

**SECTION 319(h)
GRANT ADMINISTRATION GUIDANCE
NONPOINT SOURCE IMPLEMENTATION GRANTS**



Revised August 2008



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Introduction

Congratulations, your organization has been selected for Clean Water Act Section 319(h) funding! The Georgia Environmental Protection Division (GAEPD) and the United States Environmental Protection Agency (USEPA) are pleased to partner with you on your project designed to protect our State and Federal waters from nonpoint source (NPS) pollution.

This guidance is intended to inform you, the grantee, about established rules and policies as well as present any new information that may affect the administration and/or implementation of your project. This guidance is a component of the Governor's office customer service initiative and as a result, GAEPD's efforts are designed and intended to be faster, friendlier and easier.

Some highlights of this implementation guidance include faster fund disbursement and the shortening of some project timelines. We are facilitating faster reimbursement by striving to ensure you receive invoice payments within 60 days of submittal. We have also implemented the development of a drawdown schedule that will provide specific dates by which pre-determined amounts of funds will be reimbursed. Finally, the preferred project timeline length has been shortened to 2-3 years, in order to facilitate more immediate results and improvements. Other highlights intended to improve the grant's administration are: 1) an expanded policy on advancement of funds to facilitate project momentum and success; as well as 2) the ability for this document to serve as a summary of Frequently Asked Questions (FAQ) to increase information about the grant and serve as an additional bridge to your GAEPD project administrator.

The United States Congress has recognized the need for greater and more effective action to expedite our national efforts to control nonpoint source pollution and to focus our attention on sources of NPS pollution that contribute to impairment of waters. USEPA has found that nonpoint source pollution continues to be, and is increasingly recognized by the public as, the largest remaining source of water quality impairments in the nation. Therefore, the primary purpose of Section 319(h) grant funds is to control particularly difficult or serious NPS pollution problems by implementing innovative methods and practices. USEPA also requires that GAEPD focus a significant portion of Section 319(h) funds to address watersheds where nonpoint source pollution has resulted in impairment of water quality. Specifically, USEPA has set several national strategic targets designed to ensure that by the year 2012:

- Water quality conditions are improved in 250 impaired watersheds nationwide
- Water quality standards are attained for all pollutants and impairments in more than 2,250 specific water bodies
- At least 5,600 of the specific causes of water body impairment are removed
- The condition of the nation's wadeable streams does not degrade

In response to these Federal requirements, GAEPD continues to support USEPA's goals by funding projects that will contribute to discrete and identifiable State and regional water quality improvement. GAEPD provides reports and data on these improvements to USEPA for inclusion in the annual "Section 319(h) Success Stories" report to Congress. By implementing Georgia's NonPoint Source Management Program, GAEPD remains committed to the facilitation of stream de-listing, promoting awareness about NPS pollution issues, promoting development and implementation of solutions to NPS pollution, developing partnerships with local government and other regional actors as well as positively impacting local economic development.

While our goal was to create a comprehensive guidance for 319(h) Grants, the best resource for managing your grant continues to be your GAEPD project administrator. We encourage you to not hesitate to contact us with questions, concerns, needs and information. We are here to make sure your project is successfully completed, and will make every effort to assist in any way we can.



319(h) GRANTS UNIT CONTACT LIST

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GAEPD will prepare the contract package and route it in February for final approval. It is our goal to have projects contracted by the end of March. However, the timeline for funds availability is ultimately dependant on the timing of the USEPA grant to GAEPD and funds are generally available sometime between January and June. The USEPA requires GAEPD to have projects contracted within one year of the grant award to ensure funds are properly available.

For those projects that require the development of a Quality Assurance Project Plan (QAPP) (See QAPP Section), it is recommended that you initiate work on the QAPP during this timeframe. The QAPP must be reviewed and approved by both GAEPD and the USEPA before any monitoring can begin. The review process can take several months. In order to prevent any delay in the project, we suggest you make early preparations to complete the QAPP. **Please note, in cases where the contractor opts to complete the QAPP prior to contract execution, GAEPD cannot reimburse funds expended on the QAPP development process.**

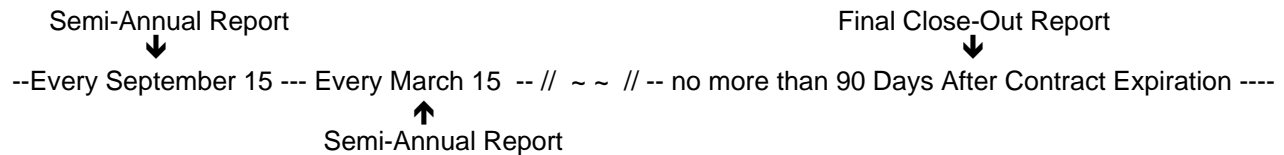
Section II **Reporting**

USEPA and GAEPD require grantees to compile three different reports (the semi-annual, load reductions, and a final close-out) which will be submitted by GAEPD to the USEPA's Grants Reporting and Tracking System (GRTS). These reporting requirements are enumerated in the agreement between the contractor and GAEPD and explained in detail below.

HELPFUL HINT

Reporting Timeline for Your 3 Required Reports

*****Load Reductions Are Due With Each BMP Invoice and/or NRCS Certification*****



***Please refer to the Load Reductions Section below for additional information*

1. Semi-Annual Report

Semi-annual reports are mandatory updates about the progression of your project and budget. If a semi-annual report is not received, any invoices sent to our office after the report due date may be held and not paid until the report is received. The report is due to GAEPD each March 15th and September 15th throughout the life of the project. The report summarizes tasks completed during the six months preceding submission (September-February and March-August), as well as all cumulative activities. A standard format is provided in Appendix C and explanations are provided below. Use this format for each semi-annual report for the life of the project. Please remember to carefully fill out all requested information and insert dates, amounts and figures where appropriate.

Part I:

This section of the semi-annual report provides general information about the project, including the project title, length of the contract term, total budget, expenditures, and project status. Using the form in Appendix C, list each milestone and its target start and end dates, as provided in the workplan. For each task that has been started, insert the actual start date in the appropriate box.

In the status box, use as much space as necessary to provide a detailed summary of all relevant activities for each milestone listed in Section 9 of the workplan. Describe **ONLY** those activities that occurred during the past six-month reporting period. Provide dates of activities if applicable. Once the milestone has been completed, write only “Completed” in the status box and provide the actual completion date in the appropriate box. Please see examples below.

Example of ongoing milestone for March-August Report 2005:

MILESTONE 5: Conduct chemical and biological monitoring on five stream segments.			
Target Starting Date: <u>05/2004</u>	Target Completion Date: <u>06/2006</u>	Actual Starting Date: <u>06/2005</u>	Actual Completion Date:
STATUS: Chemical monitoring is conducted monthly on each of the five stream segments. Chemical monitoring events conducted during the reporting period include: 06/15/05, 07/15/05, and 08/15/05. Biological monitoring is conducted quarterly on each of the five stream segments. Biological monitoring events conducted during the reporting period include: 08/01/05.			

