

Special Appropriations Projects (SPAPs) Grant Procedures Workshop

Technical & Administrative Closeout Process

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EPA Region 4

September 15-17, 2009



Special Appropriations Projects (SPAPs)

**Grants Management Office
Administrative Closeout
Process**

Administrative Closeout (GMO)

- 90-Day Closeout Letter
- Project Officer's Closeout Recommendation
- Las Vegas Finance Center
- <http://www.epa.gov/ocfo/finservices/payinfo.htm>



United States Environmental Protection Agency
EPA R4
61 Forsyth Street
Atlanta, GA 30303-8960

12/05/2007

NC TNBakers - Town of Bakersville
P.O. Box 53
Bakersville, NC 28705

Re: Closeout of EPA Assistance Agreement # XP96425205
Recipient Project Manager: Charles Vines

Dear Authorized Representative,

The above referenced assistance project will end on 12/31/2007. If you need to extend this project, please submit your request within the next 14 days to your EPA project officer, Arthur Buff at 404-562-9336.

If no extension is needed, the following instructions are provided to assist in the close out process.

As reminder, you agreed to a fair share objective and to take positive efforts to utilize small businesses small businesses in rural areas, minority-owned firms, and women's business enterprises whenever possible. The Minority Business Enterprise/Woman Business Enterprise (MBE/WBE) report on Standard Form 5700-52A must be submitted by every recipient in accordance with the terms and conditions of your award document. Please refer to Terms and Conditions on the original Assistance Agreement. Negative reports are required. This form is also available at <http://www.epa.gov/ogd/forms/forms.htm>. Questions regarding MBE/WBE reporting should be directed to Ms. Josephine Brown, at (404) 562-9634.

Your final Financial Status Report (FSR) should be sent to the Las Vegas Finance Center within 90 days after the budget period ending date; however, you may submit the above reports to the Region 4 Grants Management Office via fax at (404) 562-8413 and mail the originals. The FSR, SF-269 is available at www.epa.gov/ogd/forms/forms.htm.

Thank you for your assistance in this matter. If you have any questions or concerns, you may contact your Grants Specialist, Seema Rao at 404-562-8429.

Sincerely,
Seema Rao

Grants Operations Branch
Grants Administration Division

cc: Arthur Buff
EPA Official File



Administrative Closeout (Contd)

- Disadvantaged Business Enterprise Report


- Lobbying & Litigation Certification

- Reporting forms:

<http://www.epa.gov/ogd/forms/forms.htm>

Administrative Closeout (Contd)

- Final Closeout Process
- Record Retention



U.S. Environmental Protection Agency
CLOSEOUT NOTICE

RECIPIENT NAME AND ADDRESS:	PROGRAM:	Congressionally Mandated Projects
Ms. Heide M. Kleen, Director Euphoria Township Municipal Authority Ecology Building, Room 2002 Ecology, Pennsylvania 06003	ASSISTANCE NUMBER:	XP-96401804
	BUDGET PERIOD:	10/01/2002-12/31/2007
	AMOUNT AUTHORIZED:	\$1,500,100
	BALANCE REMAINING:	0

The EPA Project Officer has received and approved all reports.

Final FSR reviewed and approved.

The Las Vegas Financial Management Center has financially closed your assistance agreement in accordance with your final Financial Status Report.

This assistance agreement is closed out subject to final audit.

Your records should be retained for 3 years (10 years for Superfund activities) or until any litigation, claim or audit started before the expiration date is completed. To ensure proper disposition of your records, please refer to appropriate regulations listed below.

40 CFR 30.53, Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Non-Profit Organizations

40 CFR 31.42, Uniform Administrative Requirements for Grants and Cooperative Agreements to States, Tribes, and Local Governments.

40 CFR 6105, Superfund Cooperative Agreements.

We are pleased to have participated with you on this project. If we can be of further assistance, please call the Region 4 Grants Management Office at (404)562-4300.

U.S. Environmental Protection Agency
Region 4 - Grants Management Office

SIGNATURE:	DATE:
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Conclusion

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■ Keva Lloyd

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

