

## 2019 Guidance Webinar Frequently Asked Questions

This document contains information that was presented during the *2019 Marine and Coastal District Small Grants Program Guidance Webinar*. Please click on the arrow to expand the content under each subject category. This list may be updated periodically to incorporate new questions.

### REPORTING FORMS

<b>Question:</b>	<b>What is the administrative reporting cycle for small grant awards?</b>
<i>Answer:</i>	<i>There are two reporting cycles: a) April 30, 2020 for the financial disclosure (#1) and interim progress report; and b) October 30, 2020 for the financial disclosure (#2), completion report, and project summary. You will receive the notice reminder 4-6 weeks prior to these dates.</i>
<b>Question:</b>	<b>What is the purpose of the Project Summary?</b>
<i>Answer:</i>	<i>This document is a synopsis of your project that is limited to ~300 words, and it is used to prepare a publication to communicate with the MCD Board and legislators.</i>
<b>Question:</b>	<b>What is the purpose of the Completion Report?</b>
<i>Answer:</i>	<i>This document is used to capture details about the project and assess the extent to which the project objectives were accomplished. There is no word limit on this document.</i>
<b>Question:</b>	<b>What is the purpose of the Financial Disclosure?</b>
<i>Answer:</i>	<i>The Financial Disclosure is an invoice that the lead organization must use to request payment for expenses and other costs that were approved in the Form 90-4 budget.</i>

## FINANCIAL DISCLOSURE

<b>Question:</b>	<b>Where should we send the Financial Disclosure?</b>
<i>Answer:</i>	<i>This form must be emailed to the Stony Brook University Grants Office, at the address that is identified in the Notice that you will receive 4-6 weeks prior to the due date.</i>
<b>Question:</b>	<b>Should receipts and other supporting documents be included with the Financial Disclosure?</b>
<i>Answer:</i>	<i>No, however, you should keep these documents until the project completion, in case you are asked to submit additional information.</i>
<b>Question:</b>	<b>Can I use my organization's invoice to prepare the Financial Disclosure?</b>
<i>Answer:</i>	<i>No, please use the form that is provided with the Notice or download this document from the website.</i>
<b>Question:</b>	<b>Can I submit the Financial Disclosure before the due date?</b>
<i>Answer:</i>	<i>This is considered as an Out-Of-Cycle (OOC) request and you must contact Nancy Jones (<a href="mailto:nj82@cornell.edu">nj82@cornell.edu</a>) or Antoinette Clemetson (<a href="mailto:aoc5@cornell.edu">aoc5@cornell.edu</a>) for guidance.</i>

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## PROJECT BUDGET

<b>Question:</b>	<b>Are we allowed to change the amounts identified in the categories on the Form 90-4 project budget?</b>
<i>Answer:</i>	<i>Yes, if this difference does <b>not</b> exceed ten percent of the total project budget. Amounts that exceed this threshold requires NYSG/MCD Board approval and involves rewriting the scope of work and budget (it is not recommended).</i>
<b>Question:</b>	<b>What happens after December 31, 2019 term date which is identified in my contract agreement?</b>
<i>Answer:</i>	<i>NYSG will provide additional instructions before this date.</i>
<b>Question:</b>	<b>Am I allowed to purchase materials and other supplies before December 31, 2019 for events scheduled at a later date in 2020?</b>
<i>Answer:</i>	<i>Please contact Nancy Jones (<a href="mailto:nj82@cornell.edu">nj82@cornell.edu</a>) or Antoinette Clemetson (<a href="mailto:aoc5@cornell.edu">aoc5@cornell.edu</a>) for guidance.</i>

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## GENERAL

<b>Question:</b>	<b>What should I do if my project is completed within six months of the contract execution date?</b>
<i>Answer:</i>	<i>If a project will be completed within six month, please contact Nancy Jones (<a href="mailto:nj82@cornell.edu">nj82@cornell.edu</a>) for instructions.</i>
<b>Question:</b>	<b>Whom should I contact for questions about my award?</b>
<i>Answer:</i>	<i>Nancy Jones (<a href="mailto:nj82@cornell.edu">nj82@cornell.edu</a>) or Antoinette Clemetson (<a href="mailto:aoc5@cornell.edu">aoc5@cornell.edu</a>).</i>
<b>Question:</b>	<b>Which URL should I use to direct stakeholders who wish to purchase this license plate?</b>
<i>Answer:</i>	<i>Please use the following URL: <b><a href="https://dmv.ny.gov/plates/marine-and-coastal-district-new-york-environmental">https://dmv.ny.gov/plates/marine-and-coastal-district-new-york-environmental</a></b> Remember to look for the Montauk Lighthouse to avoid confusion with the other license plate, and</i>

