

COB - BOSAIR FORM

08/04/2026 10:34 AM (MST)

Submitted by Cecilia.Murch@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Record Number:

Amplifund Grant Record Number: 82521GT

Award Type: Grant

BOSAIR Activity: Board Meeting Request

Requested Board Meeting Date: 08/25/2026

Supplier / Customer / Grantor / Subrecipient: United States Environmental Protection Agency (EPA)

Project Title / Description: EPA-CEP-01 EPA Mandatory Grant Program

Purpose: The purpose of this agreement is to provide funding to Pima County Department of Environmental Quality (PDEQ) to implement air pollution control programs that protect public health and welfare in Pima County, Arizona. Through this funding, PDEQ will carry out activities authorized under Section 105 of the Clean Air Act, including operating an ambient air quality monitoring program, conducting inspections and permitting, developing and enforcing control strategies, and engaging in public outreach and business assistance. These efforts will ensure compliance with national ambient air quality standards (NAAQS), reduce risks from hazardous air pollutants, and promote innovative approaches to pollution prevention. The goal is to reduce community exposure to harmful air pollutants and strengthen long-term capacity to address both current and emerging air quality challenges.

Procurement Method: Grant: Not applicable

Procurement Method Additional Info: Not applicable

Program Goals/Predicted Outcomes:

Program Goals:

- Maintain and Improve Air Quality
- Implement programs to achieve and maintain compliance with the National Ambient Air Quality Standards (NAAQS).
- Reduce Public Health Risks
- Decrease community exposure to criteria pollutants and hazardous air pollutants that pose immediate and long-term risks.
- Strengthening Pollution Control Capacity
- Carry out permitting, inspections, and enforcement to ensure pollution sources are managed responsibly.
- Advance Monitoring and Data Quality
- Operate a robust air monitoring network and deliver quality-assured data to support local, state, and federal decision-making.
- Develop and Implement Control Strategies
- Create and apply strategies to reduce emissions.
- Promote Public Awareness and Engagement
- Conduct outreach and share information to increase community awareness of air quality issues and actions they can take.

Predicted Outcomes:

- Cleaner Air: Measurable reductions in pollutants to support attainment and maintenance of NAAQS.
- Health Protection: Reduced incidence of respiratory and other health problems linked to air pollution.
- Regulatory Compliance: Consistent permitting, inspections, and enforcement ensure emission sources meet standards.
- Reliable Data: Submission of accurate, quality-assured air monitoring data for use by EPA, PDEQ, and the public.
- Community Benefit: Residents of Pima County experience improved quality of life through decreased exposure to harmful pollutants.

Public Benefit and Impact:

The funded activities will directly benefit residents of Pima County by improving local air quality, by reducing exposure to pollutants that contribute to asthma, cardiovascular disease, and other serious health concerns. Cleaner air will also strengthen community well-being by supporting healthier schools, workplaces, and outdoor spaces. In addition to immediate health protections, the program will build long-term capacity to respond to emerging air quality challenges, contributing to the resilience of both the environment and the community. These impacts extend beyond compliance, ensuring that the investments made through this agreement translate into tangible improvements in quality of life for all Pima County residents.

Strategic Plan Pillar

- Sustainability & Conservation

Support of Prosperity Initiative:

- C-S 2. Address Climate Resilience and Environmental Justice

Provide information that explains how this activity supports the selected Prosperity Initiatives

This assistance agreement directly supports Pima County’s Prosperity Initiative cross-policy strategy to “address climate resilience and environmental justice.” By implementing federally funded air quality monitoring, permitting, and enforcement programs, the Department of Environmental Quality will reduce community exposure to harmful pollutants while building long-term capacity to respond to emerging climate and air quality challenges. These activities align with the Initiative’s call to integrate environmental justice into all policy areas by ensuring vulnerable and historically overburdened populations benefit from cleaner air, healthier neighborhoods, and equitable access to environmental protections.

Metrics Available to Measure Performance:

Successful completion of this agreement will be measured through the federally established Section 105 performance metrics, including: (1) submission of quality-assured ambient air monitoring data to the EPA’s national database, (2) issuance of permits consistent with applicable state and federal regulations, and (3) documentation of completed inspections and compliance activities. PDEQ also tracks related performance indicators such as the number of enforcement actions resolved, progress toward attainment of National Ambient Air Quality Standards, and public outreach conducted. These metrics are consistently collected and reported, and together they provide a clear basis for evaluating program performance and contract completion.