Example of a completed milestone:

MILESTONE 1: Advertise RFQ for consultant to develop and print educational brochures.			
Target Starting Date: <u>07/2004</u>	Target Completion Date: <u>07/2004</u>	Actual Starting Date: <u>09/2004</u>	Actual Completion Date: <u>10/2004</u>
STATUS: Complete			

Part II:

This section provides a cumulative summary, no more than one page, of project activities to date. This includes all activities relevant to the project from contract execution date through the end of the current reporting period. For example, provide totals for the number of BMPs installed, field days held, brochures printed, plans developed, etc. These must be hard numbers, not simply a running list of activities. This is a short summary of all tasks and milestones completed during the project to date, not just the reporting period.

Part III:

Two budget summaries are to be provided in this section. In the first budget chart, Semi-Annual Expenditures, fill in the amount of expenditures only for the current six-month reporting period in each object category as either federal funds or matching funds. In the second budget chart, Cumulative Expenditures To Date, detail all expenditures from the beginning of the project through the end of the reporting period in each object category. For each budget summary, please provide all costs incurred, despite whether the costs have been invoiced to GAEPD or paid.

The USEPA requires an annual Disadvantaged Business Enterprise (DBE) Report (also called MBE/WBE) from the GAEPD Section 319(h) Grant Program. Your assistance reporting this information assists GAEPD in compiling this important report. To assist this process, your Disadvantaged Business Summary must be provided in this section. In the table below the Reporting Period Budget Summary, provide information regarding all minority and women business enterprise associated expenses incurred during the reporting period. In this table, specify the type of DBE (Minority or Women), the value of the procurement the date the contract was awarded, the type of services provided under the contract, and the name and contact information of the vendor. The "Type of Product or Service" can include only one of four types: Construction, Supplies, Services (Business, Professional, Repair, or Personal), or Equipment. Use one of these as the "type" per procurement listed.

If no DBE activity occurred during the reporting period, indicate this by placing \$0 in the box provided. Also include totals in the space provided for the total amount awarded for each DBE category.

Finally, attach all documentation, products and/or outputs produced in the past six-month reporting period. Please include two original copies of these materials. Your project administrator must receive the signed and dated report no later than 15 days after the end of the reporting period (March 15 and September 15). Your project administrator will send an email reminder a few weeks before the report is due, but it is your responsibility to ensure all reports are accurate and submitted on time.

2. BMP Effectiveness Reporting: Load Reductions

HELPFUL HINT
Load Reduction Reporting

Load reduction data and a BMP Load Reduction report summary are due with the BMP reimbursement request submitted when BMP installation is complete

The second required report is for load reductions resulting from installation of Best Management Practices (BMPs). Load reductions are only required for BMP installation projects mitigating sediment, nitrogen and phosphorus. However, projects are encouraged to submit load reduction data for any pollutants reduced. USEPA began requiring load reductions from this type of 319(h) Grant project in Grant Year 2002.

Load reductions are entered into a national tracking system. This system is used to measure 319(h) Grant effectiveness in mitigating environmental impacts.

GAEPD also uses this information to map all BMPs implemented by Grant projects and to obtain a statewide picture of the impact of 319(h) grant funding.

Load reductions and a BMP Load Reduction report summary are due with the request for reimbursement upon completion of BMP installation. Additional options are available (e.g. quarterly or semi-annual submittal) please contact your 319(h) Grant project administrator if you need additional flexibility with your reporting.

Load reductions may be based on actual data or estimates. Load reduction estimates require supporting documentation. GAEPD recommends the use of the "Region 5 load reduction model." Please note, however, that any defensible load reduction model is accepted. Each load reduction estimate must be accompanied by documentation from the model used showing how the estimated reduction numbers were calculated. This documentation can be submitted in either in paper or electronic format.

When reporting BMP load reductions, please use the BMP Load Reduction Reporting summary provided by your project administrator. This document allows multiple BMPs to be reported at one time. When using this tool, please organize the BMPs geographically by HUC-10 (Hydrologic Unit Code) sub-watersheds.

HELPFUL HINT

BMPs -- Operation and Maintenance.

Grantees are required to properly operate and maintain any BMPs implemented with 319(h) funds for at least 5 -10 years. Any Animal Feeding Operation (AFO) that receives financial assistance pursuant to this grant will have and work towards implementing a Nutrient Management Plan, as resources become available

3. Final Close-Out Report

The final close-out report is required upon completion of the project. This report summarizes all activities, products, outcomes and achievements of the project. Two copies of all outputs [databases, reports, etc.] must also accompany the final close-out report. One electronic copy and two hard copies of the entire report are required when submitting the report.

HELPFUL HINT

Record-Keeping Specifications

Grantees are required to retain all records pertaining to the projects for 3 years after the date the final close-out report is submitted. These records must be available and accessible to GAEPD or USEPA, as requested, for review or audit.

The close-out report must be submitted to GAEPD within 90 days of contract expiration. However, since expenses incurred after the contract expires are not reimbursable, we recommend working on the close-out report prior to the contract's expiration, particularly if labor or activity costs associated with the report are unavailable from another source.

Once the report along with any relevant products or outputs has been received, reviewed and approved by GAEPD, the final 10% of costs will be paid. Until our office receives and approves the close-out report, GAEPD will withhold 10% of the project's federal cost share.

In addition to the close-out report, GAEPD strongly encourages contractors to prepare and present a "final project presentation." This presentation could be for a local or regional conference, done in-house for the organization's staff or hosted by GAEPD. The goal for these presentations is to showcase projects and further develop the "Success Stories" GAEPD submits to USEPA. GAEPD and USEPA should both be included as project partners and supporters for any papers or presentations developed as a result of project activities or outputs. Please see section 15 of your contract "Identification of Documents and Projects" for specific details.

Section III
Part 1
Finances and Documentation:
General Information

This Section provides all of the financial requirements that apply to your project. The first part of the section explains the “allowable” project costs as well as the requirements for “matching” funds. This section then describes the schedules and other requirements for invoicing and payments. Finally, the bulk of this section outlines the documentation and other requirements that pertain to each of the budget items (personnel, supplies, etc.) called “Budget Object Categories.”

HELPFUL HINT

- ➔What costs can be charged to the project?
“Allowable” costs are necessary and reasonable for performing the tasks outlined in the workplan.
- ➔When can funds be spent?
Anytime between the date when the contract is executed and the project end date.
This applies to ALL costs, including match.
- ➔When must funds be invoiced?
Invoices and accompanying documentation must be submitted QUARTERLY. If no funds are expended in a given quarter, an invoice should be submitted showing a \$0.00 balance.

