

You have arrived at:

Grants Funding 101: Success is in the Bag

How to Find, Apply for, and
Manage EPA Assistance
Agreements

Welcome!
We will get started soon.



EPA MID-ATLANTIC REGION
2024 VIRTUAL SUMMIT

Empowering Communities for Environmental Equity

Friendly Reminders Before We Get Started

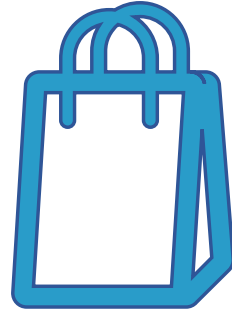
Please **mute yourself** and **turn off your webcam** during presentations.

If you encounter technical difficulties during the meeting, you can:

- ✓ Send a chat message directly to Host or IT Support
- ✓ Email epamidatlsummit@michaeldbaker.com with the subject line “Zoom Support” and make sure you let us know what session you are in.

This session is being recorded and will be made available after the summit.

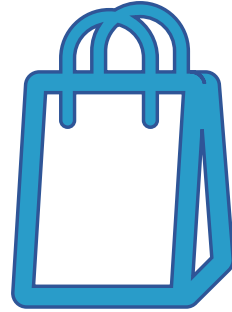
Grants Funding 101: Success is in the Bag



How to Find, Apply for, and Manage
EPA Assistance Agreements

Presented by Vanessa Davies, Grants Management Specialist, EPA Region 3

Grants Funding 101: Success is in the Bag



How to Find, Apply for, and Manage
EPA Assistance Agreements



Grants
Cooperative Agreements

Today's Agenda



- How to Find and Apply for EPA Assistance Agreements



Grants
Cooperative Agreements

- How to Stay Informed
- The Application and Award Process
- Creating a Budget Detail
- Best Practices for Award Management
- Q+A

EPA Assistance Agreement Trainings and Webinars for YOU!

Available EPA Trainings:

- [Grants Management Training for Applicants and Recipients](#)
 - 6 modules covering everything from applying for a funding opportunity, accepting and managing an award, and award close-outs
- [How to Develop a Budget Training](#)
 - 4 modules covering budget principles, direct costs vs. indirect costs, and how to budget in the Other category
 - Also available as a [webinar](#)

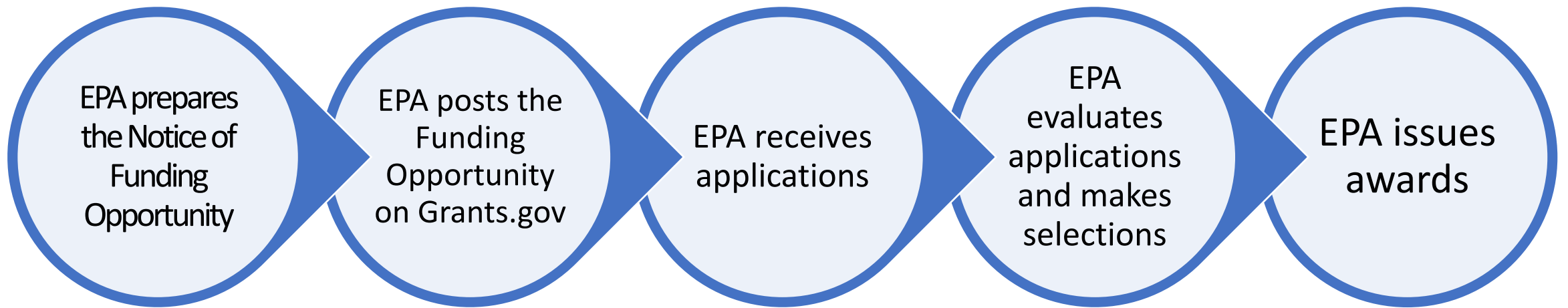
Available EPA Webinars:

- [Procurement, Subawards and Participant Support Costs](#) (March 2024)
- [Competition Process](#) (March 2024)
- [Indirect Cost Rates](#) (December 2023)
- [Terms and Conditions](#) (September 2023)
- [Financial Management](#) (March 2023)
- [What to Expect When You're Expecting...a Grant](#) (March 2023)
- [Complying with EPA Assistance Agreements](#) (September 2022)
- [Developing a Budget](#) (September 2022)
- [Grants Award Process](#) (January 2022)

EPA New Applicant/Recipient Training Requirement

- Applies to all applications received after March 4, 2024
- “New applicant/recipient” is an organization that:
 - never received an EPA assistance agreement before, or
 - last received an EPA assistance agreement prior to Federal fiscal year 2015.
- Not sure if the organization is a new applicant or new recipient? Check [USA Spending](#) using these [instructions](#).
- New Applicant/New Recipient training is: [EPA Grants Management Training for Applicants and Recipients](#) and [How to Develop a Budget](#)
- Only one applicant/recipient staff person is required to complete the training. EPA recommends it be an individual listed on the Key Contacts form, EPA Form 5700-54.

