



SOUTHEAST SUSTAINABILITY
DIRECTORS NETWORK



**EPA Community Grants
Training Session 9**

October 23, 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 9 Agenda

1. Change Requests
2. Records retention
3. Audits
4. Final Reports
5. Grant Closeout
6. Feedback + What's Next

1. Change Requests

- Requests to amend the agreement
 - Not a technical correction
 - Budget, milestone schedule and workplan; key personnel
- Contact your EPA Project Officer
- Submit request in writing
- Budget revision: EPA has 30 days to review
- Changes in key personnel
- No-cost extension: Submit 10 days before period end

2. Record Retention

- Maintain documentation for 3 years after submission date of quarterly or annual financial reports
- See [2 CFR 200.334](#) for all details
- To keep:
 - Financial records
 - Supporting documentation
 - Statistical records
 - In case of doubt, keep it!

3. Audits

- “Single Audit”: Audit by third-party required if \$1M or more is expended within a federal fiscal year
 - Due within 9 months of recipient’s fiscal year or
 - 30 days within receiving the auditor’s report
- Submit through the [Federal Audit Clearinghouse](#)

4. Final Reports

- See Training Session 8 for details
- Due within 120 days of performance period ending
- Final Federal Financial Report, [Form SF 425](#)
 - Line g “Federal Share of Unliquidated Obligations” = 0
 - Email to rtpfc-grants@epa.gov
- MBR/WBE Utilization, [EPA Form 5700-52A](#)
 - Send to contact listed on Agreement

4. Final Reports

- Final Progress Report
 - Accomplishments vs. workplan
 - Why outputs or outcomes were not achieved, if applicable
 - Send to Project Officer
- Property Report
 - Form SF-428
 - Check with Project Officer

5. Grant Closeout

- Within 120 days of performance period ending
- Can close-out early
- EPA sends reminder letter 90 days prior to end

6. Participants Feedback

- Was the information presented useful?
- Are there important topics we didn't cover?
- What should we do differently?

7. What's Next?

- SSDN's EFC staff remains available!
- Next year:
 - New Community Grants training series(FY24-FY25 cohort)
 - Short series on flooding resilience, incl. water infrastructure
- Consider joining the SSDN network

Contact Information

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