Allowable Costs

In general, allowable costs are necessary and reasonable for proper and efficient performance of the scope work. This essentially means that as long as the charge is fundamental to the project, given the circumstances and timing when the decision was made to incur the cost, it is allowable. This rule applies to both 319(h) funds, as well as, match/local contributions. It is important to keep in mind that allowable costs CAN NOT be included as, or used to meet, your cost sharing or matching requirements of any other Federal award in either the current or a prior period, except as specifically provided by Federal law or regulation. The details and rules governing allowable costs are detailed in the White House Office of Management and Budget (OMB) Circular A-87, cost principles for State, Local or Indian Tribal Governments.

HELPFUL HINT

Promotional Items and Meals/Snacks/Beverages ARE NOT allowable costs

USEPA has provided specific guidance on promotional items and meals/snacks. Promotional items [t-shirts, hats, cups, etc.] used to promote grant programs/projects are not allowable costs. While these items create team spirit and cooperation, they are not necessary to achieving the purpose of Section 319(h) grants or projects. Additionally, meals, beverages and/or snacks [served at meetings, conferences, etc.] are not allowable costs because they are not necessary to achieving the purpose of Section 319(h) grants or projects. Appropriate registration fees may be charged to cover the costs of meals and snacks. However, caution should be taken so the meeting does not become inaccessible to the target audience due to the cost of attending. Other meeting costs [materials, room rental, equipment rental, staff time to coordinate the meeting, etc.] are allowable costs. See Appendix B (Travel) for additional information on meal expenses incurred during travel.

Match/Local Contribution

The matching contribution is the portion of the total project cost your organization (or third party) contributes to the grant. Section 319(h) Grant recipients must, in the form of matching funds or in-kind services, contribute no less than 40% of the total project cost. As noted above, the matching contribution must be independent of all other federal activities or grants. GAEPD recommends Section 319(h) grant recipients allocate and maintain the 40% minimum match requirement throughout the entire grant cycle. GAEPD understands that this is not always possible, and more flexible arrangements can be made with your project administrator. The best way to manage the reporting requirements for the matching portion of your grant is to submit match documentation with each invoice for reimbursement. By contributing towards the match when submitting reimbursement requests, you ensure that you will not fall behind on the required minimum 40% of total project costs. Furthermore, because the matching portion of the project funds must be an “allowable cost” as outlined above, documentation requirements for matching costs are identical to those for reimbursable costs, including the requirement that they be expended only during the contract period. Volunteer time may be used for match, details regarding these requirements are provided in the “Personnel and Fringe” section below.

HELPFUL HINT

Allowable Matching Funds:

- Personnel • Fringe Benefits • In-kind Services • Staff Time • Volunteer Time • Supplies •
- Direct Payment of Expenses • Office Space • Operating Costs • In-Direct Costs •

Invoicing and payment schedules

GAEPD is committed to disbursing funds quickly. To facilitate efficient payment and to maintain required account draw down rates, GAEPD's 319(h) staff will, upon receipt of all necessary documentation, process an invoice for payment within 30 days. Payment will generally be received in 60 days of invoice submittal. In order to maintain this schedule, Grantees must submit a complete invoice package containing supporting documentation of expenditures. GAEPD expects project work and charges expended toward achieving project goals to begin promptly upon contract execution. It is also expected that initial invoices and accompanying documentation will be received within three to four months of contract's effective date.

Invoices are to be submitted quarterly according to your organization's accounting schedule. GAEPD is able to assist those organizations requiring flexibility with this invoicing schedule. Please contact your project administrator to develop a more flexible invoicing schedule. For those time periods elapsing with no Federal charges, an invoice showing a \$0.00 request for funds is still required. This acknowledges that no funds have been expended. Note: as much as 10% of the total federal grant will be retained and reimbursed as a final payment upon receipt of the Final Close-Out Report. Close-Out Report requirements are provided in Section III "Reporting."

HELPFUL HINT

A Complete Invoice Package Includes:

- Cover letter
- Invoice
- Copies of all documentation (receipts, timesheets, etc.)
- Itemized charge summary sheet (Optional)

⇒ Templates for these documents are in Appendix C.

**** A well-organized invoice package that has been double-checked for completeness [with an itemized charge summary sheet or a similar list of documentation] helps to facilitate faster review, processing and payment of your invoice!****

The invoice package is to be accompanied by a cover letter containing basic project information. The cover letter must be on the Grantee's letterhead and be addressed to the Grant Project Administrator. The letter must also reference the project name, fiscal year, element number, and contract number. Finally, the letter must request reimbursement for the total amount being invoiced, provide a brief summary of activities and charges used as matching funds and provide a short summary of the project activities since the last invoice.

Copies of receipts/documentation should be organized for easy reference. The preferred method is to organize the documentation by budget object category. Please note that GAEPD does not require originals of any supporting documentation. If submitting documentation with multiple charges, please highlight only those charges submitted for reimbursement. This is especially important on receipts that contain multiple charges, some of which are not related to the 319(h) grant. An OPTIONAL, but extremely helpful part of the invoice package is an itemized charge summary page. This sheet lists all charges to be reimbursed, or counted as match, by project budget object category, and also includes a brief description of the item and the cost. This “cover sheet” for the documentation package expedites the invoice review process.

Section III
Part 2
Finances and Documentation:
Budget Object Categories, Documentation and Procedures

This subsection outlines the documentation and other requirements that pertain to each of the budget items (personnel, supplies, etc.) called “Budget Object Categories.” It is important to note that the conditions of your 319(h) Grant require that your organization’s fiscal control and accounting procedures must satisfy federal regulations. This is rarely an issue, but please contact your project administrator if you have any questions or concerns about this requirement.

Generally, GAEPD allows some flexibility to move allocated funds between budget object categories as long as neither the total funds nor total percentage of matching funds are altered. However, you must get permission from your project administrator prior to altering the project budget. Additionally, substantial budget alterations require the submittal and approval of a revised project budget.

Personnel and Fringe Benefits

Before 319(h) funds can be reimbursed for personnel and fringe benefits, contractors must submit supporting documentation for employees charging time to the grant or providing in-kind services. The preferred method of providing this information is via an accounting report outlining salary and actual fringe benefits for each pay period. This documentation may be in the form of official written correspondence from your accounting department to GAEPD and must detail salary and benefits. Additionally, this requirement applies for any new employees hired during the course of the grant. A new employee’s documentation must be submitted with the first invoice requesting reimbursement for that individual’s salary and benefits.

