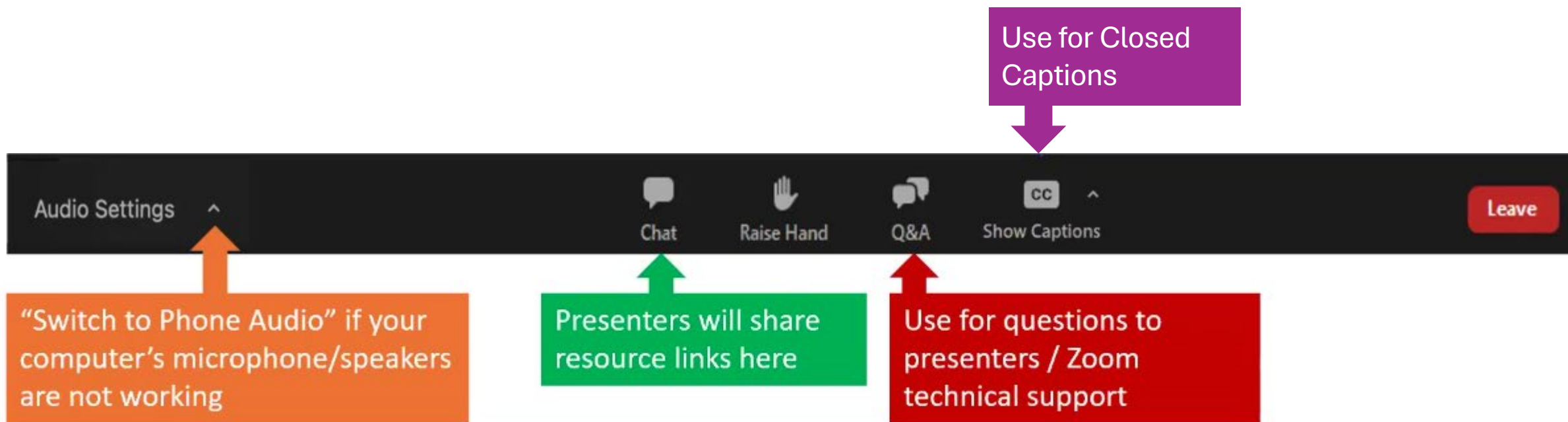


# Navigating Congressionally Directed Spending (CDS) Community Grants

For Federal Fiscal Year (FFY) 2026 Recipients

# Zoom Logistics



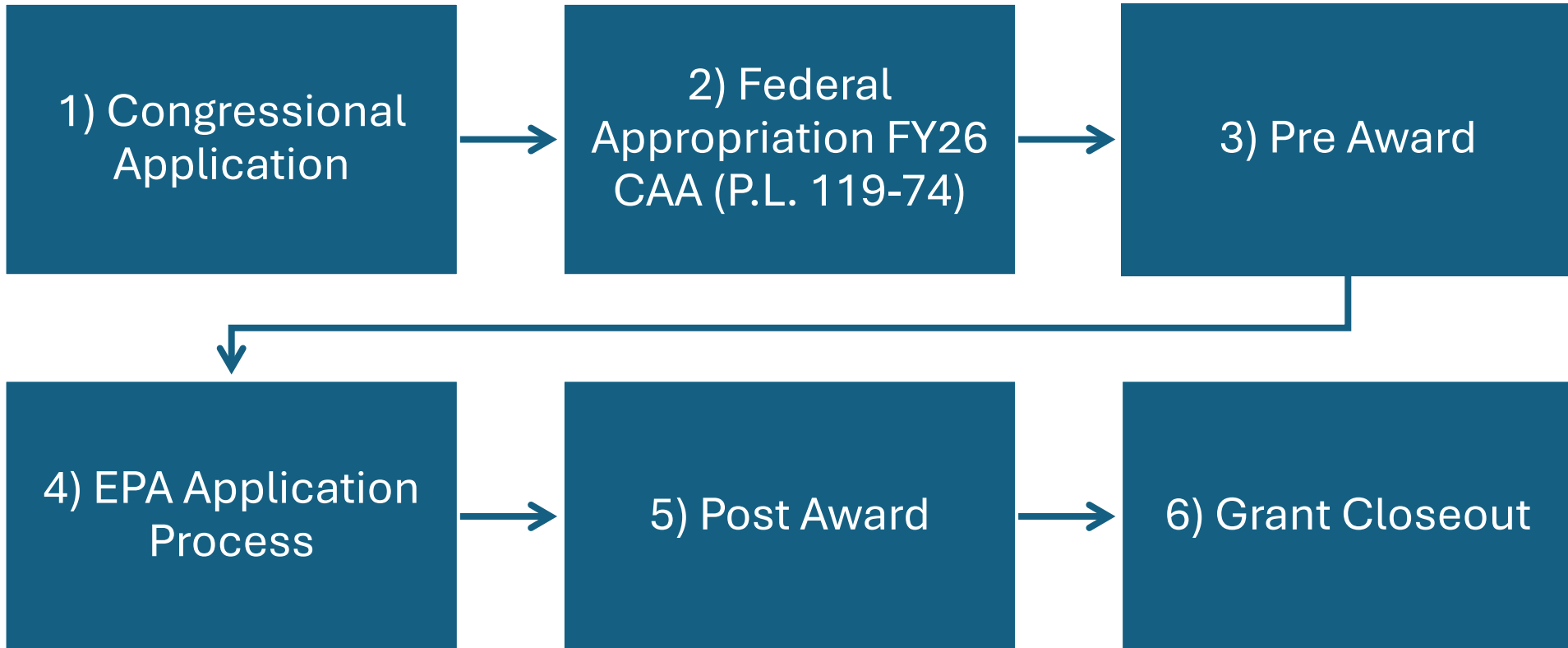
- This webinar is being recorded.

