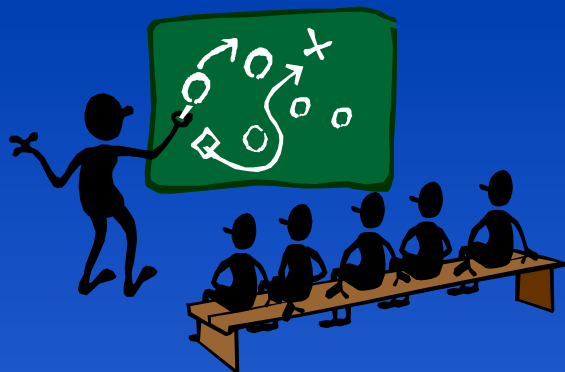




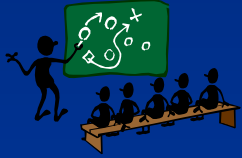
EPA REGION 1 RLF WORKSHOP

APRIL 6-7, 2017

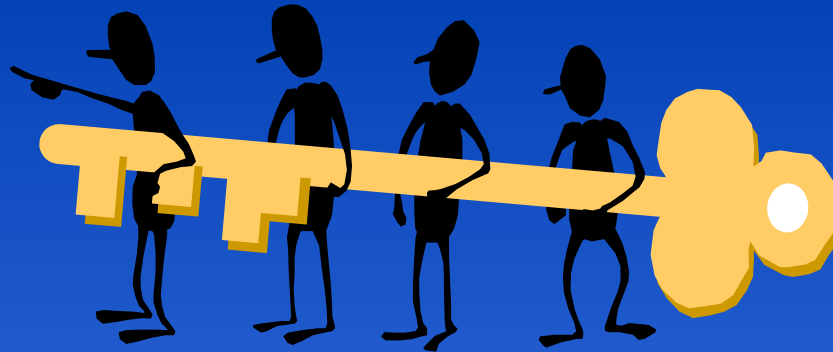


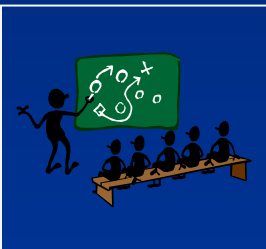
RLF 101
Roles & Responsibilities

RLF Program Team



- EPA
- Cooperative Agreement Recipient (CAR)
- Borrowers & Subrecipients

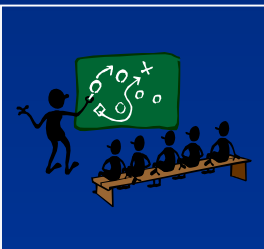




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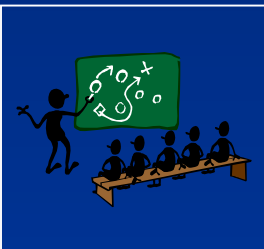
- ◉ Project Officer
- ◉ Award Official
- ◉ Grants Specialist
- ◉ Las Vegas Finance Center





EPA Project Officer

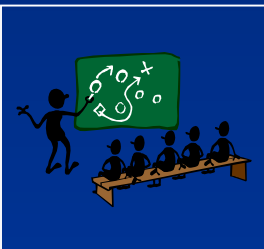
- ◉ Negotiate scope of work with successful applicants.
- ◉ Programmatic Oversight and Technical Assistance per “Substantial Involvement” Terms and Conditions.
- ◉ Provide document templates (e.g. ABCA) and advice on complying with competitive procurement requirements.



EPA

Project Officer

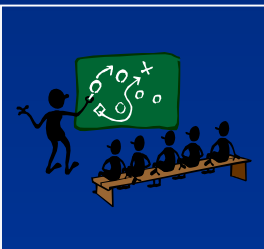
- Facilitate Compliance with Federal Requirement such as NEPA and ESA.
- Assists CAR in determining loan/subaward
 - > Site eligibility
 - > Borrower/Subrecipient eligibility
- Provides technical support on various issues concerning the RLF program.
- Assists CAR in programmatic close out including implementation of close out agreement.



EPA Award Official

- Enters into grant agreement, obligates federal funds, and closes out agreement.
- Decision-maker for issues relating to compliance with grant regulations and other terms and conditions of agreement.

