

## EPA REGION 3 CLOSEOUT GUIDE FOR ASSISTANCE AGREEMENTS

This guide is intended to facilitate closeout of assistance agreements.

- All applicable forms or reports must be submitted within 90 days of the project/budget period expiration date, unless otherwise stated below . ●●

<p><b>FINAL FEDERAL FINANCIAL REPORT and FINAL PAYMENT REQUEST</b> Standard Form 425, the Federal Financial Report (FFR), must be submitted in accordance with the terms and conditions in the Assistance Agreement. The final FFR and payment request are due no later than 90 days after the end of the project/budget period and must be submitted to: <b>US EPA, Las Vegas Finance Center, 4220 S. Maryland Pkwy, Bld C, Room 503, Las Vegas, NV 89119</b>. The form can be accessed at <a href="http://www.epa.gov/ocfopage/finservices/forms.htm">http://www.epa.gov/ocfopage/finservices/forms.htm</a>. For more information contact: Peter Puglisi at 702-798-2426 or <a href="mailto:Puglisi.Peter@epa.gov">Puglisi.Peter@epa.gov</a></p>
<p><b>FINAL TECHNICAL/PERFORMANCE REPORT</b> The final technical/performance report must be submitted to the <b>EPA Project Officer</b> listed on the Assistance Agreement in accordance with the terms and conditions and/or approved work plan. For content of the final report refer to 40 CFR 30.51(d) or 40 CFR 31.40(b)(2), whichever is applicable, and the terms and conditions of the grant. For questions regarding content of the final report, please contact the EPA Project Officer.</p>
<p><b>MINORITY/WOMEN'S BUSINESS ENTERPRISE UTILIZATION REPORT</b> A final Minority/Women=s Business Enterprise Utilization Report (MBE/WBE) (EPA Form 5700-52A) must be completed which identifies the total amount of contracts/procurements awarded for supplies, equipment, contractual services or construction and the amount awarded to MBE/WBE firms. The final report should include only those amounts that were not previously reported, or a <b>negative report</b>, if no contracts or procurements were made during the time period of the last report. The completed and signed report must be submitted to <b>Kinshasa Brown-Perry, Small Business Program Manager (3PM00), US EPA, 1650 Arch Street, Philadelphia, PA 19103</b>. For more information on this report, please contact: Kinshasa Brown-Perry at 215-814-5404, email: <a href="mailto:Brown-Perry.Kinshasa@epa.gov">Brown-Perry.Kinshasa@epa.gov</a></p>
<p><b>LOBBYING &amp; LITIGATION CERTIFICATION</b> A Lobbying &amp; Litigation Certification (EPA Form 5700-53) is required at the end of the project/budget period for grants awarded from Fiscal Year 2000 through 2005 appropriations to certify that no federal assistance funds were used to engage in lobbying the Federal Government or in litigation against the United States unless authorized under existing law. Check the administrative conditions in your assistance agreement for applicability or contact the <b>EPA Grant Specialist</b> listed in the assistance agreement. This form must be submitted to: <b>US EPA, Grants and Audit Management Branch (3PM70), 1650 Arch Street, Philadelphia, PA 19103-2029</b>.</p>
<p><b>EQUIPMENT, SUPPLIES and FEDERALLY-OWNED PROPERTY</b> 1. If there is: a) any equipment, acquired under the grant, with a current per unit fair market value in excess of \$5,000 that you no longer need for this project/program* or b) a residual aggregate fair market value of unused supplies acquired under the grant exceeding \$5,000, request disposition instructions from the <b>EPA Project Officer</b> listed on the Assistance Agreement. *For non-Superfund grants, States may dispose of equipment in accordance with State laws and procedures. 2. If your inventory contains property where title remains vested by law in the Federal Government (not purchased with grant funds), submit an inventory containing a description of the property, decal number and current condition to the <b>EPA Project Officer</b> listed on the Assistance Agreement.</p>
<p><b>INVENTION DISCLOSURE</b> If any inventions were developed under this project, an Invention Disclosure Report containing: Name of Invention, Market Value and Ownership Rights must be submitted to the <b>EPA Project Officer</b> listed on the Assistance Agreement.</p>

Forms may be found on our website:

<http://www.epa.gov/region3/grants/repforms.htm>