



Payment Requests and the SF-270 for Community Grants Recipients

Regulations, statutes, and applicable Executive Orders take precedence in the event of a conflict with any of the materials contained on these training slides; recipients are expected to follow the terms and conditions in their grant awards as written.

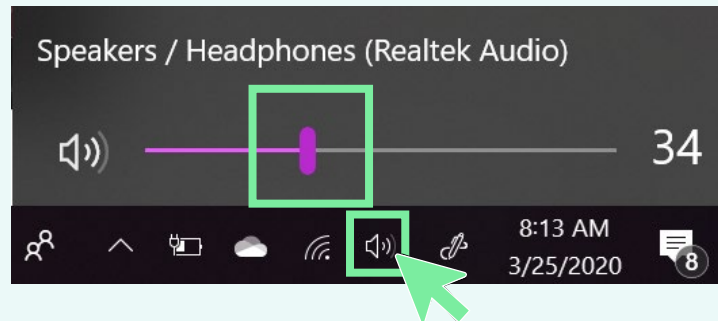
Housekeeping



Meeting Audio

- ✓ Attendees must use **Device Audio** (computer, headset, tablet, or smart phone)
- ✓ Presenter Audio Only (like a TV broadcast)
- ✓ If you cannot hear, ensure your system/device audio is turned up and not muted and that you have not paused the broadcast

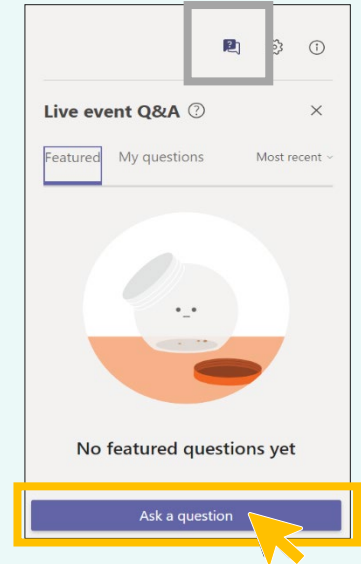
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- ✓ Ask a question under Live Event Q&A panel
- ✓ Click “Ask a question”

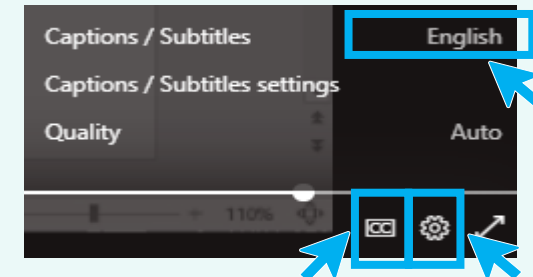
Q&A panel is located on the top right side of the Live Event window.



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Overview

- ❑ Background
 - Prior Review and Approval of Payments for Community Grants
 - Underlying Requirements
- ❑ Community Grants Program Payment Request Process
- ❑ What EPA Reviews
- ❑ Preparing the Request
- ❑ Completing the Request with Examples
- ❑ Common Mistakes & How to Avoid Them
- ❑ Tips & Reminders for Recipients



Background: Prior Review and Approval of Payments for Community Grants



The Administrative Terms and Conditions of awarded Community Grants projects require recipients to submit Payment Requests for EPA review and approval prior to drawing down funds.



Payment Requests are submitted to EPA using the Request for Advance or Reimbursement, Standard Form 270 (SF-270) and must include supporting documentation.



This training will provide a review of the payment request process, documentation needed, common mistakes, and tips for recipients.

Background: Underlying Requirements

- Procurement and contract review* by EPA has already been completed.
- Procurement and contracts follow all applicable requirements.
- The grant has been awarded.
- Costs are consistent with:
 - EPA-approved workplan and budget
 - Project language found in the Appropriations Act
- The recipient is [registered](#) in Automated Standard Application for Payments (ASAP)*

*Terms and Conditions included in the Community Grants award agreement include additional information on procurement review requirements and ASAP registration.