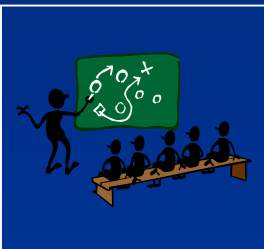




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Grants Specialist

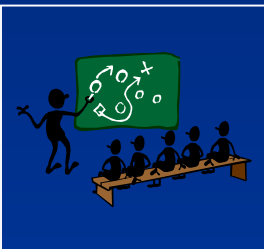
- Responsible for ensuring appropriate administrative management of Assistance Agreements (Grants & Cooperative Agreements).
- Reviews application documentation and creates the Assistance Agreement for the award official's signature.
- Provides administrative management of the Assistance Agreement.



EPA

Grants Specialist

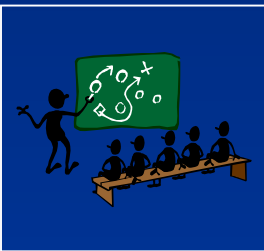
- In the oversight of the Assistant Agreement, communicates with recipients, program offices and other offices as appropriate (LVFC, ORC, OGD, etc).
- Assists CAR in administrative closeout process.



EPA

Las Vegas Finance Center

- Establishes process for payment (“Draw Down”) in ACH system.
- Assists CAR in financial close out of agreement.
- Forms and instructions for financial reporting and close out are available at [Grants.gov](https://www.Grants.gov).

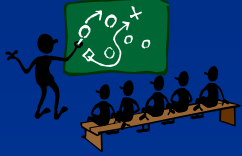


EPA

Las Vegas Finance Center

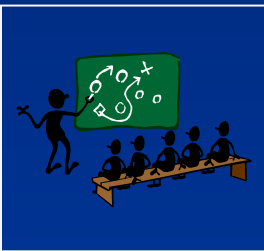
- ◎ Points of contact for LVFC Regions 1 and 2.
 - > Region 1 - Sharon Rheinhardt (702) 798-2426
 - > Region 2 - Rick Rivera (702) 798-2495
 - > Branch Chief - Bill Pumphrey (702) 798-2493





Cooperative Agreement Recipient

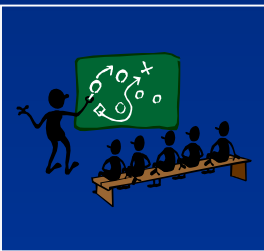
- CAR is responsible for administering the grant and ensuring compliance with the Terms & Conditions of the RLF.
- Key roles need to be filled in order to administer the RLF:
 - > Project Manager
 - > Fund Manager
 - > Qualified Environmental Professional (QEP)
 - > Legal Advisor



Cooperative Agreement Recipient Project Manager

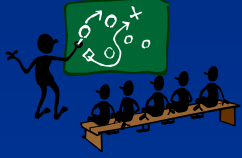
- Main point of contact for the CAR.
- Interfaces with EPA on all grant matters and ensures that all grant requirements are met.
- The key to success for any RLF program.





Cooperative Agreement Recipient Fund Manager

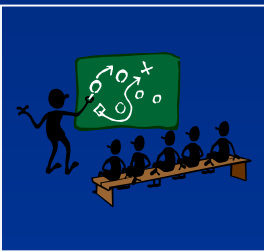
- Responsible for financial management of the grant.
- Carries out responsibilities on a site-specific basis.
- Tracks all funding of RLF (including Program Income).
- Can be a CAR employee, contractor, or in limited situations a subrecipient (e.g. nonprofit community development organization).



Cooperative Agreement Recipient

Qualified Environmental Professional (QEP)

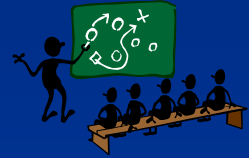
- Helps gather data for eligibility determinations.
- Reviews assessment reports, cleanup plans, alternative analyses, and public comments.
- Ensures that cleanups are in compliance with appropriate State cleanup program.
- Monitors cleanup activities.



Cooperative Agreement Recipient Legal Advisor

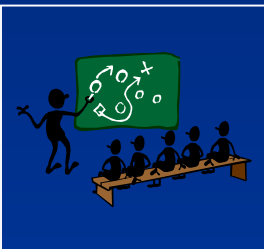
- Responsible for RLF legal matters.
- Prepares and reviews terms and conditions of loan and subaward documents.
- Negotiates and closes loans and subaward agreements.
- Can be a government employee or private entity.





Borrowers & Subrecipients

- Responsible for complying with the terms & conditions of loan agreement or subaward agreement and eligible fund uses.
- Subrecipients must be “eligible entities” (e.g. units of government) or nonprofit organizations.
- Participates in the development and execution of the environmental cleanup.
- Documents all fund uses as required by the RLF program.
- Contractually responsible to the CAR.



Questions

