

40 CFR, Part 33: Participation by Disadvantaged Business Enterprises in U.S. EPA Programs

40 CFR, Part 35: State and Local Assistance:

Subpart A: Environmental Program Grants

Subpart B: Environmental Program Grants for Tribes

Subpart K: State Water Pollution Control Revolving Funds

Subpart L: Drinking Water State Revolving Funds

Subpart M: Grants for Technical Assistance

Subpart O: Cooperative Agreements and Superfund State Contracts for Superfund Response Actions

2 CFR, Part 215 (OMB Circular A-110): Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

2 CFR, Part 220 (OMB Circular A-21): Cost Principles for Educational Institutions

2 CFR, Part 225 (OMB Circular A-87): Cost Principles for State, Local and Indian Tribal Governments

2 CFR, Part 230 (OMB Circular A-122): Cost Principles for Non-Profit Organizations

GRANT WEB SITES

The following is a list of helpful references about EPA's grants:

Region 7's Grants Web site:

www.epa.gov/region7/economics

EPA Headquarters' Grants Web site:

www.epa.gov/ogd

Purdue University's EPA Grant Writing Tutorial:

www.purdue.edu/envirosoft/grants.html

REGION 7 CONTACTS

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Each fiscal year, EPA awards about \$4 billion in grants, which constitutes more than one-half of the Agency's budget. On average, Region 7 awards more than \$210 million of these funds per fiscal year. This funding is a key mechanism with which EPA protects the environment and human health, in concert with states, local governments, tribes, educational institutions, and nonprofit organizations.

EPA's environmental statutes are the legal basis for funding assistance agreements. EPA's assistance agreement programs are listed in the Catalog of Federal Domestic Assistance (CFDA). Currently, there are more than 100 assistance programs listed. These programs can be viewed at: www.cfda.gov

HOW GRANTS ARE PROCESSED

It is the goal of Region 7's Grants Management Office to award all assistance agreements within 60 calendar days (90 days for Superfund awards). This time frame begins when the complete, formal application for assistance is received in the Grants Management Office. Once the application is accepted, it is reviewed and processed by the assigned Grant Specialist and Project Officer. Then, the award document is prepared and submitted to the Grants Management Officer for signature. Once signed, the grant enters a seven-day waiting period, during which time it is reviewed by the congressional office corresponding to the congressional district named on the application for assistance.

When congressional notification is complete, the award is packaged and sent to the recipient for review and acceptance, requiring the signature of the organization's authorized representative. (The recipient will not be notified of the award until congressional notification has passed.) Finally, the countersigned grant award document is returned to EPA Region 7 where the grant is finalized.

During the recipient's review and acceptance period, EPA's Las Vegas Financial Center will simultaneously send accounting and payment information for the grant. Any questions concerning such activity should be directed to the Las Vegas contact located in the REGION 7 CONTACTS section of this brochure.

IMPORTANT INFORMATION ON MANAGING YOUR GRANT

Understanding the terms and conditions (T&Cs) of the grant agreement and maintaining contact with your Grant Specialist and Project Officer are the most crucial aspects of proper grant management.

Read the terms and conditions of your grant before signing the grant award agreement. The T&Cs detail what is required during the life of the grant, including important information about **reporting requirements** and their **respective due dates**. In particular, be sure to check reporting requirements for Minority/Women Business Enterprise Utilization reports, Financial reports, and Program Progress reports.

There are two types of terms and conditions: administrative and programmatic. Questions about administrative T&Cs should be directed to the Grant Specialist. Questions about programmatic T&Cs should be directed to the Project Officer. The Grant Specialist and Project Officer for your grant will be identified on the front page of your grant award agreement.

GRANT REFERENCES AND STATUTES

The terms and conditions of your award are direct requirements under the statute(s), section(s) of the Code of Federal Regulations (CFR), Title 40, and any program guidance applicable to the grant. This information is located on Page 2 of the grant award agreement. To reference the regulations governing your award, please visit:

40 CFR: Protection of the Environment:
www.epa.gov/lawsregs/search/40cfr.html

2 CFR: Grants Management Circulars:
www.whitehouse.gov/omb/grants_circulars

We recommend you become familiar with the regulations that are applicable to your organization:

40 CFR, Part 30: Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

40 CFR, Part 31: Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments