

Speakers



Anna Archer

Program Manger, Community Engagement



Rhonda Bell

City Clerk for Beverly, Kansas

Multi-Environmental Media EFCs

REGION 1

University of Maine (NEEFC)

REGION 2

Syracuse University (SU-EFC)

REGION 3

University of Maryland,
Low Impact Development
Center Inc. (LID Center)

REGION 4

University of North Carolina,
Urban Sustainability Directors
Network (USDN)

REGION 5

Michigan Technological
University (GLEIC)

REGION 6

University of New
Mexico (SW EFC)

REGION 7

Wichita State
University

REGION 8

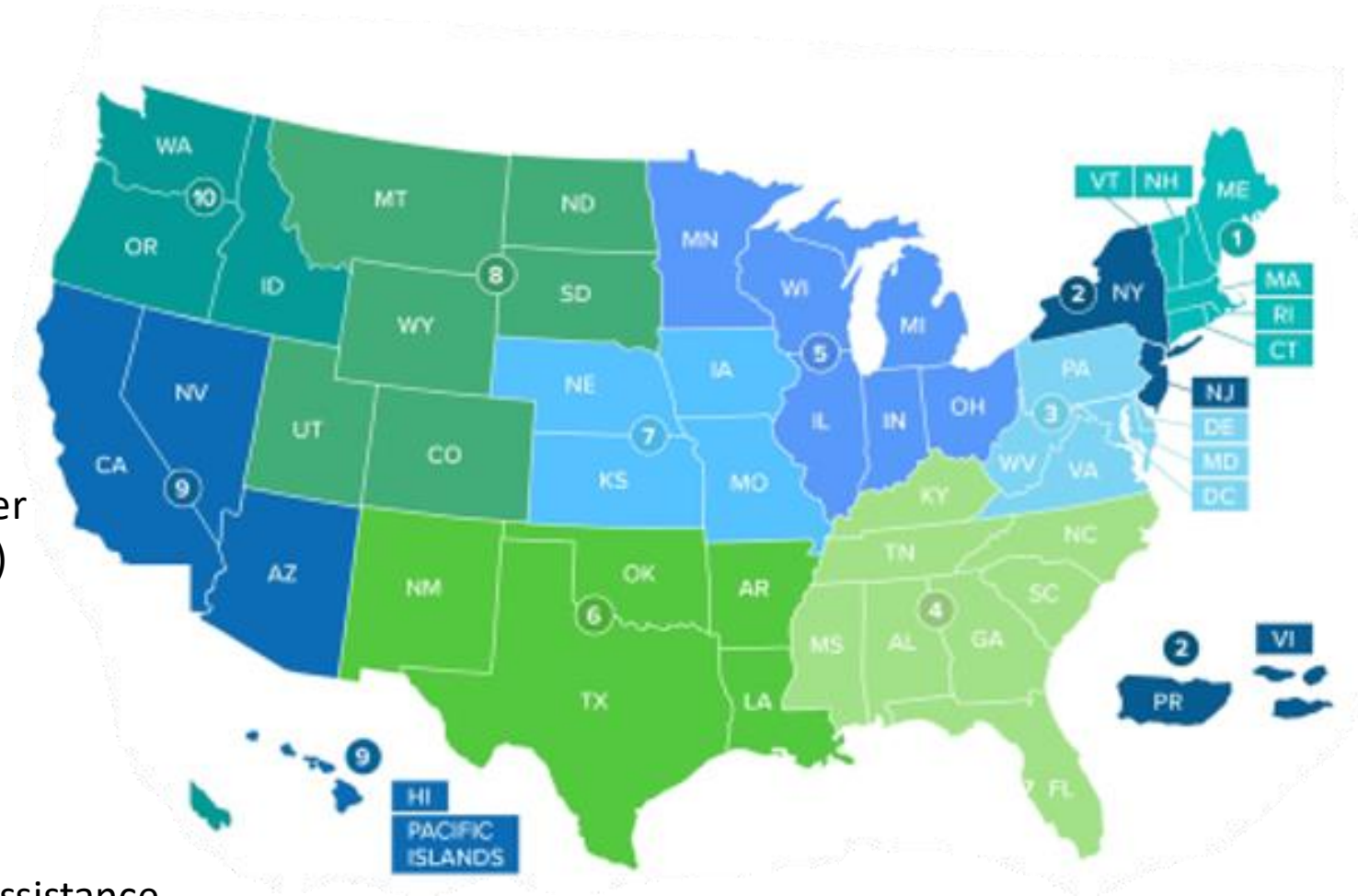
National Rural Water
Association (NRWA)

