



**Welcome to the CLU-IN Internet Seminar**  
**CARE Project Officer's Training**  
**Sponsored by: CARE National Program**

Delivered:

June 16, 2011, 12:00 PM - 4:00 PM, EDT (16:00-20:00 GMT)

Instructors:

*Gale Bonanno, (bonanno.gale@epa.gov or (202) 564-2243)*

*Marva King, (king.marva@epa.gov or (202) 564-2599)*

*Kathleen Fenton, (fenton.kathleen@epa.gov or (913) 551-7874)*

*Kysha Holliday, (holliday.kysha@epa.gov or (202) 564-1639)*

*Tiana Blount, (blount.tiana@epa.gov or (215) 814-5413)*

Moderators:

*Jean Balent, U.S. EPA, Technology Innovation and Field Services Division (balent.jean@epa.gov or (703) 603-9924)*

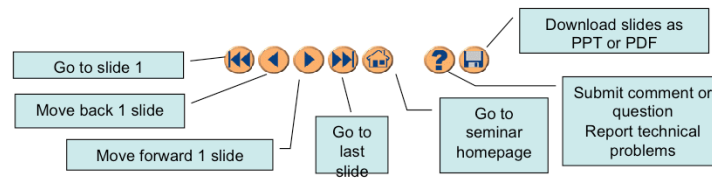
*Michael Adam, U.S. EPA, Technology Innovation and Field Services Division (adam.michael@epa.gov or (703) 603-9915)*

Visit the Clean Up Information Network online at [www.cluin.org](http://www.cluin.org)

1

# Housekeeping

- Please mute your phone lines, Do NOT put this call on hold
  - press \*6 to mute #6 to unmute your lines at anytime (or applicable instructions)
- Q&A
- Turn off any pop-up blockers
- Move through slides using # links on left or buttons



- This event is being recorded
- Archives accessed for free <http://clu.in.org/live/archive/>

2

Although I'm sure that some of you have these rules memorized from previous CLU-IN events, let's run through them quickly for our new participants.

Please mute your phone lines during the seminar to minimize disruption and background noise. If you do not have a mute button, press \*6 to mute #6 to unmute your lines at anytime. Also, please do NOT put this call on hold as this may bring delightful, but unwanted background music over the lines and interrupt the seminar.

You should note that throughout the seminar, we will ask for your feedback. You do not need to wait for Q&A breaks to ask questions or provide comments. To submit comments/questions and report technical problems, please use the ? Icon at the top of your screen. You can move forward/backward in the slides by using the single arrow buttons (left moves back 1 slide, right moves advances 1 slide). The double arrowed buttons will take you to 1<sup>st</sup> and last slides respectively. You may also advance to any slide using the numbered links that appear on the left side of your screen. The button with a house icon will take you back to main seminar page which displays our agenda, speaker information, links to the slides and additional resources. Lastly, the button with a computer disc can be used to download and save today's presentation materials.

With that, please move to slide 3.

# CARE Roadmap and PACE-EH

**Marva King**  
**2011 CARE Project Officer Training**  
**June 16, 2011**

## Four-step CARE process



1. Build a Partnership
2. Identify Problems and Solutions
3. Take Action
4. Sustainability

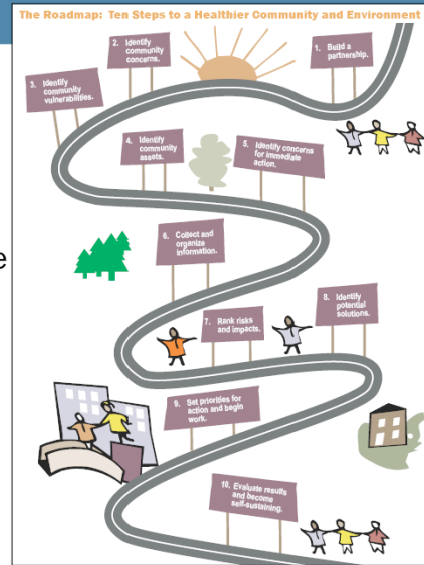


## How can this be accomplished?

- CARE doesn't prescribe a single model, but there are a couple of models available:
  - CARE Roadmap (<http://www.epa.gov/care/library/20080620roadmap.pdf>)
  - PACE-EH (CDC and NACCHO's *Protocol for Assessing Community Excellence in Environmental Health*, (<http://www.cdc.gov/nceh/ehs/CEHA/background.htm>))
- Another resource: CARE grantees share their experience on periodic calls and at the annual workshop

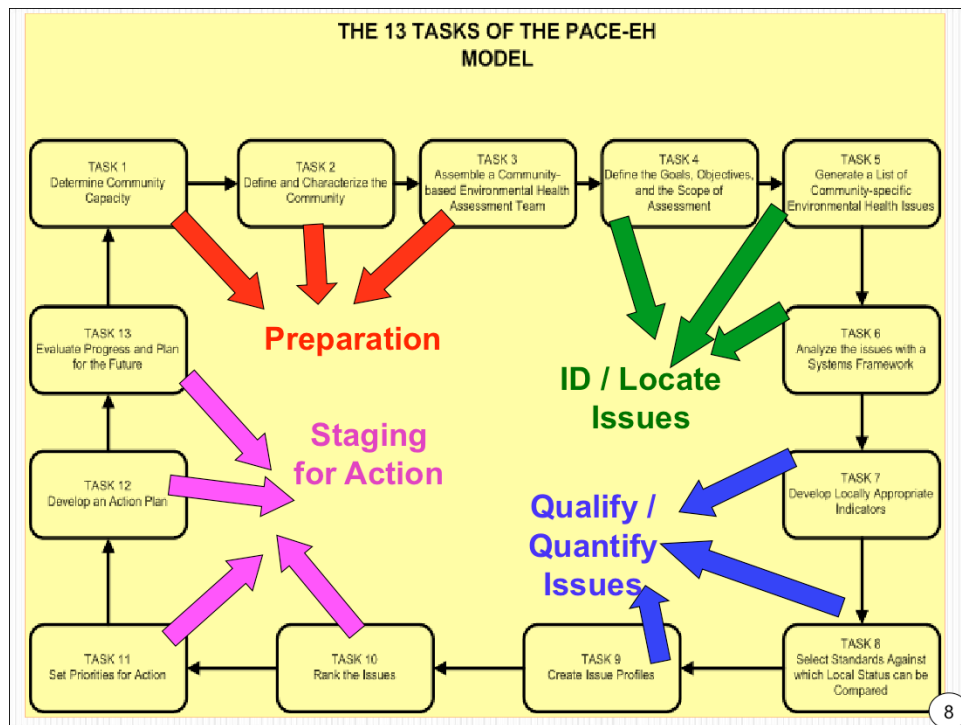
# CARE Roadmap

1. Build a partnership
2. Identify community concerns
3. Identify community vulnerabilities
4. Identify community assets
5. Identify concerns for immediate action
6. Collect and organize information
7. Rank risks and impacts
8. Identify potential solutions
9. Set priorities for action and begin work
10. Evaluate results and become self-sustaining



