



EPA CLEAN SCHOOL BUS PROGRAM

WEBINAR

SEPTEMBER 17, 2024

Office of Air and Radiation (OAR)

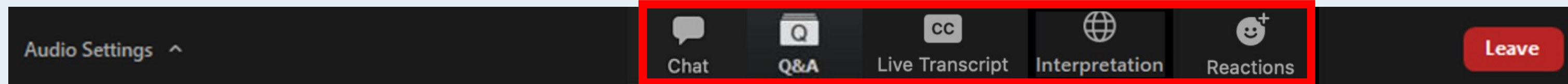
Office of Grants and Debarment (OGD)

Office of General Counsel (OGC)

Office of the Chief Financial Officer (OCFO)

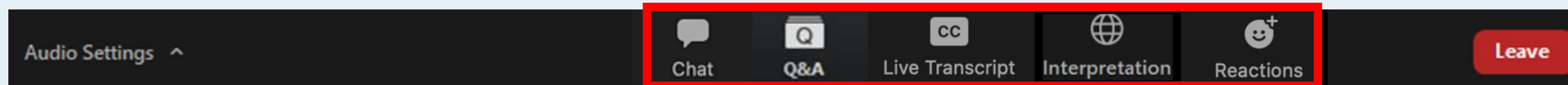


ZOOM WEBINAR LOGISTICS



- **This presentation is being recorded.** The slides and recording will be posted to <https://www.epa.gov/cleanschoolbus> as soon as they are processed for posting.
- **All attendees are in listen-only mode.** Audio is available through your computer speakers or by phone. The presenter will ask you to come off mute if applicable.
- **Live transcription:** Live captioning is available by clicking the “Live Transcript” icon.
- **Live interpretation:** Live Spanish interpretation is available by clicking the “Interpretation” icon and selecting Spanish. Click “Mute Original Audio” to mute English audio when listening in Spanish.
- **Questions:** Use the Q&A feature to ask questions during the presentation. We will address as many as possible after the presentation. If we are unable to answer your question at this time, we will list all questions and answers in the Q&A document available on our website. You can also submit written questions to the EPA Clean School Bus Program helpline at cleanschoolbus@epa.gov.
- **Chat:** Chat is disabled, but the presenters might share links through the chat feature.
- **Reactions:** Reactions are enabled for you to interact with the presenter.

ZOOM WEBINAR LOGISTICS



- **Esta presentación es grabada.** Las diapositivas y la grabación se publicarán en epa.gov/cleanschoolbus tan pronto sean procesadas para su publicación.
- **Todos los asistentes se encuentran solo en modo escucha.** Hay audio disponible a través de los altoparlantes de su computadora o por teléfono. El presentador le pedirá que quite el silencio si corresponde.
- **Transcripción en vivo:** Hay subtítulos disponibles haciendo clic en el icono “Live Transcript” [Transcripción en vivo].
- **Interpretación en vivo:** Hay interpretación en español disponible haciendo clic en el icono “Interpretation” [Interpretación] y seleccionando el español. Haga clic en “Mute Original Audio” [Silenciar audio original] para silenciar el audio en inglés al escuchar en español.
- **Preguntas:** Use la función Q&A [preguntas y respuestas] para hacer preguntas durante la presentación. Abordaremos todas las que sea posible después de la presentación. Si no podemos contestar su pregunta en este momento, anotaremos todas las preguntas y respuestas en el documento Q&A correspondiente disponible en nuestro sitio web. Puede también enviar preguntas por escrito a la línea directa de ayuda del Programa de Autobuses Escolares Limpios de la EPA en cleanschoolbus@epa.gov.
- **Chat:** Se encuentra inhabilitado el chat, pero los presentadores podrían compartir enlaces a través de la función de chat.
- **Reacciones:** Las reacciones están habilitadas para que usted interactúe con el presentador.



AGENDA

OVERVIEW

OAR

CSB Grant Program

PART 1

OGD & OGC

Programmatic and Fiscal Responsibilities

PART 2

OCFO

Understanding ASAP and drawdown of funds

Resources

Helpful links and tools

OVERVIEW



CLEAN SCHOOL BUS (CSB) GRANT PROGRAM



Congratulations again on being selected for a 2023 Clean School Bus Grant award. Because of your dedication to the transition toward cleaner school bus fleets, approximately 2,700 buses in about 270 school districts across the nation will be replaced with cleaner, healthier buses under the 2023 CSB Grant program.

Thank you!

CSB Grant Program Process



Next Steps for 2023 Clean School Bus Grantees

1 SELECTION

Grantees are notified in accordance with [Section VI.A of the 2023 CSB Notice of Funding Opportunity \(NOFO\)](#). Additional documents and forms may need to be submitted and approved before the grant can officially be awarded.

2 HELPFUL RESOURCES

Thoroughly review the CSB Grants Website for important dates, popular questions and answers, and other helpful resources. Please contact cleanschoolbus@epa.gov with any programmatic questions and cleanschoolbusTA@nrel.gov with any technical assistance questions.



4 REPORTING REQUIREMENTS

Grantees must submit bi-annual reports summarizing technical progress, planning activities for the next six months, and a summary of expenditures [Section VI.B of the 2023 CSB NOFO](#) for more information.



3 WORKPLAN REVISIONS

EPA requires grantees to request prior written approval for any budget plan revisions. Submit your changes in a timely manner to your Regional Project Officer for approval. Refer to [Section VI.D of the 2023 CSB NOFO](#) for more information.

5 SCRAPPAGE

Submit detailed proof of scrappage, sale, or donation of existing buses to the EPA contact, including specified photos and documentation as outlined in [Section III.D of the 2023 CSB NOFO](#).



6 CLOSEOUT

Grantees must submit a detailed final report to EPA within 120 days of the completion of the project. Refer to [Section VI.B of the 2023 CSB NOFO](#) for more information.



EPA CLEAN SCHOOL BUS
EPA-420-F-24-001
January 2024

WHY WE ARE HERE



To ensure ongoing support for CSB Grantees, EPA is providing an overview of key information in the Terms and Conditions (T&Cs) of your awards.

