

**CITY OF HOUSTON**  
Department of Health and Human Services

**Bill White**

Mayor

Stephen L. Williams, M.Ed., M.P.A.  
Director  
Health and Human Services  
Department  
8000 N. Stadium Drive  
Houston, Texas 77054-1823

T.713.794.9311  
F.713.798.0862  
[www.houstonhealth.org](http://www.houstonhealth.org)

July 11, 2008

U.S. EPA  
Region 6  
Grants Team (6MD-RX)  
1445 Ross Avenue, Suite 1200  
Dallas, Texas 75202-2733

*Re: EPA Document XA-96665901-0 Measurement & Analysis of Benzene & VOC Emissions in the Houston Ship Channel Area*

Please find attached, one signed original of the above referenced document for your records.

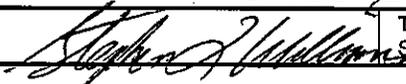
If additional information is needed, contact Michele Austin at 713-794-9980, or Jim Shockley at 713-794-9332.

Sincerely,

Stephen L. Williams, M.Ed., M.P.A.  
Director  
Houston Department of Health and Human Services

SLW/js

Attachment

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Cooperative Agreement</b>	<b>ASSISTANCE ID NO.</b>			<b>DATE OF AWARD</b> 06/30/2008	
		<b>PRG</b>	<b>DOC ID</b>	<b>AMEND#</b>		
		<b>XA - 96665901 - 0</b>			<b>MAILING DATE</b> 07/07/2008	
		<b>TYPE OF ACTION</b> New			<b>ACH#</b> 66955	
<b>RECIPIENT TYPE:</b> Municipal		<b>Send Payment Request to:</b> Las Vegas Finance Center				
<b>RECIPIENT:</b>		<b>PAYEE:</b>				
City of Houston Dept of H&H Services 7411 Park Place Blvd. Houston, TX 77087-4441 EIN: 74-6001164		City of Houston Dept of H&H Services 7411 Park Place Blvd. Houston, TX 77087-4441				
<b>PROJECT MANAGER</b>		<b>EPA PROJECT OFFICER</b>		<b>EPA GRANT SPECIALIST</b>		
Daniel Wayne Hoyt, P.E. 7411 Park Place Blvd. Houston, TX 77087 E-Mail: dan.hoyt@cityofhouston.net Phone: 713-640-4365		Aunjaneé Gautreaux 1445 Ross Avenue, Suite 1200, 6PD-S Dallas, TX 75202-2733 E-Mail: gautreaux.aunjane@epa.gov Phone: 214-665-7127		Jeraldine Englerth Grants Management Office, 6MD-RX E-Mail: Englerth.Jeraldine@epamail.epa.gov Phone: 214-665-7402		
<b>PROJECT TITLE AND DESCRIPTION</b>						
Measurement and Analysis of Benzene and VOC Emissions in Houston Ship Channel This project will measure and analyze benzene and volatile organic compounds (VOC) emissions in the Houston Ship Channel Area and major stationary sources selected from the surrounding area using Differential Absorption Light Detection and Ranging (DIAL) technology to support ambient Hazardous Air Pollutants (HAPs) concentrations reductions and identify emission control strategies and pollution reduction opportunities. In addition, grantee will demonstrate that traditional emissions estimation techniques are inadequate to predict air contaminant concentration accurately.						
<b>BUDGET PERIOD</b> 06/30/2008 - 06/30/2009		<b>PROJECT PERIOD</b> 06/30/2008 - 06/30/2009		<b>TOTAL BUDGET PERIOD COST</b> \$707,029.00		
				<b>TOTAL PROJECT PERIOD COST</b> \$707,029.00		
<b>NOTICE OF AWARD</b>						
Based on your application dated 01/23/2008, including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA), hereby awards \$643,112. EPA agrees to cost-share 90.96% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$643,112. Such award may be terminated by EPA without further cause if the recipient fails to provide timely affirmation of the award by signing under the Affirmation of Award section and returning all pages of this agreement to the Grants Management Office listed below within 21 days after receipt, or any extension of time, as may be granted by EPA. This agreement is subject to applicable EPA statutory provisions. The applicable regulatory provisions are 40 CFR Chapter 1, Subchapter B, and all terms and conditions of this agreement and any attachments.						
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>			<b>AWARD APPROVAL OFFICE</b>			
<b>ORGANIZATION / ADDRESS</b>			<b>ORGANIZATION / ADDRESS</b>			
Management Division, 6MD-RX 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733			U.S. EPA, Region 6 Multimedia Planning & Permitting Division (6PD) 1445 Ross Avenue, Suite 1200 Dallas, TX 75202-2733			
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>						
<b>SIGNATURE OF AWARD OFFICIAL</b>		<b>TYPED NAME AND TITLE</b>		<b>DATE</b>		
Digital signature applied by EPA Award Official		Lynda F. Carroll, Assistant Regional Administrator for Management		06/30/2008		
<b>AFFIRMATION OF AWARD</b>						
<b>BY AND ON BEHALF OF THE DESIGNATED RECIPIENT ORGANIZATION</b>						
<b>SIGNATURE</b>		<b>TYPED NAME AND TITLE</b>		<b>DATE</b>		
		Stephen L. Williams, M.Ed., M.P.A., Director		07/14/08		

# EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$	\$ 643,112	\$ 643,112
EPA In-Kind Amount	\$	\$	\$ 0
Unexpended Prior Year Balance	\$	\$	\$ 0
Other Federal Funds	\$	\$	\$ 0
Recipient Contribution	\$	\$ 63,917	\$ 63,917
State Contribution	\$	\$	\$ 0
Local Contribution	\$	\$	\$ 0
Other Contribution	\$	\$	\$ 0
Allowable Project Cost	\$ 0	\$ 707,029	\$ 707,029

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act: Sec. 103	40 CFR PART 31

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
	0806JSR020	08	E1	06J5	101A04EAT	4183			643,112
									643,112

## Budget Summary Page

Table A - Object Class Category (Non-construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$43,100
2. Fringe Benefits	\$18,317
3. Travel	\$3,925
4. Equipment	\$6,745
5. Supplies	\$8,942
6. Contractual	\$626,000
7. Construction	\$0
8. Other	\$0
9. Total Direct Charges	\$707,029
10. Indirect Costs: % Base	\$0
11. Total (Share: Recipient <u>9.04</u> % Federal <u>90.96</u> %.)	\$707,029
12. Total Approved Assistance Amount	\$643,112
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$643,112
15. Total EPA Amount Awarded To Date	\$643,112

## **Administrative Conditions**

This Assistance Agreement is awarded in accordance with the **Federal Grants and Cooperative Agreement Act of 1977**. Areas of substantial EPA involvement, beyond the normal exercise of performance evaluation and program review, have been detailed in specific output objectives which resulted from negotiation between EPA and the recipient. These areas are included in the application for this award and have become a part of this Agreement.

