



SOUTHEAST SUSTAINABILITY  
DIRECTORS NETWORK



**EPA Community Grants  
Training Session 8**

October 9, 2024



# Training Objectives

- Share resources to apply for and manage Community Grants
- Create a supportive peer-to-peer network
- Increase local grant writing and management capacity

## Disclaimer!

The training provides guidance, but not authoritative interpretations of federal laws, rules or regulations.

# Curriculum

1. Possibilities, Limitations & Requirements: June 26
2. Project Scope; Waiver Eligibility: July 10
3. Entity Registration; Listening Session: July 24
4. NEPA & Cross-Cutting Regulations: August 7
5. Budgeting & Procurement: August 21
6. Application Submittal: September 4
- Bonus: Other Water TA Providers: September 25*
- 8. Grant Management & Reporting: October 9**
9. Troubleshooting & Closing: October 16

# Session 8 Agenda

1. Post-Award Activities: Getting Paid and Reporting  
Michael Dexter, Director of Federal Programs, SSDN
2. Q&A and Peer Connections

# 1. Post-Award Activities

# Getting Paid

1. Automated Standard Application for Payments ([ASAP](#))
  - a. Enroll to receive a Recipient ID
  - b. Funds released within 48h of EPA approval
  
2. Submittal contents:
  - a. Payment Request, EPA [Form 190-F-04-001](#)
    - i. [Instructions](#)
  - b. Documentation (receipts)
  - c. Services provided (personnel)

# Reporting

- Many forms currently under review with OBM;  
Ignore expiration date of June 30, 2024 for now
- Follow EPA Grants [General Terms and Conditions](#)
- Federal Financial Report, [Form SF 425](#)
  - Quarterly: Due 30 days after period closing
  - Annual: Due 90 days after year closing
  - Final: Due 120 days after period of performance
  - Read the instructions!
  - Email to [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov)

# ...More Reporting

- MBE/WBE Utilization, [EPA Form 5700-52A](#)
  - Required for budgets of \$250K+ (Simplified Acquisition Threshold)
  - Annual: Due October 30th
  - Final: Due 120 days after period of performance
  - [Training](#)
- Progress Report
  - Comparison of accomplishments with goals and objectives
  - Explanation of why outputs and outcomes were not met, if applicable
  - Interim: See grant agreement
  - Final: Due 120 days after period of performance



## 2. Q&A, Peer Exchange

# Contact Information

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# Next Session

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