# Today's Agenda:

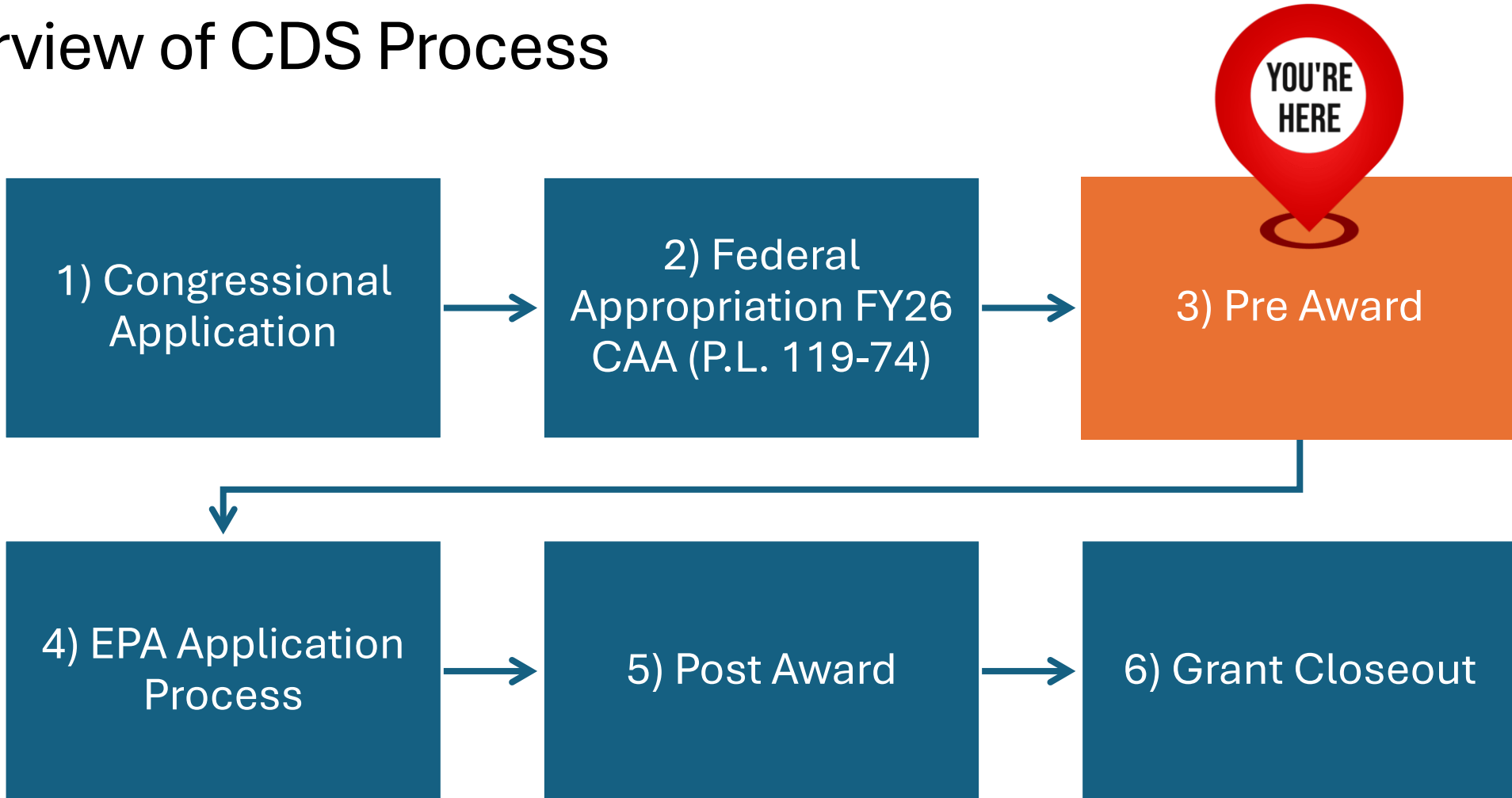
1. Overview of the Congressionally Directed Spending (CDS) Program Process
2. Pre- and Post- Award Grant Requirements
3. EPA Application
4. Resources



