



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 07/11/2023

or Procurement Director Award: ☐

* = Mandatory, information must be provided

***Contractor/Vendor Name/Grantor (DBA):**

United States Environmental Protection Agency

***Project Title/Description:**

PM 2.5 Air Monitoring Network

***Purpose:**

The purpose of this grant is to provide funding to monitor fine particulate matter with the diameter equal to or smaller than 2.5 micrometers (PM 2.5) in order to determine compliance with the PM2.5 National Ambient Air Quality Standards.

***Procurement Method:**

Not Applicable

***Program Goals/Predicted Outcomes:**

\$40,144 is held back by EPA for "EPA In-Kind Amount" sample analysis. The remaining \$56,870 will be used to operate and maintain existing PDEQ PM 2.5 sites and equipment, and provide air quality data to EPA and the public.

***Public Benefit:**

Allow PDEQ to protect public health and the environment by implementing air quality regulations, ensuring compliance and monitoring air quality throughout the county.

***Metrics Available to Measure Performance:**

PM2.5 data will be collected and submitted to EPA quarterly.

***Retroactive:**

Retroactive to April 1, 2023. EPA awards follow US Congress and President approval of the budget. PDEQ generally receives the award at this same time each year, but begins incurring expenses at the effective date, in order to achieve program data goals and ensure timely vendor transactions for any needed capital equipment. Lack of approval for this grant award would mean PDEQ would have to cover encumbered expenses with other funds.

6/23/23 RK
6/23/23 RK
6/23/23 RK

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☒ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☒ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☒ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☒ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____

Amendment No.: _____ AMS Version No.: _____

Commencement Date: _____ New Termination Date: _____

Prior Contract No. (Synergen/CMS): _____

☒ Expense ☒ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ _____

Is there revenue included? ☒ Yes ☐ No If Yes \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☒ Yes ☐ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☒ Award ☐ Amendment

Document Type: GTAW Department Code: DE Grant Number (i.e., 15-123): 23*168

Commencement Date: 04/01/2023 Termination Date: 03/31/2024 Amendment Number: _____

☐ Match Amount: \$ 0 ☐ Revenue Amount: \$ 97,014.00

***All Funding Source(s) required:** EPA

*Match funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☒ No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Ursula Nelson

Department: Environmental Quality

Telephone: 520.724.7363

Department Director Signature: Ursula Nelson

Digitally signed by Ursula Nelson
 DN: cn=Ursula Nelson, o=Pima County, ou=Environmental Quality,
 email=ursula.nelson@pima.gov, c=US
 Date: 2023.06.23 08:31:36 -0700

Date: 6/23/2023

Deputy County Administrator Signature: _____

Date: 23 June 2023

County Administrator Signature: _____

Date: 6/26/23

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 98T60301 MODIFICATION NUMBER: 0 PROGRAM CODE: PM	DATE OF AWARD 06/16/2023
		TYPE OF ACTION New	MAILING DATE 06/22/2023
		PAYMENT METHOD: ASAP	ACH# 90108
		RECIPIENT TYPE: County	
RECIPIENT: Pima Cnty Dept of Env Quality 33 N. Stone Avenue, Suite 700 Tucson, AZ 85701-1429 EIN: 86-6000543		Send Payment Request to: Contact EPA RTPFC at: rtpfc-grants@epa.gov	
PROJECT MANAGER Mike Draper 33 N. Stone Ave Suite 700 Tucson, AZ 85701-1429 Email: mike.draper@pima.gov Phone: 520-724-7364		EPA PROJECT OFFICER Sharon Bowen 75 Hawthorne Street, AIR-1-1 San Francisco, CA 94105 Email: bowen.sharon@epa.gov Phone: 415-947-4250	EPA GRANT SPECIALIST Alexandra Perez Grants Branch, MSD-6 75 Hawthorne Street San Francisco, CA 94105 Email: perez.alexandrea@epa.gov Phone: 415-972-3826
PROJECT TITLE AND DESCRIPTION PM2.5 MONITORING NETWORK See Attachment 1 for project description.			
BUDGET PERIOD 04/01/2023 - 03/31/2024	PROJECT PERIOD 04/01/2023 - 03/31/2024	TOTAL BUDGET PERIOD COST \$97,014.00	TOTAL PROJECT PERIOD COST \$97,014.00
<h3 style="text-align: center;">NOTICE OF AWARD</h3> <p>Based on your Application dated 03/02/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$97,014.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$97,014.00. Recipient's signature is not required on this agreement. 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; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS U.S. EPA, Region 9, U.S. EPA, Region 9 Grants Branch, MSD-6 75 Hawthorne Street San Francisco, CA 94105		ORGANIZATION / ADDRESS U.S. EPA, Region 9, Air and Radiation Division, AIR-1 R9 - Region 9 75 Hawthorne Street San Francisco, CA 94105	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official for Carolyn Truong - Grants Management Officer Angela Mendiola - Award Official Delegate			DATE 06/16/2023

