



EPA Community Grants Training Session 7

December 11, 2025



Training Objectives

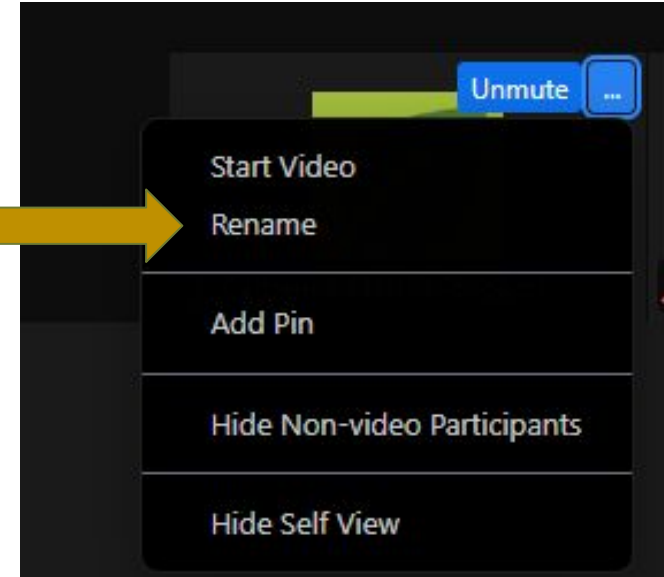
- Share resources to apply for and manage Community Grants
- Create a supportive peer-to-peer network
- Increase local grant writing and management capacity

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**



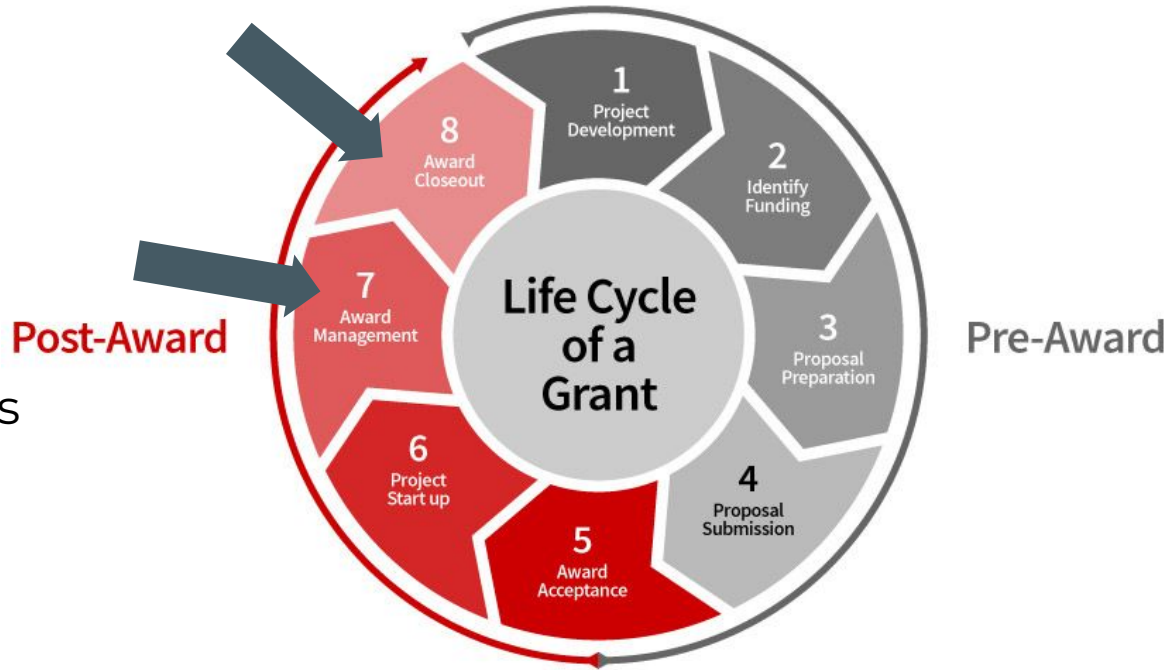
Resource Alert!

Strengthening Water Infrastructure for Tomorrow Initiative (SWIFT)

- Natural hazard risk assessment - free TA from EPA
- Contact: Aliza Furneaux, furneaux.aliza@epa.gov
- [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 Receipts Purchase Orders	Payroll Records Contracts	Check Stubs Bank Statements
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- 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
- 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



Catherine Mercier-Baggett
Director of Federal Technical Assistance
catherine@southeastsdn.org