

Piscataqua Region Estuaries Partnership (PREP) Grant Guidelines

Contract/Subagreement

PREP grantees will enter into a contract (also known as subaward agreement) with the University of New Hampshire that includes provisions, standard terms and conditions, Exhibit 1 (scope of work), Exhibit 2 (budget), and additional exhibits as needed. In some cases, an Independent Contractor Agreement (a different contract type) is used.

Interim Reports: *PREP Interim Report template*

Grantees typically are required to submit electronic interim project reports that describe progress on each work task outlined in the contract. Deadlines for interim reports are indicated in the contract and interim reports must be submitted via email on the PREP interim report template.

Invoices: *PREP Invoice template*

Grantees must submit signed invoices using the PREP Invoice template. Invoices received by the PREP must be signed and submitted as described in the contract, generally in association with an interim or final report. **Any time an invoice is submitted that includes match, documentation must accompany invoice (e.g., receipts, log of personnel/volunteer hours, mileage, etc).** Grantees must retain copies of documentation in case of audit.

Funding Credit

All publications and materials produced with PREP funds require the following funding credit and usage of PREP logo. (Color or black and white logo at www.PREP.unh.edu/logos.htm).

This [project, report, map, website, project, etc.] was funded in part by a grant from the Piscataqua Region Estuaries Partnership, as authorized by the U.S. Environmental Protection Agency's National Estuary Program.

Project Management

Grantees will be assigned a PREP Project Manager who will accept invoices, interim reports and final reports. Project delays, time extensions, or other contract deviations should be discussed immediately with PREP Project Manager.

Match Guidance

The PREP generally has a minimum of a one-to-one match requirement for program funds (i.e. for every PREP dollar contributed to a project, one dollar must be documented by the Grantee). A grantee's match contribution can be cash, equipment/supplies, or "in-kind" services directly related to the project. In-kind services can be paid staff time, mileage, or volunteer time, which is directly related to implementation of the project. Effective January 1, 2009, mileage rate can be valued at 55 cents per mile (based on [IRS](#) business rate). Volunteer hours can be valued at \$20.25 per hour (based on information from [Independent Sector](#)), unless a person is volunteering services in their professional capacity. In this case, the volunteer rate is the person's *billable* rate for the service.

All cash, supplies, and in-kind services counted as match must be from **non-federal** sources. State programs funded with federal funds cannot be used to match PREP funds. State, local, and private funds used as match **cannot** be counted as match for other projects. Brief explanation of match calculation must be submitted with invoices. If in-kind services are counted, indicate the person, hourly rate, number of hours, and which work tasks this person completed. Employee time sheets do not need to be submitted. Volunteer time documentation includes volunteer name, date, time spent on the project and a **verifying signature of the volunteer**.

Payment to Consultants

If a project requires a grantee to hire a consultant, the fee paid to that consultant is limited by the U.S. EPA to a maximum daily salary rate of \$587.20 per day and \$73.40 per hour. This rate does not include overhead rate or transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Final Reports

A final report is due by the contract's end date. Submit **three** bound copies and the **entire** final report as an Adobe PDF document, including appendices and other supporting materials, to the PREP Project Manager. Every final report will be posted on the PREP web site.

Final Report Guidelines

Reports should be single-spaced, double sided, bound (not stapled), and paginated (bottom center). Use Arial or Times New Roman font (11 or 12 point). Maps larger than 8 ½ x 14 should be included in a back cover pocket.

Research/technical project final reports should include the following sections:

- Cover page (*see example on next page – include PREP logo and funding credit*)
- Table of Contents
- Abstract (400 words or less)
- Executive Summary
- List of Tables
- List of Figures
- Introduction
- Project Goals and Objectives
- Methods
- Results and Discussion
- Conclusions
- Recommendations (for future work or management strategies)
- Appendices

If project involved water quality sampling or other types of data collection, raw data in tabular format should be included as an appendix. If project required a Quality Assurance Project Plan, then the following should be included in an appendix: (1) a summary of the results of all QA/QC checks called for in the QA Project Plan (e.g., comparison of field duplicate samples); (2) any relevant QA/QC documentation from the laboratory; and (3) a complete table of all data.

Non-technical project final reports should include the following sections:

- Cover page (*see example on next page – include PREP logo and funding credit*)
- Table of Contents
- Abstract (400 words or less)
- Executive Summary
- Introduction
- Project Goals and Objectives
- Activities
- Outcomes (include recommendations for future work)
- Appendices

TITLE OF PROJECT REPORT

A Final Report to

The Piscataqua Region Estuaries Partnership

Submitted by

Name(s) of Project Lead(s)
Organization/Company
Town, State

Date of Report

This project was funded in part by a grant from the Piscataqua Region Estuaries Partnership as authorized by the U.S. Environmental Protection Agency's National Estuary Program.

