

Special Appropriations Projects (SPAPs) Grant Procedures Workshop

Records Management

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Records Management & Retention

- Applies to all pertinent grant records
- Does not apply to contractors and subcontractors
- Retain records for 3 years (except for litigation, claim, audit, etc.)
- Retention period begins on date final SF271 submitted

Records Retention

- Real property and equipment records – 3 years
- Start date – disposition, replacement or transfer date (as directed by EPA)
- Record Keeping - make sure all appropriate records are kept to document construction and payment activities

Records Maintained by Grantee

- Application process
- Grant award and amendments
- Progress, DBE utilization and financial reports
- Payments (SF271, invoices, timesheets, payroll, federal funds transferred to grantee, etc.)

Access to Records

- EPA and any authorized representative (State, US Army Corps of Engineers, contractor, etc.)
- Right to access any pertinent grant documents
- Not limited to retention period
- Access as long as records retained
- Grantee not required to permit public access to records

Final Reports & Submittals (in closeout package)

- Financial Status Report (Alternatively, for SPAPs, the final SF 271 may be used)
- Assistance Agreement Closeout Checklist
- Anti-Lobbying Recipient Certification and Disclosure of Lobbying Activities Forms (SF-LLL)
- Final quarterly report
- Disadvantaged Business Enterprises (DBE) Report
- Environmental Results Form



Conclusion:

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■ **<http://www.epa.gov/region4/water/gtas/>**

specialappropriations.html