



# **Air Grants Post-Award Phase**

Avi Lapp

Region 5 Tribal Air Coordinator



## Accepting an Award Document

- Electronic transmittal:
  - Recipient's signature is not required.
- The recipient demonstrates its commitment to carry out this award by either:
  - 1) drawing down funds within 21 days after the EPA award or amendment mailing date;
  - 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date.



## What does it mean to sign an award document?

- Constitutes a public trust.
- Legally binds parties for complying with all terms and conditions of grant.
  - **READ!** Contact EPA if you have questions!



## Terms and Conditions

- This document lists the conditions and responsibilities of the grantee, including reporting requirements and quality assurance requirements.
- Not just “fine print”.
- Administrative:
  - Applicable provisions of 2 CFR 200 Uniform Guidance and other pertinent laws and regulations.
- Programmatic:
  - Provided by supporting program office.



## T&C Example

### **QUALITY ASSURANCE PROJECT PLAN**

The recipient agrees to submit a Quality Assurance Project Plan (QAPP) for review and approval to Region 5, U.S. EPA within 90 days of the Project Award date. The recipient agrees to comply with all the Quality Assurance requirements in 40 C.F.R. Part 58 (e.g. Appendix A) and 2 C.F.R. 200 for assistance agreement recipients.



## Financial Drawdowns

- To enroll in ASAP (Advanced Standard Application for Payments)
  - Complete the [ASAP Initiate Enrollment Form](#)
  - Email it to [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov).
- Once enrolled, you will be able to access ASAP at [www.asap.gov](http://www.asap.gov) to request payments.
- The ASAP payment process is designed to provide federal funds to a recipient organization within 48 hours.
- If you have any questions about ASAP, please call the Las Vegas Financial Center at 702-798-2485.



## Drawing Funds

- Funds should be drawn down *as expenses are incurred*.
- POs monitor grants for regular drawdowns.
  - Too little/too much.



# Reporting

- T&C will stipulate reporting schedule.

Quarterly reports are due according to the following schedule. If a due date falls on a weekend or holiday, the report will be due on the next business day.

- April 1 – June 30 Reporting Period: report due date July 30
- July 1 – September 30 Reporting Period: report due date October 30
- October 1 – December 31 Reporting Period: report due date January 30
- January 1 – March 31 Reporting Period: report due date April 30





## Quarterly Reports – Tracking Funds

	<b>Federal Funds Expended this Reporting Period</b>	<b>Cumulative Federal Funds Expended</b>	<b>Remaining Federal Funds</b>
<b>Personnel</b>			
<b>Fringe Benefits</b>			
<b>Travel</b>			
<b>Equipment</b>			
<b>Supplies</b>			
<b>Contractual</b>			
<b>Other</b>			
<b>Indirect Charges</b>			
<b>TOTALS</b>			



## Quarterly Reporting - Narrative

- Work status of each objective
  - Outputs and outcomes
- Difficulties encountered meeting commitments
  - How they were or will be resolved.
- If data reporting is part of the workplan, whether data has been or will be input into EPA reporting systems (i.e. AQS, AFS) within 90 days of the reporting period.
- If the timeline has changed, submit a new timeline to show that all work will be completed by the project end date.
- Identify if any equipment/supplies were purchased and for what purpose.



## Site Visits

- Check-in
  - Simple show-and-tell.
- Advanced Monitoring (on/off-site)
  - Not an audit.
  - EPA is required to perform Advanced Monitoring on 10% of all grants/CY.



# Modifying an Existing Grant

- 3 Monetary Amendments
  - Incremental
  - Supplemental
  - Decrease
- 3 Non-Monetary Amendments
  - Time Extension
  - Scope of Work Revision
  - Re-budgeting



# Incremental Amendment

- First award may be partial
- Often due to appropriations process.
- No action required by grantee.
- As Congress provides the EPA funds, the regional offices will provide incrementals.



## Supplemental Amendment

- Two main instances:
  - Regional offices may “tack on” a new workplan to the previous year’s.
  - New expenses (e.g. calibration equipment)
- Grantee must provide:
  - SF424, SF424A for new amounts.
  - Revised/supplemental workplan and budget narrative.



## Decrease Amendment

- Final congressional appropriation is less than anticipated.
- Submit revised SF424A, workplan, budget narrative.
  - Decreases in parenthesis in SF424A.
  - Adjust tribal match (if any).
  - Need for signed SF424 depends (PO will inform).



## Time Extension Amendment

- Additional time needed to complete the workplan objectives.
- PO should be notified *well in advance* of end date.
- Request
  - Reason
  - New timeline
- May not be used to expend remaining balance!





# Re-budgeting Amendment

- Amount to re-budget exceeds 10%.
- Revised SF424A
- NOTE:
  - Even re-budgets less than 10% must be documented.
  - PO should be informed via email.
  - Costs must always be allowable, allocable, reasonable, and necessary.



## Scope of Work Revision Amendment

- Grantee submits a revised workplan.
- Often occurs together with:
  - Supplemental
  - Re-budgeting
  - Decrease



## General Amendment Tips

- Always review the latest workplan, budget, etc. before making changes.
- Make sure other grant information is current (IDC, Authorized Representative, etc.)
- Stay in communication with PO & GS.



## Grant Close-Out

- Financial:
  - Grantee will receive notice from LVFC requesting Final Financial Report (FFR – SF-425).
  - Send a copy to PO.
- Programmatic:
  - Final Report due within 90 days.
  - Property Report (SF-428, if applicable).
- Administrative:
  - EPA Form 5700-52A, Minority/Women's Business Enterprises (MBE/WBE) Utilization
  - New IDC rate agreement



# Will my project be audited?

Work with the Regional Office & EPA Office of the Inspector General.

## **Documentation**

- Application, agreements, amendments, contracts and subcontracts
- Accounting records, including disbursement of funds, travel, records of in-kind contributions, etc.
- Copies of performance reports and any other reports or products developed under the agreement
- Copies of Financial Status Reports
- Copies of any requests for reimbursements



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