HELPFUL HINT

Required Documentation For Personnel and Fringe Benefits

- Official documentation for salary includes:
 - Employees name, salary rate (hourly, semimonthly, etc.) and full time equivalent (FTE) (i.e., if staff puts 100% of their time into the project, then they are 1.0 FTE; 65% = .65 FTE)
- Official documentation all fringe benefits includes:
 - Employees name, breakdown by percentage, or amount, of fringe benefit charges
- Signed timesheet reflecting hours charged
- Verification of payment amount (accounting report, copies of pay stubs or checks, etc.)

When volunteer time is used as match, several resources exist to determine the appropriate rates for work contributed to the project. GAEPD recommends the following websites:

- www.bls.gov/bls/blswage.htm
- www.explorer.dol.state.ga.us/mis/wages.htm
- www.independentsector.org/programs/research/volunteer_time.html

Please use the most up to date version of documents and/or statistics. Please include which method was used to determine time in the appropriate location on the form to document volunteer time. Please note that in selecting the appropriate duty and corresponding pay rate, it is the time spent performing a particular task that is reimbursable, not what a particular volunteer would receive as job/career related compensation. A template volunteer time form is provided in Appendix C.

Travel

Reimbursement for travel budget items should identify, on the employee travel expense statement, the personnel traveling, the specific project activities to be conducted, mileage record and receipts. If your organization has standard rates, you are encouraged to utilize them. If your organization does not have approved rates please use the current State of Georgia allowable limits provided in Appendix B.

Generally, only travel within the State of Georgia is approved for Section 319(h) Grants. Some exceptions may exist for watersheds or basins that cross State lines, or for pre-approved trainings/workshops held out of state. Further, activities associated with Section 319(h) grants rarely require air travel. Because only travel within a region or watershed is usually appropriate, expenses associated with travel outside Georgia, as well as air travel, must be approved by your project administrator prior to incurring costs intended for reimbursement. In the event out of state travel is necessary, the applicable federal per diem rates apply and are found at: <http://www.gsa.gov/perdiem>

Please refer to your workplan and contract for details concerning out of state travel and air travel, and contact your project administrator with questions or concerns.

Equipment and Supplies

GAEPD's goal in requiring the itemization of equipment and supplies is to track expensive and consumable property purchased with grant funds. When submitting invoices for reimbursement for these items, you must categorize these types of property on the invoice and provide appropriate documentation, usually in the form of receipts or invoices. Please note that purchase orders that do not

include actual amounts or show receipt of items are not acceptable documentation for reimbursement.

For the purposes of Section 319(h) grants, GAEPD defines supplies as all tangible property other than equipment as defined below. Please note that rental costs are neither supply nor equipment costs. For information on rental costs, please refer to the section for the Object Class Category "Other" below.

For the purposes of Section 319(h) grants, GAEPD defines equipment to include non-consumable items that have a useful life of more than one (1) year (i.e., electronics, computers, furniture, etc). These must be itemized separately. For equipment costs over \$5,000, please include brief descriptions, specifications, or actual quotes. At project close-out, items with a current per-unit market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to GAEPD or USEPA. Equipment with a market value of \$5,000 or greater at close-out must be tracked according to the requirements outlined in 40 CFR 31.32 until the equipment's value falls below \$5,000. If equipment valued at over \$5,000 is sold, the federal government retains a right to the amount calculated by multiplying the current market value or proceeds from sale by the awarding agency's share of the equipment.

Contractual

Charges submitted for reimbursement or match under this budget category must identify the appropriate subcontractors, specific project activities and documentation that all work has been completed and charges paid. For large sub-contracts (\geq \$30,000), a detailed budget breakdown should be included with the project's budget using the same object class categories. USEPA limits payments for Grantees' contractors (excluding overhead) to the maximum federal daily rate of \$513.60. This amount does not include transportation and subsistence costs. Please note that maximum daily rates may change annually or more often. Please contact your project administrator for further clarification. Grantees may pay consultants more than this amount but the excess amount may not be paid with Federal grant funds or counted as match. Please note that copies of all subcontracts must be provided to GAEPD.

Other

This category includes but is not limited to postage, printing, work performed under interagency agreements, MOU's or other contracts and rental costs. When requesting reimbursement for these items, please provide the appropriate documentation reflecting the expenditure of funds, completion of work (if appropriate). Copies of the governing agreements or contracts (if appropriate) must be provided to GAEPD.

Rental costs are generally allowable. Some factors used in determining the appropriateness of a rental charge are: 1) rental costs of comparable property, if any; 2) market conditions in the area; 3) alternatives available; and 4) the type, life expectancy, condition, and value of the property leased. Additional guidance regarding equipment rental is provided in OMB Circular A-87.

Indirect Charges

Prior to reimbursement or documentation as match of any indirect charges, the lead organization is required to provide the project administrator with a copy of that organization's Federally approved indirect rate agreement. Documentation for indirect rates may vary depending on the appropriate cognizant agency. Additional information on cognizant agencies may be found at

- <http://www.whitehouse.gov/OMB/grants/attach.html>.

Indirect costs are those incurred for a common or joint purpose and not readily assignable to a specific objective. Indirect costs commonly include rent, electricity, phone, etc. Please note that any charges categorized as indirect costs cannot also be reimbursed as direct costs. GAEPD allows the use of indirect charges for both reimbursable activities as well as for donation as match. Indirect charges will vary by organization as reflected in the federally approved indirect rate agreement. The maximum indirect rate that may be charged to 319(h) funded projects is 25%.

HELPFUL HINT

The Indirect Rate Limit is 25%

Section III
Part 3
**Additional Financial Elements of 319(h) Grants:
Subcontracts and Advance Payments**

Subcontracts / Agreements / MOUs

GAEPD expects all contractors relying on partnering organizations for any “contribution of value” to the project to develop formal agreements. “Contribution of value” includes but is not limited to matching funds, in-kind donations of working space, supplies, equipments, materials, and time. The agreement should outline: 1) the parties; 2) respective responsibilities; 3) time of performance; and 4) any additional project details helpful for efficient and effective project completion. GAEPD expresses a strong preference for the execution of formal contracts in these situations, but recognizes the contractor is in the best position to determine the appropriate formality of the agreement.

These agreements should be in place shortly after the contract for 319(h) funds has been executed. Copies of all agreements must be provided to GAEPD upon execution and prior to the reimbursement of funds. Furthermore, formal agreements between contractors and any partnering organizations and/or private citizen contributing value to the project are required prior to the release of any advance payments requested by the contractor. See Advance Payments Section below.

Neither the State of Georgia, GADNR, nor GAEPD is party to these agreements. GAEPD recommends the formation of these agreements solely to assist our contractors in the effective administration of their responsibilities under the contract for Section 319(h) funds. These agreements help ensure project milestones delineated in the workplan are met. These agreements also may help clarify necessary steps in situations where milestones are not being met.

