

Clarification of RTOC Grant Workgroup Action Items 4 & 5

	Requested By:	Task	WHO	WHEN	Response
4	Eastern California	Request EPA develop protocols for handling errors that may occur in Assistance Agreements. A statement on “What To Do If You See an Error” should be sent along with the Assistance Agreement. Everyone needs to know what can or cannot be done once an Assistance Agreement is sent to Tribe, so EPA Grants Specialists and Project Officers should understand and follow agreed-upon procedures. Draft procedures developed by EPA should be communicated to RTOC and reviewed before being finalized.	Pamela Overman, Susan Chiu, Roman Orona	30 Days	The Grants Management Office is committed to working closely with Tribal grantees in resolving all grants administrative and financial issues in a timely manner. We strongly recommend the Tribal staff contact the EPA Grants Specialist and Project Officer immediately should an error be found in their assistance agreement, in order to discuss and explore all viable options toward resolution as each case will be unique.
5	Eastern California	Request EPA send Assistance Agreements to Tribes in a timely manner (at least one month before grant begins) so that if errors occur in the Assistance Agreement they can be addressed before the date the grant begins. Tribes work hard to meet deadlines set by EPA; EPA needs to respect that and honor the timeframes and deadlines.	Grants Management Office, Pam Overman, Susan Chiu		The time needed for EPA to conduct a complete application review (programmatic & administrative) in order to issue an award varies between programs; however, EPA makes an effort to ensure continuing environmental program grants are awarded before the projects' start date. The recipient should contact EPA immediately should they be experiencing cash flow restrictions or other financial dilemma---this is to alert EPA so that priorities can be adjusted as necessary.
		Follow-up on April 2010 Grant Workgroup Action Items	Pamela Overman, Susan Chiu, Roman Orona	Prior to January RTOC meeting	In process