Retroactive:

YES

Retroactive Description:

This grant award is for the period from 10/1/25 through 9/20/26. Pima County DEQ (PDEQ) received the initial 'please apply' by the EPA on 7/9/25. The initial amount was an estimate for a level of funding expected to be passed by Congress. The federal budget was finalized late in the spring of 2026. Following congressional approval of the current FFY budget it took EPA several months to process and send the official grant award notifications nationwide (including to PDEQ). PDEQ received the award notification on 7/30/26. If the EPA grant is not accepted, the County will be liable for expenses incurred up to this date.

Grant / Amendment Information (for grants acceptance and awards)

Record Number:

Euna Grant Record Number: 82521GT

Type:	Award
Department Code:	DE
Euna Grant Record Number:	82521GT
Amendment Number:	N/A
Commencement Date:	10/01/2025
Termination Date:	09/30/2026
Advantage Initial GTAW# (If Applicable):	N/A
Total Revenue Amount:	
\$542,355.00	
Total Match Amount	
\$781,000.00	
Advantage Grant ID # (If Applicable):	N/A

All Funding Source(s) required: United States Environmental Protection Agency (EPA)

Does PCAO need to review the grant award (or grant amendment)?	NO
Does PCAO need to sign the grant award (or grant amendment)?	NO
Match funding from General Fund?	NO
Match funding from other sources?	YES

Funding Source:	Special revenue funds
If Yes Provide Total Funding Source:	
\$781,000.00	
Percent Funding Source	100%
Are Federal Funds Involved?	YES

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

Federal Funds directly from the EPA

CFDA#	66.001
FAIN#	00905526-0
Department:	Environmental Quality
Name:	Cecilia Murch
Telephone:	5207247437

GMI Director:  Date: 8/5/2026 | 5:00 PM MST

Department Director Signature: Scott DiBian Department Director Date: 8/5/2026 | 11:53 AM MST

Deputy County Administrator Signature:  Date: 8/8/2026 | 7:42 AM MST

County Administrator Signature:  Date: 8/8/2026 | 7:53 AM MST

	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 00905526 MODIFICATION NUMBER: 0 PROGRAM CODE: A		DATE OF AWARD 07/27/2026
		TYPE OF ACTION: New		MAILING DATE 07/30/2026
		PAYMENT METHOD: ASAP		ACH# 90773
		RECIPIENT TYPE: County		
RECIPIENT: PIMA COUNTY 130 W Congress St Fl 6 Tucson, AZ 85701-1317 EIN: 86-6000543		PAYEE: PIMA COUNTY 130 W Congress St Fl 6 Tucson, AZ 85701-1317		
PROJECT MANAGER Melissa Hawthorne 33 N. Stone Avenue, Suite 700 Tucson, AZ 85701-1316 Email: Melissa.Hawthorne@pima.gov Phone: 520-724-7341		EPA PROJECT OFFICER Kathleen Kim 75 Hawthorne Street, AIR-4-2 San Francisco, CA 94105 Email: Stewart.Kathleen@epa.gov Phone: 415-972-3927		EPA GRANT SPECIALIST Karla CarrilloCastillo Grants Branch, MSD-6 75 Hawthorne Street San Francisco, CA 94105 Email: carrillocastillo.karla@epa.gov Phone: 415-972-3372
PROJECT TITLE AND DESCRIPTION FY-26 Air Pollution Control Program See Attachment 1 for project description.				
BUDGET PERIOD 10/01/2025 - 09/30/2026	PROJECT PERIOD 10/01/2025 - 09/30/2026	TOTAL BUDGET PERIOD COST \$ 1,323,355.00	TOTAL PROJECT PERIOD COST \$ 1,323,355.00	
NOTICE OF AWARD Based on your Application dated 07/31/2025 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 542,355.00. EPA agrees to cost-share 40.98% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 542,355.00. 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 Morgan Capilla - Grants Management Officer				DATE 07/27/2026