Application Process Overview



How to Find Information about EPA Programs

If you're not sure where to start, but want **general information** about what types of programs EPA offers:

- [Sam.gov for Assistance Listings](#) (formerly CFDA):
 - Assistance Listings are **not** open funding opportunities—instead, they provide details about the program
 - Types of projects funded, eligible entities, and more
- Click here for a list of all [Discretionary Competitive Grant Programs at EPA](#).

The screenshot shows the SAM.gov website homepage. At the top, there is a navigation bar with links for Home, Search, Data Bank, Data Services, and Help. The main content area features the SAM.gov logo and a navigation menu. A prominent section titled "The Official U.S. Government System for:" lists various services: Contract Opportunities, Contract Data (Reports ONLY from fpds.gov), Wage Determinations, Federal Hierarchy (Departments and Subtiers), Assistance Listings, Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov)), and Entity Reporting (SCR and Bio-Preferred Reporting). A "View FASCSA Orders" button is also present. To the right, there is a section for "Register Your Entity or Get a Unique Entity ID" with buttons for "Get Started", "Renew Entity", and "Check Entity Status". At the bottom, there is a search bar with the text "Already know what you want to find?" and a dropdown menu for "Select Domain...".

Where to Find Information about Open EPA Funding Opportunities

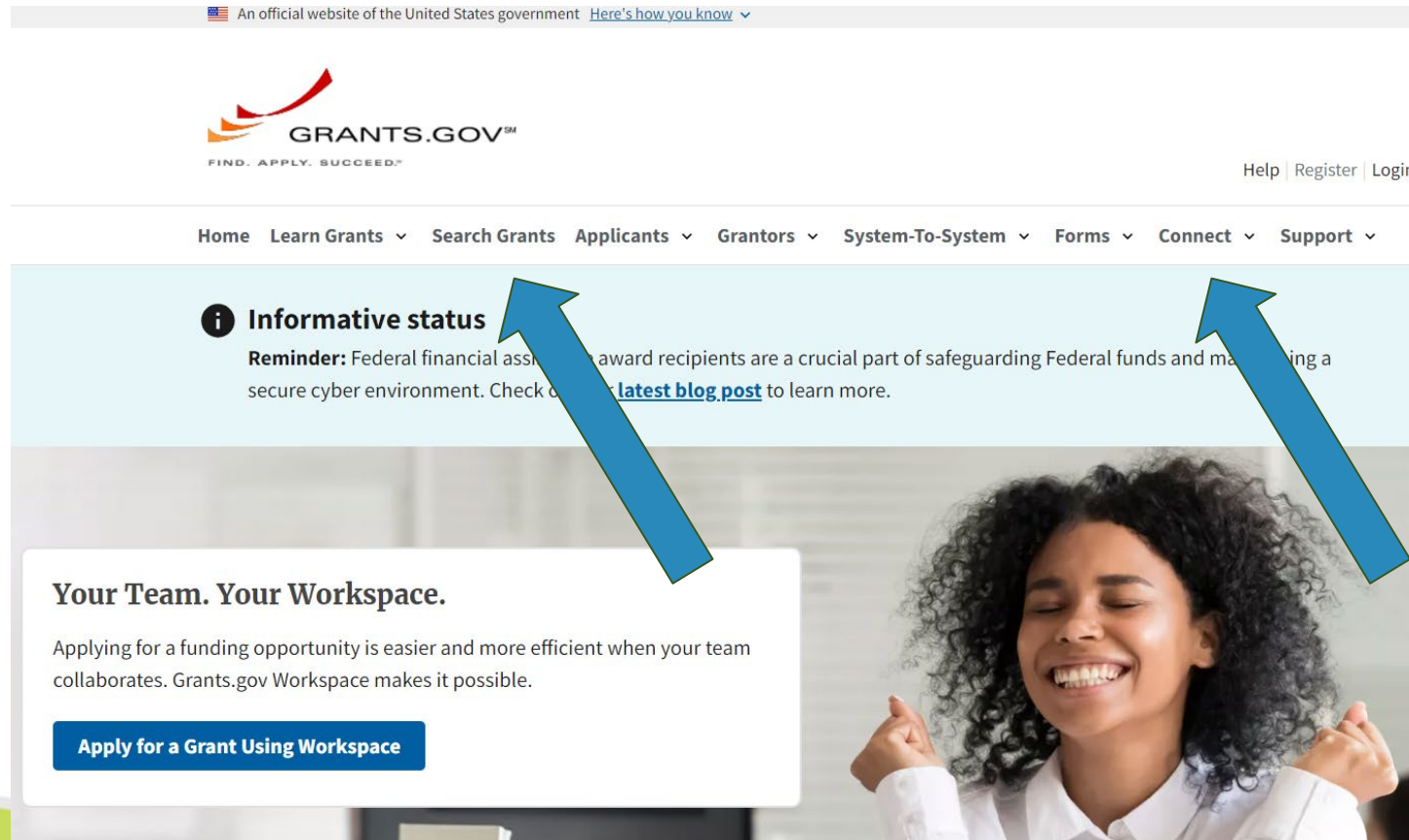
When you're ready to look for open funding opportunities:

- **Grants.gov**
 - See all open funding opportunities, application requirements, deadlines, and more.
 - This is where you will apply for funding opportunities.
- **EPA Program Office Websites**
 - In addition to Grants.gov, some program office websites have funding opportunity information, e.g., Office of Air and Radiation: <http://www.epa.gov/grants/air-grants-and-funding>.