Community Grants Program Payment Request Process

Recipient submits request & supporting materials to EPA Project Officer & Grant Specialist

EPA Project Officer & Grant Specialist reviews request and notifies recipient of approval or requests more information

Recipient receives approval and requests to draw funds in Automated Standard Application for Payments (ASAP)

Recipient receives EPA funding to the approved amount to the account previously registered in ASAP

What EPA Reviews

- Are activities in invoice within the approved project scope in workplan?
- Are costs [eligible, reasonable, allocable, allowable?](#)
- Are activities in invoice within approved project/budget period?
- Does the math add up? Is Cost Share accounted for?
- Do the invoices match the schedule of values in the approved contract document?
- Have the associated contract and procurement materials been reviewed by EPA?

Preparing the Request

When preparing the request for payment, it can be helpful to have several documents on hand, before beginning the SF270 form. These include:

- Grant award agreement
- Workplan
- Budget documents (SF-424A)
- [Budget detail](#)

Preparing the Request

Supporting Documentation

Key documentation to support costs claimed for reimbursement:

- SF-270 Form
 - Digitally signed* by Authorized Representative or designee
- Invoices
 - Construction contractor, engineering, equipment purchase receipts
 - Should include line items for tasks completed and description of work completed during the time frame

*See EPA's Recipient/Applicant Information Notice (RAIN), [Establishment of Standards for Submission of Administrative and Financial Assistance Agreement Forms/Documents with Electronic or Digital Signatures by Email](#)

Preparing the Request

Supporting Documentation, Cont'd

Depending on the project, supporting documentation may include:

- American Iron and Steel (AIS) and Build America, Buy America (BABA) Certification
- Davis-Bacon payroll documentation
 - Certified payroll records (WH-347); Wage determinations should match contract
 - Documentation of Periodic Interviews and Poster
- Payroll information for in-house staff hours (“Personnel” costs)

Completing the Request

- EPA may request back-up documentation if additional information is required to show how an invoice corresponds to the project.
- EPA may also request additional information to show how retainage is being managed.
- Keeping documentation related to the project is required by the grant term and conditions so it is best practice to keep all cost documentation readily accessible.

