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	OP-0004-V5	Effective Date: January 31, 2016	
<b>APPROVALS</b>			
Area Approver:	Weldin Ortiz	Signature: 	Date: 1/29/2016
Administrative Approver:	Nelson Figueroa	Signature: 	Date: 05/10/16
Quality Approver:	Raquel Román	Signature: 	Date: 29/1/16


## 1. Objective

To establish the guidelines and considerations for the appropriate management of funds, from external sources, to the Environmental Quality Board (EQB) projects and programs. This procedure includes pre-award, award and post-award processes.

## 2. Legal Authority

The following laws and regulations should be observed for the execution of this procedure:

- Environmental Public Policy Act (Law 416, September 22, 2004, as amended)
- Executive Order 12372 of July 14, 1982 (The President Intergovernmental Review of Federal Programs)
- Administrative Bulletin 4184 of September 27, 1983, as amended, to establish a coordination and review system for the Puerto Rico Commonwealth plans or proposals requesting federal financial assistance.
- Applicable Code of Federal Regulations (CFR):
  - 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards)
  - 2 CFR Part 1500 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards)
  - 40 CFR Part 35 A (Environmental Program Grants)
  - 40 CFR Part 35 K (State Water Pollution Control Revolving Funds)
  - 40 CFR Part 35 O (Cooperative Agreements and Superfund State Contracts for Superfund Response Actions)
  - 40 CFR Part 35 P (Financial Assistance for National Estuary Program)
  - 40 CFR Part 40 (Research and Demonstration Grants)
  - 2 CFR Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230 - Policy issued by the federal Office of Management and Budget titled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

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### 3. Applicability

This procedure needs to be complied with by the following EQB Offices/Divisions: External Resources Office, Human Resources Division, Finance Division, Budget Division and President's Office (known as the Office of the Chairman) or Executive Director when the EQB decides to submit an application of funds from external sources like federal government, international organizations or private sector grants.

### 4. Organizational Roles and Responsibilities

The units that take part on the management of this procedure are:

- EQB Offices or Program Areas (OA) - Identify opportunities to develop projects or programs through grant funds, prepare the proposal (work plan and proposal budget) and recommend its endorsement and submission by the EQB.
- External Resources Office (ERO) - Owner of grant application process. Identify opportunities to develop projects or programs through grant funds, prepare the financial documentation of the grant application and coordinate all the administrative proceedings for the proposal review, endorsement and submission to the grantor.
- Human Resources Division - Review and confirm subjects regarding human resources compensation, fringe benefits and job descriptions.
- Budget Division - Create the corresponding account(s) and confirm funds matching.
- Finance Division - Gather and prepare financial information.
- President Office - Review and approve the application and related documents.

### 5. Definitions and Abbreviations

#### 5.1. Definitions

Term	Definition
Blue Bird Award	Granted without previously submitting a grant application and proposal.
Cooperative Agreement	<p>A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302-6305:</p> <p>(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal Government or pass-through entity's direct benefit or use;</p> <p>(b) Is distinguished from a grant in that it provides for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.</p>






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Term	Definition
Grant Agreement	<p>A legal instrument of financial assistance between a Federal awarding agency or pass-through entity and a non-Federal entity that, consistent with 31 U.S.C. 6302, 6304:</p> <p>(a) Is used to enter into a relationship the principal purpose of which is to transfer anything of value from the Federal awarding agency or pass-through entity to the non-Federal entity to carry out a public purpose authorized by a law of the United States (see 31 U.S.C. 6101(3)); and not to acquire property or services for the Federal awarding agency or pass-through entity's direct benefit or use;</p> <p>(b) Is distinguished from a cooperative agreement in that it does not provide for substantial involvement between the Federal awarding agency or pass-through entity and the non-Federal entity in carrying out the activity contemplated by the Federal award.</p>
Federal Award	<p>Federal award has the meaning, depending on the context, in either paragraph (a) or (b) of this section:</p> <p>(a)(1) The Federal financial assistance that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability; or</p> <p>(2) The cost-reimbursement contract under the Federal Acquisition Regulations that a non-Federal entity receives directly from a Federal awarding agency or indirectly from a pass-through entity, as described in §200.101 Applicability.</p> <p>(b) The instrument setting forth the terms and conditions. The instrument is the grant agreement, cooperative agreement, other agreement for assistance covered in paragraph (b) of §200.40 Federal financial assistance, or the cost-reimbursement contract awarded under the Federal Acquisition Regulations.</p> <p>(c) Federal award does not include other contracts that a Federal agency uses to buy goods or services from a contractor or a contract to operate Federal Government owned, contractor operated facilities (GOCOs).</p>
Proposal	<p>It's an application to request for financial support of a project/activity usually submitted in a specified format, using specified forms and in accordance with instructions provided by the awarding office or grantor agency.</p>
Grant Application Package	<p>A set of documents that establish the procedures and requirements for a grant or cooperative agreement preparation. Include a series of forms which have to be completed for corresponding grant or cooperative agreement submission.</p>
State Application Identifier	<p>Government's grants register system, administrated by the Puerto Rico Planning Board, which assigned a number to identify, review and coordinate the request of federal financial assistance.</p>
No Cost Time Extensions	<p>Project periods extensions applies to active grants with expected remaining balances prior to the expiration of the grant and to expired grants with remaining balances. The project / budget period extension may be requested when additional time is needed to complete the activities in the previously approved work plan and to continue incurring costs related to the work during the extended periods.</p>