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 0	\$ 542,355	\$ 542,355
EPA In-Kind Amount	\$ 0	\$ 0	\$ 0
Unexpended Prior Year Balance	\$ 0	\$ 0	\$ 0
Other Federal Funds	\$ 0	\$ 0	\$ 0
Recipient Contribution	\$ 0	\$ 781,000	\$ 781,000
State Contribution	\$ 0	\$ 0	\$ 0
Local Contribution	\$ 0	\$ 0	\$ 0
Other Contribution	\$ 0	\$ 0	\$ 0
Allowable Project Cost	\$ 0	\$ 1,323,355	\$ 1,323,355

Assistance Program	Statutory Authority	Regulatory Authority
66.001 - Air Pollution Control Program Support	Clean Air Act: Sec. 105	2 CFR 200, 2 CFR 1500, 40 CFR 33 and 40 CFR 35 Subpart A

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2609M7S020	26	E1	09M1	000A04	4112	-	-	\$ 542,355
									\$ 542,355

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$ 801,408
2. Fringe Benefits	\$ 280,493
3. Travel	\$ 26,500
4. Equipment	\$ 0
5. Supplies	\$ 14,500
6. Contractual	\$ 106,266
7. Construction	\$ 0
8. Other	\$ 24,033
9. Total Direct Charges	\$ 1,253,200
10. Indirect Costs: 0.00 % Base : see General T/C	\$ 70,155
11. Total (Share: Recipient <u>59.02</u> % Federal <u>40.98</u> %)	\$ 1,323,355
12. Total Approved Assistance Amount	\$ 542,355
13. Program Income	\$ 0
14. Total EPA Amount Awarded This Action	\$ 542,355
15. Total EPA Amount Awarded To Date	\$ 542,355

Attachment 1 - Project Description

This agreement provides funding to Pima County Department of Environmental Quality (PDEQ). Specifically, the recipient will implement air pollution control programs throughout Pima County, AZ, including implementing an ambient air quality monitoring program and conducting inspection and permitting activities.

This assistance agreement provides full federal funding in the amount of \$542,355. Preaward costs are approved back to 10/01/2025. See terms and conditions. The activities include implementing activities within the scope of the Section 105 program, including: 1) To implement national priorities as defined in EPA national guidance and consistent with EPA's Strategic Plan; 2) actions mandated by statute or regulation; 3) Program activities delegated to the recipient (state, local, or tribe) for which EPA provides section 105 grant funding. A continuing program typically includes, but is not limited to, such activities as analysis and planning for attainment and maintenance of national ambient air quality standards. NAAQS, control strategy development and implementation, reduction of risks from hazardous air pollutants, air quality monitoring, ambient air quality and source modeling, inventory of emissions, regulation development and implementation, non-Title V-related permitting and enforcement, public outreach, air pollution data analysis and management, air pollution prevention activities, and other innovative approaches to pollution reduction, including economic incentive and market-based (allowance and trading) programs. The anticipated deliverables include submitting quality-assured monitoring data, issuance of permits, and submittal of inspection and compliance protocols and lists, among other air program outputs. The expected outcomes include a broadened awareness of air quality programs that are established to address the attainment and maintenance of NAAQS as well as immediate and emerging threats to public health and welfare from air pollution (CAA 105(a)). The intended beneficiaries include Pima County residents who will have decreased exposure to criteria and hazardous air pollutants. No subawards are included in this assistance agreement.

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-1-2025-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>. (Per 2 CFR § 200.344(b), the recipient must submit the Final FFR to rtpfc-grants@epa.gov within 120 days after the end of the project period.)

The recipient shall identify non-federal, non-recurrent expenditures in Block 12 (Remarks) of the FFR or include the information as an attachment to the FFR on a separate page. The recipient also agrees to include a statement certifying that supplanting did not occur.

B. Procurement

The recipient will ensure all procurement transactions will be conducted in a manner providing full and open competition consistent with 2 CFR § 200.319. In accordance with 2 CFR § 200.324, the recipient and subawardee(s) must perform a cost or price analysis in connection with applicable procurement actions, including contract modifications. ***State and Tribal government entities must follow procurement standards as outlined in 2 CFR § 200.317.***

C. Cost-Share Requirement and Maintenance of Effort

The required minimum recipient cost share for this assistance agreement is 40% of total project costs, or Maintenance of Effort (MOE) level of \$781,000 (final FY25 FFR dated 1/28/2026) whichever is greater. The assistance agreement may reflect a percentage shown under the "Notice of Award" section which is based on estimated costs requested in the recipient's application.