We understand that some grantees, particularly for-profit entities, may be less familiar with grant regulations and requirements included in your T&Cs; as part of our partnership with you to ensure the success of CSB grants, EPA is providing an opportunity to review key details of the T&Cs and answer questions in real-time during this webinar.

PART 1





Office of Grants and Debarment (OGD)
Office of General Counsel (OGC)

- Eligible Costs
- Program Income
- Fraud, Waste and Abuse
- Compliance with Federal Laws & Regulations

ELIGIBLE COSTS

- All CSB grantees, including for-profit entities, must make sure that their budget table has an accurate breakdown of how all grant funds will be used for eligible costs (e.g., equipment, personnel), reflected in appropriate cost categories.
- The [*Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial](#) is a helpful resource for new recipients when preparing budgets.



ELIGIBLE COSTS

- All grant funds listed for each budget category should match the recipient's internal documentation of how funds are spent on eligible cost categories.
- All grantees must comply with record retention requirements for audit purposes.



ELIGIBLE COSTS

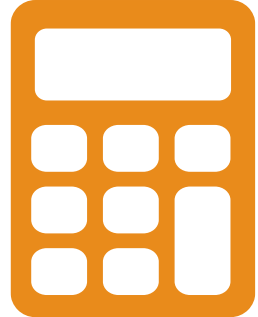
- Participant support costs (PSC) are allowable under specific conditions.
- EPA expanded the definition of participant support costs in [2 CFR 1500.1](#) to include rebates and subsidies to promote participation in environmental stewardship programs.
- CSB recipients may be able to use CSB funds to provide school districts with rebates or subsidies for purchases of clean school buses.



INDIRECT COSTS



Indirect costs (IDC), such as HR, payroll, rent, accounting, etc., benefit all the recipient's projects and programs, so the indirect cost rate is used to allocate a portion of these costs to their federal award.



Indirect costs are budgeted by applying the recipient's IDC rate to their approved basis of application, which, for the federal de minimis rate, is modified total direct costs (MTDC) as defined in 2 CFR 200.1.



Costs should be properly included in the recipient's budget so the indirect cost rate is applied appropriately.

Calculating Modified Total Direct Costs

Indirect Cost Rate

10% de minimis Rate

| Budget Object Class | Requested Amount |
|---------------------------------|-------------------|
| Personnel | \$ 250,000 |
| Fringe Benefits | \$ 87,500 |
| Travel | \$ 2,300 |
| Equipment | \$ 300,000 |
| Supplies | \$ 1,400 |
| Contractual | \$ 3,000 |
| Construction | \$ 50,000 |
| Other | \$ 114,000 |
| Total Direct Costs | \$ 808,200 |
| Requested Indirect Costs | \$ 41,920 |
| Total | \$ 850,120 |

| Modified Total Direct Costs Base - Excluded "Other" Costs | | | | |
|---|-------------------|------------------|----------------------------------|-----------------|
| Breakout of Subawards | Amount | Allowed in MTDC | "Other" Excludable Cost | Amount |
| Subaward 1 | \$ 25,000 | \$ 25,000 | Rental Costs | |
| Subaward 2 | \$ 35,000 | \$ 25,000 | Patient Care | |
| Subaward 3 | \$ 50,000 | \$ 25,000 | Tuition Remission* | |
| Subaward 4 | | \$ - | Scholarships* | |
| Subaward 5 | | \$ - | Fellowships* | |
| Subaward 6 | | \$ - | Other Participant Support Costs* | 4,000 |
| Subaward 7 | | \$ - | Capital expenditures | |
| Subaward 8 | | \$ - | | |
| Subaward 9 | | \$ - | | |
| Subaward 10 | | \$ - | | |
| Total Subawards | \$ 110,000 | \$ 75,000 | Total Other Excluded | \$ 4,000 |

| | |
|---|-------------------|
| Modified Total Direct Costs (MTDC) | \$ 419,200 |
| Allowable Indirect costs | \$ 41,920 |

| | |
|----------------------------------|-------------------|
| Amt of Subawards excluded | \$ 35,000 |
| Total excluded costs | \$ 389,000 |

§ 200.1 Modified Total Direct Cost (MTDC) means 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). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

Budget








| Type | Rate per Hour | Number of Hours | Personnel Cost | Fringe Benefits |
|------------------|---------------|-----------------|------------------|-----------------|
| Engineer | \$60 | 400 | \$24,000 | \$5,280 |
| Scientist | \$36 | 300 | \$10,800 | \$5,050 |
| Junior Scientist | \$24 | 2,500 | \$60,000 | \$3,930 |
| Manager | \$95 | 500 | \$47,500 | \$9,220 |
| Total | | | \$142,300 | \$23,480 |

SUBAWARDS AND CONTRACTS

- All recipients, including for profits, must comply with the procurement requirements in [2 CFR Part 200](#) with regard to competition.
- Competition best practices include:
 - Make **good faith efforts to solicit quotes from Disadvantaged Business Enterprises**, required by [40 CFR Part 33](#).
 - Publicly advertise the competition and keep it open for bidding for at least 30 days.
- See EPA's [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for additional guidance.



SUBAWARDS AND CONTRACTS

| Entity Type | Subaward | Procurement Contract | <p>Transactions with for-profit companies and individual consultants are considered procurement contracts with few exceptions. Two examples include:</p> <p>Grant recipient (for-profit entity or non-profit entity) provides a subaward to a for-profit company to upgrade equipment owned by the company (the subrecipient) that will be used to carry out the grant purpose.</p> <p>Grant recipient provides a rebate or subsidy to a for-profit company for all or a portion of the costs of the equipment purchased by the company. The rebate or subsidy would be participant support costs and the company (owner of the equipment) would be a program beneficiary.</p> |
|--|---|---|--|
| For-profit | |  | |
| Individual Consultant | |  | |
| Non-profit |  | | |
| Institution of Higher Education |  | | |
| Federal Agency |  | | |
| Federally Funded Research & Development Center |  |  | |

Simplified Acquisition

should obtain prices/quotes from at least 3 sources

Formal Competitive Requirements

subject to formal competitive requirements and must obtain Competitive Sealed Bids or Competitive Proposals