REGION 9

EFC at Sacramento
State

REGION 10

Rural Community Assistance
Corporation (RCAC)





ENVIRONMENTAL FINANCE CENTER

EFC WSU Mission

To build capacity for addressing environmental challenges

Preparing for a Federal Grant

1

Assessing
Capacity

2

Building a
Project Team

3

Financing
Your Award

4

Creating
Systems for
Success



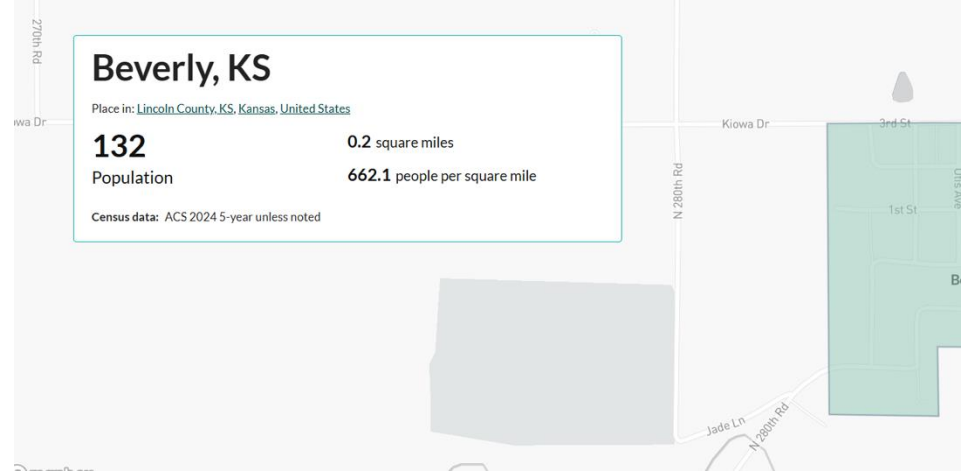
POLL QUESTION

What is your community's biggest challenge when it comes to PURSUING federal funding?



About Beverly, Kansas

- Population ~125
 - 69 drinking water connections
- Qualifies as disadvantaged under DWSRF
- 1 part-time City Clerk
- Drinking water compliance issues impact residents daily, leading to increased pressure of timely action

