

Grant Administration

Project Agreement Process

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We'll be Discussing

Executing Your Project Agreement

- I. Appeals
- II. Getting it to You
 - i. "Good" Standing
- III. Final Signatures

The Working Pieces of Your Project Agreement

- I. Project Performance Period
- II. Project Description
- III. Project Cost Estimate
 - i. Project Cost Categories
- IV. Provisions

How do You Get to an Executed Project Agreement?

- It all starts with the Intent to Award – posted to OHMVR Division website the first Monday in June
 - <http://ohv.parks.ca.gov>



Executing Your Project Agreement

I. Appeals

- 30 Calendar days for Applicants to file appeals
 - Appeals can delay the execution of your Project Agreements
 - An upheld appeal may affect the funding distribution

Executing Your Project Agreement

II. Getting it to you

Once the appeal period has closed...

- Final Awards will be posted July 6
- Your grant administrator will:
 - Email your Factual Findings
 - Return your applications to you in OLGA so you can make any required adjustments
 - Request a start date
- ❖ New – Project Agreements are emailed

Executing Your Project Agreement

III. Final Signatures



- Before you sign, review!!!!
 - Have a clear understanding of what you are agreeing to do by your Project Description and your Project Cost Estimate (PCE)
- Mail back 4 copies with original signatures
- Upon OHMVR Division receiving your signed copies, you'll receive your executed Project Agreement within 4 to 6 weeks.....if you are in good standing.....



Executing Your Project Agreement

i. “Good” Standing

4970.01. (u)“Good Standing” means that the Grantee is adhering to the statues and regulations governing the Grants and Cooperative Agreements Program.

You are in “Good Standing” if:

- Meeting your project deliverables, including required monitoring activities and reports as applicable
- Meeting your fiscal/project reporting requirements
- Submitting all required closeout documentation within 120 days of their performance period end date
- Responding to all OHMVR Division inquires regarding your Projects within 30 days and submitting refunds due to OHMVR Division within 60 days

Your Project Agreement is Executed!!

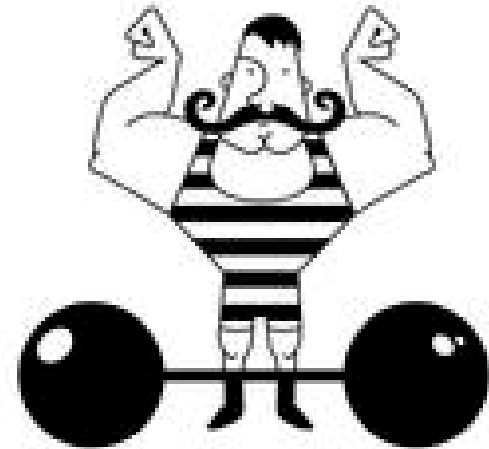
- ▶ You moved from Applicant, to Grantee



- ▶ How do you ensure all your Project Agreement costs are eligible?

Working Pieces of your Project Agreement

- These are the heavy lifters of the Project Agreement
 - I. Project Performance Period
 - II. Project Description
 - III. Project Cost Estimate, Attachment 1
 - i. Project Cost Categories
 - IV. Provisions, Attachment 2



Working Pieces of your Project Agreement

I. Project Performance Period

- Earliest start date for the “G16” cycle is July 6, 2017
- Latest is January 1, 2018
- 1 Year Projects: Education, Ground Operations, & LE
- 3 Year Projects: Acquisition; Development, Planning, & Restoration
- Cannot have overlapping start dates of like projects in the same area
- Expenditures outside the performance period are ineligible
- Project time extensions require a Project Amendment Request
 - Evaluated on a case-by-case basis

Working Pieces of your Project Agreement

II. Project Description

- Derived from the Project Description of your Project Application
 - Summarized to provide grantee flexibility in completing the Project
- Succinctly states project deliverables
- Provides the nexus to OHV Recreation
- Provides other Project Agreement requirements, such as required match, Soils/HMP, and other special report requirements



Working Pieces of your Project

III. Project Cost Estimate, Attachment 1

- ▶ When you report your expenditures to us, either for reimbursement or to justify your next advance, **it needs to be inline with the budgeted line items in your PCE**
 - It is an estimate
 - Substantial PCE changes require OHMVR Division prior approval
 - Any change made needs to be in support of the Project deliverables contained in the Project Description

