SPAPs GRANT CLOSEOUT PACKAGE

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GUIDANCE AND FORMS FOR CLOSING AN ASSISTANCE AGREEMENT

Information and Instructions

Closeout Checklist

MBE/WBE Reporting Forms (EPA Form 5700-52A)

Outlay Report and Request for Reimbursement for Construction Programs (SF271)

Lobbying Certification (EPA Form 5700-53) (only for grants made with funds appropriated in fiscal years 2000-2005)

Environmental Results Form

ENVIRONMENTAL PROTECTION AGENCY
REGION 4 -GRANTS MANAGEMENT OFFICE
61 FORSYTH STREET
ATLANTA, GEORGIA 30303

http://epa.gov/region4/grants/

March 19, 2008

INFORMATION and INSTRUCTIONS for CLOSING YOUR AGREEMENT

It is EPA policy that all assistance agreements be closed within 180 days of the project end date. If you need a time extension you must notify EPA in writing with the supporting reasons **at least 60 days before the end date specified in the original award.**

FINAL REPORTS AND SUBMITTALS

A final "**Outlay Report and Request for Reimbursement for Construction Programs"** (SF 271) is due 90 days after the end of the project period (see FSR and FSR guidance).

The **Assistance Agreement Closeout Checklist** must be completed and returned with your final FSR.

The attached **Lobbying and Litigation Certificate** must be completed and returned with your final Financial Status Report (FSR) and Closeout Checklist. This certificate is required for grants made with funds appropriated in fiscal years 2000-2005.

A **final technical or performance report** is required and is due 90 days after the end of the project period. A condition on your award will indicate whether a final report is required and generally what it should contain.

An **MBE/WBE report** is required in accordance with the terms and conditions of your award (see Disadvantaged Business Enterprise (DBE) requirements).

NOTE: If the required **reports/deliverables have not been received** within 90 days after expiration of the project period and a time extension has not been granted or requested, you will be notified of the overdue status. **150 days after expiration** you will receive a notice of noncompliance; **180 days after expiration**, EPA will initiate a notice of intent to impose sanctions for noncompliance to be issued by the EPA award official.

REGION 4
ASSISTANCE AGREEMENT CLOSEOUT CHECKLIST

(Complete and return within 90 days of project period end date.)

Return to: **Grants Management Office**
U.S. Environmental Protection Agency
61 Forsyth Street
Atlanta, GA 30303-8960

Applicant:_____ **Assistance Number:** _____

Applicant Contact:_____ **Phone:** _____

Program:_____ **Project End Date:** _____

EPA Contact: _____

	YES	NO
A. TECHNICAL/PERFORMANCE REPORTS **Have final technical/performance reports along with environmental results been submitted to the EPA Project Officer in accordance with the terms and conditions of the award and statement of work (if applicable)?** **If no, complete the reports and submit with this checklist or explain and request an extension for submittal date.**	_____	_____
B. FINAL REIMBURSEMENT REQUEST **Has final reimbursement request been submitted to EPA?**	_____	_____

	YES	NO
C. MINORITY/WOMEN OWNED BUSINESS UTILIZATION REPORT **(EPA Form 5700-52A)** **Has the report been completed and submitted?**	_____	_____
D. SUPPLIES **Are there unused supplies acquired under the grant with a residual aggregate fair market value in excess of $5,000 remaining?** **If "YES," indicate one of the following disposal options:** **Continue to use supplies on this or other Federally sponsored projects?** **Compensate EPA for its share. (Attach check)**	_____	_____
E. EQUIPMENT ***(NOTE: States may manage and dispose of equipment in accordance with State laws. All other recipients must complete the following.)*** **Is there equipment acquired under the grant with a fair market value per unit in excess of $5,000?** **If "YES," indicate one of the following disposal options:** **Continue to use the equipment on this and/or other Federally funded projects.** **Keep or sell the equipment and compensate EPA for its share of the current fair market value.**	_____ _____	_____ _____