# Overview of Congressional Directed Spending (CDS) Process




# Overview of CDS Process



# Initial meeting with EPA

- Before you start your application, you'll meet with EPA to discuss the status of your project and the next steps to submit your application. EPA provides guidance on the following **pre-award items**:
  - Technical Corrections
  - Environmental Review
  - Cost Share Requirements and Waiver Requests
  - Pre-award Costs
  - Procurement Requirements





# Technical Correction

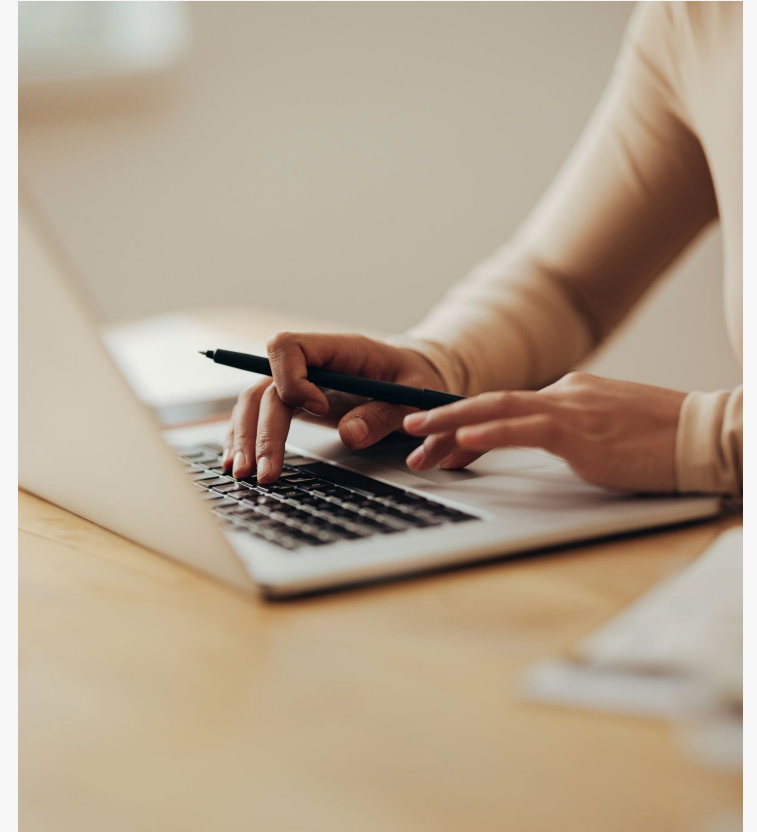
A technical correction should be requested if recipients need to change the project purpose and/or named recipient listed in the Consolidated Appropriations Act of 2026.

- Project Purpose
  - CWSRF and DWSRF eligibilities apply
  - The new project title/purpose should be broad enough to cover the full scope the project to avoid additional technical corrections.
    - e.g., **Town of ABC for Water Main Replacement Project on 1st Road and 2nd Road** vs. **Town of ABC for Water Main Replacement Project**
- Project Recipient
  - Both the original and new entity must concur with the change.

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# How to Request a Technical Correction

- Submit a written request to the EPA Regional Coordinator or Project Officer (PO)
  1. Reference the original project
  2. Reason for the change
  3. New project description
- Congressional sponsors and the House and Senate Appropriations committees for consultation and concurrence; process can take up to 3 months
- Use the approved correction(s) in the grant application submission





# Environmental Review: National Environmental Policy Act (NEPA)

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EPA's Region 2 Environmental Review Team reviews the proposed project for actions that can affect the quality of the human environment.

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EPA is required to complete the review before awarding Community Grants for water infrastructure and water quality protection projects.

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Note: NEPA is not required for projects that are strictly for planning activities like infrastructure assessments, watershed plans, and infrastructure capital improvement plans.

# Levels of NEPA Review



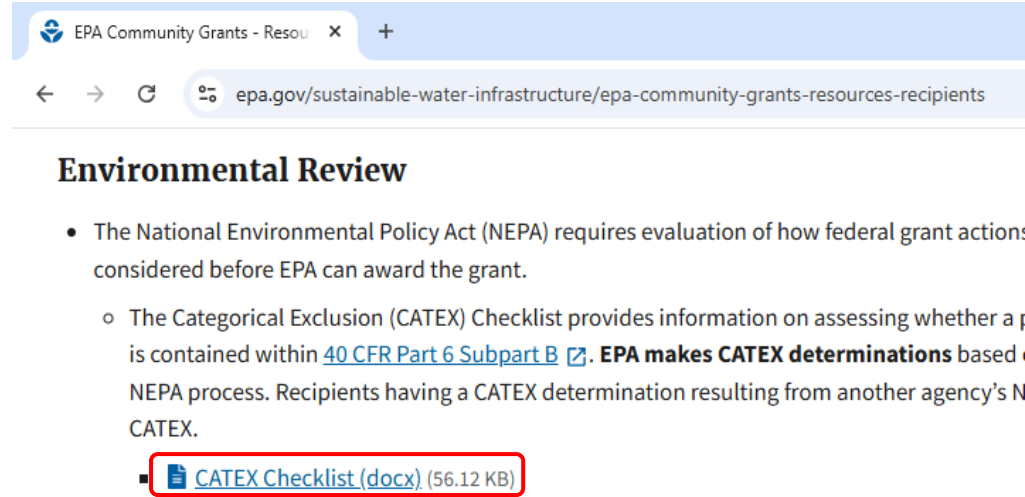
Three levels of NEPA environmental review:

- Categorical Exclusion (CATEX)
- Environmental Assessment (EA)
  - Programmatic Environmental Assessment (PEA)
  - Finding of No Significant Impact (EA/FONSI)
- Environmental Impact Statement (EIS)

+ Common Federal Crosscutters: Section 106 of the National Historic Preservation Act (NHPA); Section 7 of the Endangered Species Act (ESA)

# How to Request a CATEX Review

- Review the Categorical Exclusion (CATEX) Checklist, found under Environmental Review section of [Program Requirements](#) and EPA's regulations at [40 C.F.R. Section 6.204](#).
- Write a letter requesting a CATEX Review, referencing the Appropriated Community Grants Project. Submit the letter with the CATEX Review Form to [Region2\\_EnvReviews@epa.gov](mailto:Region2_EnvReviews@epa.gov) cc'ing Mark Austin ([austin.mark@epa.gov](mailto:austin.mark@epa.gov)) and Aisha Sexton-Sims ([sexton-sims.aisha@epa.gov](mailto:sexton-sims.aisha@epa.gov)).
  - The letter should be written by the recipient community and signed by the Authorized Representative from the community.



EPA Community Grants - Resources

epa.gov/sustainable-water-infrastructure/epa-community-grants-resources-recipients

### Environmental Review

- The National Environmental Policy Act (NEPA) requires evaluation of how federal grant actions are considered before EPA can award the grant.
  - The Categorical Exclusion (CATEX) Checklist provides information on assessing whether a project is contained within [40 CFR Part 6 Subpart B](#). EPA makes CATEX determinations based on the NEPA process. Recipients having a CATEX determination resulting from another agency's NEPA process must also complete the CATEX.
    - [CATEX Checklist \(docx\) \(56.12 KB\)](#)

The CATEX determination request letter and all supporting documentation can be addressed to:

Mark Austin  
Strategic Programs, Environmental Review Team Lead  
Office of the Regional Administrator  
US Environmental Protection Agency Region 2  
290 Broadway  
New York, NY 10007

# Cost Share Requirements

- 20% of the total grant project cost from non-federal sources
- Subject to the same federal requirements as the 80% EPA share and must be included in the grant budget
- Source must be identified and provided in the workplan and in payment requests

## Eligible Sources

- Public
  - State Appropriations
  - Local government
  - USDA-HUD-CDBG
  - USDA-RD
  - CWSRF and DWSRF non-federal funds
- Private sources
- In-kind services

## Ineligible Sources

- Federal Sources
  - Including ARPA

# Example: Calculating Cost Share

## Identify the total grant project cost

- Divide the EPA contribution by .80 to calculate the total grant project cost:
- $\$100,000 \div 0.80 = \$125,000$ .
- $\$125,000$  is the total grant project cost



## Multiply the total grant project cost by .20 to determine the cost share amount

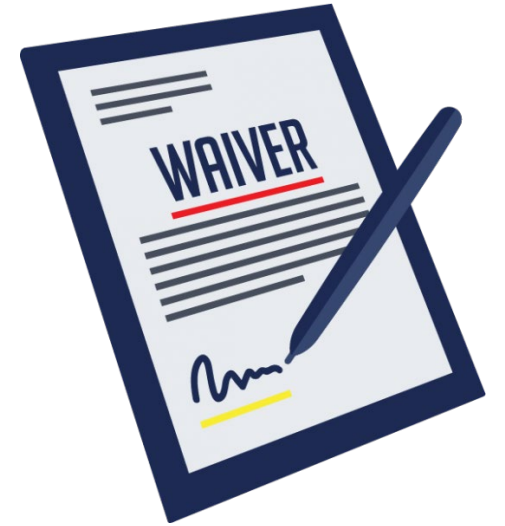
- Total grant project cost x .20 = required cost share amount
- $\$125,000 \times .20 = \$25,000$
- $\$25,000$  is the required 20% cost share amount

*Confirm:*

$$\begin{array}{rcll} \text{Total grant project cost} & = & \text{EPA Contribution} & + & \text{Cost Share Amount.} \\ \$125,000 & = & \$100,000 & + & \$25,000 \checkmark \end{array}$$

# Cost Share Waivers

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EPA will consider the following criteria for waiver approvals:

- A. Community Median Household Income (MHI) is <80% of State MHI
- B. Communities with an Upper Limit of Lowest Quintile Income ≤ the Current National Upper Limit of Lowest Quintile Income
- C. Communities with ≥ 30.9% Population Living Under 200% of Poverty Level
- D. Communities with Poverty Rate ≥ 20%
- E. Communities with Population Receiving Food Stamps/SNAP Benefits ≥ 11.7%

[Cost Share Waiver Implementation Guidance](#)

# How to apply for a cost share waiver

- Recipients can write a letter requesting the waiver to Aisha Sexton-Sims ([sexton-sims.aisha@epa.gov](mailto:sexton-sims.aisha@epa.gov)).
  - The letter should state what criteria from the [Cost Share Waiver Guidance](#) the community meets, with supporting documentation.

