

You have arrived at:

Show Me the Money!

How to Find, Apply for,
and Manage EPA Grants

Welcome!

We will get started soon.



**EPA MID-ATLANTIC REGION
2023 SUMMIT**

Engaging and Investing for a
Healthy and Sustainable Future

Friendly Reminders Before We Get Started

Please [mute yourself](#) and [turn off your webcam](#) during presentations.

If you encounter technical difficulties during the meeting, you can:

- ✓ Send a chat message directly to Host or IT Support
- ✓ Email epamidatlsummit@michaeldbaker.com with the subject line “Zoom Support”

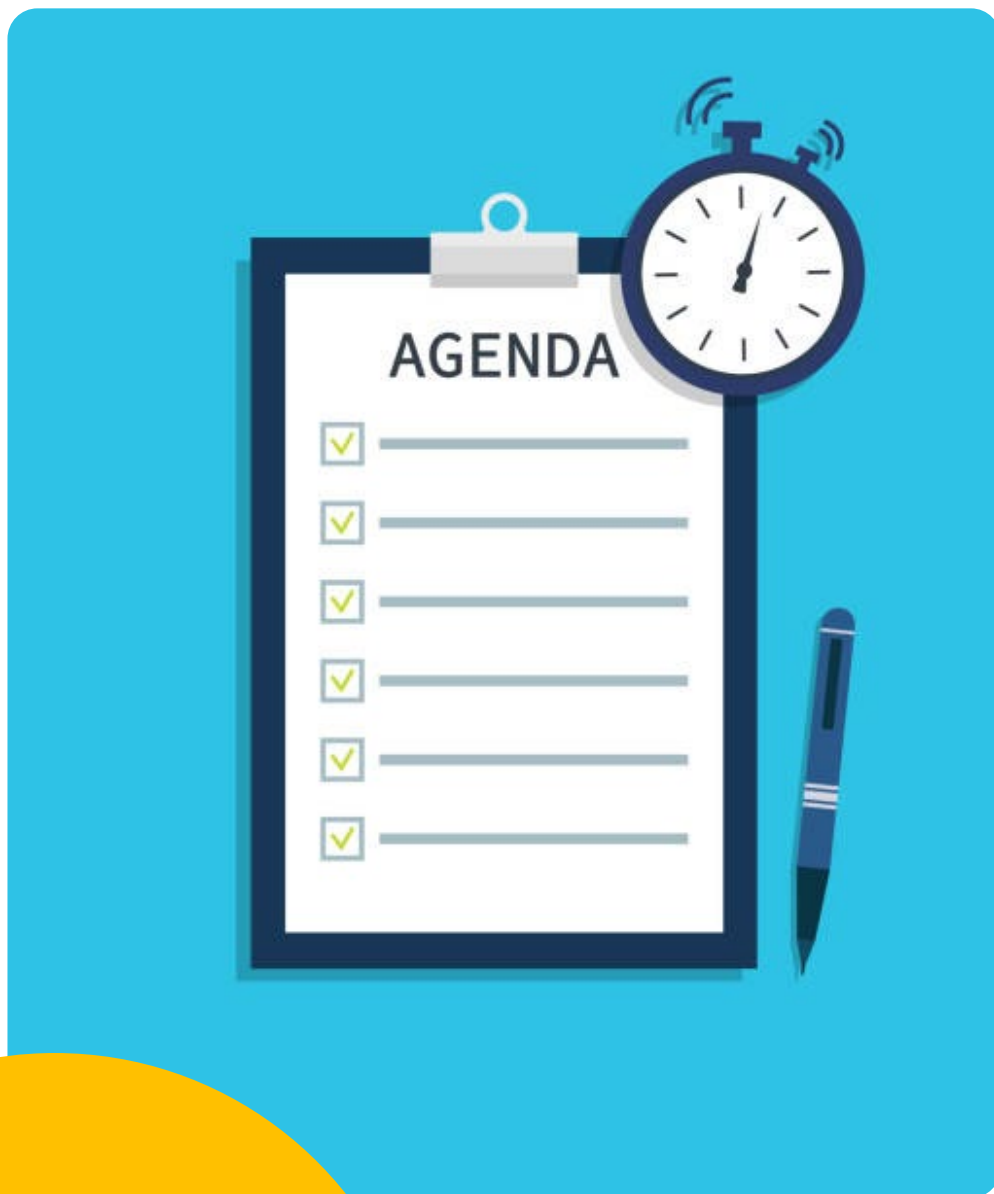
This session is being recorded and will be made available after the summit.

Show Me the Money!

How to Find, Apply for, and Manage EPA Grants



Presented by
Baseemah Patterson and Haley McAlpine,
Grant Specialists, EPA Region 3



Today's Agenda:

- How to Find and Apply for EPA Grants
- How to Stay Informed
- The Application and Award Process
- Creating a Budget Detail
- Best Practices for Grant Management
- Q+A



How to Find and Apply for EPA Grants

EPA Grant Trainings and Webinars for YOU!

Available EPA Grant-Related Trainings:

Grants Management Training for Applicants and Recipients

- 6 modules covering everything from applying for a grant, accepting and managing a grant, and grant close-outs

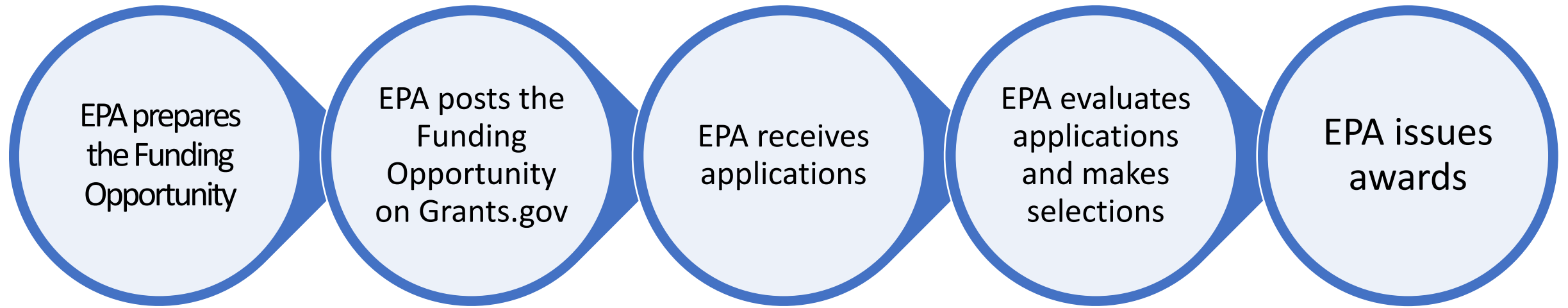
How to Develop a Budget Training

- 4 modules covering budget principles, direct costs vs. indirect costs, and how to budget in the Other category
- Also available as a [webinar](#)