## PACE-EH

- PACE-EH has more steps than CARE Roadmap and CARE 4-Step process but correlates with both processes.
- There are 13 Tasks of the PACE-EH Model.
- The 13 Tasks can be arranged into 4 major groups.
- Preparation; Identify and Locate Issues; Quantify or Qualify Issues, and Stage for Action.



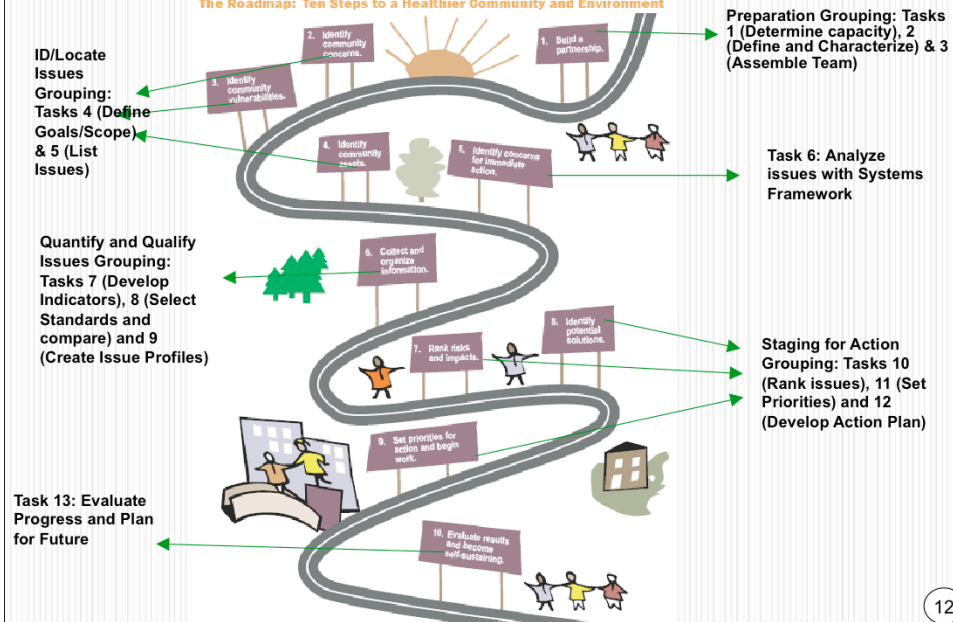
<b>KEY OBJECTIVES</b> <b>CARE Roadmap</b>	<b>PACE-EH</b>
<ul style="list-style-type: none"> <li>• <b>Reduce Environmental Hazards and Protect Human Health</b></li> <li>• <b>Target Community Suffering the Greater Environmental Hazard</b></li> <li>• <b>ID concerns, Rank and Prioritize Risks.</b></li> <li>• <b>Become Sustainable</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Evaluate Environmental Health Conditions</b></li> <li>• <b>Target Populations At Risk</b></li> <li>• <b>Identify Concerns and Set Priorities</b></li> <li>• <b>Become Sustainable</b></li> </ul>

CARE Roadmap	PACE-EH
<ul style="list-style-type: none"> <li>• Step 1-Build Partnership</li> <li>• Steps 2 (ID community concerns, 3 (ID vulnerabilities) and 4 (ID assets).</li> <li>• Step 5 – ID concerns for immediate action.</li> </ul>	<ul style="list-style-type: none"> <li>• Preparation Grouping -- Tasks 1 (Determine capacity), 2 (Define and Characterize) and 3 (Assemble Team)</li> <li>• ID/Locate Issues Grouping- Tasks 4 (Define Goals/Scope), and 5 (List Issues).</li> <li>• Task 6 Analyze issues with Systems Framework.</li> </ul>

CARE Roadmap	PACE-EH
<ul style="list-style-type: none"><li>• <b>Step 6- Collect and organize information</b></li><li>• <b>Steps 7 (Rank risks/ impacts), 8 (ID solutions), and 9 (Set priorities for action)</b></li><li>• <b>Step 10 – Evaluate Results and Be Self-Sustaining.</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Quantify and Qualify Issues Grouping --Tasks 7 (Develop Indicators), 8 (Select Standards and compare) and 9 (Create Issue Profiles).</b></li><li>• <b>Staging for Action Grouping- Tasks 10 (Rank issues), 11 (Set Priorities) and 12 (Develop Action Plan).</b></li><li>• <b>Task 13 – Evaluate Progress and Plan for Future.</b></li></ul>

# PACE-EH and the CARE Roadmap

The Roadmap: Ten Steps to a Healthier Community and Environment





## Important Points to Remember About Both Processes

- Examples of tools you can use –if you choose to do so.
- Steps are simultaneous and iterative. For example partnership building and data collection are ongoing steps.
- Ultimate goal is create a more healthy community.
- Process is designed to achieve consensus and facilitate action.