Finding Funding Opportunities on Grants.gov

- Find current funding opportunities. **Data including funding amounts, eligible entities, submission deadline, and more**
- Searchable by Assistance Listing number (formerly called CFDA number), keyword, agency, etc.
- **Sign up for automatic notifications of opportunities using the Connect tab**



SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

SORT BY:

DATE RANGE:

Funding Opp #:

CFDA Number:

SEARCH

OPPORTUNITY STATUS:

Open (2065) Closed (1396) Archived (19938)

FUNDING INSTRUMENT TYPE:

All Funding Instruments
 Cooperative Agreement (568)
 Grant (1630)
 Other (43)
 Procurement Contract (42)

ELIGIBILITY:

All Eligibilities
 City or township governments (1008)
 County governments (1018)
 For profit organizations other than small businesses (952)

CATEGORY:

All Categories
 Agriculture (31)
 Arts (see 'Cultural Affairs' in CFDA) (6)
 Business and Commerce (15)
 Community Development (29)

AGENCY:

All Agencies
 All Agency for International Development (63)
 All Corporation for National and Community Service (2)

[Search Tips](#) | [Export Results](#)

1 - 25 OF 2065 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 83 Next »

Funding Opportunity #	Opportunity Title	Agency	Open Date ↓	Close Date
AMS-NOP-13-0061	Agricultural Management Assistance Organic Certification Cost-Share Program FY 2013	Agricultural Marketing Service	08/01/2013	08/30/2013
SA-SYLEP-800-13-GR-51	Saudi Young Leaders Exchange Program	U.S. Mission to Saudi Arabia	08/01/2013	08/30/2013
G13AS00105	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
G13AS00109	Cooperative Ecosystem Studies Unit, Great Basin CESU	Geological Survey	08/01/2013	08/12/2013
G13AS00110	Cooperative Ecosystem Studies Unit, Great Lakes Northern Forest CESU	Geological Survey	08/01/2013	08/12/2013
NPS-13-NERO-0107	Assessment of natural resource conditions at Hopewell Furnace NHS, Gettysburg NMP, and Eisenhower NHS	National Park Service	08/01/2013	08/06/2013
PAR-13-300	NLM Express Research Grants in Biomedical Informatics (R01)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-301	The Role of the Cytoskeleton in Cellular Aging (R21/R33)	National Institutes of Health	08/01/2013	09/07/2016
G13AS00106	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
PAR-13-295	Biomarkers: Bridging Pediatric and Adult Therapeutics (R21)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-296	Biomarkers: Bridging Pediatric and Adult Therapeutics (R01)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-299	Biomarkers: Bridging Pediatric and Adult Therapeutics (R03)	National Institutes of Health	08/01/2013	09/07/2016
L13AS00170	BLM AK CESU - Scenario Planning for Energy and Resources Development	Bureau of Land Management	08/01/2013	08/23/2013
NOAA-NMFS-PRPO-2014-2003832	FY 2014 Species Recovery Grants to Tribes	Department of Commerce	08/01/2013	10/29/2013
NOAA-NMFS-PRPO-2014-2003811	Species Recovery Grants to States (Section 6 Program)	Department of Commerce	08/01/2013	10/29/2013
NNH13ZDA001N-PMDAP	ROSES 2013: Planetary Mission Data Analysis Program	NASA Headquarters	08/01/2013	10/11/2013
PA-FPH-14-022	FY14 Region 9 Nevada (not including Clark, Douglas or Washoe counties) Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary for Health	08/01/2013	04/01/2014
PA-FPH-14-020	FY14 Region 9 Republic of the Marshall Islands Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary	08/01/2013	04/01/2014

How to Read Funding Opportunities

Each funding opportunity announcement has unique instructions and requirements. Read these instructions carefully!

Announcements will include:

- Eligibility information, deadlines, application content, review criteria, and more
- **Note: Most funding opportunities are only open for 45 days!**

EPA occasionally modifies funding opportunities:

- Due dates, clarification of requirements, etc.
- Modifications posted on Grants.gov. Sign up on Grants.gov for automatic notification of modifications to specific announcements.



VIEW GRANT OPPORTUNITY

EPA-I-OW-OWM-23-04

Centers of Excellence for Stormwater Control Infrastructure Technologies Grant Program

Environmental Protection Agency

Environmental Protection Agency

Apply

Subscribe

SYNOPSIS

VERSION HISTORY

RELATED DOCUMENTS

PACKAGE

General Information



Document Type:	Grants Notice
Funding Opportunity Number:	EPA-I-OW-OWM-23-04
Funding Opportunity Title:	Centers of Excellence for Stormwater Control Infrastructure Technologies Grant Program
Opportunity Category:	Discretionary
Opportunity Category Explanation:	
Funding Instrument Type:	Cooperative Agreement
Category of Funding Activity:	Infrastructure Investment and Jobs Act (IIJA)
Category Explanation:	
Expected Number of Awards:	5
CFDA Number(s):	66.490 -- Centers of Excellence for Stormwater Control Infrastructure Technologies Grant Program
Cost Sharing or Matching Requirement:	No

Version:	Synopsis 4
Posted Date:	Jan 17, 2024
Last Updated Date:	Mar 28, 2024
Original Closing Date for Applications:	Mar 18, 2024 See Section IV of funding opportunity announcement for closing date information.
Current Closing Date for Applications:	Apr 24, 2024 See Section IV of funding opportunity announcement for closing date information.
Archive Date:	May 24, 2024
Estimated Total Program Funding:	\$ 5,000,000
Award Ceiling:	\$1,646,667
Award Floor:	\$



Grants.gov Subscriptions

Subscribe to learn about new funding opportunities automatically!

You can customize the type of email notifications you receive:

- New funding opportunities (daily email of all new funding opportunities)
- Modifications (notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages)
- Saved searches (notifications for new opportunities matching saved search criteria)



Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and click the links below to subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities, and more.

[» Subscribe to Grants.gov News](#)

Receive Alerts and Newsletters containing updates about system enhancements and training resources

[» Subscribe to all new grant opportunities](#)

Receive a daily email listing all new grant opportunities

[» Subscribe to opportunities](#)

Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages

[» Subscribe to saved searches for grant opportunities](#)

Receive notifications for new opportunities matching saved search criteria



Before You Apply!!!



You must register
for **BOTH**
Sam.gov and
Grants.gov!

- Registration for both Sam.gov and Grants.gov is **required** *before* you can apply for any EPA funding opportunities.
- **Registration can take up to 30 days to process.**
- Start these registrations **NOW** even if you're not applying for a funding opportunity right now.

Registering for Sam.gov

**If you want to apply for an EPA competitive opportunity,
you need an active Sam.gov registration**

As part of registration, Sam.gov will assign you a Unique Entity ID (UEI)

- The Unique Entity ID (UEI) is NOT the same as a Sam.gov registration.
- **UEIs now replace DUNS numbers. UEIs are required for all applicants.**
- For assistance with Sam.gov registration, download the [SAM Quick Start Guide for Grantee Registration](#) and the Sam.gov [Entity Registration Checklist](#).
- If your organization will not directly apply for awards (e.g., will be a subawardee, not a prime recipient), then you may not need to complete an entity registration. You may only need a Unique Entity ID, which is NOT the same as a Sam.gov registration.

Registering for Grants.gov

After you have registered in Sam.gov, and **before** applying for a funding opportunity, you need to register an account with Grants.gov.

- For instructions, please view the Intro to Grants.gov [How to Register with Grants.gov video](#).
- When you have a Grants.gov account, users may [add a profile](#) to associate with an applicant organization. See [Applicant Registration](#) for more details.
- Prior to being able to complete or submit application packages in Grants.gov on behalf of your organization, your organization's EBiz POC must [authorize roles](#). This safeguards your organization from individuals who may attempt to submit application packages without permission.

EPA's Ability to Communicate with Applicants

EPA can

- Answer applicant eligibility questions: If uncertain if you are eligible or your project is eligible, ask before proposal submission
- Clarify information on administrative aspects of proposal submission
- Respond to requests for clarification of the opportunity

Clarifications that result in changes to the announcement must be communicated (via modification to the announcement) to all potential applicants.

EPA cannot

- Assist applicants in writing applications
- Review or comment on draft applications
- Provide information on the Agency's approach to evaluating applications beyond what is described in Section V of the opportunity
- Provide a competitive advantage to any applicant



So You Have Applied for a Competitive Award. What Now? Evaluation and Selection

EPA Program Offices evaluate each eligible application using scoring criteria and make selections based on ranking and other factors listed in the funding opportunity announcement

- Applicants that are **ineligible or not selected** will be notified and have **15 days to request a debriefing**. See [EPA's Solicitation Clauses](#) for information on requesting debriefings and filing disputes.
- Selected applicants will be notified and instructed on next steps.

Selection notification is not approval to begin work!

- Selected applications undergo additional review to ensure compliance with programmatic and administrative funding requirements.
- Only an **award agreement** signed by an EPA Award Official legally obligates federal funds.
- Any costs incurred before the project period are incurred at the recipient's own risk.

Non-Profits with Awards over \$200,000

- All non-profit applicants selected for awards that exceed \$200,000 are required to obtain pre-award certification from EPA.
- The certification process ensures that non-profit recipients have adequate administrative systems in place to manage funds awarded by EPA.
- Pre-award certification is initiated after selection for funding but before the award is made. EPA will reach out to work through the certification.
- Be responsive!! Timely and thorough responses will help the process move along.
- Be prepared that the process may take time.
- [Click here for more information about non-profit pre-award certification](#)



Finding and Applying for Funding Opportunities: Key Takeaways



- **Program info** available in Assistance Listings on Sam.gov.
- Find and apply for **open funding opportunities** on Grants.gov.
 - Avoid searching by Entity Type; use Agency filter instead.
- You must have **both** a Sam.gov and Grants.gov registration before submitting an application.
 - The registration process can take **30 days**, and some funding opportunities are only open for 45 days. So register right away even if you are not currently looking for funding opportunities.
- Notice of Selection is **not** a green light to start work on the project. You must wait until you receive the **official award agreement**.
- Non-profits with awards over \$200,000 must go through pre-award certification.

