WEST TENNESSEE REGIONAL UTILITY AUTHORITY
AGENDA
November 12, 2026
10:00 A.M.

A. Call to Order – Chairman

B. Approval of Agenda

C. Approval of Minutes

D. Approval of Invoices

E. Old Business

1. Contribution Agreements Update
2. FY27 Budget Consideration
3. Executive Director Search Committee Report
4. Memorandum of Intent Update
5. EPA Grant Update

F. New Business
1. Authorize Travel to DC

G. Engineering Reports

H. Executive Session

I. Adjourn/Recess

Exhibit E.1

Exhibit E.2

West Tennessee Regional Utility Authority			
FY 2027 Operating Schedule (For Approval 11/12/2026)			
ITEM			FY 2027 BUDGET
INCOME			
Member Annual Requirement:			
Subtotal Member Annual Requirement			**$ -**
Other Income:			
Member Administrative Assessment (Tipton Co.)			$ 250,000
Member Administrative Assessment (Haywood Co.)			
Member Administrative Assessment (Fayetter Co.)			$ -
System Development Charges			
Waste Hauler Fees			
Bulk Users			
Interest Earned			
Subtotal Other Income			**$ 250,000**
	TOTAL INCOME		**$ 250,000**
EXPENSES			
Operations and Maintenance:			
Subtotal Operations and Maintenance			**$ -**
Other Operational Costs:			
Accounting - Audit			$ -
Accounting - Budget			$ 10,000
Administrative			$ -
Bank Expenses			$ 500
Beaver Eradication			$ -
Cleaning Service			$ -
WTRUA Manager & Admin Staff			$ 200,000
Capacity, Management, Ops & Main (CMOM)			$ -
Contingency Replacement			$ -
Dues, Subscriptions, Memberships and Sponsorships			$ -
Educational Brochure/Annual Report			$ -
Planning/Techncial Services Metro			$ -
Fleet Operations/Maintenance			$ -
Furniture/Office Equipment			$ -
General Discretionary Expenses			$ 5,000
Information Technology			$ -
Insurance			$ -
Insurance and Fidelity Bonds			$ 3,000
Legal			$ -
Legal Advertising			$ 500
Program Development Assistance			$ -
Legal Litigation			$ -
TN 811			$ -
Office Supplies and Materials			$ 2,000
Per Diem			$ 3,000
Postage			$ -
Program and Technical Support			$ -
Public Relations			$ -
Safety Box Fee			$ -
SDF Refunds			$ -
Security Systems			$ -
Software			$ -
Internet/Telephone Service			$ 1,000
Training and Registration			$ -
Travel and Subsistence			$ 25,000
Subtotal Other Operational Costs			**$ 250,000**
Debt Service & Capital Improvements:			
Subtotal Debt Service & Capital Improvements			**$ -**
	TOTAL EXPENSES		**$ 250,000**
CURRENT UNDER/(OVER) BUDGET			**$ -**

West Tennessee Regional Utility Authority			
FY 2027 Operating Schedule (Target Budget)			
ITEM			FY 2027 BUDGET
INCOME			
Member Annual Requirement:			
Subtotal Member Annual Requirement			**$ -**
Other Income:			
Member Administrative Assessment (Tipton Co.)			$ 250,000
Member Administrative Assessment (Haywood Co.)			$ 250,000
Member Administrative Assessment (Fayette Co.)			$ 250,000
System Development Charges			
Waste Hauler Fees			
Bulk Users			
Interest Earned			
Subtotal Other Income			**$ 750,000**
	TOTAL INCOME		**$ 750,000**
EXPENSES			
Operations and Maintenance:			
Subtotal Operations and Maintenance			**$ -**
Other Operational Costs:			
Accounting - Audit			$ 25,000
Accounting - Budget			$ 10,000
Administrative			$ 350
Bank Expenses			$ 500
Beaver Eradication			$ -
Cleaning Service			$ -
WTRUA Manager & Admin Staff			$ 200,000
Capacity, Management, Ops & Main (CMOM)			$ -
Contingency Replacement			$ -
Dues, Subscriptions, Memberships and Sponsorships			$ 1,000
Educational Brochure/Annual Report			$ 1,000
Planning/Techncial Services Metro			$ -
Fleet Operations/Maintenance			$ -
Furniture/Office Equipment			$ 3,115
General Discretionary Expenses			$ 5,000
Information Technology			$ 5,000
Insurance			$ -
Insurance and Fidelity Bonds			$ 3,000
Legal			$ 230,000
Legal Advertising			$ 500
Program Development Assistance			$ -
Legal Litigation			$ -
TN 811			$ -
Office Supplies and Materials			$ 2,000
Per Diem			$ 3,000
Postage			$ 1,000
Program and Technical Support			$ 225,000
Public Relations			$ 3,000
Safety Box Fee			$ 35
SDF Refunds			$ -
Security Systems			$ -
Software			$ 3,000
Internet/Telephone Service			$ 1,000
Training and Registration			$ 2,500
Travel and Subsistence			$ 25,000
Subtotal Other Operational Costs			**$ 750,000**
Debt Service & Capital Improvements:			
Subtotal Debt Service & Capital Improvements			**$ -**
	TOTAL EXPENSES		**$ 750,000**
	CURRENT UNDER/(OVER) BUDGET		**$ -**