1. The recipient covenants and agrees that it will expeditiously initiate and timely complete the project work for which assistance has been awarded under this Agreement, in accordance with all applicable provisions of **40 CFR Chapter 1, Subchapter B**. The recipient warrants, represents, and agrees that it and all its contractors, employees and representatives, will comply with all APPLICABLE provisions of **40 CFR Chapter 1, Subchapter B, INCLUDING BUT NOT LIMITED TO** the provisions of **40 CFR Parts 31, 32, 34, and 35**. This award may be reduced or terminated at such time the recipient fails to comply with the program objectives, grant award conditions, or Federal reporting requirements.
2. Recipient standards of administration, property management, procurement and financial management, as well as records and facilities of recipients, their contractors and subcontractors are subject to audit and inspection by the Comptroller General of the United States and the U.S. Environmental Protection Agency in accordance with Office of Management and Budget (OMB) Circulars A-87, A-102, or A-110, as appropriate, A-133 and 40 CFR Part 31. The recipient's standards governing procurement will be in accordance with 40 CFR, Part 31.36 and OMB Circular A-102. The recipient shall maintain a financial management system which meets the requirements of 40 CFR Part 31.20.
3. Any State agency or agency of a political subdivision of a State which is using appropriated Federal funds shall comply with the requirements set forth in Section 6002 of the Resource Conservation and Recovery Act (RCRA) (42 U.S.C. 6962). Regulations issued under RCRA Section 6002 apply to any acquisition of an item where the purchase price exceeds \$10,000 or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. RCRA Section 6002 requires that preference be given in procurement programs to the purchase of specific products containing recycled materials identified in guidelines developed by EPA. These guidelines are listed in 40 CFR 247.
4. In accordance with EPA Order 1000.25 and Executive Order 13101, Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition, the recipient agrees to use recycled paper for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA, or to Standard Forms, which are printed on recycled paper and are available through the General Services Administration. Please note that Section 901 of Executive Order 13101, dated September 14, 1998, revoked Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention in its entirety.
5. In accordance with **40 CFR Part 31.41**, the recipient shall submit an **annual Financial Status Report (FSR), Standard Form 269 or 269A, to:**

Grants Team (6MD-RX)  
U. S. Environmental Protection Agency, Region 6  
1445 Ross Avenue

Dallas, Texas 75202-2733

The final Financial Status Report (FSR) is due on or before 90 days after the end of the budget period. In accordance with Agency policy, all project expenditures reported by the recipient shall be deemed to include both the Federal and recipient share of the expenditures. **The final Financial Status Report (FSR) shall be submitted to:**

**U.S. Environmental Protection Agency  
Las Vegas Finance Center  
P.O. Box 98515  
Las Vegas, Nevada 89193-8515**

6. Pursuant to 40 CFR 30.18, if applicable, and 15 USC 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <http://www.usfa.dhs.gov/applications/hotel/> to see if a property is in compliance (FEMA ID is currently not required), or to find other information about the Act.
7. In accordance with OMB Circular A-133, the recipient shall obtain a single audit if it expends \$500,000 or more a year in federal awards. The recipient shall also submit a copy of the audit report to:

Grants Team (6MD-RX)  
U.S. Environmental Protection Agency, Region 6  
1445 Ross Avenue  
Dallas, Texas 75202-2733

8. Recipient shall fully comply with Subpart C of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Responsibilities of Participants Regarding Transactions (Doing Business with Other Persons)." Recipient is responsible for ensuring that any lower tier covered transaction as described in Subpart B of 2 CFR Part 180 and 2 CFR Part 1532, entitled "Covered Transactions," includes a term or condition requiring compliance with Subpart C. Recipient is responsible for further requiring the inclusion of a similar term or condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information as required at 2 CFR 180.335 may result in the delay or negation of this assistance agreement, or pursuance of legal remedies, including suspension and debarment.

Recipient may access the Excluded Parties List System at [www.epls.gov](http://www.epls.gov). This term and condition supersedes EPA Form 5700-49, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters."

9. The recipient agrees to comply with Title 40 CFR Part 34, *New Restrictions on Lobbying*. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000, and require that subrecipients submit certification and disclosure forms accordingly.

In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or

lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.

10. Pursuant to 40 CFR 31.41(b) and 31.50(b), EPA recipients shall submit a final Financial Status Report – also called the SF269 – to EPA’s Las Vegas Finance Center (LVFC), within ninety (90) days after the expiration of the budget period end date. Completed SF269s must be faxed to 702-798-2423 or mailed to the following address: USEPA LVFC, P.O. Box 98515, Las Vegas, NV 89193-8515. The LVFC will make adjustments, as necessary, to obligated funds after reviewing and accepting a final Financial Status Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

EPA may take enforcement actions in accordance with 40 CFR 31.43 if the recipient does not comply with this term and condition.

