

Department of Environmental Protection (DEP)
Environmental Education Grants Program Management
Project program period begins July 1 and concludes June 30

For general guidance, please refer to the DEP Environmental Education Program Grants manual. To report project contact updates, request approval for changes to the Scope of Work and/or Detailed Budget, or to obtain additional information or assistance, please contact Kathleen Banski at kbanski@pa.gov.

Grant Reporting Requirements

Please submit all requests for reimbursements, progress reports and supporting materials/deliverables *electronically* to Kathleen Banski at: kbanski@pa.gov and copy RA-epEEgrants@pa.gov. *Do not* send documents through the United States Postal Service (USPS).

When to Report (Mark Your Calendars!)

By contractual agreement, all grant recipients are required to **submit MIDTERM AND FINAL progress reports, along with supporting documentation. Requests for expense reimbursements must be accompanied by an acceptable Midterm or Final progress report.**

DUE January 15 of the project period

- **MIDTERM Progress** reports (All awardees)
- **EXPENSE Reimbursement** forms (All awardees)
- **Draft assessment tools** submitted for review and feedback (All awardees)

Note: Projects that will engage the audience during Summer/Fall must submit the draft evaluation tool at least 4-6 weeks *prior* to engaging the audience. (see approved Scope of Work-Target Date of Completion)

DUE July 15 at the conclusion of the project period

- **FINAL** reports, including evaluation results and supporting materials
- **EXPENSE Request Reimbursement** forms

Note: Projects concluding prior to June 30 of the designated project period: By contractual agreement, Final reports, supporting materials, and Request for Expense Reimbursement forms are due within **14 business days of project completion.**

What to Report

Report on the Project's benchmark progress, including evaluation results, as reflected in the approved Scope of Work. Additionally, please describe "Lessons Learned," including barriers and/or unanticipated variables that may have influenced the Project's final outcomes. Sharing such information provides valuable insights to project leaders who may be considering launching a similar endeavor.

Deliverables/Supporting Materials

All project deliverables and/or supporting materials developed and/or distributed with grant funds should be submitted with MIDTERM PROGRESS and FINAL reports. Examples include, but are not limited to, event/workshop announcements, agendas, planning minutes, participant rosters, signage, assessment tools (evaluations, surveys, etc.), and print and/or electronic educational materials such as brochures, power point presentations, and lesson plans.

Grant Acknowledgement

Provide DEP Environmental Education Grant Program acknowledgement as follows:

"Financial and other support for the TITLE OF PROJECT has been provided by the Department of Environmental Protection's Environmental Education Grants Program."

Financial Reimbursement

Submit the *Expense Reimbursement Request* form, reflecting approved *Detailed Budget Sheet* expenses. Match (cash or in-kind) must be fully documented. Reimbursements will not be processed without an accompanying acceptable MIDTERM or FINAL Progress Report.

Reimbursements are subject to audit. **DO NOT SEND RECEIPTS.** Maintain receipts in the organization's records.

Note: *In the event a project is terminated, a partial reimbursement may be provided, subject to the sole discretion of the DEP.*

Advanced Payments (ONLY Mini-Grants)

Mini-Grant recipients may submit a written request for a full advanced payment. Such requests may be considered in light of unusual circumstances.

For additional information and to obtain a *Grantee Advanced Payment* form, please contact Kathleen Banski at kbanski@pa.gov. At the conclusion of the project, along with the Final Report and other reporting requirements, the balance of any unspent advanced payments must be returned.

Note: *In the event of a terminated project, Advanced payments may be required to be returned, in part or in full, at the sole discretion of the DEP. Failure to adhere to Advanced Payment requirements may jeopardize an awardee's future eligibility for DEP Environmental Education Grant funding.*

Requesting Project Revisions

Once a project is underway, up to 2 revisions to the Scope of Work and/or Budget may be requested within the project period. All requests must be submitted in writing to Kathleen Banski at kbanski@pa.gov. Please copy RA-epEEgrants@pa.gov. *Approved revisions will be confirmed via email communication.* Use the table as a guide for requesting project revisions:

POSSIBLE REVISIONS	REVISION PROCESS
Project Director	Submit updated information, explaining the reason for the Project Director change. Provide the new Project Director's contact information including name, title, USPS mailing address, email address, and phone number.
Staff or other people	Submit updated information, including name(s), USPS mailing address(es), email address(es), and phone number(s).
Program contact information:	Submit the updated information, including name, mailing address, email address, and phone number.
Budget	With prior written approval, up to 10% of a Grant's total awarded funds may be reallocated from one category to another. Submit a written request, explaining the reason(s) for the budget revisions, <i>along with a revised Detailed Budget Sheet.</i> NOTE: People costs may not exceed 50% of a grant's total awarded funds.
Scope of Work	With prior written approval, revisions that are consistent with the project's original intent, may be made to the project's Scope of Work. Submit proposed Scope of Work revisions, with an explanation. In some instances, an amendment to the original grant agreement may be required.
Project Termination	Submit written notification indicating the reason(s) for contract termination. A partial reimbursement for completed benchmarks may be provided at the Department's sole discretion.