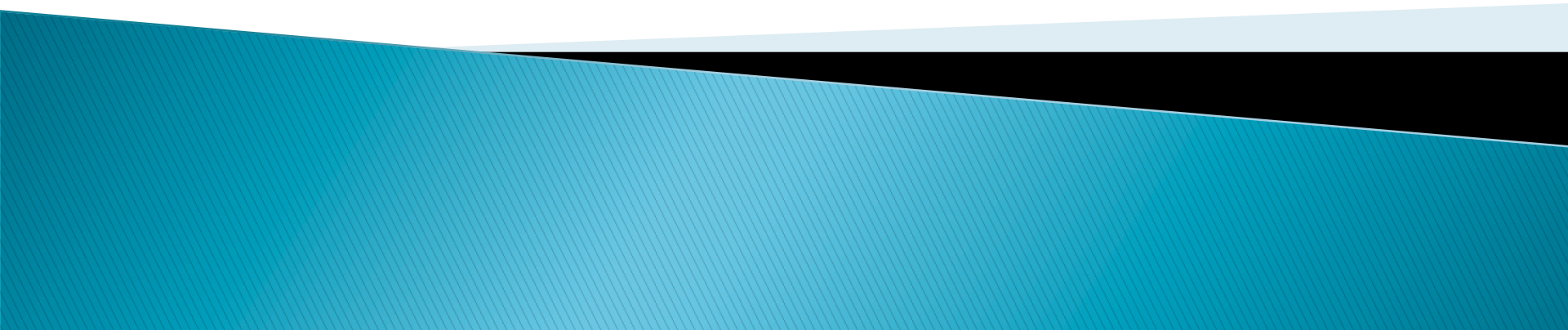



Federal Grants 101: Managing Assistance Agreements

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Office of Grants and Debarment
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Recipient Responsibilities

- ▶ Understand the requirements of the award
 - ▶ Comply with the laws, regulations, policies, terms and conditions
 - ▶ Maintain separate financial and programmatic records of your work on the project
 - ▶ Submit timely cost reimbursement requests
 - ▶ Submit timely progress reports
 - ▶ Notify the EPA if any changes occur/issues arise
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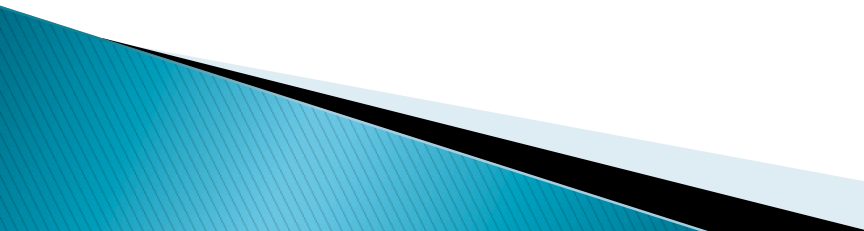
Complying with Federal Regulations

Applicability	EPA Specific Regulation	Title 2 CFR Citation/ OMB Administrative Requirements Circular Guidance	OMB Cost Principles (also located in Title 2 CFR)
Universities, Hospitals	Title 40 CFR Part 30	Title 2 CFR Part 215 (Formerly OMB Circular A-110)	Title 2 CFR Part 220 (Formerly OMB Circular A-21)
Nonprofits	Title 40 CFR Part 30	Title 2 CFR Part 215 (Formerly OMB Circular A-110)	Title 2 CFR Part 230 (Formerly OMB Circular A-122)
States, Local Government's and Tribes	Title 40 CFR Part 31	OMB Circular A-102	Title 2 CFR Part 225 (Formerly OMB Circular A-87)
Future Disadvantaged Business Enterprise (DBE) Regs.	Title 40 CFR Part 33		
Research and Demonstration Grants *	Title 40 CFR Part 40		
Training Grants **	Title 40 CFR Part 45		
Fellowships	Title 40 CFR Part 46		

Definitions:

- ▶ CFR– Code of Federal Regulations
- ▶ OMB– Office of Management and Budget

Managing Your Budget

- ▶ Your budget is a financial expression of your project.
 - ▶ Review project costs to ensure costs are necessary, reasonable, and allowable.
 - ▶ Cost Categories include:
 - Personnel, Fringe Benefits, Travel, Equipment, Supplies, Contracts, Construction, Other, Indirect Costs, Cost Share (Match)
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Personnel Costs

- ▶ Timesheets must be signed and dated
- ▶ Reflect actual time worked on the project
- ▶ Records must cover payroll period

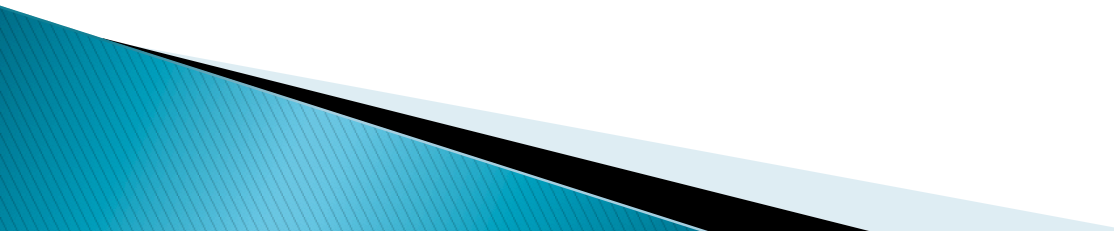
Note: Consultant pay should be recorded under the “Contract” section of your budget.



