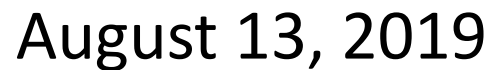


Navigating Post-Award Activity



Agenda

- Reasons for Activity Request Submissions
- Applicability of Needs Assessment
- Requirement for Budget Breakdown
- Common Errors for Submissions
- Updates and Notifications
- Examples of Activity Requests
- Interactive Walk-Through of Activity Request Submission
- Questions/Comments



Reasons for Activity Request Submissions

- Activities not specified in approved grant application
- Change in training schedule due to natural disaster, activation of unit to respond to an emergency etc.
- Budget Revisions
- Additional funds identified



Budget Revisions



- A budget revision involves any significant modification to the approved grantee SF-424A budget and budget narrative.
 - **Example:** Calisota budgeted \$100,000 for Personnel and \$250,000 for Contractual. They submitted an activity request to provide additional Hazmat Technician Training for their responders. In the request they identified that they would use *\$20,000 from personnel to fund the trainings*.
 - Calisota would need to provide an **updated SF-424A that reflects the reallocation of the \$20,000 from personnel to contractual**.



Additional Funds Identified



- Some reasons for identification of additional funds include the completion of an activity under budget or the cancellation of an activity.
- An update SF-424A is not required if only one object class category, Contractual, is involved in the budget adjustment.
- **Example:** Calisota budgeted \$20,000 under Contractual for HazMat Operations Level Refresher Training. It was completed on schedule and \$4,000 under budget. They submitted an activity request to reallocate the \$4,000 for Hazmat Specialist Training under Contractual to allow for an increase in the number to be trained.



Applicability of Needs Assessment



- A **needs assessment** is a systematic process for **determining** and **addressing** needs, or "gaps" **between** current conditions **and** desired conditions or "wants".
- The discrepancy between the current condition **and** wanted condition must be measured to appropriately identify the need.
- **New activities** should still align with your original needs assessment **or** alternatively, a newly identified need should be clearly explained in the activity request.



Requirement for Budget Breakdown

- This form is intended to help you communicate both the resources and expenses for this project.
- It helps your grant specialist identify unallowable expenditures that may be included under generic headings.



Common Errors for Submissions



- Amount includes Federal Allocation and match instead of allocation only.
- No explanation of circumstances including if it is a planning or training activity at grantee level or subgrantee level that resulted in new planning or training activity request for grantee or subgrantee.
- Source of match not identified if applying match for specific activity.
- 50% tie-in to hazmat in transportation not illustrated via URL, attachment, or activity description.



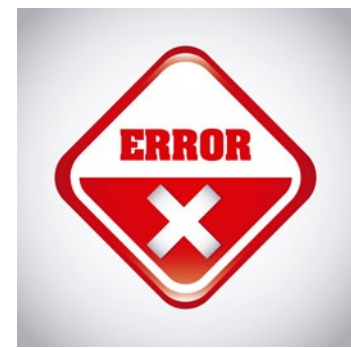
Common Errors for Submissions



- No budget breakdown and if applicable inclusion of cost per unit to distinguish between supplies and equipment.
- No reference request for approved HMEP grant activities only or prorated expenditures if request not for approved HMEP grant activities only.
- Federal allocation does not align with amount displayed in activity description.
- Some of the form's questions are unanswered. **Example:** The Activity to Fund and if applicable the Activity to Offset.



Common Errors for Submissions



- No attachment of an updated SF-424A when the activity request includes the shift of funds from different object class categories (i.e., Contractual and Supplies instead of one object class category such as Contractual).
- Activity Request submitted as new request instead of for retroactive approval consideration when activity initiated with grantee's organization approval only.



Updates and Notifications



- Remember to update your final HMEP grant application to include this post-award activity. Grantees should keep an application addendum section to document post-award changes.
- Inform your fiscal office about the activity to update the final budget.
- Keep your Records current.