# **What to expect as a CARE Project Officer**

## **2011**



# What to expect as a CARE Project Officer



15

# **Review**

**Roles of a Project Officer**

**What to expect as a CARE Project Officer**

**Negotiating a CARE Cooperative Agreement**



**What to expect as a CARE Project Officer**

16

## Roles and Responsibilities

### **Know CARE**

**(e.g. RFP, Roadmap, PACE-EH, your Proposal, your Grantees' Workplan)**

**Listen! Pitch In! Ask for Help!**

**Celebrate Small Successes!**

**Help your grantee thru the CARE Roadmap**



**What to expect as a CARE Project Officer**

17

## What to expect as a CARE Project Officer

**Familiarize yourself w/ your community and how it works**

- **Walk around**
- **Check out their website**
- **You'll be one of the perceived experts in the room so know what is going on there (politics, informal leaders, what they do for fun, where to find good food).**



**What to expect as a CARE Project Officer**

18

## What to expect as a CARE Project Officer

**Tread lightly when you first start working with a new community.**

**Be a keen observer, observe reactions, understand who has credibility and respect in the community**

**Ask (respectfully) lots of questions**

**Learn about your community's culture, etc. – their formal protocols, their food, their dress, their sense of time.**



**What to expect as a CARE Project Officer**

19

## Roles and Responsibilities

**Review the Roles and Responsibilities summary sheet for Regional Coordinators and Project Officers, the Terms and Conditions document, and how to Negotiate a CARE workplan**

**Read the CARE 2010/2011 RFP and the original project application.**

**Understand what the final workplan states and what commitments have been made by the Grantee and the Agency.**



**What to expect as a CARE Project Officer**

20



## Roles and Responsibilities

**Travel to your site as often as possible**

**Find regional technical help and State and local partners and other available various resources to help sustain the grantee's CARE partnership**

**Help your partnership “connect the dots” to risk reduction, help them find good measures for their work, sustainability resources, and EPA technical help**



**What to expect as a CARE Project Officer**

21

## Roles and Responsibilities

**Provide EPA Voluntary Program tools and expertise**

**Help grantee's detail their commitments (through action and documentation) (see Martha Barber's Post Award handout)**

**Help them understand the Quarterly Report and Measurement Matrix and how best to fill them out.**

**Documentation IS AN IMPORTANT TASK FOR BOTH PARTIES!**



**What to expect as a CARE Project Officer**

22

## Roles and Responsibilities

**Look over the CARE Sustainability Checklist at the beginning of your CARE Level 1 or 2 grant process. Work with your grantee to address action items suggested on the Checklist.**

**Review the CARE “Measurements and Tips” sheet. Use it when creating your CARE workplan.**



**What to expect as a CARE Project Officer**

23

## Roles and Responsibilities

### Identify & help address gaps/concerns

(e.g. Is the entire community involved; What type of education might work best; How should information be presented; What partners are not at the table; How can their process(es) be improved; How will they make decisions; Is the spoken or written language being used a barrier for members of the community?)



**What to expect as a CARE Project Officer**

24

## Roles and Responsibilities

**Bring experts (other CARE grantees, State Leads, HQ, other Regions) to your grantee – these partners might have beneficial resources available that they do not possess.**



**What to expect as a CARE Project Officer**

<sup>25</sup>

## **What to expect as a CARE Project Officer**

**Meet w/ your CARE Regional  
Coordinator and talk CARE “shop talk”  
often**

**This work is challenging; difficult;  
confusing; & rewarding ---all wrapped  
up together**



**What to expect as a CARE Project Officer**

26

## **What to expect as a CARE Project Officer**

**Know that the project most likely will be audited. Help your grantee work, document and deliver work products as if an audit is certain.**

**You don't have to do this work by yourself, seek out others' help who can guide you (use the CARE "Themes" document to find other Project Officers and grantees working on the same issues.)**



**What to expect as a CARE Project Officer**

27

## **What to expect as a CARE Project Officer**

**Find a CARE mentor – You'll need one**

**Participate on the CARE Project Officer Calls –  
let us know what you want to talk about**

**Meet often w/ your grantee (through face-to-  
face meetings and/or conf. calls) – it helps!**



**What to expect as a CARE Project Officer**

28



## **What to expect as a CARE Project Officer**

**Your workplan, the CARE RFP, the CARE website, and your CARE mentors will be your helpmates and guideposts**

**Ask for help if you or your grantee is struggling (Don't be surprised if this happens - It most likely will happen somewhere along the way)**



**What to expect as a CARE Project Officer**

29

## CARE Level 1 Project Officer Tips & Frequently Asked Questions

**Your job is to know HOW to proceed thru the CARE Roadmap – Help your grantee define & implement HOW they will proceed.**

**Understand and be able to explain the need for a defined decision-making process**



**What to expect as a CARE Project Officer**

30

## **CARE Level 1 Project Officer Tips & Frequently Asked Questions**

**What will their ranking and prioritization process look like and how should it be implemented? – These questions will come up often.**

**Should the grantee use a neutral facilitator during the meetings???**



**What to expect as a CARE Project Officer**

31

## **CARE Level 1 Project Officer Tips & Frequently Asked Questions**

**Help your grantee understand “How to best keep their volunteers?”**

**There most likely will be political barriers – help clear them.**



**What to expect as a CARE Project Officer**

32

## CARE Level 1 Project Officer Tips & Frequently Asked Questions

**Help grantee understand how info can be collected w/out a survey.**

**Make sure that your grantee understands their budget & their Terms and Conditions – this cooperative agreement is a legally, binding contract.**



**What to expect as a CARE Project Officer**

33

## CARE Level 1 Project Officer Tips & Frequently Asked Questions

**Refer to the Sustainability Checklist with your Grantee throughout the 2 year grant period. Determine what the grantee can do to ensure long term changes.**



**What to expect as a CARE Project Officer**

34

## **CARE Level 2 Project Officer Tips**

**Your job is to know HOW to proceed thru your grantee's workplan – Help your grantee define & implement HOW they will proceed.**

**Find out what EPA resources your grantee can access to deliver risk reduction and sustainable local solutions and partnerships.**



**What to expect as a CARE Project Officer**

35

## **CARE Level 2 Project Officer Tips**

**Find out what other L2 grants are similar to yours – meet w/ them to reap their knowledge & experience**

**Use the Sustainability Checklist throughout the L2 time period.**

**Review, Edit, Improve, Document and Broadcast your Measures of Success**



**What to expect as a CARE Project Officer**

36



## **CARE Level 2 Frequently Asked Questions**

**How do we engage & keep our partners?**

**What kind of public engagement is necessary at the L2 process?**

**How can the PO engage Regional/HQ/state experts to help them?**

**What happens if there are problems with:  
Contractors, sub Grantees, politicians, work stoppage,  
personnel issues?**