Micro Purchase

may be made without competition (generally, for purchases of supplies)

Up to \$250,000

Up to \$10,000

More than \$250,000

Procurement Thresholds



SOLE SOURCE

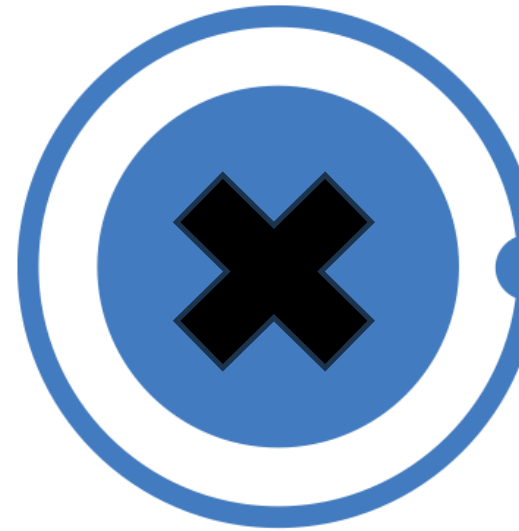
As provided at 2 CFR 200.320(c), there are specific circumstances in which noncompetitive procurement can be used, including when one or more of the following circumstances apply:

- The item is available only from a single source;
 - Public exigency or emergency;
 - The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request; or
 - After solicitation of a number of sources, competition is determined inadequate.
-
- EPA rarely approves sole source contracts.
 - Based on the CSB Statute, EPA has determined that for CSB grants, bus dealers who have an exclusive relationship with a bus manufacturer may purchase buses from that manufacturer without going through an open competition
 - Bus dealers must provide appropriate documentation of the exclusive relationship with a bus manufacturer and should consult with their EPA Project Officer for details.

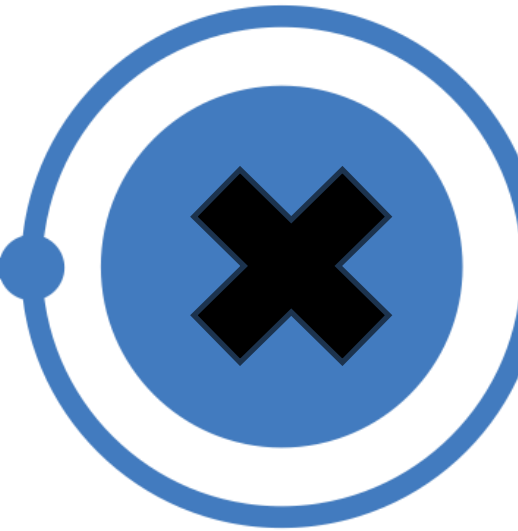


IMPROPER PROCUREMENT PRACTICES

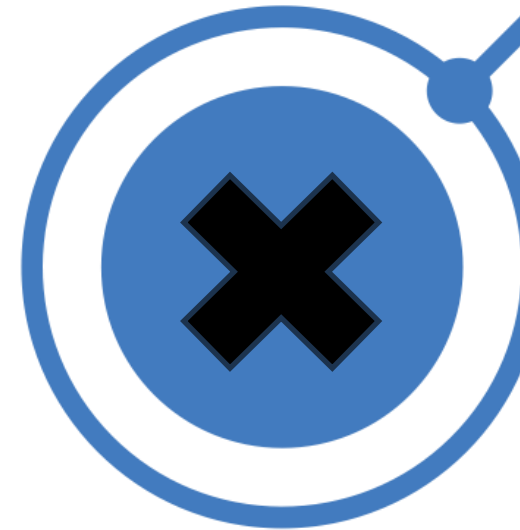
Using sample language or templates from contractors planning to bid on the services



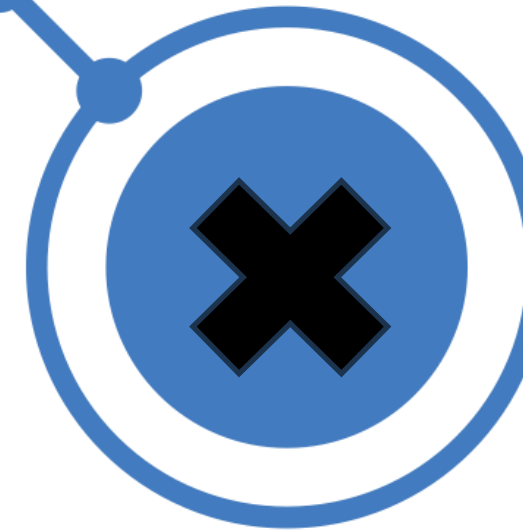
Discouraging other contractors from submitting an offer by naming firms



