



**New Hampshire State Conservation Committee
Conservation “Moose Plate” Grant Program
Instructions for Grant Documents & Implementation
FY2020 & FY2021**

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Instructions for Grant Documents & Implementation FY2020 & FY2021

I. Forms and Program Contact

1) Where to get SCC forms

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
3. Final Report Template
4. Invoice Template
5. Photo Authorization Form
6. Alternative W-9 Form
7. Logo

Documents 1 – 5 are available in PDF format on the website. If you would like to receive the documents in Word format, contact the Grant Administrator. For Grant Contracting see Section II.2. (page 3) for the complete list of required documents.

2) Contact Information

Contact the State Conservation Grant Administrator with questions:

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

II. Grant Contract Start-up

1) Grant Contract Approval Process

- The SCC Grant Administrator provides Grant Contract to the organization (Grantee) receiving the grant funds.
- The **Grantee** executes the Grant Contract 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 Contract will require **Governor and Executive Council** approval at a scheduled public meeting if the SCC 2020 grant award is \$10,000 or greater, or if the total of all contracts 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 Contract (upon approval by Governor and Executive Council, as required).
- SCC notifies the Grantee of approval, and provides an electronic copy of the Grant Contract and associated documents. The project begins.

If the Grant Contract is not approved by the Department of Agriculture 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 Contract.** All Grantees
- ☐ **Certificate of Authority & Authorization.** All Grantees
- ☐ **Certificate of Insurance.** 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.

A. Grant Contract. Required for all Grantees.

- SCC Grant Administrator provides an electronic version of the Grant Contract via email to the Legal and Project Contact(s).
- **Grantee** reviews the Grant Contract and provides *General Provisions* and *Exhibit* edits to the SCC Grant Administrator.
- SCC Grant Administrator provides a final Grant Contract to Grantee for execution.
- **Grantee** executes the Grant Contract. The General Provisions page must be signed and notarized, and all Contract pages must be initialed and dated.
- **Grantee** mails original Grant Contract and other required documents (see below) to the SCC Grant Administrator.

Grantees should specifically review the following provisions:

- Completion Date. The grant is to be completed within 2 years. A date has been provided in General Provisions (page 1). Inform the SCC Grant Administrator if the other closing date is preferred.
The completion date for 2020 Grants may be either 12/1/2021 or 4/30/2022.
The completion date for 2021 Grants may be either 12/1/2022 or 4/30/2023.
- Name and Title of Grantee Signatory. Confirm the authorized signatory for the Grant Contract provided in General Provisions (page 1). The person authorized to sign the Grant Contract must be identified in the Certificate of Authority and Authorization of Signatory (see below).
- Exhibits B (Tasks) and C (Budget). Based on the grant application, Exhibits B and C have been developed for the Grant Contract. 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.

B. Certificate of Authority and Authorization. Required for all Grantees.

- The Certificate of Authority is an important part of the Grant Contract approval process. The Certificate of Authority provides written evidence that the person signing the Grant Contract has authority to act on behalf of the organization receiving the grant funds (Grantee).
- Certificate of Authority. A Certificate of Authority template is provided on the SCC website (PDF). A notarized, original signature Certificate of Authority is required. See the instructions attached to the Certificate of Authority Template, and contact the Grant Administrator with any questions.

- Authorization. In addition to the Certificate of Authority, a copy of the meeting minutes or a formal resolution must be included evidencing that the individual(s) executing the contract have the authority to bind the organization.

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

- The Grantee must provide a copy or original Certificate of Insurance to the State Conservation Committee. Review Grant Contract Sections 14 and 15 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 contract 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.

D. 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 sos.nh.gov/corp_div.aspx
- The Certificate must be issued on April 1, and is valid until April 1 of the following year. A Certificate issued between January 1 and April 1 is valid for a contract that will be approved by the Governor and Executive Council after April 1 of that year only with a printout from the Secretary of State website showing that the entity has filed the annual filing due by April 1 of the current year.

E. Alternative W-9 Form. Required for some Grantees.

The 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.

If the Grantee needs a current Vender Code, there are two options available:

- 1) Grantees may apply on-line <https://das.nh.gov/purchasing/vendorresources.asp>
 The Grantee may either list their email address as the contact or the person, and then be responsible for providing the SCC Administrator with the assigned Vendor Code, or the Grantee may opt to have the Vendor Code directly sent to the State.
- 2) The Alternate W-9 form can fill out the form and fax it to the Department of Agriculture (fax #: 603-271-1109)

3) Instructions for Electronic Submittal of Grant Contract and Documents

The Grant Contract and associated documents are to be submitted electronically via a designated email address to a file sharing server (Box). See instructions Page 3. *Do not mail or email directly to the SCC or the Grant Administrator.*

A. 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: 2021.

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

Example: Smith

Example Single File

OrganizationName_202X_ProjectName_SCC_GrantContract-Docs

⇒ GBLT_2021_Smith_SCC_GrantContract-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_ProjectName_SCC_Document

⇒ GBLT_2021_Smith_SCC_Grant Contract

⇒ GBLT_2021_Smith_SCC_CertificateAuthority

⇒ GBLT_2021_Smith_SCC_COA_Resolution

⇒ GBLT_2021_Smith_SCC_CertificateInsurance

⇒ GBLT_2021_Smith_SCC_CertificateGoodStanding

B. Document Signatures

The Grant Contract may be signed digitally, and pages initialed and dated digitally.

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

The Certificate of Authority must have an original Signature and Notary Signature.

C. Electronic Submittal - Email

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

Email documents to this address: SCCGran.9i3b90vi02i6s7ai@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”.

D. Receipt Verification

After submittal, the Grantee will receive an email receipt from ‘noreply@box.com notification’. The name of the folder will appear *SCCGrantContracts Conservation Mooseplate Grant Program 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 materials will be sent to the contact person identified in the grant application. Inform the Grant Administrator if the project contact person has been changed.

The following forms, available on the SCC website, are completed and submitted by the Grantee during the implementation and close-out of the project.

Implementation Document Checklist:

- ☐ Invoice.
- ☐ Final Report.
- ☐ Photo Authorization Form.
- ☐ SCC Logo. Click the icon on the SCC Conservation Grant Program website page to download.

Invoices and the Photo Authorization Form may be signed digitally. Digital signatures include a scanned signed document, a scanned signature, or a digital signature created using a third-party application (e.g. Docusign).

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 Contract Exhibits B (Scope of Services) and C (Contract 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 Contract Exhibit B, and described in the grant application.
- Unless otherwise noted in the Grant Contract, 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. Contact the Grant Administrator to receive the template in Word 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

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

- A. **Final Report Narrative and Budget.** The Final Report and budget template (PDF template SCC website), provided on the SCC website.
- B. **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.
- C. **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.
- D. **Moose Plate Sign.** The Grantee shall install and 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.
The 8" x 11" sign will be provided by the NH State Conservation Committee.
- E. **Logo and Promotional Statement.** All materials produced for public distribution shall include the NH State Conservation Committee logo and **funding acknowledgment** ~ *"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 (SCC website -click icon to download)



VI. Grant Project Revisions and Amendments

1) Project Task Revisions

The project should be implemented as described in the Grant Contract 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 Contract Amendment.

2) Project Completion Date and Extensions

The project's completion date is stated on the General Provisions of the Grant Contract. 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 Contract completion date extensions are an amendment to the contract, 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.