

# Reporting and Other Post-Award Requirements

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# Post-Award Requirements

- Completion of project work plan on time
- On-line grants management training for non-profits
- Interim progress reports
- Final project case study report
- Drawdowns
- Quality assurance
- Competing purchases for commercial products and services
- Disadvantaged business enterprise (DBE) utilization
- Final financial status report, lobbying & litigation certificate, and DBE report

# On-line Grants Management Training for Non-Profits

- Project Mgr. and person authorized to draw down \$
- Part 1 -- Applying for a Grant
- Part 2 -- Demonstrating Management Capability
- Part 3 -- Accepting a Grant
- Part 4 -- Carrying Out the Grant Activities
- Part 5 -- Closing the Grant
- Cannot draw down any \$ until training completed
- <http://www.epa.gov/ogd/training/>

# Interim Progress Reports

“...recipient agrees to submit performance reports that include brief information on each of the following areas:

- 1) comparison of actual accomplishments to the outputs/ outcomes established in the approved work plan;
- 2) the reasons for slippage if any established outputs/ outcomes were not met; and
- 3) add'l. pertinent information, including, when appropriate, analysis and explanation of cost overruns or high unit costs.”



# Final Project Case Study Report

- Summary of the successes and lessons learned for the *entire* project
- Due 90 days after project end
- Intention is to create an on-line library



# Drawdowns

- When \$ isn't drawn promptly, it creates the impression that EPA and its grantees don't really need the funds
- It could affect the amount of diesel funding EPA Region 4 gets in the future
- *What can recipients do to try and help?:*  
Draw down \$ soon after allowable costs are incurred (i.e., monthly or at least quarterly)

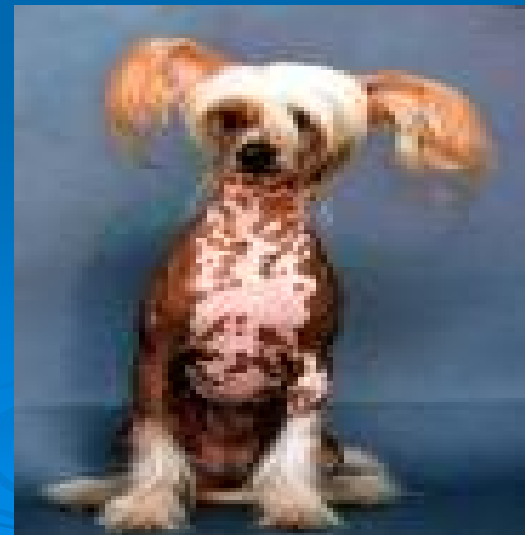


# Quality Assurance

- Projects which involve the generation of new env'l. data or use of existing (or secondary) env'l. data
- Quality Management Plan (QMP) documents the organization's overall approach to QA (e.g., organizational structure, functional responsibilities of mgmt. and staff, lines of authority, and required interfaces)
- Quality Assurance Project Plan (QAPP) describes the necessary QA, QC, and other technical activities that must be implemented to ensure that the results of the work performed on a particular project will satisfy the stated performance criteria

# Competing Purchases for Commercial Products and Services

- Very difficult to justify a sole-source purchase
- For purchases < \$100k, recipient must at least do cost/price analysis and, if applicable, submit a sole-source justification
- If over \$100k, recipient must go out for bid and, if applicable, submit a sole-source justification



# Disadvantaged Business Enterprise (DBE) Utilization

- Boilerplate condition included in all awards
- Recipient agrees to make a “good faith” effort to purchase goods and services from businesses owned by socially or economically disadvantaged individuals, women, and HBCUs
- Recipient can either use the State’s MBE/WBE goals or negotiate its own
- Quarterly reporting; may become semi-annual

# 90-Day Notification Letter

- Final financial status report
- Lobbying & litigation certificate
- DBE report
- Final project case study report