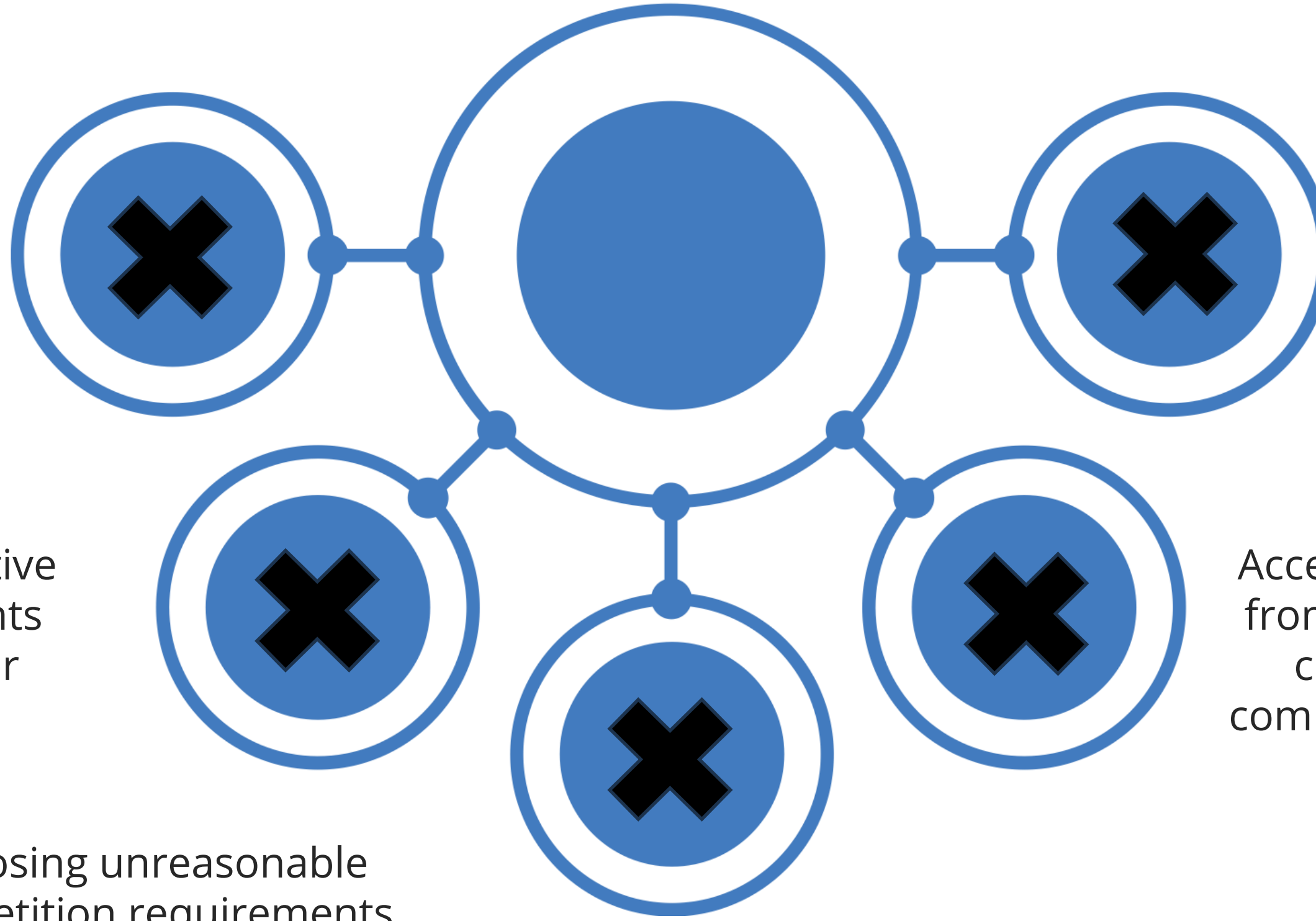
Making noncompetitive awards to consultants that are on retainer contracts



Accepting any assistance from a contractor if that contractor plans to compete for the resultant contract



Imposing unreasonable competition requirements



PROGRAM INCOME: THIRD PARTIES

- In the Third-Party Sub-Program, if a school district beneficiary pays the third-party grantee any money for the use of grant-funded charging equipment or other equipment, then all of that money **must be used to finance the non-Federal share of the project** or pay for other project needs.



PROGRAM INCOME: THIRD PARTIES

- If any money from the school district beneficiary is **income for the third-party grantee**, the grantee **must report** is as **Program Income in their bi-annual performance reports** (per Section G. of CSB T&Cs) and Standard Form 425 Financial Reports.



PROGRAM INCOME: THIRD PARTIES

- The grantee must maintain supporting documentation to substantiate all grant related charges when audited, showing that any funds charged to a school district beneficiary were passed in full to a vendor.
- For more information, please refer to:
 - [CFR 200.307](#)
 - [CFR 1500.8](#)
 - [*Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial](#)
 - [CSB Terms & Conditions](#)



PROGRAM INCOME: DOCUMENTATION

- The fleet must retain documentation that the amount they are charging the school district beneficiary for bus services with the grant-funded buses is no more than the amount they are charging for bus service provided with non-grant-funded buses.




PROGRAM INCOME: DOCUMENTATION

- If a private fleet charges a school district beneficiary more for bus service, then they must follow the program income requirements (Slides 22 -24).
- Private fleet grantees who use grant-funded buses for bus services for entities other than the school district beneficiary(ies) listed on their grant must also follow the third-party beneficiary requirements.



TERMS AND CONDITIONS

- Grantees should be **fully aware of the CSB Terms and Conditions and [EPA General Terms and Conditions](#)**, including paragraphs:
 - 5 (ASAP and Proper Payment Draw Down)
 - 9 (Management Fees)—Prohibits profiting from EPA grant funds.
 - 15 (Executive Compensation)
 - 19 (Audit Requirements)
 - 36 (Tangible Personal Property)
 - 48 (BABA)
 - 52 (Access to Records)

A close-up photograph of a person's hand holding a white document. The document is titled "Terms and Conditions" in a large, bold, black serif font. The text is slightly tilted. Below the title, there is a blurred section of text, likely the actual terms and conditions of the document. The background is out of focus, showing what appears to be a computer monitor or another document.

FRAUD, WASTE AND ABUSE

Fraud. False representation of a material fact; intentional deception to deprive the U.S. or EPA of something of value; obtaining an undeserved benefit or privilege

Waste. Taxpayers not receiving reasonable value for money; inappropriate act or omission; mismanagement, inappropriate actions, inadequate oversight

Abuse. Deficient or improper behavior compared to reasonable and necessary business practices; misuse of authority for personal gain; not necessarily a violation of laws, regulations, or grant provisions



FRAUD, WASTE AND ABUSE

Indicators of Fraud, Waste, and Abuse can be found on the [EPA Office of Inspector General](#) website.

Report suspected fraud, waste, and/or abuse to:

- EPA Project Officer for the award
- EPA Office of Inspector General

OIG Hotline: 1 (888) 546-8740



BUILD AMERICA BUY AMERICA (BABA) ACT

- Requires iron, steel, manufactured products, and construction materials used in federally-funded infrastructure projects to be produced in the United States.
- Covered products (or processes) that must occur in the United States for BABA can include:
 - Iron and steel: All manufacturing processes from the initial melting stage through the application of coatings
 - Manufactured products: 55% or greater of the total cost of components must be produced domestically
 - Construction materials: All manufacturing processes for non-ferrous metals, plastics and polymers, glass, lumber, and drywall must be produced domestically
- **“Infrastructure” is defined broadly to include installation of Electric Vehicle charging stations and related infrastructure.**
 - EV Chargers purchased with EPA funding must fully comply with BABA
- School buses are not covered by the Build America, Buy America Act, though we are encouraging all selectees to consider American manufacturers when possible.