Advance Payments

As outlined in the 40 CFR Part 31.21, reimbursement is the preferred method of payment from EPD to the subgrantees and/or contractors. However, USEPA and GAEPD both recognize funds must occasionally be advanced in order to facilitate project momentum and success. Funds will be advanced provided the time elapsed between disbursement and expenditure of funds is minimum.

Requests for advanced funds will be assessed on a case-by-case basis and GAEPD reserves the right to deny requests for advance funds. Advances are generally most appropriate when the contractor is working with landowners on

BMP installation projects and/or when funds for salaries are needed at the beginning of a project.

Requests for advance funds must include: 1) invoice for funds; 2) contract number; 3) total federal funds reimbursed at time of request; 4) total matching funds spent at time of request; 5) a brief project description; 6) a brief statement of the milestones and objectives that the advance funds will facilitate; 7) date by which documentation for the expenditure of advanced funds will be provided to GAEPD; 8) copies of all applicable agreements and subcontracts.

Section IV
Permitting

Though 319(h) funded contractors are in partnership with GAEPD, all necessary permits are still required and must be in place prior to commencement of work. This includes both Federal, State and any locally issued and required permits.

HELPFUL HINT

Contact the Appropriate Permitting Official(s) as Soon as Possible

Some of the Permits or Authorizations required for in-stream, stream bank, wetlands or other structural projects include but are not limited to:

Clean Water Act 401 and 404

GADNR:

Mr. Keith Parsons
4220 International Parkway, Suite 101
Atlanta, Georgia 30354
(404) 675-1631

US Army Corps of Engineers:
South Atlantic Division Office
Room 9M15, 60 Forsyth St. S.W.
Atlanta, Georgia 30303-8801
(404) 562-5204

Savannah District Office
100 W. Oglethorpe Ave.
Savannah, GA 31401
912-652-5214

Coastal Marsh Protection Act

Coastal Resources Division:

One Conservation Way
Brunswick, GA 31520
(912) 264-7218

Erosion and Sedimentation Control; Land Disturbing and Buffer Variance

GADNR Contact:

Mr. Michael Berry
4220 International Parkway, Suite 101
Atlanta, Georgia 30354
(404) 675-1626

** Projects Conducted Under The Technical Supervision Of NRCS
DO NOT Require Permits **

Section V
QA/QC Requirements (QAPP)

When environmental data are collected during the course of a Section 319(h) project, a Quality Assurance Project Plan (QAPP) must be developed and followed in accordance with specific USEPA guidelines. QAPPs outline the procedures that a monitoring project will use to make sure that samples are collected, data are stored and reports are written to ensure quality high enough to meet the needs of the project. You should discuss QAPP requirements with your project administrator as early in the grant process as possible. Specific guidelines on writing a QAPP are provided at www.epa.gov/quality1/qs-docs/g5-final.pdf and www.epa.gov/volunteer/qappcovr.htm.

USEPA estimates that full technical review of the QAPP generally takes three to six months. Because USEPA's review can take a considerable amount of time, GAEPD strongly recommends the completion and submittal of the QAPP to GAEPD as soon as possible, even prior to the execution of the contract for grant funds. Please note, in cases where the contractor opts to complete the QAPP prior to contract execution, GAEPD cannot reimburse funds expended on the QAPP development process.

Upon submittal, GAEPD will review the QAPP for basic completion and either forward to USEPA for formal review, or if the QAPP is incomplete, GAEPD will return the plan to the contractor for completion. The comment sheet GAEPD uses to review QAPPs can be found in Appendix D. Upon receipt from GAEPD, USEPA will review the plan and will return it to EPD with extensive comments and one of the following "approval categories" provided below.

HELPFUL HINT
QAPP Approval Categories

- Approval
- Conditional Approval with comments – resubmittal to USEPA not required
- Conditional Approval with comments – resubmittal to USEPA required
- Not Approved

Monitoring and/or data collection components of projects may proceed upon being granted approval or conditional approval. Conditional approval will often require the contractor to address minor issues with elements of the QAPP, which may either be retained by GAEPD, or may be required to be resubmitted to USEPA. Projects not approved may not proceed with monitoring and/or data collection. Upon receiving a "Not Approved" response from USEPA, the contractor must address USEPA's comments and re-submit.

Additionally, GAEPD's data collection requirements, commonly referred to as the "State Quality Assurance Plan" (SQAP), must also be followed in order to utilize the data or monitoring results for application for addition or removal of water bodies from the 303d list. These requirements are detailed in the "EPD Watershed Protection Branch Quality Assurance Manual," which can be found at http://www.gaepd.org/Files_PDF/techguide/wpb/SQAP-gwf_1.pdf. This manual provides the standard field Quality Assurance procedures used by the GAEPD's Water Protection Branch. This manual serves to ensure and document the validity of measurements and analyses and the representative-ness of samples collected. Any data collected with a prior approved SQAP must be included with the project's close out report to your project administrator. The project administrator will submit the data to GAEPD's Ambient Monitoring/ State Quality Assurance Program. For additional information and to request a copy of this manual, please call (404) 675-6236 to reach GAEPD's Ambient Monitoring/ State Quality Assurance Program.

Section VI
Procurement Procedures for Property and Services

HELPFUL HINT
Procurement Procedures

- Contractors may use their own procurement procedures as long as they meet federal requirements
- Contractors without standard procedures should use the State of Georgia's procedures

Competition

- All procurement must be conducted in a way that provides open and free competition.
- Large purchases must be made on a competitive basis to ensure fair and reasonable pricing.
- Cost analysis documentation is required for every procurement transaction.

Contractors may use their own procurement procedures provided they conform to applicable federal laws and standards as described in 40 CFR 31.36. Grantees who have not adopted their own procurement procedures are encouraged to follow Georgia DNR's procedures to ensure compliance with all federal and state requirements. The DNR's procurement procedures are found at: <http://dnrnet.dnr.state.ga.us/procure.html>.

Procurement may not be required for some cooperating project partners delineated in the project workplan and contributing to project milestones. Project partners commonly not required to undergo formal procurement procedures in order to contribute to the project include other public agencies and non-profits participating in the project through assistance or interagency agreements. Please note that federal law does not permit subawards to be made to any party that has been debarred or suspended or is considered ineligible for participation in federal assistance programs.

Procurement by sealed bids through formal advertising is the preferred method for procuring construction. This requires public solicitation of bids and a firm-fixed-price contract awarded to the bidder whose valid bid is the lowest in price.