	YES	NO
F. LOBBYING CERTIFICATION **Are the lobbying certification forms (EPA Form 5700-53 (rev.2- 02 and SF LLL) enclosed?**	_____	_____

Submitted by: _____ **Date:** _____

Title: _____ **Phone:**_____

E-mail address: _____

OMB CONTROL NO.2090-0025
APPROVED: 10/31/06
APPROVAL EXPIRES: 10/31/09

U.S. ENVIRONMENTAL PROTECTION AGENCY
MBE/WBE UTILIZATION UNDER FEDERAL GRANTS, COOPERATIVE AGREEMENTS, AND INTERAGENCY AGREEMENTS

PART 1. (Reports are required even if no procurements are made during the reporting period.)

1A. FEDERAL FISCAL YEAR 200_____	1B. REPORTING PERIOD (Check ALL appropriate boxes) 9 1st (Oct-Dec) 9 2nd (Jan-Mar) 9 3rd (Apr-Jun) 9 4th (Jul-Sep) 9 Annual 9 Check if this is the last report for the project (Project completed).
1C. REVISION OF A PRIOR REPORT? Y or N Year: _____ Quarter: _____	BRIEFLY DESCRIBE THE REVISIONS YOU ARE MAKING:

2A. EPA FINANCIAL ASSISTANCE OFFICE ADDRESS (ATTN: DBE Coordinator)		3A. RECIPIENT NAME AND ADDRESS	
2B. EPA DBE COORDINATOR Name: E-mail:	2C. PHONE: Fax:	3B. RECIPIENT REPORTING CONTACT: Name: E-mail:	3C. PHONE: Fax:
4A. FINANCIAL ASSISTANCE AGREEMENT ID NUMBER (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.)		4B. FEDERAL FINANCIAL ASSISTANCE PROGRAM TITLE or CFDA NUMBER:	

5A. TOTAL ASSISTANCE AGREEMENT AMOUNT (SRF State Recipients, refer to Instructions for Completion of blocks 4A, 5A and 5C.) EPA Share: $_____ Recipient Share: $_____	5B. If NO procurement and NO accomplishments were made this reporting period, check and skip to Block No. 7. (Procurements are all expenditures through contract, order, purchase, lease or barter of supplies, equipment, construction, or services needed to complete Federal assistance programs. Accomplishments, in this context, are procurements made with MBEs and/or WBEs. 9

5C. **Total Procurement and MBE/WBE Accomplishments This Reporting Period**
(Only include amount not reported in any prior reporting period)

Were sub-awards issued under this assistance agreement? Yes___ _ No____ Were contracts issued under this assistance agreement ? Yes____ No____

Total Procurement Amount $_____ (Include total dollar values awarded by recipient, sub-recipients and SRF loan recipients.)

Actual MBE/WBE Procurement Accomplished:
(Include total dollar values awarded by recipient, sub-recipients, SRF loan recipients and Prime Contractors.)

	Construction	Equipment	Services	Supplies	Total
$MBE:	_____	_____	_____	_____	_____
$WBE:	_____	_____	_____	_____	_____

6. COMMENTS: (If no MBE/WBE procurements were accomplished during the reporting period, please explain what steps you are taking to achieve the MBE/WBE Program requirements specified in the terms and conditions of the Assistance Agreement.)

7. NAME OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	TITLE
8. SIGNATURE OF RECIPIENT'S AUTHORIZED REPRESENTATIVE	DATE

MBE/WBE PROCUREMENTS MADE DURING REPORTING PERIOD
EPA Financial Assistance Agreement Number: _____

1. Procurement Made By			2. Business Enterprise		3. $ Value of Procurement	4. Date of Award MM/DD/YY	5. Type of Product or Services[A] (Enter Code)	6. Name/Address/Phone Number of MBE/WBE Contractor or Vendor
Recipient	Sub-Recipient and/or SRF Loan Recipient	Prime	Minority	Women				

Type of product or service codes:

1 = Construction 2 = Supplies 3 = Services 4 = Equipment

Note: Refer to Terms and conditions of your Assistance Agreement to determine the frequency of reporting. Recipients are required to submit MBE/WBE reports to EPA beginning with the Federal fiscal year quarter the recipients receive the award, continuing until the project is completed.