BUILD AMERICA BUY AMERICA (BABA) ACT

- **Applying.** Applications should reflect items that are made in the U.S. in the budget and project timelines for any infrastructure projects.
- **Complying.** Recipients will be responsible for ensuring that products used in their projects follow BABA requirements.
- **Waivers.** Recipients may request waivers for items not made in the U.S.
- **Questions.** For help finding products made in the U.S. or other questions about BABA waivers, please contact EPA_BABA_Waiver@epa.gov.
- **More information.** <https://www.epa.gov/cwsrf/build-america-buy-america-baba>



QUESTIONS



PART 2





ASAP AND DRAWING FUNDS

**Office of the Chief Financial Officer
Office of the Controller
Research Triangle Park Finance Division**

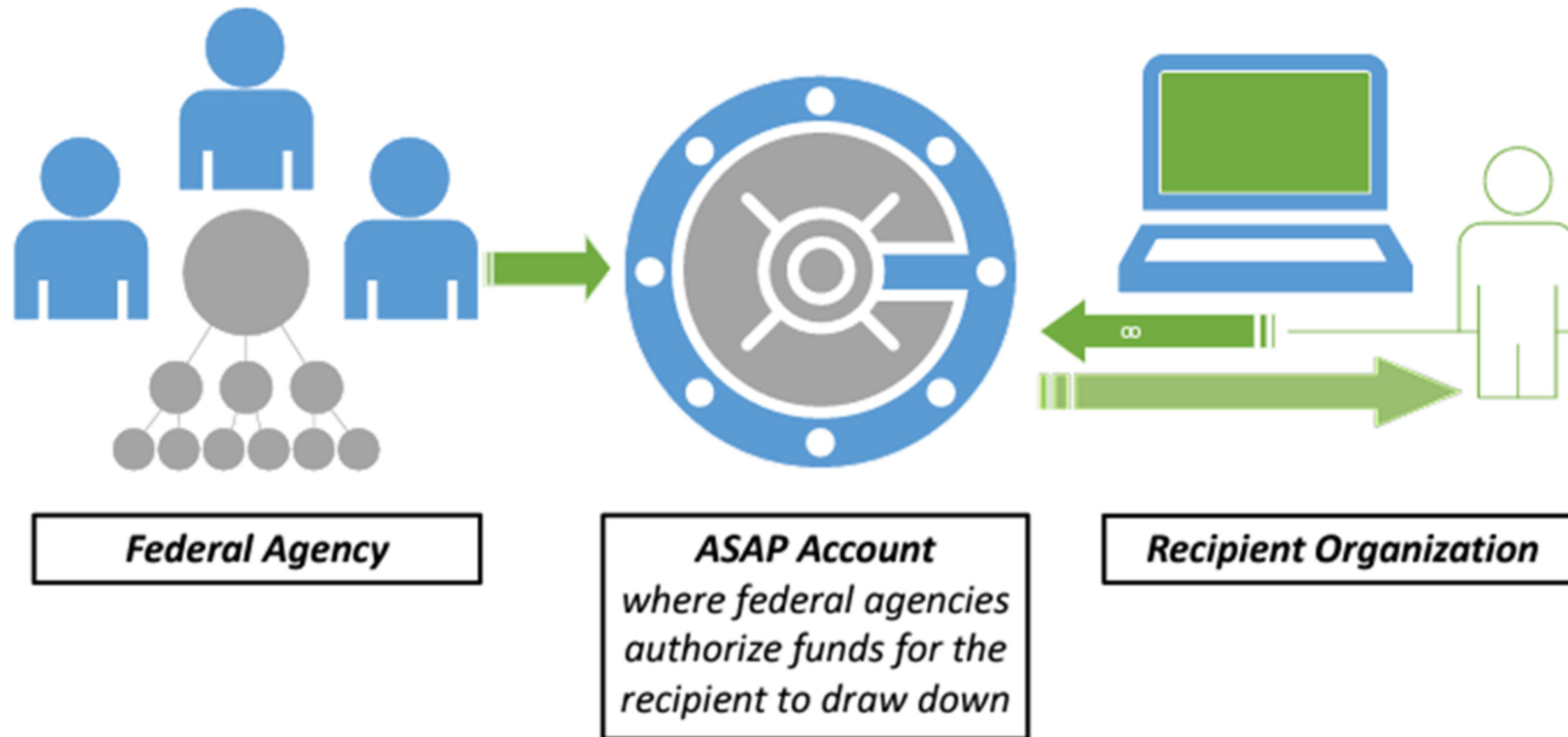
- What is ASAP?
- Policies & Regulations
- Returning Funds

ASAP

- EPA makes payments for grants through the Department of Treasury's [Automated Standard Application for Payments \(ASAP\)](#) electronic payment system.



ASAP



HOW ASAP WORKS



Step 1:

Federal agency and recipient both enroll in ASAP.gov



Step 2:

Agency adds money to recipient account and sets rules for payment



Step 3:

Recipient requests payment via ASAP.gov



Step 4:

Approved payments can settle as quickly as the same day

ASAP: DRAWING FUNDS

- Recipients are not required to submit documentation
 - You **must retain documentation** that clearly shows the incurred costs that you, as the grantee, have incurred for audit purposes.
- No requirements for the frequency of draws
 - Most recipients draw on a weekly basis, but you can draw as frequently as needed
- Payments are deposited in recipient accounts same day/next business day
 - Same day payment if requested prior to 4:30pm EST/less than \$1M
 - Otherwise, next business day



CFR § 200.305 FEDERAL PAYMENT



Entity must maintain advance payments of Federal awards **in interest-bearing accounts**. Interest earned amounts **up to \$500 per year may be retained** by the non-Federal entity for administrative expense. **Amounts greater than \$500 must be remitted annually to the Department of Health and Human Services** Payment Management System (PMS)



Advance payments to a non-Federal entity must be **limited to the minimum amounts needed** and be timed to be in accordance with the actual, immediate cash requirements.