Available EPA Grant-Related Webinars:

- [Pre-Award Certification Technical Workshop](#) (April 2023)
- [What to Expect When You're Expecting...a Grant](#) (March 2023)
- [Competition Process](#) (March 2023)
- [Financial Management](#) (March 2023)
- [Complying with EPA Assistance Agreements](#) (September 2022)
- [Developing a Budget](#) (September 2022)
- [Grants Award Process](#) (January 2022)

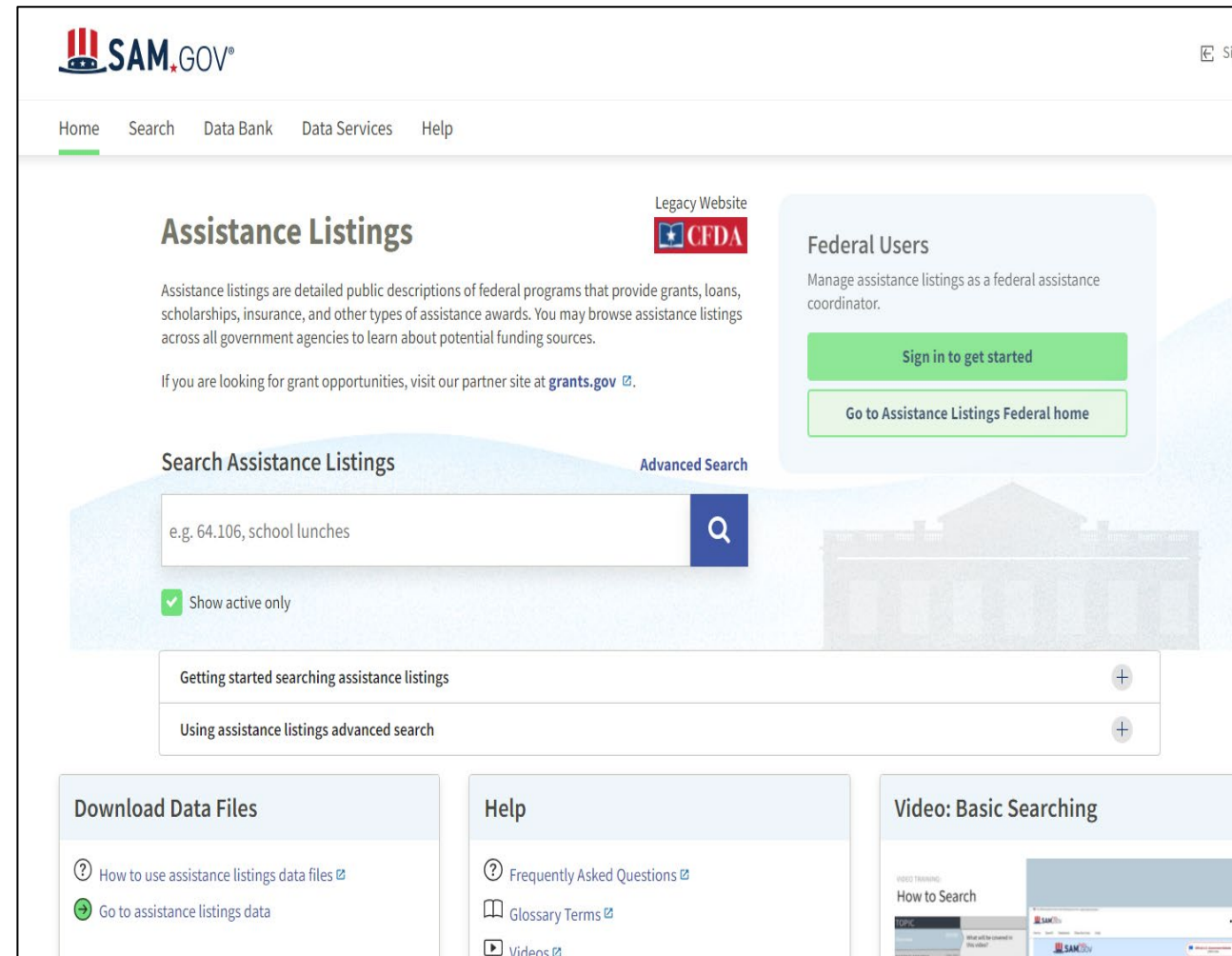
Application Process Overview



How to Find Information about EPA Grant Programs

If you're not sure where to start, but want **general information** about what kind of programs EPA offers:

- [Sam.gov for Assistance Listings](#) (formerly CFDA):
 - Assistance Listings are **not** open funding opportunities—instead, they provide details about the grant program
 - Types of projects funded, eligible entities, and more
- Click here for a list of all [Discretionary Competitive Grant Programs at EPA](#)



