# Module 1 – Introduction to EPA Grants

# Welcome

Welcome to the U.S. Environmental Protection Agency (EPA) Office of Grants and Debarment’s (OGD) “Introduction to EPA Grants” training module. This module provides a foundation for understanding how EPA uses grants to achieve its mission and provides participants with a basic understanding of EPA’s grant program, including the types of assistance agreements used by EPA and the phases of the grant lifecycle.

Time needed to complete this module: Approximately 45 minutes.

# What You Will Learn

After you complete this module, you will be familiar with:

* How grants help EPA achieve its mission
* Types of grants awarded by EPA
* EPA’s grant lifecycle
* How EPA ensures effective grant management and reports the results

# How to Navigate

Use the Back and Next buttons at the bottom right of the screen to proceed through the module.

You will proceed one slide at a time, although you can revisit slides at any time using the Menu navigation pane on the left. If you need to leave the module, the last slide to be completed will be saved, and you will be able to return to that location later.

# How Grants Help EPA Achieve Its Mission

First, let’s learn about the definition of a grant, the authority given by Congress to award a grant, and the different types of grants awarded by EPA.

# What is a Grant?

A grant agreement is a legal instrument of financial assistance between a federal awarding agency and a non-federal entity. Grants are used to enter into a relationship with the principal purpose of transferring anything of value from the federal awarding agency to a non-federal entity to carry out a public purpose, as authorized by United States law.

A grant is not used to acquire property or services for the direct benefit or use of the federal awarding agency.

# Grants Support EPA’s Mission

EPA partners with state, tribal, and local governments; institutions of higher education; non-profit organizations; and other eligible entities to protect human health and the environment. EPA's systematic process of awarding federal grants helps EPA leverage local expertise that is critical to helping the Agency achieve its mission. Every year, EPA awards a significant portion of its budget in grants to its state, tribal, local, educational, non-profit, and other partners.

By awarding grants, EPA sustains state, tribal, and local relationships; supports cutting-edge scientific research; and advances community knowledge and empowerment to protect the environment.

# EPA’s Authority to Award Grants

# For EPA to award grants, Congress must provide two things:

# Authority, which is permission to award specific types of grants.

# Appropriations, which is funding for grants.

Generally, EPA's authority to award grants is described in environmental program statutes, including, but not limited to the:

* Comprehensive Environmental Response, Compensation, and Liability Act, Section 104(k)
* Clean Air Act, Section 103(b)(3)
* Clean Water Act, Section 104(b)(3)
* Federal Insecticide, Fungicide, and Rodenticide Act, Sections 18, 20 and 23
* Safe Drinking Water Act, Sections 1442(c) and c(A)
* Toxic Substances Control Act, Section 10, as amended by Public Law (PL) 106-74

Appropriations are funds devoted to a purpose described in the appropriation act. EPA has numerous appropriations accounts, some of which may be used for funding grants. Congress also provides EPA with grant-making authority through appropriations acts.

# Grants vs. Cooperative Agreements

An applicant selected for an award will either receive a “grant agreement” or a “cooperative agreement,” depending on the nature of EPA’s involvement in a project, as described below. For this training, “grants” will be used as a general term to refer to both grants and cooperative agreements.

A “grant” is an agreement when EPA is not substantially involved in carrying out project activities.

In a cooperative agreement, EPA has substantial involvement in conducting project activities. The responsibilities shared between EPA and the recipient are clearly outlined and accepted before the agreement is awarded. “Substantial involvement” refers to close EPA collaboration with the recipient in executing the project scope of work, and the terms of the cooperative agreement will describe EPA’s anticipated involvement. A cooperative agreement does not give EPA the right to direct the recipient as if it were an EPA contractor providing services to the Agency.

# Competitive vs. Non-Competitive Grant Opportunities

EPA provides two types of grant opportunities – competitive and non-competitive. Under competitive opportunities, EPA generally invites all eligible applicants to submit applications. EPA reviews and evaluates applications against criteria disclosed in the competitive announcement and makes selections. Non-competitive awards, on the other hand, are typically made based on statutory, regulatory, or published program guidance allocation funding formulas for continuing environmental program support for units of government; other organizations are not invited to apply.

# Types of Grants

# EPA awards different types of grants under its numerous grant programs: Discretionary Grants, Non-Discretionary Grants, and Continuing Environmental Program (CEP) Grants.