EPA Policy sets a 5 business days disbursement standard.



Funds, principal, and **excess cash returns must be directed to the original Federal agency payment system.**

EPA DRAW POLICY

- Recipients must enroll in ASAP
- Grant drawdowns are for immediate cash needs (e.g., paying an invoice for goods or services received; purchase orders are not an immediate cash need)
- Funds drawn down must be disbursed within 5 business days of receipt
 - May retain up to 5% of the draw/maximum of \$1,000
 - After 5 business days, any remaining funds in excess of 5%/\$1,000 must be returned to EPA
 - Recipients may request an exception



RETURNING FUNDS



ASAP



Fedwire

Bank fees may apply



Pay.gov

QUESTIONS



RESOURCES



CSB GRANT PROGRAM DOCUMENTS

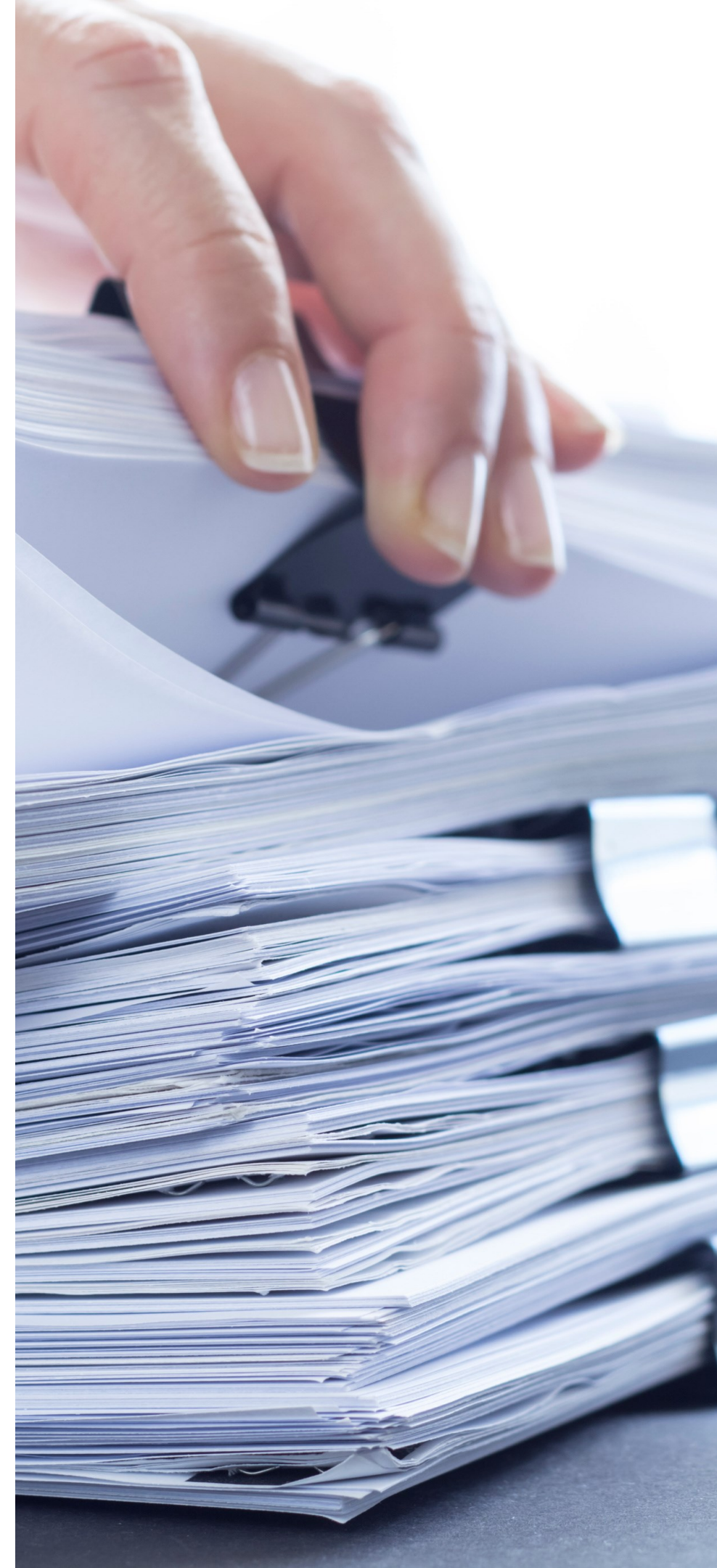
Visit <https://www.epa.gov/cleanschoolbus/clean-school-bus-program-grants#grant-documents> to find all relevant, up-to-date CSB-related documents for grantees:

Documents for Grantees

- [Next Steps for 2023 Clean School Bus Grantees \(pdf\)](#) (686 KB, January 2024, EPA-420-F-24-001)
-  [2023 CSB Grants Sample Eligibility and Scrappage Template \(docx\)](#) (648.73 KB, November 2023)
-  [2023 CSB Grants Reporting Template \(xlsx\)](#) (1012 KB, April 2024)

REPORTING: WHAT TO INCLUDE

- Progress made on bus and infrastructure procurement, purchase and deployment
 - Note any roadblocks or barriers to original project timeline, including any communication delays with bus or infrastructure manufacturers pre- or post-deployment
- If applicable, status of utility upgrades
- Specific new bus and infrastructure information, as it becomes available
- Progress made on other project commitments, such as workforce development, sustainability, community engagement and efforts to make the project resistant to the effects of climate change



REPORTING: REQUIREMENTS TIMELINE

| Deliverable | Deadline/Due Date | Submission Document |
|--------------------------------|--|--|
| Workplan + Financial Summary | One month after official award | Reporting Template |
| Semi-Annual Project Reports | July 31 st and Jan. 31 st of each calendar year during the project period*, ** | Reporting Template |
| Eligibility and Scrappage Form | End of project period** | Eligibility and Scrappage Template |
| Final Project Report | 120 days after project completion | Reporting Template |

* Reporting periods are six (6) months each.