**What to expect as a CARE Project Officer**

37

## How do you Negotiate a CARE Workplan?



**What to expect as a CARE Project Officer**

38

## How do you Negotiate a CARE Workplan?

**Start with:**

- 1) RFP**
- 2) Proposal**
- 3) Roadmap**
- 4) Your notes**



**What to expect as a CARE Project Officer**

39

## **How do you Negotiate a CARE Workplan?**

**Get the answers to these questions  
when creating the workplan:**

**How will they implement each task?**

**Who will implement the task?**

**When will they implement the task?**



**What to expect as a CARE Project Officer**

40

## **How do you Negotiate a CARE Workplan?**

**Get the answers to these questions  
when creating the workplan:**

**How does the budget support the task?**

**How can their partners help with the  
task?**



**What to expect as a CARE Project Officer**

41

## How do you Negotiate a CARE Workplan?

**Read you're the proposal & highlight all of  
the stated and potential actions**

**Highlight areas that you have questions or  
where there are gaps.**

**Identify what is going to be accomplished  
and find out HOW it will be accomplished  
during the negotiations.**



**What to expect as a CARE Project Officer**

42

## How do you Negotiate a CARE Workplan?

**Know that your workplan is a “best estimate”.**

**If the workplan is not clear to you – gain clarity during the workplan negotiation or at your first face-to-face meeting.**

**Circulate your proposal & workplan to others in your Region for their insight**



**What to expect as a CARE Project Officer**

43

## How do you Negotiate a CARE Workplan?

**Circulate your proposal & workplan to others in your  
Region for their insight**

**Does your workplan need a Quality Assurance Plan?**

**Consider using a Logic Model to help you & the  
grantee keep track of where they are at, what is next,  
and how they are doing**



**What to expect as a CARE Project Officer**

44



## **How do you Negotiate a CARE Workplan?**

**Define what the grantee's Terms and  
Conditions will be**

**Does their Budget make sense and does it  
support the work?**

**Make sure all Contracts and Subgrants are  
clear and competed if need be.**



**What to expect as a CARE Project Officer**

45

## **How do you Negotiate a CARE Workplan?**

**Work with and befriend your Grant Specialist  
– they will help you understand what can  
and cannot be done**

**Are you a certified Project Officer? If not,  
you will need to become one.**



**What to expect as a CARE Project Officer**

46

## How do you Negotiate a CARE Workplan?

### Your PO job after the award –

Review, finalize and post all CARE outputs from the grant to IGMS & to the CARE ESC

Deliver all quarterly reports from your grantee to HQ on time.

Check in often w/ your grantee

Check the Financial Data Warehouse re: their budget usage throughout the grant period.

If amendments need to occur, make sure they are officially documented and approved.



**What to expect as a CARE Project Officer**

47

## **How do you Negotiate a CARE Workplan?**

**If you have questions, ask for help from:**

**Regional Coordinator**

**Your CARE team**

**Your CARE Grants Specialist**

**Your Regional Counsel**

**Another CARE PO (in/outside of your Region)**



**What to expect as a CARE Project Officer**

48



**It is a lot of fun, hard  
work and experiential  
learning and growth –  
But, remember to  
BREATHE  
and  
Enjoy the Ride!**



**What to expect as a CARE Project Officer**

49

## **What to expect as a CARE Project Officer**

**If you ever want to  
call me for help:**

**Kathleen Fenton  
913-551-7874  
fenton.kathleen@epa.gov**



**What to expect as a CARE Project Officer**

50

## Grants Do's and Dont's



## Do's

- ▶ Ask questions when you have questions
- ▶ Communicate with your recipient and your Grant Specialist early and often
- ▶ Set the bar – be clear about your expectations
- ▶ Focus on being a partner, not a policeman





## Don'ts

- ▶ Wait
- ▶ Wonder
- ▶ Worry



## Recipient Responsibilities

- ▶ Read the requirements of the award
- ▶ Identify an authorized organizational official
- ▶ Agree to comply with the laws, regulations, policies, terms and conditions
- ▶ Maintain separate financial and programmatic records of their work on the project
- ▶ Submit timely cost reimbursement requests
- ▶ Submit progress reports
- ▶ Notify the EPA if any changes occur/issues arise



## Project Officer Responsibilities

- ▶ Understand (or know where to find) the cost principles for an award
- ▶ <http://ecfr.gpoaccess.gov/>
  - CFR Title 2, Part 230: Cost Principles for Non-Profit Organizations
  - CFR Title 2, Part 220: Cost Principles for Educational Institutions
  - CFR Title 2, Part 225: Cost Principles for States, Local Governments, Tribes



## Project Officer Responsibilities for Budget Review

- ▶ The budget is the financial expression of the project.
- ▶ Review project costs to ensure costs are reasonable, allocable, allowable.
- ▶ Cost Categories include:
  - Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracts, Construction, Other, Indirect Costs, Cost Share (Match)



## Unallowable Costs

- ▶ Advertising/Promotions
- ▶ Alcohol
- ▶ Entertainment
- ▶ Food that does not contribute towards mission/  
goals of project
- ▶ Fund Raising
- ▶ Bad Debts



## Red Flags

- ▶ Narrative and budget don't synch
- ▶ Progress reports and \$ requests don't synch
- ▶ Whole \$ draw downs
- ▶ All \$ drawn down
- ▶ Even \$ draw downs



## Remedies

- ▶ If a recipient fails to comply with the terms and conditions of their agreement, the EPA may:
  - Impose additional requirements
  - Withhold cash payments pending corrective action
  - Disallow costs
  - Wholly or partly suspend current award
  - Withhold future awards
- ▶ The EPA will always provide recipients ample opportunity to respond to requirements and appeal decisions



## Project Officer Responsibilities for Monitoring

- ▶ Review progress reports diligently
- ▶ Monitor programmatic conditions
- ▶ Complete performance and financial monitoring
  - programmatic baseline monitoring
  - programmatic advanced monitoring
- ▶ Communicate





## What's New in Grants

- ▶ Tribal Indirect Cost Policy
- ▶ Non-Profit Indirect Cost Policy



## Tribal IDC Policy

Recipients must submit an IDC proposal to their cognizant agency (Department of Interior, DOI) for negotiation.

- Option 1: Tribes may use a negotiated IDC rate that is up to three (3 years old)
- Option 2: Tribe may charge a flat IDC rate of 10% of salaries and wages.
- Option 3: Tribe may use a current provisional/final IDC rate from an existing grant with DOI.



## Non Profit IDC Policy

Recipients must submit an IDC proposal to their cognizant Federal within 90 days of receiving award.

Option 1: Recipient may charge a flat IDC rate of 10%. (proposal submission not necessary)

Option 2: Recipient may use a current provisional/final IDC rate from an existing grant with their Federal cognizant agency.



