



BOARD OF SUPERVISORS AGENDA ITEM REPORT AWARDS / CONTRACTS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 09/05/2023

or Procurement Director Award: ☐

* = Mandatory, information must be provided

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

United States Environmental Protection Agency

***Project Title/Description:**

Pima County Climate Pollution Reduction Plan

***Purpose:**

The money from this grant will provide funding for the development of a Priority Climate Action Plan (PCAP) and a Comprehensive Climate Action Plan (CCAP) to reduce greenhouse gas emissions in Pima County. The funds will be used for staffing, contractual costs, planning and hosting meetings, outreach and education to stakeholder groups and the public, data collection and assessments, evaluation, training, supplies, and analytical costs. Only measures identified in the Plan will be eligible for future competitive implementation grants.

***Procurement Method:**

Not Applicable

***Program Goals/Predicted Outcomes:**

There are three key deliverables that will be produced and submitted over the course of the four-year program period, including: a Priority Climate Action Plan (PCAP), due March 1, 2024; a Comprehensive Climate Action Plan (CCAP), due two years from the date of award, due July 24, 2025; and a Status Report, due at the close of the grant period, due May 31, 2027.

***Public Benefit:**

Pima County jurisdictions and residents including tribes and low income and disadvantaged communities will be included in the Plan to identify climate pollution reduction strategies. Measures identified in the Plan will be eligible to apply for future competitive implementation grants that will fund actions that reduce air and climate pollution.

***Metrics Available to Measure Performance:**

EPA requires quarterly reports submitted documenting progress in development of the PCAP and CCAP.

***Retroactive:**

Yes. The budget period is 6/1/2023 to 5/31/2027. The award was not received until July 24, 2023. Lack of approval for this grant would mean that the Tucson MSA will not benefit from the information contained in a climate pollution reduction plan nor will jurisdictions be eligible to apply for future competitive grants to fund implementation of measures identified in the Plans.

BMT approve
7/31/23
(signature)

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*014
Commencement Date: 06/01/2023 Termination Date: 05/31/2027 Amendment Number: _____
☐ Match Amount: \$ 0 ☒ Revenue Amount: \$ 1,000,000.00

***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)?**
Funds will be received directly from EPA

Contact: Natalie Shepp

Department: Environmental Quality

Telephone: 520.724.6885

Department Director Signature: Scott DiBiase

Deputy County Administrator Signature: _____

County Administrator Signature: _____

Date: 8/4/23

Date: 16 Aug 23

Date: 8/16/23

Digitally signed by Scott DiBiase
DN: cn=Scott DiBiase, o=Pima County, ou=Environmental Quality,
email=scott.dibiase@pima.gov, c=US
Date: 2023.08.14 12:31:42 -07'00'

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement		GRANT NUMBER (FAIN): 98T73001	DATE OF AWARD
			MODIFICATION NUMBER: 0	07/19/2023
			PROGRAM CODE: 5D	MAILING DATE
			TYPE OF ACTION New	07/24/2023
RECIPIENT TYPE: County			PAYMENT METHOD: ASAP	
RECIPIENT: Pima County 115 N Church Avenue, 2nd Floor, Suite 231 Tucson, AZ 85701-1316 EIN: 86-6000543			ACH# 90773	
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		EPA PROJECT OFFICER	EPA GRANT SPECIALIST	
Natalie Shepp 33 N. Stone Ave Suite 700 Tucson, AZ 85701 Email: natalie.shepp@pima.gov Phone: 520-724-6885		Rachel Freed 75 Hawthorne Street, AIR-4-1 San Francisco, CA 94105 Email: Freed.Rachel@epa.gov Phone: 415-972-3267	Darlene Fernandez Grants Branch, MSD-6 75 Hawthorne Street San Francisco, CA 94105 Email: fernandez.darlene@epa.gov Phone: 415-972-3664	
PROJECT TITLE AND DESCRIPTION Pima County Climate Pollution Reduction Plan See Attachment 1 for project description.				
BUDGET PERIOD 06/01/2023 - 05/31/2027	PROJECT PERIOD 06/01/2023 - 05/31/2027	TOTAL BUDGET PERIOD COST \$1,000,000.00	TOTAL PROJECT PERIOD COST \$1,000,000.00	
NOTICE OF AWARD <p>Based on your Application dated 05/31/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$1,000,000.00. 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 \$1,000,000.00. 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		ORGANIZATION / ADDRESS		
U.S. EPA, Region 9, U.S. EPA, Region 9 Grants Branch, MSD-6 75 Hawthorne Street San Francisco, CA 94105		U.S. EPA, Region 9, Air and Radiation Division, AIR 1-1 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 07/19/2023