Exhibit E.3

WEST TENNESSEE REGIONAL UTILITY AUTHORITY
RESOLUTION

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE WEST TENNESSEE REGIONAL UTILITY AUTHORITY APPOINTING AN EXECUTIVE DIRECTOR AND APPROVING AN EMPLOYMENT AGREEMENT

WHEREAS, the West Tennessee Regional Utility Authority (the "Authority") was created and established by Private Acts of 2024, Chapter 56, as a public and governmental body and political subdivision of the State of Tennessee; and

WHEREAS, Section 7 of Private Acts of 2024, Chapter 56 authorizes the Board of Directors of the Authority to appoint an Executive Director who shall be the chief executive and administrative officer of the Authority, and further authorizes the Board to enter into a contract with the Executive Director establishing salary, term of office, and duties; and

WHEREAS, the Board of Directors has determined that it is in the best interest of the Authority to appoint an Executive Director on a part-time basis of not less than twenty (20) hours per week and enter into an employment agreement with such person; and

WHEREAS, the Board has reviewed and considered the qualifications of respondent(s) to the public advertisement of the position and has determined that such person named herein is qualified and suitable to serve as Executive Director of the Authority;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the West Tennessee Regional Utility Authority as follows:

1. **Appointment**. Pursuant to Section 7 of Private Acts of 2024, Chapter 56, the Board of Directors hereby appoints **Jeff Huffman** as Executive Director of the Authority, to serve as the chief executive and administrative officer of the Authority, effective upon the date of the employment agreement.

2. **Employment Agreement**. The Board of Directors hereby approves the Employment Agreement for Executive Director substantially in the form presented to the Board (or attached hereto as Exhibit A), establishing the part-time status of not less than twenty (20) hours per week, salary, duties, and other terms of employment of the Executive Director, and authorizes the Chair of the Board to execute and deliver the Employment Agreement on behalf of the Authority, with such minor modifications as may be approved by the Chair in consultation with counsel to the Authority.

3. **Part-time Status and Salary**. The Executive Director shall devote not less than twenty (20) hours per week to the performance of the duties of the position. The annual salary of the Executive Director shall be One Hundred Ten Thousand Dollars ($110,000.00), subject to the terms of the Employment Agreement and any

subsequent adjustments authorized by the Board. This part-time position does not include any employer-sponsored health or retirement benefits. The position shall be held at the pleasure of the Board of Directors unless otherwise provided in the Employment Agreement or by subsequent Board action.

4. **Duties**. The Executive Director shall perform the duties set forth in Section 7 of Private Acts of 2024, Chapter 56 and in the Employment Agreement and other such duties as directed by the Board, including but not limited to, the preparation and submission of the annual operating budget at least sixty (60) days prior to the beginning of each fiscal year, submission of periodic reports as directed by the Board, attendance at Board meetings (except when excused for executive sessions), and appointment of additional officers, employees, or independent contractors subject to confirmation by the Board.

5. **Further Authority**. The officers of the Authority are hereby authorized and directed to take all actions and execute all documents necessary or desirable to carry out the purposes of this Resolution.

6. **Effective Date**. This Resolution shall take effect immediately upon its adoption.

ADOPTED this ____ day of _____**, 2026**.