There are also two other allowable procurement methods: procurement by competitive proposals and Sole Source and Sole Brand Procurement. Procurement by competitive proposals is used when more than one source submits an offer, and either a fixed-price or cost-reimbursement type contract is awarded. Sole Source and Sole Brand Procurement is the process for procurement by noncompetitive proposals, or when after solicitation of a number

of sources, competition is determined inadequate. Procurement by noncompetitive proposals may be used only when the award of a contract is infeasible under any of the other procedures listed above and in the regulations. The federal rules concerning these bidding procedures and methods of procurement are found at 40 CFR 31.36 (d) subparts (2), (3) and (4).

HELPFUL HINT

Contracting With Small and Minority Owned Businesses

GAEPD's Current for Minority Business Enterprise / Women Business Enterprise (MBE/WBE) Fair Share Goals are:

MBE Goal 11.47%

WBE Goal 6.87%

Combined Total 18.34

Grantees that employ subcontractors must comply with all of these six steps required by federal regulations to ensure the use of minority- and women-owned firms when possible:

- (1) Place qualified small and minority businesses and women's business enterprises on solicitation lists
- (2) Assure that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources
- (3) Divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business, and women's business enterprises
- (4) Establish delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises
- (5) Use the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce
- (6) Require the prime contractor, if subcontracting, to also follow these steps

Section VII **Additional Resources**

The rules and details regarding the administration of a 319(h) grant can seem confusing at first. Several excellent resources exist for assisting with the effective and efficient administration of the grant. Beyond this document, the specifics governing your project are found in the agreement [and corresponding Scope of Services, labeled Appendix A] between the contractor and GAEPD. Also helpful are:

1. Georgia EPD's Nonpoint Source Management Program 319(h) General Guidelines for Application
2. Applying for and Administering CWA Section 319 Grants: A Guide for State Nonpoint Source Agencies found at:
<http://www.epa.gov/owow/nps/319/319Guide.htm#Property3>.
While this guidance is designed for State Agencies, it has excellent background information including several sections relating directly to subgrantees. Of particular interest to subgrantees is Appendix C, which is also reproduced below in Appendix A of this guidance
3. EPA's Office of Grants and Debarment glossary found at
<http://www.epa.gov/ogd/recipient/glossary.htm>. This document is extremely helpful for definitions of critical language found in the regulations and guidance
4. Federal Regulations
 - a. The federal regulations relating to the §319(h) grants are found at 40 CFR 31, which applies to Grants And Cooperative Agreements to State and Local Governments and is found at:
<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=%2Findex.tpl>
 - b. The Georgia regulations governing §319(h) grants are found at Chapter 391-3-21-.04 and is found at:
<http://rules.sos.state.ga.us/docs/391/3/21/04.pdf>
 - c. In addition to the above regulations, EPA also requires grantees to follow the principles and standards published in OMB CIRCULAR A-87. This Circular, which establishes principles and standards for determining costs for Federal awards carried out through grants, cost reimbursement contracts, and other agreements with State and local governments, is found at
<http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>.

Appendix A Federal Requirements for Section 319(h) Grants

All Section 319(h) grantees are required to meet certain federal requirements. To facilitate compliance, a list of federal requirements that apply to grantees of Section 319(h) grants is provided here. Many of these topics are also discussed in detail in this guidance. These requirements may also be found on the web at: <http://www.epa.gov/owow/nps/319/319Guide.htm#AppendixC>. Additionally, the specific requirements governing individual projects are found in the contract [and corresponding workplan, labeled Appendix A] between the Section 319(h) grantee (Contractor) and GAEPD.

Following are highlights of specific financial, reporting and other federal requirements that apply to subawardees of 319 funds.

- ***Drug-free Workplace.*** Subawardees of section 319(h) grant funds must certify that they maintain a drug-free workplace. By signing and submitting the section 319(h) grant application, the applicant certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any grant-related activity.
- ***Lobbying.*** Federal grant funds may not be used to influence (or attempt to influence) a federal employee. If nonfederal funds have been used to influence (or attempt to influence) a federal employee, the subawardee must submit Standard Form LLL (“Disclosure of Lobbying Activities”).
- ***Nondiscrimination.*** Discrimination under any program or activity receiving USEPA assistance on the basis of race, color, national origin, gender, handicap or age is prohibited. Recipients of federal funds must also provide public notification that they do not discriminate.
- ***Competition.*** All procurement transactions must be conducted in a way that provides open and free competition. Purchases for projects must be made on a competitive basis to ensure that fair and reasonable prices are obtained for goods and services. Federal regulations require documentation of cost or price analysis in connection with every procurement action regardless of amount.
- ***Conflict of Interest.*** EPA requires standards of conduct to avoid conflict of interest. Recipients of federal funds may not participate in the selection,

award, or administration of a contract if real or apparent conflict of interest would result.

- **Copyrights.** EPA holds a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for federal government purposes, (1) the copyright in any work developed under a subgrant, or contract under a grant or subgrant, and (2) any rights of copyright to which a subawardee or a contractor purchases ownership with grant support.
- **Financial Specifications.** Financial requirements for subawardees of Section 319(h) grant funds are categorized by the following topics: allowable costs, matching funds, and state-specific requirements regarding the payment process.

— *Allowable costs.* All costs charged to EPA grants must be eligible, necessary, and reasonable for performing the tasks outlined in the approved project workplan. The costs, including match, must be incurred during the period of performance of the project. The costs also must be allowable, meaning that the costs must conform to specific federal requirements. In addition, costs must be well documented.

— *Financial management.* Subawardees protocol and procedures regarding financial reporting, accounting records, internal control, budget control, allowable cost, source documentation, and cash management must satisfy state and federal regulations.

— *Matching funds.* Matching funds are the portion of the allowable project costs that the subawardee (or third party) contributes to a grant or cooperative agreement. GAEPD subawardees must, in the form of matching funds or in-kind services, contribute 40% of the total project cost.

— *Payment processes.* USEPA's payments for subawardees' contractors (excluding overhead) is limited to the maximum daily rate for a GS-18. Maximum daily rates may change annually or more often. The current 2003 daily rate is set at \$513.60. This amount does not include transportation and subsistence costs, in accordance with normal travel reimbursement practices. Subawardees may pay consultants more than this amount, but the excess amount may not be paid with federal grant funds. State-determined payment processes are used to pay subawardees. The length of time for subawardees to receive payment from GAEPD is 60 days.

- **Operation and Maintenance.** EPA requires subawardees to properly operate and maintain any management practices implemented with Section 319(h) funds.
- **Procurement Methods.** Subawardees may use their own procurement procedures provided that the procedures conform to applicable federal laws and standards. Subawards may not be made to any party that has been debarred or suspended or is considered ineligible for participation in federal assistance programs.

—Contracting with small and minority businesses. Recipients of Section 319(h) grants that employ subcontractors must comply with the six affirmative steps described in 40 CFR 31.36 to ensure that minority- and women-owned firms are used when possible.