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$446,000
2. Fringe Benefits	\$165,020
3. Travel	\$8,120
4. Equipment	\$0
5. Supplies	\$4,352
6. Contractual	\$30,000
7. Construction	\$0
8. Other	\$271,800
9. Total Direct Charges	\$925,292
10. Indirect Costs: 0.00 % Base	\$74,708
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$1,000,000
12. Total Approved Assistance Amount	\$1,000,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$1,000,000
15. Total EPA Amount Awarded To Date	\$1,000,000

Attachment 1 - Project Description

This agreement provides funding under the Inflation Reduction Act (IRA) to Pima DEQ to develop or update existing regional climate mitigation plans to address greenhouse gas (GHG) emissions and reduction measures throughout the entire metropolitan area and to conduct meaningful engagement with low- income and disadvantaged communities and coordinate with geographically proximate tribes as appropriate.

In general, activities include the development, updating, and evaluation of plans to reduce climate pollution (i.e., to reduce GHG emissions and/or enhance carbon sinks). Specific activities include collaborating with local, state, and tribal agencies, faith-based groups, the general public, low-income and disadvantaged communities, the private sector, and industry groups through meetings and open houses, holding space for active participation. PDEQ will create a Pima County working group made up of departments with a stake in GHG emissions reductions efforts to ensure there is a coordinated strategy within the County's comprehensive government body. PDEQ will also work with representatives with the City of Tucson to ensure that efforts to develop the PCAP, CCAP, and Status Report for this grant are not duplicative of the efforts they have just completed for their Tucson Resilient Together Climate Action Plan. PDEQ will collect the City's feedback on the gaps that were missing in its public engagement process and obtaining the City's feedback as to the most urgent outstanding needs. PDEQ will also work the Arizona Governor's Office of Resiliency to develop a Greenhouse Gas Emissions Inventory to understand the emissions to assist in planning reduction targets and developing a benefits analysis. PDEQ will also develop a centralized, accessible, digital repository for all CPRG related materials and planning documents. PDEQ will also create working groups with other jurisdictions to ensure broad based input and support. Three key deliverables will be produced and submitted over the course of the four-year program period, including: a Priority Climate Action Plan (PCAP), due March 1, 2024; a Comprehensive Climate Action Plan (CCAP), due two years from the date of the award; and a Status Report, due at the close of the grant period.

The expected outcomes include a PCAP and CCAP that identifies: tons of pollution (GHGs and co-pollutants) reduced over the lifetime of the measures; tons of pollution (GHGs and co-pollutants) reduced annually; and tons of pollution (GHGs and co-pollutants) reduced with respect to low-income and disadvantaged communities.

The intended beneficiaries include the residents of Pima County including tribes and low income and disadvantaged communities within the jurisdiction. This award provides full federal funding in the amount of \$1,000,000.00. Preaward Costs have been approved back to 6/1/23. See Terms and Conditions. Subaward will be awarded to local community based organizations who can help formulate specific elements of the plans, including but not limited to energy savings, transportation planning, green infrastructure, youth engagement, and workforce development.

Administrative Conditions

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 rtfrc-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 rtfrc-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.

State recipients must follow procurement procedures as outlined in 2 CFR Part 200.317.

C. MBE/WBE Reporting, 40 CFR, Part 33, Subpart E (EPA Form 5700-52A)

The recipient agrees to submit a "MBE/WBE Utilization Under Federal Grants and Cooperative Agreements" report (EPA Form 5700-52A) annually for the duration of the project period. The current EPA Form 5700-52A with instructions is located at <https://www.epa.gov/grants/epa-grantee-forms>

This provision represents an approved exception from the MBE/WBE reporting requirements as described in 40 CFR Section 33.502.

Reporting is required for assistance agreements where funds are budgeted for procuring construction, equipment, services and supplies (including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the "Other" category) with a cumulative total that exceed the **Simplified Acquisition Threshold (SAT) currently set at \$250,000** (the dollar threshold will be automatically revised whenever the SAT is adjusted; See 2 CFR Section 200.1), including amendments and/or modifications. All procurement actions are reportable when reporting is required, not just the portion which exceeds the SAT.

Recipients with expended and/or budgeted funds for procurement are required to report annually whether the planned procurements take place during the reporting period or not. If no budgeted procurements take place during the reporting period, the recipient should check the box in section 5B when completing the form.