Completing the Request: Invoice Tracking Sheet Example

PROJECT: Anytown Any City						Contractor Invoice # 1738		Contractor Invoice # 1739		Contractor Invoice # 1740	
CONTRACTOR: Any Contractor LLC						Date: 2/29/2026		Date: 4/22/2026		Date: 4/22/2026	
FOR WORK ACCOMPLISHED THROUGH THE DATE OF: 5/11/2026											
CONTRACT - Contractor's Schedule of Values						INVOICE #1		INVOICE #2		INVOICE #3	
						WORK COMPLETED		WORK COMPLETED		WORK COMPLETED	
ITEM NO.	ITEM	UNIT	QTY	UNIT PRICE	BID AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
1	Bonding	LS	1	\$36,919.60	\$36,919.60	1	\$36,919.60	-	\$ -	-	\$ -
2	Mobilization	LS	1	\$9,884.40	\$9,884.40	0.5	\$4,942.20	0.25	\$2,471.10	-	\$ -
3	Traffic Control	LS	1	\$59,335.58	\$59,335.58	0.25	\$14,833.90	0.25	\$14,833.90	-	\$ -
4	Permitting	LS	1	\$12,883.60	\$12,883.60	0.25	\$3,220.90	0.25	\$3,220.90	-	\$ -
5	Construction surveying	LS	1	\$6,592.84	\$6,592.84	0.25	\$1,648.21	0.25	\$1,648.21	-	\$ -
6	Temporary controls	LS	1	\$50,703.80	\$50,703.80	0.25	\$12,675.95	0.25	\$12,675.95	-	\$ -
7	Quality Control	LS	1	\$15,163.54	\$15,163.54	0.25	\$3,790.89	0.25	\$3,790.89	-	\$ -
8	20" DI Pipe	LF	2160	\$510.00	\$1,101,600.00	640	\$326,400.00	1,490.00	\$759,900.00	-	\$ -
9	20" Butterfly Valves	EA	6	\$19,750.43	\$118,502.58		\$ -	5	\$98,752.15	-	\$ -
10	Shotcoat pipe connection	LS	1	\$38,486.01	\$38,486.01		\$ -		\$ -	-	\$ -
11	Copper City Dr. lateral connection	LS	1	\$74,588.14	\$74,588.14		\$ -		\$ -	-	\$ -
12	Le Chataeu Way lateral connection	LS	1	\$50,079.08	\$50,079.08		\$ -		\$ -	-	\$ -
13	STA 50+77 Hydrant Lateral Connection	LS	1	\$21,559.80	\$21,559.80	1	\$21,559.80		\$ -	-	\$ -
14	Zone A WL lateral connection	LS	1	\$77,174.05	\$77,174.05		\$ -		\$ -	-	\$ -
15	5600 W lateral connection	LS	1	\$169,283.14	\$169,283.14		\$ -		\$ -	-	\$ -
16	AC pipe connection	LS	1	\$28,680.24	\$28,680.24		\$ -		\$ -	-	\$ -
17	Abandon pipe	LS	1	\$9,812.95	\$9,812.95		\$ -		\$ -	-	\$ -
18	Asphalt restoration	TN	900	\$213.70	\$192,330.00	135.16	\$28,883.69	460.86	\$98,485.78	-	\$ -
19	Concrete restoration	LS	1	\$36,514.47	\$36,514.47		\$ -		\$ -	-	\$ -
20	Striping restoration	LS	1	\$43,117.19	\$43,117.19		\$ -		\$ -	-	\$ -
21	Site restoration (5600 W hydrant install)	LS	1	\$7,167.99	\$7,167.99		\$ -		\$ -	-	\$ -
ORIGINAL CONTRACT SUBTOTAL:					\$2,160,379.00		\$454,875.13		\$995,778.88		\$
CHANGE ORDER ITEMS											
CO1	Work Change Directive 1 Hydrant Maverick	LS	1	\$48,810.00	\$48,810.00		\$ -		\$ -		\$
CO2	Work Change Directive 2 Cathodic Protection	LS	1	\$13,650.00	\$13,650.00		\$ -	1	\$13,650.00		\$
CO3	Work Change Directive 3 20" & 12" Half Loops	LS	1	\$40,523.00	\$40,523.00	1	\$40,523.00		\$ -		\$
CHANGE ORDERS SUBTOTAL:					\$102,983.00		\$40,523.00		\$13,650.00		\$
REVISED CONTRACT WITH CHANGE ORDERS TOTAL:					\$2,263,362.00		\$495,398.13		\$1,009,428.88		\$
RETAINAGE (5%):					\$113,168.10		\$24,769.91		\$50,471.44		\$
TOTAL LESS RETAINAGE:					\$2,150,193.90		\$470,628.23		\$958,957.44		\$
INVOICE REQUESTED AMOUNT FROM CONTRACTOR:											
AMOUNT PAID TO CONTRACTOR:											

Completing the Request: SF -270 Example

OMB Number: 4040-0012
Expiration Date: 06/30/2028

REQUEST FOR ADVANCE OR REIMBURSEMENT	1. TYPE OF PAYMENT REQUESTED	a. "X" one or both boxes <input type="checkbox"/> ADVANCE <input checked="" type="checkbox"/> REIMBURSEMENT	2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL
		b. "X" the applicable box <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED US Environmental Protection Agency		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY CG12345678-0	
5. PARTIAL PAYMENT REQUEST NUMBER FOR THIS REQUEST 01	6. EMPLOYER IDENTIFICATION NUMBER 12-34567891	7. FINANCIAL ASSISTANCE IDENTIFICATION NUMBER (SEE 424)	
8. PERIOD COVERED BY THIS REQUEST From: 01/01/2026 To: 03/31/2026			
9. RECIPIENT ORGANIZATION Name: City of Anytown Street1: 1000 Any Road Street2: City: Anytown County: Anycounty State: CA Province: Country: USA: UNITED STATES ZIP / Postal Code: 12345-6789			
10. PAYEE (Where check is to be sent if different than item 9) Name: City of Anytown Street1: 1000 Any Road Street2: P.O. Box 12 City: Anytown County: Anycounty State: CA Province:			

Example materials shown in this presentation are for training purposes only.