# Discretionary Grants

# In a discretionary grant, EPA retains considerable authority in selecting the recipient, determining the amount of the award, and/or negotiating and approving the grant work plan. [View a list of EPA’s Discretionary Grant Programs](https://www.epa.gov/grants/epa-discretionary-grant-programs).

# Non-Discretionary Grants

# Also known as formula grants, non-discretionary grants are awarded primarily to state, tribal, and local governments. Congress directs these grants through an authorizing statute to one or more types of entities that meet the eligibility criteria. The amount of the grant is determined by a formula prescribed by the statute and implementing EPA regulations. Examples of non-discretionary grant programs include:

* Drinking Water State Revolving Fund Program, as described in [40 CFR Part 35, Subpart L](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-B/part-35/subpart-L)
* Clean Water State Revolving Fund Program, as found in [40 CFR Part 35, Subpart K](https://www.ecfr.gov/cgi-bin/text-idx?SID=272d0328549a3ede761a74d9ac352164&mc=true&node=sp40.1.35.k&rgn=div6)

# Continuing Environmental Program (CEP) Grants

# In a CEP grant, the allotment of funds is initially made based on factors contained in a statute, regulation, or Agency guidance that provides EPA some discretion in selecting recipients and the amount of funding. Most CEP grants are awarded non-competitively to governmental units each year to support ongoing state, tribal, and local environmental programs.

Most CEP grants may also be called “categorical grants” because they can only be used for specific purposes authorized by a statute and are funded from a line item in the State and Tribal Assistance Grant appropriation. These grant programs are listed in [40 CFR Part 35 Subparts A and B](https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title40/40cfr35_main_02.tpl); EPA also awards CEP grants for programs not included in the statute.

# Grant Lifecycle

Let’s review the grant lifecycle, which includes applying for, accepting, managing, and closing out a grant.

# Applying for a Grant

This phase in the grant lifecycle includes identifying EPA funding opportunities that may be of interest to your organization; and applying for, preparing, and submitting a grant application, budget, and other required forms. For competitive grant programs, applicants can find solicitation announcements on the [Grants.gov](https://www.grants.gov/) website and assess the announcements to determine the eligibility and application requirements. The Grants.gov website also provides a centralized location through which applications for competitive federal funding opportunities are submitted. Under competitive programs, applicants will submit a Project Narrative that provides a narrative proposal, referred to as a work plan, describing the proposed project and addressing the requirements outlined in the competitive solicitation announcement. EPA will then review and evaluate the applications to determine which applicants will receive an award.

For non-competitive opportunities, EPA’s Program Offices provide instructions on how to apply directly to the applicants.

Learn more in Module 3 – Applying for a Grant.

# Accepting a Grant

Once EPA selects a grant application for award, it prepares an award agreement that is signed by the EPA Award Official. The award agreement is then sent to the applicant, generally via e-mail. EPA expects recipients to review the award agreement, including the scope of work for the grant and the terms and conditions, to confirm that the applicant concurs with all the information. **Recipients who neglect to review the terms and conditions, including those incorporated by links to EPA’s website, do so at their own risk**.

The recipient accepts the grant by:

* Drawing down EPA funds, or
* Raising no objections to the grant agreement within 21 days of receipt of the grant agreement.

If the recipient has any concerns or objects to anything in the grant agreement, the recipient must notify EPA within 21 days of receipt of the agreement and make no drawdowns. After 21 days, if the recipient has not raised any objections, EPA considers the agreement to be accepted, regardless of whether the recipient draws down funds.

Learn more in Module 4 – Accepting a Grant.

# Managing a Grant

After accepting an award, the recipient is ready to start working on the activities outlined in the approved grant work plan. Adherence to various grant regulations and the terms and conditions that are outlined in the grant agreement are critical to ensuring a successful grant project. Terms and conditions typically include requirements such as filing federal financial reports, submitting progress reports, and limiting lobbying activities.

Recipients should regularly review the terms and conditions throughout the duration of projects to ensure compliance with all requirements.

Learn more in Module 5 – Managing a Grant.

# Closing Out a Grant

Closeout refers to the process EPA uses to determine that a recipient has completed all the required technical work under a grant and confirm that all applicable financial and administrative requirements have been met. Under federal grant regulations noted in [2 CFR 200.34](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344)4, a recipient must submit all required closeout documentation to the EPA within 120 days unless the Agency agrees to an extension. EPA expects timely closeout in accordance with regulations; however, a recipient's justification for an extension request will be reviewed by EPA on a case-by-case basis.