Instructions:

A. General Instructions:

MBE/WBE utilization is based on Executive Orders 11625, 12138, 12432, P.L. 102-389 and EPA Regulations Part 30 and 31. EPA Form 5700-52A must be completed by recipients of Federal grants, cooperative agreements, or other Federal financial assistance which involve procurement of supplies, equipment, construction or services to accomplish Federal assistance programs.

Recipients are required to report 30 days after the end of each federal fiscal quarter or annually, per the terms and conditions of the financial assistance agreement. Submission dates are January 30, April 30, July 30, and October 30. The submission date for annual reports is October 30. MBE/WBE program requirements, including reporting, are material terms and conditions of the financial assistance agreement.

B. Definitions:

Procurement is the acquisition through contract, order, purchase, lease or barter of supplies, equipment, construction or services needed to accomplish Federal assistance programs.

A contract is a written agreement between an EPA recipient and another party (also considered "prime contracts") and any lower tier agreement (also considered "subcontracts") for equipment, services, supplies, or construction necessary to complete the project. This definition excludes written agreements with another public agency. This definition includes personal and professional services, agreements with consultants, and purchase orders.

A minority business enterprise (MBE) is a business concern that is (1) at least 51 percent owned by one or more minority individuals, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more of the minority owners.

U.S. citizenship is required. Recipients shall presume that minority individuals include Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, or other groups whose members are found to be disadvantaged by the Small Business Act or by the Secretary of Commerce under section 5 of Executive order 11625. The reporting contact at EPA can provide additional information.

A woman business enterprise (WBE) is a business concern that is, (1) at least 51 percent owned by one or more women, or, in the case of a publicly owned business, at least 51 percent of the stock is owned by one or more women and (2) whose daily business operations are managed and directed by one or more of the women owners.

Business firms which are 51 percent owned by minorities or women, but are in fact managed and operated by non-minority individuals do not qualify for meeting MBE/WBE procurement goals. U.S. Citizenship is required.

The following affirmative steps for utilizing MBEs and WBEs must be documented. Such documentation is subject to EPA review upon request:

1. Include of MBEs/WBEs on solicitation lists.
2. Assure that MBEs/WBEs are solicited once they are identified.
3. Divide total requirements into smaller tasks to permit maximum MBE/WBE participation, where feasible.
4. Establish delivery schedules which will encourage MBE/WBE participation, where feasible.
5. Encourage use of the services of the U.S. Department of Commerce's Minority Business Development Agency (MBDA) and the U.S. Small Business Administration to identify MBEs/WBEs.
6. Require that each party to a subgrant, subagreement, or contract award take the affirmative steps outlined here.

C. Instructions for Part I:

1a. Specify Federal fiscal year this report covers. The Federal fiscal year runs from October 1st through September 30th (**e.g. November 29, 2005 falls within Federal fiscal year 2006**)

1b. Check applicable reporting box, quarterly or annually. Also indicate if this is the last report for the project.

1c. Indicate if this is a revision to a previous year or quarter, and provide a brief description of the revision you are making.

2a-c. Please refer to your financial assistance agreement for the mailing address of the EPA financial assistance office for your agreement.

The “EPA DBE Reporting Contact” is the DBE Coordinator for the EPA Region from which your financial assistance agreement was originated. For a list of DBE Coordinators please refer to the EPA OSDBU website at www.epa.gov/osdbu. Click on “Regional Contacts” for the name of your coordinator.

3a-c. Identify the agency, state authority, university or other organization which is the recipient of the Federal financial assistance and the person to contact concerning this report.

4a. Provide the Assistance Agreement or Interagency Agreement number assigned by EPA. A separate report must be submitted for each Assistance Agreement or Interagency Agreement.

***For SRF recipients**: In box 4a list numbers for ALL open Assistance Agreements. SRF recipients will report activity for all Agreements on one form.