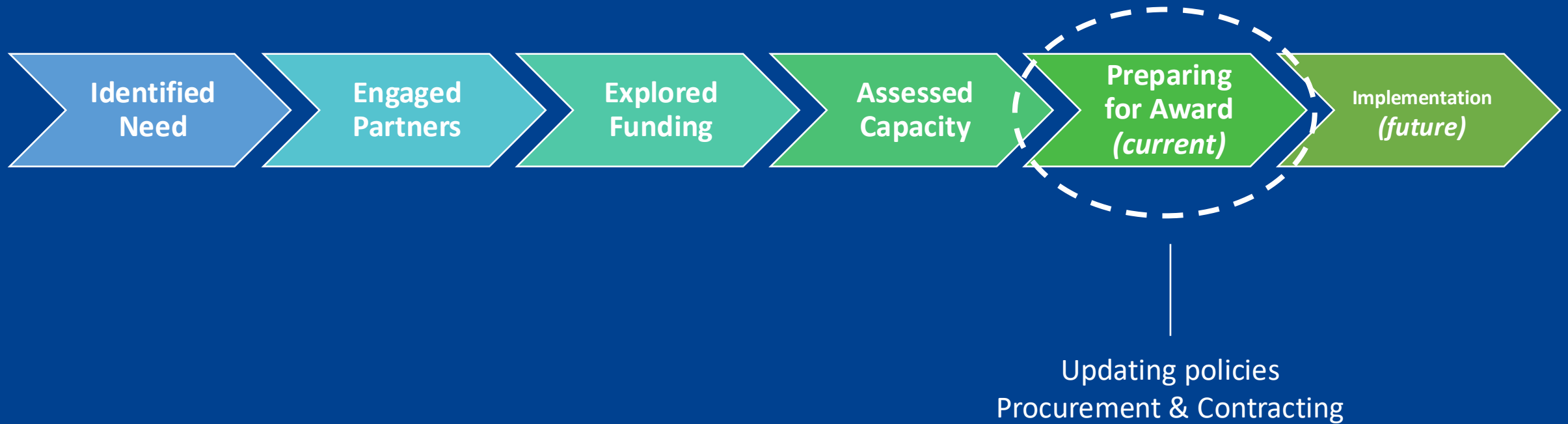


Beverly, Kansas

Project Background:

- Drinking water monitoring project to determine the source of contamination and upgrade existing wells
- Previously financed system upgrades using ARPA and USDA loans
- Received Small, Rural, and Tribal (**SmaRT**) Drinking Water Assistance Grant Program (formerly known as **SUDC**) in 2026 to support Beverly in meeting Safe Drinking Water Act (SDWA) requirements

Beverly's Project Roadmap



1

Assessing Capacity



Assess Capacity

Before You Apply: Assess Readiness

Questions to ask:

- Do we have the staff/personnel?
- What is our financial capacity?
- Do we have leadership support?
- Are local policies and ordinances compatible with federal award requirements?



Assess Capacity

Internal Capacity Assessment

	Strong	Identify Support
Project Management		
Financial Management		
Procurement		
Community Engagement		
Technical Expertise		

Capacity gaps are not barriers for funding, they are opportunities to identify partners, technical assistance providers, and resources that strengthen your project.

Assess Capacity

Beverly's Capacity Assessment:

	Strong	Identify Support
Project Management		✓
Financial Management	✓	
Procurement		✓
Community Engagement	✓	
Technical Expertise		✓

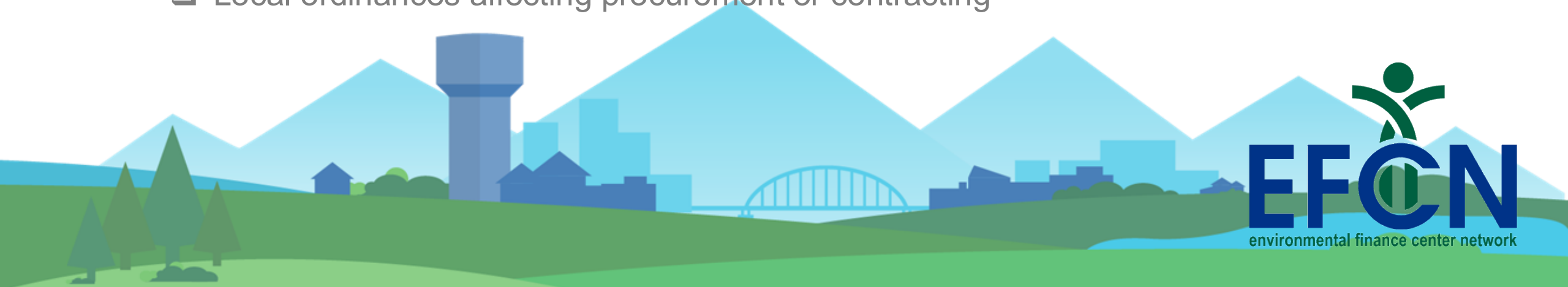
Assess Capacity

Are your local policies ready for federal funding?

