



MULTIMEDIA  
ENVIRONMENTAL  
FINANCE CENTER



## EPA Community Grants Training Session 7

December 11, 2025

# Training Objectives

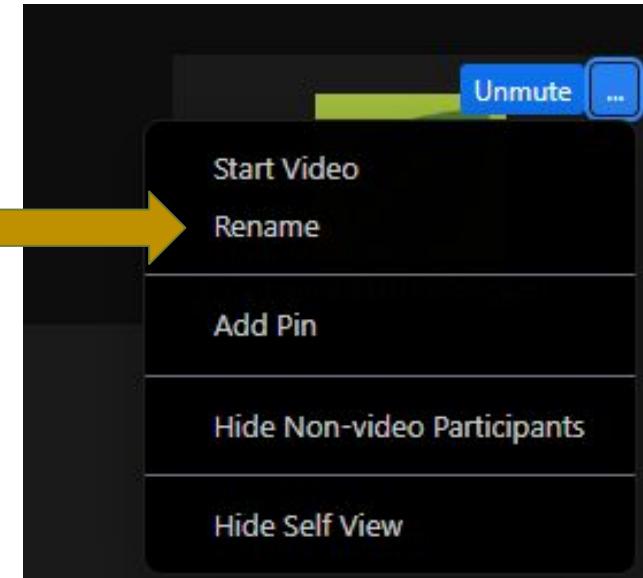
- Share resources to apply for and manage Community Grants
- Create a supportive peer-to-peer network
- Increase local grant writing and management capacity

## Disclaimer!

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

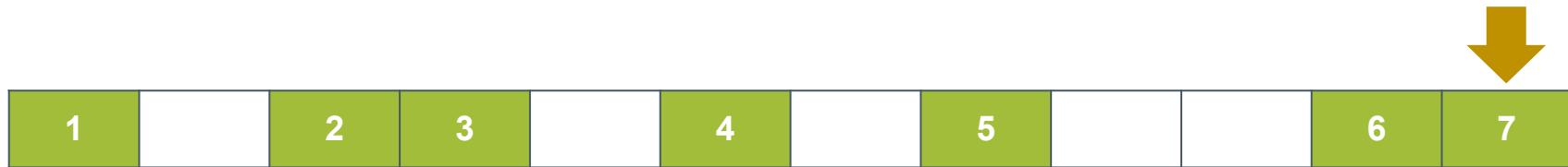
# Housekeeping

- Participation
  - Add your location next to your name
  - Hold questions for the end of the presentations
  - Please turn your camera on, if possible, during Q&A
- Recordings
  - Presentations will be recorded
  - Q&A and discussions will not be recorded
  - Recordings and slides will be shared



# Curriculum

1. Community Grants Basics - 09/25
2. Support Resources, Waiver Eligibility - 10/09
3. Application Components - 10/16
4. Entity Registration; Other Funding Options - 10/30
5. NEPA and Other Cross-Cutting Regulations - 11/13
6. Procurement Regulations - 12/04
- 7. Grant Management and Reporting - 12/11**



