



New Hampshire State Conservation Committee Conservation Moose Plate Grant Program

Instructions for Grant Documents & Implementation ~ 2024

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**New Hampshire State Conservation Committee
Conservation Moose Plate Grant Program
Instructions for Grant Documents & Implementation**

I. Forms and Program Contact

1) Where to get SCC forms and templates

The NH State Conservation Committee (SCC), an affiliate of the NH Department of Agriculture, Markets and Foods, administers the Conservation Moose Plate Grant Program. Documents for grant start-up and implementation are available on the DAMF-SCC website *Conservation Grant Program Documents*: <https://www.agriculture.nh.gov/divisions/scc/grant-documents.htm>

1. Grant Document Instructions
2. Certificate of Authority Template
3. Final Report Template
4. Invoice Template
5. Photo Authorization Form
6. Vender Application and W-9 Form
7. Logo

Documents 1 – 5 are available in PDF format on the website.

The Grant Administrator will inform the Grantee if #6 Vender Application is needed. Grant Agreement see Section II.2. for the complete list of required documents.

2) Contact Information

Contact the SCC Grant Administrator with questions:

Dea Brickner-Wood ~ bluesky24@comcast.net ~ Phone (603) 868-6112

II. Grant Agreement Start-Up

1) Grant Agreement Approval Process

- The SCC Grant Administrator provides the Grant Agreement to the organization (Grantee) receiving the grant funds.
- The **Grantee** executes the Grant Agreement and Certificate of Authority and provides the Grant documents (see list below) to the SCC Grant Administrator.
- SCC** provides the completed Grant documents to the Department of Agriculture, Markets and Foods and Department of Justice for review and approval.
- The Grant Agreement will require **Governor and Executive Council** approval at a scheduled public meeting if the SCC grant award is \$10,000 or greater, or if the total of all Grant Agreement and agreements with the Department of Agriculture, Markets and Foods are \$10,000 or greater in the fiscal year.
- The Department of Agriculture, Markets and Foods and Department of Justice** execute Grant Agreement (upon approval by Governor and Executive Council, as required).
- SCC** notifies the Grantee of approval and provides an electronic copy of the Grant Agreement and associated documents. The project begins.

If the Grant Agreement is not approved by the Department of Agriculture Markets and Foods and/or the Governor and Executive Council, the SCC is not obligated to reimburse any incurred project expense.

2) Grant Start-Up Documents

Start-up Document Checklist:

- Grant Agreement with Exhibits.** All Grantees
- Certificate of Authority.** All Grantees
- Authorization Document, accompanying Certificate of Authority.** All Grantees
- Certificate of Insurance & Workers' Compensation.** All Grantees
- Certificate of Good Standing.** For Non-profit Grantees only.
- Alternative W-9 Form.** For Grantees who do not have a current State of NH Vender Code.

Grant Agreement and Exhibits. Required for all Grantees.

- SCC Grant Administrator provides an electronic version of the Grant Agreement via email to the Legal and Project Contact(s). State Grant Agreement G-1.
- Grantee** reviews the Grant Agreement and provides *General Provisions* and *Exhibit* edits to the SCC Grant Administrator.
- SCC Grant Administrator provides a final Grant Agreement to Grantee for execution.
- Grantee** executes the Grant Agreement.
The Grant Agreement G-1 General Provisions page (1st page) must be signed and dated, and Grant Agreement and Exhibit pages must be initialed and dated.
Signatures may be digital or original signature.
 - The Grant Agreement Provision first page must be signed and dated by authorized signatory.
 - The Grant Agreement pages 2 and 3 must be initialed and dated.
 - The Exhibit pages(s) must be initialed and dated.
- Grantee** sends to the Grant Agreement and all other documents (see below) to the SCC Grant Administrator through electronic submittal.
See *Section II.3. Instructions for Electronic Submittal of Grant Agreement Documents.*

Grantees should specifically review the following provisions:

- Completion Date. The grant is to be completed within 2 years. The completion date for FY2024 grants is on or before April 30, 2026 (See General Provisions 1.7).
- Name and Title of Grantee Signatory. Confirm the authorized signatory for the Grant Agreement provided in General Provisions 1.12. The person authorized to sign the Grant Agreement must be identified in the Certificate of Authority and Authorization (see Section B. below).
- Exhibits B (Tasks) and C (Budget). Based on the grant application, Exhibits B and C have been developed for the Grant Agreement. Contact the SCC Grant Administrator if the Exhibits do not accurately represent how the project will be completed and invoices will be submitted for reimbursement.