Review key documents:

- ☐ Procurement policies
- ☐ Conflict of Interest policies
- ☐ Financial management policies
- ☐ Records retention requirements
- ☐ Local ordinances affecting procurement or contracting

Don't wait until after award notification to update policies! Grant implementation often begins immediately, and missing policies can delay contracting and reimbursement requests.



Assess Capacity

Get familiar with Federal Uniform Grant Guidance (2 CFR 200)

EPA's Grants Management Training Modules

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ECFR CONTENT

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Appendix I to Part 200

Full Text of Notice of Funding Opportunity

Appendix II to Part 200

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Appendix III to Part 200

Indirect (F&A) Costs Identification and Assignment, and Rate

Module 5. Managing a Grant

www3.epa.gov/grants-training/epa_grants_management_training_for_applicants_and_recipients_mod_5/story.html

EPA United States Environmental Protection Agency

MENU NARRATION ABBREVIATIONS

- Managing a Grant
 - Managing a Grant ✓
 - How to Navigate ✓
 - Welcome ✓
 - What You Will Learn
- Guidelines
- Terms and Conditions
- Procurement, Subawards, and Participant Support Costs
- Grant Payments
- Monitoring
- Requesting Changes
- Review

Welcome

Welcome to the U.S. Environmental Protection Agency's (EPA) "Managing a Grant" training module.



Assess Capacity

Where We Are Currently:

- Reviewed local capacity to fill in gaps
- Updated local policies
- Hosted a project kick-off meeting
 - Clarified roles, timeline, and steps
- Issued a Request for Qualifications & selected an engineering firm

POLL QUESTION

What is your community's biggest concern when it comes to MANAGING a large federal grant?



2

Building a Grant Project Team



Building a Project Team

You don't have to do it alone!



