

EPA REGION 1 NEW GRANTEE WORKSHOP

JUNE 2019



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





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



Financial Awareness begins with Good Recordkeeping

- Grantees are responsible for maintaining all 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).



EPA Recordkeeping Requirements Are Not the Same!

- ◉ 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



Financial Awareness Invoice Review

- Grantees are responsible for insuring invoices received contain sufficient detail to determine the eligibility of costs incurred.
- Grantees are responsible for thoroughly reviewing all invoices to insure payment is made on only eligible expenses.
- When in doubt, seek Project Officer assistance on questionable costs.



Invoices & Payments

- Invoices should be maintained as supporting documentation for payment requests.
- Documentation on Personnel costs should be maintained to support payment requests.
- Invoices/documentation and the amount of the payment request for each drawdown must match.





Processing Payments

- You are responsible for making reasonably prompt payments on invoices received.
- 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.





Financial Reporting Requirements

Federal Financial Report (SF-425)

- Required Annually (per the Terms & Conditions of your cooperative agreement).
- Assessment, Cleanup and RLF Grants: Tracks total drawn down from the grant.
- Cleanup, MP and RLF Grants: Tracks financial progress toward meeting the cost share.
- RLF Grants: Tracks program income earned and expended.



Financial Reporting Requirements Federal Financial Report (SF-425)

View Burden Statement		Federal Financial Report (Follow form Instructions)		OMB Number: 4040-0014 Expiration Date: 02/28/2022	
1. Federal Agency and Organizational Element to Which Report is Submitted U.S. Environmental Protection Agency		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment) BF...			
3. Recipient Organization (Name and complete address including Zip code)					
Recipient Organization Name:					
Street1:					
Street2:					
City:					
State:					
Country: USA: UNITED STATES					
ZIP / Postal Code:					
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	
6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual		8. Project/Grant Period From: 10/01/2019 To: 09/30/2022	
				9. Reporting Period End Date 09/30/2020	
10. Transactions (Use lines a-c for single or multiple grant reporting)					Cumulative
Federal Cash (To report multiple grants, also use FFR attachment):					
a. Cash Receipts					0.00
b. Cash Disbursements					0.00
c. Cash on Hand (line a minus b)					0.00
(Use lines d-o for single grant reporting)					
Federal Expenditures and Unobligated Balance:					
d. Total Federal funds authorized					500,000.00
e. Federal share of expenditures					72,185.27
f. Federal share of unliquidated obligations					0.00
g. Total Federal share (sum of lines e and f)					72,185.27
h. Unobligated balance of Federal Funds (line d minus g)					427,814.73
Recipient Share:					
i. Total recipient share required					100,000.00
j. Recipient share of expenditures					10,100.00
k. Remaining recipient share to be provided (line i minus j)					89,900.00
Program Income:					
l. Total Federal program income earned					20,000.00
m. Program Income expended in accordance with the deduction alternative					0.00
n. Program Income expended in accordance with the addition alternative					4,500.00
o. Unexpended program income (line l minus line m or line n)					15,500.00

Leave Blank

All Grants

Cleanup MP & RLF

RLF

Stop when met




Financial Reporting Requirements MBE/WBE

- Required Annually (per the Terms & Conditions of your cooperative agreement).
- You need to keep track of MBE/WBE procurements and costs during the grant.





Financial Reporting Requirements MBE/WBE



OMB CONTROL NO. 2030-0020
APPROVED: 06/30/2014
APPROVAL EXPIRES: 06/30/2017

U.S. ENVIRONMENTAL PROTECTION AGENCY MBE/WBE UTILIZATION UNDER FEDERAL GRANTS AND COOPERATIVE AGREEMENTS

FOR COOPERATIVE AGREEMENTS OR OTHER FEDERAL FINANCIAL ASSISTANCE WHERE THE COMBINED TOTAL OF FUNDS BUDGETED FOR PROCURING SUPPLIES, EQUIPMENT, CONSTRUCTION OR SERVICES EXCEED \$150,000.
PART 1: PLEASE REVIEW INSTRUCTIONS BEFORE COMPLETING

1A. FEDERAL FISCAL YEAR (Oct 1- Sep 30) 20 <u>20</u>	1B. REPORT TYPE <input checked="" type="checkbox"/> Annual <input type="checkbox"/> Last Report (Project completed)																		
1C. REVISION OF A PRIOR YEAR REPORT? <input checked="" type="radio"/> No <input type="radio"/> Yes, Year: _____ IF YES, BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING:																			
2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE COORDINATOR) 5 Post Office Sq., Suite 100, Boston MA 02109	3A. RECIPIENT NAME AND ADDRESS																		
2B. EPA DBE COORDINATOR Name: Larry Wells Email: R1_MBEWBERepor@epa.gov Phone: _____ Fax: _____	3B. RECIPIENT REPORTING CONTACT Name: _____ Address: _____ Phone: _____ Email: _____																		
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER <small>(SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C)</small> BF...	4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE OR CFDA NUMBER: Brownfields																		
5A. TOTAL ASSISTANCE AGREEMENT AMOUNT EPA Share: \$ <u>300,000.00</u> Recipient Share: \$ _____ <input type="checkbox"/> N/A (SRF Recipient)	5B. IF NO procurements and NO accomplishments were made this reporting period (by the recipients, sub-recipients, loan recipients, and prime contractors), CHECK and SKIP to Block No. 7. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. Accomplishments, in this context, are procurements made with MBEs and/or WBEs.) <input checked="" type="checkbox"/>																		
5C. Total Procurements This Reporting Period (Only include amount not reported in any prior reporting period) Total Procurement Amount \$ _____ <small>(Include total dollar values awarded by recipient, sub-recipients and SRF loan recipients, including MBE/WBE expenditures.)</small>																			
5D. Were sub-awards issued under this assistance agreement? Yes <input type="radio"/> No <input checked="" type="radio"/> Were contracts issued under this assistance agreement? Yes <input type="radio"/> No <input checked="" type="radio"/>																			
5E. MBE/WBE Accomplishments This Reporting Period <small>Actual MBE/WBE Procurement Accomplished (Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.)</small> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Construction</th> <th>Equipment</th> <th>Services</th> <th>Supplies</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>SMBE:</td> <td style="border: 1px solid black; width: 50px;"></td> <td style="border: 1px solid black; width: 50px;"></td> <td style="border: 1px solid black; width: 50px;"></td> <td style="border: 1px solid black; width: 50px;"></td> <td style="border: 1px solid black; width: 50px; text-align: center;">0.00</td> </tr> <tr> <td>WBE:</td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black;"></td> <td style="border: 1px solid black; text-align: center;">0.00</td> </tr> </tbody> </table>			Construction	Equipment	Services	Supplies	Total	SMBE:					0.00	WBE:					0.00
	Construction	Equipment	Services	Supplies	Total														
SMBE:					0.00														
WBE:					0.00														
6. COMMENTS: (If no MBE/WBE procurements, please summarize how certified MBEs/WBEs were notified of the opportunities to compete for the procurement dollars entered in Block 5C and why certified MBEs/WBEs were not awarded any procurements during this reporting period.)																			
7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	TITLE																		
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	DATE																		

EPA FORM 5700-52A available electronically at http://www.epa.gov/osbp/pdfs/5700_52a.pdf



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



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
- ◉ Make sure your files are ready for review at all times
- ◉ Region I Grant Forms and Reporting:
<https://www.epa.gov/brownfields/grantee-forms-reporting-brownfields-and-land-revitalization-new-england>



Questions