Completing the Request: Invoice Example

Anytown Engineering, Inc
 Attn: Billing Dept.
 1000 Any Road
 Anytown, USA 12345

Anytown
 1000 Any Road
 Anytown, USA

April 15, 2026
 Project No: 2025-0015
 Invoice No: 2026-1032

Invoice Total \$75,123.25

Project 2025-0015 Anytown Desalination and Water Main Project

DESALINATION PLANT AND WATER MAIN

For work completed 1/1/26 – 3/30/26

INVOICE DATE: February 4, 2026

Anytown Flood Control, LLC
 1010 Other Road
 Anytown, USA 12345

Bill to:
 Anytown, USA
 1000 Any Road
 Anytown, USA 12345
 Gerry@anytown.gov

JOB	INVOICE NO	PAYMENT TERMS
JOB		
Anytown Dewatering Control Project	#19103	Due 30 days after invoice date

ITEM	SERIAL NUMBER	QUANTITY	UNIT PRICE	LINE TOTAL
Industrial Flood Pump	DFC-2025-007	1	\$50,000.00	\$50,000.00
Industrial Flood Pump	DFC-2025-014	1	\$50,000.00	\$50,000.00
Industrial Flood Pump	DFC-2025-015	1	\$50,000.00	\$50,000.00
Industrial Flood Pump	DFC-2025-018	1	\$50,000.00	\$50,000.00
Industrial Flood Pump	DFC-2025-022	1	\$50,000.00	\$50,000.00
Ancillary connections and piping	N/A	5	\$0	\$0
			Subtotal	\$250,000.00
			Sales Tax	\$0.00
			Total	\$250,000.00

Example materials shown in this presentation are for training purposes only.

Completing the Request: AIS/BABA Self Certification Statement Example

SAMPLE Recipient Self-Certification Statement

I, **John Smith** as the authorized representative of **Anytown, USA**, having obtained funding from the U.S. Environmental Protection Agency through the Community Grants Program for the **Anytown USA Water and Wastewater Infrastructure Project** hereby attest that all of the iron, steel, manufactured products, and construction materials included in this payment request are compliant with the American Iron and Steel and Build America, Buy America Act requirements, as documented in the manufacturer certification letters that have been collected for these products or through a waiver approved by the U.S. Environmental Protection Agency. Manufacturer certification letters and/or applicable waiver documentation are available for review upon request. To the best of my knowledge, the costs being requested in this payment request are in compliance with both aforementioned laws. I further understand that the entire Anytown USA Water and Wastewater Infrastructure Project must comply with the American Iron and Steel and Build America, Buy America Act requirements.

Common Mistakes and How to Avoid Them

Don't

- ✗ Include math errors
- ✗ Round to the nearest dollar
- ✗ Submit incurred costs across SF-270s that don't add up
- ✗ Omit the 20% cost share requirement
- ✗ Include data entry errors, including adding extra digits or removing them

Do

- ✓ Check to ensure math is correct
- ✓ Use standard accounting principles and round to two decimals
- ✓ Ensure documentation supports incurred cost totals across SF-270s
- ✓ Ensure cost share is included (unless waived by EPA)
- ✓ Complete the form carefully to avoid errors

Common Mistakes and How to Avoid Them (cont.)

Don't

- ✗ Submit incorrect invoices
- ✗ Count invoices for the same work twice
- ✗ Include work that is ineligible for reimbursement and/or outside the scope of the workplan
- ✗ Include costs incurred outside of the grant project/budget period
- ✗ Request funds via ASAP before receiving payment request

Do

- ✓ Check to ensure invoices are correct
- ✓ Ensure request includes costs for work that has not already been paid for
- ✓ Include costs that are eligible, allowable, reasonable and allocable
- ✓ Include eligible costs incurred during the grant project/budget period
- ✓ Draw funds via ASAP once payment request approval is received

Best Practices for Recipients



Identify/distinguish between costs covered by the Community Grants funding, versus costs funded via other sources. Pro Tip: Do this on an invoice tracking sheet!