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Term	Definition
Re-Budget	Changes in the approved budget by Object Class Category that may include funds transfers among the different categories or may include funds transfers to a category not included and approved in the original award.
Adjustments for Expired Grants	Applies to Grants for which adjustments are required after expiration. Since more time is needed to perform adjustment, EQB must request an extension of the budget grant period.
Integrated Grants Management System	EPA's management information system for grants programs, which awards, administers, and monitors grants.
Closeout	The process by which the Federal awarding agency or pass-through entity determines that all applicable administrative actions and all required work of the Federal award have been completed and takes actions as described in §200.343 Closeout.
GrantSolutions.gov	A comprehensive grants management system that allows applicants to apply for, manage and report on the use of U.S. government funds for multiple programs. This system is used by DOT.
Budget	The financial plan for the project or program that the Federal awarding agency or pass-through entity approves during the Federal award process or in subsequent amendments to the Federal award. It may include the Federal and non-Federal share or only the Federal share, as determined by the Federal awarding agency or pass-through entity.

## 5.2. Abbreviations

Abbreviation	Term
BD	Budget Division
CA	Cooperative Agreement
DOT	Department of Transportation
EPA	Environmental Protection Agency
EQB	Puerto Rico Environmental Quality Board
ERO	External Resources Office
GAMB	Grants and Audit Management Branch
IGMS	Integrated Grants Management System
LVFC	Las Vegas Finance Center
OA	Office or Program Area
SAI	State Application Identifier



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## 6. Procedure Description

For the proper grants management process, the following procedures should be performed:


### 6.1. Grant Proposal Preparation (Pre-award Process)

- 6.1.1. The grant application process begins when the grantor issues a public notice or notification indicating the availability of grant funds for projects and programs for the upcoming fiscal year. If the announcement includes an opportunity of grant, that an AO and /or ERO has identified that endorses the mission and goals of the agency, a grant application package is requested to develop a proposal.



*For detailed steps to download the application package from Grants.gov please refer to grants.gov SOP OP-0036 section 6.3.*

- 6.1.2. Once the applicant (OA or ERO) receives the application package, sends a copy to the ERO staff or to the OA, to make a preliminary joint assessment of the grant requirements.
  - 6.1.2.1 The Program Manager prepares the work plan and the proposal budget to support the established work plan to be included in the application.
  - 6.1.2.2 The ERO staff revises the proposal budget with the Program Manager.
  - 6.1.2.3 This assessment, helps to determine the convenience and feasibility (in fiscal, technical and administrative terms) to prepare a grant proposal. If the assessment concludes unfavorable to the agency, the procedure course finishes.
- 6.1.3. If the preliminary assessment is favorable for the grant development, both the OA and the ERO, prepare a proposal draft in accordance to the grantor requirements.
  - 6.1.3.4 As a part of this assessment, ERO staff verifies the availability of matching funds before the proposal is prepared. While the OA develop the proposal text, work plan and work schedule, the ERO staff takes charge of the managerial aspects of the grant.
- 6.1.4. As applicable and/or needed during the proposal preparation, the ERO staff coordinates the corresponding review by the Human Resources Division and the Budget Division. These reviews are to verify compliance with all norms, guidelines and regulations regarding these areas, and to correct or improve the administrative content of the proposal and its grant application. Also, the application is reviewed to verify all aspects related to Human Resources, such as quantity of positions requested, salaries to be paid, classification of positions, etc. Additionally, all aspects related to budget are also reviewed such as calculations and the availability of matching funds by the BD, if applicable. This is a parallel process between the two offices and once this process is complete, the application is delivered to the ERO.

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- 6.1.5. At least four (4) weeks before the due date to submit the proposal, with a complete draft of the proposal and grant application, the OA Manager and the ERO staff perform a final review and prepare the final document including the corresponding OA Manager approval and refers the complete documentation to the President's Office.
- 6.1.6. Simultaneously, with the OA Manager referral, the ERO staff enters the grant application information in FiMaS, which is the EQB's electronic accounting system.
- 6.1.6.1. If this step is performed as a result of corrections requested by the grantor in step 6.3.1, then the ERO staff needs to create a new version of the grant application in FiMaS, in order to ensure the registration of any corrections or modifications requested by the grantor. Rerun all system related reports.



*For detailed steps to follow in the FiMaS application, please refer to the Grants Management User Manual, Section called Proposal.*


- 6.1.7. The Chairman or authorized representative reviews the proposal and grant application. Once the Chairman approves the proposal, the documents are sent to the ERO staff to complete the grant registration and submission process.

## 6.2. Grant Registration and Submission Process

- 6.2.1. At least three (3) weeks before the due date the ERO staff submits the approved application and proposal to the Puerto Rico Planning Board for intergovernmental review and control through the corresponding State Application Identifier (SAI). If the application fulfills with the SAI requirements, the documents are registered and receive an identification number for its submission.
- 6.2.2. After receiving the identification number by the SAI, the ERO staff submits the grant application package through Grants.gov at least two (2) weeks before the due date.
- 6.2.2.1. If the grant opportunity comes from the Environmental Protection Agency<sup>1</sup> (EPA), the EPA Project Officer and the Grants and Audits Management Branch (GAMB) require the following documentation to be included in the application package:
- a. SF 424 Form, Application for Federal System
  - b. SF424 A Form, Budget Information Non-Construction Programs
  - c. Budget back-up information
  - d. Work Plan
  - e. EPA Form 4700-A (Pre-Award Compliance Review Report)

<sup>1</sup> Due to its regulatory and environmental scope of action, the U.S. Environmental Protection Agency represents the EQB main source of grant funds.



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- f. Intergovernmental Review
- g. Assurances: SF-LLL-A (Disclosure Lobbying Activities), SF-424B (Assurances Non-Construction Programs)
- h. EPA Form 5700-48 (Procurement System Certification) – This form is required only for Superfund agreements
- i. Key Contact Form

6.2.2.2. The grant application package with the related documentation is submitted through Grants.gov. Only initial versions of applications need to be submitted through Grants.gov.



*For detailed steps to follow in submitting the application package through Grants.gov refer to OP-0036, section 6.4.*

6.2.2.3. All revisions to applications submitted through Grants.gov are emailed to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov). A courtesy copy is sent by email to the following offices:


- a. EPA Region II New York Office - Respective Project Officer and Grant Specialist, when applicable
- b. Caribbean Environmental Project Division (CEPD) - Respective Project Officer, when applicable
- c. EQB Respective AO

6.2.2.4. If the grant opportunity comes from the Department of Defense-US Army Corps of Engineers, the following documentation is required to be included in the application package to be sent electronically to the Defense & State Memorandum of Agreement (DSMOA) Support Liaison:

- a. Transmittal Letter with Authorizing Official's Signature and Statement that the 6 steps process of DSMOA Portal has been followed
- b. SF 424 Form, Application for Federal Assistance
- c. SF424 A Form, Budget Information Non-Construction Programs
- d. SF424B Assurances-Non Construction
- e. Certifications-lobbying, Drug free Workplace, etc.
- f. 424A DSMOA Supporting Budget Breakdown
- g. Other- State Step-Budget Summary / Budget Detail / Out-Year Budget Summary / State Pending Attachment A

Previous to submit those documents, a DSMOA Joint Execution Plan, which describes each Installation-Facilities Tasks and State Activities, should be entered in the DSMOA Portal with a proposed detail budget for each installation.


6.2.2.4 For other occasional basis grantor agencies, the documents to be submitted will depend upon the grantor application/proposal instructions.

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### **6.3. Grant Application Evaluation and Award (Award Process)**

- 6.3.1. The Department of Defense (DOD) sends a notification to the EQB informing the time-frame for the grant application. The notification date depends on the DOD schedule.
- 6.3.2. Once the notification is received, the ERO staff access the DSMOA portal to confirm that the EQB will apply for the grant.
- 6.3.3. The DOD access the DSMOA portal and authorizes the activities for which the EQB is eligible to participate. The DOD also includes the tasks and details for each activity and the due dates to comply with each one of them.
- 6.3.4. The ERO staff access the DSMOA portal, verifies the tasks breakdown, selects the ones that area applicable and saves the selection.
- 6.3.5. The DOD reviews the application and, if no changes are required, proceeds with the approval process. If changes are required, the DOD sends an email with all the changes' details. After the approval, the DOD provides a period to make any required changes to the application.
- 6.3.6. According to the DSMOA schedule, the ERO staff access the portal and breaks down the requested budget by activity and year. Once completed, the ERO staff waits for the approval or adjustment request by the DOD.
- 6.3.7. Once approved, the ERO staff uploads all signed certifications to the DSMOA portal.
  - a. Standard Form-424
  - b. Standard Form-424-A
  - c. Standard Form-424-B
  - d. Certification of Authority
  - e. Financial Reimbursement Authority
  - f. Certification Regarding Lobbying
- 6.3.8. Once all signed certifications are received by the DOD, they proceed to send the Memorandum of Agreement (MOA) with the approved budget breakdown to the EQB.
- 6.3.9. The Chairman] of the EQB signs the Memorandum of Agreement (MOA).
- 6.3.10. The ERO staff submits the signed Memorandum of Agreement (MOA) to the DOD.
- 6.3.11. The DOD signs and returns the MOA to the EQB as approved and final.




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#### **6.4. The Receipt and Review of Cooperative Agreement (Award Process)**

- 6.4.1. The grantor prepares and submits to the EQB Chairman's Office the contract, grant or Cooperative Agreement (CA) by email or other means used by the grantor agency. This agreement should include all the terms and conditions that each partaker has to follow for the proper administration. EQB does not have to submit a signed Affirmation of Award for assistance agreements.
- 6.4.2. EQB will demonstrate its commitment to carry out the award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or, 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date.
- 6.4.3. The Chairman's Office refers the award documentation to the corresponding OA Manager and the ERO staff to review it in terms of:
  - a. Amount awarded
  - b. State share
  - c. Project and budget periods
  - d. Budget information
  - e. Terms and conditions
- 6.4.4. The ERO staff and the OA Manager has, no more than two (2) weeks, to complete the review.
- 6.4.5. After the final review, if there are any comments about the award terms and conditions, the OA Manager refers them to the ERO staff.
  - a. ERO staff prepares a notice of disagreement with the award terms and conditions for the EQB Chairman's signature and sent it to EPA, either by emailing it to [Region2\\_GrantApplicationBox@epa.gov](mailto:Region2_GrantApplicationBox@epa.gov) or mailing it to:

Chief  
Grants & Audit Management Branch  
U.S. EPA Region 2  
290 Broadway, 27th Floor  
New York, NY 10007
- 6.4.6. The ERO staff distributes the original CA and copies in the following manner:
  - a. One (1) original CA for the ERO files
  - b. Copies of the award documents are distributed to the following EQB offices:
    - i. Corresponding AO
    - ii. Finance Division
    - iii. Budget Division

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## 6.5. Blue Bird Awards Process

- 6.5.1. When the award is received by EQB, the Budget Analyst prepares an acceptance letter for the EQB Chairman's approval. This document needs to, at least, disclose the award amount, grantor information, purpose and justification for the funding.
- 6.5.2. Once approved, the Budget Division of the EQB proceeds to register the amount received in FiMaS, making the corresponding allocation entries.



*For detailed steps to follow in the FiMaS application, please refer to the Grants Management User Manual, Section called Add Projects in Tree Manager.*


- 6.5.3. The Budget Analyst prepares and sends the budget entries to the Budget Division Chief for approval. Once approved, these entries are posted in FiMaS.

## 6.6. Amendments or Re-budget Process (Post-award Process)

Grant awards are subject to changes, which may occur in the middle of the grant life. These adjustments are recorded on the period in which they occur.

- 6.6.1. Quarterly, the ERO staff prepares an expense projection of each CA, in order to know or predict the remaining balance by category at the end of the budget period.
- 6.6.2. After this exercise, if a budget category is expected to show surplus, ERO staff has to coordinate a meeting with the applicable OA Manager or his/her representative to evaluate their needs and the possible uses of that surplus to address the identified needs related to the CA implementation.
- 6.6.3. Depending on the needs, a determined amount has to be decreased from any surplus category and increased (for the same amount) from the needed category of the same CA. The ERO staff and the Project Officer of the CA need to negotiate in order to settle the Budget Reprogramming. The resulting changes have to be conveyed by completing the Standard Form 424A, if requested by the EPA.
- 6.6.4. Once the Standard Form 424A is completed, it has to be sent to the EPA with a justification letter, including an explanation of all changes.
- 6.6.5. Once the EQB ERO staff receives the amendment to the Cooperative Agreement notifying that grant amounts are adjusted, the ERO and Budget Division analyze the impact of the required adjustment. This adjustment can reflect an increase or decrease in amounts.
  - a. Changes to the grant amount, by budget category, in FiMaS are not allowed before receiving an approved amendment from the EPA, to prevent charging costs to the grant, if prior approval and amendment is required.



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- 6.6.6. The Budget Division recalculates the budget figures based on adjustment amounts and corresponding budget journals are entered to adjust grant available balances. Grants and related project amounts are adjusted in the current period.



*For detailed steps to follow in the FiMaS application, please refer to the Grants Management User Manual, Section called Grant Budget Modifications*

- 6.6.7. Once the adjustments are completed, the Finance and Budget Divisions validate in FiMaS that the registered adjustments are correctly reflected in the grant funding data.
- The system must include the amendment number, which is the last digit of the award number reflected in the amendment received from the EPA.

## 6.7. Award Extensions


- At least thirty (30) days before the end of the period of availability, the ERO prepares a letter requesting a No Cost Time Extension to the grantor, which is submitted to the EQB President for approval.
- Once the letter is approved and signed by the EQB Chairman, the document is submitted to the authorized representative of the grantor for approval.
- If the request for time extension is granted, the grantor will send an amendment to the agreement to the EQB. If the extension is not approved, then the grant is not available for additional transactions.
- The Budget Division amends the budget period in FiMaS, according to the period extension approved by the grantor.



*For detailed steps to follow in the FiMaS application, please refer to the Grants Management User Manual, Section called Period Extension.*

## 6.8. Award Closeout Process

- The EQB submits all financial, performance and other reports, as required by the terms and conditions of the award, no later than ninety (90) calendar days after the end date of the performance period or by the date of a time extension (if it has been granted).
- To prevent other transactions from being recorded outside the budget period, the Budget Division personnel closes the grant in FiMaS until receipt of the Grant Closeout Confirmation Letter from EPA which triggers the official grant closeout.