11. The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in Title 40 CFR 36.200 - 36.230. Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards, and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in Title 40 CFR 36.300.

The consequences for violating this condition are detailed under Title 40 CFR 36.510. Recipients can access the Code of Federal Regulations (CFR) Title 40 Part 36 at [http://www.access.gpo.gov/nara/cfr/waisidx\\_06/40cfr36\\_06.html](http://www.access.gpo.gov/nara/cfr/waisidx_06/40cfr36_06.html).

12. The Federal share of allowable expenditures chargeable to this assistance project will be financed by the EPA AUTOMATED CLEARING HOUSE (EPA-ACH) PAYMENT SYSTEM.

The recipient will strictly adhere to the accounting and reporting procedures described in the EPA-ACH Recipient's Manual for the duration of the project. Four conditions should receive special attention:

- a. Cash drawdowns will be made only as actually needed for disbursements.
- b. The recipient will provide timely reporting of cash disbursements and balances through annual submission (within fifteen (15) working following the end of each calendar year for the reporting period January 1 ending December 31) of the Federal Cash Transactions Report (SF-272) to:

U.S. Environmental Protection Agency  
Las Vegas Finance Center  
P.O. Box 98515  
Las Vegas, Nevada 89193-8515

- c. The recipient will impose the same standards of timing and reporting on secondary recipients, if any.

- d. When a drawdown under the EPA-ACH Payment System occurs, the recipient must show the Assistance Agreement Number(s) under "Financial Data" on the EPA-ACH Payment Request Form. Requests for payment should be faxed to:

(702) 798-2423  
Las Vegas Finance Center  
Attention: Anedia Feaster

13. EPA's financial obligations to the recipient are limited by the amount of federal funding awarded to date as shown on line 15 in its EPA approved budget. If the recipient incurs costs in anticipation of receiving additional funds from EPA, it does so at its own risk.

14. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2008, the limit is \$571.12 per day and \$71.39 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Subagreements with firms for services which are awarded using the procurement requirements in 40 CFR 30 or 31, as applicable, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction, and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 40 CFR 31.36(j) or 30.27(b).

15. UTILIZATION OF SMALL, MINORITY AND WOMEN'S BUSINESS ENTERPRISES

GENERAL COMPLIANCE, 40 CFR, Part 33

The recipient agrees to comply with the requirements of EPA's Program for Utilization of Small, Minority and Women's Business Enterprises in procurement under assistance agreements, contained in 40 CFR, Part 33.

FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D

A recipient must negotiate with the appropriate EPA award official, or his/her designee, fair share objectives for MBE and WBE (MBE/WBE) participation in procurement under the financial assistance agreements.

The dollar amount of this assistance agreement is \$250,000, or more; or the total dollar amount of all of the recipient's non-TAG assistance agreements from EPA in the current fiscal year is \$250,000, or more. The recipient accepts the applicable MBE/WBE fair share objectives/goals negotiated with EPA by the Texas Commission on Environmental Quality as follows:

MBE: CONSTRUCTION-34%; SUPPLIES-18%; SERVICES-22%; EQUIPMENT-13%  
WBE: CONSTRUCTION-8%; SUPPLIES-29%; SERVICES-26%; EQUIPMENT-13%

By signing this financial assistance agreement, the recipient is accepting the fair share objectives/goals stated above and attests to the fact that it is purchasing the same or similar construction, supplies, services and equipment, in the same or similar relevant geographic buying market as Texas Commission on Environmental Quality.

Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404

The recipient has the option to negotiate its own MBE/WBE fair share objectives/goals. If the recipient wishes to negotiate its own MBE/WBE fair share objectives/goals, the recipient agrees to submit proposed MBE/WBE objectives/goals based on an availability analysis, or disparity

study, of qualified MBEs and WBEs in their relevant geographic buying market for construction, services, supplies and equipment.

