



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☐ Award ☐ Contract ☒ Grant

Requested Board Meeting Date: 08/08/2023

* = Mandatory, information must be provided

or Procurement Director Award: ☐

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

United States Environmental Protection Agency

***Project Title/Description:**

Inflation Reduction Act – CAA Special Purpose Activities

***Purpose:**

Pima County DEQ will purchase an optical gas imaging camera for use during field compliance inspections at facilities with potential gas emissions. The camera will allow inspectors to accurately screen for emissions at these facilities and ensure compliance with air quality permits. The cost of the camera is greater than the grant award amount. Additional funds, already approved in the budget will be used to complete the purchase of this equipment. No match is required.

***Procurement Method:**

Not Applicable

***Program Goals/Predicted Outcomes:**

Enhance air quality compliance inspections with new equipment to ensure sources are complying with all applicable federal, state, and local regulations for gas emissions.

***Public Benefit:**

Provide the public with increased confidence in monitored sources that they are complying with all applicable federal, state, and local rules and regulations for gas emissions.

***Metrics Available to Measure Performance:**

Once the camera is purchased, staff will be trained in proper use of the equipment. A standard operating procedure will be developed to specify when and how the camera will be used.

***Retroactive:**

Yes. The budget period is 7/1/2023 – 6/30/2024. The date the award was sent to PDEQ was 7/20/2023. Lack of approval for this grant award would mean PDEQ would have to cover encumbered expenses with other funds.

bmtf approves
Rec 7/20/23

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): 24*12
Commencement Date: 07/01/2023 Termination Date: 06/30/2024 Amendment Number: _____
☐ Match Amount: \$ 0 ☒ Revenue Amount: \$ 76,258.00

***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)?**
Fund will be received directly from EPA.

Contact: Jacqueline Ronstadt

Department: Environmental Quality

Telephone: 520.724.9726

Department Director Signature: _____


Date: 7/20/23

Deputy County Administrator Signature: _____

Date: 21 Jul 2023

County Administrator Signature: _____

Date: 7/21/2023

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 98T74601 MODIFICATION NUMBER: 0 PROGRAM CODE: 5A	DATE OF AWARD 07/17/2023
		TYPE OF ACTION New	MAILING DATE 07/20/2023
		PAYMENT METHOD: ASAP	ACH# 90773
		RECIPIENT TYPE: County	
RECIPIENT: Pima County 115 N Church Avenue, 2nd Floor, Suite 231 Tucson, AZ 85701-1316 EIN: 86-6000543		Send Payment Request to: Contact EPA RTPFC at: rtpfc-grants@epa.gov PAYEE: Pima County 115 N Church Avenue, 2nd Floor, Suite 231 Tucson, AZ 85701-1316	
PROJECT MANAGER Jacqueline Ronstadt 33 N. Stone Ave Suite 700 Tucson, AZ 85701 Email: Phone: 520-724-9726	EPA PROJECT OFFICER Jean Samolis 75 Hawthorne Street, AIR-1 San Francisco, CA 94105 Email: samolis.jean@epa.gov Phone: 415-972-3939	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 Inflation Reduction Act - CAA Special Purpose Activities The purpose of this grant is to support Pima County's air program by purchasing equipment to enhance field compliance inspections. Specifically, the recipient will purchase an optical gas imaging camera for use during field compliance inspections at facilities with potential gas emissions. This assistance agreement provides full federal funding in the amount of \$76,258. Pre-award costs are approved back to 7/1/2023. The activities include the purchase of an optical gas imaging camera for use during field compliance inspections, training for field staff, ensuring equipment performs according to manufacturer's specifications and developing procedures for use of the camera. The anticipated deliverables include the purchase of an optical gas imaging camera, staff training and procedures for use of the equipment. The expected outcomes include air compliance staff trained for use of the equipment and implementing equipment in the field which will enhance the County's field compliance inspections and ensure compliance with air quality permits. The intended beneficiaries include all residents of Pima County, Arizona. No subawards are included in this assistance agreement.			
BUDGET PERIOD 07/01/2023 - 06/30/2024	PROJECT PERIOD 07/01/2023 - 06/30/2024	TOTAL BUDGET PERIOD COST \$76,258.00	TOTAL PROJECT PERIOD COST \$76,258.00
NOTICE OF AWARD Based on your Application dated 05/15/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$76,258.00. EPA agrees to cost-share <u>100.00%</u> of all approved budget period costs incurred, up to and not exceeding total federal funding of \$76,258.00. 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.			
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 Carolyn Truong - Grants Management Officer			DATE 07/17/2023

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$0	\$76,258	\$76,258
EPA In-Kind Amount	\$0	\$0	\$0
Unexpended Prior Year Balance	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
Recipient Contribution	\$0	\$0	\$0
State Contribution	\$0	\$0	\$0
Local Contribution	\$0	\$0	\$0
Other Contribution	\$0	\$0	\$0
Allowable Project Cost	\$0	\$76,258	\$76,258