The screenshot shows the United States Census Bureau data portal. The search bar at the top contains 'B19013'. The 'Tables' tab is selected, showing one result: 'B19013 | Median Household Income in the Past 12 Months (in 2024 Inflation-Adjusted Dollars)'. The result is from the American Community Survey, Universe: Households, and is from the 2024 ACS 1-Year Estimates Detailed Tables. The table shows a median household income of 81,604 for the United States.

Label	United States	
	Estimate	
Median household income in the past 12 months (in 2024 inflation-adjusted dollars)	81,604	

# Pre-award Costs

Pre-award costs will be reviewed for eligibility during EPA's review of the project application.

- All costs incurred before EPA makes the award are at the recipient's own risk.
- Pre-award costs must be incurred on or after October 1, 2025 for the FY 2026 CDS projects.



# Cost Categories and Procurement

Potential cost categories include:

1. Personnel Costs
2. Equipment Costs
3. Supplies Costs
4. Contractual Costs
5. Construction Costs
6. Other Costs

[Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)

# Federal Procurement Methods

Recipients must follow all federal procurement methods in [2 CFR 200.320](#) unless eligible for the Procurement Methods Flexibility.

1. Micro purchases (Contracts under \$15,000)
  - Recipients can choose who to award without EPA review.
2. Small purchase procedures (Contracts between \$15,000-\$350,000)
  - Recipients should solicit at least 3 bids and choose the lowest price with documentation provided to EPA describing methods of solicitation.
3. Formal procurement (Contracts over \$350,000)
  - EPA review is required throughout the process including advertisement up to contract award.

A stack of papers with green and white covers, some with binder rings, and a white pen lying on a light-colored wooden desk. The image is partially obscured by a white circular graphic on the right side.

# Formal Procurement Document Submission Requirements

- 
- Documents must be submitted for EPA review to ensure federal regulations are included and competition is fair and open.
  - Construction Procurement – Request for Proposal (RFP):
    - Draft Bid notice with contract specifications **prior to advertisement**
    - Proof of advertisement, bid tabulation, lowest bid package and recommendation of award **within 10 days** of sealed bid opening
    - Awarded contract

A stack of papers with green and white covers, some with purple and blue rings, sits on a light-colored wooden desk. A silver pen lies horizontally across the papers. The background is a soft, out-of-focus light blue.

# Formal Procurement Document Submission Requirements

- 
- A/E Firm Procurement- Request for Qualification (RFQ):
    - Draft Bid notice **prior to advertisement**
    - Proof of advertisement, total number of solicitations received, qualification justification for the A/E Firm chosen for award.
    - Draft award contract **prior to award**
  - For Clean Water Community Grant recipients, the Brooks Act also applies. Recipients should also submit:
    - 1) Proof of discussion with at least 3 firms to consider qualifications
    - 2) Confirmation that they negotiated a contract with the most highly qualified firm to determine compensation

# Reminders for Bid Notices:

## Practices that are **restrictive of competition** include:

- ⊘ Using sample language or templates from contractors planning to bid on the services
- ⊘ Accepting **any assistance** from a contractor ***if*** that contractor plans to compete for the resultant contract
- ⊘ Imposing unreasonable competition requirements, such as:
  - ⊘ Overly narrow specifications that only one firm can meet
  - ⊘ Requiring firms to have experience with EPA Grants
- ⊘ Making noncompetitive awards to consultants that are on retainer contracts
- ⊘ Discouraging other contractors from submitting an offer by naming firms

# Procurement Methods Flexibility

- Contracts for services or products are not subject to Federal procurement methods if:
  1. Agreement was entered into prior to January 23, 2026; **and**
  2. Complied with state and/or local laws governing competition
    - Note that this flexibility does not waive federal requirements
- To request a Procurement Flexibility: Communities can submit a flexibility request letter to the EPA, affirming that state or local procurement methods were followed
  - Including the original executed contract, and any supplements, for review.



## Code of Federal Regulations

A point in time eCFR system



# Federal Regulations to incorporate

1. Build America, Buy America ([BABA](#))
2. American Iron and Steel ([AIS](#))
3. Davis-Bacon and Related Acts ([DBRA](#))
4. Disadvantage Business Enterprise ([DBE](#)) Program



# Build America, Buy America (BABA) & American Iron and Steel (AIS)

- BABA requires all iron, steel, manufactured products and construction materials purchased be produced in the USA.
- AIS requires iron and steel products purchased be produced in the USA.