## Do's

- ▶ Ask questions
- ▶ Communicate
- ▶ Set the bar
- ▶ Be a partner
- ▶ Have Fun



# IGMS Grantee Compliance Database for Project Officers

National Policy, Training and  
Compliance Division

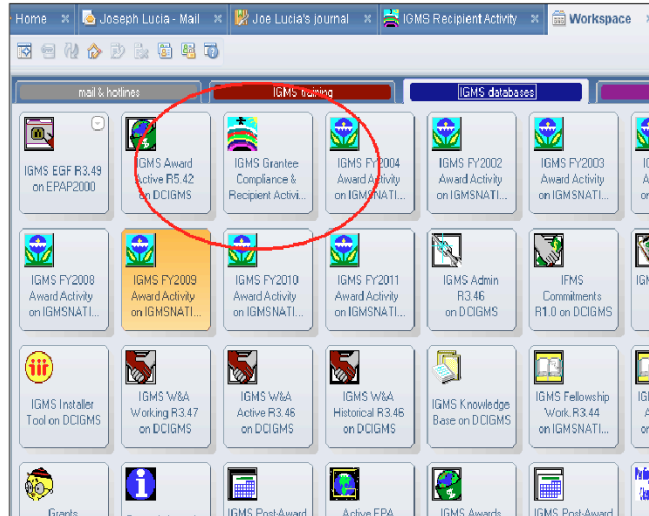
June 2011

## What is the Grantee Compliance Database?

- Repository of information about recipients that have received (or have current) grants from EPA.
- Place where Programmatic Advanced Monitoring reports are loaded and stored – must be entered and validated to get credit in the Quarterly Performance Measures (10% target).
- Method of communication between Compliance Team, Project Officers and Grant Specialists for administrative compliance issues with recipients.

## Step 1: Finding the Database

- Open your Lotus Notes Workspace.
- You should see the rainbow icon labeled “IGMS Grantee Compliance & Recipient Activity” database.
- If not, contact the IGMS Help Desk to get access, or the IGMS Hotline at (703) 676-4499
- Open the IGMS Grantee Compliance and Recipient Activity database.



## Step 2: Finding a Specific Recipient

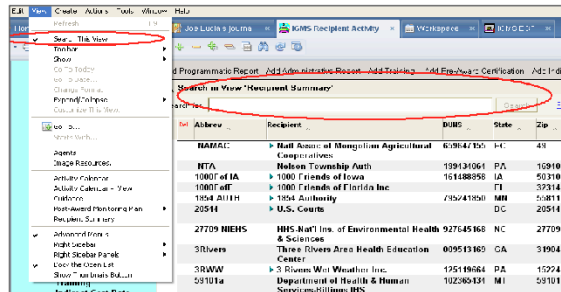
- The best view for finding recipients is the "Recipient Summary" view
- Note where the cursor is for the database (on NAMAC) the bold frame rectangle.
- If you open the database and immediately click on "add programmatic report" or "add administrative report" your report entry will go under the outlined recipient.
- To add a report to a specific recipient (so you can find it again), you need to find the correct recipient entry first.

Abbrev	Recipient	DUNS	State	Zip
NAMAC	Natl Assoc of Mongolian Agricultural Cooperatives	659647155	FC	49
NTA	Nelson Township Auth	199434064	PA	16949
1000FoIa	1000 Friends of Iowa	161488858	IA	50310
1000FoFl	1000 Friends of Florida Inc		FL	32314
1854 AU IH	1854 Authority	795241850	MN	55811
20544	U.S. Courts		DC	20544
27709 NIEHS	NHS Nat'l Ins. of Environmental Health & Sciences	927645168	NC	27709
3Rivers	Three Rivers Area Health Education Center	089513169	GA	31904
3RWW	3 Rivers Wet Weather Inc.	125119664	PA	15224
58101a	Department of Health & Human Services-Billings IHS	1807365434	MT	59101
80225 5127	USDA Forest Service R2	929332484	CO	80401
911MAC	911 Media Arts Center		WA	98109
A A NET	Allergy/Asthma Network/Mothers of Asthmatics	788690208	VA	22031
A BIOINF	Assoc. for Biodiversity Information		VA	22209
A STATA	American Statistical Association	070110936	VA	22314
A & A-A	Asthma & Allergy Foundation of America		MA	02467

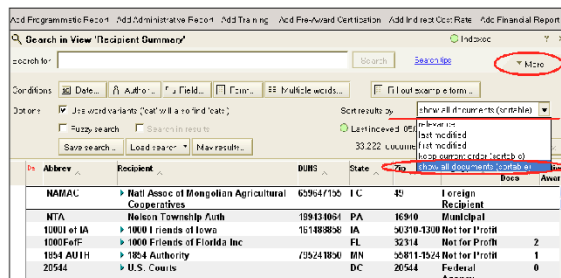


## Step 2: Finding a Specific Recipient (cont.)

- Always open the search bar when trying to find a recipient.
- Go to “View” and then “Search This View” to open the search. The search window should stay up the next time you enter the database unless you manually close it.
- Enter the name (or part of the name) of the recipient you would like to find.



- When searching, open the “More” tab and “show all documents (sortable)”. This shows all recipients alphabetically. Sorting by relevance (the default) only shows results for the word(s) you entered and may not show the recipient you are looking for.



### Step 3: Interpreting Search Results

- Here's a sample search for University of Nevada.
- There are 23 documents in the database that have your search terms somewhere in them.
- Any document that matches your search term has a check mark in the leftmost column.
- Additional documents are located under the main heading if you click on the triangle next to the recipient name.

Add Programmatic Report Add Administrative Report Add Training Add Pre-Award Certification Add Indirect Cost Report

23 documents in View "Recipient Summary" matched your search.

Search for University of Nevada Search Clear Results

Del	Abbrev	Recipient	EUNS	State	Zip	Org T
✓	BR UCSSN	Board of Regents-UCSSN University of Nevada	146515460	NV	89557	State Inst High Learn
✓	BR UCSSN	Board of Regents-UCSSN University of Nevada		NV	89557-0240	State Inst High Learn
✓	BRA	Boston Redevelopment Authority	80/923219	MA	02201	Mun
	BRA GRAT	BRA of the County of Gratiot	055938437	MI	48847	Count
	BRA SANCTY	Brownfield Re-dev. Authority of	1815990251	MI	48471	Count

Programmatic Report Grant: 8298000 Activity Date: 08/25/2005 Created by: Roberto

- If you highlight the next entry after the last check mark and hit search again it will take you to the next entry in the database from the 23 matches for University of Nevada.