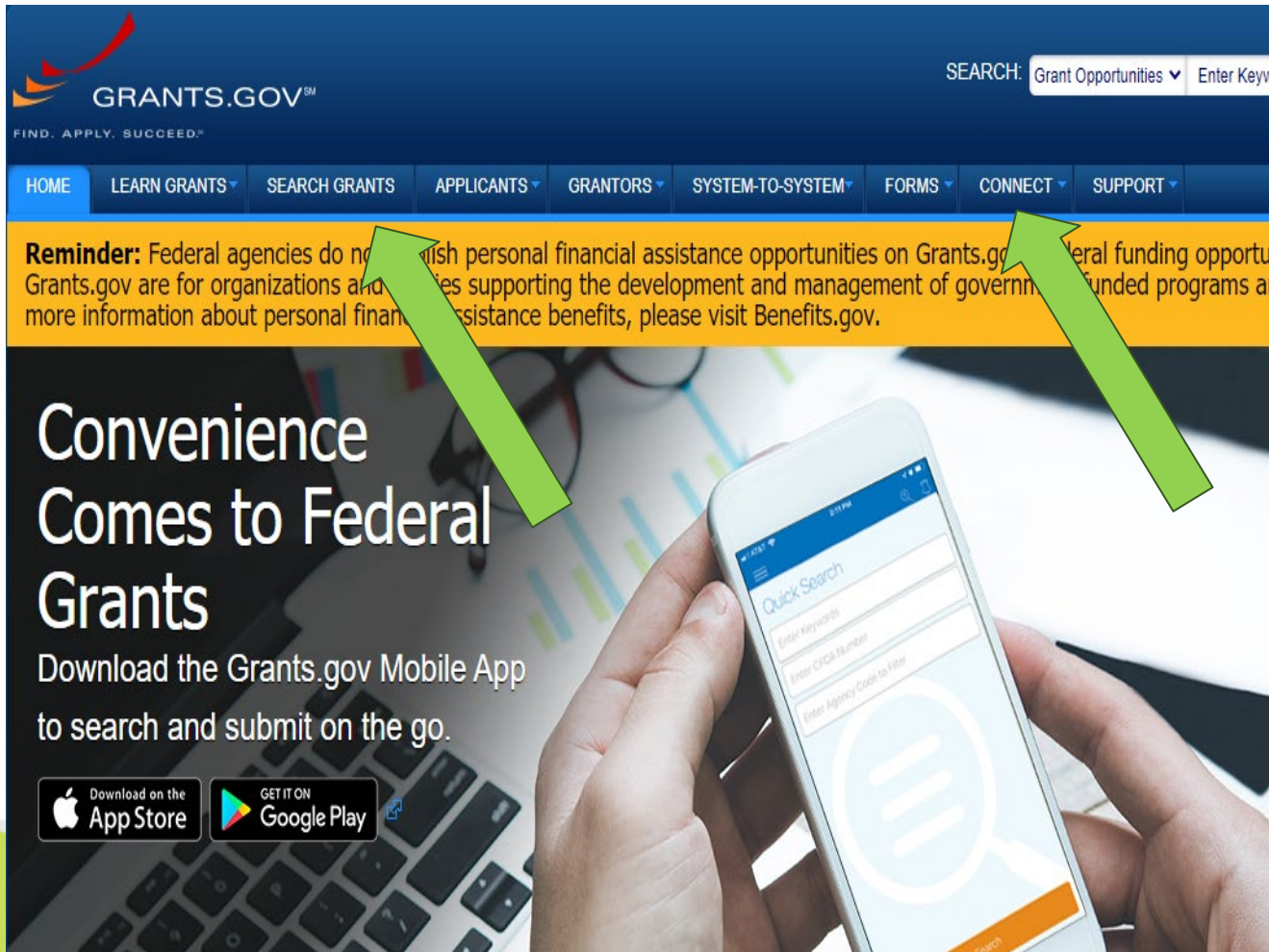
Where to find Open EPA Funding Opportunities

When you're ready to look for open funding opportunities:

- **Grants.gov**
 - See all open funding opportunities, application requirements, deadlines, and more
 - This is where you'll actually apply for grants
- **EPA Program Office Websites**
 - In addition to Grants.gov, some program office websites have funding opportunity information
 - ex: Office of Air and Radiation:
<http://www.epa.gov/grants/air-grants-and-funding>



Finding Funding Opportunities on Grants.gov



The image shows a screenshot of the Grants.gov website and a mobile app interface. The website header includes the Grants.gov logo, a search bar with the text "SEARCH: Grant Opportunities", and a navigation menu with tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A yellow banner below the navigation menu contains a reminder: "Reminder: Federal agencies do not provide personal financial assistance opportunities on Grants.gov. Federal funding opportunities on Grants.gov are for organizations and individuals supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit Benefits.gov." Below the banner, the text "Convenience Comes to Federal Grants" is displayed, followed by "Download the Grants.gov Mobile App to search and submit on the go." and buttons for "Download on the App Store" and "GET IT ON Google Play". A hand is holding a smartphone displaying the Grants.gov mobile app interface, which includes a "Quick Search" section with fields for "Enter Keywords", "Enter CFDA Number", and "Enter Agency Code to Filter". Two green arrows point from the text "Synopses include funding amounts, eligible entities, submission deadline, and more" to the "SEARCH GRANTS" and "CONNECT" tabs on the website.

GRANTS.GOVSM
FIND. APPLY. SUCCEED.SM

SEARCH: Grant Opportunities Enter Keyw

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

Reminder: Federal agencies do not provide personal financial assistance opportunities on Grants.gov. Federal funding opportunities on Grants.gov are for organizations and individuals supporting the development and management of government-funded programs and projects. For more information about personal financial assistance benefits, please visit Benefits.gov.

Convenience Comes to Federal Grants

Download the Grants.gov Mobile App to search and submit on the go.

