

# Step 2 – Accepting the Grant Award

YOU DID IT!  
CONGRATULATIONS

EPA has selected you to  
receive a Grant Award!

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## Finalizing the Grant Award

After your selection, EPA will work with you to finalize the specifics of the award. A number of items may need to be addressed during this time, such as:

- Budget costs
- Workplan specifics
- Pre-award issues
- and more...

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## Receiving the Award Agreement

After EPA finalizes your award, you will receive an Electronic Grant Award Agreement via email, which will include the following:

1. Your application
2. The Award document (including project budget)
3. Terms & Conditions of the award
4. Additional documentation

**Before you accept the award agreement, it's important that you review and understand the award document completely.**

Details on accepting the award are included in the agreement.

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### Reviewing the Grant Award

When you receive the grant award, double check the following to ensure the same information appears on both the award and your application:

1. **The Grant Award Amount**
2. **The Project Time Period**
3. **The Budget Summary** (including Indirect Costs)
  - Contact your assigned Grant Specialist if you have questions about **Indirect Cost Rates**
4. **Cost-share Total** (if applicable)

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### Budget Summary Review

The budget summary should appear as it does in your application. Though occasionally, EPA project officers negotiate budget changes with applicants during the award phase.

The award document reflects these negotiations, so differences can appear between your proposed budget and the awarded budget.

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## Terms & Conditions Review

Your Grant Award will include at least two types of Terms & Conditions:

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## Recipient's Accounting Requirements

Many of EPA's recipient's manage multiple grant awards simultaneously.

Ensure that your accounting system can perform the following functions:

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## Administrative Conditions:

Explains payment procedures, applicable regulations, legal requirements, and required administrative reports.

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## Programmatic Conditions:

Details reporting and special performance requirements.

The Terms & Conditions section can be several pages long, but it contains essential information that warrants your thorough review.

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- 1) For organizations with multiple federal grants, funding from each grant should be kept separate from all other grants in the system.
- 2) For each grant, the system should show the total amount received and the total amount spent at any given point in time.

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EPA requires these accounting measures to help recipients maintain accurate records and keep funding from being commingled (mixed) and used on the wrong project (which is a violation of EPA grant regulations and may also be a statutory violation).

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### Access to Payments

ASAP works like “on-line banking” and is the preferred payment-method for EPA grants. EFT is available for special circumstances.

When EPA awards your grant, an EPA financial management office will contact you about how to enroll in ASAP.

You can find additional information about enrolling in ASAP at:

<http://www.fms.treas.gov/asap/>

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### Access to Payments

EPA uses two payment methods to administer grant funds:

1. Automated Standard Application for Payments (ASAP)
2. Electronic Funds Transfer (EFT)

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### Acceptance

If you have major concerns with the grant agreement, discuss these with your Project Officer and Grant Specialist as soon as possible.

Receiving federal funding can seem a little daunting at first, so we recommend that you work closely with your Project Officer and Grant Specialist to help you through any troubling issues.

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### Moving from Applicant to Recipient

After you review and accept your award agreement with EPA, your organization takes on the role of **Grant Recipient** and is now responsible for complying with the specific Terms & Conditions of the award as well as the applicable regulations and policies.

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### Let's Recap

Budget costs, work-plan specifics, and other pre-award issues may be addressed as your award is finalized.

If a recipient receives multiple awards, the funding for each award must be kept separate in the recipient's accounting system to prevent commingling (mixing) of funds.

The Terms & Conditions section of the grant award has lengthy, detailed descriptions of the requirements for the grant.

A recipient should thoroughly review the award document before accepting it.

Direct any questions to the Project Officer and Grants Specialist.

EPA issues grant funding through the ASAP method which works like on-line banking .

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