Programmatic Conditions

a.] Performance Reporting and Final Performance Report

Performance Reports - Content

In accordance with 2 CFR 200.329, the recipient must relate financial data and project or program accomplishments to the performance goals and objectives of the EPA award and must provide cost information to demonstrate cost-effective practices (for example, through unit cost data) when reporting program performance. The recipient agrees to submit performance reports that include information on each of the following areas: 1) A comparison of accomplishments to the outputs/outcomes established in the assistance agreement work plan for the reporting period (for example, comparing costs to units of accomplishment); 2) explanations on why established outputs/outcomes were not met; and 3) Additional information, analysis, and explanation of cost overruns or higher-than-expected-unit costs.

Additionally, the recipient agrees to notify the EPA when a significant development occurs that could impact the award. Significant developments include events that enable meeting milestones and objectives sooner or at less cost than anticipated or that produce different beneficial results than originally planned. Significant developments also include problems, delays, or adverse conditions which will impact the ability to meet the milestones or objectives of the award, including outputs/outcomes specified in the assistance agreement work plan. If the significant developments negatively impact the award, the recipient must include information on their plan for corrective action and any assistance needed to resolve the situation.

For State Categorical Program Grants Only: Interim performance and final progress reports must prominently display the three Essential Elements for state work plans: 1) Strategic Plan Goal; (2) Strategic Plan Objective; and (3) Workplan Commitments plus time frame.

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

Performance Reports - Frequency

Semi-Annual: The recipient agrees to submit **semi-annual** performance reports electronically to the EPA Project Officer due within 30 days after the reporting period (every six-month period) as described below.

PERIOD ENDING	SEMI-ANNUAL DUE DATES
October 1 - March 31	April 30
April 1 - September 30	October 30

Final Report: The recipient must submit the final performance report no later than **120 calendar days** after 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 or subrecipient under 2 CFR 200.332(e), 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.] 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.

d.] Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at <https://www.fgdc.gov/>.

e.] 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 [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.

1. Quality Management Plan (QMP)

a. Prior to beginning environmental information operations, the recipient must:

- i. Submit a previously EPA-approved and current QMP,
- ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.

b. The recipient must submit the no more than 120 days after grant award.

c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's Quality Management Plan (QMP) Standard. (QAM or PO may add another specification).

2. Quality Assurance Project Plan (QAPP)

Prior to beginning environmental information operations, the recipient must:

- i. Submit a previously EPA-approved QAPP proposed to ensure the collected, produced, evaluated, or used environmental information is of known and documented quality for the intended use(s).
- ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the previously EPA-approved QAPP is acceptable for this agreement.

For Reference:

- Quality Management Plan (QMP) Standard and EPA's Quality Assurance Project Plan (QAPP) Standard; 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.
- EPA's Quality Program website has a list of QA managers, and Specifications for EPA and Non-EPA Organizations.
- The Office of Grants and Debarment Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance.

f.] 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 County 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)

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 2025



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 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.

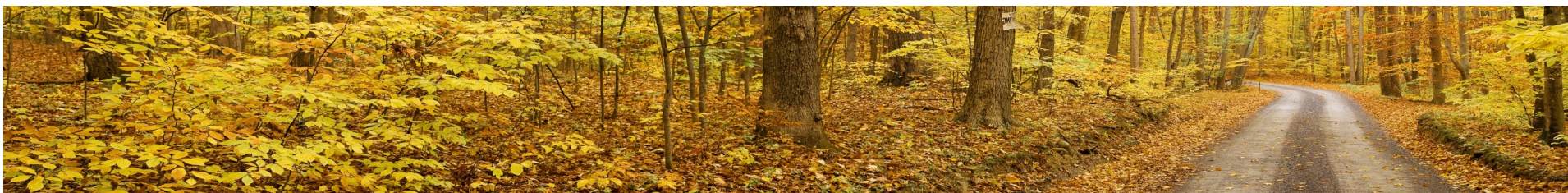
To ensure your grant passes a review or the audit complies with regulatory requirements you must: Set up a comprehensive and organized grant file, maintain a sound financial management system (acceptable accounting system, internal controls and accurate time records), establish written policies, follow 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
- 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.



BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006
Expiration Date: 06/30/2028

SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Air Pollution	66.001	\$	\$	\$ 542,355 .00	\$	\$ 542 , 355.00
2. Maintenance of Effort					781,000.00	781,000.00
3.						
4.						
5. Totals		\$	\$	\$ 542,355 .00	\$ 781,000.00	\$ 1,323 , 355.00

SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
	Air Pollution	Maintenance of Effort			
a. Personnel	\$ 305,155.00	\$ 496,253.00	\$	\$	\$ 801,408.00
b. Fringe Benefits	106,804.00	173,689.00			280,493.00
c. Travel	.00	26,500.00			26,500.00
d. Equipment	.00	.00			.00
e. Supplies	11,000.00	3,500.00			14,500.00
f. Contractual	44,741 .00	61,525.00			106 , 266.00
g. Construction	0.00				0.00
h. Other	4 , 500.00	19,533.00			24,033 .00
i. Total Direct Charges (sum of 6a-6h)	472 , 200.00	781,000.00			\$ 1,253 , 200.00
j. Indirect Charges	70,155 .00	0.00			\$ 70,155 .00
k. TOTALS (sum of 6i and 6j)	\$ 542, 355.00	\$ 781,000.00	\$	\$	\$ 1,323 , 355.00
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program		(b) Applicant	(c) State	(d) Other Sources	(e)TOTALS
8.	Air Pollution	\$ 781,000.00	\$	\$	\$ 781,000.00
9.	Maintenance of Effort				
10.					
11.					
12. TOTAL (sum of lines 8-11)		\$ 781,000.00	\$	\$	\$ 781,000.00

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 542,355 .00	\$ 135, 588.75	\$ 135, 588.75	\$ 135,588 .75	\$ 135,588 .75
14. Non-Federal	\$ 781,000.00	195,250.00	195,250.00	195,250.00	195,250.00
15. TOTAL (sum of lines 13 and 14)	\$ 1,323 , 355.00	\$ 330, 838.75	\$ 330 , 838 .75	\$ 330 , 838 .75	\$ 330 , 838 .75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program		FUTURE FUNDING PERIODS (YEARS)			
		(b)First	(c) Second	(d) Third	(e) Fourth
16.	Air Pollution	\$	\$	\$	\$
17.	Maintenance of Effort				
18.					
19.					
20. TOTAL (sum of lines 16 - 19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges: \$472, 200	22. Indirect Charges: \$70, 155
23. Remarks: Pima County will use the de minimis rate of 15%. Certification of De Minimis Rate Letter will be uploaded to the application.	

	Budget Category	Salary	Fringe
	Personnel:		
	936809 Environmental Education Program Manager	\$ 3,045	
	936798 Community Engagement Coordinator	\$ 3,045	
	936789 Research Analysis Manager	\$ 33,044	
	001367 Environmental Analyst	\$ 26,145	
	320875 Instrumentation Process Control Coordinator II	\$ 33,993	
	930076 Environmental Analyst	\$ 28,912	
	936781 Environmental Quality Program Manager (Unfilled)	\$ 39,644	
	320886 Environmental Analyst	\$ 27,536	
	001365 Environmental Specialist (Unfilled)	\$ 54,891	
	925196 Environmental Specialist	\$ 54,900	
	322038 Director Environmental Quality		
	910060 Deputy Director Environmental Quality		
	102788 Division Manager Environmental Quality		
	930029 Administrative Services Manager I		
	001567 Environmental Quality Manager		
	994004 Environmental Quality Manager		
	928108 Environmental Quality Manager		
	220013 Engineering Assistant II		
	318599 Engineering Assistant II		
	930022 Environmental Specialist		
	001367 Environmental Analyst		
	936789 Research Analysis Manager		
50247SC			
50247SC	Total Personnel	\$ 305,155	
	936809 Environmental Education Program Manager		\$ 4,678
	936798 Community Engagement Coordinator		\$ 4,678
	936789 Research Analysis Manager		\$ 10,415
	001367 Environmental Analyst		\$ 5,247
	320875 Instrumentation Process Control Coordinator II		\$ 16,864
	930076 Environmental Analyst		\$ 10,119
	936781 Environmental Quality Program Manager (Unfilled)		\$ 13,875
	320886 Environmental Analyst		\$ 9,638
	001365 Environmental Specialist (Unfilled)		\$ 19,212
	925196 Environmental Specialist		\$ 12,078
	322038 Director Environmental Quality		
	910060 Deputy Director Environmental Quality		
	102788 Division Manager Environmental Quality		
	930029 Administrative Services Manager I		
	001567 Environmental Quality Manager		
	994004 Environmental Quality Manager		