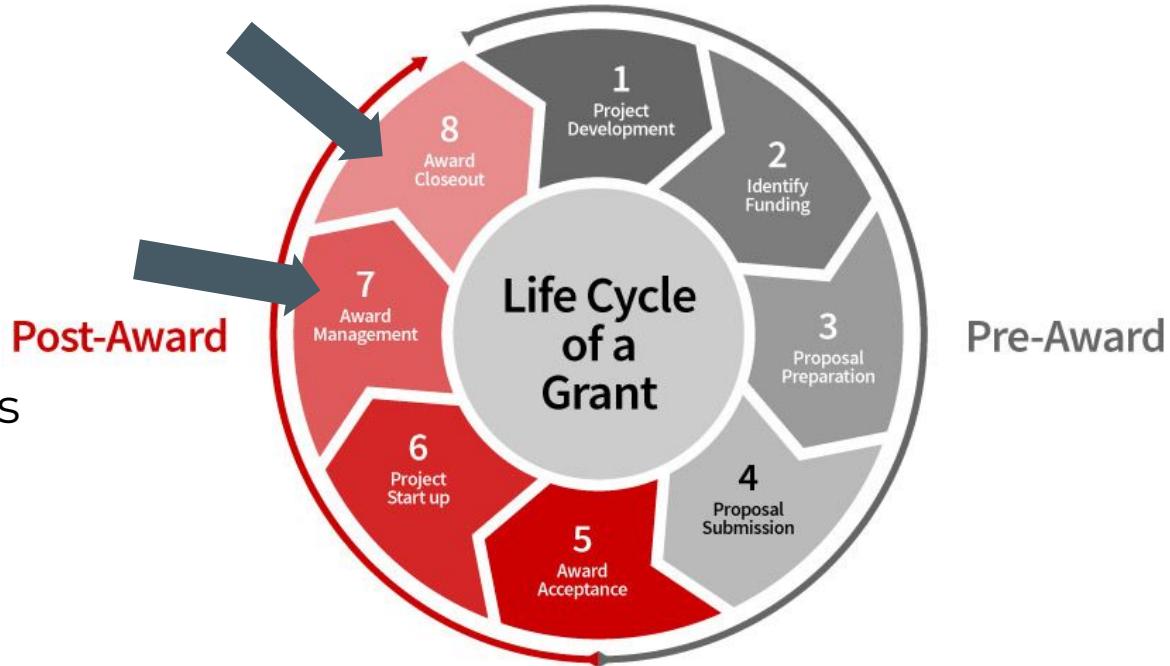
# Resource Alert!

## Strengthening Water Infrastructure for Tomorrow Initiative (SWIFT)

- Natural hazard risk assessment - free TA from EPA
- Contact: Aliza Furneaux, [furneaux.aliza@epa.gov](mailto:furneaux.aliza@epa.gov)
- Informational webinar, Jan 28

# Session 7 Agenda

1. Change Requests
2. Records retention
3. Audits
4. Final Reports
5. Grant Closeout
6. Q&A and Peer Connections



# 1. Change Requests

- Amendment to the agreement
  - Changes to
    - Budget
    - Milestone schedule
    - Workplan
    - Key personnel
  - EPA has 30 days to review
- No-Cost Extension
  - For delayed work completion
  - EPA sends a reminder letter 90 days prior to performance period ends
  - Submit 10 days before performance period ends

## 2. Records Retention

- Maintain documentation for 3 years
  - after submission date of quarterly or annual financial reports or
  - Until all litigation, claims or audit findings are resolved
- See 2 CFR 200.334 for all details



## 2. Records Retention

- To keep and organize

- Source documents

Invoices	Payroll	Check Stubs
Receipts	Records	Bank Statements
Purchase Orders	Contracts	

- Supporting documentation,  
icl. emails and field change orders
  - In case of doubt, keep it!

- Talk to your City/County Clerk



### 3. Single Audits

- Audit by third-party
  - Required if \$1M or more is expended within the recipient's fiscal year
  - Due within 9 months of recipient's fiscal year or
  - Within 30 days of receiving the auditor's report
  - Procurement requirements apply
- See 2 CFR 200.500 for all details
- Submit through the Federal Audit Clearinghouse
  - Searchable database of past audits



## 4. Reporting

- 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 performance period ending
  - Email to [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov)
  - Tips on filling out SF-425 (not from EPA)
    - [US Economic Development Administration](#) (pdf)
    - [US Fish and Wildlife](#) (video)



## 4. Final Reports

- Final Progress/Technical Report
  - Accomplishments vs. workplan
  - Why outputs or outcomes were not achieved, if applicable
  - Send to Project Officer
- Property Report
  - Form SF-428 - Tangible Personal Property Report
  - Check with Project Officer
- ~~MBR/WBE Utilization, EPA Form 5700-52A~~
  - *Suspended for now, see RAIN-2025-G02*

## 5. Grant Closeout

- Within 120 days of performance period ending
  - EPA sends reminder letter 90 days prior to end
- “When all applicable administrative actions and all required work of the award have been completed”  
[\(EPA Grants Closeout FAQ\)](#)
- [EPA Grant Closeout webinar](#)  
(March 12, 2025 >> may be outdated)
- EPA may take one year to review all final documents





# Celebrate!



## 2. Q&A and Peer Exchange

# Open Floor



# Contact Information



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