4b. Refer back to Assistance Agreement document for this information.

5a. Provide the total amount of the Assistance Agreement which includes Federal funds plus recipient matching funds and funds from other sources.

***For SRF recipients only**: SRF recipients will not enter an amount in 5a. Please leave 5a blank.

5b. Self-explanatory.

5c. State whether or not sub-awards and/or subcontracts have been issued under the assistance agreement by indicating “yes” or “no”.

Provide the total dollar amount of all contracts/procurements awarded this reporting period by the recipient and all sub-recipients, and SRF loan recipients. For example: Actual dollars for procurement from the procuring office; actual contracts let from the contracts office; actual goods, services, supplies, etc., from other sources including the central purchasing/ procurement centers).

Where requested, also provide the total dollar amount of all MBE/WBE procurement awarded during this reporting period by the recipient, sub-recipients, SRF loan recipients, and prime contractors in the categories of construction, equipment, services and supplies. These amounts include the Federal, State and local shares in the procurement awards.

***For SRF recipients only**: In 5c please enter the total procurement amount for the quarter under all of your SRF Assistance Agreements. The figure reported in this section is **not** directly tied to an individual Assistance Agreement identification number. **(SRF state recipients report state procurements in this section)**

6. If there were no MBE/WBE accomplishments this reporting period, please briefly explain what steps you are taking in furtherance of the MBE/WBE requirements specified in the terms and conditions of the Assistance Agreement.

7. Name and title of official administrator or designated reporting official.

8. Signature and month, day year report submitted.

D. Instructions for Part II:

For each MBE/WBE procurement made under this assistance agreement during the reporting period, provide the following information:

1. Check whether this procurement was made by the recipient, sub-recipient/SRF loan recipient, or the prime contractor.

2. Check either the MBE or WBE column. If a firm is both an MBE and WBE, the recipient may choose to count the entire procurement towards EITHER its MBE or WBE accomplishments. The recipient may also divide the total amount of the procurement (using any ratio it so chooses) and count those divided amounts toward its MBE and WBE accomplishments. If the recipient chooses to divide the procurement amount and count portions toward its MBE and WBE accomplishments, please state the appropriate amounts under the MBE and WBE columns on the form. **The combined MBE and WBE amounts for that MBE/WBE contractor must not exceed the “Value of the Procurement” reported in column #3**

3. Dollar value of procurement.

4. Date of award, shown as month, day, year. Date of award is defined as the date the contract or procurement was awarded, **not** the date the contractor received payment under the awarded contract or procurement, unless payment occurred on the date of award. **(Where direct purchasing is the procurement method, the**

date of award is the date the purchase was made)

5. Using codes at the bottom of the form, identify type of product or service acquired through this procurement (eg., enter 1 if construction, 2 if supplies, etc).

6. Name, address, and telephone number of MBE/WBE firm.

**This data is requested to comply with provisions mandated by: statute or regulations (40 CFR Part 30 and 31); OMB Circulars; or added by EPA to ensure sound and effective assistance management. Accurate, complete data are required to obtain funding, while no pledge of confidentiality is provided.

The public reporting and recording burden for this collection of information is estimated to average l hour per response annually. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclosure or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating, and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

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, OPPE Regulatory Information Division, U.S. Environmental Protection Agency (2136), 1200 Pennsylvania Avenue, NW, Washington, D.C. 20460. Include the OMB Control number in any correspondence. Do not send the completed form to this address.