*EPA Policy states use of a signed certification letter from the product manufacturer must be used for ensuring products used on site meet AIS and BABA requirements prior to their installation.*

[EPA BABA Memo](#) and [EPA AIS Website](#)



## Davis-Bacon and Related Acts (DBRA)

- DBRA requires construction contracts over \$2,000 to pay their laborers and mechanics not less than the prevailing wage and fringe benefits for the geographic location.

*Bid solicitation documents must include the appropriate local prevailing wage rates and federal language.*

[DBRA Contract Provisions](#)



# Disadvantage Business Enterprise (DBE) Program

- DBE requires recipients to employ the Six Good Faith Efforts in procurement.

*EPA recommends ensuring fair competition, including leaving advertisements up for at least 30 days and considering at least 3 bids. Recipients are also required to document their Good Faith Efforts, including if any Good Faith Efforts could not be performed, and retain the documentation in project files.*

[EPA DBE Website](#)

# EPA Application Overview

- First time EPA grant recipients
- SAM.gov & Grants.gov
- EPA Forms
- Workplan
- Budget Narrative



# First-Time EPA Grant Recipients



Please complete the following **mandatory** trainings to be eligible to receive EPA funding.

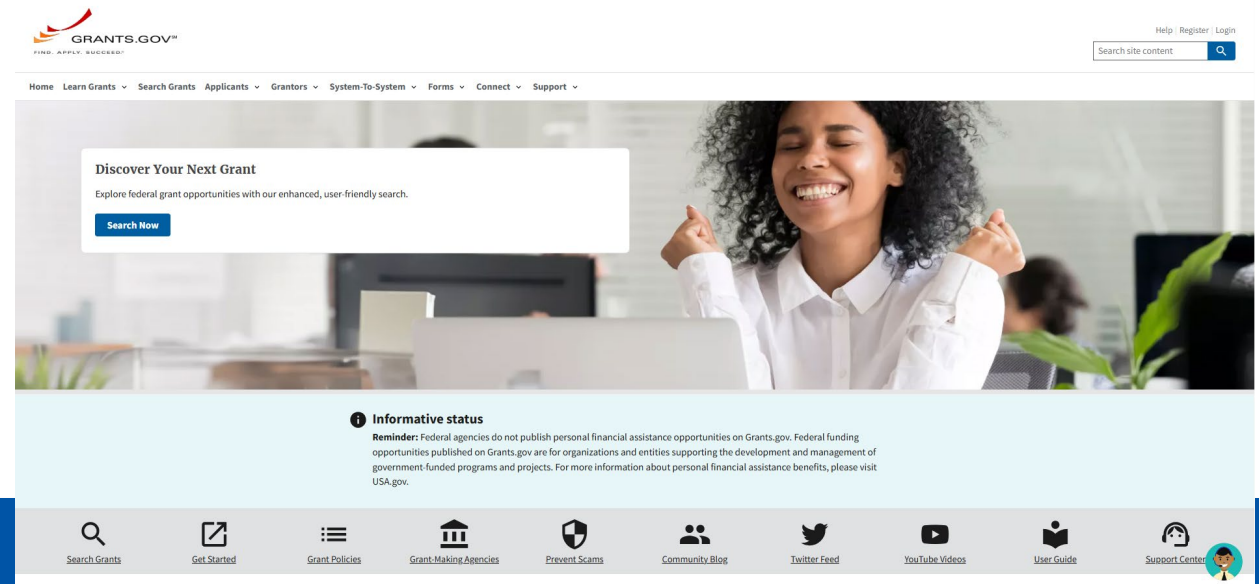
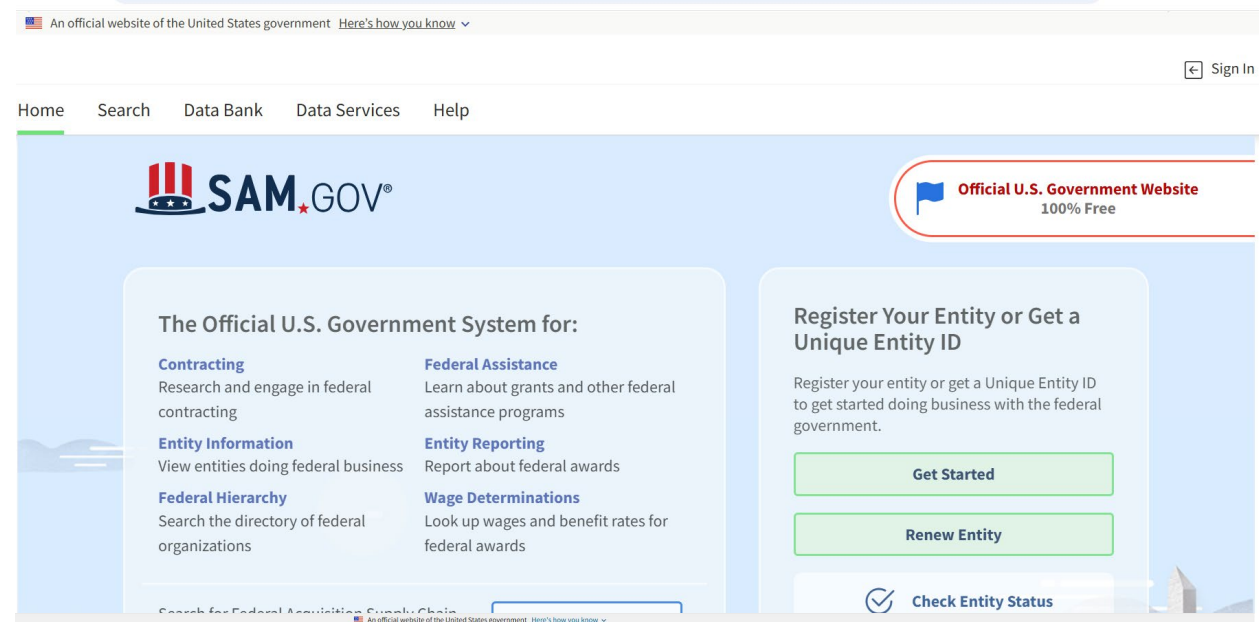
- [EPA Grants Management Training for Applicants and Recipients](#)
  - This training has 6 Modules, takes about 6 hours to complete.
- [How to Develop a Budget](#)
  - This training has 4 Modules, takes about 2 hours to complete.
- [Administrative](#) and [Programmatic](#) requirements trainings