Download on the App Store GET IT ON Google Play

Quick Search

Enter Keywords

Enter CFDA Number

Enter Agency Code to Filter

- Find current funding opportunities. **Synopses include funding amounts, eligible entities, submission deadline, and more**
- Searchable by Assistance Listing number (aka CFDA number), funding type, keyword, agency, etc.
- **Sign up for automatic notifications of opportunities using the Connect tab**

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

SORT BY: Open Date (Descending)



DATE RANGE:

All Available



[Search Tips](#) | [Export Results](#)

Funding Opp #:

CFDA Number:

SEARCH

OPPORTUNITY STATUS:

☒ Open (2065) ☐ Closed (1396)

☐ Archived (19938)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (568)
- ☐ Grant (1630)
- ☐ Other (43)
- ☐ Procurement Contract (42)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (1008)
- ☐ County governments (1018)
- ☐ For profit organizations other than small businesses (952)

CATEGORY:

- ☒ All Categories
- ☐ Agriculture (31)
- ☐ Arts (see 'Cultural Affairs' in CFDA) (6)
- ☐ Business and Commerce (15)
- ☐ Community Development (29)

AGENCY:

- ☒ All Agencies
- ☐ All Agency for International Development (63)
- ☐ All Corporation for National and Community Service (2)

1 - 25 OF 2065 MATCHING RESULTS:

« Previous 1 2 3 4 5 6 ... 83 Next »

Funding Opportunity #	Opportunity Title	Agency	Open Date ↓	Close Date
AMS-NOP-13-0061	Agricultural Management Assistance Organic Certification Cost-Share Program FY 2013	Agricultural Marketing Service	08/01/2013	08/30/2013
SA-SYLEP-800-13-GR-51	Saudi Young Leaders Exchange Program	U.S. Mission to Saudi Arabia	08/01/2013	08/30/2013
G13AS00105	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
G13AS00109	Cooperative Ecosystem Studies Unit, Great Basin CESU	Geological Survey	08/01/2013	08/12/2013
G13AS00110	Cooperative Ecosystem Studies Unit, Great Lakes Northern Forest CESU	Geological Survey	08/01/2013	08/12/2013
NPS-13-NERO-0107	Assessment of natural resource conditions at Hopewell Furnace NHS, Gettysburg NMP, and Eisenhower NHS	National Park Service	08/01/2013	08/06/2013
PAR-13-300	NLM Express Research Grants in Biomedical Informatics (R01)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-301	The Role of the Cytoskeleton in Cellular Aging (R21/R33)	National Institutes of Health	08/01/2013	09/07/2016
G13AS00106	Cooperative Ecosystem Studies Unit, Gulf Coast CESU	Geological Survey	08/01/2013	08/12/2013
PAR-13-295	Biomarkers: Bridging Pediatric and Adult Therapeutics (R21)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-296	Biomarkers: Bridging Pediatric and Adult Therapeutics (R01)	National Institutes of Health	08/01/2013	09/07/2016
PAR-13-299	Biomarkers: Bridging Pediatric and Adult Therapeutics (R03)	National Institutes of Health	08/01/2013	09/07/2016
L13AS00170	BLM AK CESU - Scenario Planning for Energy and Resources Development	Bureau of Land Management	08/01/2013	08/23/2013
NOAA-NMFS-PRPO-2014-2003832	FY 2014 Species Recovery Grants to Tribes	Department of Commerce	08/01/2013	10/29/2013
NOAA-NMFS-PRPO-2014-2003811	Species Recovery Grants to States (Section 6 Program)	Department of Commerce	08/01/2013	10/29/2013
NNH13ZDA001N-PMDAP	ROSES 2013: Planetary Mission Data Analysis Program	NASA Headquarters	08/01/2013	10/11/2013
A-FPH-14-022	FY14 Region 9 Nevada (not including Clark, Douglas or Washoe counties) Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary for Health	08/01/2013	04/01/2014
PA-FPH-14-020	FY14 Region 9 Republic of the Marshall Islands Announcement of Anticipated Availability of Funds for Family Planning Services Grants	Office of the Assistant Secretary	08/01/2013	04/01/2014

How to Read Funding Opportunities

Each funding opportunity announcement has unique instructions and requirements. Read these instructions carefully!

Announcements will include:

- Eligibility information, deadlines, application content, review criteria, and more
- **Note: most funding opportunities are only open for 45 days!**

EPA occasionally modifies funding opportunities:

- Due dates, clarification of requirements, etc.
- Modifications posted on Grants.gov—sign up on Grants.gov for automatic notification of modifications to specific announcements





EPA-I-OCSP-OPPT-FY2023-002

FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products

Environmental Protection Agency

[Apply](#)[Subscribe](#)[SYNOPSIS](#)[VERSION HISTORY](#)[RELATED DOCUMENTS](#)[PACKAGE](#)[Print Synopsis Details](#)

General Information

Document Type: Grants Notice**Version:** Synopsis 2**Funding Opportunity Number:** EPA-I-OCSP-OPPT-FY2023-002**Posted Date:** Mar 08, 2023**Funding Opportunity Title:** FY 2023 – FY 2024 Pollution Prevention Grants: Environmental Justice Through Safer and More Sustainable Products**Last Updated Date:** Mar 13, 2023**Opportunity Category:** Discretionary**Original Closing Date for Applications:** Jun 20, 2023**Opportunity Category Explanation:****Current Closing Date for Applications:** Jun 20, 2023**Funding Instrument Type:** Cooperative Agreement Grant**Archive Date:** Jul 20, 2023**Category of Funding Activity:** Environment
Infrastructure Investment and Jobs Act (IIJA)**Estimated Total Program Funding:** \$8,000,000**Award Ceiling:** \$1,200,000**Category Explanation:****Award Floor:****Expected Number of Awards:** 25**CFDA Number(s):** 66.708 -- Pollution Prevention Grants Program**Cost Sharing or Matching Requirement:** No