	928108 Environmental Quality Manager		
	220013 Engineering Assistant II		
	318599 Engineering Assistant II		
	930022 Environmental Specialist		
	001367 Environmental Analyst		
	936789 Research Analysis Manager		
	Total Fringe		\$ 106,804
	Travel *1		
50104SC	Travel (in state or out of state)	\$ -	
50131SC	Motor Pool		
20104SC	Total Travel	\$ -	
	Equipment Capital: \$10K		
50233SC	Total Capital Purchases		
	Supplies		
50189SC	Taylor Distribution	\$ 2,000.00	
50189SC	Auto-GC additional maintenance parts	\$ 1,500.00	
50189SC	Alicat flow standards annual certification	\$ 1,500.00	
50189SC	Teledyne parts	\$ 3,000.00	
50189SC	BAM Tape	\$ 2,000.00	
50189SC	Gas instruments Annual Maintenance kits	\$ 1,000.00	
50179SC	Office Supplies (see row 37-42)		
50065SC	Medical and Lab Supplies (see row 61)		
50189SC	Repair and Maintenance Supplies (see row 37-42)		
50199SC	Tools and Equipment >1K (see row 37-42)		
50191SC	Chemicals		
50197SC	Other Operational Supplies		
	Total Supplies	\$ 11,000.00	
	Contractual		
50068SC	Annual Cloud services and integrity/function testing	\$12,331.00	
50068SC	DR DAS Annual Maintenance Envista 2027	\$7,900.00	
50189SC	Auto-GC Annual Maintenance 2027 (PAMS)	\$20,510.00	
50065SC	Gravimetric Analysis (PM10)	\$4,000.00	
50150SC	Computer Hardware (see row 51-52)		
50241SC	R & M Machines (see rows 51-52)		
50110SC	Leases and Rentals		
	Total Contractual	\$44,741.00	
	Other		
50105SC	Postage	\$ 750.00	

50065SC	Lab Services	\$ 2,750.00	
50135SC	Other miscellaneous Charges	\$ 1,000.00	
50193SC	Clothing, Uniforms & Safety Apparel		
50102SC	Training (in or out of state)		
50106SC	Printing and Microfilming		
50113SC	Advertising		
50355SC	Telephone		
50112SC	Banking fees		
	Total Other	\$ 4,500.00	
	Total Direct Costs		
	Total Direct Costs	\$ 472,200.00	
	Total Proposed Costs		
	Budget Summary		
	Personnel	\$ 305,155.00	
	Fringe Benefits	\$ 106,804.00	
	Travel	\$ -	
	Equipment	\$ -	
	Supplies	\$ 11,000.00	
	Contractual	\$ 44,741.00	
	Other	\$ 4,500.00	
	Indirect (15% of total modified direct costs - personnel, fringe, travel, supplies, and contractual)	\$ 70,155.00	
	Total	\$ 542,355.00	
	Narrative Notes		
	*1		
	No grant funded travel planned for this fiscal year		
	*2		
	No capital purchases planned for this fiscal year		

Requested from EPA	Cost Share (if Applicable) MOE	Total
	\$ 38,842	
	\$ 30,973	
	\$ 23,928	
	\$ 36,699	
	\$ 43,851	
	\$ 63,573	
	\$ 59,976	
	\$ 52,788	
	\$ 66,962	
	\$ 38,932	
	\$ 37,077	
	\$ 2,653	
	\$ 496,253	
	\$ 14,480	
	\$ 10,840	
	\$ 8,390	
	\$ 12,845	
	\$ 15,348	
	\$ 19,708	

	\$	19,192	
	\$	16,866	
	\$	28,211	
	\$	13,996	
	\$	12,977	
	\$	836.16	
	\$	173,689	
	\$	6,500.00	
	\$	20,000.00	
	\$	26,500.00	
*2			
	\$	-	
	\$	1,500.00	
	\$	2,000.00	
	\$	3,500.00	
	\$	3,250.00	
	\$	30,275.00	
	\$	3,000.00	
	\$	25,000.00	
	\$	61,525.00	
	\$	2,000.00	