Add Programmatic Report Add Administrative Report Add Training Add Pre-Award Certification Add Indirect

23 documents in View "Recipient Summary" matched your search.

Search for University of Nevada Search Clear Results

Del	Abbrev	Recipient	EUNS	State	Zip	Org T
✓	BR UCSSN	Board of Regents-UCSSN University of Nevada	146515460	NV	89557	State Inst High Learn
✓	BR UCSSN	Board of Regents-UCSSN University of Nevada		NV	89557-0240	State Inst High Learn
✓	BRA	Boston Redevelopment Authority	80/923219	MA	02201	Mun
	BRA GRAT	BRA of the County of Gratiot	055938437	MI	48847	Count
	BRA SANCTY	Brownfield Re-dev. Authority of	1815990251	MI	48471	Count

Programmatic Report Grant: 8298000 Activity Date: 08/25/2005 Created by: Roberto

### Step 3: Interpreting Search Results (cont.)

- Here's a search for Georgia Department of Natural Resources.
- The search bar is not case sensitive, so you don't have to capitalize the terms you search for.
- The search found several entries with the same name. The triangle next to each name shows that there are reports posted under each.
- This is likely because there are multiple entries for this recipient in the IGMS Public Address Book (PAB).
- You may need to look under all versions of the name to find the report you are looking for.
- Clicking on the triangle opens the entries under each entity name.

41 documents in View 'Recipient Summary' matched your search.

Search for: georgia department of natural resources

Del	Abbrev	Recipient	DUNS	State
✓	GA DNR EPD	Georgia Department of Natural Resources	146985544	GA
	GA DNR LPD	GA Dept of Natural Resources	146985544	GA
	GA DNR MSP	Georgia Dept. of Natural Resources	146985544	GA
	GA DNR PPD	GA Dept of Natural Resources	146985544	GA
	GA DNR WRD	GA Dept of Natural Resources	146985544	GA
	GA DOAg	GA Dept of Agriculture	066494436	GA
	GA DOT	GA Dept of Transportation	090344248	GA
	GA EastPCS	City of East Point		GA
	GA Eatonton	City of Eatonton Georgia	927898551	GA
	GA ED	Georgia Environmental Organization	012688300	GA
	GA EFA	GA Environmental Finance Authority	089697358	GA

	GA DDA SocCr	Downtown Development Authority of Social Circle	027185065	GA	3
	GA DekalbPks	Dekalb Co. Park and Recreation Department	061420535	GA	3
	GA DHR	GA Dept of Human Resources		GA	3
	GA DNR CRD	GA Dept of Natural Resources	146985544	GA	3
✓	GA DNR EPD	Georgia Department of Natural Resources	146985544	GA	3
	GA DNR LPD	GA Dept of Natural Resources	146985544	GA	3
		>Programmatic Report: Grant: 63174701 Activity Date: 05/23/2005 Cre			
		>Programmatic Report: Grant: 96449806 Activity Date: 09/13/2006 Cre			
		>Programmatic Report: Grant: 96424305 Activity Date: 11/02/2006 Cre			
		>Programmatic Report: Grant: 00499906 Activity Date: 10/18/2006 Cre			
		>Programmatic Report: Grant: 97401205 Activity Date: 06/16/2005 Cre			
		>Programmatic Report: Grant: 97495904 Activity Date: 06/16/2005 Cre			
		>Programmatic Report: Grant: 98492405 Activity Date: 06/16/2005 Cre			
✓		>Programmatic Report: Grant: 98492405 Activity Date: 09/06/2006 Cre			

71

## Step 4: Information about a Recipient (Recipient Summary)

- If you double click the recipient name a new window opens.
- This Recipient Summary has the recipient's address, contact information and other items.
- This is also the screen where you can add programmatic reports, administrative reports and other documents by clicking on the correct tab in the top grey bar.

[Add Programmatic Report](#)
[Add Administrative Report](#)
[Add Training](#)
[Add Programmatic Certificate](#)
[Add Indirect Cost R](#)

### Recipient Summary

#### GA DNR LPD - GA Dept of Natural Resources

**Recipient Information**

<b>Basic</b>	<b>Organization Address</b>
<b>Name:</b> GA Dept of Natural Resources	<b>Street address:</b> Two Martin Luther King Jr. Drive, Suite 1152 East
<b>Address:</b> GA DNR LPD	<b>City:</b> Atlanta
<b>DBHS:</b> 142505544	<b>State/Province:</b> GA
<b>EPA Region:</b> EPA04	<b>Zip/postal code:</b> 30334
<b>Applicant Type:</b> State	<b>Country:</b> USA
<b>Web Site:</b>	<b>Congressional Dist:</b> 05
<b>State Cost Review:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>WFO Code:</b>
<b>Awards awarded on File:</b>	<b>Minority Institution:</b>
<b>Flag:</b>	

[PAE Organization View >>>](#)
[PAE Organization View](#)

**Recipient Point of Contact**

**Award Information**

Awards Summary for GA Dept of Natural Resources	
# of Awards	Cumulative Amount
<b>All Awards (EGF)</b>	12 \$10,253,140
<b>Active Awards (EGF)</b>	7 \$5,340,132
<b>Closed Awards</b>	5 \$4,913,008

[EGF Foldout View >>>](#)
[PAE Foldout View](#)

**Open EGF Awards for GA Dept of Natural Resources**

Proj	Grant Number	Title	Grant Specialist	Project Officer	Award Date
PR	00190-20-4	Georgia P-33 R&E	Shirley S. White	David A. Smith	1/26/210
L	0011100-1	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
AA	0011100-2	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
CF	0011100-3	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-4	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-5	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-6	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-7	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-8	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-9	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-10	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-11	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
L	0011100-12	GA DNR P-33 R&E	Shirley S. White	David A. Smith	01/26/210
<b>Total</b>	12				

**Recipient Training Information**

Type of Training	Training Module	Date of Training

**Post-Award & Compliance Assistance Activities**

72

- Let's look at a programmatic advanced monitoring report.
- Select a Programmatic Report entry and double click to open it.

