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To: [Alford, Bobby "Lee"](#)
Cc: [Myart, Marieco](#)
Subject: WIIN Act Section 2104 Quarterly Report Reminder
Date: Friday, March 24, 2023 2:54:16 PM
Attachments: [MSDH SDC WIIN 2104 Grant Budget Details \(7\).pdf](#)
[MSDH WIIN 2104 Grant Workplan \(5\).pdf](#)
[OMB Form 02D10721-0 \(2\).pdf](#)
[Reporting Template - WIIN Act Section 2104.pdf](#)

Good afternoon!

I understand that there had been delay with progress on this grant and some obstacles along the way since its award. Now that things are going back on track, I think it's imperative that we begin working on the deliverables to meet the terms and conditions of this grant.

This serves as a reminder of the programmatic conditions under the ***"Small, Underserved, Disadvantaged Community"*** grant (02D10721-0). Please notice that EPA will require quarterly performance reports. As such, please provide the quarterly performance report to Mr. Marieco Myart, EPA Project Officer, at (myart.marieco@epa.gov) and copy me, Ms. LeAnn Nguyen, EPA Technical Officer at (nguyen.leann@epa.gov) **between April 1 and April 30, 2023. Be sure to include the amount of money that has been drawn during the second quarter (01/01/2023 – 03/31/2023), even if it is zero drawdown.**

Because we have not received a quarterly report for the past year, MSDH currently owes 5 previous quarterly reports in addition to the quarterly report that is approaching, making it a total of 6 quarterly reports. The past-due reports are for the reporting periods ending **on 12/13/2021, 3/30/2022, 6/30/2022, 9/30/2022, and 12/13/2022.** The currently-due report is for the reporting period ending on **3/31/2023.** Below are the requirements for the reports, but I've also attached a template that sums up the information needed in the reports. You do not have to use the template, it is just to give you an idea of what is required in these reports. Please let me know if you need to schedule a call to discuss these reports or have any questions.

Reporting Requirements

Quarterly and Annual progress performance reports are required, including grant fund reporting elements and summaries of the project activity and status of outputs during the reporting period. Quarterly and Annual reports are due 30 days after the end of the reporting period.

Quarterly Reports: The quarterly report will reflect information pertaining to the state and its agency with oversight and the work performed to meet the objectives of the program and the grant activity during the period of performance. Reporting must provide a comprehensive review of the underserved communities receiving assistance; the type of assistance provided/activities performed; and the breakdown of financial and direct grant assistance which subsidized the activities performed during the reporting cycle. Participating states and territories should coordinate with the EPA regional offices on reporting elements after applications have been approved for awards.

Annual Reports: The annual report will reflect the participating entity's comprehensive efforts

towards assisting public water systems in underserved communities in meeting the requirements of the national drinking water regulations and/or expanding access for underserved communities to household drinking water services.

Final Reports: Final reports must include summary of the project or activity, outputs and outcomes achieved, and costs of the project or activity. The final report shall be submitted to EPA within 90 calendar days of the project/budget period end date.

SUDC (WIIN 2104) GRANT-SPECIFIC PROGRAMMATIC TERMS AND CONDITIONS

A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT

Performance Reports - Content

In accordance with 2 CFR 200.328, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs. Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

Performance Reports - Frequency

The recipient agrees to submit quarterly performance reports electronically to the EPA Project Officer within 30 days after the reporting period (~~every three~~ or six-month period). **The reporting periods are quarterly.** The final project report is due within 90 days of the budget/project period end date.

Subaward Performance Reporting

The recipient must report on its subaward monitoring activities under [2 CFR 200.331\(d\)](#). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at [2 CFR 200.331\(e\)](#), [2 CFR 200.207](#) and the [2 CFR Part 200.338](#) Remedies for Noncompliance.

Again, please let me know if you have any questions.

Thank you so much, and I hope you have a good weekend.

LeAnn Nguyen

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U.S. Environmental Protection Agency

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