What's an Activity Request?

- An activity request or change in scope is submitted by grantee to perform an activity that was not specified in the approved grant application.
- A common example is when grantees have not identified all of their sub recipients in the grant application. In this case, the grantee will then be required to request prior approval for any grant activity not outlined in the approved application.
- <https://hazmatgrants.phmsa.dot.gov/>

Activity



Section A: Requesting Organization

HazMat Grant Activity Request Form

Section A - Requesting Organization

Organization:*

Street
Address:

City:

State:

Zip Code:



Section B: Point of Contact

Section B - Point of Contact

First name: *

Last name: *

Phone: *

Email: *

Position: *



Section C: Grant Information

Section C - Grant Activity Request Information

Grant Program:

*

☐

HMEP

☐

HMIT

☐

SPSTG

Grant Number: *

(example: HM-ABC-1234-56-78-90)

DUNS Number: *

Amount: *

Activity to Fund: *

Account Type to Fund: *

☐

Planning

☐

Training

Activity to Offset:
(if applicable)

Account Type To Offset:
(if applicable)

☐

Planning

☐

Training



*Section D: Activity Description

Section D - Activity Description

Number of Participants: *

Page 10 of 10

Activity Description: *

[illegible]

How does this further your organization's program mission? *

[illegible]

Does this activity replace an item included in the approved application?* ☐ Yes

☐ No

If yes, what activity is being replaced and why?

[illegible]

*Section D: Activity Description

Things to remember when writing your activity description

- More is better! Include details of the activity information
- Is it allocable? (e.g., Is part of the activity benefiting another grant?)
- Is it necessary?
- Is it reasonable? (e.g., Is the cost comparable to other suppliers/contractors?)
- Be sure to include: cost, any equipment, number being trained for the cost.



Example: New Activity Request

Activity Description: Division X LEPC hosted a transportation exercise in Disney World on July 25. Disney World is located in Woodpecker County. Woodpecker County experienced flooding this year which required projects to sit on hold. This exercise was not confirmed a go until the morning of July 25. Because of the hold on the exercise, Division X LEPC did not request supply approval or order what was needed. The items used were taken from Disney World Fire and now require replacement. We are requesting approval for Chem Max suits, a weather monitor that was damaged in the exercise, a 12 round drain cover and two 4x10 booms. The costs are listed below and copies of the items will be emailed.

How does this further your organization's program mission? The Division Hazmat Grant Program's mission is to assist in improving community preparedness in handling chemical accidents, promoting cooperation among state and local governments, increasing awareness of chemicals in the community and enhancing capabilities through planning, training and exercise.

Does this activity replace an item included in the approved application? No

If yes, what activity is being replaced and why? Division X LEPC has an approved project for exercise. We stated in our application we would provide an AR for supplies. Chem Max Coveralls XL (package of 6) \$269.70 Chem Max Coveralls 2X (package of 6) \$299.70 Kestrel 3500 weather monitor (1) \$199.00 12 round drain cover (1) \$182.95 4x10 boom (2) \$223.00 Total \$1,066.90

Note: Remember to update your final HMEP grant application to include these post-award activities and inform your fiscal office about the activities to update the final budget.



Example: Allocations between 2 different object class categories

Number of Participants: 50

Activity Description: We have \$626.15 remain in our year 1 HMEP grant because our contractual obligations came in under budget. We would like to transfer the money into the supply category and purchase seven (7) International Fire Service Training Association (IFSTA) Hazmat Operations 5th edition training manuals to be used in our hazmat ops class.

How does this further your organization's program mission? The state of Whales strives to use the most up to date cutting edge hazmat instruction. We will need the textbooks so that students can study current hazmat curriculum.

Does this activity replace an item included in the approved application? yes

If yes, what activity is being replaced and why? We are replacing contractual activities because the contractor came in under budget.

Note: The SF-424A update is necessary because these expenditures do require the transfer of allocations between two different object classes



Questions?