>pgmatic Report: Grant 93480807 Activity Date: 03/08/2013 Created by: Aarvin Cascer  
 >pgmatic Report: Grant 95424209 Activity Date: 03/08/2013 Created by: Aarvin Cascer  
 >pgmatic Report: Grant 9541206 Activity Date: 03/08/2013 Created by: Aarvin Cascer  
 >pgmatic Report: Grant 9541108 Activity Date: 03/08/2013 Created by: Aarvin Cascer  
 >pgmatic Report: Grant 9541169 Activity Date: 03/08/2013 Created by: Aarvin Cascer  
 >pgmatic Report: Grant 9344586 Activity Date: 12/16/2014 Created by: The Lunar  
 >pgmatic Report: Activity Date: 04/09/2013 Created by: Jerry Holston

- Note that the recipient name is listed in the green header bar.
- When creating a new report entry, make sure the correct recipient name is listed – or your report will be posted under someone else.
- If you input the eight digit grant number (omit the program letter code) the project description from the IGMS award auto-populates.
- When you create your entry you will select the relevant activity type from the pop-up window for the type of report you've performed (onsite, desk, etc. ).

**Programmatic Activity Report**  
GA DNR LPD - GA Dept of Natural Resources

Activity Information

Activity Type: Programmatic Study (Cite) A

Import Date: 05/14/2011 16:00 U

Project Abbreviation: 9541125

Approved Budget & Grant Dates: 05/14/2011 16:00 U

Event Information: Grant No. 9541125

Project Description: Is an environmental approval funding the amount of \$100,000 to allow access to the Gulf of Mexico (GOM) along the boundary of the Gulf of Mexico (GOM) under general Strategic Plan (SP) using an existing Departmental Strategic Plan (SP) for 2010-2011.

RANS Board Approval Tracking: Pending Approval

Program Synopses

1. Is program history consistent with progress to date? Yes (X)

2. Is the work under the agreement on schedule? Yes (X)

Select Keywords

Keywords:

- ☒ Programmatic Study
- ☒ Programmatic Review (Cite)
- ☐ Programmatic Approval (Cite)
- ☐ Programmatic Management Plans
- ☐ Programmatic Environment

Select

Cancel

## Step 5: Creating a Programmatic Advanced Monitoring Report (cont.)

- Under the “Program Synopsis” heading are the standard questions section you should respond to when performing your review.
- Each question has a dropdown answer and a textbox available for explanation.
- If you return to a previously posted report, double click anywhere in the answer sections to begin editing the report document.

Program Synopsis	
1. Is payment history consistent with progress to date? Explanation:	Yes
2. Is the work under the agreement on schedule? Explanation:	Yes
3. Is the actual work being performed within the scope of the recipients workplan? Explanation:	Yes
4. Are the recipient's staff and facilities appropriate to handle the work under the agreement. Explanation:	Yes
5. Are the products/progress reports submitted on time? Explanation:	Yes
6. Are the products/progress reports acceptable? Explanation:	Yes
7. Is the recipient making adequate progress in achieving outcomes and outputs and associated milestones in the assistance agreement work plan? Explanation:	Yes
8. If the recipient is experiencing significant problems meeting agreed-upon outcomes and outputs, has the recipient been required to develop and implement a corrective action plan? Explanation:	N/A
9. Has the recipient complied with the programmatic terms and conditions on the award? (e.g., GMP, Human Subjects, Program Income, etc.) Explanation: OAPP is currently under development	Yes
10. Did the recipient purchase equipment/property as planned in the agreement? Explanation:	N/A
11. Has the equipment been used as planned in the agreement? Explanation:	N/A
12. Does this review indicate any need to amend the award? Explanation:	No

## Step 5: Creating a Programmatic Advanced Monitoring Report (cont.)

- In the findings section of the report, some are only for administrative and financial reviews (conflict of interest or cost/price analysis).
- Others apply to program reviews like Unallowed Costs (out of scope work), Undocumented Cost Share, Progress Reports, Quality Assurance, Noncompliance with Terms and Conditions, Property Management, Subrecipient monitoring, Results not being Achieved and Environmental Results.
- Add an explanation if you have Other findings to report.
- Any follow up actions should be provided in the Specifics section.
- Always enter your Region and AA ship at the bottom.
- This data is used to track you programs annual performance and if its meeting its advanced post award monitoring commitments.
- It also helps you find the report again.

Findings		
<input type="checkbox"/> None	<input type="checkbox"/> Project Problems	<input type="checkbox"/> Property Management Training
<input type="checkbox"/> Possible Conflict of Interest	<input type="checkbox"/> No True Policy	<input type="checkbox"/> Indirect Costs Issues
<input type="checkbox"/> Possible Lobbying	<input type="checkbox"/> Undocumented Cost Share	<input type="checkbox"/> Labor Disputes/Policy
<input type="checkbox"/> No Accounting Manual	<input type="checkbox"/> Income Controls Missing	<input type="checkbox"/> Cash Management
<input type="checkbox"/> No Written Procurement Procedures	<input type="checkbox"/> Progress Reports	<input type="checkbox"/> Subrecipient Monitoring
<input type="checkbox"/> No Procurement Control of Interest Policy	<input type="checkbox"/> Progress Reports	<input type="checkbox"/> Results Not Being Achieved
<input type="checkbox"/> No Cost or Price Analysis	<input type="checkbox"/> Quality Assurance	<input type="checkbox"/> Environmental Monitoring
<input type="checkbox"/> Compliance of Funds	<input type="checkbox"/> A-133 Audit	<input type="checkbox"/> Other (Specify action to follow on entry)
<input type="checkbox"/> Unallowable Costs	<input type="checkbox"/> Noncompliance with Terms and Conditions	

Regulatory Code:

<input checked="" type="checkbox"/> No Action Required	<input type="checkbox"/> No Action
<input type="checkbox"/> Project Awarded on Technical Award	<input type="checkbox"/> On-Site Review
<input type="checkbox"/> Special Award Terms and Conditions (check below)	<input type="checkbox"/> Internal EPA, Corrective Action Required (check below)
<input type="checkbox"/> Other (Specify Action)	<input type="checkbox"/> Other (Specify Action) (check below)
<input type="checkbox"/> Award is "Cancelled"	

Specify (Enter or attach additional information as needed)

---

**Validation Information**

Validation Date: 04/11/2011 Validated By: AJ Derenich

---

**Recipient Point of Contact**

Project Manager: Derrick Williams  
 Title: Program Manager, Job 1  
 Verducci Program  
 E-Mail: derrick.williams@epa.state.ga.us Phone: 404-322-2232  
 Address: 4244 International Parkway  
 City: Atlanta State: GA Zip: 30354  
 Other Recipient Info/Comments:

---

**EPA Contact Information**

EPA Email: Joseph Cadden  
 C-Mail: Cadden.Amy@epa.gov Phone: 404-562-6565

---

**EPA Office**  
 EPA Region: 04 AA Ship: 04 - Region 4 Division: SCDA

---

Other Participants

75

## Step 6: Finding Previously Created Reports

- One you create a report you can switch to the “By Creator” view, go to your name and easily find it.
- Here’s the GA Dept of Natural Resources that Aaron Casteen posted under her name.
- The other “views” under GCAI activities are similar and self explanatory.

