

Don't Panic

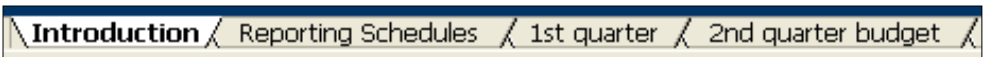
Introduction

Welcome to GrantTracker. This set of spreadsheets have been designed to help you track the three year budget for your EPA Brownfield Assessment Grant. If you have questions or require additional help in using GrantTracker, please contact Gabriel Zawadzki at the Michigan Association of Counties Service Corporation Grant Services Program. Phone: (800) 336-2018; Email: zawadzki@micounties.org.

Navigation

GrantTracker contains 15 spreadsheets. You can easily move between spreadsheets by clicking on the tabs at the bottom of your screen (see Figure 1).

Figure 1



Spreadsheet Explanations

In order to keep GrantTracker simple and uncluttered, instructions and explanations have been included as comments throughout the spreadsheets. A comment looks like a red triangle in the upper right corner of a cell – see Figure 2 and Figure 3. By moving your mouse over the cell, you can see the comment (see Figure 4).

Figure 2

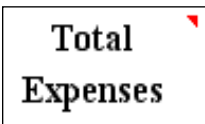


Figure 3

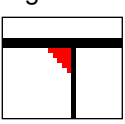
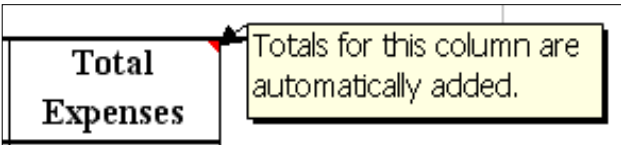


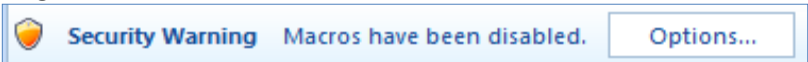
Figure 4



Macros

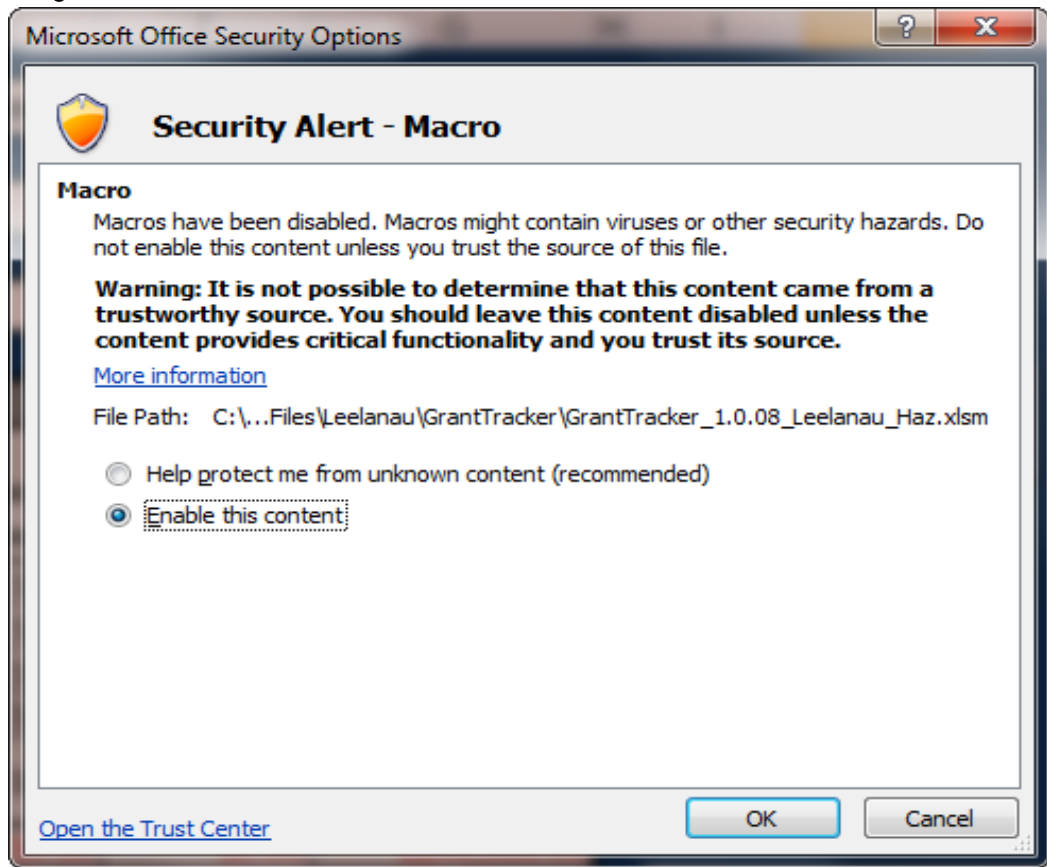
In order for GrantTracker to work properly, you may need to adjust your Excel settings to allow macros. Select "Options" from the "Security Warning" popup (see Figure 5).