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS (See instructions on back)	OMB APPROVAL NO. 0348-0002	PAGE OF PAGES
	1. TYPE OF REQUEST ☐ FINAL ☐ PARTIAL	2. BASIS OF REQUEST ☐ CASH ☐ ACCRUAL
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED	4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY	5. PARTIAL PAYMENT REQUEST NO.
6. EMPLOYER IDENTIFICATION NUMBER / 7. RECIPIENT'S ACCOUNT NUMBER OR IDENTIFYING NUMBER	PERIOD COVERED BY THIS REQUEST FROM *(Month, day, year)*	TO *(Month, day, year)*
9. RECIPIENT ORGANIZATION *Name:* *No. and Street:* *City, State and ZIP Code:*	10. PAYEE *(Where check is to be sent if different than item 9)* *Name:* *No. and Street:* *City, State and ZIP Code:*	

11. STATUS OF FUNDS

CLASSIFICATION	PROGRAMS -- FUNCTIONS -- ACTIVITIES (a)	(b)	(c)	TOTAL
a. Administrative expense	$	$	$	$ 0.00
b. Preliminary expense				0.00
c. Land, structures, right-of-way				0.00
d. Architectural engineering basic fees				0.00
e. Other architectural engineering fee				0.00
f. Project inspection fees				0.00
g. Land development				0.00
h. Relocation expense				0.00
i. Relocation payments to individuals and businesses				0.00
j. Demolition and removal				0.00
k. Construction and project improvement cost				0.00
l. Equipment				0.00
m. Miscellaneous cost				0.00
n. Total cumulative to date *(sum of lines a thru m)*	0.00	0.00	0.00	0.00
o. Deductions for program income				0.00
p. Net cumulative to date *(line n minus line o)*	0.00	0.00	0.00	0.00
q. Federal share to date				0.00
r. Rehabilitation grants (100% reimbursement)				0.00
s. Total Federal share *(sum of lines q and r)*	0.00	0.00	0.00	0.00
t. Federal payments previously requested				0.00
u. Amount requested for reimbursement	$	$	$	$ 0.00
v. Percentage of physical completion of project	%	%	%	%

12. CERTIFICATION			
I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.	a. RECIPIENT	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE REPORT SUBMITTED
		TYPED OR PRINTED NAME AND TITLE	TELEPHONE *(Area code, number, and extension)*
	b. REPRESENTATIVE CERTIFYING TO LINE 11V	SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	DATE SIGNED
		TYPED OR PRINTED NAME AND TITLE	TELEPHONE *(Area code, number, and extension)*

INSTRUCTIONS

Public reporting burden for this collection of information is estimated to average 60 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 (0348-0004), 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.

Please type or print legibly. Items 3, 4, 5, 8, 9, 10, 11s and 11v are self explanatory; specific instructions for other items are as follows:

Item	*Entry*
1	Mark the appropriate box. If the request is final, the amounts billed should represent the final cost of the project.
2	Show whether amounts are computed on an accrued expenditure or cash disbursement basis.
6	Enter the Employer Identification Number (EIN) assigned by the U.S. Internal Revenue Service or FICE (institution) code if requested by the Federal agency.
7	This space is reserved for an account number or other identifying number that may be assigned by the recipient.
11	The purpose of vertical columns (a) through (c) is to provide space for separate cost breakdowns when a large project has been planned and budgeted by program, function or activity. If additional columns are needed, use as many additional forms as needed and indicate page number in space provided in upper right; however, the summary totals of all programs, functions, or activities should be shown in the "total" column on the first page. All amounts are reported on a cumulative basis.
11a	Enter amounts expended for such items as travel, legal fees, rental of vehicles and any other administrative expenses. Include the amount of interest expense when authorized by program legislation. Also show the amount of interest expense on a separate sheet.
11b	Enter amounts pertaining to the work of locating and designing, making surveys and maps, sinking test holes, and all other work required prior to actual construction.
11c	Enter all amounts directly associated with the acquisition of land, existing structures and related right-of-way.
11d	Enter basic fees for services of architectural engineers.
11e	Enter other architectural engineering services. Do not include any amounts shown on line d.
11f	Enter inspection and audit fees of construction and related programs.
11g	Enter all amounts associated with the development of land where the primary purpose of the grant is land improvement. The amount pertaining to land development normally associated with major construction should be excluded from this category and entered on line k.
11h	Enter the dollar amounts used to provide relocation advisory assistance and net costs of replacement housing (last resort). Do not include amounts needed for relocation administrative expenses; these amounts should be included in amounts shown on line a.
11i	Enter the amount of relocation payments made by the recipient to displaced persons, farms, business concerns, and nonprofit organizations.
11j	Enter gross salaries and wages of employees of the recipient and payments to third party contractors directly engaged in performing demolition or removal of structures from developed land. All proceeds from the sale of salvage or the removal of structures should be credited to this account; thereby reflecting net amounts if required by the Federal agency.
11k	Enter those amounts associated with the actual construction of, addition to, or restoration of a facility. Also, include in this category, the amounts for project improvements such as sewers, streets, landscaping, and lighting.
11l	Enter amounts for all equipment, both fixed and movable, exclusive of equipment used for construction. For example, permanently attached laboratory tables, built-in audio visual systems, movable desks, chairs, and laboratory equipment.
11m	Enter the amounts of all items not specifically mentioned above.
11n	Enter the total cumulative amount to date which should be the sum of lines a through m.
11o	Enter the total amount of program income applied to the grant or contract agreement except income included on line j. Identify on a separate sheet of paper the sources and types of the income.
11p	Enter the net cumulative amount to date which should be the amount shown on line n minus the amount on line o.
11q	Enter the Federal share of the amount shown on line p.
11r	Enter the amount of rehabilitation grant payments made to individuals when program legislation provides 100 percent payment by the Federal agency.
11t	Enter the total amount of Federal payments previously requested, if this form is used for requesting reimbursement.
11u	Enter the amount now being requested for reimbursement. This amount should be the difference between the amounts shown on lines s and t. If different, explain on a separate sheet.
12a	To be completed by the official recipient official who is responsible for the operation of the program. The date should be the actual date the form is submitted to the Federal agency.
12b	To be completed by the official representative who is certifying to the percent of project completion as provided for in the terms of the grant or agreement.

Form Approved OMB NO. 2030-0020 Approval Expires 12/3/02

LOBBYING AND LITIGATION CERTIFICATION FOR GRANTS AND COOPERATIVE AGREEMENTS*

INSTRUCTIONS:
* At project completion, complete this form pursuant to the 2001 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-377, Section 424 and 2000 Department of Veterans Affairs and Housing and Urban Development, and Independent Appropriations Act, Public Law 106-74, Section 426 and any other subsequent Appropriation Act requirements.

Please mail this form to your EPA Grant Specialist within 90 days of project completion. DO NOT send this information to the Office of Management & Budget.

Assistance Agreement Number(s):

_____

_____

_____

I hereby certify that none of these funds have been used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.

_____ _____
Signature of the Chief Executive Officer Date

_____
Print Name

Burden Statement - The annual public reporting and record keeping burden for this collection of information is estimated to average 5 minutes per respondent. Burden means the total time, effort, or financial resources expended by persons to generate, maintain, retain, or disclose or provide information to or for a Federal agency. This includes the time needed to review instructions; develop, acquire, install, and utilize technology and systems for the purposes of collecting, validating and verifying information, processing and maintaining information, and disclosing and providing information; adjust the existing ways to comply with any previously applicable instructions and requirements; train personnel to be able to respond to a collection of information; search data sources; complete and review the collection of information; and transmit or otherwise disclose the information. An agency may not conduct or sponsor, and a person is not required to respond to , a collection of information unless it displays a currently valid OMB control number. The OMB control numbers for EPA's regulations are listed in 40 CFR Part 9 and 48 CFR Chapter 15.

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, Regulatory Information Division, U.S. Environmental Protection Agency, Ariel Rios Building, 1200 Pennsylvania Avenue, N.W., Mail Code 3213A, Washington, DC 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, 725 17th Street, N.W., Washington, DC 20503, Attention: Desk Officer for EPA. Include the EPA ICR number and OMB control number in any correspondence.