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- 6.8.3. The EQB proceeds to close the award in FiMaS if all of the followings requirements have been met:
- a. The final FFR has been sent to LVFC by the ERO staff.
  - b. The EQB Finance Division staff has received and posted all payments for the corresponding award. The Finance Division verifies that this step has been completed and notifies Budget Division.
  - c. Accounts ensure all payrolls have been posted in GL.
  - d. EPA closeout letter has been received.
- 6.8.4. The ERO provides copies of the closeout letter to the Budget Division. The Budget Division contacts the Finance Division to verify that requirements b. and c. from section 6.8.3. were met.
- 6.8.5. Once the requirements are completed, the Budget Division proceeds with the official closeout of the award in FiMaS.



*For detailed steps to follow in the FiMaS application, please refer to the Grants Management User Manual, Section 7.2 Cerrar un Acuerdo Cooperativo y el Contrato.*





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## 7. Forms and Reports

### 7.1. Standard Form-424

OMB Number: 4040-0004  
Expiration Date: 8/31/2016

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b>		
<input type="checkbox"/> Preapplication		
<input type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b>		
<input type="checkbox"/> New		
<input type="checkbox"/> Continuation		
<input type="checkbox"/> Revision		
<b>* If Revision, select appropriate letter(s):</b>		
<input type="text"/>		
<b>* Other (Specify):</b>		
<input type="text"/>		
<b>* 3. Date Received:</b>		
<input type="text"/>		
<b>4. Applicant Identifier:</b>		
<input type="text"/>		
<b>5a. Federal Entity Identifier:</b>		
<input type="text"/>		
<b>5b. Federal Award Identifier:</b>		
<input type="text"/>		
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>		
<input type="text"/>		
<b>7. State Application Identifier:</b>		
<input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b>		
<input type="text"/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>		
<input type="text"/>		
<b>* c. Organizational DUNS:</b>		
<input type="text"/>		
<b>d. Address:</b>		
<b>* Street1:</b>		
<input type="text"/>		
<b>Street2:</b>		
<input type="text"/>		
<b>* City:</b>		
<input type="text"/>		
<b>County/Parish:</b>		
<input type="text"/>		
<b>* State:</b>		
<input type="text"/>		
<b>Province:</b>		
<input type="text"/>		
<b>* Country:</b>		
<input type="text" value="USA: UNITED STATES"/>		
<b>* Zip / Postal Code:</b>		
<input type="text"/>		
<b>e. Organizational Unit:</b>		
<b>Department Name:</b>		
<input type="text"/>		
<b>Division Name:</b>		
<input type="text"/>		
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b>		
<input type="text"/>		
<b>* First Name:</b>		
<input type="text"/>		
<b>Middle Name:</b>		
<input type="text"/>		
<b>* Last Name:</b>		
<input type="text"/>		
<b>Suffix:</b>		
<input type="text"/>		
<b>Title:</b>		
<input type="text"/>		
<b>Organizational Affiliation:</b>		
<input type="text"/>		
<b>* Telephone Number:</b>		
<input type="text"/>		
<b>Fax Number:</b>		
<input type="text"/>		
<b>* Email:</b>		
<input type="text"/>		



**EQB**  
ENVIRONMENTAL QUALITY BOARD  
COMMONWEALTH OF PUERTO RICO

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<b>Application for Federal Assistance SF-424</b>		
<b>* 9. Type of Applicant 1: Select Applicant Type:</b>		
<input type="text"/>		
<b>Type of Applicant 2: Select Applicant Type:</b>		
<input type="text"/>		
<b>Type of Applicant 3: Select Applicant Type:</b>		
<input type="text"/>		
<b>* Other (specify):</b>		
<input type="text"/>		
<b>* 10. Name of Federal Agency:</b>		
<input type="text"/>		
<b>11. Catalog of Federal Domestic Assistance Number:</b>		
<input type="text"/>		
<b>CFDA Title:</b>		
<input type="text"/>		
<b>* 12. Funding Opportunity Number:</b>		
<input type="text"/>		
<b>* Title:</b>		
<input type="text"/>		
<b>13. Competition Identification Number:</b>		
<input type="text"/>		
<b>Title:</b>		
<input type="text"/>		
<b>14. Areas Affected by Project (Cities, Counties, States, etc.):</b>		
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
<input type="button" value="View Attachment"/>		
<b>* 15. Descriptive Title of Applicant's Project:</b>		
<input type="text"/>		
Attach supporting documents as specified in agency instructions.		
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>





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Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant	* b. Program/Project
Attach an additional list of Program/Project Congressional Districts if needed.	
	<a href="#">Add Attachment</a> <a href="#">Delete Attachment</a> <a href="#">View Attachment</a>
<b>17. Proposed Project:</b>	
* a. Start Date:	* b. End Date:
<b>18. Estimated Funding (\$):</b>	
* a. Federal	
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	
* g. TOTAL	
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
If "Yes", provide explanation and attach	
	<a href="#">Add Attachment</a> <a href="#">Delete Attachment</a> <a href="#">View Attachment</a>
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</b>	
<input type="checkbox"/> ** I AGREE	
** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix:	* First Name:
Middle Name:	
* Last Name:	
Suffix:	
* Title:	
* Telephone Number:	Fax Number:
* Email:	
* Signature of Authorized Representative:	* Date Signed:



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### 7.2. Standard Form- 424A

#### BUDGET INFORMATION - Non-Construction Programs

OMB Number: 4040-0006  
Expiration Date: 06/30/2014

##### SECTION A - BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		\$	\$	\$	\$	\$
2.						
3.						
4.						
5. Totals		\$	\$	\$	\$	\$





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## 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	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES				
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.		\$	\$	\$
9.				
10.				
11.				
12. TOTAL (sum of lines 8-11)				

SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$	\$	\$	\$	\$
14. Non-Federal	\$				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (YEARS)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTAL (sum of lines 16 - 19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION	
21. Direct Charges:	22. Indirect Charges:
23. Remarks:	

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### 7.3. Certification Regarding Lobbying



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.

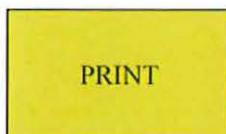
Typed Name & Title of Authorized Representative

Signature and Date of Authorized Representative

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#### 7.4. Standard Form LLL

<b>DISCLOSURE OF LOBBYING ACTIVITIES</b> Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		Approved by OMB 0348-0046
<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____ if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> 	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable:	
<b>8. Federal Action Number, if known:</b> 	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (If individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)







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### 7.5. EPA Form- 4700-4


FORM

Approved By OMB: No. 2030-0020 Expires 04-30-2012


<b>Preaward Compliance Review Report for</b> <b>All Applicants and Recipients Requesting EPA Financial Assistance</b> <i>Note: Read instructions on other side before completing form.</i>		
I.	Applicant/Recipient (Name, Address, State, Zip Code).	DUNS No.
II.	Is the applicant currently receiving EPA assistance?	
III.	List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
IV.	List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.)	
V.	List all civil rights compliance reviews of the applicant/recipient conducted by any 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. <input type="checkbox"/> Yes <input type="checkbox"/> 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). <input type="checkbox"/> Yes <input type="checkbox"/> 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. <input type="checkbox"/> Yes <input type="checkbox"/> No	
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 programs or activities? (40 C.F.R. § 5.140 and § 7.95) <input type="checkbox"/> Yes <input type="checkbox"/> No a. Do the methods of notice accommodate those with impaired vision or hearing? <input type="checkbox"/> Yes <input type="checkbox"/> No b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? <input type="checkbox"/> Yes <input type="checkbox"/> No c. Does the notice identify a designated civil rights coordinator? <input type="checkbox"/> Yes <input type="checkbox"/> No	
VIII.*	Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a))	
IX.*	Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166)	
X.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator.	
XI.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures.	
<b>For the Applicant/Recipient</b> I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized Official		B. Title of Authorized Official
		C. Date
<b>For the U.S. Environmental Protection Agency</b> I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.		
A. Signature of Authorized EPA Official		B. Title of Authorized EPA Official
		C. Date

See \*\* note on reverse side

EPA Form 4700-4 (Rev. 04/2009). Previous editions are obsolete.

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## 7.6. EPA Form- 5700-54

<p style="text-align: right;">Form Approved OMB No: 2030-0020 Approval Expires 06/30/2017</p>	
	<p style="text-align: center;"><b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b> Washington, DC 20460 <b>KEY CONTACTS FORM</b></p>
<p><b>Authorized Representative:</b> <i>Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.</i></p>	
<p>Name: _____          Title: _____          Complete Address: _____          Phone Number: _____</p>	
<p><b>Payee:</b> <i>Individual authorized to accept payments.</i></p>	
<p>Name: _____          Title: _____          Mail Address: _____          Phone Number: _____</p>	
<p><b>Administrative Contact:</b> <i>Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)</i></p>	
<p>Name: _____          Title: _____          Mailing Address: _____          Phone Number: _____          FAX Number: _____          E-Mail Address: _____</p>	
<p><b>Principal Investigator:</b> <i>Individual responsible for the technical completion of the proposed work.</i></p>	
<p>Name: _____          Title: _____          Mailing Address: _____          Phone Number: _____          FAX Number: _____          E-Mail Address: _____          Web URL: _____</p>	
<p><small>The public reporting and recordkeeping burden for this collection of information is estimated to average 30 minutes 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, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 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.</small></p> <p><small>EPA Form 5700-54 (Rev 06/2014)</small></p>	





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**ADDITIONAL KEY CONTACTS**

*(Use as many sheets as needed.)*

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Web URL: \_\_\_\_\_

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Web URL: \_\_\_\_\_

**Major Co-Investigators:** *Individual responsible for the completion of major portions of the proposed work.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Web URL: \_\_\_\_\_



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### 7.7. Standard Form- 424B

OMB Approval No. 0348-0040

#### ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

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9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL		TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED	

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Print Form

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## 7.8. Certification of Authority


DEPARTMENT OF DEFENSE/STATE MEMORANDUM OF  
AGREEMENT  
COOPERATIVE AGREEMENT  
CERTIFICATE OF AUTHORITY

I, \_\_\_\_\_, do hereby certify that \_\_\_\_\_,  
President and Executive Director of the Puerto Rico  
Environmental Quality Board, executed this Cooperative  
Agreement on behalf of the Commonwealth of Puerto Rico.  
Pursuant to Law 416 of September 22, 2004 as amended, I  
am authorized to bind the State/Territory to all terms  
and conditions of said Agreement.