Figure 5



The "Security Alert-Macro" popup will appear (see figure 6). Select the "Enable this content" radio button and hit "OK."

Figure 6



Data Entry

To enter your data for each quarter, you will need to expand the hidden Budget Category rows. Click on the "+" to the left of the task tables to show the sub-categories and white data entry cells for that Budget Category (see Figure 7 and Figure 8).

Figure 7

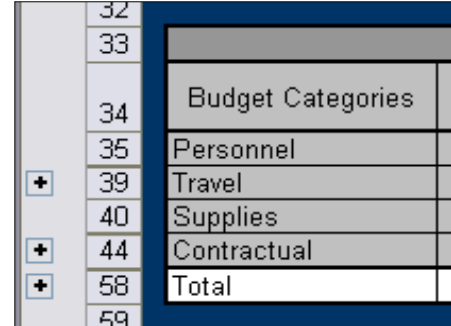
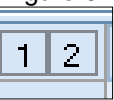


Figure 8

65	Contractual	\$10,000	\$0.00	\$0.00	\$0.00
66	AKT		\$0.00	\$0.00	\$0.00
67					
68					
69					
70					
71					
72					
73					
74					
75	MAC		\$0.00	\$0.00	\$0.00
76					
77					
78					
79	Total	\$10,000	\$0.00	\$0.00	\$0.00

You can expand or hide all grouped rows by selecting "1" or "2" on the upper left side of the worksheet (see Figure 9).

Figure 9



Somewhere County Petroleum Assessment Grant Reporting

In order to make your grant reporting as simple as possible, this spreadsheet lists the reports required for an EPA Brownfield Assessment Grant, the time period covered by each report, and the date each report is due. It also gives the beginning and end date for the three-year grant period and the grant's Cooperative Agreement number. The Cooperative Agreement number uniquely identifies your grant and will be included in all reports.

Numbers and Dates to Remember

Cooperative Agreement Number

BF-00E#####-0

Site/Project Code

G55GOR00

CFDA Number

66.818

Grant Period

From
8/1/2010

To
7/31/2013

Reports and Report Schedules

Grant Activity Report Schedule

Grant Quarter	Beginning of Grant Quarter	End of Grant Quarter	Due Date of Grant Quarter	Report Sent
1	7/1/2010	9/30/2010	10/31/2010	
2	10/1/2010	12/31/2010	1/31/2011	
3	1/1/2011	3/31/2011	4/30/2011	
4	4/1/2011	6/30/2011	7/31/2011	
5	7/1/2011	9/30/2011	10/31/2011	
6	10/1/2011	12/31/2011	1/31/2012	
7	1/1/2012	3/31/2012	4/30/2012	
8	4/1/2012	6/30/2012	7/31/2012	
9	7/1/2012	9/30/2012	10/31/2012	
10	10/1/2012	12/31/2012	1/31/2013	
11	1/1/2013	3/31/2013	4/30/2013	
12	4/1/2013	6/30/2013	7/31/2013	
13	7/1/2013	7/31/2013	10/29/2013	

Federal Financial Report Schedule (sf425)

Begin	End	Due	Report Sent
8/1/2010	7/31/2011	8/31/2011	
8/1/2011	7/31/2012	8/31/2012	
8/1/2012	7/31/2013	8/31/2013	

MBE/WBE Report Schedule (5700-52A)

Grant Quarter	Begin	End	Due	Report Sent
1	7/1/2010	9/30/2010	10/31/2010	
2	10/1/2010	12/31/2010	1/31/2011	
3	1/1/2011	3/31/2011	4/30/2011	
4	4/1/2011	6/30/2011	7/31/2011	
5	7/1/2011	9/30/2011	10/31/2011	
6	10/1/2011	12/31/2011	1/31/2012	
7	1/1/2012	3/31/2012	4/30/2012	
8	4/1/2012	6/30/2012	7/31/2012	
9	7/1/2012	9/30/2012	10/31/2012	
10	10/1/2012	12/31/2012	1/31/2013	
11	1/1/2013	3/31/2013	4/30/2013	
12	4/1/2013	6/30/2013	7/31/2013	
13	7/1/2013	7/31/2013	8/31/2013	

