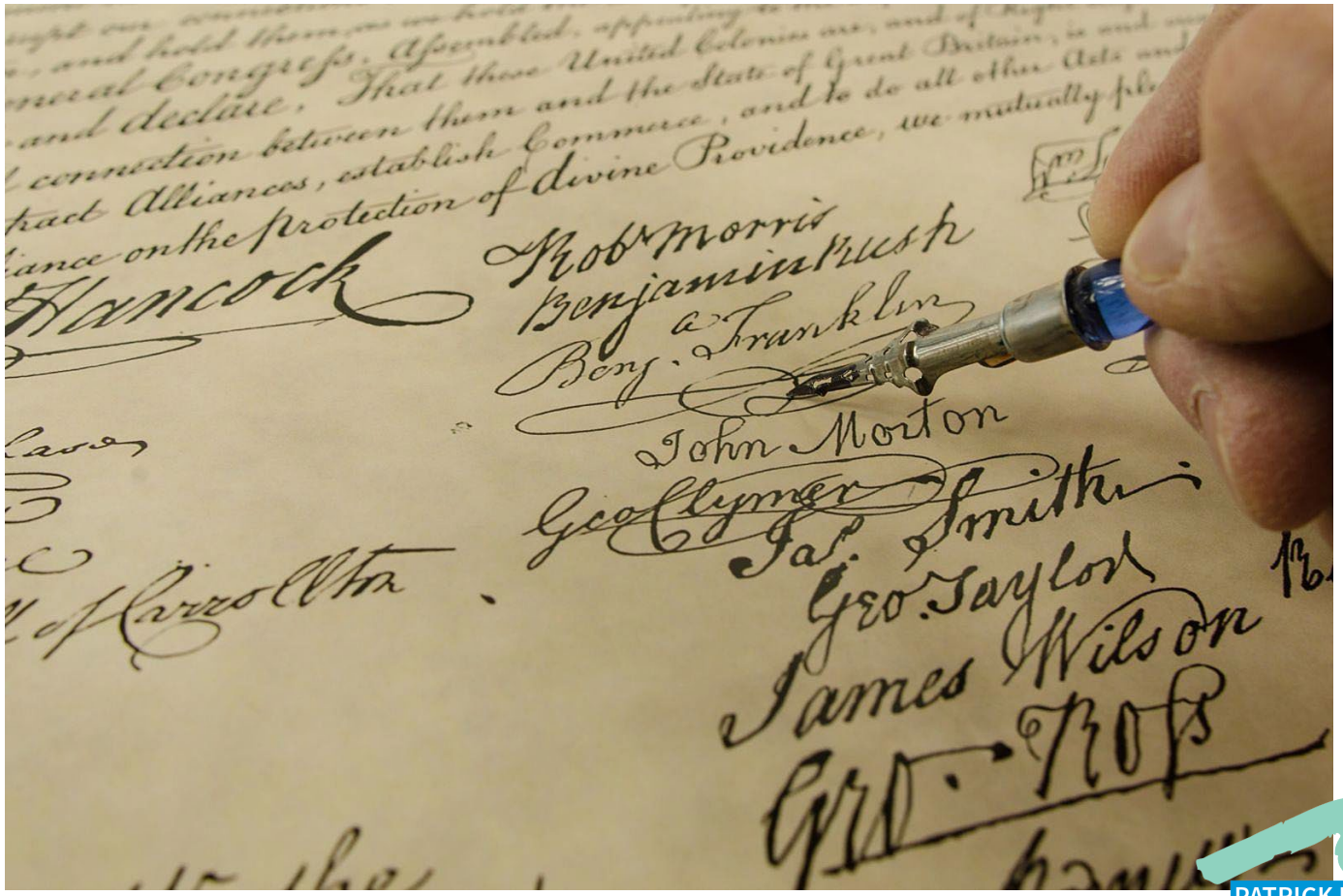
RE: *eDNA Search for Champ*
NEIWPCC Job Code: 0100-321-000
Project Code: **LS-2024-321**

Attached is a copy of the agreement for the above-referenced project. If you concur, please sign the document **and initial all the Appendices and Workplan pages**. Then you may either (1) scan the documents and send them back as an email attachment (preferred) or (2) mail them to NEIWPCC at 650 Suffolk St., Suite 410, Lowell, MA 01854. We will then email one fully executed copy to you for your files.