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$11,250
2. Fringe Benefits	\$4,191
3. Travel	\$0
4. Equipment	\$0
5. Supplies	\$6,409
6. Contractual	\$40,144
7. Construction	\$0
8. Other	\$29,850
9. Total Direct Charges	\$91,844
10. Indirect Costs: 0.00 % Base See General Terms and Conditions	\$5,170
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$97,014
12. Total Approved Assistance Amount	\$97,014
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$97,014
15. Total EPA Amount Awarded To Date	\$97,014

Table B EPA In-Kind

Table B - Program Element Classification (Non-construction)	Total Approved Allowable Budget Period Cost
1. Table A, Line 6, Contractual -- \$40,144.00 includes for EPA contractual services	\$0
2.	\$0
3.	\$0
4.	\$0
5.	\$0
6.	\$0
7.	\$0
8.	\$0
9.	\$0
10.	\$0
11. Total (Share: Recip % Fed %)	\$0
12. Total Approved Assistance Amount	\$0

Attachment 1 - Project Description

The purpose of this grant is to maintain fine particulate matter (PM_{2.5}) monitoring networks. The primary objective of this project is to collect quality assured data on ambient air concentrations of PM_{2.5} as well as chemical composition and precursors. Data will be used for: (1) providing air pollution data to the general public in a timely manner, (2) PM_{2.5} National Ambient Air Quality Standards (NAAQS) comparisons, (3) development and tracking of implementation plans, (4) assessments of regional haze, and (5) assistance for health

studies and other ambient aerosol research activities. The PM_{2.5} monitoring network design addresses these four program objectives

through a combination of siting and instrumentation strategies.

This agreement provides full federal funds in the amount of \$97,014, of which \$40,144 is set aside for EPA in-kind service. Preaward costs are approved back to 04/01/2023. The recipient will collect quality assured PM_{2.5} concentrations and submit results to EPA's national air quality database. The anticipated short-term outcome for this project is an increase in the knowledge regarding the character and extent of PM_{2.5} in the ambient air. The long-term outcome, through the eventual development and execution of the state's implementation plan, is reduced PM_{2.5} concentrations and compliance with the PM_{2.5} NAAQS as set forth in the Clean Air Act. Intended Beneficiaries: Direct beneficiaries of these activities are state residents who will have decreased risk of adverse health effects, including cancer and neurological effects. No subawards are included in this assistance agreement.

Administrative Conditions

Administrative Conditions "A" through "C" below apply. In addition, for General Terms and Conditions please reference the paragraph below.

General Terms and Conditions

The recipient agrees to comply with the current EPA general terms and conditions available at: <https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at: <https://www.epa.gov/grants/grant-terms-and-conditions#general>.

A. Federal Financial Reporting (FFR)

For awards with cumulative project and budget periods greater than 12 months, the recipient will submit an annual FFR (SF 425) covering the period from "project/budget period start date" to **September 30** of each calendar year to the EPA Finance Center in Research Triangle Park, NC. The annual FFR will be submitted electronically to rtpfc-grants@epa.gov no later than **December 30** of the same calendar year. Find additional information at <https://www.epa.gov/financial/grants>. (NOTE: The grantee must submit the Final FFR to rtpfc-grants@epa.gov within 120 days after the end of the project period.)

B. Procurement

The recipient will ensure all procurement transactions will be conducted in a manner providing full and open competition consistent with 2 CFR Part 200.319. In accordance with 2 CFR Part 200.324, the grantee and subgrantee(s) must perform a cost or price analysis in connection with applicable procurement actions, including contract modifications.

C. Reporting of EPA In-Kind Amount

This agreement includes funds for EPA in-kind services. Invoices will not be provided to the recipient for recording of actual in-kind cost, however, the total in-kind amount shall be reflected as an expenditure on the Federal Financial Report(s). If applicable, the recipient must satisfy the match requirements for the EPA in-kind amount.