How to Stay Informed: EPA Applicant Resources

EPA Grants Listserv

Sign up today to receive timely notifications about:

- New guidance and information
- New trainings and webinars available to potential applicants and recipients
- Changes in grants management requirements
- Other pertinent information

Subscribe [here](#)



EPA Trainings and Webinars for Funding Applicants and Recipients

Available EPA Trainings:

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 - 6 modules covering everything from applying for an award, accepting and managing an award, and award close-outs
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 - 4 modules covering budget principles, direct costs vs. indirect costs, and how to budget in the Other category
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- [Complying with EPA Assistance Agreements](#) (September 2022)
- [Developing a Budget](#) (September 2022)
- [Grants Award Process](#) (January 2022)

EPA Resources for Applicants and Recipients

Competition Resources

Grants.gov Resources

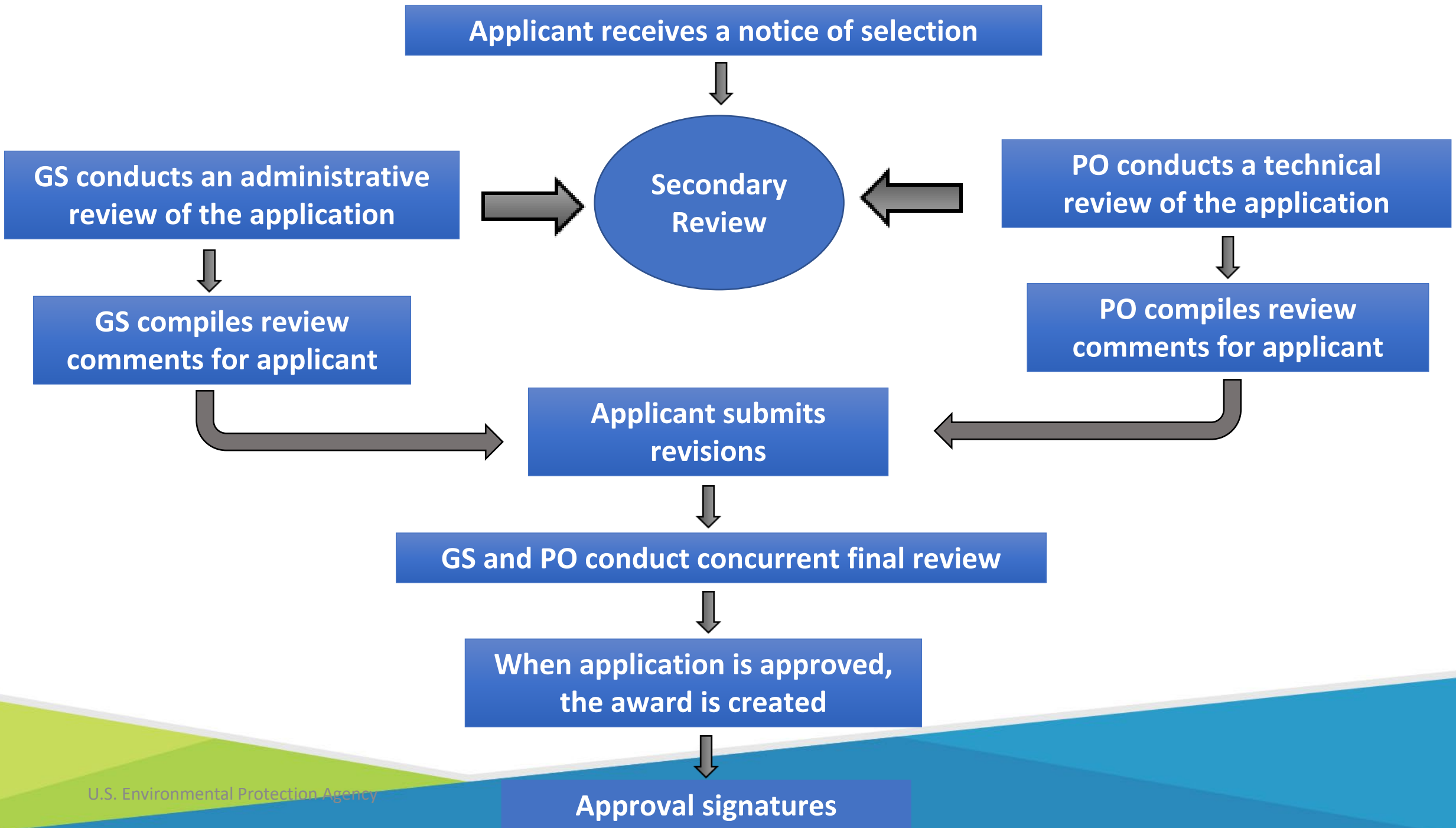
- [How to Apply for Grants](#)
- [Applicant Registration](#)
- [Grants.gov User Guide](#)
- [Workspace Overview](#)



