



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
Washington, D.C.

OFFICE OF  
GRANTS AND  
DEBARMENT

December 31, 2018

Dear Assistance Agreement Recipient or Fellowship Recipient:

This is to inform you that due to the absence of an appropriation act, the Environmental Protection Agency (EPA) is required to shut down most of its operations.

**Guidance for Assistance Agreement Recipients**

During the shutdown period, you may continue work on your project until EPA approval or involvement is needed. At that point, you must stop all work, including any work being performed for you by an EPA employee on an Intergovernmental Personnel Act assignment. Further, if continuing the project requires access to an EPA facility, EPA equipment or other EPA property, you must stop work immediately.

EPA staff will not be available to make or approve payments to you during the shutdown period. This means that if you are a "high-risk" or other recipient paid on a reimbursement basis, you will not receive payments during the shutdown period. Also, if you use the Automated Clearinghouse (ACH) payment system, you may not draw down funds during the shutdown period. However, if you use the Automated Standard Application for Payments (ASAP) payment system, you may draw down funds during the shutdown period.

If you are a recipient of a cooperative agreement under the Senior Environmental Employee (SEE) Program, EPA's Office of Human Resources will provide you guidance on applicable shutdown rules. SEE enrollees are generally not authorized to work or volunteer their services during the shutdown period. However, SEE enrollees assigned to State and Local government agencies can continue to work during the shutdown provided there are sufficient obligated funds available and EPA staff are not needed to process payment requests or any other actions.

If you are required to stop work during the shutdown period, you should document this in your project file. You should also maintain documentation on any allowable costs you incur due to the work stoppage, which EPA will review once the shutdown ends. EPA will be in touch with you when the shutdown ends.

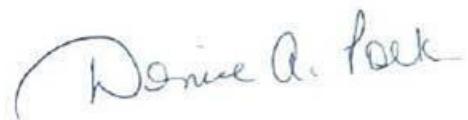
If the shutdown has delayed your grant award, EPA will consider your request for pre-award costs after the shutdown ends, but any pre-award costs you incur are at your own risk.

**Guidance for Fellows**

During the shutdown period, you may continue your studies if your tuition has been paid.

However, you will not receive any additional EPA funding or stipends, and you will not have access to EPA facilities, EPA equipment or other EPA property. EPA will be in touch with you when the shutdown ends.

Sincerely,

A handwritten signature in blue ink that reads "Denise A. Polk". The signature is fluid and cursive, with "Denise" on the top line and "A. Polk" on the bottom line.

Denise A. Polk  
Director, Office of Grants and Debarment