Programmatic Conditions

Programmatic Conditions "a" through "e" below apply.

a.] Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-1500/section-1500.12) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this

agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement [a/the] Quality Assurance (QA) planning document[s] in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

Quality Assurance Project Plan (QAPP)

Prior to beginning environmental information operations, the recipient must:

- i. Develop a QAPP,
- ii. Prepare QAPP in accordance with the current version of [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#).
- iii. Submit the document for EPA review, and
- iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

Pima County DEQ's QAPP is in review by EPA's QA Office.

For Reference:

- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Non-EPA Organizations Quality Specifications](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

b.] Reporting

Performance Reporting: In accordance with 2 CFR 200.328, the recipient agrees to inform EPA as soon as problems, delays or adverse conditions become known which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan. Since this grant is solely for the purpose of monitoring, quarterly reporting is required in the form of data entered into EPA's national Air Quality System (AQS) database.

Performance Reports - Frequency: The recipient agrees to submit **quarterly reports (reporting periods are January 1–March 31, April 1–June 30, July 1–September 30, and October 1–December 31)** electronically in the form of quality assured and certified data entered timely into EPA's national Air Quality System (AQS) database according to the requirements of 40 CFR §58.16. The Final report is due 120 days after grant expires.

c.] Competency of Organizations Generating Environmental Measurement Data

Following EPA Policy Director Number FEM-2012-02, recipient agrees to demonstrate competency of any laboratory carrying out any activities involving the generation of environmental data on its behalf. Laboratory competency shall be maintained for the duration of the project period of this agreement and documented during the annual reporting process. A copy of the Policy is available online at http://www.epa.gov/fem/lab_comp.htm.

d.] Green/Environmentally Sustainable Practices

Consistent with local, state, and federal grant procurement rules, recipient shall, when feasible, purchase environmentally preferable products/services and hold conferences/meetings using environmentally preferable measures. Environmentally preferable products/services and environmentally preferable measures include those that have a lesser or reduced effect on the environment when compared with competing products, services, or measures that serve the same purpose. This comparison may consider raw material acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance, or disposal of the product or service. In addition, environmentally preferable measures for conferences/meetings apply to large gatherings of ten or more persons.

e.] Problems, Delays or Adverse Conditions

In accordance with 2 CFR 200.328(d)(1), the recipient agrees to inform EPA as soon as problems, delays or adverse conditions become known which materially impair the ability to meet the outputs/outcomes in the assistance agreement work plan.

f.] Cybersecurity

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all State or Tribal law cybersecurity requirements as applicable.

(b)(1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure. For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) no later than 90 days after the date of this award and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(b)(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.331(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

*****END OF DOCUMENT*****

POST-AWARD CHECKLIST & REMINDERS



☐ In meeting the 21-day award acceptance, do I understand and agree with the administrative and programmatic terms and conditions of the grant?

Yes/No

☐ My grant workplan/performance-progress reports are due to my Project Officer:

Quarterly/Bi-annually/Annually

The due date(s) is/are _____

☐ The due date for submitting my bi-annual/quarterly or annual Federal Financial Report (FFR) Form F425 to the Research Triangle Park Finance Center (rtpfc-grants.gov) is _____

The final FFR for it is due on _____
(Required 120 days after grant expires)

☐ Does the grant require a MBE/WBE annual reporting with a due date of October 30 to grantsregion9.gov?

Yes/No

USEFUL EPA GRANT RESOURCES

Applying for a Grant

- [EPA Grants Management Training for Applicants and Recipients](#)

An online training course that covers the complete grant cycle from initial application to closeout.

- [EPA Grants Webinars](#)

Grant trainings provided by the EPA Office of Grants & Debarment.

- [How to Fastrack Your Grant Application Package for Awards Review & Approval](#)

EPA Region 9 checklist for securing a grant.

- [Grantee Forms](#)

Grant application and reporting forms you can download.

- [How to Develop a Budget](#)

An online training course on how to prepare a grant budget and workplan.

Managing a Grant and Closing out a Grant

- [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreement](#)

Procurement guidelines for administering EPA grant funds.

- [EPA Region 9 Grants Handbook](#)

A handy grant reference guide covering preaward, postaward and closeout topics.