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act: Sec. 103	2 CFR 200, 2 CFR 1500 and 40 CFR 33

[illegible]

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$0
2. Fringe Benefits	\$0
3. Travel	\$0
4. Equipment	\$76,258
5. Supplies	\$0
6. Contractual	\$0
7. Construction	\$0
8. Other	\$0
9. Total Direct Charges	\$76,258
10. Indirect Costs: 0.00 % Base	\$0
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$76,258
12. Total Approved Assistance Amount	\$76,258
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$76,258
15. Total EPA Amount Awarded To Date	\$76,258

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 **June 30** of each calendar year to the EPA Finance Center in Research Triangle Park, NC. The annual FFR will be submitted electronically to rtfpc-grants@epa.gov no later than **September 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 rtfpc-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. Indirect Costs

The Cost Principles under 2 CFR Part 200, Subpart E apply to this award. Since there are no indirect costs included in the assistance budget, they are not allowable under this Assistance Agreement.

Programmatic Conditions

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

a.] PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports - Content

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs. Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

(See [Grants Policy Issuance 11-03 State Grant Workplans and Progress Reports](#) for more information)

Performance Reports - Frequency

The recipient agrees to submit **semi-annual** performance reports electronically to the EPA Project Officer due within 30 days after the reporting period ends (every six-month period). The reporting periods are **July 1 – December 31 (due January 30)** and **January 1 – June 30 (due July 30)**.

The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

b.] Cybersecurity Grant Condition for Other Recipients

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

(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.

(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 200.332(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.

c.] EQUIPMENT DISPOSITION

In accordance with 2 CFR 200.313, when original or replacement equipment acquired under this agreement is no longer needed for the original project or program or for other activities currently or previously supported by EPA, the recipient must request disposition instructions from the EPA Project Officer. Disposition instructions will be one of the following:

(1) Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the EPA.

(2) Except as provided in 2 CFR 200.312 Federally-owned and exempt property, paragraph (b), or if EPA fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the recipient or sold. EPA is entitled to an amount calculated by multiplying the current market

value or proceeds from sale by EPA's percentage of participation in the cost of the original purchase. If the equipment is sold, EPA may permit the recipient to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

(3) The recipient may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the recipient must be entitled to compensation for its attributable percentage of the current fair market value of the property.

(4) In cases where a recipient fails to take appropriate disposition actions, EPA may direct the recipient to take disposition actions.

*****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

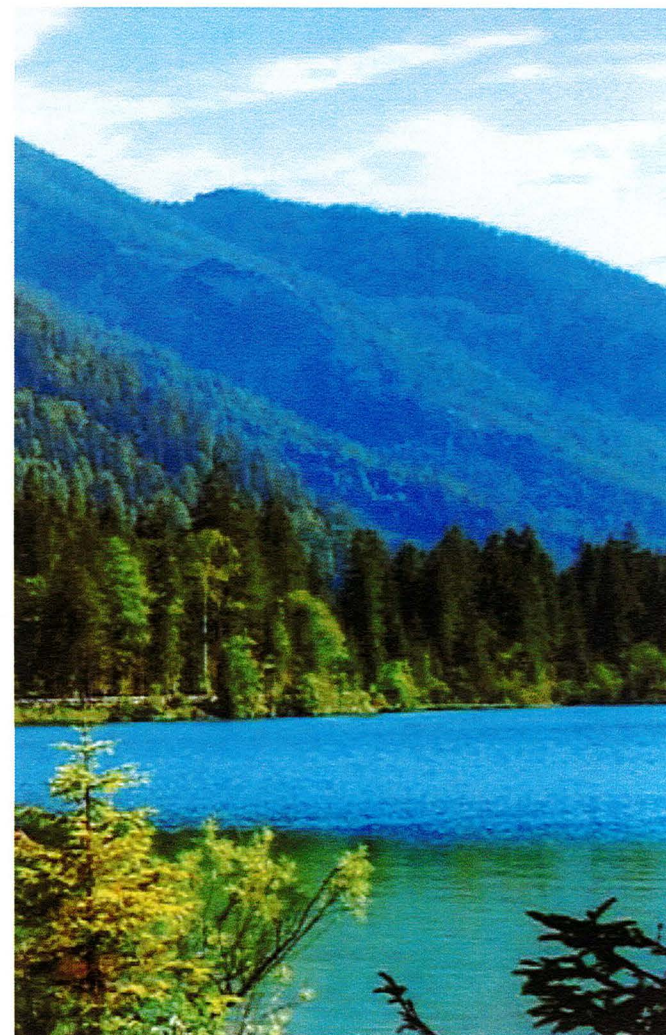
June 2022



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.