WEST TENNESSEE REGIONAL UTILITY AUTHORITY

By:_____
Name: David Copeland
Title: Chairman, Board of Directors

ATTEST:

_____
Shelia Barlow
Secretary of the Board

Exhibit A

EMPLOYMENT AGREEMENT
FOR EXECUTIVE DIRECTOR

This Employment Agreement (**the "Agreement"**) is entered into as of the date set forth below, and made effective as of **_____, 20____,** by and between the West Tennessee Regional Utility Authority (hereinafter "Authority" or "WTRUA"), a public body politic and corporate created pursuant to Private Acts of 2024, Chapter 56, and **Jeff Huffman** (hereinafter **"Executive Director"**).

WHEREAS, the Authority is authorized by Section 7 of Private Acts of 2024, Chapter 56 to appoint an Executive Director who shall be the chief executive and administrative officer of the Authority, and the Board of Directors may enter into a contract with the Executive Director establishing salary, term of office, and duties; and

WHEREAS, the Authority desires to appoint and employ the Executive Director to serve in that capacity and to provide the management and administrative services set forth herein; and

WHEREAS, the Executive Director is willing to accept such appointment and employment on the terms and conditions set forth in this Agreement;

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

SECTION 1. APPOINTMENT AND DUTIES

1.1 Position. Pursuant to Section 7 of Private Acts of 2024, Chapter 56, the Board of Directors of the Authority hereby appoints and employs the Executive Director as the chief executive and administrative officer of the Authority on a part-time basis of not less than twenty (20) hours per week. The Executive Director accepts such appointment and employment.

1.2 Duties. The Executive Director shall perform the duties of chief executive and administrative officer of the Authority, including but not limited to the following:

- Attend all meetings of the Board of Directors, unless excused for executive sessions as provided in the Private Act;
- Prepare annually the operating budget of the Authority and submit the same to the Board of Directors for approval at least sixty (60) days prior to the beginning of the fiscal year;
- Submit such periodic reports to the Board of Directors as the Board may direct;
- Appoint additional officers, employees, or independent contractors as needed, subject to confirmation by the Board of Directors;
- Perform such other duties as may be assigned by the Board of Directors or as are consistent with the position of Executive Director under the Private Act and this Agreement.

The Executive Director shall devote not less than twenty (20) hours per week to the performance of these duties, shall comply with the policies and regulations of the Authority, and shall perform the duties faithfully and in the best interest of the Authority. The schedule of hours shall be as reasonably agreed between the Executive Director and the Board of Directors or its designee.

1.3 Term. This Agreement shall commence on the effective date stated above and shall continue until terminated in accordance with Section 3. The position is held at the pleasure of the Board of Directors, unless a specific term is established by separate Board resolution or amendment to this Agreement.

SECTION 2. COMPENSATION AND EXPENSES

2.1 Compensation. The Executive Director shall be paid an annual salary of One Hundred Ten Thousand Dollars ($110,000.00), payable in equal monthly installments in accordance with the Authority's regular payroll schedule. This part-time position does not include any employer-sponsored health or retirement benefits. The Board of Directors may adjust the salary from time to time by resolution or amendment.

2.2 Expenses. The Authority shall reimburse the Executive Director for all necessary and reasonable expenses incurred in the performance of duties under this Agreement, upon submission of appropriate documentation and approval in accordance with the Authority's policies.

SECTION 3. TERMINATION

3.1 Termination. This Agreement and the employment of the Executive Director may be terminated by the Board of Directors at any time, with or without cause, or by the Executive Director upon thirty (30) days' prior written notice to the Authority. This Agreement may also be terminated at any time by mutual written agreement of the parties.

SECTION 4. RELATIONSHIP OF THE PARTIES

4.1 Relationship. The Executive Director is an employee and appointed officer of the Authority pursuant to the Private Act and is not an independent contractor, partner, or joint venturer. The Executive Director shall have authority to act on behalf of the Authority only to the extent expressly authorized by this Agreement, the Private Act, Board resolution, or applicable law.

SECTION 5. FACILITIES

5.1 Facilities. As determined economically feasible by the Board, the Authority shall provide the Executive Director with office facilities, supplies, and services reasonably required for the performance of duties under this Agreement.

SECTION 6. REPRESENTATIONS

6.1 Representations. The Executive Director represents and warrants that there is no contractual or other obligation that prevents the Executive Director from entering into this Agreement or from performing fully the duties hereunder.