Information on other forms and materials you may need (i.e. match certification form, sample invoice and quarterly report), can be found on our Contractor Guidance webpage. All other correspondence, invoices, deliverables, quarterly reports, etc. should be sent to Sarita Croce and Sonya Vogel. Thank you.

cc: Sarita Croce, Sonya Vogel, Kerry Crowningshield

Sign and return the contract



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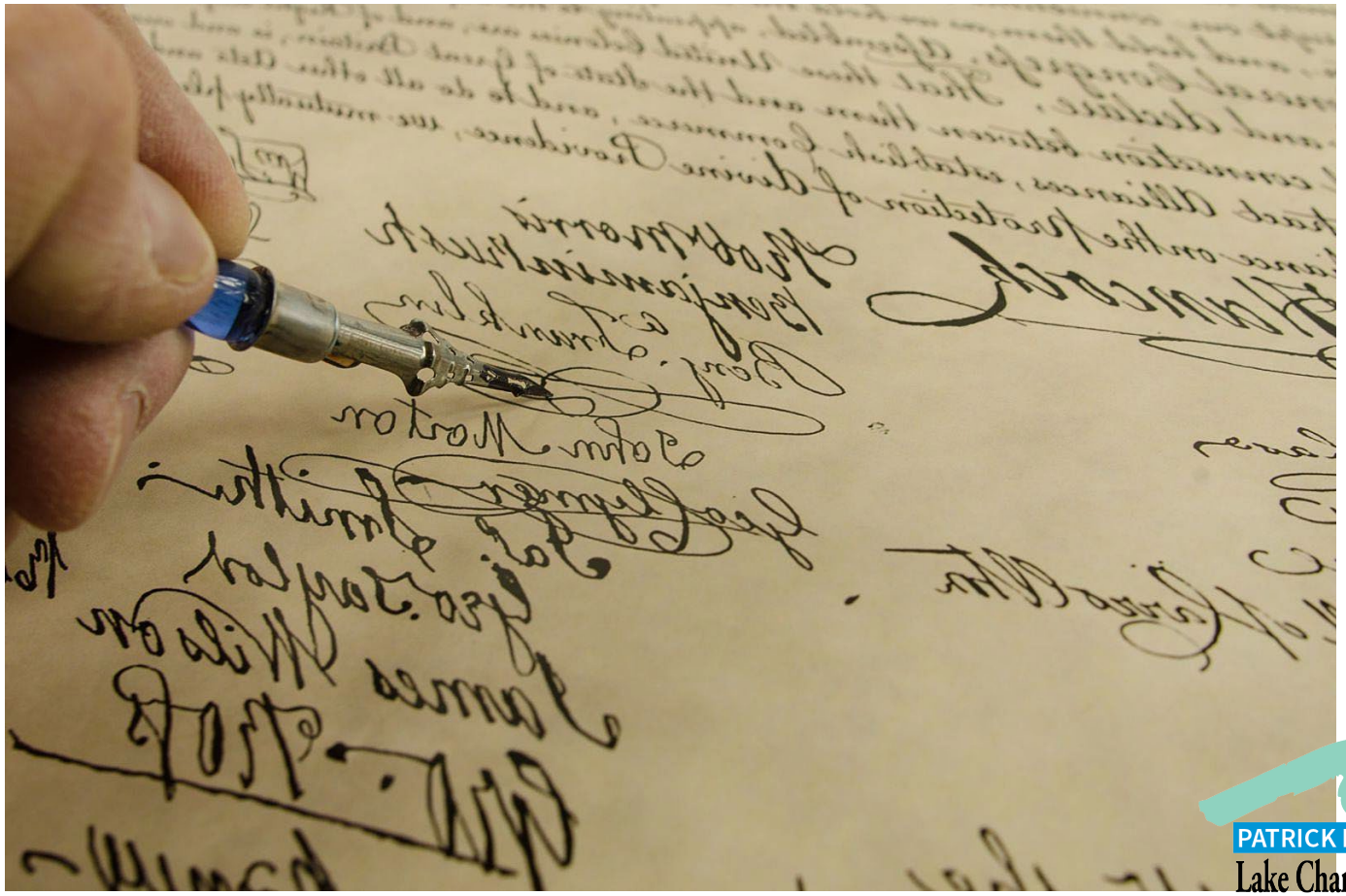
NEIWPCC Signs the Contract and Returns the Executed Agreement



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Project work can begin!

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Recent and Upcoming Changes

- Quarterly reports will now be due the first day of each new quarter (for contracts executed beginning in 2025)
- Metrics reporting
- New contract and final invoice deadlines
- One additional signature will be required at the contract stage, at the end of the appended workplan document

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After the Contract

- As you reach grant and reporting milestones, be sure to download associated forms from the LCBP grantee toolkit website
- Communicate any questions or anticipated changes to project timeframe to your NEIWPCC/LCBP project officer and in your quarterly reports

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Questions?

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