Include grant award number in email subject line whenever emailing EPA.



Ensure invoices are legible and searchable.



Include narrative description of work if invoice is not clear.



Attach executed contract(s) if not already sent to EPA.

Tips and Reminders



Refer to grant award agreement for EPA contacts and Terms and Conditions



Include Authorized Representative or a delegate signature on SF-270 (if using a delegate, the delegation authority must be documented)



Provide self certification statement or certification letters for AIS/BABA when costs include covered products




Round amounts to two decimal places (cents)

Tips and Reminders: Where to Get Help

The grant award agreement includes contact information for the Project Officer, Grant Specialist, and Research Triangle Park Finance Division (RFD)

- Primary EPA contacts for payment requests are the Project Officer and Grant Specialist
- RFD provides ASAP-specific support (e.g., ASAP access, ASAP account resetting)
- Grant Terms and Conditions include requirements and instructions for recipients

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	U.S. ENVIRONMENTAL PROTECTION AGENCY Grant Agreement	GRANT NUMBER (FAIN): 12345678	DATE OF AWARD: 12/3/2025
		MODIFICATION NUMBER: 0	PROGRAM CODE: CG
		TYPE OF ACTION: New	MAILING DATE: 12/5/2025
		PAYMENT METHOD: ASAP - EPA Prior Approval	ACH#
RECIPIENT TYPE: Municipality	Send Payment Request to: Project Officer on Page 1 of Award Document		
RECIPIENT:	PAYEE:		
CITY OF ANYTOWN 1000 Any Road Anytown, USA 12345-6789 EIN: 12-34567891	CITY OF ANYTOWN 1000 Any Road P.O. Box 12 Anytown, USA 12345-6789		
PROJECT MANAGER	EPA PROJECT OFFICER	EPA GRANT SPECIALIST	
Generic Name 1000 Any Road Anytown, USA 12345-6789 Email: gerry@anytown.gov Phone: 123-456-7890	JJ Deignan Four Penn Center, 1600 John F. Kennedy Boulevard, 3WD30 Philadelphia, PA 19103-2852 Email: deignan.jj@epa.gov Phone: 215-814-2316	Ariel Bailey Grants Management Section, 3MD22 Four Penn Center, 1600 John F. Kennedy Boulevard Philadelphia, PA 19103-2852 Email: Bailey.Ariel@epa.gov Phone: 215-814-0000	
PROJECT TITLE AND DESCRIPTION			
City of Anytown for Dewatering and Desalination Project			
This agreement provides funding to the City of Anytown, USA to implement its Dewatering and Desalination Project as directed in the 2024 Consolidated Appropriations Act or as identified in an approved Technical Correction if one has been approved for this project.			
The activities to be performed include the execution and implementation of a wastewater infrastructure construction project. Workplan activities consist of the purchase of emergency pumps to be used for future flood control, and the design and construction of a new desalination plant with the installation of connected water mains and services lines.			

Example materials shown in this presentation are for training purposes only.

BUDGET PERIOD 01/01/2025 - 12/31/2028	PROJECT PERIOD 01/01/2025 - 12/31/2028	TOTAL BUDGET PERIOD COST \$ 12,850,000.00	TOTAL PROJECT PERIOD COST \$ 12,850,000.00
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NOTICE OF AWARD

Resources

- Assigned Project Officer and Grant Specialist
- Grant Award Agreement
- [Community Grants Program Implementation Guidance](#)
- Online [Resources for Recipients](#)
- [Training](#)
- [EPA General Terms & Conditions](#)

Questions?