- **Property Management.** Property (e.g., equipment, supplies) purchased in whole or in part with federal funds should be itemized. Individual equipment with a current per-unit market value of less than \$5,000 may be retained, sold, or otherwise disposed of with no further obligation to the awarding agency.
- **Quality Assurance.** When environmental data are being collected during the course of a section 319(h) project, a Quality Assurance Project Plan (QAPP) must be followed in accordance with specific USEPA guidelines. QAPPs outline the procedures that a monitoring project will use to make sure that samples are collected, data are stored, and reports are written to ensure quality high enough to meet the needs of the project. Subawardees should discuss QAPP requirements with the state as early in the grant process as possible. Specific guidelines on writing a QAPP are provided at <http://www.epa.gov/quality1/qs-docs/g5-final.pdf> and <http://www.epa.gov/volunteer/qappcovr.htm>.
- **Record-Keeping Specifications.** Section 319 grant recipients are required to retain all records pertaining to federally sponsored activities or projects for 3 years after the date of submission of the final financial status report or final date of reconciliation of outstanding issues. The records must be available and accessible to the state or USEPA, as requested, for review or audit.
- **Reporting Specifications.** All Section 319(h) grants are subject to USEPA's general grant regulations which specify various basic grant-reporting requirements.

Appendix B

State Of Georgia Allowable Travel Cost Limits

As noted in the Travel section, if your organization's standard travel rates or maximums are approved by GAEPD, you are encouraged to utilize them. If your organization does not have approved rates please use the current State of Georgia allowable limits provided below.

- **Mileage/Transport**

The current allowable mileage rate is \$0.485/mile. Please note this figure includes fuel expenses. For additional information including guidance concerning air travel, please refer to OMB Circular A-87.

- **Lodging and Subsistence**

Costs incurred for travel, including costs of lodging, other subsistence, and incidental expenses, are considered reasonable and allowable only to the extent that they do not exceed charges normally allowed by the Grantee's organization.

Lodging

Employees who travel more than 30 miles (and outside the county) from their home office, residence or headquarters may be reimbursed for lodging expenses associated with overnight travel. Reimbursement will be for the actual lodging expenses, provided the expenses are reasonable. Employees traveling overnight are responsible for ensuring the most reasonable lodging rates are obtained. To accomplish this, employees should: 1) make reservations in advance, whenever practical; 2) utilize minimum rate accommodations; 3) avoid the "deluxe" hotels and motels; and 4) obtain corporate/government rates, whenever possible. GADNR also encourages employees traveling on business to explore opportunities to support certified "Green Hotels" where cost-competitive. The current list of certified properties is available at: http://www.p2ad.org/green_hotel_program.html.

Daily lodging expenses, including applicable taxes, must be itemized on an employee travel expense statement. Employees requesting reimbursement for lodging expenses are required to submit copies of receipts with their expense statement. The expense statement must also include the name(s) of the persons approved for travel, dates of travel and the purpose of the event as well as the responsibilities of the individuals approved for travel. Any expenses that exceed

the maximum reasonable rates established by the respective agency should be explained on the travel statement.

Subsistence/ Meal Expense Documentation

All meal expenses must be itemized on the employee travel expense statement, indicating the date, location, and the actual cost of each meal. Taxes and tips are also reimbursable, however, they are to be included in the total meal cost subject to the authorized limits. Receipts for meals are not required. However, expenses that exceed the authorized general meal limits due to travel out-of-state or in high cost areas in state should be explained on the expense statement.

Employees who are required to travel but do not stay overnight may be reimbursed for meals that are an integral part of a scheduled, official meeting including noon meals that are part of a required registration fee. However, travel regulations do not authorize reimbursement for meals purchased during a “lunch meeting” in which the meal and meeting are one and the same. Employees may also be reimbursed for some meals when they are at least 30 miles away or are away for at least 13 hours on a work assignment. In addition to the noon meal, employees who depart prior to 5:30 a.m. are entitled to reimbursement for breakfast expenses, and employees who return later than 7:30 p.m. are entitled to reimbursement for dinner expenses.

Employees traveling overnight may be reimbursed for the actual cost of meals, within the maximum limits published below. Employees who travel overnight should not be reimbursed for three full meals on the day of departure or return. The daily meal limits shown below may be considered as a single daily total. Please contact your project administrator and/or refer to the Statewide Travel Regulations for specific guidelines. These guidelines may be found at: http://www.audits.state.ga.us/internet/nalgad/July_2004_Draft_of_Travel_Regulationsv3.pdf

In some areas of Georgia, employees may experience high costs that cause the employee to exceed the general meal limits. As a result, the following counties have been designated “high cost areas:” Chatham, Cobb, DeKalb, Fulton, Glynn and Gwinnett counties. Employees are considered traveling in high cost areas of Georgia when their official responsibilities must be performed at a location in the high cost area. Employees who are not both working and spending the night in lodging in a designated high cost area are subject to the general meal limits.

Meal Expenses Associated with Overnight Travel within Most Areas of Georgia

Number of Meals Allowed	Meals Allowed	Daily Maximum Allowable Expense
3 meals per day	Breakfast/lunch/dinner	\$28.00
2 meals per day	Breakfast/lunch	\$13.00
	Breakfast/dinner	\$21.00
	lunch/dinner	\$22.00
1 meal per day	Breakfast	\$6.00
	Lunch	\$7.00
	Dinner	\$15.00

Meal Expenses Associated with Overnight Travel within Georgia's High Cost Areas

Number of Meals Allowed	Meals Allowed	Daily Maximum Allowable Expense
3 meals per day	Breakfast/lunch/dinner	\$36.00
2 meals per day	Breakfast/lunch	\$16.00
	Breakfast/dinner	\$27.00
	lunch/dinner	\$29.00
1 meal per day	Breakfast	\$7.00
	Lunch	\$9.00
	Dinner	\$20.00

Appendix C: Form Templates

This Appendix Includes Samples of the Following Documents:

- Invoice
- Itemized Charge Summary Sheet (Optional)
- Sample Salary and Fringe Benefits Documentation
- Timesheet [2 versions provided: 1 week and 2 week]
- Volunteer Time Form
- Semi Annual Report
- Close Out Report