RAIN = Recipient/Applicant Information Notice

- New guidance
- New resources
- Important changes and other information
- Check out our [EPA Grants Policy Resource Page](#)

The Application and Award Process

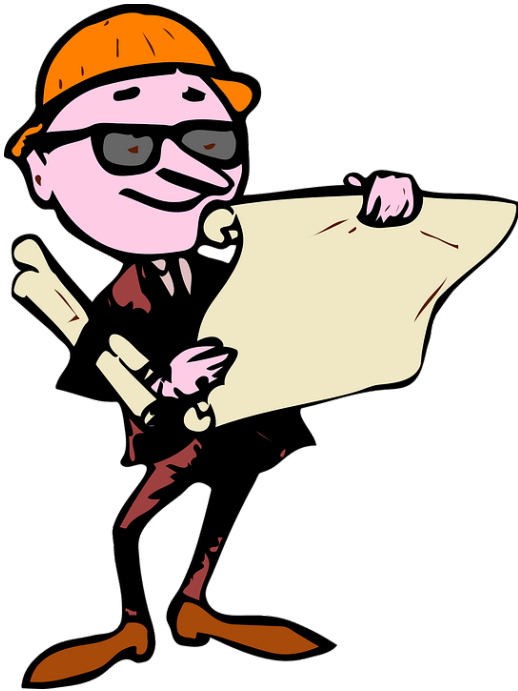


The Application Package

The following items are required for all EPA application packages:

- SF-424 Application
- SF-424A Budget
- Work Plan
- Budget Detail
- EPA Form 5700-54 Key Contacts
- EPA Form 4700-4 Pre-Award Compliance (i.e., compliance with Title VI of the Civil Rights Act)
- EPA Form 6600-06 Certification Regarding Lobbying (for an award of more than \$100,000)
- Indirect Cost Rate Agreement (if you are claiming indirect costs)
- Click here for a link to [EPA's Grantee Forms](#)

Work Plan



- Reviewed by EPA personnel
- Work plans should be based on Funding Opportunity guidance and consistent with federal rules, regulations, statutes, EPA orders, and delegates
- Detailed description including well-defined environmental outputs/outcomes
 - **Output:** an environmental activity effort or work products related to a goal or objective
 - **Outcome:** the result or effect that will occur from carrying out the activity which includes benefits, outcomes, or changes
- Commitments and time frames for completion
- Budget narrative
- Performance evaluation process and reporting schedule
- Final negotiations approved by the Program and provided to the Grants section

Creating a Budget

Whole dollar amounts only!!

Helpful resource:

****changing soon****



Code of Federal Regulations

A point in time eCFR system



Title 2

Online at:

[2 CFR 200](#)

Title 2 Grants and Agreements

Part 200 Uniform Administrative Requirements,
Cost Principles, and Audit Requirements for
Federal Awards

Personnel and Fringe Benefits

Personnel

- Direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are W-2 employees of the recipient organization.
- Budget detail must identify the personnel category type by FTE (full-time equivalent), including the percentage of FTE for part-time employees, the number of personnel proposed for each category, and funding amounts.

Fringe Benefits

- Cost other than income, such as retirement, sick leave, holiday pay, vacation, etc.
- Budget narrative should identify the applicant's fringe benefit rate.
- For more information on how to calculate your fringe rate, [click here](#).

Travel

- Travel must be necessary to perform the funded project's activities.
- Travel costs are for recipient employees.
- Travel for other program participants (i.e., interns, fellows, etc.) should be included in the **Other** category.
- Budgeting resource: [GSA lodging and per diem rates](#)

Narrative description:

1. Types/purposes of travel
2. Number of trips
3. Planned destinations
4. Number of travelers
5. Cost of each trip



Equipment

vs.

Supplies

- Tangible, non-expendable personal property having a useful life of more than one year and an acquisition cost of **\$5,000 or more** per unit.
- Prior approval is required.
- Unit includes base component and attachments, accessories, etc., necessary to make the asset usable for the purpose for which it will be acquired.
- Separate equipment service or maintenance contracts not included in the purchase price should be in the Contractual category.
- Category includes equipment the recipient proposes to purchase as a direct cost. Equipment rentals go in the **OTHER** budget category.
- Budget narrative must include an itemized listing of all equipment proposed.



Later in
2024:
\$10,000

- Tangible personal property other than equipment with a per-item acquisition cost of **\$5,000 or less**.
- Electronic devices with a per-item acquisition cost of **less than \$5,000** may be classified as supplies unless the recipient's property management system classifies these items differently.
- Budget narrative must include a brief description of the supplies and why they are necessary for the project.
- Costs should be categorized by major supply categories (e.g., office supplies, monitoring equipment, etc.).