When completing the annual report, recipients are instructed to check the box titled "annual" in section 1B of the form. For

the final report, recipients are instructed to check the box indicated for the "last report" of the project in section 1B of the form. For section 2B, the Region 9 EPA DBA Coordinator is Alexandra Perez, email: GrantsRegion9@epa.gov, phone: 415-972-3826.

The annual reports are due by October 30th of each calendar year and the final report is due within 120 days after the end of the project period, whichever comes first. The recipient will submit the MBE/WBE report(s) and/or questions to GrantsRegion9@epa.gov and the EPA Grants Specialist identified on page 1 of the award document.

Programmatic Conditions

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.

Performance Reports - Frequency

Quarterly performance reports are required to be submitted electronically to the EPA Project Officer within 30 calendar days after the reporting period (every three-month period). 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. If a project start date falls within a defined reporting period, the recipient must report for that period by the given due date unless otherwise noted. This quarterly reporting schedule shall be repeated for the duration of the award agreement.

July 1 – September 30 Reporting Period: report due date October 30 (note, in year 1, this reporting period should begin at the project start date)

October 1 – December 31 Reporting Period: report due date January 30

January 1 – March 31 Reporting Period: report due date April 30

April 1 – June 30 Reporting Period: report due date 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.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.

2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

b. DELIVERABLES AND REQUIREMENTS

Municipalities and Air Pollution Control Agencies that accept an award are required to produce and electronically submit the following three deliverables to EPA by the dates specified:

1.) By March 1, 2024, a Priority Climate Action Plan (PCAP), which is a narrative report that includes a focused list of near-term, high-priority, implementation ready measures to reduce Greenhouse Gas (GHG) pollution and an analysis of GHG emissions reductions that would be achieved through implementation. These initial plans can focus on a specific sector or selected sectors, and do not need to comprehensively address all sources of GHG emissions and sinks in the jurisdiction. The PCAP must include: a GHG inventory; quantified GHG reduction measures; a low-income and disadvantaged communities benefits analysis; and a review of authority to implement.

2.) A Comprehensive Climate Action Plan (CCAP), due 2 years from the date of the award. The CCAP is a narrative report that should touch on all significant GHG sources/sinks and sectors present in a state or metropolitan area, establish near-term and long-term GHG emission reduction goals, and provide strategies and identify measures to achieve those goals. Each CCAP must include: a GHG inventory; GHG emissions projections; GHG reduction targets; quantified GHG reduction measures; a benefits analysis for the full geographic scope and population covered by the plan; a low-income and disadvantaged communities benefits analysis; a review of authority to implement; a plan to leverage other federal funding; and a workforce planning analysis.

3.) A Status Report, due at the closeout of the 4-year grant period. This report should include the implementation status of the quantified GHG reduction measures included in the CCAP; any relevant updated analyses or projections supporting CCAP implementation; and next steps and future budget/staffing needs to continue CCAP implementation.

Climate plans for metropolitan areas should also be developed with regional coordination as much as possible, and applicants are encouraged to coordinate with geographically proximate tribes as appropriate. In all cases, the lead organization for a state or metropolitan area PCAP funded through the CPRG program must make the PCAP available to other entities by March 1, 2024 for their use in developing an implementation grant application.

MSA lead organizations must involve stakeholder groups and the public in the process for developing the PCAP and CCAP. Potential stakeholders include urban, rural, and underserved or disadvantaged communities as well as the general public, governmental entities, federally recognized tribes, Port Authorities, labor organizations, community and faith-based organizations, and private sector and industry representatives.

c. Cybersecurity Condition

Cybersecurity Grant Condition for Other Recipients, Including Intertribal Consortia

(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.

d. Competency Policy

Competency of Organizations Generating Environmental Measurement Data

In accordance with Agency Policy Directive Number FEM-2012-02, Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements.

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable. Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

e. Public or Media Events

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events related to activities accomplished as a result of this agreement, and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

f. Quality Assurance

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in 2 C.F.R. § 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

Quality Assurance (QA) planning documents 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)

- a. Prior to beginning environmental information operations, the recipient must:
 - i. Develop a QAPP (for existing environmental information),
 - 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.

For Reference:

- [Quality Management Plan \(QMP\) Standard](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- (QAM and/or PO may insert QA references that inform or assist the recipient here).
- [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](#).

g. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that Pima DEQ received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

--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 MRF/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.

