RAIN-2024-G01

New Recipient Training Requirement

Notification Date: March 4, 2024

Purpose: This Recipient/Applicant Information Notice (RAIN) informs applicants of a new training requirement that must be completed by new applicants/recipients prior to receiving grant funds. This requirement will ensure that all new grant applicants/recipients are prepared to apply for and manage grant funds in compliance with all federal grant regulations and EPA-specific grants policy. New applicants are only required to complete the training once.

Summary: The Office of Grants and Debarment (OGD) is requiring all new applicants/recipients to complete the EPA Grants Management Training for Applicants and Recipients and the training on How to Develop a Budget. EPA defines new applicants/recipients as an organization that never received an EPA grant before, or if the organization last received an EPA grant prior to federal fiscal year (FY) 2015 (i.e. prior to October 1, 2014). Organizations can check USA Spending to determine if they are a new applicant/recipient for this requirement by using these instructions.

The EPA Grants Management Training for Applicants and Recipients covers the basics of applying for, and managing, an EPA assistance agreement. The content is divided into the six modules listed below.

- Module 1, Introduction to EPA Grants
- Module 2, Demonstrating Financial Management System and Internal Controls Capability
- Module 3, Applying for a Grant
- Module 4, Accepting a Grant Award
- Module 5, Managing a Grant
- Module 6, Closing Out a Grant

In addition to completing the EPA Grants Management Training for Applicants and Recipients, new applicants/recipients must also complete the How to Develop a Budget training series. This online training course is designed to introduce EPA grant applicants to key aspects of grant budget development. The content is divided into four modules listed below.

- Module 1, General Principles and Considerations
- Module 2, Direct Costs
- Module 3, Other Direct Costs
- Module 4, Indirect Costs

By taking this training, applicants/recipients will be well-equipped with the knowledge to properly apply for, develop a budget for, and manage, EPA grants.

Background: With the influx of new funding and programs, potentially increasing the number of new applicants selected for grants at EPA, it is crucial to provide tools and requirements to increase efficiency and understanding of the grants management process and requirements. The Office of Grants and Debarment (OGD) is implementing this training requirement to ensure new applicants are knowledgeable of grants application guidelines, budget formulation, and overall grants management rules and regulations.

Applicability: This requirement applies to all new applicants/recipients as described in the Policy Summary section above. For new applicants/recipients that submitted their applications before the notification date above, this new requirement does not apply. However, if EPA determines that the training should be required, EPA may require any applicant/recipient to complete the EPA Grants Management Training for Applicants and Recipients, the How to Develop a Budget training series, or both as appropriate.

Only one applicant/recipient staff person is required to complete the training; EPA recommends it be an individual listed in the grant applicant/recipient's Key Contacts Form 5700-54.

If an applicant is unable to complete the required training prior to award, EPA will include a Term and Condition (T&C) requiring the applicant to complete both required trainings within the first 90 days following award.

Current grant recipients are encouraged to take the training because it will benefit all recipients to stay current on federal and EPA-specific grants management regulations, policies, and procedures.

Related Resources:

EPA Grants Management Training For Applicants and Recipients

How to Develop a Budget

USA Spending

USASpending Applicant/Recipient Look-up Instructions

EPA Solicitation Clauses