Contractual

- A contract is used to obtain goods and services (including consulting services) and creates a procurement relationship with the contractor ([2 CFR 200.331](#)).
- Budget narrative should include a description of the scope of work or services to be provided, duration, and procurement method (competitive or non-competitive).
- States follow their own procurement procedures based on their laws and regulations.
- Applicants should **avoid** naming specific contractors or consultants in their applications.
- All contractors and consultants are subject to procurement and competition regulations—EPA *very rarely* approves sole-source procurements.
- See [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) and [2 CFR 200.319](#) for more information about procurement and competition requirements.



Other

Direct costs that do not fit in any of the specific budget categories, including:

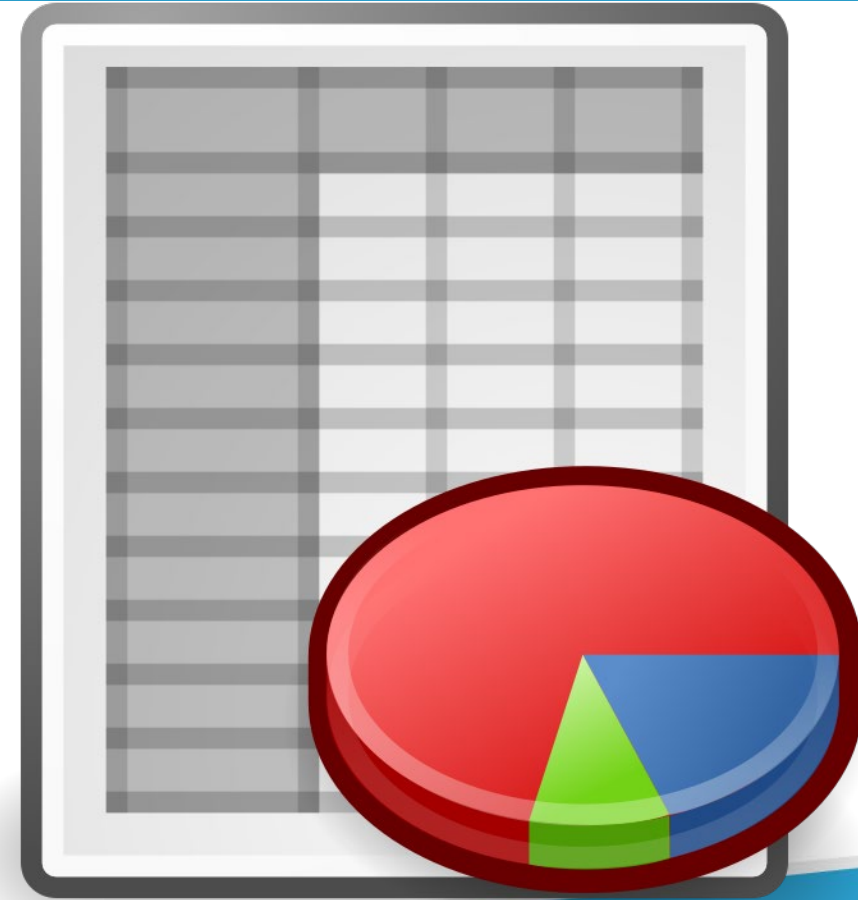
- Insurance and indemnification
- Telephone service and utilities
- Document reproduction at local copying centers
- Third party in-kind contributions towards cost share
- Rental/lease of meeting or conference facilities
- Participant support costs (i.e., costs paid to or on behalf of participants or trainees who are not employees of the recipient organization, such as stipends or travel allowances) must be labeled as such.
- Subawards must be labeled as such and are subject to reporting requirements. See [EPA Subaward Policy](#) and [EPA Subaward Frequent Questions](#).



Indirect Costs

- Incurred by the recipient for a common or joint purpose that benefits more than one cost objective or project and is not readily assignable to specific cost objectives or projects as a direct cost.
- Must have a current approved or negotiated rate agreement throughout the life of the award.
- Recipients who never had an indirect cost rate are eligible to use the 10% de minimis rate ([2 CFR 200.414](#)).
- Click here for EPA's [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#).

Later in
2024:
15%



Creating Your Budget: Key Takeaways



- Double check your math. Use whole dollar amounts—no cents.
- Make sure that fringe and indirect costs are rounded down, not up.
- Provide a **detailed** budget narrative with breakdowns for costs of travel, supplies, etc.
- Review [EPA's General Budget Guidance](#).
- Determine if your budget includes Participant Support Costs ([EPA Guidance on Participant Support Costs](#)) and/or Subawards ([EPA Subaward Policy](#) and [EPA Subaward Policy Frequent Questions](#)).
- Be aware of federal procurement rules. All consultants and contractors should be hired through a competitive process (outlined in [EPA's General Budget Guidance](#)).
- Do not name specific contractors or consultants directly in your application package.
- Keep an eye out for changes to 2 CFR 200 coming later in 2024.

Best Practices for Award Management

Receiving Your Award

Recipients of EPA awards receive an email from EPA with the official award document.

The award document will contain **important information** like:

- Your total approved assistance amount;
- The project and budget period start and end dates; and
- Terms and Conditions of the award.