Eligibility

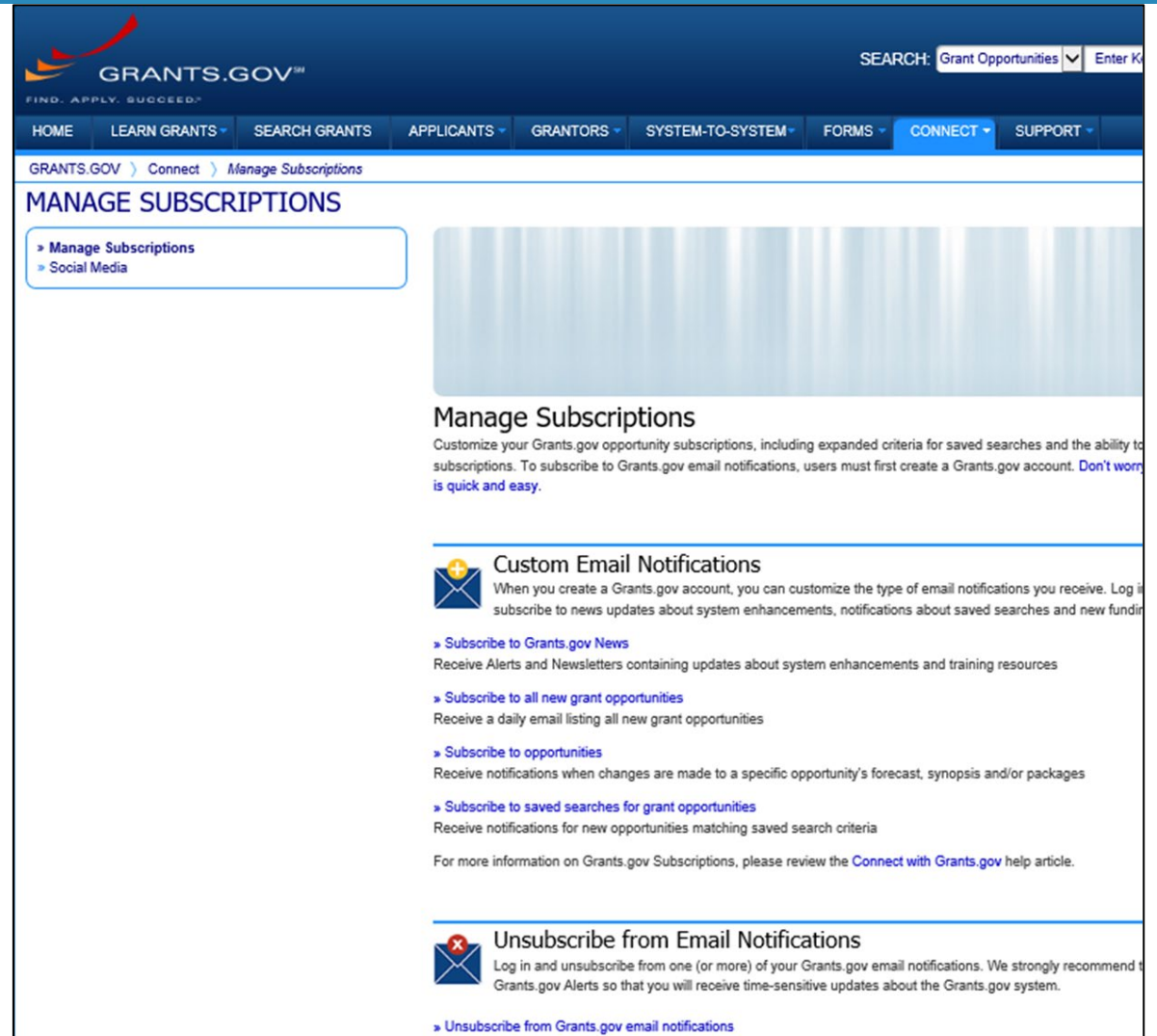
Eligible Applicants: Others (see text field entitled "Additional Information on Eligibility" for clarification)**Additional Information on Eligibility:** See Section III of funding opportunity for eligibility information.

Grants.gov Subscriptions

Subscribe to learn about new funding opportunities automatically!

You can customize the type of email notifications you receive:

- New funding opportunities (daily email of all new grant opportunities)
- Opportunities (notifications when changes are made to a specific opportunity's forecast, synopsis and/or package)
- Saved searches (notifications for new opportunities matching saved search criteria)



The screenshot shows the Grants.gov website's 'Manage Subscriptions' page. The header includes the Grants.gov logo, a search bar, and navigation tabs: HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The 'CONNECT' tab is active. Below the header, the breadcrumb trail reads 'GRANTS.GOV > Connect > Manage Subscriptions'. The main heading is 'MANAGE SUBSCRIPTIONS'. A sidebar on the left contains links for 'Manage Subscriptions' and 'Social Media'. The main content area features a large blue banner with the title 'Manage Subscriptions' and a brief description: 'Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to unsubscribe. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. Don't worry, it is quick and easy.' Below this, there are two sections: 'Custom Email Notifications' and 'Unsubscribe from Email Notifications'. The 'Custom Email Notifications' section includes a plus icon and four options: 'Subscribe to Grants.gov News' (Receive Alerts and Newsletters containing updates about system enhancements and training resources), 'Subscribe to all new grant opportunities' (Receive a daily email listing all new grant opportunities), 'Subscribe to opportunities' (Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages), and 'Subscribe to saved searches for grant opportunities' (Receive notifications for new opportunities matching saved search criteria). The 'Unsubscribe from Email Notifications' section includes a minus icon and a description: 'Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you unsubscribe from Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.' At the bottom of the 'Unsubscribe' section is a link: 'Unsubscribe from Grants.gov email notifications'.

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SEARCH: Grant Opportunities Enter Key

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Connect > Manage Subscriptions

MANAGE SUBSCRIPTIONS

- » Manage Subscriptions
- » Social Media

Manage Subscriptions

Customize your Grants.gov opportunity subscriptions, including expanded criteria for saved searches and the ability to unsubscribe. To subscribe to Grants.gov email notifications, users must first create a Grants.gov account. [Don't worry, it is quick and easy.](#)

Custom Email Notifications

When you create a Grants.gov account, you can customize the type of email notifications you receive. Log in and subscribe to news updates about system enhancements, notifications about saved searches and new funding opportunities.

- » [Subscribe to Grants.gov News](#)
Receive Alerts and Newsletters containing updates about system enhancements and training resources
- » [Subscribe to all new grant opportunities](#)
Receive a daily email listing all new grant opportunities
- » [Subscribe to opportunities](#)
Receive notifications when changes are made to a specific opportunity's forecast, synopsis and/or packages
- » [Subscribe to saved searches for grant opportunities](#)
Receive notifications for new opportunities matching saved search criteria

For more information on Grants.gov Subscriptions, please review the [Connect with Grants.gov](#) help article.