Appendix D: GAEPD QAPP REVIEW CHECKLIST

P = Present & Acceptable; NP = Not Present; I = Incomplete; NA = Not Applicable

ELEMENT	COMMENTS
PROJECT MANAGEMENT	
A1. Title and Approval Sheet	
Title	
Organization's name	
Dated signature of project manager	
Dated signature of quality assurance officer	
Other signatures, as needed	
A2. Table of Contents	
A3. Distribution List	
A4. Project/Task Organization	
Identifies key individuals and responsibilities (Person responsible for maintaining official, approved QAPP; decision-makers; subcontractors; data users; etc.)	
Organizational chart illustrates lines of authority and reporting responsibilities	
A5. Problem Definition/Background	
States decision(s) to be made, actions to be taken, or outcomes expected	
Provides reason (site background; historical context) for initiating the project	
Identifies necessary regulatory information, applicable criteria, action limits, etc.	
A6. Project/Task Description	
Summarizes work to be performed that supports project goals (measurements to be made; data files to be obtained, required project and QA records and reports; etc.)	
Cites applicable technical, regulatory, or program-specific quality standards, criteria or objectives	
Provides work schedule indicating critical project points	
Details study locations, including maps if possible	
Discusses applicable resource and time constraints	
A7. Quality Objectives and Criteria	
Identifies performance/measurement criteria for all information to be collected and acceptance criteria for information obtained from previous studies	
Discusses precision, bias, representativeness, desired method sensitivity, need for completeness, need for comparability	
A8. Special Training /Certification	
Identifies training/certifications; provision; documentation procedure; and individual(s) responsible for assuring requirements are satisfied	
A9. Documentation and Records	
Provides report format and complete data summary	
Lists all project documents and records to be produced as well as lab turn around time	

Provides retention time and location for records, reports and back up documents	
Procedure for distribution of the most current copy of the approved QAPP to individuals identified in A3	
DATA GENERATION and ACQUISITION	
B1. Sampling Process Design (Experimental Design)	
Describes and justifies design strategy	
Details the type and total number of sample types/matrix or test runs/trials needed and expected	
Sampling locations and frequency	
Back-up procedure should sampling sites become inaccessible/unavailable	
Identifies project activity sampling schedules	
Specifies information as either "critical" or "for informational purposes only"	
Identifies sources of variability and how variability will be reconciled with project information	
B2. Sampling Methods	
Identifies all sampling SOPs by number, date, and regulatory citation, indicating sampling options or modifications to be taken	
Collection procedure for each sample/matrix type	
If in-situ monitoring, provides instrument deployment and operation procedures to avoid contamination and ensure data maintenance	
If continuous monitoring, indicates averaging time and how instruments should store and maintain data	
Indicates how samples are to be homogenized, composited, split, filtered, etc.	
Indicates proper sample containers and volumes	
Indicates whether samples are to be preserved and, if so, appropriate methods	
If sampling equipment/samplers are to be cleaned and/or decontaminated, provides appropriate methods for cleaning and byproduct disposal	
Identifies necessary equipment and support facilities	
Procedures (documentation, etc.) should problems occur, identifying individual(s) responsible for corrective action	
B3. Sample Handling and Custody	
States maximum holding times from sample collection to extraction/analysis for each sample type and, for in-situ or continuous monitoring, the maximum time before retrieval of information	
Procedure for handling, transporting, receiving and holding samples or information (including temperature upon receipt)	
Procedure and individual responsible for documenting sample or information handling and custody information	
Discusses sample identification system and forms to accompany plan	
Identifies chain-of-custody procedures and form to accompany plan	
B4. Analytical Methods	

Identifies all analytical SOPs to be followed by number, date, and regulatory citation, indicating options or modifications to be taken, such as sub-sampling and extraction procedures	
Identifies equipment or instrumentation needed	
Identifies any specific method performance criteria	
Procedures (documentation, etc.) should failures occur, identifying individual(s) responsible for corrective action	
Identifies sample disposal procedures	
Specifies laboratory turnaround times needed	
Provides SOPs and method validation for nonstandard methods	
B5. Quality Control	
For each type of sampling, analysis, or measurement technique, identifies proper QC activities	
Details what should be done when control limits are exceeded, and how effectiveness of control actions will be determined and documented	
Procedures and formulas for calculating applicable QC statistics	
B6. Instrument/Equipment Testing, Inspection, and Maintenance	
Identifies field and laboratory equipment needing periodic maintenance, and applicable schedules	
Identifies testing criteria	
Notes availability and location of spare parts	
Procedures for inspecting equipment prior to use	
Identifies individual(s) responsible for testing, inspection and maintenance	
Procedure and time-line for resolving identified deficiencies, conducting re-inspections, and determining and documenting effectiveness of corrective action	
B7. Instrument/Equipment Calibration and Frequency	
Identifies equipment, tools, and instruments that should be calibrated and the frequency of this calibration	
Describes how calibrations should be performed and documented, indicating test criteria and standards or certified equipment	
Identifies how deficiencies should be resolved and documented	
B8. Inspection/Acceptance Requirements for Supplies and Consumables	
Identifies critical supplies and consumables for field and laboratory, noting supply source, acceptance criteria, and procedures for tracking, storing and retrieving these materials	
Identifies responsible individual(s)	
B9. Non-direct Measurements	
Identifies indirect data sources (e.g. databases, literature, models)	
Describes intended use and rationale for indirect data selection	
Indicates acceptance criteria for these data sources and/or models	
Identifies key resources and support facilities needed	

Procedure for determining validity limits and operating conditions	
B10. Data Management	
Provides data management scheme from field to final use and storage	
Provides standard record-keeping and tracking practices, and the document control system or cites other written documentation such as SOPs	
Identifies data handling procedures and equipment that will ensure reliable and accurate data processing, compiling, analysis and transmission	
Identifies responsible individual(s)	
Describes the process for data archival and retrieval	
Describes procedures to demonstrate acceptability of hardware and software configurations	
Checklists and forms attached	
ASSESSMENT and OVERSIGHT	
C1. Assessments and Response Actions	
Lists the number, frequency, dates and type of assessment activities to be conducted	
Identifies individual(s) responsible for conducting assessments, indicating each one's authority to issue stop work orders; Also identifies other possible participants in the assessment process	
Procedure (including recipient) for reporting assessment information	
Identifies how corrective actions should be addressed and by whom, and how they should be verified and documented	
C2. Reports to Management	
Identifies necessary project QA status reports and required frequency	
Identifies producers and receivers of reports	
DATA VALIDATION and USABILITY	
D1. Data Review, Validation, and Verification	
Describes criteria for accepting, rejecting, or qualifying project data	
D2. Validation and Verification methods	
Data verification and validation SOPs, indicating type of data validation software to be used, if any	
Identifies individual(s) responsible for verifying and validating various components of the project data/information (e.g. chain-of-custody forms, receipt logs, calibration information)	
Identifies issue resolution process, and method and individual(s) responsible for conveying results to data users	
Checklists, forms, and calculations attached	
D3. Reconciliation with User Requirements	
Procedures for assessing validity of questionable data	
Describes how data use limitations will be reported to data users	

Reference:

EPA/600/R-98/018, Guidance for Quality Assurance Project Plans, EPA QA/G-5, February 2002
(Available from EPA's Website: <http://www.epa.gov/quality>)