Other Direct Costs

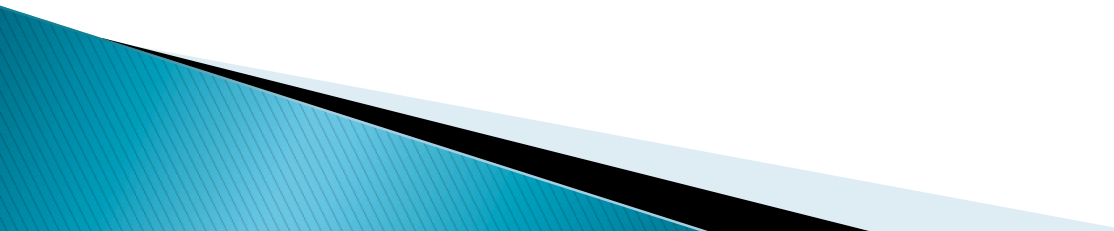
- ▶ Common items in this category include:
 - Communications – Mailings, postage, express mail, faxes, long distance charges
 - Participant Support Costs (Other than travel) – stipends for trainees, registration fees for training conferences, and light refreshments*.
 - Facility Fees – rental space used for project
 - Speaker Fees – Provide information on the speaker and a description of their services
 - ***If light refreshments/meals are included in your budget, explain how they contribute to the project.**

Unallowable Costs

- ▶ Alcohol
 - ▶ Entertainment
 - ▶ Food that does not contribute towards mission/goals of project
 - ▶ Fund Raising
 - ▶ Bad Debts
- 

Tribal IDC Policy

Recipients must submit an IDC proposal to their cognizant Federal agency (Department of Interior, DOI) within 90 days of receiving an award.


- Option 1: Tribes may use a negotiated IDC rate that is up to three (3 years old)
 - Option 2: Tribe may charge a flat IDC rate of 10% of salaries and wages.
 - Option 3: Tribe may use a current provisional/final IDC rate from an existing grant with DOI.
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Non Profit IDC Policy

Recipients must submit an IDC proposal to their cognizant Federal agency within 90 days of receiving an award.

Option 1: Recipient may charge a flat IDC rate of 10% of salaries and wages.
(proposal submission not necessary)

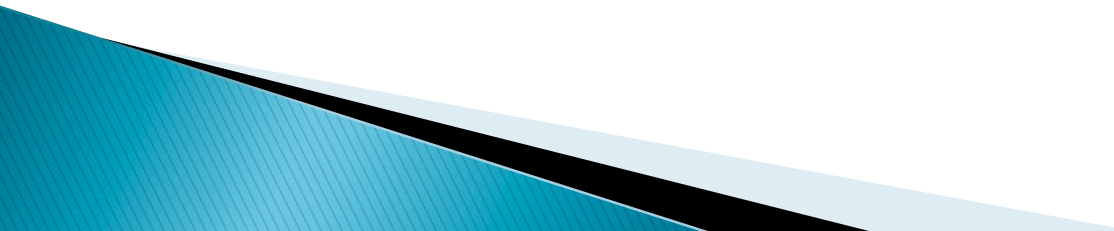
Option 2: Recipient may use a current provisional/final IDC rate from an existing grant with their Federal cognizant agency.



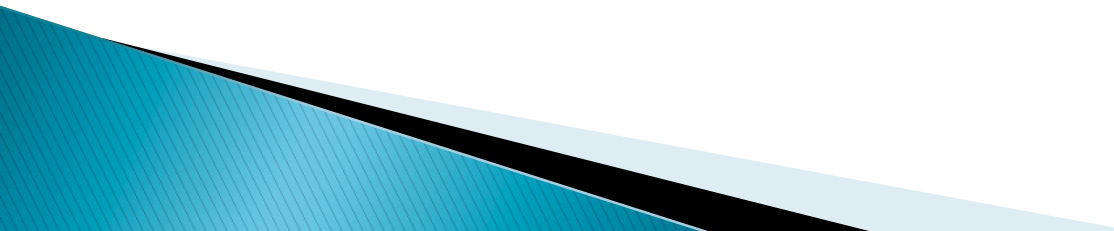
Non-Compliance Remedies

- ▶ If a recipient fails to comply with the terms and conditions of their agreement, the EPA may:
 - Impose additional requirements
 - Withhold cash payments pending corrective action
 - Disallow costs
 - Wholly or partly suspend current award
 - Withhold future awards
- ▶ The EPA will always provide recipients ample opportunity to respond to requirements and appeal decisions


Finding Other Funding Opportunities

- ▶ WWW.Grants.Gov
 - ▶ WWW.CFDA.Gov
 - ▶ Federal Register Notices
 - ▶ Agency or Program Websites
- 

Benefits of Sustainability

- ▶ Will this project continue to benefit your organization after it is completed?
 - ▶ How can this project serve as a model?
 - ▶ How will you share your results?
 - ▶ Will this project build organizational or community infrastructure and capacity?
 - ▶ Is the project self-sustaining?
 - ▶ Future partnership possibilities?
- 

Remember ...

- ▶ Grants are not giveaways – they are investments
 - ▶ Ask questions when necessary
 - ▶ Communicate with your Project Officer and your Grant Specialist early and often
 - ▶ Be clear about your project expectations
 - ▶ Focus on being a partner and have fun!!!
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Questions???

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