



EPA REGION 1 RLF WORKSHOP

APRIL 6-7, 2017



RLF 101
Grants Overview



Topics

- Terms & Conditions
- Post-Award Reporting
- Supplemental Amendments
- Monitoring & Compliance Reviews
- Closeout Requirements
- Contacts



Terms & Conditions

- Administrative Conditions
 - > General Terms & Conditions
 - The link to the [general terms and conditions](#) is included in your cooperative agreement.
 - > Utilization of Small, Minority and Woman's Business Enterprises
 - > Federal Financial Reports (SF-425)
- Programmatic Conditions
 - > RLF Terms & Conditions
 - > Davis-Bacon Terms & Conditions



Post-Award Reporting

- Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Reports (EPA Form 5700-52A)
 - > Must be completed when the combined total of funds for procuring supplies, equipment, construction or services exceeds \$150,000.
 - > Include funds budgeted for procurement under loans/subawards when calculating the \$150,000 threshold.
 - > If the \$150,000 threshold is met, interim MBE/WBE reports are due annually, usually on October 30 for the period October 1 – September 30.



Post-Award Reporting

- ◎ Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) Reports (EPA Form 5700-52A)
 - > For more information, see http://epa.gov/osbp/dbe_reporting.htm
 - > The Region 1 MBE/WBE Coordinator is:
 - Larry Wells | wells.larry@epa.gov
 - 617-918-1836
 - > Submit reports to:
 - R1_MBEWBEReport@epa.gov
 - Your Project Officer



Post-Award Reporting

- Interim Federal Financial Reports (FFR) SF-425:
 - > Annual reports are due annually, usually on December 30 for the period October 1 - September 30.
 - > Submit reports to:
 - Las Vegas Finance Center (LVFC)
lvfc-grants@epa.gov
 - Your Project Officer and Grants Specialist

- Programmatic Reports
 - > Quarterly Reports
 - > Assessment, Cleanup and Redevelopment Exchange System (ACRES)



Supplemental Amendments

- EPA HQ Office of Brownfields and Land Revitalization (OBLR) issues annual program guidance providing criteria for Brownfields RLF Supplemental Funding.
- Successful RLF Supplemental recipients need to submit a complete application package to EPA.
- Application Package
 - Application Forms: SF-424, SF424a and update key contacts
 - Forms are available at:
<https://www.grants.gov/web/grants/forms.html>
 - Workplan: Should reflect the supplemental activities to be performed and revised budget.



Supplemental Amendments

Key Tips:

- > SF-424:
 - Make sure to indicate “Revision”
 - Only apply for the supplemental funding amount, not the cumulative total for the grant
- > SF424, SF424a, budget narrative:
 - Budget figures should all match.
- > System for Awards Management (sam.gov):
 - Ensure that organization’s DUNS number and registration is current. See www.sam.gov for more information.
- > EPA award process is the same as a new application (i.e. 60 days to process the application, program/grants office reviews, etc.)



Monitoring & Compliance Reviews

- Baseline Monitoring
 - > Administrative Baseline
 - > Programmatic Baseline
- Advanced Monitoring
 - > Administrative
 - > Programmatic
- IG Review (Program & Grantee)





Closeout Requirements

⦿ Timeframe

- > Final MBE/WBE, FFR and programmatic report are due 90 calendar days after the end of the grant's period of performance (40 CFR 31.50; 2 CFR 200.343)
- > Grantees submit final reports to EPA for review. Once approved, grants office issues final closeout notification.

⦿ Final Programmatic Report

- > This report should be submitted directly to your PO. Work with your PO regarding content/format and submission deadlines.



Closeout Requirements

- ◎ Final MBE/WBE
 - > Make sure you indicate that it is the final report.
 - > Reviewed by the DBE coordinator.

- ◎ Financial Closeout – Final FFR
 - > Make sure you indicate that it is the final report.
 - > LVFC reviews and reconciles the final FFR.
 - > LVFC & Project Officer will work with you regarding financial closeout issues.
 - > You have 90 days after your grant expires to drawdown for costs incurred during the grant period. After the 90 days, you cannot make additional drawdowns without working with LVFC.



Closeout Requirements

- ◎ RLF Closeout Agreement
 - > Brownfields RLF Programmatic Term & Condition IV.E. establishes the terms of the close out agreement. These terms may only be modified with the approval of EPA's Award Official.
 - > Failure to comply with the terms of the close-out agreement may cause EPA to recover any unexpended program income.





R1 Grants Office Contact Information

- **Cheryl Scott**, Grants Management Officer (617) 918-1174
- **Jean Crocker**, Grants Management Specialist (617) 918-1498
 - > *Massachusetts – local governments, non-profits, and colleges and universities*
- **Diane Culhane**, Grants Management Specialist (617) 918-1975
 - > *Maine - state agencies, local governments, non-profits, colleges and universities, and tribes*
- **Monique Lloyd**, Grants Management Specialist (617) 918-1976
 - > *Connecticut – Environmental Education, Environmental Justice, Healthy Communities and Wetlands programs, and tribes*
 - > *Massachusetts - state agencies*
 - > *Maine – local governments*
- **Katonya Parker**, Grants Management Specialist (617) 918-1967
 - > *Rhode Island - all programs and recipients*
 - > *Interstate and Other-than-New England - all programs and recipients*



R1 Grants Office Contact Information

- **Julie Ross**, Grants Management Specialist (617) 918-1317
 - > *Vermont - all programs and recipients*
- **Mary-Ellen Stanis**, Grants Management Specialist (617) 918-1173
 - > *Connecticut - all programs and recipients, except for Environmental Education, Environmental Justice, Healthy Communities and Wetlands programs, and tribes*
- **Brian Tocci**, Senior Grants Management Specialist (617) 918-1979
 - > *New Hampshire - all programs and recipients*
- **ZaNetta Purnell**, Grants Assistant (617) 918-1306
 - > *Closeouts*



Questions?