You will have 21 days from receipt of the email to take action.

To accept your award:

- Drawdown funds; **OR**
- Do nothing. After 21 days, your award is considered accepted.
- Note: You do not have to wait 21 days to start drawing funds.

To file a disagreement:

- Follow the directions in your award email.



Terms and Conditions

As a grantee, you are responsible for reading the Terms and Conditions of your award!!

Your award will contain Administrative, Programmatic, and General Terms and Conditions. **Read all of them carefully!**

Reach out to your Program Officer and/or Grant Specialist with any questions. Their contact info is on the award.

The Terms and Conditions will tell you all you need to know about reporting requirements, drawdowns, audit requirements, and more.

[Click here to see EPA's General Terms and Conditions.](#)

Environmental Protection Agency
General Terms and Conditions
Effective October 1, 2023

Revision History:

The Environmental Protection Agency's General Terms and Conditions **are published and become effective October 1st at the start of the federal fiscal year.** Any additions, revisions, or changes to the terms and conditions after October 1 will be summarized below.

T&C Number	Effective Date	Description of Changes
#48	October 23, 2023	Implements new Office of Management and Budget (OMB) guidance on the Buy America preference for infrastructure projects.
#5	January 12, 2024	Removed the customer service line for Research Triangle Park Finance Center (RTPFC)

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Programmatic General Terms and Conditions	24
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Drawdowns



As required by the Terms and Conditions, recipients must draw funds from ASAP (Automated Standard Application for Payment) only for the minimum amounts needed for actual and immediate cash requirements for allowable costs under this assistance agreement.

The timing and amounts of the drawdowns must be as close as administratively feasible to actual disbursements of EPA funds.

Disbursement within 5 business days of drawdown will comply with this requirement and the recipient agrees to meet this standard when performing this award.

See [2 CFR 200.305\(b\)](#) and your award's Terms and Conditions for more information about how and when to drawdown awarded funds.

Reporting Requirements

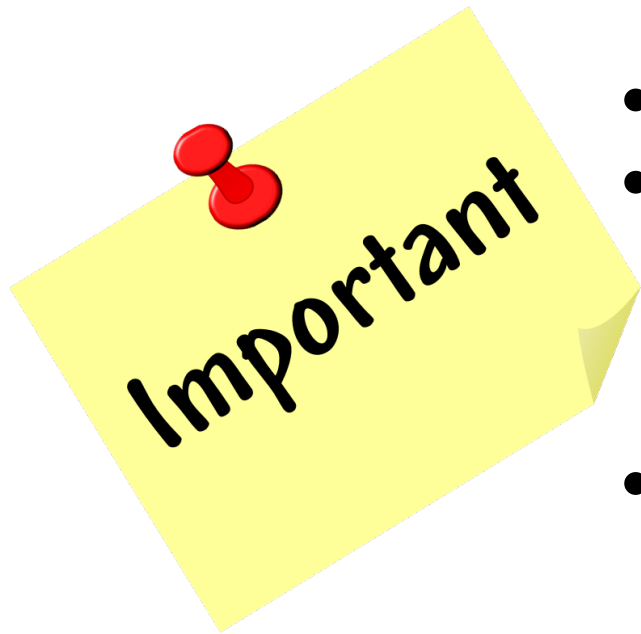
EPA awards come with some mandatory reporting requirements. Information about these requirements is found in the Terms and Conditions of your award.

Reporting requirements include:

- Programmatic reports, as detailed in your Terms and Conditions
- Subawards over \$30,000, reported to FSRs.gov
- Annual [Disadvantaged Business Enterprise \(DBE\)](#) reports if your procurement budget is \$250,000 or more
 - Procurement budget includes any dollars budgeted to Equipment, Supplies, Contractual, and Other
- Annual **Federal Financial Reports** and one Final Federal Financial Report after the end of the project period



Best Practices for Award Management: Key Takeaways



- Recipients have 21 days to accept OR file a disagreement with their award.
 - Reminder: taking no action is considered accepting the award.
- Review all Terms and Conditions *very* carefully.
- Only draw funds in the amounts needed for actual and immediate cash requirements. Do not drawdown funds far in advance.
 - Red flags for drawdowns include drawing it all down at once or not drawing any funds at all.
- Be aware of reporting requirements.
 - Subawards over \$30,000
 - DBE reports if your procurement budget exceeds \$250,000
- Ask questions! If you have a question or concern, reach out to the Project Officer and/or Grant Specialist listed on your award document.

Helpful Links



- EPA website: www.epa.gov/grants
- Grants.gov: <https://www.grants.gov/>
- Application Forms: <https://www.grants.gov/forms/forms-repository/>
- Uniform Grants Guidance (UGG) (2 CFR 200):
 - <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
- EPA Applicant and Recipient Webinars:
 - <https://www.epa.gov/grants/epa-grants-webinars>
- EPA Applicant and Recipient Trainings:
 - <https://www.epa.gov/grants/recipient-training-opportunities>

Questions or Concerns? Here's Who to Contact

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Questions

