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Description

This spreadsheet provides one template, as well as corresponding guidance for completing the template, for SFA recipient reporting.

Templates

Payment Notification Template: This is a template for SFA Grant Recipients to provide the EPA Project Officer with information regarding payment notifications.

- Drawdowns should be listed **cumulatively** (adding drawdowns month over month) and in the **sequence** in which they occur.
- Each drawdown should be for a single purpose, noted in the "Purpose" column. If you must drawdown for *multiple purposes*, you must list each purpose in a separate row.
- ASAP.gov supports multiple drawdowns on the same day, but has a drawdown limit based on payment method (ACH and credit card drawdowns are limited to \$10,000 per day; wire transfers are not limited).
- If there is a mistake in the "Purpose" column in one reporting period, correct it in the *following* reporting period.
- This report is due within five business days of the end of the calendar month.
- If helpful, you may add more columns to the right to track individual journal entries and their unique identifiers or other information.

Guidance

Guidance for SFA Recipients

Drawdown Number (Cumulative and Sequential)	Purpose	Payment Receipt Date (YYYY-MM-DD)
1	1-Financial Assistance	2024-09-15
2	3-Administrative Costs	2024-09-15
3	2-Technical Assistance	2024-09-15
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Total Amount (\$)		Month and Year
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\$	1,000,000.00	2024-09
\$	525,000.00	2024-09
\$	200,000.00	2024-09

Term

Financial Assistance

Technical Assistance

Program Administration

Subaward for Financial Assistance

Subaward for Technical Assistance

Subaward for Program Administration

Definition

Recipient's Direct and Indirect costs for Financial Assistance

Recipient's Direct and Indirect costs for Project-Deployment Technical Assistance

Recipient's Direct and Indirect costs for Program Administration Activities

Direct and Indirect costs for Subawards to Subrecipients to provide Financial Assistance

Direct and Indirect costs for Subawards to Subrecipients to provide Project-Deployment Technical Assistance

Direct and Indirect costs for Subawards to Subrecipients to conduct Program Administration Activities