IN WITNESS WHEREOF, I have made and executed this  
certification this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

\_\_\_\_\_  
Legal Division Manager

\_\_\_\_\_  
(Title)

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## 7.9. Financial Reimbursement Authority

### DEPARTMENT OF DEFENSE/STATE MEMORANDUM OF AGREEMENT

#### FINANCIAL REIMBURSEMENT AUTHORITY


I, \_\_\_\_\_, as the principal financial officer of the State/Territory of \_\_\_\_\_ do hereby certify that I have authority to sign the SF-270 Request for Reimbursement to request reimbursement on behalf of the State/Territory for actual costs incurred under the terms and conditions of the DSMOA Cooperative Agreement. Additionally, I have the authority to designate others to do so on my behalf. Accordingly, I designate that the following person(s) have authority to sign the SF-270 Request for Reimbursement to request reimbursement on behalf of the State/Territory for actual costs incurred under the terms and conditions of the DSMOA Cooperative Agreement.

_____	_____	_____
(Signature)	President (Title)	(Date)

Designated to Sign for \_\_\_\_\_:

_____	_____
(Printed Name, Title)	(Signature)
_____	_____
(Printed Name, Title)	(Signature)
_____	_____
(Printed Name, Title)	(Signature)



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## 8. Tabular Summary of Procedures

Step	Description	Official in Charge	Outcome	Time Required
6.1.1.	Request grant application package	AO or ERO	Application package request	1 day
6.1.2.	Send a copy of the application package to an ERO staff or to the OA Prepare work plan and proposal budget Revise proposal budget with Program Manager	AO or ERO  Program Manager ERO staff	Preliminary joint assessment of grant requirements	5 days (Once received)
6.1.3.	Prepare proposal draft in accordance to grantor requirements, if preliminary assessment was favorable Verify the availability of matching funds before the proposal preparation	AO and ERO  ERO staff	Proposal draft	20 days
6.1.4.	Coordinate Human Resources Division and Budget Division review	ERO staff	Proposal draft review	3 days
6.1.5.	Perform a final review, prepare the final document and refer complete documentation to the President's Office	OA Manager and ERO staff	Final review and referral to the President's Office	2 days (At least 4 weeks before submission due date)
6.1.6.	Enter grant application information in FiMaS	ERO staff	Grant information registration in FiMaS	1 day
6.1.7.	Review the proposal and grant application and send documents to ERO staff, once approved	President or authorized representative	President's review and approval	2 days
6.2.1.	Submit the approved application and proposal to the Puerto Rico Planning Board for intergovernmental review and control through the corresponding State Application Identifier (SAI)	ERO staff	Documents registration and identification number receipt (if application fulfills SAI requirements)	1 day (At least 3 weeks before the due date)
6.2.2.	Submit grant application package through Grants.gov, after receiving the SAI identification number <i>(Additional documentation and e-mail communications are required, depending on the Grantor)</i>	ERO staff	Grant application package submission	1 day (At least 2 weeks before the due date)



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Step	Description	Official in Charge	Outcome	Time Required
6.3.1	Send notification to the EQB informing the time-frame for the grant application	Department of Defense	Notification to the EQB	Subject to DOD schedule
6.3.2	Access the DSMOA portal to confirm that the EQB will apply for the grant	ERO staff	EQB confirmation for application	1 day (once the notification is received)
6.3.3	Authorize the activities for which the EQB is eligible to participate, through DSMOA portal, and also include the tasks, details and due dates for each activity	DOD	DOD authorization and activities details	Subject to DOD schedule
6.3.4	Access DSMOA portal, verifies the tasks breakdown, selects the ones that area applicable and saves the selection	ERO staff	Tasks breakdown verification	3 weeks
6.3.5	Review the application and, if no changes are required, proceeds with the approval process; if changes are required, the DOD sends an email with all the changes' details	DOD	Application review and approval	Subject to DOD schedule
6.3.6	Access the portal and breaks down the requested budget by activity and year	ERO staff	Budget breakdown by activity and year	3 weeks
6.3.7	Upload all signed certifications to the DSMOA portal: - Standard Form-424 - Standard Form-424-A - Standard Form-424-B - Certification of Authority - Financial Reimbursement Authority - Certification Regarding Lobbying	ERO staff	Signed certifications upload to DSMOA portal	1 day (once approved)
6.3.8	Send the Memorandum of Agreement (MOA) with the approved budget breakdown to the EQB	DOD	MOA with the approved budget	Subject to DOD schedule
6.3.9	Sign the Memorandum of Agreement (MOA)	EQB President	Signed MOA	1 day
6.3.10	Submit the signed Memorandum of Agreement (MOA) to the DOD	ERO staff	Signed MOA submission	1 day