CLOSE OUT DOCUMENTATION OF ENVIRONMENTAL RESULTS FOR DRINKING WATER PROJECTS			
Project Name	**Grant Number**		
Watershed Name & 8-digit USGS Cataloging No.(1)			
EPA Strategic Plan Goals	**Environmental Result**	**Environmental Output**	**Env Measures**
1. EPA Goal 2: Safe and Clean Water. **Objective 1:** Protect human health by reducing exposure to contaminants in drinking water (including protecting source waters), in fish and shellfish, and in recreational waters. **Subobjective 2.1.1.** Water Safe to Drink.	Eliminates households currently served by wells or water supplies with potential health hazards.	Population served by the project.	
		Capacity of New Plant (MGD)	
		Increase capacity of Plant Upgrade (MGD)	
		Storage Capacity of New Water Tank (MG)	
		Storage Capacity of New Reservoir (MG)	
		Water Line Extensions (LF)	
		Water Line Rehab (LF)	
	Purpose of Project (Select as many as applies)	Compliance /Public Health (Y/N)	
		Conservation (Y/N)	
		Regionalization/Consolidation (Y/N)	
		Security (Y/N)	
		Infrastructure Improvement (Y/N)	
2 EPA Goal 4: Healthy Communities and Ecosystems. **Objective 3:** Protect, sustain, and restore the health of natural habitats & ecosystems. **Subobjective 4.3.2:** Net gain/loss in number of acres of wetlands. No. of watershed-based wetlands and stream corridor projects.	Protects, enhances, or creates wetlands (acres), riparian buffers (stream miles), or habitat for threatened/endangered (T/E) species (acres).	Acres of wetlands	
		Miles of buffer	
		Acres of T/E habitat	
3 EPA Goal 5: Compliance and Environmental Stewardship. **Objective 2:** Improve environmental performance through compliance with environmental requirements, pollution prevention, and promoting environmental stewardship.	Implements water conservation	Results in water conservation (MGD)	
	Implement Energy conservation	Results in energy conservation (BTUs)	

CLOSEOUT DOCUMENTATION OF ENVIRONMENTAL RESULTS FOR WASTEWATER and STORMWATER PROJECTS			
Project Name	**Grant Number**		
Watershed Name & 8-digit USGS Cataloging No.(1)			
EPA Strategic Plan Goals	**Environmental Result**	**Environmental Output**	**Env Measures**
1. EPA Goal 2: Safe and Clean Water. **Objective 2:** Protect the quality of rivers, lakes, and streams on a watershed basis and protect coastal and ocean waters. **Subobjective 2.2.1.** Protect and improve water quality on a watershed basis.	Provide wastewater treatment capacity to households	Population served by the project.	
		Capacity of New Plant (MGD)	
		Increase capacity of Plant Upgrade (MGD)	
		Storage Capacity of New Reservoir (MG)	
		Sewer Extensions (LF)	
		Sewer Rehab (LF)	
	Reduce the load of pollutants discharged to waters of the U.S. Purpose of Project (Select as many as applies)	Compliance /Public Health (Y/N)	
		Conservation/Reuse (Y/N)	
		Regionalization/Consolidation (Y/N)	
		Security (Y/N)	
		Infrastructure Improvement (Y/N)	
		Improve or Maintain Water Quality (Y/N)	
		Stormwater control (Y/N)	
	Improve discharge to impaired water body	Is receiving water body impaired? (Y/N)	
2 EPA Goal 4: Healthy Communities and Ecosystems. **Objective 3:** Protect, sustain, and restore the health of natural habitats & ecosystems. **Subobjective 4.3.2:** Net gain/loss in number of acres of wetlands. No. of watershed-based wetlands and stream corridor projects.	Protects, enhances, or creates wetlands (acres), riparian buffers (stream miles), or habitat for threatened/endangered (T/E) species (acres).	Acres of wetlands	
		Miles of buffer	
		Acres of T/E habitat	
3 EPA Goal 5: Compliance and Environmental Stewardship. **Objective 2:** Improve environmental performance through compliance with environmental requirements, pollution prevention, and promoting environmental stewardship.	Implements water conservation	Results in water conservation (MGD) including water reuse	
	Implement energy conservation	Results in energy conservation (BTUs)	