

Special Appropriations Projects (SPAPs) Grant Procedures Workshop

Grant Closeout and Environmental Results

Caroline Ejimofor
Keva Lloyd



EPA Region 4

September 16, 2009

SPAPs GRANT CLOSEOUT PACKAGE



GUIDANCE AND FORMS FOR CLOSING AN ASSISTANCE AGREEMENT

Information and Instructions

Closeout Checklist

MBE/WBE Reporting Forms (EPA Form 5700-52A)

**Outlay Report and Request for Reimbursement
for Construction Programs (SF271)**

Lobbying Certification (EPA Form 5700-53)
(only for grants made with funds appropriated in
fiscal years 2000-2005)

Environmental Results Form

**ENVIRONMENTAL PROTECTION AGENCY
REGION 4 -GRANTS MANAGEMENT OFFICE
61 FORSYTH STREET
ATLANTA, GEORGIA 30303**

<http://epa.gov/region4/grants/>

March 19, 2008



Closeout

- Phase 6 of SPAPs process
- Last Phase
- After Construction is Complete
- See Closeout package
- Projects should be closed out within 180 days of project end date

How do you closeout your project?

- Project must be complete (construction finished)
- Call your Project Officer once construction is completed
- Final inspection is made (by EPA, US Army Corps of Engineers, State Agency, or contractor)
- All final reports and submittals must be received
- We send final payment
- We administratively close the grant
- We notify you of closeout

Final Reports & Submittals

(in closeout package)

- Financial Status Report (Alternatively, for SPAPS, the final SF 271 may be used)
- Assistance Agreement Closeout Checklist
- Lobbying & Litigation Certificate
- Quarterly performance report
- Environmental Results for Drinking Water Projects and Wastewater/Storm water Projects
- Disadvantaged Business Enterprise Requirements

Final Payment

- EPA may hold 5% of grant funds until ready to closeout
- Paid after all requirements are met
- Final SF271 and supporting invoices
- EPA may amend the cost share up to 55% if there are unspent federal funds

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Account for Environmental Results

Caroline Ejimofor



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Account for Environmental Results in compliance with EPA's strategic plan

- Goal 1 – Clean Air and Global Climate Change
- Goal 2 - Safe and Clean Water
- Goal 3 – Land Preservation and Restoration
- Goal 4 - Healthy Communities and Ecosystems
- Goal 5 – Compliance and Environmental Stewardship

CLOSE OUT DOCUMENTATION OF ENVIRONMENTAL RESULTS FOR DRINKING WATER PROJECTS

Project Name	Grant Number		
Watershed Name & 8-digit USGS Cataloging No.(1)			
EPA Strategic Plan Goals	Environmental Result	Environmental Output	Env Measures
<p>1. EPA Goal 2: Safe and Clean Water. Objective 1: Protect human health by reducing exposure to contaminants in drinking water (including protecting source waters), in fish and shellfish, and in recreational waters. Subobjective 2.1.1. Water Safe to Drink.</p>	<p>Eliminates households currently served by wells or water supplies with potential health hazards.</p> <p>Purpose of Project (Select as many as applies)</p>	Population served by the project.	
		Capacity of New Plant (MGD)	
		Increase capacity of Plant Upgrade (MGD)	
		Storage Capacity of New Water Tank (MG)	
		Storage Capacity of New Reservoir (MG)	
		Water Line Extensions (LF)	
		Water Line Rehab (LF)	
		Compliance /Public Health (Y/N)	
		Conservation (Y/N)	
		Regionalization/Consolidation (Y/N)	
Security (Y/N)			
Infrastructure Improvement (Y/N)			
<p>2 EPA Goal 4: Healthy Communities and Ecosystems. Objective 3: Protect, sustain, and restore the health of natural habitats & ecosystems. Subobjective 4.3.2: Net gain/loss in number of acres of wetlands. No. of watershed-based wetlands and stream corridor projects.</p>	<p>Protects, enhances, or creates wetlands (acres), riparian buffers (stream miles), or habitat for threatened/endangered (T/E) species (acres).</p>	Acres of wetlands	
		Miles of buffer	
		Acres of T/E habitat	
<p>3 EPA Goal 5: Compliance and Environmental Stewardship. Objective 2: Improve environmental performance through compliance with environmental requirements, pollution prevention, and promoting environmental stewardship.</p>	Implements water conservation	Results in water conservation (MGD)	
	Implement Energy conservation	Results in energy conservation (BTUs)	