U.S. Environmental Protection Agency - Region 9
75 Hawthorne Street, San Francisco CA 94105

Serving Arizona, California, Hawaii, Nevada, Pacific Islands and 148 Tribes

June 2022



Congratulations

on Your

U.S. EPA Region 9 Grant Award!



What to expect

Congratulations on your EPA grant! Now, you're ready to roll up your sleeves and begin working on your environmental project. But first, there are a few things to know. All EPA grant recipients must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards under [2 CFR Part 200](#), [2 CFR Part 1500](#), [40 CFR Part 33](#), and if applicable, [40 CFR Part 35](#). Even if you've received an EPA grant before, it's important that you carefully review the terms and conditions of the grant, which includes general, administrative, and programmatic terms and conditions. The grant award includes the contact information for your EPA Project Officer (PO) and Grants Specialist (GS) who will help you successfully manage your grant.

What are my EPA grant recipient responsibilities?

1 Read and review the grant award document. You accept the terms and conditions of the grant when you:

- start drawing down funds within 21 days after the award date or
- do not send a letter disagreeing with the grant's terms and conditions within 21 days of receiving the award

2 If this is your first EPA grant, register on the grant payment system. You will receive a form from EPA Research Triangle Park Finance Center (RTP-FC) to establish your account.

3 When drawing down funds, ensure they're approved and permitted under the workplan activities. Grant drawdowns must only be for actual and immediate cash needs and must be tied to workplan commitments/components.

4 Submit your biannual, quarterly or annual performance/project reports on time and keep in touch with your EPA Project Officer.

5 Submit your annual and final Federal Financial Reports (Form SF425) on a timely basis by emailing RTPFC at rtpfc-grants@epa.gov

6 Review the administrative terms and conditions of your grant to find out which month your FFR report is due (either June 30 or December 30). If required, submit the annual Minority Business Enterprise Woman-owned Business Enterprise report (Form 5700-52A) to grantsregion9@epa.gov, which is due every Oct 30.

If you plan on issuing a subaward, you must comply with several applicable federal grant provisions. There's also a subaward reporting requirement.

Need more information? Refer to EPA's General Terms and Conditions on [Establishing and Managing Subawards](#) and [EPA's Subaward Policy](#).

What are the rules and guidelines for purchasing goods and services under my grant?

You must comply with the procurement requirements for federal grants. In addition, EPA's [Best Practice Guide for Procuring Services, Supplies & Equipment Under EPA Assistance Agreement](#) provides helpful information regarding the rules for purchasing goods and services.

How do I address post-award issues in my grant project?

We want you to succeed in advancing EPA's mission of protecting human health and the environment. EPA's Project Officer and Grant Specialist are here to help you with your grant. Your Project Officer helps you with programmatic and technical issues, monitoring activities, progress in meeting outputs and outcomes, and resolving issues with your grant. Your Grants Specialist helps you with administrative policies, regulations and oversight of your assistance agreement.

It's important to keep in touch with your Project Officer for various grant issues including but not limited to completing your grant, workplan or budget. Certain changes to your workplan or budget may require EPA prior written approval so you will need to work with both your Project Officer and Grants Specialist.

What do I need to know about grant monitoring and audits?

EPA reviews and monitors your grants. In some instances, the EPA Grants Branch or the EPA Office of Inspector General (OIG) may conduct a formal audit of your grant. Our offices undertake these activities to ensure that grant funds are used properly. Examples of documents that we may review are your administrative reports, performance/project reports, drawdown activities, invoices, and your workplan commitments/components.

To ensure your grant passes a review or the audit complies with regulatory requirements you must: Set up a comprehensive and organized grant file, maintain a sound financial management system (acceptable accounting system, internal controls and accurate time records), establish written policies, follow procurement rules and keep copies of signed approvals, receipts and source documents.

I've completed all requirements of the grant project. How do I close out the grant?

Congratulations on reaching this milestone! Federal regulations require that you close out the grant within 120 days after the performance period ends. Submit the following documents to close out the grant:

- Final Performance/Project Report
- Final Federal Financial Report
- Final MBE/WBE Report (if applicable)
- Personal Property Report and disposition instructions (if applicable)
- Any additional report or deliverables identified in the terms and conditions of the award.
- Liquidate all obligations incurred under the grant (e.g. pay vendors within 120 days of the end of the performance period)

The Research Triangle Park Finance Center, the EPA Program Office and the Grants Branch will conduct their closeout process of your expired grant. The grant is officially closed when all three offices have certified and completed their closeout actions.