Certificate of Authority. Required for all Grantees.

The Certificate of Authority provides written evidence that the person signing the Grant Agreement has authority to act on behalf of the organization receiving the grant funds (Grantee).

The Certificate of Authority may be signed digitally or by original signature.

A *Certificate of Authority Template* is provided on the SCC website (PDF), with Instructions.

Authorization Document, accompanying Certificate of Authority. All Grantees

In addition to the Certificate of Authority form, a copy of the meeting minutes or a formal resolution must be included evidencing the action of the Grantee to accept the grant, and naming the individual with the authority to enter into a contract with the State on behalf of the Grantee.

The Authorization Grantee's governing body may be either a vote of the Board of Directors, Municipal Council or Selectboard, a unanimous written consent of members, or adopted policy or by-law.

See *Certificate of Authority Template* Instructions.

Certificate of Insurance & Workers' Compensation. Required for all Grantees.

- The Grantee must provide to the State Conservation Committee a Certificate of Insurance including General Liabilities and Worker Compensation. Review Grant Agreement Sections 17 for Insurance requirements. Upon request, the NH Department of Justice will consider an exception to the requirements.
- The Certificate of Insurance policy must not expire before the targeted Governor and Executive Council meeting date and Grant Agreement execution by the State Department of Agriculture, Markets and Foods.
- The Grantee requests the insurance company to issue a certificate, naming the Certificate Holder as following: New Hampshire State Conservation Committee, PO Box 2042, Concord NH 03302
- The Grantee will be responsible for providing the State Conservation Committee with current Certificate of Insurance throughout the term of the Grant.
Please note that invoices cannot be paid if the Certificate of Insurance has expired.

Certificate of Good Standing. Required for some Grantees.

- A Certificate of Good Standing is *not* required for municipalities, County Cooperative Extensions, and County Conservation Districts. All other Grantees must provide a current Certificate of Good Standing.
- A Certificate of Good Standing is obtained from the New Hampshire Department of State, Corporate Division <https://sos.nh.gov/corporation-ucc-securities/corporation/>
- The Certificate of Good Standing must be dated in the current year of the Governor and Executive Council consideration of the Grant Agreement. If needed, Grantees may provide a valid Certificate with the submittal of Grant Agreement documents, and then the Grantee may be asked to update the Certificate prior to the Governor and Executive Council meeting date.

Alternative W-9 Form. Required for some Grantees.

The SCC Grant Administrator will let you know if an Alternative W-9 form is needed. A W-9 Form will only be required only if the Grantee does not have a current Vendor Code with the State of New Hampshire. A State Vendor Code is required in order to receive payment.

The vendor application & W-9 document is provided on the DAMF-SCC website *Conservation Grant Program Documents* page. Follow the instructions to submit to the Bureau of Purchasing and Property.

3) Instructions for Electronic Submittal of Grant Agreement and Documents

The Grant Agreement and associated documents are to be submitted electronically via a designated email address to a file sharing server (Box). Do not mail or email documents directly to the State Conservation Committee or the SCC Grant Administrator. Do not combine files in a “zip file”.

File Organization & File Naming

It is preferred that the completed Invoice form and supporting documentation be submitted as a single PDF file. If this is not feasible, see “Multiple Files”.

Single File - Naming. Complete the **red font** information, below.

“Organization Name”. May be initials or shortened name.

Example: ‘GBLT’ or ‘Durham’

“202X”. Include the Grant Award Fiscal Year. The award date is in the Grant Award Letter.

Example: 2024.

“Project Name”. May be a single word representing the project’s name

Example: Smith

Example Single File

OrganizationName 202X SCC GrantAgreement-Docs

⇒ GBLT_2024_Smith_SCC_GrantAgreement-Docs

Multiple Files - Naming. If the Grantee is not able to create a single PDF file, follow the file naming protocol for each file submitted.

Examples Multiple File Naming

OrganizationName 202X SCC Document

⇒ GBLT_2024_Smith_SCC_GrantAgreement

⇒ GBLT_2024_Smith_SCC_CertificateAuthority

⇒ GBLT_2024_Smith_SCC_COA_Resolution

⇒ GBLT_2024_Smith_SCC_CertificateInsurance

⇒ GBLT_2024_Smith_SCC_CertificateGoodStanding

Document Signatures

The Grant Agreement may be signed digitally or by original signature, and Grant Agreement pages may be initialed and dated digitally or original.

The Certificate of Authority may be signed digitally or by original signature.

Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. DocuSign).