\*Remember to download and save certificate of completion.

# How to access the application:

1) [SAM.gov](https://sam.gov)

2) [Grants.gov](https://grants.gov)



# Application for Federal Assistance (SF-424)

## 17. Proposed Project:

\* a. Start Date:

\* b. End Date:

## 18. Estimated Funding (\$):

\* a. Federal

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

## \* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

[EPA Region 2 Intergovernmental Review Processes](#)

# Key Contacts Form 5700-54

**Authorized Representative:** Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.

---

Name: Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:   
Complete Address:  
Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

**Payee:** Individual authorized to accept payments.

---

Name: Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:   
Complete Address:  
Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

**Administrative Contact:** Individual from Sponsored Programs Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc).

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Name: Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:   
Complete Address:  
Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

**Project Manager:** Individual responsible for the technical completion of the proposed work.

---

Name: Prefix:  First Name:  Middle Name:   
Last Name:  Suffix:   
Title:   
Complete Address:  
Street1:   
Street2:   
City:  State:   
Zip / Postal Code:  Country:   
Phone Number:  Fax Number:   
E-mail Address:

# Budget Information for Non-construction programs (SF-424A)

## SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Assistance Listing Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$

## SECTION B - BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a-6h)					\$
j. Indirect Charges					\$
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$



This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.25 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

# Certification Regarding Lobbying (Form 6600-06)

\_\_\_\_\_  
EPA Project Control Number

## CERTIFICATION REGARDING LOBBYING CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
Typed Name & Title of Authorized Representative

\_\_\_\_\_  
Signature and Date of Authorized Representative

### Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance

Note: Read Instructions before completing form.

This collection of information is approved by OMB under the Paperwork Reduction Act, 44 U.S.C. 3501 et seq. (OMB Control No. 2030-0020). Responses to this collection of information are required to obtain an assistance agreement (40 CFR Part 30, 40 CFR Part 31, and 40 CFR Part 33 for awards made prior to December 26, 2014, and 2 CFR 200, 2 CFR 1500, and 40 CFR Part 33 for awards made after December 26, 2014). An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The public reporting and recordkeeping burden for this collection of information is estimated to be 0.5 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates and any suggested methods for minimizing respondent burden to the Regulatory Support Division Director, U.S. Environmental Protection Agency (2821T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

#### I. A. Applicant/Recipient (Name, Address, City, State, Zip Code)

Name:   
Address:   
City:   
State:  Zip Code:

#### B. Unique Entity Identifier (UEI):

#### C. Applicant/Recipient Point of Contact

Name:  Phone:  Email:   
Title:

#### II. Is the applicant currently receiving EPA Assistance? Yes No

#### III. List all pending civil rights lawsuits and administrative complaints filed under federal law against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints, unless covered by 40 C.F.R. Parts 5 and 7.)

#### IV. List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that alleged discrimination under federal law based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective actions taken. (Do not include employment complaints, unless covered by 40 C.F.R. Parts 5 and 7.)

#### V. List all civil rights compliance reviews of the applicant/recipient conducted under federal nondiscrimination laws by any federal agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3))

#### VI. Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below.

Yes  No

#### a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b).

Yes  No

#### b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. 7.70) applies.

#### VII. Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its program or activities? (40 C.F.R. 5.140 and 7.95) Yes No

a. Do the methods of notice accommodate those with impaired vision or hearing?  Yes  No

b. Is the notice posted in a prominent place on the applicant's/recipient's website, in the offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications?  Yes  No

# Preaward Compliance Review Report (Form 4700-4)

# Workplan:

- Name of the Applicant and Project Title
- Project Objectives and Needs
- Project Description
- Milestone Schedule
  - Proposed project/budget start and end dates
- Environmental Output and Outcomes
- Plan for recipient oversight of contractors & subrecipients
- Full project cost, including non-EPA funding

Refer to Appendix E. Community Grants Workplan Contents/Outline in the [FY 2026 Community Grant Program Final Implementation Guidance](#).