The submission of proposed fair share goals with the supporting analysis or disparity study means that the recipient is **not** accepting the fair share objectives/goals of another recipient. The recipient agrees to submit proposed fair share objectives/goals, together with the supporting availability analysis or disparity study, to the Regional MBE/WBE Coordinator within 120 days of its acceptance of the financial assistance award. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. If proposed fair share objective/goals are not received within the 120 day time frame, the recipient may not expend its EPA funds for procurements until the proposed fair share objective/goals are submitted.

#### SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C

Pursuant to 40 CFR, Section 33.301, the recipient agrees to make the following good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to ensure that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained:

- (a) Ensure DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.
- (d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- (e) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.
- (f) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (a) through (e) of this section.

#### MBE/WBE REPORTING, 40 CFR, Part 33, Sections 33.502 and 33.503

The recipient agrees to complete and submit EPA Form 5700-52A, "MBE/WBE Utilization Under Federal Grants, Cooperative Agreements and Interagency Agreements" beginning with the Federal fiscal year reporting period the recipient receives the award, and continuing until the project is completed. **Only procurements with certified MBE/WBEs are counted toward a recipient's MBE/WBE accomplishments.** The reports must be submitted **semiannually** for the periods ending March 31<sup>st</sup> and September 30<sup>th</sup> for:

Recipients of financial assistance agreements that capitalize revolving loan programs (CWSRF, DWSRF, Brownfields); and

All other recipients not identified as annual reporters (40 CFR Part 30 and 40 CFR Part 35,

Subpart A and Subpart B recipients are annual reporters).

**The reports are due within 30 days of the end of the semiannual reporting periods (April 30<sup>th</sup> and October 30<sup>th</sup>). Reports should be sent to:**

Ms. Debora Bradford  
US EPA (6MD-RX)  
1445 Ross Ave., Suite 1200  
Dallas, TX 75202-2733

**Final MBE/WBE reports must be submitted within 90 days after the project period of the grant ends. Your grant cannot be officially closed without all MBE/WBE reports.**

EPA Form 5700-52A may be obtained from the EPA Office of Small Business Program's Home Page on the Internet at [www.epa.gov/osbp](http://www.epa.gov/osbp).

**CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of 40 CFR, Section 33.302.

**BIDDERS LIST, 40 CFR, Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see 40 CFR, Section 33.501 (b) and (c) for specific requirements and exemptions.

16. To implement requirements of Section 106 of the Trafficking Victims Protection Act of 2000, as amended, the following provisions apply to this award:

a. We, as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity: (1) is determined to have violated an applicable prohibition in the Prohibition Statement below; or (2) has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in the Prohibition Statement below through conduct that is either: (a) associated with performance under this award; or (b) imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR part 1532. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in the Prohibition Statement below.

b. Our right to terminate unilaterally that is described in paragraph a of this award term: (1) implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and (2) is in addition to all other remedies for noncompliance that are available to us under this award.

c. You must include the requirements of the Prohibition Statement below in any subaward you make to a private entity.

**Prohibition Statement** - You as the recipient, your employees, subrecipients under this award, and subrecipients' employees may not engage in severe forms of trafficking in persons during the period of time that the award is in effect; procure a commercial sex act during the period of time that the award is in effect; or use forced labor in the performance of the award or subawards under the award.

17. Management fees or similar charges in excess of the direct costs and approved indirect

rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

### **Programmatic Conditions**

1. Quarterly Progress Reports. The recipient agrees to submit quarterly progress reports to the EPA Project Officer within 30 days after the end of each reporting period. The reporting periods begin at the project start date, or, for subsequent reporting periods, on the quarterly anniversary of the start date. The reports should generally not exceed five 8 ½" X 11" pages and shall provide the information requested below.