Recipients are required to submit the following to EPA during the grant closeout phase:

* Final Progress Report
* Final Federal Financial Report (Standard Form [SF] 425)
* Other deliverables required, based on the grant work plan or terms and conditions

Additionally, recipients must liquidate all obligations incurred under the grant (e.g., pay contractors) within 120 days of the end of the performance period.

Learn more in Module 6 – Closing Out a Grant.

# How EPA Ensures Effective Grant Management

Now that you have an understanding of the grant lifecycle, let’s discuss how EPA ensures that grants are managed effectively.

# Office of Grants and Debarment

The National Policy, Training and Compliance Division (NPTCD) in the Office of Grants and Debarment (OGD) is EPA’s National Program Manager for grants. Its role is to:

* Develop policies and procedures to ensure proper grant management
* Train EPA grant management staff
* Ensure that grantees comply with grant rules, federal regulations, and EPA policies, procedures, and terms and conditions

OGD routinely collaborates with its state and local government, tribal, non-profit, and university stakeholder partners to gather input and refine grant management policies and procedures.

# Grants Management Plan

EPA awards thousands of grants every year. EPA’s grants management program covers all activities that contribute to the award and management of EPA grants and cooperative agreements under multiple individual programmatic statutory authorities.

Grants awarded by EPA must align with the [EPA Strategic Plan](https://www.epa.gov/planandbudget/strategicplan), which contains strategic objectives and measures focused on advancing human health and environmental results. To help ensure the responsible use of federal funds and the achievement of meaningful environmental results, OGD periodically prepares and updates its [Grants Management Plan](https://www.epa.gov/grants/united-states-environmental-protection-agency-grants-management-plan) to chart the course the Agency will follow to deliver an effective system for grants administration. The Grants Management Plan contains objectives and strategic goals that address grants management considerations and promote continuous improvement.

# Terms and Conditions

Terms and conditions are the legal requirements imposed on a recipient by statute, regulation, program guidance, or the grant award itself. These conditions may apply to all grants or certain classes of grants, or they may be tailored for an individual award.

Terms and conditions may be administrative (based on regulations or policies) or programmatic (based on specific requirements imposed by the Program Office, such as the timing and content of progress reports).

[General terms and conditions](https://www.epa.gov/grants/grant-terms-and-conditions) apply to every grant and other “[Specific Conditions](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.208)” may be imposed by EPA based on the recipient’s ability to effectively manage the grant funds.

Terms and conditions cover topics such as:

* Filing SF 425 – Federal Financial Reports
* Submitting progress reports
* Using minority- and women-owned business enterprises
* Limiting lobbying activities

# Regulations and Policies

Many types of requirements, policies and guidance must be followed to manage a grant.

Statutes enacted by Congress hold the most authority, followed by federal regulations that detail how the executive branch interprets those statutes.

EPA has also developed numerous internal and external policies and guidance to ensure effective grants management, including EPA Orders, Grants Policy Issuances (GPIs), Recipient/Applicant Information Notices (RAINs), and other guidance documents. Generally, these are not required unless they are incorporated into the terms and conditions of a grant.

# Code of Federal Regulations

The [Code of Federal Regulations](http://www.ecfr.gov) (CFR) is a collection of general and permanent rules created by the executive agencies and departments of the federal government. Federal regulations are the enforceable rules that implement statutes.

2 CFR includes regulations specific to grants and agreements.

# Uniform Grants Guidance

The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards regulations, located at [2 CFR Part 200](https://ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl), serves as a government-wide framework for grants management and provides an authoritative set of rules and requirements for federal grant awards. The regulations were developed to reduce administrative burdens on award recipients (through consolidation of prior grant regulations) and to prevent the waste and misuse of federal funds.

Under [2 CFR 1500](https://www.ecfr.gov/cgi-bin/text-idx?SID=9dad727f830d7c452669df30fc406fee&node=pt2.1.1500&rgn=div5), EPA adopted the regulations at 2 CFR 200 and promulgated additional regulations specific to EPA. OMB’s regulations at 2 CFR Part 200 and EPA’s specific regulations at 2 CFR Part 1500 are commonly referred to together as the Uniform Grants Guidance.

The Uniform Grants Guidance provides useful information about grant requirements, such as standards for financial and program management and how to identify allowable costs.

# EPA Policies and Guidance

EPA periodically issues RAINs about EPA policies. EPA's grant policies cover relevant topics related to particular recipients, programs, activities, or overall streamlining efforts that focus on consolidating various effective practices under one policy.

