

**MISSOURI DEPARTMENT OF NATURAL RESOURCES  
Air Pollution Control Program  
Climate Pollution Reduction Grant  
Revised Subgrant Program Requirements**

*Note: This document was revised on September 22, 2023 to correct the deadlines associated with the scope of work and other minor corrections.*

**I. Scope of Work**

By submitting a complete application for a subgrant, the applicant agrees to the following Scope of Work:

- **Number of Meetings:** The subgrantee must hold a minimum of three (3) meetings, no less than two (2) of which must have in-person attendance, which can be in addition to a virtual option. For the purposes of this requirement, a meeting is defined as a presentation, town hall, forum, seminar, or other convening open to the general public where information related to the Climate Pollution Reduction Grants (CPRG) is shared, and input from the public is sought.
- **Target Groups:** In support of the Environmental Protection Agency (EPA) goal of directing 40 percent of CPRG benefits to marginalized, underserved, and overburdened groups, subgrantees are directed to seek out and involve these groups in meetings to the extent possible. Subgrantees are encouraged to use EPA's Climate and Economic Justice Screening Tool (CEJST) to identify these disadvantaged groups.
- **Reporting:** In order to receive reimbursement, the subgrantee must submit a final report describing meeting outcomes, including summaries of any project proposals from meeting attendees, and next steps. A reporting template will be provided with the notification of award.
- **Subgrant Period:** The subgrantee must conduct all the outreach meetings on or before November 30, 2023. The subgrantee must submit the final report on or before December 10, 2023.

**II. Program Requirements**

This document sets forth the requirements pertinent to CPRG subgrants made by the Missouri Department of Natural Resources (Department), Air Pollution Control Program (APCP).

By submitting a complete application for a subgrant, the applicant agrees to comply with these requirements in addition to any other governmental, regulatory, or statutory provision that may be applicable; including the terms and conditions of the CPRG grant between the Department and the Environmental Protection Agency (EPA).

EPA's terms and conditions for the Department's grant are available here:

<https://dnr.mo.gov/document-search/epa-terms-conditions-cprg-subgrants>

EPA's general terms and conditions, which are included in the specific terms and conditions between EPA and the Department, are available here:

[https://www.epa.gov/system/files/documents/2022-09/fy\\_2022\\_epa\\_general\\_terms\\_and\\_conditions\\_effective\\_october\\_1\\_2022\\_or\\_later.pdf](https://www.epa.gov/system/files/documents/2022-09/fy_2022_epa_general_terms_and_conditions_effective_october_1_2022_or_later.pdf)

## **A. Use and Award of Subgrant Monies**

1. All subgrants shall be used for outreach activities related to the Department's CPRG planning grant.

Eligible activities are restricted to those activities that are directly related to public engagement for the CPRG planning grant. In general, funds may be used for:

- Staffing and contractual costs necessary to public engagement;
  - Planning and implementing meetings, workshops, and convenings to foster engagement;
  - Outreach and education for stakeholders and members of the public;
  - Evaluation and metrics-tracking activities;
  - Supplies (e.g. office supplies, software, printing, etc.);
  - Incidental costs related to the above activities, including but not limited to travel, membership fees, and indirect costs; and/or,
  - Other allowable activities as necessary to complete the required engagement.
2. Subgrant funds may be used for light refreshments served at meetings only with prior approval by the Department and EPA. To obtain prior approval, the awardee must submit a request prior to the meeting and provide details such as the time, date, and location of the meeting, a description of the light refreshments to be served, and a detailed budget for light refreshments. This information is in addition to any information provided in the subgrant application form. Due to time constraints around such approval, it is recommended to submit this additional, detailed information at the time of application.
  3. Eligible applicants must be a municipal government. Section 302 of the Clean Air Act defines "municipality" as a city, town, borough, county, parish, district, or other public body created by or pursuant to State law. Consistent with section 137(d)(1) of the Clean Air Act, a group of municipalities, such as a council of governments, may also be considered an eligible entity.
  4. **Use of Other Federal Funds**  
Applicants may not request reimbursement of any expense already paid for through other federal funding.
  5. Documentation Requirements

### **a. Notification of Award.**

- i. Notification by the Department of an applicant's selection for a subgrant defines the project start date for the subgrant. No costs incurred before the start date of the subgrant may be reimbursed as part of the award.
- ii. Within ten (10) days of notification of the subgrant, the applicant must provide a written acceptance of the subgrant that includes confirmation of the following details which will be included in the award notification:
  - Scope of Work specifying the number of meetings to be held, types of meetings and outreach, and target outreach totals;
  - Description of anticipated outreach target groups;
  - Estimated timeframe for completion of work and meeting dates; and,
  - Description of applicant jurisdiction and/or geographic scope.

**b. Project End Date.**

The project end date is defined as November 30, 2023. All meeting activities must be complete on or before the project end date.

**c. Final Report**

On or before December 10, 2023, the applicant must provide a report detailing the following:

- Number of meetings held and type of meeting;
- Participation totals for meetings held;
- Description of content presented at meetings held;
- Number of other outreach types and activities;
- Estimated outreach totals for non-meeting activities;
- Description of outreach outcomes, especially to target groups;
- Comments, opinions, forum results, project proposals, or recommendations collected from the public at meetings;
- Any other outreach outcomes; and,
- Description of any next steps and required resources, if applicable.

**6. Meeting and Outreach Content**

Meeting and Outreach Content is defined as the presentations, flyers, business cards, posters, or other materials provided by APCP to the subgrantee for the purposes of completion of the CPRG subgrant. The APCP requires subgrantees to present only provided informational material without change, modification, omission, or addition; unless such change, modification, omission, or addition is approved in writing prior to being presented to the public. Applicants may, without APCP approval, add the name and/or logo of their municipal organization to the provided meeting content.

