



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

MAY 31 2012

MEMORANDUM

SUBJECT: Clean Water State Revolving Fund Reporting Requirements

FROM: James Hanlon, Director
Office of Wastewater Management

TO: Water Management Division Directors
Regions I – X



The Fiscal Year (FY) 2012 Consolidated Appropriations Act (P.L. 112-74) (Appropriations Act) carries forward reporting requirements from previous fiscal years for the Clean Water State Revolving Fund Program (CWSRF). This memorandum reiterates the reporting requirements (further clarifies State responsibilities in the event project information changes prior to completion) and discusses plans at the national level to monitor and disseminate information that is entered in the CWSRF Benefits Reporting System (CBR).

The conference committee's Joint Explanatory Statement for the Appropriations Act directs the Agency to report on how the States have implemented the additional subsidization authority, including information on the number and amounts of loans awarded with additional subsidization, recipients, and descriptions of projects funded. The required reporting grant condition (copy attached) specifies that recipients of SRF funds report on all uses of the funds no less than quarterly. Quarterly reporting includes the use of the funds for the Green Project Reserve (GPR) and Additional Subsidization, as well as information on the environmental and public health benefits of SRF assistance agreements.

The CBR is one of EPA's primary sources of information used in responding to requests from Congress, the Office of Management and Budget (OMB), and EPA's Office of Inspector General (OIG). As highlighted by the pending information request on the use of additional subsidization from the House Appropriations Committee due June 4, 2012, it is incumbent on EPA and its State partners to ensure the accuracy of the data being provided.

In order to accurately reflect how funds are being used, CBR must be updated when changes to a project occur. Consistent with the reporting grant requirement, initial project information must be entered into CBR on a quarterly basis. In the event that project details such as the loan amount, project description, and dollar amounts designated as GPR or additional subsidization change, CBR must be updated before the project is completed. In the event that significant project changes occur, States should update CBR as soon as possible.

Attached to this memorandum are quarterly progress reports depicting loan activity by Region and State as it is reflected in CBR. These reports cover the time span from 2010 to 2012 and use the reporting period of July 1 through June 30. This date range was selected because it closely corresponds with many States' fiscal year. Thus, data compiled can easily be compared to annual reports detailing CWSRF projects that were funded. We request that Regions review the historical data for accuracy and, where necessary, work with States to fill in existing data gaps. It is EPA's expectation that historical data will be updated in CBR no later than June 30, 2012. As new loans are entered into CBR on a quarterly basis, progress reports will be made available on our national website two weeks after the close of the quarter. We plan on posting the above reports on July 16, 2012. Our national website can be found at http://water.epa.gov/grants_funding/cwsrf/cwsrf_index.cfm

Please continue to work closely with State partners to ensure that accurate data is entered into CBR in a timely fashion. In order to determine if reporting requirements are being met, information entered into CBR should be compared to project information included in States' annual reports. In instances where the Region becomes aware of projects that have significantly changed after the initial loan execution, current project information should be cross-referenced with the available data in CBR.

We would like to thank the Regions and States for their hard work in implementing these requirements. CBR has become a valuable resource thanks to the diligence of EPA's Regional staff and State partners. If there are any questions regarding this memorandum, or additional information is needed, please have staff call Matt King at (202) 564-2871.

Attachments

cc: SRF Branch Chiefs, Regions I – X
CWSRF Program Coordinators, Regions I – X