Unsubscribe from Email Notifications

Log in and unsubscribe from one (or more) of your Grants.gov email notifications. We strongly recommend that you unsubscribe from Grants.gov Alerts so that you will receive time-sensitive updates about the Grants.gov system.

- » [Unsubscribe from Grants.gov email notifications](#)



Before you Apply!!!



You must register
for **BOTH**
Sam.gov and
Grants.gov!

- Registration for both sam.gov and grants.gov is **required** *before* you can apply for any EPA funding opportunities.
- **Registration can take up to 30 days to process.**
- Start these registrations **NOW** even if you're not applying for a grant right now.

Registering for SAM.gov

**If you want to apply for an EPA Competitive Opportunity,
you need an active SAM.gov registration**

As part of registration, SAM.gov will assign you a Unique Entity ID (UEI)

- The Unique Entity ID (UEI) is NOT the same as a SAM.gov registration.
- **UEIs now replace DUNS numbers. UEIs are required for all applicants.**
- To see comprehensive instructions and checklist for entity registration, download the SAM.gov [Entity Registration Checklist](#)
- If you do not want to apply directly for awards, then you do not need a registration. If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete a registration. You may only need a Unique Entity ID, which is NOT the same as a SAM.gov registration
- A key part of the SAM.gov registration is identifying an [EBiz point of contact](#) (name and email address).

Registering for Grants.gov

After you have registered in SAM.gov, and **before** applying for a funding opportunity, you need to register an account with Grants.gov

- For instructions, please view the [Intro to Grants.gov How to Register with Grants.gov video](#)
- When you have a Grants.gov account, users may [add a profile](#) to associate with an applicant organization. See [Applicant Registration](#) for more details
- Prior to being able to complete or submit application packages in Grants.gov on behalf of your organization, your organization's EBiz POC must authorize roles. This safeguards your organization from individuals who may attempt to submit grant application packages without permission

EPA's Ability to Communicate with Applicants

EPA can

- Answer applicant eligibility questions-if uncertain if you are eligible or your project is eligible, ask before proposal submission
- Clarify info on administrative aspects of proposal submission
- Respond to requests for clarification of the announcement

Clarifications that result in changes to the announcement must be communicated (via modification to the announcement) to all potential applicants

EPA cannot

- Assist applicants in writing applications
- Review or comment on draft applications
- Provide information on the Agency's approach to evaluating applications beyond what is described in Section V of the announcement
- Provide a competitive advantage to any applicant



So You've Applied, What Now? Evaluation and Selection

EPA Program Offices evaluate each eligible application using scoring criteria and make selections based on ranking and Other Factors listed in the funding opportunity announcement

- Applicants that are **ineligible or not selected** will be notified and have **15 days to request a debriefing**. See [EPA's Solicitation Clauses](#) for information on requesting debriefings and filing disputes
- Selected applicants will be notified and instructed on next steps!

Selection Notification is not approval to begin work!

- Selected applications undergo additional review to ensure compliance with programmatic and administrative grant requirements
- Only a **Notice of Award** signed by an EPA Award Official legally obligates federal funds and indicates the recipient can begin work
 - Any costs incurred before the official Notice of Award is received are incurred at the recipient's own risk.

Non-Profits with awards over \$200,000

- All non-profit recipients with awards that exceed \$200,000 are required to obtain Pre-Award Certification from EPA.
- The certification process ensures that non-profit recipients have adequate administrative systems in place to manage EPA grant funds.
- Pre-award certification will be initiated after you have been selected for funding but before your grant award is made. EPA will be reaching out to you to work through the certification.
- Be responsive!! Timely and thorough responses will help the process move along.
- Be prepared that the process may take time—EPA is granting out historically high levels of funding so pre-award certifications may take longer than usual to process.
- [Click here for more information about non-profit Pre-Award Certification](#)
- [Click here Pre-Award Certification Technical Workshop](#) (April 2023)



Finding and Applying for Grant Opportunities: Key Take-Aways



- You can find **grant program info** in Assistance Listings on Sam.gov
- You can find and apply for **open funding** opportunities on Grants.gov
 - Avoid searching by Entity Type, use Agency filter instead
- You must have **both** a Sam.gov and Grants.gov registration before you can submit an application
 - Processing those registrations can take **30 days**, and some funding opportunities are only open for 45 days, so register for those accounts ASAP (even if you're not looking for funding opportunities right now)
- Notice of Selection is **not** your green light to start work on your grant project—you must wait until you receive the **official grant award** before you begin work
- Non-profits with awards over \$200,000 have to go through pre-award certification



How to Stay Informed and EPA Applicant Resources

EPA Grants Update Listserv

Sign up today to receive timely notifications about:

- New guidance and information
- New trainings and webinars available to potential applicants and recipients
- Changes in grants management requirements
- Other pertinent general grants information



Subscribe [here](#)

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- [Grants Award Process](#) (January 2022)

EPA Resources for Applicants and Recipients

Competition Resources

Grants.gov Resources

- [Applicant Resources](#)
- [Organization Registration](#)
- [Grants.gov User Guide](#)
- [Workspace Information](#)



RAIN = Recipient/Applicant Information Notice

- New guidance
- New resources
- Important changes and other information
- Check out our [EPA Grants Policy Resource Page](#)

