

Appendix #5

Requirements of Funded Projects

****This information is only relevant to applicants once their final application has been accepted.**

Reporting Requirements

Grantees must submit quarterly progress reports as well as a final report. Report requirements include cost tracking, programmatic reporting, and tracking of performance metrics. Alliance for the Great Lakes (Alliance) will provide grantees with the format of interim and final reports upon award. Information in grantee reports will be used by Alliance and EPA in public communication materials and performance reports.

Procurement Requirements

The source of CPGP is federal funding. Therefore, funded projects must adhere to federal requirements regarding contracting, sub-awards, and purchases. These include multiple bids for procurements above \$10,000 (2 C.F.R. 200), good-faith efforts to employ Disadvantaged Business Enterprises (40 C.F.R. 33.301). For more information on budget categories and procurement requirements associated with this funding, applicants should refer to:

Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements online at: <https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-andequipment-under-epa-assistance-agreements>

AWARD ANNOUNCEMENTS

Grants will be announced at one or two public events (in-person or virtual) in April 2027. Grantees are expected to participate in at least one of these events.

Collaboration

Grantees will be encouraged to participate in 2 Annual Learning Exchange meetings during the period of the award, to be held within the Southern Lake Michigan region or online. Travel funds for these meetings may be included in proposal budgets. Grantees may be offered the opportunity to participate in other regional CPGP events outside of the Southern Lake Michigan basins aimed at sharing progress and results with organizations throughout the region, including CPGP meetings and workshops.

Sharing of Data & Results

Grantees are required to make project data (including monitoring and modeling data), results, and other project information publicly available and readily shareable within one year of project completion. Should this present a problem with proprietary or personal information, contact Alliance to discuss it in advance of the application. Additionally, applicants are expected to share project information and results at the collaboration and technology transfer meetings described above.

Audits

Applicants with independent audits or audited financial statements must make them available to Alliance within one month of receipt. Alliance conducts periodic on-site audits of financial records and programmatic progress of all grantees.

Reimbursement

Reimbursement requests shall be submitted at least quarterly and at most monthly. As noted elsewhere, applicants must begin incurring costs against the grant within the first reporting period following the award.

Other Federal Cost Requirements: Costs under this grant must be reasonable, allowable, allocable, and necessary to the supported project in accordance with 2 CFR Part 200, Subpart E, and must adhere to the general procurement standards set forth in 2 CFR 200.318 and the “Consultant Fee Cap” set forth in 2 CFR 1500.9.

For guidance on these requirements, applicants should refer to the General Budget Development Guidance for Applicants/Recipients of EPA Financial Assistance, which explains the reasonable, allowable, allocable, and necessary cost requirements (page 2) and procurement standards (page 23): <https://www.epa.gov/grants/rain-2019-g02-r2>

Quality Assurance Project Plans (QAPPs)

All projects selected for funding by CPGP will undergo a Quality Assurance (QA) review by EPA and may require an EPA-approved Quality Assurance Project Plan (QAPP) prior to starting project activities. This includes projects that collect or utilize environmental data (including use of secondary data), water-quality models, or similar tools and information for decision-making. This also includes habitat restoration projects or green infrastructure installations where soil is moved. Alliance will recommend a preferred provider of QAPPs to grantees who don’t have a provider. Draft QAPPs must be submitted for review no more than 60 days prior to beginning project work that triggers a need for a QAPP, such as data collection, data use, or to provide sufficient time for review. Grant recipients are responsible for the development of an approved QAPP and must identify within the proposal how they plan to complete the QAPP (for example, through contractual support or in-house). Projects determined to need a QAPP must have a fully-approved QAPP within the first year of the award and, again, no more than 60 days prior to the

start of project components which collect or utilize environmental data. Alliance will assist grantees in coordinating QAPP submittals to EPA.

Applicants can learn more about QAPP requirements at:

<https://www.epa.gov/great-lakes-funding/glnpos-quality-assurance-resources-site-granteessupporting-great-lakes>

<https://www.epa.gov/quality/epa-qar-5-epa-requirements-quality-assurance-project-plans>

Applicants unfamiliar with the QAPP development and approval process may contact Alliance for assistance in QAPP planning prior to proposal submittal. Please note that EPA's QA review will provide instructions for the type of QAPP and level of information needed for individual projects.