Electronic Submittal - Email

The Grantee sends one email including the executed Grant Agreement and documents, either a single PDF file or multiple files, as described in 1. File Organization above.

Email documents to this address: SCC_Gra.43d3b77ui7fj57c9@u.box.com

If possible, please send the email as “Plain Text”. This will avoid the upload of logos/social media icons in the footers of the email. In “Outlook” mail you can change to plain text on the “Format Text” tab and select “As Plain Text” in the upper left. In “OIS” mail, under the “Format” Tab use “Make Plain Text”.

Receipt Verification

After submittal, the Grantee will receive an email receipt from ‘noreply@box.com notification’. The name of the folder will appear *SCC Grant Agreement folder* in the receipt (note that the receipt may take a few minutes to appear in your email, depending on file size. If you don’t see the receipt in your inbox, check your spam/junk mailbox.

III. Project Implementation – Documents and Process

During the implementation of the grant correspondence and documents will be sent to the contact person and/or legal contact as identified in the grant application. Inform the Grant Administrator of any personnel changes.

Specific grant requirements for invoicing and final close-out are provided in the Grant Agreement and Exhibits.

The following forms are available on the SCC website.

- Invoice Template
- Final Report Template
- Photo Authorization Form
- SCC Logo. Click the icon to download.

Invoices and the Photo Authorization Form may be original or signed digitally.

*All Invoice and Final Reporting documents should be electronically submitted.
See SCC website document: “SCC Invoice Reporting Electronic Submit Instructions”*

1) Invoice

- The State Conservation Committee’s Conservation Grant Program is a reimbursable grant program - Grantees are reimbursed for grant project tasks upon completion.
- Invoice and reporting must be done by Task, in accordance with the Grant Agreement Exhibits B (Scope of Services) and C (Price and Method of Payment).
- Provide documentation for grant reimbursement costs per Task. Documentation should include copies of completed materials, paid receipts and invoices for services and goods, and other documentation as detailed in the Grant Agreement Exhibit B, and described in the grant application.
- Unless otherwise noted in the Grant Agreement, Other Project Funds may be stated in the invoice form and report narrative, but do not require documentation.
- Invoices must be submitted using the SCC Invoice template. The template is provided on the SCC website in pdf format.
- The Invoice template includes Grant payment information, individual task and total project budget information, and a narrative report section.
- The Narrative Report should describe Task accomplishments. Photographs may be included in addition to the narrative description of deliverables.

2) Final Report and Completion

Final Invoice and reporting documents must be submitted on or before the Grant Agreement Completion Date (General Provisions 1.7).

All Grantees are required to complete the Final Report and documents as described in the Grant Agreement Exhibit B to receive final grant invoice payment. Typical grant close-out includes the following:

Final Report Narrative and Budget. The Final Report and budget template (PDF template SCC website), provided on the SCC website.

Project Photo. Submit at least one photograph as a separate JPG file. The photo should feature the project and be suitable for social media distribution. Up to five project photographs may be submitted.

Photo Authorization Form needs to be submitted with each photograph (PDF template SCC website). The photo will be used to highlight the project on SCC and Moose Plate promotional platforms.

Moose Plate Sign. The Grantee is required to install or display, as appropriate to the project, the NH State Conservation Committee Conservation Moose Plate Grant Program sign. The Grantee must provide a dated photograph of the displayed sign prior to grant close out. The 8” x 11” sign will be provided by the NH State Conservation Committee.

Logo and Promotional Statement. All materials produced for public distribution shall include the NH State Conservation Committee **logo and funding acknowledgment** such as ~“*This project was supported by the NH State Conservation Committee Conservation Moose Plate Grant Program.*”

All projects are required to use the SCC **logo graphic** image (download from SCC website)



VI. Grant Project Revisions and Amendments

1) Project Task Revisions

The project should be implemented as described in the Grant Agreement Exhibits B and C. However, if during the project’s implementation a specific Task requires revision, contact the SCC Grant Administrator prior to initiating changes to the Task in order to determine if the changes may be handled administratively or require a Grant Agreement Amendment.

2) Project Completion Date and Extensions

The project’s completion date is stated on the General Provisions of the Grant Agreement. In the event of unforeseen circumstances requiring an extension of the project’s completion date, contact SCC Grant Administrator prior to the stated completion date. Grant Agreement completion date extensions are an amendment to the Grant Agreement, and require approval by the Department of Agriculture, Markets and Foods, Department of Justice, and in grants of \$10,000 or greater, the Governor and Executive Council.