A. Brief statements covering work status, work progress, preliminary data results, and evaluations made during the reporting period, including a comparison of actual accomplishments with the goals and objectives for the period. Address difficulties encountered (or might encounter) in carrying out this project and remedial actions (to be) taken. If the aims of the project have not changed from the original application, state this. If these have been modified, provide the revised aims and discuss the reason for the modification.

B. A discussion of any absence or changes of key personnel involved in the project.

C. A discussion of expenditures to date along with a comparison of the percentage of the project completed to the project schedule, and an explanation of any costs which are higher than originally estimated. Revised budget information will be required under this agreement if any significant changes in the size or scope of the project or in the originally-negotiated total estimated costs are anticipated for the project period.

D. Statements addressing how the quality assurance requirements of 40 C.F.R. 30.54 and the agreement are being met, especially focusing on the assurance of data quality relevant to environmental measurements and data generation.

E. Results to date, emphasizing findings and their significance to the field, their relationship to the general goals of the award, and their potential practical applications.

F. Planned activity for the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated.

G. Publications arising from this project. Copies of publications and reprints which have not previously been submitted to the Agency should be enclosed with the report.

2. Final Report. The recipient agrees to submit a final report to the EPA Project Officer by 90 calendar days after the expiration of the project period. The Project Officer may require clarifications of the final report before the report is considered acceptable. Although there are no page restrictions on the final report, EPA does not expect a final report of great length. However, this document shall include a discussion of:

A. Project activities over the entire period of funding, describing the recipient's achievements with respect to the stated project purposes and objectives.

B. The complete details of all technical aspects of the project--both negative and positive--the recipient's findings, conclusions, and results, including the associated quality assurance results.

C. An evaluation of (a) the technical effectiveness and economic feasibility of the methods or techniques investigated or demonstrated, if applicable, and/or (b) an explanation of how the project adds to our understanding of / solutions for environmental problems, or is otherwise of benefit to the environment and human health. This discussion should be a minimum of one paragraph long and written in terms understandable by the educated layman.

3. Form of Reports. The recipient agrees to provide quarterly and final reports electronically using commonly available word processing software (e.g., Word®) or PDF format.

4. Quality Assurance, Data Management, and Results Availability.

A. Quality Assurance. The recipient agrees to comply with the requirements of ANSI/ASQC E4, "Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs." EPA requirements (R-series) and guidance (G-series) documents address in detail how to comply with ANSI/ASQC E4 (particularly pertinent are R-5, "EPA Requirements for Quality Assurance Project Plans," and G-4, "Guidance for the Data Quality Objectives Process"). Referenced R- and G-series EPA documents are available at:  
[http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html).

B. Data Management and Results Availability. The recipient agrees to ensure all quality assured ambient air data arising from the awarded project are successfully uploaded to the EPA Air Quality System (<http://www.epa.gov/ttn/airs/airsaqs/>) NLT 120 days after the end of each data collection period. The data collection periods begin as of the first date of ambient air monitoring, or, for subsequent reporting periods, on the quarterly anniversary of the start date. Data arising from other than ambient air monitoring will be submitted to the EPA Project Officer on the same schedule using commonly available spreadsheet software (e.g., Excel®).

5. Meeting Attendance. As noted in the original RFA, the recipient agrees to include in the budget funds to present the project results at the Air Toxics Data Analysis Workshop designated by the EPA (U.S. location to be determined); a maximum of two project representatives is authorized; the workshop duration will be up to three days, exclusive of travel time.

6. Other recipient responsibilities.

A. 40 C.F.R. 30.25 (f) allows the recipient to grant itself a one-time extension to the project period under certain conditions; for any such extension of the expiration date the recipient is required to notify the EPA Award Official and Project Officer in writing, with the supporting reasons and revised expiration date, at last 10 days before the expiration date specified in the award.

B. Per 40 C.F.R. 31.30, prior written approval is required from EPA if there is any revision to the scope or objectives of the project (regardless of whether there is an associated budget revision requiring prior approval).