

## **EPA Region 10**

### **CLOSE OUT GUIDE for Assistance Agreements**

This guide is intended to facilitate closeout of assistance agreements. **All applicable forms or reports must be submitted to EPA within 90 days of the project/budget period expiration date. It is important to send the forms/reports to the appropriate address shown in each block.**

You may also contact the EPA Region 10 Grants and Interagency Administration Unit at (206) 553-5780 if you need further assistance.

#### **FINAL PAYMENT REQUEST via EFT or ASAP**

All final payment requests must be submitted no later than 90 days after the end of the agreement.

If using ASAP (Automated Standard Application for Payments), use ASAP mechanism to submit the final payment request.

If using EFT (Electronic Fund Transfer), the final payment request must be submitted to the EPA Las Vegas Finance Center. **Send to: Las Vegas Finance Center (LVFC) FAX # 702-798-2423.**

#### **FINAL FEDERAL FINANCIAL REPORT (FFR)**

FFR (SF425) must be submitted in accordance with the conditions in the Assistance Agreement. **Send to EPA LVFC by 1 of 3 methods: 1. Electronically via email to [lvfc-grants@epa.gov](mailto:lvfc-grants@epa.gov) or 2. FAX to 702-798-2423 or 3. mail to 4220 S Maryland Parkway, Bldg C, Rm 503, Las Vegas, NV 89119.**

Financial Forms may be found at: <http://www.epa.gov/ocfo/finservices/forms.htm>

#### **FINAL TECHNICAL/PERFORMANCE REPORT**

The final technical/performance report must be submitted to the EPA Project Officer in accordance with the conditions in the Assistance Agreement and the approved work plan. No specific format for the Final Report is required. For questions regarding content of the Final Report, please contact the Project Officer listed on the subject Agreement.

**Send to: EPA Project Officer at their address as shown on page 1 of the assistance agreement.**

#### **MINORITY/WOMEN'S BUSINESS ENTERPRISE UTILIZATION (MBE/WBE) REPORT**

MBE/WBE reports, also known as Disadvantaged Business Enterprise Utilization reports (EPA form 5700-52A), are required to report funds expended for supplies, equipment, or contractual services and per the assistance agreement condition. The final report should include only those expenditures that were not previously reported. Negative reports are required even if no funds were expended during the time period of the report. The EPA form 5700-52A is available at [http://www.epa.gov/osbp/pdfs/5700\\_52a.pdf](http://www.epa.gov/osbp/pdfs/5700_52a.pdf)

**Send to: Greg Luchey, EPA Region 10, Grants and Interagency Agreements Unit, OMP-145, 1200 Sixth Avenue, Suite 900, Seattle, WA 98101. For more information call (206) 553-2967 or email: [Luchey.Greg@epa.gov](mailto:Luchey.Greg@epa.gov).**

## **INVENTORY REPORT FOR EQUIPMENT, SUPPLIES, FEDERALLY OWNED PROPERTY, AND/OR REAL PROPERTY**

### **EQUIPMENT\***

State agencies may manage and dispose of equipment in accordance with State laws and procedures.\*\* The following rules apply to all other recipients.\*\* (Reference: 40 CFR 30.34 & 40 CFR 31.32 ) An inventory report (no standard format required), which includes a complete description of each piece of equipment, original date of purchase, original cost, estimate of the current value and condition and method of disposal, is required if there was any equipment (see definition below) acquired under the assistance agreement. Disposal options allow the recipient to use the equipment on the same activity or another federally sponsored project. If one of these options is not used, the recipient must compensate EPA for its share of the current market value, less administrative selling expenses.

\*Equipment is defined as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.

\*\*All Superfund recipients must follow 40 CFR Part 35, Subpart O for equipment disposition requirements.

### **SUPPLIES**

An inventory list and method of disposal is required if the residual **total** value of unused supplies acquired under the assistance agreement exceeds \$5,000. Disposal options allow the recipient to use the supplies on the same activity or another federally sponsored project. If one of these options is not used, the recipient must compensate EPA for its share. (Reference: 40 CFR 30.35 & 40 CFR 31.33)

### **FEDERALLY OWNED PROPERTY**

If the grantee used any federally owned property under the award, the grantee must ensure the proper disposition of this property before closeout can be completed. The recipient must send an inventory report containing a description, decal number, and current condition of the property and request disposition instructions from EPA. (Reference: 40 CFR 30.33 & 40 CFR 31.32(f))

### **REAL PROPERTY**

When real property is no longer needed for the originally authorized purpose, the grantee or subgrantee will obtain written approval by EPA for the use of real property in other federally-sponsored projects (40 CFR 30.32) or request disposition instructions from EPA Region 10. (Reference: 40 CFR 30.32 & 40 CFR 31.31)

### **INVENTION DISCLOSURE REPORT**

If applicable, an invention disclosure report (no standard format required) containing the name of the invention, intended use, cost, market value, and ownership rights must be submitted if any inventions were developed under this award.

**Send Inventory and Invention Disclosure Reports to: EPA Region 10 Grants and Interagency Agreements Unit, OMP-145, 1200 Sixth Avenue, Suite 900, Seattle, WA 98101.**

Native Village of \_\_\_\_\_

P.O. Box \_\_\_\_\_

\_\_\_\_\_, Alaska 99\_\_\_\_

\_\_\_\_\_, (name), \_\_\_\_\_ (title)

907-\_\_\_\_-\_\_\_\_\_

Indian General Assistance Program Close-out FY\_\_\_\_

Assistance Agreement # GA-\_\_\_\_\_-\_\_\_\_\_

**Final Payment Request for Reimbursement. (Choose 1 or the other)**

(If using ASAP) Made final drawdown \_\_\_\_\_ (add date submitted)

(If using EFT) Faxed to EPA Las Vegas Finance Center on \_\_\_\_\_ (add date submitted)  
Fax # 702-798-2423

**SF-425 - Final Federal Financial Report.**

Faxed to EPA Las Vegas Finance Center on \_\_\_\_\_ (add date submitted)  
Fax # 702-798-2423.

(or) Mail: 4220 Maryland Parkway, Bldg. C, Room 503, Las Vegas, NV 89119

Sent to EPA Project Officer, \_\_\_\_\_ (PO Name) on \_\_\_\_\_ (add date)  
by \_\_\_\_\_ (Deliver method: e-mail, fax or mail)

**Equipment Inventory Report**

Equipment + Disposal Options.

Faxed to EPA Grants Specialist \_\_\_\_\_ (name) on \_\_\_\_\_ (add date)  
Fax # 206-533-4957

(or) Mail: EPA Region 10 Grants Administration Unit, OMP-145, 1200 Sixth Ave, Suite 900  
Seattle, WA 98101

**Final Performance or Progress Report (Narrative Report w/Deliverables)**

Mailed to EPA Project Officer, \_\_\_\_\_ (PO Name) on \_\_\_\_\_ (add date)  
by \_\_\_\_\_ (Deliver method: e-mail, fax or mail)

**Success Story**

Sent to EPA Project Officer \_\_\_\_\_ (PO Name) on \_\_\_\_\_ (add date)  
by \_\_\_\_\_ (Deliver method: e-mail, fax or mail)