Working Pieces of your Project Agreement

Your agency and Project identifying information

APPLICANT NAME :	BLM - Ukiah Field Office		
PROJECT TITLE :	Ground Operations	PROJECT NUMBER (Division use only) :	G15-01-17-G01
PROJECT TYPE :	<input type="checkbox"/> Law Enforcement <input type="checkbox"/> Restoration <input type="checkbox"/> Education & Safety <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input checked="" type="checkbox"/> Ground Operations <input type="checkbox"/> Planning		
PROJECT DESCRIPTION :	The project consists of OHV-related Ground Operations within the jurisdiction of the BLM Ukiah Field Office, Knoxville and South Cow Mountain OHV recreation areas. Activities include, but are not limited to: trail maintenance, cleaning/maintenance of restrooms and day use sites, pumping restroom vaults, trash pick-up, replacing trash receptacles, signage/decal replacement, installing bollards, abandon vehicle removal, and facility maintenance. The project may also include the purchase of materials, supplies and/or equipment necessary to successfully complete the project. The project will include activities to conform with the BLM Ukiah Field Office soil conservation plan and Habitat Management Program (HMP). A soil conservation standard compliance report and results of the HMP shall be provided to the OHMVR Division at the conclusion of this project as part of the closing documents. The grantee is required to provide a minimum 26% of the total project cost in matching funds.		

Succinctly states project deliverables and provides any special Project requirements

Project Cost Estimate headers

Line Item	Qty	Rate	UOM	Grant Req.	Match	Total
DIRECT EXPENSES						
Program Expenses						
1 Staff						
1. Heavy Equipment Operator Notes : Trail maintenance	400.000 0	47.370	HRS	0.00	18,948.00	18,948.00
2. Heavy Equipment Operator Notes : Road Maintenance	200.000 0	43.140	HRS	6,628.00	2,000.00	8,628.00
3. Park Maintenance Worker Notes : This position is a seasoned permanent employee that will work	1040.00 00	35.190	HRS	20,598.00	16,000.00	36,598.00

Always state match source in Line Item description

Project Cost Estimate begins on page 2, Attachment 1

Working Pieces of your Project

III. Project Cost Estimate

- Project Cost Estimate headers
 - **Line Item** – Each individual item budgeted
 - State what the item is and briefly explain how item will carry out Project deliverables
 - **Qty** – How many of the Unit of Measurement (UOM)
 - **Rate** – How much per UOM
 - **UOM** – How is item charged or sold
 - e.g. staff by standard is billed hourly; commodities can be each (ea) or by package (pkg)
 - **Grant Req.**– The Grant funding amount needed by line item to carry out Project Deliverables
 - **Match** – Your required local funding contribution
 - Always state the source of match in the line item description – whether it's cash or in-kind (e.g. volunteer) and who's providing it
 - Not every line item has to have match, but it needs to be met in the final budgeted total
 - Has the same reporting requirements as Grant funds

Working Pieces of your Project

III. Project Cost Estimate

i. Project Cost Categories

◦ 6 Direct Categories

1. Staff

People directly employed by the Grantee, or the Grantee's volunteers

2. Contracts

Any formal agreement the Grantee has with an entity to carry out Project Deliverables

3. Materials/Supplies

Consumable items used in support of the Project

4. Equipment Use

Fuel/Maintenance for vehicles used to carry out project objectives

5. Equipment Purchases

Tangible property having a normal useful life of at least one year and *a unit* acquisition cost of at least \$1,000 (e.g., four identical assets which cost \$400 each, for a \$1,600 total, would not meet the requirement)

6. Others

Miscellaneous items that don't quite fit into the other categories

Working Pieces of your Project

i. Project Cost Categories Continued...

- 1 Indirect Category

- “...the cost of any activity that does not directly result in the completion of the project and/or the management or administration of a project (e.g., utility costs, accounting services, contract administration, postage, management personnel, telephone bills, etc.)
- Up to 15% of your Direct Grant costs

❖ Important: Always categorize your expenditures according to your PCE’s cost categories when requesting a reimbursement or an advance for both match and Grant funds

Working Pieces of your Project

IV. Provisions, Attachment 2

- The legal language that sets conditions within your Project Agreements that make its working pieces binding.
 - ❖ It is a contractual agreement entered by you, the Grantee, and the OHMVR Division.