** The project period is 24 months and may extend up to 36 months where justified.

ADDITIONAL RESOURCES: TA

Visit <https://www.epa.gov/cleanschoolbus> to find relevant CSB-related resources:



**Technical
Assistance**



**Workforce
Development**



**Educational
Materials**

ADDITIONAL RESOURCES: TA

NREL and the Joint Office of Energy and Transportation (“Joint Office”) are partnering with EPA to offer FREE clean school bus technical assistance to school districts receiving funds. The Joint Office can help grantees with:



Contact:

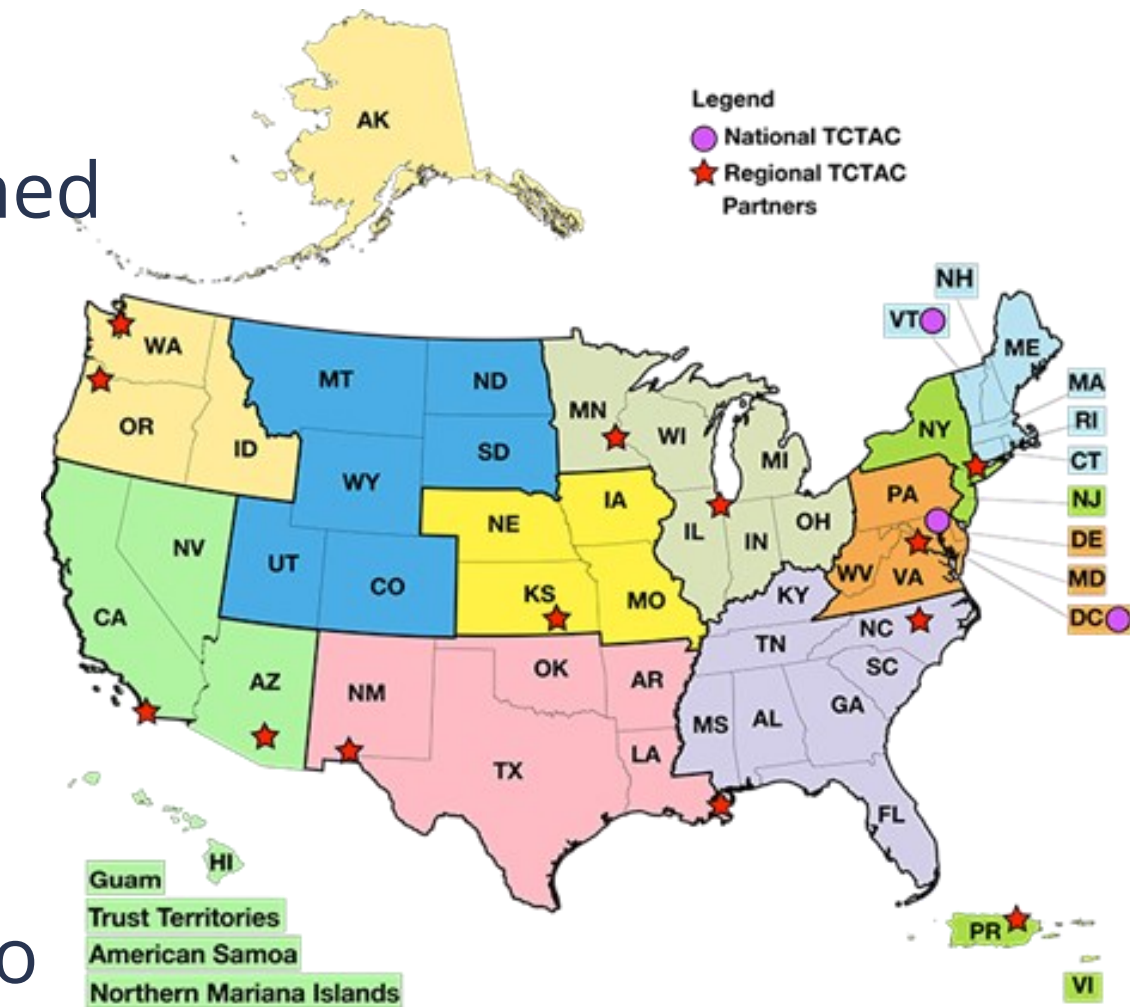
CleanSchoolBusTA@nrel.gov

www.driveelectric.gov/contact

| | | | |
|--|---|--|--|
| Coordinating with electric utilities | Identifying available funding and incentives | Analyzing charging infrastructure needs | Conducting route analysis and planning |
| Conducting training and workforce development | Opportunities for resiliency (V2X) | Analyzing energy needs and grid impact | Identifying solar and battery storage opportunities |