Somewhere County Petroleum Brownfield Grant

1st Quarter Budget Tables (8/1/2010-9/30/2010)

Total Budget

Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$10,450	\$0.00	\$0.00	\$0.00	\$10,450.00
Travel	\$1,250	\$0.00	\$0.00	\$0.00	\$1,250.00
Supplies	\$750	\$0.00	\$0.00	\$0.00	\$750.00
Contractual	\$187,550	\$0.00	\$0.00	\$0.00	\$187,550.00
Total	\$200,000	\$0.00	\$0.00	\$0.00	\$200,000.00

Task 1: Community Outreach

Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$3,750	\$0.00	\$0.00	\$0.00	\$3,750.00
Travel	\$250	\$0.00	\$0.00	\$0.00	\$250.00
Supplies	\$250	\$0.00	\$0.00	\$0.00	\$250.00
Contractual	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$4,250	\$0.00	\$0.00	\$0.00	\$4,250.00

Task 2: Environmental Site Assessments

Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$1,900	\$0.00	\$0.00	\$0.00	\$1,900.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$500	\$0.00	\$0.00	\$0.00	\$500.00
Contractual	\$172,300	\$0.00	\$0.00	\$0.00	\$172,300.00
Total	\$174,700	\$0.00	\$0.00	\$0.00	\$174,700.00

Task 3: Cleanup Planning

Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$10,000	\$0.00	\$0.00	\$0.00	\$10,000.00
Total	\$10,000	\$0.00	\$0.00	\$0.00	\$10,000.00

Task 4: Programmatic Expenses

Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$4,800	\$0.00	\$0.00	\$0.00	\$4,800.00
Travel	\$1,000	\$0.00	\$0.00	\$0.00	\$1,000.00
Supplies	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$5,250	\$0.00	\$0.00	\$0.00	\$5,250.00
Total	\$11,050	\$0.00	\$0.00	\$0.00	\$11,050.00

Somewhere County Petroleum Brownfield Grant					
1st Quarter Budget Tables (8/1/2010-9/30/2010)					
Total Budget					
Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$10,450	\$0.00	\$0.00	\$0.00	\$10,450.00
Travel	\$1,250	\$0.00	\$0.00	\$0.00	\$1,250.00
Supplies	\$750	\$0.00	\$0.00	\$0.00	\$750.00
Contractual	\$187,550	\$0.00	\$0.00	\$0.00	\$187,550.00
Env. Consultant		\$0.00	\$0.00	\$0.00	
Technical Assistance		\$0.00	\$0.00	\$0.00	
Total	\$200,000	\$0.00	\$0.00	\$0.00	\$200,000.00
Task 1: Community Outreach					
Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$3,750	\$0.00	\$0.00	\$0.00	\$3,750.00
Travel	\$250	\$0.00	\$0.00	\$0.00	\$250.00
Supplies	\$250	\$0.00	\$0.00	\$0.00	\$250.00
Contractual	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$4,250	\$0.00	\$0.00	\$0.00	\$4,250.00
Task 2: Environmental Site Assessments					
Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$1,900	\$0.00	\$0.00	\$0.00	\$1,900.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$500	\$0.00	\$0.00	\$0.00	\$500.00
Contractual	\$172,300	\$0.00	\$0.00	\$0.00	\$172,300.00
Env. Consultant		\$0.00	\$0.00	\$0.00	
Technical Assistance		\$0.00	\$0.00	\$0.00	
Total	\$174,700	\$0.00	\$0.00	\$0.00	\$174,700.00
Task 3: Cleanup Planning					
Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Supplies	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$10,000	\$0.00	\$0.00	\$0.00	\$10,000.00
Env. Consultant		\$0.00	\$0.00	\$0.00	
Technical Assistance		\$0.00	\$0.00	\$0.00	
Total	\$10,000	\$0.00	\$0.00	\$0.00	\$10,000.00
Task 4: Programmatic Expenses					
Budget Categories	Budget Amount	Previously Expended	1st Quarter Expenses	Cumulative Expenses	Remaining Balance
Personnel	\$4,800	\$0.00	\$0.00	\$0.00	\$4,800.00
Travel	\$1,000	\$0.00	\$0.00	\$0.00	\$1,000.00
Supplies	\$0	\$0.00	\$0.00	\$0.00	\$0.00
Contractual	\$5,250	\$0.00	\$0.00	\$0.00	\$5,250.00
Env. Consultant		\$0.00	\$0.00	\$0.00	
Technical Assistance		\$0.00	\$0.00	\$0.00	

Total	\$11,050	\$0.00	\$0.00	\$0.00	\$11,050.00
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