

**From:** Polk, Denise  
**Sent:** Monday, May 14, 2018 2:18 PM  
**Subject:** Grant Reports and Solicitation Review Process

Greetings,

Effective immediately, the Office of Grants and Debarment (OGD) will no longer generate or transmit the following grant reports to the internal EPA grants community:

1. ***“Congressional Notification Report”*** (frequency - daily)
2. ***“Pending Grants Report – New, Supplemental and Incremental – filter 5 Program Codes”*** (frequency - weekly)
3. ***“Pending Grants Report – Nonprofits and Universities - New, Supplemental and Incremental – All Regions”*** (frequency - weekly)

OGD will continue to send the weekly ***“Pending Grants Report – New, Supplemental & Incremental – All Regions & HQ”*** to John Konkus, Nancy Grantham, Molly Block and Cathy Milbourn within the Headquarters Office of Public Affairs (OPA). This report, which includes all pending headquarters and regional monetary actions (New, Supplemental & Incremental), is used by OPA to identify opportunities for press releases. This report does not require an OPA response before grant issuance and OPA will work directly with the appropriate grants or program offices as necessary relating to any press releases.

In addition, OGD has discontinued the ***“Guidance/Protocol for Managing OGD’s Grant Reports”*** (last version effective November 13, 2017), and will remove the related link/page from OGD’s intranet site. OGD is currently revising Question No. 53 on the Grants Specialist “Comprehensive Administrative Review Guide” (for New Awards and Supplements) that addresses adherence to the grant report guidance and will alert the GMO community when the question has been updated.

Also effective immediately, headquarters and regional program offices no longer need to submit draft competitive grant solicitations to OPA as described in [PN-2017-G05](#) and the related ***“Protocol for Office of Public Affairs Review of Draft Competitive Grant Solicitations”*** which has been rescinded. [PN-2018-G08](#) has been established, as described below, which requires that headquarters and regional program offices have approval for solicitation issuance from their Assistance Administrator (AA) or Regional Administrator (RA), or acting AA or RA for those offices that do not have a permanent AA or RA, before submitting competitive grant solicitations to OGD’s Grants Competition Advocate’s (GCA’s) Office and the Office of General Counsel/Office of Regional Counsel (OGC/ORC) for review.

For competitive solicitations entered in the Next Generation Grants System (NGGS) for review by the GCA’s Office and OGC/ORC on or after the effective date of this PN, program offices must include a statement or documentation indicating that their AA or RA, or acting AA or RA, have approved the solicitation for issuance and the date of approval. Program offices should include this information in the Workflow Task tab of the NGGS entry for the solicitation. Solicitations will not be reviewed or issued if this information is not included in NGGS. If the review of the solicitation by the GCA’s Office and/or OGC/ORC results in substantive programmatic changes to the solicitation, then the program office should discuss those changes with their AA or RA, or acting

AA or RA, before solicitation issuance to ensure they have no issues with the changes. Once the solicitation has been posted on [Grants.gov](https://www.grants.gov), the GCA's Office will notify John Konkus, Nancy Grantham, and Molly Block of the posting.

If you have questions about the grants reports please contact me, at 202-564-5306 or my Special Assistant, Ken Sylvester, at 202-564-1902. Questions about the solicitation review process should be directed to Bruce S. Binder, Senior Associate Director for Grants Competition, at 202-564-4935. Thank you for your cooperation.

Denise A. Polk, Director  
Office of Grants and Debarment (OGD)  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Mail Stop: 3901R  
Washington, DC 20460

(202) 564-5306 (Phone)

 (Cell)

Email: [Polk.Denise@epa.gov](mailto:Polk.Denise@epa.gov)