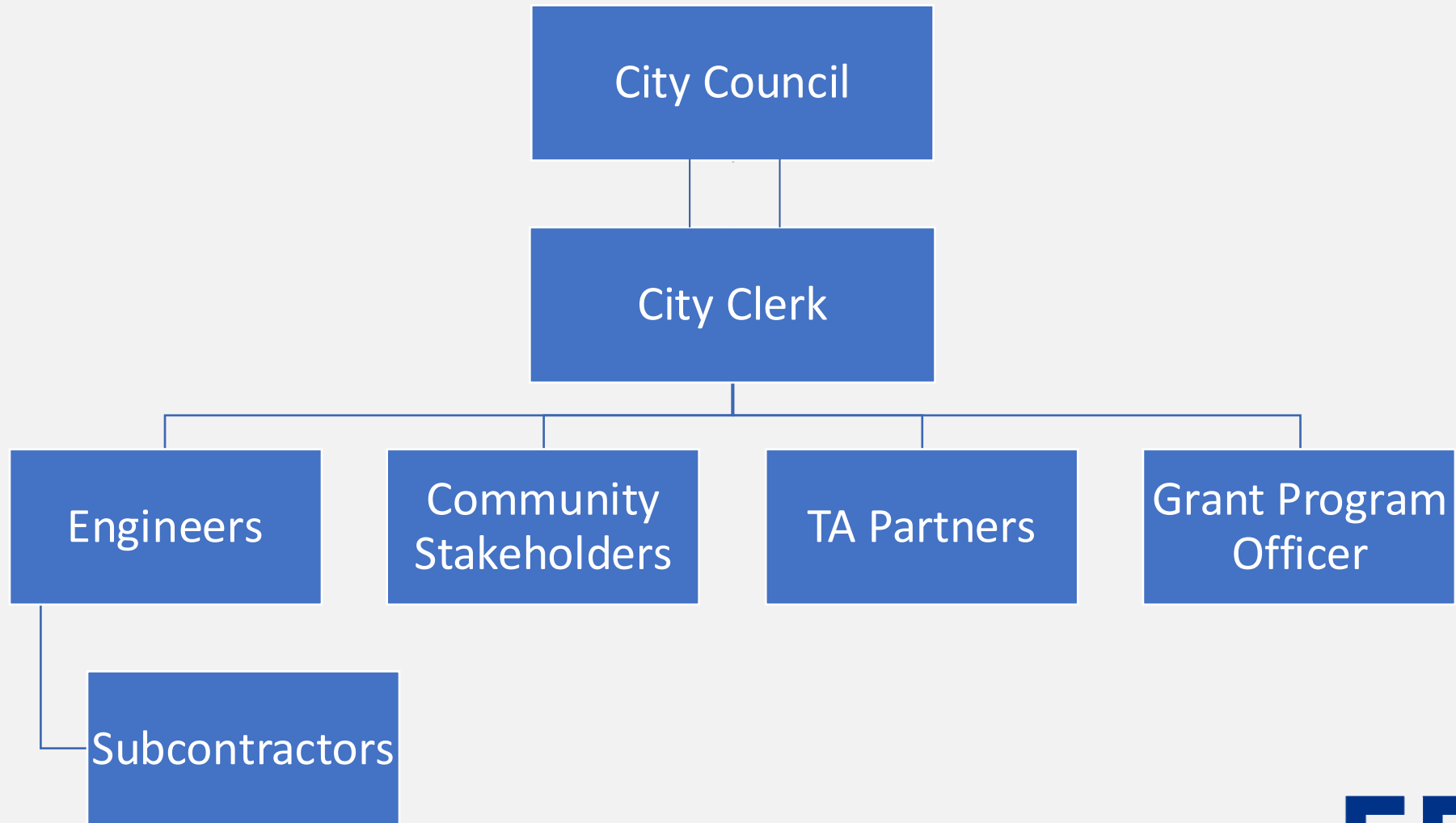
Building a Project Team

Team Members

- Grant Lead (Grant Manager/Project Manager)
- Financial Lead
- Technical Lead (Engineer)
- External Partners



Beverly's Project Team



Building a Project Team

Other Essential Partners

- State agencies
- Funders
- Regional planning commissions
- Adjacent towns
- Legal council



3

Financing Your Award



Financing Your Award

Financial Considerations:

- Cash flow
- Match requirements
- Reimbursement model
- Procurement costs
- Contract structuring

Federal grants rarely cover all project cost. Communities should identify all potential costs before applying.