These and other EPA grant policies can be found on OGD’s [Policies for EPA Grant Recipients](https://www.epa.gov/grants/epa-policies-epa-grant-recipients) web page.

Examples of EPA grant policies and guidance include:

GPI 12-06: Timely Obligation, Award and Expenditure of EPA Grant Funds. Furthers EPA’s mission of protecting human health and the environment by ensuring the timely obligation, award, and expenditure of EPA grant funds.

GPI 15-02: EPA's Financial Assistance Conflict of Interest Policy. Prevents personal and organizational conflicts of interest in the award and administration of EPA grants.

RAIN-2018-G03: Revision to EPA Financial Assistance Conflict of Interest Policy and EPA Subaward Policy. Informs recipients and applicants of EPA’s revision to our EPA Financial Assistance Conflict of Interest and EPA Subaward Policies.

Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements. The guide describes the financial transactions covered by the competitive contracting requirements and other rules that must be followed when awarding and administering EPA funded contracts.

# Grant Monitoring

EPA conducts various types of monitoring to identify potential problems with grants and to determine whether technical assistance is needed. Monitoring activities include:

* Baseline monitoring - Involves the periodic review of a recipient’s progress in, and compliance with, the scope of work, terms and conditions, and regulatory requirements of a specific award.
* Advanced monitoring - Provides an in-depth assessment of a grant’s programmatic and technical progress and management and how well the project is meeting expectations.
* Audits - Are in-depth examinations of a grantee’s financial records, management systems, and work progress.

Although EPA conducts monitoring activities to help ensure grant performance, recipients are ultimately responsible for managing the day-to-day operations of their grant, including the activities of employees, contractors, and subrecipients.

# Reviewing Financial and Progress Reports

EPA requires recipients to periodically submit Federal Financial Reports and progress reports, as specified in the award terms and conditions. EPA Project Officers and Grants Specialists review these reports to:

* Confirm that the amount of funds expended under the grant align with the technical progress and activities that have been completed
* Determine whether the grant outputs and outcomes specified in the work plan are being achieved
* Identify any potential problems that could interfere with achieving project goals

# Demonstrating and Communicating Results

Let’s take a brief look at how EPA provides timely and accurate information about its grant programs to the public.

# USAspending.gov

EPA compiles and reports data on its grant programs through [USAspending.gov](https://www.usaspending.gov/). By visiting this site, members of the public can access comprehensive data about EPA’s grant expenditures by fiscal year. EPA is accountable to its stakeholders and the public for managing grant funds to advance the EPA's mission to protect human health and the environment. The “Spending Explorer” provides a quick view of expenditures by category, including grant program activity and recipient. Users may also conduct advanced or keyword searches to filter data based on their needs.

# Program Accomplishments

Many EPA programs highlight their grant accomplishments on their websites. For example, EPA’s Brownfields Program provides [data](https://www.epa.gov/brownfields/brownfields-program-accomplishments-and-benefits) on cumulative grant accomplishments and accomplishments by fiscal year. The program maintains a [searchable list](https://cfpub.epa.gov/bf_factsheets/) of grant recipients with fact sheets describing the grant award type, value, and project. The Brownfields Program also posts [grantee success stories](https://www.epa.gov/brownfields/brownfields-grantee-success-stories), which are detailed profiles that highlight the accomplishments of EPA Brownfields grant recipients across the country.

# Review of What You Have Learned

You have reached the end of the module, so let’s review what you have learned.

# What You Have Learned

Congratulations, you have reached the end of the “Introduction to EPA Grants” training module! You should now be familiar with:

* How grants help EPA achieve its mission
* Types of grants awarded by EPA
* EPA’s grant lifecycle
* How EPA ensures effective grant management and reports the results

# Thank you!

You have completed this module.

# Acronyms/Terms

Accurate Data:

The actual amount of income for grant project activities must be recorded when received.

Acquisition Cost of Equipment:

The net invoice price of the equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus that are necessary to make the equipment usable for a grant project.

Administrative Advanced Monitoring (AAM):

Provides an in-depth assessment of a recipient’s written policies and procedures and includes transaction testing of a sample of drawdowns to ensure the recipient has the proper administrative and financial management systems in place to administer federal funds.

Administrative Baseline Monitoring:

Involves the review of a recipient’s compliance with the financial and administrative requirements and terms and conditions of a grant.

Administrative Capability Questionnaire:

EPA Form 6600-09

Administrative terms and conditions:

Address such matters as payments, statutory requirements, and required administrative reports.

