

Environmental Protection Agency

§ 35.4180

Type of report	Required information	Timing and frequency
(a) Federal Cash Transactions Report.	The amount of funds advanced to you or electronically transferred to your bank account and how you spent those funds.	Semiannually within 15 working days following the end of the semiannual period which ends June 30 and December 31 of each year.
(b) Minority-Owned Business Enterprise/Women-Owned Business Enterprise (MBE/WBE) Utilization.	Whether your group contracted with a MBE/WBE in the past Federal fiscal year, the value of the contract, if any, and the percentage of total project dollars on MBE/WBEs.	Annually, even if no contracts have been signed.
(c) Progress Report	Full description in chart or narrative format of the progress your group made in relation to your approved schedule, budget and the TAG project milestones, including an explanation of special problems your group encountered.	Quarterly, within 45 days after the end of each calendar quarter.
(d) Financial Status Report ...	Status of project's funds through identification of project transactions and within 90 days after the end of your TAG's funding period.	Annually, within 90 days after the anniversary date of the start of your TAG project.
(e) Final Report	Description of project goals and objectives, activities undertaken to achieve goals and objectives, difficulties encountered, technical advisors' work products and funds spent.	Within 90 days after the end of your project.

§35.4175 What other reporting and record keeping requirements are there?

In addition to the report requirements §35.4170 describes, EPA requires your group to:

- (a) Comply with any reporting requirements in the terms and conditions of the "grant agreement";
- (b) Keep complete financial records accurately showing how you used the Federal funds and the match, whether it is in the form of cash or in-kind assistance; and
- (c) Comply with any reporting and record keeping requirements in OMB Circular A-122 and 40 CFR part 30.

§35.4180 Must my group keep financial records after we finish our TAG?

- (a) You must keep TAG financial records for ten years from the date of the final Financial Status Report, or until any audit, litigation, cost recovery, and/or disputes initiated before the end of the ten-year retention period are settled, whichever, is longer.
- (b) At the ten-year mark, you may dispose of your TAG financial records if you first get written approval from EPA.
- (c) If you prefer, you may submit the financial records to EPA for safe-keeping when you give us the final Financial Status Report.