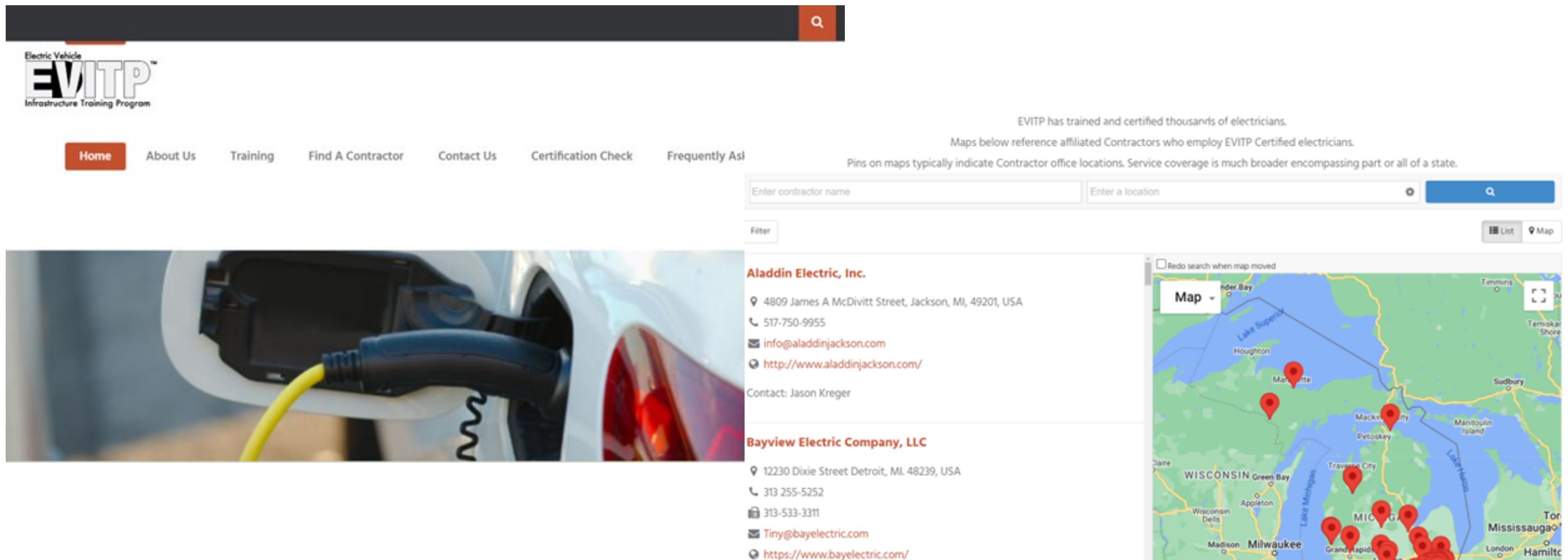
ADDITIONAL RESOURCES: TA

- EPA has selected 16 Environmental Justice Thriving Communities Technical Assistance Centers (EJ TCTACs) in partnership with DOE that will receive \$177 million to help underserved and overburdened communities across the country.
- School districts are eligible to receive TCTAC support, which can provide training and other assistance to:
 - Build capacity for navigating federal grant application systems
 - Develop strong grant proposals
 - Effectively manage grant funding
- To locate your TCTAC and receive support managing your grant, go to: www.epa.gov/environmentaljustice/environmental-justice-thriving-communities-technical-assistance-centers



ADDITIONAL RESOURCES: EVITP

To find an Electric Vehicle Infrastructure Training Program certified (EVITP) electrician, go to <https://evitp.org/>. Click “Find a Contractor” in the menu at the top, choose your state from the map, and view a list of contractors in your state that employ EVITP Certified electricians.



The screenshot displays the EVITP website interface. At the top left is the EVITP logo: "Electric Vehicle EVITP Infrastructure Training Program". A navigation menu includes "Home", "About Us", "Training", "Find A Contractor", "Contact Us", "Certification Check", and "Frequently Asked Questions". A search bar at the top right contains a magnifying glass icon. Below the navigation, a text block states: "EVITP has trained and certified thousands of electricians. Maps below reference affiliated Contractors who employ EVITP Certified electricians. Pins on maps typically indicate Contractor office locations. Service coverage is much broader encompassing part or all of a state." The search interface includes two input fields: "Enter contractor name" and "Enter a location", followed by a search button. Below these are "Filter" and "List" buttons. A large image on the left shows a yellow EV charging cable plugged into a white car. The main content area lists two contractors:

- Aladdin Electric, Inc.**
 - 4809 James A McDivitt Street, Jackson, MI, 49201, USA
 - 517-750-9955
 - info@aladdinjackson.com
 - http://www.aladdinjackson.com/
 - Contact: Jason Kreger
- Bayview Electric Company, LLC**
 - 12230 Dixie Street Detroit, MI 48239, USA
 - 313 255-5252
 - 313-533-3311
 - Tiny@bayelectric.com
 - https://www.bayelectric.com/

On the right, a map shows the Great Lakes region with red location pins in Michigan, Wisconsin, and Ohio. A "Map" button is visible above the map.

ADDITIONAL RESOURCES: GRANTS MANAGEMENT

- EPA offers grants management resources and trainings for grant recipients. These trainings can be found at <https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>
 - Modules 4, 5 and 6 cover accepting awards and drawing down funds, managing grants and closing out grants

EPA United States Environmental Protection Agency

Search EPA.gov

Environmental Topics ▾ Laws & Regulations ▾ Report a Violation ▾ About EPA ▾

EPA Grants CONTACT US

[EPA Grants Home](#)

[Open Opportunities – Grants.gov](#)

[Grant Programs-SAM.gov](#)

[Overview for Applicants and Recipients](#)

[How to Apply](#)

[Grant Forms](#)

[Competition](#)

[Training](#)

[Webinars](#)

[Policy, Regulations and Guidance](#)

[Introduction](#)

[Uniform Grants Guidance \(UGG\)](#)

[Public Policy Requirements](#)

[EPA Policies and Guidance](#)

EPA Grants Management Training for Applicants and Recipients

This online training course is designed to introduce EPA grant applicants and recipients to key aspects of the entire grant life cycle, from preparation of an application through grant closeout. Throughout this training, the term **grant** is used as a general term to refer to both grants and cooperative agreements.

The course is divided into separate modules that can be completed individually. Each module includes knowledge checks to verify your understanding of key concepts. If you need to leave a module, the last slide to be completed will be saved, and you will be able to return to that location later. Upon completion, you will be prompted to generate a downloadable certificate of completion.

Course Modules

Module 1

Provides a foundation for understanding how EPA uses grants to achieve its mission, including the types of assistance agreements

EPA's Commitment

EPA is committed to ensuring that its grants programs meet the highest management and fiduciary standards, and further the agency's mission of protecting human health and the environment.

MODULE 1
Introduction to EPA Grants

ASAP: TERMINOLOGY

| | |
|---------------------------|---|
| Open Status | Account available and active for all transactions |
| Liquidation Period | Budget period end date plus 120 days Allows for final draws without Final FFR |
| Suspended Status | 121 days after the budget period expires Cannot draw until submit final FFR |
| Closed Status | FFR processed Financial Specialists updates account status to closed |
| Reports | <ul style="list-style-type: none">• Account Settlement Report• Cash Management Report |
| Inquiries | <ul style="list-style-type: none">• Recipient Org Users Inquiry• Account Balance Inquiry |