Remember to refer to the project with the same name that is listed in the FY2026 Appropriations Act.

Unless a technical correction is approved, in which case use the new project name.

# Budget Narrative

Recipients should provide a breakdown of anticipated costs under each cost category, in written or table form.

The funds requested should only be the project cost of EPA funds (80%) and the cost share (20%) amounts.

# Application Documents Checklist:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Key Contact Form (Form 5700-54)
- Pre-Award Compliance Review Report (Form 4700-4)
- Certification Regarding Lobbying (Form 6600-06)
- Workplan
- Budget Narrative

All required federal forms can be found in the application package on [Grants.gov](https://www.grants.gov) or [EPA Applicant and Recipient Forms](#).

# Need assistance?

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Connect with the Syracuse University Environmental Finance Center for free support with the CDS community grant process.

Email: [cdscommunitygrants@syr.edu](mailto:cdscommunitygrants@syr.edu)

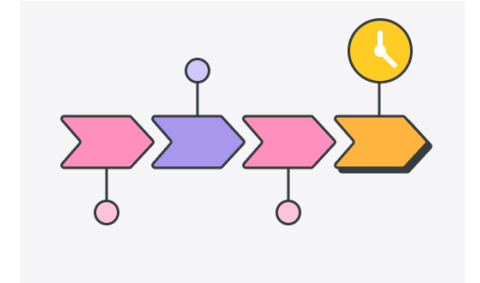


Environmental Finance Center

Some examples of free services include:

- Scheduling initial meeting with EPA Region 2
- Setting up SAM.gov and Grants.gov accounts
- Preparing and submitting required grant application documents
- Developing a clear and concise project description
- Clarifying budget requirements
- Identifying sources of cost share or discussing the cost-share waiver process
- Connecting you with agencies or organizations to support other needs you may have related to water infrastructure

# What happens after the application is submitted?



- A Project Officer and Grant Specialist will be assigned to the grant and reach out if any revisions are needed.
  - Revisions should be emailed to the [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) with the Project Officer and Grant Specialist cc'd.
    - Do not submit revised application documents into Grants.gov.
- Given a full application, EPA Region 2 will take approximately 3 months to review and award the grant.
- Recipients be notified via email when the grant is awarded.

# Post Award – Payment Request Process

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- EPA requires prior approval before funds can be drawn down.
- Payment requests can be submitted any time costs have been incurred to the [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) with the Project Officer and Grant Specialist cc'd for review and approval.
  - SF-270 – Request for Advance or Reimbursement
  - Support Documentation
  - Certification of compliance with applicable requirements
- Funds are distributed through the federal Automated Standard Application for Payments (ASAP) system for draw down.



# Payment Request

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- Recipients can provide documentation showing the 20% cost share paid upfront, or each payment request will be reimbursed at an 80/20 split.
- Payments can be submitted as an Advance or Reimbursement.
- Invoices submitted should be...
  - For costs outlined in the awarded Budget Narrative;
  - Within the start/end dates of the grant; and
  - Unpaid (excluding invoices paid by 20% cost share).

# Post Award – Reporting Requirements

Reports:	Frequency:	Submit to:
<b>Progress Reports</b>	Every 6 months: April 30 <sup>th</sup> & October 30 <sup>th</sup>	EPA: Project Officers and Grant Specialists
<b>Federal Financial Reports (FFRs) SF-425</b>	Annually after the project start date	EPA: Research Triangle Park Finance Center at <a href="mailto:rtpfc-grants@epa.gov">rtpfc-grants@epa.gov</a> , <a href="mailto:Region2_GrantApplicationBox@epa.gov">Region2_GrantApplicationBox@epa.gov</a> , Project Officer and Grants Specialist.
<b>Single Audit Reports</b> (Only if expending \$1,000,000 or more/year in total Federal funds)	Within 9 months after the end of project fiscal year	Financial Audit Clearinghouse ( <a href="http://FAC.gov">FAC.gov</a> )

# Grant Closeout

- Final Federal Financial Report (FFR) SF-425 and Final Project report will be submitted to the Project Officer and Grant Specialist.
- All funds are to be withdrawn from financial account prior to project end date.
- After all the documents are approved, the award will be closed.



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# Reminders:

- Recipients must apply or submit an intent to apply **within 2 years** (between May 2026 and May 2028).
- Complete **all** Mandatory Trainings.
- Review Terms and Conditions of the Award Agreement.
- Retain documentations in preparation for an EPA on-site visit.
- Include EPA Project Officer (PO) and Grant Specialist (GS) in all EPA emails.
- Alert EPA of any changes to the project or key contacts.
- Recipients should also be included in all correspondences between contractors/consultants and EPA.





# Our Contacts

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**Thank you for  
attending!**