The Application and Award Process

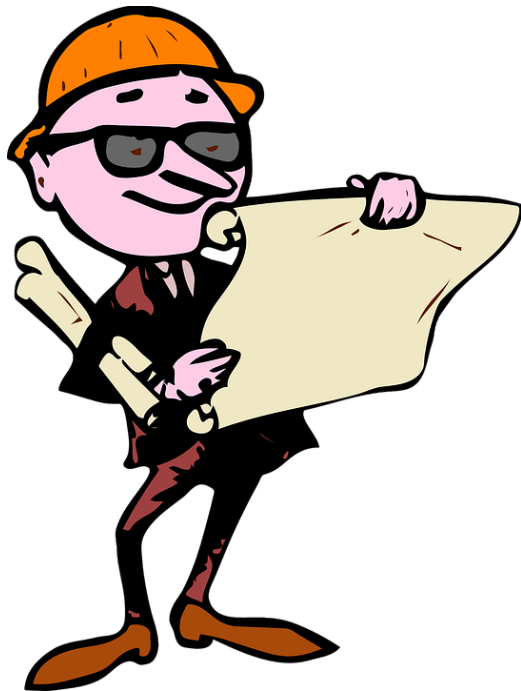


The Application Package

The following items are required for all EPA grant application packages:

- SF-424 Application
- SF-424A Budget
- Work Plan
- Budget Detail
- Key Contacts Form
- SF-4700-4 Pre-Award Compliance (i.e. compliance with Title VI of the Civil Rights Act)
- Form 6600-6 Certification Regarding Lobbying (for an award of more than \$100,000)
- Indirect Cost Rate Agreement (if you are claiming indirect costs)
- Click here for a link to [EPA's Grantee Forms](#)

Work Plan



- Reviewed by EPA personnel
- Work plans should be based on Funding Opportunity guidance and consistent with federal rules, regulations, statutes, EPA orders, and delegates
- Detailed description including well-defined environmental outputs/outcomes
 - Output:** an environmental activity effort or work products related to a goal or objective
 - Outcome:** the result or effect that will occur from carrying out the activity which includes benefits, outcomes, or changes
- Commitments and time frames for completion
- Budget narrative
- Performance evaluation process and reporting schedule
- Final negotiations approved by the Program and provided to the Grants section



Applicant submits application via grants.gov

Grants Office forwards copy to PO

GS conducts an administrative review on a new grant

PO conducts a technical review of the application

Concurrent Review

GS sends review comments to PO

PO sends comments to applicant addressing all concerns

Applicant submits revisions

GS and PO conduct concurrent final review.

GS and PO approve the application and the Grant Award is created

Approval Signature

Creating a Budget Detail



Personnel and Fringe Benefits

Personnel

- Includes direct costs for the salaries, wages, and allowable incentive compensation for those individuals who are employees of the recipient organization
- Budget detail must identify the personnel category type by FTE, including the percentage of FTE for part-time employees, the number of personnel proposed for each category, and funding amounts

Fringe Benefits

- Cost other than income which includes retirement, sick leave, holiday pay, vacation, etc.
- Budget narrative should identify the applicant's fringe benefit rate
- For more information on how to calculate your fringe rate, [click here](#)

Travel

Travel includes any travel for recipient employees that is necessary to perform work.

- Travel for other program participants (i.e. interns, fellows, etc.) should be included in the **Other** category

Narrative description:

1. Types/purposes of travel
2. Number of trips
3. Planned destinations
4. Number of travelers
5. Cost of each trip



Equipment

vs.

Supplies

- Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of **\$5,000 or more** per unit, although the recipient may establish a lower dollar threshold
- Prior approval is required
- Category includes equipment the recipient proposes to purchase as a direct cost. Equipment rentals go in the **OTHER** budget category
- Budget narrative must include an itemized listing of all equipment proposed

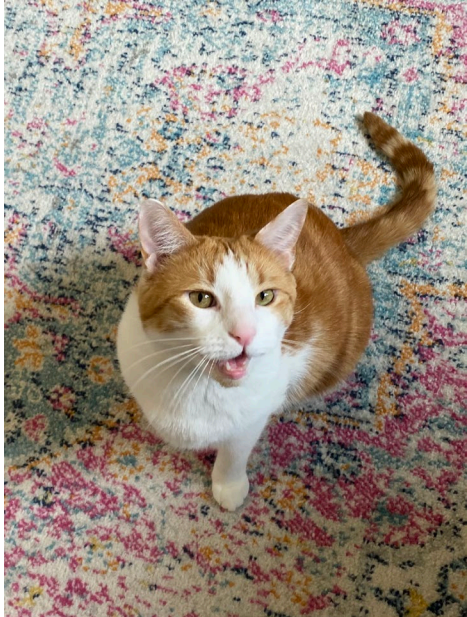
- Tangible personal property other than equipment with a per-item acquisition cost of **\$5,000 or less**
- Electronic devices with a per-item acquisition cost of **less than \$5,000** may be classified as supplies unless the recipient's property management system classifies these items differently
- Budget narrative must include a brief description of the supplies. Costs include office supplies, software, etc.

Contractual

- Contractual services (including consultants) are obtaining goods and services for state use and creating a procurement relationship with the contractor (2 CFR 200.22)
- Budget narrative should include a description of the scope of work or services to be provided, duration, and procurement method (competitive or non-competitive).
- States follow their own procurement procedures based on their laws and regulations
- Applicants should **avoid** naming specific contractors or consultants in their grant applications
- All contractors and consultants are subject to procurement and competition regulations—EPA *very rarely* approves sole source procurements
- See [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) and [2 CFR 200.319](#) for more information about procurement and competition requirements



Other



Direct costs that do not fit in any of the specific budget categories, including:

- Insurance and indemnification
- Telephone service and utilities
- Document reproduction at local copying centers
- Third party in-kind contributions towards cost share
- Rental/lease of equipment, office space, and meeting or conference facilities
- [Participant support costs](#) (i.e. costs paid to or on behalf of participants or trainees that are not employees of the recipient organization)
- [Subawards](#)—must be labeled specifically as subawards and are subject to reporting requirements

Indirect Costs

- Incurred by the recipient for a common or joint purpose that benefits more than one cost objective or project and is not readily assignable to specific cost objectives or projects as a direct cost
- Must have a current approved or negotiated rate agreement throughout the life of the grant
- Recipients that have never had an Indirect Cost Rate are eligible to use the 10% de minimis rate
- Click here for EPA's [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#)



Creating Your Budget Detail: Key Take-Aways



- Double check your math! Round to the nearest dollar amount—no cents!!
- Review the [EPA's General Budget Guidance](#) when creating your grant budget
- Provide a **detailed** budget narrative with breakdowns for costs of travel, supplies, etc.
- Determine if your budget includes any Participant Support Costs (see the [EPA Guidance on Participant Support Costs](#))
- Be aware of federal procurement rules—all consultants and contractors should be hired through a competitive process
- Don't name specific contractors or consultants directly in your application package

Best Practices for Grant Management

Receiving Your Grant Award

If you are awarded a grant, you will receive an email from EPA with your official grant award document.

