

# EPA REGION 1 NEW GRANTEE WORKSHOP

JUNE 4 & 11, 2018



Financial Awareness



# Rules & Regulations

- ◉ Federal Grant & Cooperative Agreement Act
- ◉ 2 CFR 200 & 1500 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
  - > 2 CFR 200 – All Federal Awards
  - > 2 CFR 1500 – All EPA Awards





# Rules & Regulations

## ● For RLF Grants

### Program Income - 2 CFR 1500.7(c)

“Brownfields Revolving Loan. To continue the mission of the Brownfields Revolving Loan fund, recipients may **use grant funding prior to using program income** funds generated by the revolving loan fund. Recipients may also **keep program income at the end of the assistance agreement** as long as they use these funds to continue to operate the revolving loan fund or some other brownfield purpose as outlined in their closeout agreement.”



# Monitoring & Compliance Reviews

- Baseline Monitoring
  - > Administrative Baseline
  - > Programmatic Baseline
- Advanced Monitoring
  - > Administrative
  - > Programmatic
- IG Review (Program & Grantee)
- Online Non-Profit Grants Training





# Non-Profit Review

- Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (**over \$200,000 in federal funds**)
  - > Accounting procedures
  - > Audited financial statements (2 CFR 200 Subpart F or other audit, if available)
  - > Conflict of interest policies
  - > Personnel & timekeeping policies
  - > Procurement policies
  - > Property management policies
  - > Record retention policies
  - > Travel policies



# Recordkeeping

- Grantees are responsible for maintaining records for the grant.
- Your files need to be complete and accurate.
- Records must be maintained for 3 years after you submit your Final Federal Financial report (SF-425).



# Recordkeeping

- ◎ Official EPA Project File (Six Part Folder)
  - Part 1 – Application
  - Part 2 – Correspondence (During Application)
  - Part 3 – Assistance Agreement
  - Part 4 – Correspondence (During Grant Period)
  - Part 5 – Financial Information
  - Part 6 – Monitoring & Technical/Quarterly Reports



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# Invoices & Payments

- Invoices should be maintained as supporting documentation for payment requests.
- Invoices/documentation and the amount of the payment request for each drawdown must match.





# Financial Requirements

- Do not draw down more than you need or supported by your documentation.
- You are required to disburse this funding within 5 days of receipt.
- Do not charge management fees to your grant.





# Teamwork

- EPA Team

- > Project Officer
- > Grant Specialist (will be identified in CA)
- > Financial Specialist ([Sharen Rheinhardt](#))

- Grantee Team

- > Project Manager
- > Authorized Representative
- > Financial/Accounting



- EPA and grantee teams must work together for successful project implementation



# 10 Most Common Audit Findings

1. Untimely report submissions
2. Lack of documentation
3. Inadequate monitoring of sub-recipients
4. Inadequate time/effort reports
5. Inadequate reports (Federal Financial Reports)
6. Co-mingling of funds
7. Excess cash on hand
8. Unallowable costs
9. Inappropriate changes
10. Conflicts of interest





# Takeaway Message

- ◉ Work as a team with us
- ◉ Documentation is key
- ◉ Know your program (indirect costs may or may not be allowed)
- ◉ Make sure your files are ready for review at all times



# Questions

