



EPA Grant Payment Processes and Related Reporting Requirements

Presented by Anedia Feaster
Financial Specialist, LVFC



Overview

- Payment Guidelines
- Basic Agreement Process
- Payment Methods
- Required Financial Reports
- Update on FFR Requirement
- Finance Center Responsibilities
- EPA Payment Offices
- Contact Information
- Questions



Payment Guidelines

- All payments must be made electronically
 - Directly to the grantee's bank account
- Recipients may request advances, if eligible, to meet **immediate cash requirements**
- Interest earned on federal funds (if any) must be turned in to the respective EPA payment office



Payment Process Overview

- Agreement signed by an EPA award official
- Recipient affirms the agreement
- Finance office notified
- Funds are made available to recipient



Payment Methods - EPA EFT

- Electronic Funds Transfer (EFT) via EPA's accounting system
 - Recipient provides banking information to receive funds electronically
 - Submits payment request
 - Payments electronically deposited within 3-5 business days



Payment Methods – Automated Standard Application for Payments (ASAP)

- Department of Treasury's internet-based payment system
 - Interfaces thru Federal Reserve Bank of Richmond
 - Federal agencies establish accounts and spending authorizations
 - Recipient initiates payments
 - System approves or rejects payments
 - Approved payments made same or next day
 - Funds are credited directly to the recipient's account



Payment Methods – ASAP (cont.)

- **Benefits of ASAP**

- One time enrollment
- No communication software costs
- Minimal hardware costs
- Greater flexibility
- Faster delivery of funds



Payment Methods – ASAP (cont.)

- **Enrollment Process**

- If currently enrolled with another agency
 - Recipient contacts the servicing EPA finance office
 - EPA reconciles grant balances with recipient and establishes accounts in ASAP
- If not currently enrolled
 - Call LVFC



Required Financial Reports

- **Federal Cash Transactions Report, SF 272**
 - Due annually for period Jan. 1 ending Dec. 31
 - Due no more than 15 days after end of reporting period
- **Final Financial Status Report (FSR), SF 269**
 - Due 90 days after end of budget/project period

Federal Financial Report (FFR)

- What we know
 - To be implemented 1 Oct 2009
 - Replaces FSR (SF269) and CTR (SF272)
 - Policy Workgroup Established
- What we know we don't know
 - How to implement
 - Cash Transaction Report
 - When EPA will officially convert
 - How to inform/train the users

http://www.whitehouse.gov/omb/grants/grants_forms.html





Las Vegas Finance Center

- **Responsibilities**

- Record award in accounting system
- Make payments
- ASAP conversions and EFT set-up
- Review annual federal cash transaction reports (SF 272)
- Process final financial status reports (SF 269)



Contact Information

- **Las Vegas Finance Center**

- **Eileen Brasier** **702-798-2409**
- **Anedia Feaster** **702-798-2411**
- **Fax** **702-798-2423**
- **Mailing Address**
 - **USEPA LVFC**
P.O. Box 98515
Las Vegas, NV 89193-8515

Website

<http://www.epa.gov/ocfo/finservices/payinfo.htm>



QUESTIONS?????

