

Tips for New GAP Grant Recipients and Employees as of 11/29/2012 (mb & sk rev)

- I. Review GAP Guidance (2000 and 2006 Supplemental), applicable regulations (40 CFR Part 31 and 35 Subpart B), and applicable OMB Circulars (A-102, and A-133); 2 CFR Part 225 (formerly OMB Circular A-87)
- II. Read and understand your GAP grant Assistance Agreement/Amendments
 - A. Project Period
 - B. Project Budget
 - C. Payment Type
 - D. Grant Terms and Conditions –Administrative & Programmatic
- III. Read and understand your GAP Workplan and Budget
 - A. Understand what project deliverables must be produced and what timelines need to be followed
 - B. Evaluate past program performance to ensure that all required reports and deliverables have been submitted
- IV. Obtain all necessary reporting forms and identify reporting schedules (typical schedule below)
 - A. GAP Quarterly Report Template (in case GAP Online system unavailable or access unavailable temporarily)
 - B. Federal Financial Report (SF 425)
 - C. Minority and Women Business Enterprise Report (AKA Disadvantaged Business Enterprise Report) EPA 5700-52A http://www.epa.gov/osbp/pdfs/5700_52a.pdf
 - D. EPA Payment Request [EPA Form 190-F-04-001 Payment Request for Grants/Cooperative Agreements \(PDF\)](#) form if using EFT method of payment. (If using ASAP method your Tribe will initiate the drawdown electronically.)

Report Type	Due Date	Submit to:		
		Project Officer	Grant Specialist	Other
Quarterly Report and Grant Products/Deliverables	Within 30 days of end of quarter	√		
MBE/WBE Report	Annually by October 30	√ (optional cc)		√ Greg Luchey - MBE/WBE Coordinator
Federal Financial Report (FFR - SF 425)	Final FFR only: No later than 90 days after the end of the grant agreement unless otherwise specified in Grant Agreement Terms & Conditions. [Replaced Financial status Report (SF 269 or 269a) and Cash Transactions Report (SF 272) effective 10/1/09]	√ (optional cc)		√ Marge Pumphrey (LVFC)
EPA Payment Request Form (if using EFT Method)	For advance-every one to two weeks, based on disbursement schedule, For reimbursement-monthly			√ Marge Pumphrey (LVFC)
Final Performance Report	Within 90 days of end of project period	√		
Equipment Report	Within 90 days of end of project period	√		
Annual Audit (if expend ≥ \$500,000 in federal funds)	Required to be filed 9 months after the end of FY	√ (optional cc)		Audit Clearinghouse
ICR Agreement or ICR Application Information (if applicable)	As available, prior to charging indirect costs	√ (optional cc)	√	

Mailing Addresses:

Project Officer

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- V. Clarify reporting and programmatic responsibilities of Tribal staff (IGAP staff, bookkeeper, administrator)
- VI. Meet with Project Officer and Grant Specialist by phone within first 2 weeks of employment
- VII. Submit revised Key Contact sheet from EPA Region 10 Grant website
[http://yosemite.epa.gov/r10/omp.nsf/grants/administration/\\$FILE/grants-r10-key-contacts-form.pdf](http://yosemite.epa.gov/r10/omp.nsf/grants/administration/$FILE/grants-r10-key-contacts-form.pdf)