Appendix (Implementation Guidance)

Appropriations Acts require each Community Grant recipient to provide a cost share from non-federal sources unless the recipient is approved for a cost share waiver by the EPA. For FY 2026, the cost share amount is 20% of the total grant project cost. All contributions toward cost share should be included in the grant budget and must be categorized in the appropriate grant budget category (see [Appendix D](#) for more information on budget development). The source of the cost share must be included in the workplan and payment requests.

- Recipients may contribute the required 20% cost share amount incrementally, with each request for federal funds, or provide the required cost share amount prior to drawing down any of the 80% federal share.

Appendix (Implementation Guidance, Cont'd)

- All grant funds, including cost share funds, can be used only for allowable costs in executing the project. All cost sharing funds must have supporting source documents (i.e., a record that supports a transaction).
- Services donated to recipients may be furnished by professional and technical personnel and consultants and used to meet the cost share requirement, in accordance with [2 CFR 200.434](#). Dollar values must be placed on all donated services in accordance with [2 CFR 200.306](#). All cost sharing funds must be included in the workplan and budget and be part of the grant's total project costs.
- All cost sharing funds must conform to the same laws, regulations, grant conditions, etc., as the federal funds within the grant; recipients may prefer to limit cost sharing to the amount required.

Appendix (Implementation Guidance, Cont'd)

- Recipients submit payment requests to EPA for incurred costs. In some cases, pre-award costs may be included. Once the payment request is approved, the recipient can draw down the requested amount. As required by [2 CFR 200.305\(b\)](#), EPA requires that recipients of EPA financial assistance participate in the [Automated Standard Application for Payments \(ASAP\)](#) system. Recipients must request payment for the minimum amounts needed for actual and immediate cash requirements of the recipient in carrying out the purpose of the approved project. Recipients will submit a payment request including supporting documentation such as copies of bills (vouchers, invoices, etc.), along with a description of services rendered, time spent, and charges for EPA review and approval. After review and approval, EPA will pay the recipient for the federal share of the allowable costs shown on the payment request. Information on ASAP is available online.

Appendix: Terms & Conditions

Procurement Document Submission

- (1) With the exception of projects that qualify for the procurement flexibility in the FY 2026 Consolidated Appropriations Act (P.L. 119-74) discussed below in term and condition D. Procurement, the recipient shall submit a copy of all proposed and/or executed contracts for services (including professional and construction), supplies, and equipment over the simplified acquisition threshold as defined in [2 CFR 200.1](#) to the EPA Project Officer for review. The submittal of the proposed and/or executed contracts must include procurement records.
 - (a) Recipient agrees to submit plans and specifications, requests for proposals, invitations for bids, scopes of work, and/or plans and specifications to the EPA Project Officer for review prior to advertising for bids, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun. Recipient will also submit any addenda to these documents to the EPA Project Officer for review prior to the opening of bids, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun.
 - (b) Recipient agrees to submit to the EPA Project Officer, within ten calendar days after a bid opening, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun, the bid package of the selected responsive and responsible bidder for review prior to the award of a contract, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun. The bid package should include, as applicable and at minimum, a bid tabulation, a copy of the proof of advertising, the bid bond of the selected bidder, the Disadvantaged Business Enterprises proposed consideration by the bidder with a statement from the recipient that the efforts taken by the selected bidder meet the statutory/regulatory requirements, and the recommendation to award a contract to the selected bidder.
 - (c) Recipient agrees to submit to the EPA Project Officer for review any proposed and/or executed contract for services, such as architectural/engineering or grant management or construction, prior to signing each contract, or as soon as practicable thereafter if a contract has been executed or performance under the contract has begun, as well as any change orders executed after the award of the contract. A description of the process used to procure those services will also be submitted. To be accepted as allowable project costs, such procurements/contracts must comply with all statutory and regulatory requirements as applicable, including [40 U.S.C. 1101 et seq.](#) (the Brooks Act) or an equivalent State qualifications-based procurement requirement; [2 CFR Part 200](#); [2 CFR Part 1500](#); and/or [40 CFR Part 33](#).

An excerpt of the Community Grants Program Terms and Conditions is shown above.
Recipients should refer to the Community Grants award agreement for the full list of applicable Terms and Conditions.