Allocable costs:

The goods or services involved are chargeable or assignable to a cost objective in accordance with the relative benefits the grant receives.

Allowable costs:

Costs necessary and reasonable for the performance of the grant that are consistent with the policies and procedures that apply uniformly to both EPA grant activities and other activities of an organization.

Allowable travel costs:

Travel costs under a grant that are consistent with those normally allowed in like circumstances in an organization’s non-federally funded activities and in accordance with written travel reinforcement policies.

AOR:

Authorized Organization Representative

Appropriations:

Funds devoted to a purpose described in the appropriation act, funding for grants.

ASAP:

Automated Standard Application for Payments

Audits:

In-depth examinations of a grantee’s financial records, management systems, and work progress.

Authority:

Permission to award specific types of grants, described in environmental program statutes.

Authorizations:

Refers to the ability of the recipient’s financial management system to record, track, and document managerial/supervisory approvals, such as for payroll, travel, and purchases.

Awarding agency:

Refers to federal agency that made a specific award.

CFR:

Code of Federal Regulations

Closeout:

The systematic process EPA uses to determine that a recipient has completed all of the required.

CMIA:

Treasure-State Cash Management Improvement Act

Cognizant agency:

The federal agency with the largest dollar value of awards with an organization.

Competitive Grant Opportunities:

EPA generally invites all eligible applicants to submit applications. EPA reviews and evaluates applications against criteria disclosed in the competitive announcement and makes selections.

Complete Data:

The accounting system must record all transactions, even those that are unallowable under the grant.

Continuing Environmental Program (CEP) Grants:

Allotment of funds is initially made based on factors contained in a statute, regulation, or Agency guidance that provides EPA some discretion in selecting recipients and the amount of funding. Most CEP grants are awarded non-competitively to governmental units each year to support ongoing state, tribal and local environmental programs. Most CEP grants may also be called “categorical grants” because they can only be used for specific purposes authorized by a statute and are funded from a line item in the State and Tribal Assistance Grant appropriation.

Contract:

For the purpose of obtaining goods and services for a non-federal entity's own use, creates a procurement relationship with a contractor.

Contractor:

An individual, organization, or for-profit company that receives grant funding to provide goods or services for the grant recipient’s own use.

Cooperative agreement:

EPA has substantial involvement in conducting project activities. The responsibilities shared between EPA and the recipient are clearly outlined and accepted before the agreement is awarded.

COSO:

Committee of Sponsoring Organizations of the Treadway Commission

Current Data:

All income and costs must be posted in the accounting system at or as near to the time they are incurred as possible.

DBE:

Disadvantaged Business Enterprise

Direct Charges:

Costs that can be assigned to a specific budget category.

Discretionary Grants:

EOA retains considerable authority in selecting the recipient, determining the amount of the award, and/or negotiating and approving the grant work plan.

EPA:

U.S. Environmental Protection Agency

EPA Grants Specialist:

Main point of contact for any questions or communications of an administrative nature (which may include questions about forms, the budget, or administrative reports).

EPA Project Officer:

Main point of contact for any questions or communications related to the work being done under the project (including programmatic progress reports).

Equipment:

Under a grant, equipment is defined as personal property that has a useful life of more than 1 year and an acquisition cost of $5,000 of greater.

Expenditures:

Amount of money spent under the grant, including payments to subrecipients and contractors.

FAIN:

Federal program and federal award identification

FFR:

425 Federal Financial Report

GAAP:

Generally accepted accounting principles

GCDDO:

EPA’s Grants Competition Disputes Decision Official, an EPA employee who was not involved in the grant competition; he or she works outside of the EPA Program Office that conducted the competition.

GPI:

Grants Policy Issuance

Grant:

A legal instrument of financial assistance between a federal awarding agency and a non-federal entity used to enter into a relationship with the principal purpose of transferring anything of value from the federal awarding agency to a non-federal entity to carry out a public purpose as authorized by United States law.

Grant number:

Unique, eight-digit number (which is preceded by a one or two-character program code), how a grant will be identified in all documents and communications with EPA.

Indirect Costs:

Costs that are not readily identifiable with a particular activity but are necessary to the general operation of the organization and the conduct of the proposed project (such as general administration expenses).

Inputs:

Grant funds, matching funds, efforts of the recipient.

Interim reports:

Sometimes referred to as progress reports, summarize technical progress and activities completed under a grant.

LVFC:

EPA’s Las Vegas Finance Center

MBE:

Minority-owned Business Enterprise, a business concern that is at least 51 percent owned by one or more minority individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority individuals, and whose daily business operations are managed and directed by one or more of the minority owners.

MTDC:

Modified total direct costs, refers to all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance of the subawards under the award).

Non-Competitive Grant Opportunities:

Made based on statutory, regulatory, or published program guidance allocation funding formulas for continuing environmental program support for units of government; other organizations are not invited to apply.

Non-Discretionary Grants:

Also known as formula grants, awarded primarily to state, tribal, and local governments. Congress directs these grants through an authorizing statute to one of more types of entities that meet the eligibility criteria. The amount of the grant is determined by a formula prescribed by the statute and implementing EPA regulations.

NPTCD:

The National Policy, Training and Compliance Division

Obligations:

When used in connection with a non-federal entity's use of funds under a federal award, refers to orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-federal entity during the same or a future period.

OGD:

EPA’s Office of Grants and Debarment

OIG:

EPA’s Office of Inspector General, periodically examines EPA grants to ensure that grant funds are used efficiently and effectively.

OMB:

Office of Management and Budget

Outcome:

The result, effect, or consequence that will occur as a result of an environmental activity under a grant. Outcomes may be environmental, behavioral, health-related, or programmatic, and may not be necessarily achievable within your grants project period.

Output:

An environmental activity, effort, or associated work products related to an environmental goal or objective that will be produced or provided over a period of time. Outputs may be quantitative or qualitative, but must be measurable during a grant project period.

Participant support costs:

Stipends, travel allowances, and similar funds that support participation of an individual in a grant project.

Pass-through entity:

Primary grant recipient when subawards are made as part of a grant.

Personal Property:

Property of any kind, except real property, that has a physical existence (including equipment and supplies).

PI:

Program income, non-federal gross income that is directly generated by a grant-related activity and received by a recipient.

PII:

Personally identifiable information, PII means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual.

Procurement contractor:

An individual consultant, instructor or other expert who is not an employee of the recipient that receives grant funding to provide commercially available goods or services.

Programmatic Advanced Monitoring:

Provides an in-depth assessment of a grant’s programmatic and technical progress and management and how well the project is meeting expectations.

Programmatic Baseline Monitoring:

Involves the periodic review of a recipient’s progress in and compliance with, the scope of work, terms and conditions, and regulatory requirements of a specific award.

Programmatic terms and conditions:

Address the timing and content of progress reports and special performance requirements.

Prudence:

Exercising sound business judgment given a recipient’s responsibility to use federal funds efficiently.

RAIN:

Recipient/Applicant Information Notice

Reasonable costs:

In its nature or amount, it does not exceed what a prudent person would pay under the circumstances prevailing at the time the decision was made to incur the cost.

SAM:

Federal government’s System for Awards Management

SF:

Standard form

Single audit:

When an independent certified public accountant examines an organization’s entire operations, including ensuring that financial statements are presented in accordance with generally accepted accounting principles; assessing if internal controls are adequate to minimize risk of noncompliance; and verifying adherence to federal statutes, regulations, and the award terms and conditions.

Source documentation:

Invoices, receipts, bills. Online transaction confirmations, and other items.

Subaward:

When an organization receives an award of financial assistance from the pass-through entity to carry out part of the pass-through entity’s grant project.

Subrecipients:

Recipients of subawards.

Substantial involvement:

Refers to close EPA collaboration with the recipient in executing the project scope of work, and the terms of the cooperative agreement will describe EPA’s anticipated involvement.

Substantial involvement terms and conditions:

Refer to activities to be performed by EPA, usually the project officer.

Terms and Conditions:

Legal requirements imposed on a recipient by statute, regulation, program guidance, or the grant award itself. These conditions may apply to all grants or certain classes of grans, or they may be tailored for an individual award.

UEI:

Unique Entity Identifier

Unallowable costs:

Those that EPA will not reimburse as part of a grant.

Uniform Grants Guidance:

OMB’s regulations at 2 CFR 200 and EPA’s specific regulations at 2 CFR 1500. Provides useful information about grant requirements, such as standards for financial and program management and how to identify allowable costs.

Unit cost data:

An estimate of how much it costs an organization to complete a single activity when that activity recurs regularly.

Unobligated balances:

The total federal funds authorized under a grant minus the grant expenditures and any unliquidated obligations, which are obligations incurred, but not yet paid (including amounts due to subrecipients and contractors).

WBE:

Women-owned Business Enterprise

Workspace:

The online, cloud-based environment used by Grants.gov to manage the application process.