[illegible]

- Here's a view by AA ship with the twisty open for OAR.
- For these two reports the author completed the division data element at the bottom of the database entry as "Climate Change Division" so its easy and quick to find with this view.

[illegible]





# Marketing CARE : Sharing CARE Stories, Results and Promising Practices

Presented by Tiana Blount  
2011 CARE PO Training  
Thursday, June 16, 2011

77

## Telling the CARE Story and Results: Objectives

- The Importance of Marketing
- Types of Marketing
- Marketing Tips
- Marketing Questions
- Promising Practices



## Telling the CARE Story and Results: The Importance of Marketing

### External Benefits

- Community Involvement
- Community Exposure
- Increased Partnerships
- Financial Support
- Future Sustainability

### Internal Benefits

- Technical Support
- Financial Support
- Program Exposure
- Increased Partnerships
- Future Sustainability



## Telling the CARE Story and Results: Types of Marketing

- Public Events: Big Check Ceremonies, Ribbon Cutting Events, Press Events, Signings, Workshops, Trainings, Collections, Cleanups, and Community Meetings
- Media: Radio, TV, Newspapers, Minority Press, Internet (Email, Facebook, Twitter, YouTube, and Blogs)
- Materials: Signs, Posters, Banners, Pamphlets, Brochures, and Publications (EPA's Promising Practices)



## Telling the CARE Story and Results: Marketing Tips

- Grantees Should:
  - Specify outcomes by quantifying measures (e.g., reductions in pollution)
  - Explain how the community has built capacity for future action and emphasize leveraging methods
  - Use innovative approaches to get results
  - Present in a manner that's easily/quickly "digestible" to your audience



## Telling the CARE Story and Results: Marketing Tips

- Project Officers and Regional Coordinators Should:
  - Encourage community-driven marketing (externally and internally)
  - Ensure grantee includes marketing in the workplan budget
  - Work with Regional Public Affairs Office and Communication Officer (Identify the process specific to your region)
  - Proper use of EPA logo  
<http://www.epa.gov/productreview/guide/app2.html#reprint>
  - Utilize Public Event Checklist when applicable (see handout)



## Telling the CARE Story and Results: Marketing Questions

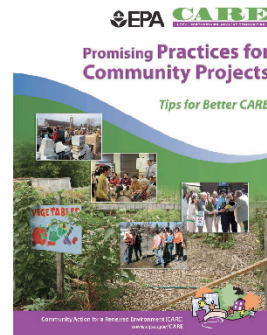
- Keep goals front and foremost as EPA and community work together:
  - What will we want to be able to say about our accomplishments at the end?
  - What are the measures of success?
  - What results do we want to be able to report on?  
Can we get quantifiable results?
  - How did CARE change the community?
  - Is there a promising practice that's being used?



83

## Telling the CARE Story and Results: Promising Practices

- This Promising Practices Document meets both needs of marketing and promoting peer-to-peer learning.
- Features 14 CARE communities and their stories
- End of each story is a "Project Results," 4-6 bullet box defining key results (e.g. reductions in pollution, outcomes, outputs, sustainability factors)



84



## Telling the CARE Story and Results: Promising Practices II

- In the process of developing Edition II to feature more stories and market CARE.
- All regions are developing at least one 2-page story now.
- Focus on clearly articulating quantifiable and other “results” and telling a story



85

## Telling the CARE Story and Results: Promising Practices Results Box Example #1

(New Haven Government)

- Over 12,000 households made a renewable energy commitment, 50% businesses signed up for energy efficiency program, city purchased 20% in renewable energy
- Revitalized brownfields site and installed wind turbine
- Retrofitted 150 vehicles and 300 school buses in city fleet
- Reduced rates of asthma and lead poisoning (%age would be preferable)
- Built bike paths, installed bike racks across city, etc...



86

## Telling the CARE Story and Results: Promising Practices Example #1

(New Haven City Government)

- Used Environmental Sustainability
  - Every new city policy and regulation had to consider the environment and environmental sustainability
  - Rewrote city policies, zoning, standards to improve the environment
  - Greened New Haven, incorporated renewable energy, addressed diesel and asthma issues.



□

[ Telling the CARE Story and Results:  
Regional Examples/Wrap Up/Questions ]

- The Importance of Marketing
- Types of Marketing
- Marketing Tips
- Marketing Questions
- Promising Practices

# QUESTIONS



88

# Resources & Feedback

- To view a complete list of resources for this seminar, please visit the [Additional Resources](#)
- Please complete the [Feedback Form](#) to help ensure events like this are offered in the future

**EPA** United States Environmental Protection Agency  
Technology Innovation Program

U.S. EPA Technical Support Project Engineering Forum  
Green Remediation: Opening the Door to Field Use: Session C (Green Remediation Needs and Solutions)  
Seminar Feedback Form

We would like to receive any feedback you might have that would make this service more valuable.  
Please take the time to fill out this form before leaving the site.

**YOUR NAME:**  
Last: \_\_\_\_\_  
First: \_\_\_\_\_  
Middle: \_\_\_\_\_  
Suffix: Mr, Ms, Dr, etc.: \_\_\_\_\_  
Work: \_\_\_\_\_  
Home: \_\_\_\_\_  
Cell: \_\_\_\_\_  
Other: \_\_\_\_\_

**Email address:**  
Please provide a valid email address for confirmation email.  
☐ I would like to receive a confirmation email from EPA.

**Date of Seminar:**  
October 10, 2009

**Delivery Method:**  
Webinar

Need confirmation of your participation today?

Fill out the feedback form and check box for confirmation email.