This grant award will contain **important information** like:

- Your total approved assistance amount
- The project and budget period start and end dates
- Terms and Conditions of the grant

You will have 21 days from receipt of this email to take action.

To accept your award:

- Drawdown funds, **OR**
- Do nothing, after 21 days your award is considered accepted
- Note: you do not have to wait 21 days to start drawing funds

To file a disagreement:

- Follow the directions in your award email to file a disagreement



Terms and Conditions

As a grantee, you are responsible for reading the Terms and Conditions of your grant award—ignorance is not an excuse for non-compliance!!

Your award will contain Administrative, Programmatic, and General Terms and Conditions. **Read all of them carefully!**

Reach out to your Program Officer and/or Grant Specialist with any questions! Their contact info is in the Grant Award and the Terms and Conditions.

The Terms and Conditions will tell you all you need to know about reporting requirements, drawdowns, audit requirements, and more.

[Click here for a link to see EPA's General Terms and Conditions](#)

EPA General Terms and Conditions Effective October 1, 2022

1. Introduction

- (a) The recipient and any sub-recipient must comply with the applicable EPA general terms and conditions outlined below. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions, and restrictions reflected on the official assistance award document. Recipients **must** review their official award document for additional administrative and programmatic requirements. Failure to comply with the general terms and conditions outlined below and those directly reflected on the official assistance award document may result in enforcement actions as outlined in 2 CFR 200.339 and 200.340.
- (b) If the EPA General Terms and Conditions have been revised, EPA will update the terms and conditions when it provides additional funding (incremental or supplemental) prior to the end of the period of performance of this agreement. The recipient must comply with the revised terms and conditions after the effective date of the EPA action that leads to the revision. Revised terms and conditions do not apply to the recipient's expenditures of EPA funds or activities the recipient carries out prior to the effective date of the EPA action. EPA will inform the recipient of revised terms and conditions in the action adding additional funds.

2. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR, Parts [200](#) and [1500](#). 2 CFR 1500.2, Adoption of 2 CFR Part 200, states the Environmental Protection Agency adopts the Office of Management and Budget (OMB) guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities (subparts A through F of 2 CFR Part 200), as supplemented by 2 CFR Part 1500, as the Environmental Protection Agency (EPA) policies and procedures for financial assistance administration. 2 CFR Part 1500 satisfies the requirements of 2 CFR 200.110(a) and gives regulatory effect to the OMB guidance as supplemented by 2 CFR Part 1500. This award is also subject to applicable requirements contained in EPA programmatic regulations located in 40 CFR Chapter 1 Subchapter B.

2.1. Effective Date and Incremental or Supplemental Funding. Consistent with the OMB Frequently Asked Questions at <https://cfo.gov/cofar> on Effective Date and Incremental Funding, any new funding through an amendment (supplemental or incremental) on or after December 26, 2014, and any unobligated balances (defined at 2 CFR 200.1) remaining on the award at the time of the amendment, will be subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements (2 CFR Parts 200 and 1500).

Drawdowns



As required by the Terms and Conditions, recipients must draw funds from ASAP (Automated Standard Application for Payment) only for the minimum amounts needed for actual and immediate cash requirements for allowable costs under this assistance agreement.

The timing and amounts of the drawdowns must be as close as administratively feasible to actual disbursements of EPA funds.

Disbursement within 5 business days of drawdown will comply with this requirement and the recipient agrees to meet this standard when performing this award.

See 2 CFR 200.305(b) and your grant's Terms and Conditions for more information about how and when to drawdown grant funds.

Reporting Requirements

EPA grants come with some mandatory reporting requirements. Information about these requirements is found in the Terms and Conditions of your award.

Reporting requirements include:

- All **programmatic reports**, as detailed in your Terms and Conditions
- **Subawards** over \$30,000 must be reported to FSRs.gov
- If your procurement budget is \$250,000 or more, you must submit [Disadvantaged Business Enterprise \(DBE\)](#) reports yearly
 - Procurement budget includes any dollars budgeted to Equipment, Supplies, Contractual, and Other
- All grantees must submit interim (yearly) **Federal Financial Reports** and one Final Federal Financial Report at the end of the grant



Best Practices for Grant Management: Key Take-Aways



- Recipients have 21 days to accept OR file a disagreement with their award
 - Reminder: taking no action is considered accepting the grant award
- Review all Terms and Conditions *very* carefully
- Only drawdown funds in the amounts needed for actual and immediate cash requirements—don't drawdown funds far in advance
 - Red flags for drawdowns include drawing it all down at once or not drawing any funds at all
- Be aware of reporting requirements,
 - Subawards over \$30,000 must be reported
 - DBE reports are required if your procurement budget exceeds \$250,000
- Ask questions! If you have a question or concern, reach out to the Project Officer and/or Grant Specialist listed on your award document.

Helpful Links



EPA website: www.epa.gov/grants

Grants.gov: <https://www.grants.gov/>

Grant Forms: <https://www.grants.gov/web/grants/forms.html>

CFR: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

EPA Applicant and Recipient Webinars:

<https://www.epa.gov/grants/epa-grants-webinars>

EPA Applicant and Recipient Trainings:

<https://www.epa.gov/grants/recipient-training-opportunities>

Questions or Concerns? Here's Who to Contact

Region 3 Grants Office:

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Competitions Questions?

Elizabeth January

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Questions?!



We are on a brief break.

Lunch is next.

The next session
will start at 1pm.