CLOSEOUT DOCUMENTATION OF ENVIRONMENTAL RESULTS FOR WASTEWATER and STORMWATER PROJECTS

Project Name	Grant Number			
Watershed Name & 8-digit USGS Cataloging No.(1)				
EPA Strategic Plan Goals	Environmental Result	Environmental Output	Env Measures	
<p>1. EPA Goal 2: Safe and Clean Water. Objective 2: Protect the quality of rivers, lakes, and streams on a watershed basis and protect coastal and ocean waters. Subobjective 2.2.1. Protect and improve water quality on a watershed basis.</p>	Provide wastewater treatment capacity to households	Population served by the project.		
		Capacity of New Plant (MGD)		
			Increase capacity of Plant Upgrade (MGD)	
			Storage Capacity of New Reservoir (MG)	
			Sewer Extensions (LF)	
			Sewer Rehab (LF)	
	Reduce the load of pollutants discharged to waters of the U.S.		Compliance /Public Health (Y/N)	
	Purpose of Project (Select as many as applies)		Conservation/Reuse (Y/N)	
			Regionalization/Consolidation (Y/N)	
			Security (Y/N)	
<p>2 EPA Goal 4: Healthy Communities and Ecosystems. Objective 3: Protect, sustain, and restore the health of natural habitats & ecosystems. Subobjective 4.3.2: Net gain/loss in number of acres of wetlands. No. of watershed-based wetlands and stream corridor projects.</p>	Improve discharge to impaired water body	Is receiving water body impaired? (Y/N)		
	Protects, enhances, or creates wetlands (acres), riparian buffers (stream miles), or habitat for threatened/endangered (T/E) species (acres).	Acres of wetlands		
		Miles of buffer		
		Acres of T/E habitat		
<p>3 EPA Goal 5: Compliance and Environmental Stewardship. Objective 2: Improve environmental performance through compliance with environmental requirements, pollution prevention, and promoting environmental stewardship.</p>	Implements water conservation	Results in water conservation (MGD) including water reuse		
	Implement energy conservation	Results in energy conservation (BTUs)		

How do we meet these objective?

■ Goal 2 - Safe and Clean Water

- Water safe to drink
 - Provide safe drinking water
- Water safe for swimming...And safe for consumption of seafood (eg. fish and shellfish)
 - Provide for proper wastewater management
 - Improve discharges into impaired water bodies
 - Reduce load of pollutants discharged to waters of the US
- Protect and improve water quality on a watershed basis
 - Implement measures in a watershed-based plan

How do we meet these objective?

- Goal 4 - Healthy Communities and Ecosystems
 - Protect, sustain and restore the health of natural habitats and ecosystems
 - Create habitats for endangered species
 - Maintain wetlands and stream corridors
 - Protect, enhance, or create wetlands and/or stream buffers

How do we meet these objective?

- Goal 5 – Compliance and Environmental Stewardship
 - Implement water conservation measures with ordinances, water saving devices, etc.
 - Implement pollution prevention measures

Projects for Environmental Results

- Project watersheds will be named in environmental review and funding recommendations.
- Supplemental watershed efforts will be encouraged as part of the grant.
- EPA will report watersheds and environmental results.

Consistency with EPA Order 5700.7

Environmental Results under EPA Assistance Agreements

- The final progress report should document that all outputs identified in the work plan were achieved
- The final progress report should provide an explanation for outputs identified in the work plan that were not achieved.
 - Outputs should be clearly identified in a table or list
 - Outputs should be linked to the outputs documented in the work plan

Conclusion:

■ Caroline Ejimofor 404-562-9309
Ejimofor.Caroline@epa.gov

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