



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 2
290 BROADWAY
NEW YORK, NY 10007-1866

February 1, 2018

Dear Assistance Agreement Recipient:

You are receiving this letter because you are currently a recipient of a non-competitive, continuing federal financial assistance agreement funded by the U.S. Environmental Protection Agency (EPA), Region 2. The purpose of this letter is to provide this year's grant application target date and instructions, as well as to notify you of new requirements for grant recipients, and to provide other important information about managing EPA assistance agreements.

Application Deadline for Non-Competitive, Continuing Assistance Agreements: If you intend to apply for a financial assistance agreement under one of the programs listed in **Attachment 1** from EPA Region 2 with an expected award date on or before September 30, 2018, we are asking that you apply through Grants.gov using the Workspace submission method by **May 14, 2018**. Initial applications submitted by any other means will not be accepted. If you are unfamiliar with Workspace or would like to learn more about it, please consider viewing the recorded webinar at [EPA Grants.gov Workspace Training for Grant Applicants and Recipients](#) or checking the resources available at [Apply Using Workspace](#).

As you may know, the Federal government is operating under a continuing resolution (CR). Because the Agency does not have a full appropriation at this time, final funding targets for the various grant programs are not yet known. In the meantime, we are able to partially fund awards for some programs at this time. The EPA Region 2 program offices may have already contacted you to provide guidance for preparing your grant applications. However, if you have not received any guidance, we strongly encourage you to reach out to your contact in the EPA Region 2 program offices before submitting an application. If you have already submitted an application to our office for this year in advance of receiving your funding target, please pay special attention to the information below as a revised application may not be necessary.

If you've already submitted an application for a FY18 grant program and the final funding level is determined to be lower than the amount of federal funds requested in your application, we will work with you to make necessary changes without submitting a new application. Consistent with [EPA Policy Issuance 12-06, Timely Obligation, Award and Expenditure of EPA Grant Funds](#), applicants will not need to submit entirely new workplans or applications. EPA will document and date through pen and ink changes/email correspondence, agreed-upon revisions to the workplan, budget narrative, and application forms.

On the other hand, if the final amount of funding is higher than the amount applied for, we will require revised application forms, including the SF-424, SF-424A and budget detail. As part of the submission, you must also indicate whether any changes were made to the workplan and provide a description of the changes. Revised forms and documents do not need to go through Grants.gov. Instead, they should be sent in portable document format (pdf) to our dedicated e-mail box, Region2_GrantApplicationBox@epa.gov. Only current, scanned pdf forms with signatures and

associated documents will be accepted as valid applications. Documents submitted in other file formats cannot be accepted, nor will any outdated forms be accepted unless authorized until new forms are available.

Please work with your EPA Grant Specialist and Project Officer to determine if revisions to your existing application(s), as applicable, are necessary.

Electronic Grant Applications: As mentioned above, all new applications for non-competitive, continuing environmental program (CEP) grants must be submitted through Grants.gov using the Workspace submission method. Please note that the application packages for CEPs are divided under two Funding Opportunity Notices (FONs): **EPA-CEP-01** and **EPA-CEP-02**. You can refer to **Attachment 1** for the list of CFDA's included in each FON. **Attachment 2** provides instructions for accessing these packages in Grants.gov.

Only initial versions of the applications need to be submitted through Grants.gov Workspace. All revisions to applications submitted through Grants.gov Workspace should be emailed, as pdf files, to Region2_GrantApplicationBox@epa.gov.

In addition, State agency, Tribal Government and Tribal Consortia applicants may submit a single set of the assurance/certification forms for their grants awarded under 40 C.F.R. Part 35. The forms allowed to be "bundled" are:

1. [SF-424B, "Assurances-Non-Construction Programs"](#)
2. [Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements](#)
3. [EPA 4700-4, "Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance."](#)
4. A copy of the current indirect cost rate agreement or the proposal submitted to the cognizant Federal agency covering the proposed grant period.¹

These certifications and assurances (forms) may be submitted to EPA at Region2_GrantApplicationBox@epa.gov on an annual basis determined by the applicant and the applicant must clearly identify in a cover letter the period covered by the bundled assurances/certifications. If an applicant does not indicate a specific timeframe, the bundle will be valid only for the current Federal fiscal year during which the forms were submitted. Updated forms must be submitted when changes to the responses are required.

¹ **One-time Extension of Indirect Cost Rates**

In accordance with [2CFR 200.414 \(g\)](#), any non-Federal entity that has a current federally negotiated indirect cost rate may apply for a one-time extension of the rates in that agreement for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-Federal entity must re-apply to negotiate a rate. Subsequent one-time extensions (up to four years) are permitted if a renegotiation is completed between each extension request.

Only final and predetermined rates may be eligible for consideration of rate extensions.

Please be advised that current versions of the forms above, along with all other recipient forms may be found at: <http://www.epa.gov/grants/epa-grantee-forms>.

As previously noted, applicants now have to apply through Grants.gov using the [Workspace](#) submission method. Grants.gov phased out the “legacy” application process, so all applicants had to begin using Workspace to submit initial applications as of January 1, 2018. Please note also that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.

In addition to the information provided above, please note **Attachment 3**, which summarizes new government-wide requirements for federal assistance agreement recipients. The attachment also includes a link to EPA’s Office of Grants and Debarment website, which periodically hosts informational Webinars on various grants management topics. EPA has also issued an interim [Best Practice Guide for Procuring Professional Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA recipients. EPA developed this Guide to help recipients other than states meet federal requirements contained in the Procurement Standards of the Uniform Grant Guidance (UGG) published at 2 CFR Part 200 when making such purchases.

I hope you find the information above and in the Attachments useful. We look forward to receiving your applications in a timely manner. If you have any questions regarding the application process, please feel free to contact us at the email address indicated above.

Sincerely,

A handwritten signature in blue ink that reads "Rudnell O'Neal". The signature is written in a cursive style.

Rudnell O’Neal, Acting Chief
Grants and Audit Management Branch