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Step	Description	Official in Charge	Outcome	Time Required
6.3.11	Sign and return the Memorandum of Agreement (MOA) to the EQB	DOD	Approved and final MOA	Subject to DOD schedule
6.4.1.	Prepare and submit the contract, grant or Cooperative Agreement to the EQB President's Office	Grantor	Contract, grant or Cooperative Agreement submission	Subject to grantor schedule
6.4.2.	Demonstrate commitment by drawing down funds or not filing a notice of disagreement with the award terms and conditions	EQB	EQB's commitment	Within 21 days after EPA award or amendment mailing date
6.4.3.	Refer award documentation to the corresponding OA Manager and ERO staff for review	President's Office	Award documentation referral for review	2 days
6.4.4.	Complete review	ERO staff and OA Manager	Award documentation review	No more than 2 weeks
6.4.5.	Refer comments about award terms and conditions to the ERO staff, if any	OA Manager	Comments referral	2 days
6.4.6.	Distribute the original CA and copies to pertinent EQB Offices	ERO staff	CA and copies distribution	1 day
6.5.1.	Prepare acceptance letter for the EQB President approval, when the award is received	Budget Analyst	Acceptance letter preparation for approval	1 day
6.5.2.	Register the amount received in FiMaS	Budget Division	Amount received and allocation entries registration	1 day
6.5.3.	Prepare and send budget entries to Budget Division Chief for approval; once approved, post budget entries in FiMaS	Budget Analyst	Budget Division Chief approval and budget entries posting in FiMaS	1 day
6.6.1.	Prepare expense projection of each CA to know or predict remaining balance by category at the end of the budget period	ERO staff	CAs expense projection	1 day (Quarterly)





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Step	Description	Official in Charge	Outcome	Time Required
6.6.2.	Evaluate possible uses of budget surplus to address the identified needs related to the CA implementation, if a budget category is expected to show surplus	OA Manager and ERO staff	Evaluation of possible budget surplus uses	2 days
6.6.3.	Negotiate in order to settle a Budget Reprogramming and complete the SF 424A, if requested by the EPA	ERO staff and CA Project Officer	Budget Reprogramming and SF 424A completion	1 day
6.6.4.	Send SF 424A to EPA with a justification letter including an explanation of the changes	ERO	SF 424A and justification letter delivery to EPA	1 day
6.6.5.	Analyze the impact of the required adjustment, once the CA amendment is received	ERO and Budget Division	Adjustment impact analysis	2 days
6.6.6.	Recalculate budget figures based on the adjustment amounts and enter the corresponding budget journals to adjust grant available balances	Budget Division	Budget figures recalculation and budget journals entries	1 day
6.6.7.	Validate that the registered adjustments are correctly reflected in the grant funding data in FiMaS	Finance Division and Budget Division	Grant adjustments validation	1 day
6.7.1.	Prepare a letter to request a No Cost Time Extension and submit it for the EQB President's approval	ERO	No Cost Time Extension request letter preparation and submission for the EQB President's approval	1 day (At least 30 days before the end of the period availability)
6.7.2.	Submit the No Cost Time Extension request letter to the grantor's authorized representative for approval	ERO	No Cost Time Extension request letter submission for the grantor's approval	1 day
6.7.3.	Receive an amendment to the agreement from the Grantor, if time extension request is granted	EQB	Amendment to the agreement	3-10 days




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Step	Description	Official in Charge	Outcome	Time Required
6.7.4.	Amend the budget period in FiMaS, according to the period extension approved by the Grantor	Budget Division	Amended budget period	1 day
6.8.1.	Submit all financial, performance and other reports, as required by the award's terms and conditions	EQB	Financial, performance and other reports submission	No later than 90 calendar days after the end date of the performance period or by the date of a time extension
6.8.2.	Close the grant in FiMaS to prevent other transactions from being recorded outside the budget period	Budget Division	Grant closing in FiMaS	1 day
6.8.3.	Close the award in FiMaS, if all requirements are met	EQB	Award closing in FiMaS	1 day
6.8.4.	Provide copies of the closeout letter to the Budget Division Contact Finance Division to verify that requirements were met	ERO Budget Division	Closeout letter requirements verification	1 day
6.8.5.	Proceed with the award's official closeout in FiMaS	Budget Division	Award's official closeout	1 day

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## 9. Document Revision Table

Revision Number	Revision Date	Section	Modification	Justification
1.0	2/5/2010	All	Initial Document	Initial Document
2.0	6/17/2010	All	General modifications	EPA requested modification
3.0	9/30/2013	6.4	Update to reflect current processes	EPA requested modification
4.0	11/5/2013	6.4	Minor Comments	EPA recommended modification
5.0	12/21/2015	All	Changes in current process	Internal controls strengthening and enforcement



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