**7. Award Amounts**

An applicant is limited to a subgrant of no more \$10,000, with a scope of work of at least three meeting dates, two of which must include in-person attendance, which may be in addition to a virtual option.

**B. Restrictions on the Use of Awards**

1. Any monies awarded and disbursed to an applicant that are not expended for the purpose for which the monies were awarded will be repaid by the applicant.
2. The Award is not, and shall not be, transferrable to any person or entity.
3. Applicants may not use award monies from this program to cover any portion of the following costs:
  - a. Costs unrelated to public outreach and engagement for the Department's CPRG planning activities;
  - b. Costs associated with development of new presentation materials without prior written approval;
  - c. Costs prohibited by state or federal statutes governing grants; and/or
  - d. Any cost prohibited by the Terms and Conditions of Missouri's CPRG grant from EPA.

**C. Modification of Subgrant Agreement**

The Subgrant Agreement may be amended by mutual written consent by the Department and the subgrantee.

### III. Financial Requirements

#### A. Method of Payment

1. The applicant shall not incur costs before the APCP approved start date.
2. By accepting a reimbursement from the Department for a municipal subgrant, the applicant certifies to the best of their knowledge and belief the information submitted is correct, and all outlays were made in accordance with this document.
3. Award Payments to the Applicants
  - a. **Proof of Payment.** Invoices (for the project) must be submitted within thirty (30) days of project end date. Invoices must include the following:
    - i. applicant's name, address, the amount paid by applicant for project, and total cost of the project
    - ii. attachments including, copies of paid receipt(s) from the vendor(s) proving total cost of the project and copies of check(s) or wire transfer(s) used to pay for the project for which the applicant is requesting reimbursement.
  - b. **Reimbursement.** May be made upon showing of good cause or special circumstances, as determined and approved by the APCP.
4. For monies withheld or repaid as a result of an enforcement action in subsection IV.C. of this document, the APCP may make these monies available to other eligible applicants.

#### B. Retention and Custodial Requirements For Records

1. The applicant shall retain financial records, supporting documents, and other records pertinent to the Award for a period of five (5) years after the close of the project.
2. If any litigation, claim, negotiation, audit, or other action involving the records has been started before the expiration of the five (5)-year period, the applicant shall retain records until completion of the action and resolution of all issues, which arise from it, or until the end of the regular five (5)-year period, whichever is later.
3. The rights to access such records must not be limited to the required retention period but shall last as long as the records are retained.
4. Any representative of the Department shall have the right to visit the project site(s) at any time until the project is closed.
5. The APCP and the Missouri State Auditor's Office or any of their authorized representatives shall have the right of access to any pertinent books, documents, papers, or other records of the applicant, which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts.
6. The applicant's records shall be maintained as public records pursuant to Chapter 610, RSMo.

#### C. Financial Management and Reporting

1. Financial Reporting. The applicant shall retain accurate, current, and complete disclosure of financial results of financially assisted activities.

2. Accounting Records. The applicant shall maintain records, which adequately identify the source and application of monies provided for the project. The source of this funding is the Climate Pollution Reduction Grant.
3. Internal Control. The internal control structure provides reasonable assurance that assets are safeguarded and must assure that assets are used solely for authorized purposes.
4. Source Documentation. Accounting records must be supported by such source documentation as canceled checks and paid invoices. Appropriate electronic verification of cleared checks may also be considered source documentation in lieu of actual canceled checks. The documentation must be made available by the applicant at the APCP's request.

#### **IV. Dispute Resolution and Termination**

##### **A. Dispute Resolution**

1. The applicant and the APCP shall attempt to resolve disagreements concerning the project performance including reporting requirements.
2. If an agreement cannot be reached within sixty (60) days of the issuance of the notice of noncompliance, the Department's APCP Director will provide a written decision. Such decision of the APCP Director shall be final unless a request for review is submitted to the Department's Division of Environmental Quality (DEQ) Director within fifteen (15) days of the receipt of the APCP Director's decision. The DEQ Director shall provide a final decision within thirty (30) days of the receipt of the applicant's request. Such requests shall include:
  - a. A copy of the APCP Director's written decision
  - b. A statement of the amount in dispute
  - c. A brief description of the issue(s) involved
  - d. A concise statement of the objections to the final decision
3. A decision by the DEQ Director shall constitute final Department action.

##### **B. Termination**

###### **1. Termination for Cause.**

By the Department:

- a. The Department may terminate any award, in whole or in part, at any time before the date of completion whenever it is determined that the applicant has failed to comply with the requirements of this program.
- b. The Department shall promptly notify the applicant in writing of such a determination and the reasons for the termination, together with the effective date.

###### **2. Termination for Convenience.**

The Department or the applicant may terminate the award, in whole or in part, when the parties agree that the continuation of the project would not produce beneficial results commensurate with the further expenditure of monies.

**C. Enforcement: Remedies for Noncompliance**

If an applicant falsifies any award document, fails to maintain records or submit reports, refuses the APCP access to records, or materially fails to comply with any term of an award, the APCP may take one or more of the following actions, as appropriate:

1. Suspend or terminate, in whole or part, the award of current or future monies
2. Temporarily withhold payments pending applicant's correction of the deficiency
3. Withhold further Awards from the applicant
4. Compel the repayment of monies provided to the applicant pursuant to the award
5. Order the applicant not to transfer ownership of assets purchased with award monies without prior APCP approval
6. Pursue any other remedies that may be legally available, including cost recovery, breach of contract, and suspension or debarment with respect to the applicant

**V. Applicant's Signature**

To be eligible to receive subgrant monies, the applicant's signature on the application signifies the applicant's agreement to all the requirements of the award, including the application and the documents incorporated therein.