Financing Your Award

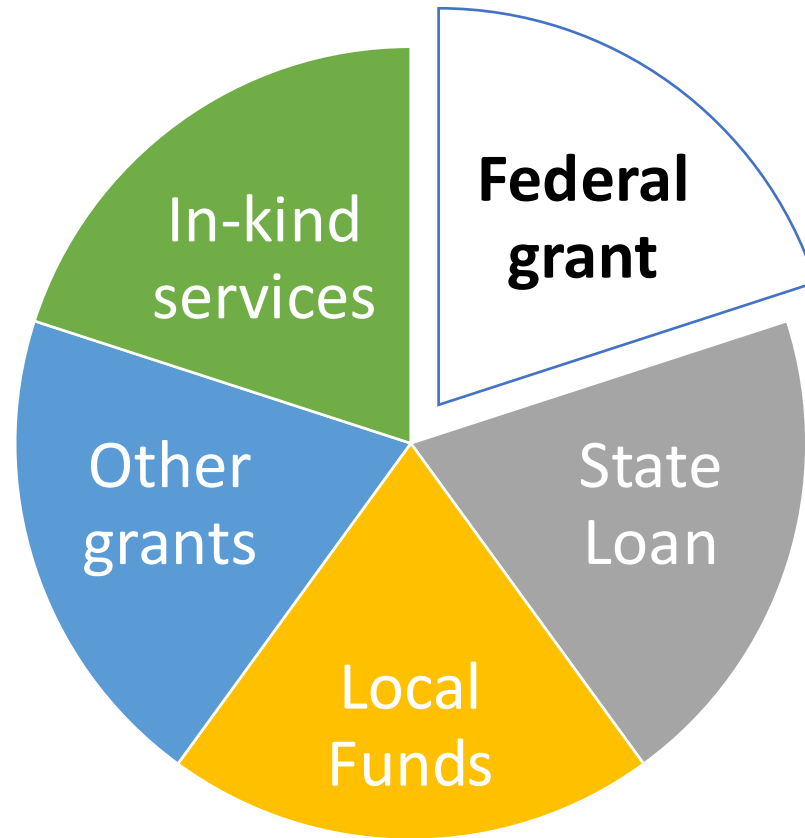
Managing Reimbursement Grants

- Do you have sufficient reserves?
- Can you access interim financing if needed?
- Who will prepare reimbursement requests?
- How long could reimbursement take?



Financing Your Award

Stacking Funding Sources



Financing Your Award

Financial Checklist

- ☐ Funding match identified
- ☐ Cash flow plan established
- ☐ Financial policies in place
- ☐ Accounting system ready
- ☐ Financial roles assigned
- ☐ Long-term O&M costs evaluated



4

Systems for Success



Creating Systems for Success

Standardize Your Process

Consider simple steps that are easy to replicate:

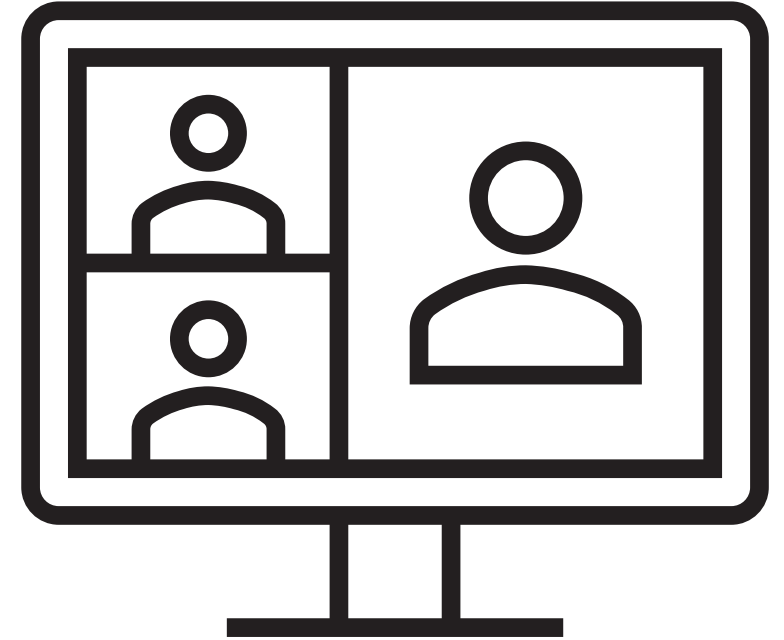
- Create a dedicated grant folder
- Use standard naming conventions
- Store contracts, invoices, reimbursement requests in one location
- Use templates



Creating Systems for Success

Build A Grant Management Routine

- Schedule reoccurring project team check-ins
 - Review the budget and schedule at each meeting
- Maintain a running list of grant requirements
- Keep your leadership informed through regular updates
- Save important documents immediately



Creating Systems for Success

Document As You Go!

- *Capture records like someone is going to ask for them 2 years later...*

- Maintain:
 - Well-organized electronic grant file
 - Scanned copies of signed documents
 - Electronic procurement files
 - Financial records
 - Meeting minutes & project correspondence

You might keep paper copies of:

- Contracts
- Grant agreements
- Resolutions and ordinances
- Documents with original signatures

POLL QUESTION

What type of support would help your community/organization the most today?



Final Takeaways

Lessons Learned from Beverly

- Be realistic
- It's not going to happen overnight so manage expectations
- No ONE person can manage the grant/project
- It's better to over-document and over-communicate

QUESTIONS?