SECTION 7. MISCELLANEOUS

7.1 Notices. Any notice required under this Agreement shall be in writing and delivered by hand or certified mail to the addresses designated by the parties.

7.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Tennessee and Private Acts of 2024, Chapter 56.

7.3 Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings. Any modification must be in writing and signed by both parties or authorized by Board resolution.

7.4 Partial Invalidity. If any provision of this Agreement is held invalid, the remaining provisions shall continue in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written below.

WEST TENNESSEE REGIONAL UTILITY AUTHORITY	**EXECUTIVE DIRECTOR**
By: _____	By: _____
Name: David Copeland	Name: Jeff Huffman
Title: Chairman, Board of Directors	Title: Executive Director
Date: _____	Date: _____
Address: 103 E. Pleasant Ave. Covington, TN 38019 Email: dcop214@yahoo.com	Address: PO Box 295 Brighton, TN 38011 Email: tcounty1@bellsouth.net

JEFF HUFFMAN



TCOUNTY1@BELLSOUTH.NET



9016340222

P.O. BOX 295
BRIGHTON, TN. 38011

WEST TENNESSEE REGIONAL UTILITY AUTHORITY
BOARD OF DIRECTORS

Dear Board Members,

Over a decade and a half ago, when it became clear that Haywood County Mayor Franklin Smith's dream of creating a TVA-certified "megasite" in Haywood County, Tennessee was becoming a reality, he and I met on a regular basis to discuss how the three-county area might be transformed by the "economic tsunami" that was anticipated to hit West Tennessee. Franklin was my old friend. He and I both got elected in 1986 and went through a lot together over the years. I was the officiant at his wedding.

At the end of the day, Franklin and I agreed that two issues stood in the way of dramatic and historic quality of life improvement for the people of the three-county area. Those issues were education and infrastructure. Franklin wanted to tackle education challenges and I wanted to tackle infrastructure challenges. (Franklin got the better end of that deal)

For me the question has always been, "How do you provide urban-type services in a completely rural area". Unlike the Volkswagon project in Hamilton County and the Wacker Chemical project in neighboring Bradley County, and most all other big industrial success stories, the Haywood County site had little to no existing infrastructure. If Ford Motor Company had used a professional site selection company, they would not have picked this site.

After working with the Tennessee Advisory Commission on Intergovernmental Relations, it became clear to me that wastewater/sewer was the most difficult infrastructure challenge. Wastewater/sewer was a real challenge for existing towns and cities without consideration of the Ford Motor Company investment. When a municipality in Tennessee considers an annexation, wastewater/sewer costs are always the limiting factor. Many existing municipal systems in the area were dilapidated and in disrepair. That year the Tennessee Department of Environment and Conservation had issued 78 NOVs. (Notices of Violation).

But the potential for improving the lives of people in our area was unlimited if this infrastructure matter could be remedied. Without it, I believe our area would follow the path of Mississippi County, Arkansas, a county that has received massive investment from 14 different steel companies but has not seen the expected growth and life improvements.

My friend, Pat Harcourt, with A2H, told me about Desoto County, Mississippi and how an authority had been created there. He advised me to contact Waggoner Engineering because they were heavily involved in the Desoto County project. I called Waggoner and met Joe and Tracy for lunch at Bozos. (Tracy ordered a salad)

It became clear to me that Waggoner had an extraordinary blend of professional engineering capabilities, an unmatched knowledge of regional authority challenges, and a unique and profound relationship with the U.S. Army Corp of Engineers.

Looking back, we would not be at this critical juncture of solving some of these infrastructure challenges without Waggoner's expertise.

Without getting into technical and political issues, I believe this area is positioned to really "set the table" for the future growth that is likely to occur.

Bottom line: I would like to continue with this project to move it forward. I have invested a lot of time and a lot of thought into the challenges of our area. I know the history, the background, the stakeholders, the state government influencers, and the current decisionmakers. As a member of the West Tennessee Megasite Authority Board of Directors, I am in a unique position to assist in educating our partners and state and local government leaders. As Chairman of the Tipton County Commission, I took the lead in securing the support needed to pass the Private Act that created this Authority. I secured funding for the Authority to make sure that it could function until a customer base is established. And maybe the most important work I have done is to keep this infrastructure challenge conversation going….to make sure it does not get lost when officials and the media are anxious to discuss the "sexier" issues of industrial development like job creation, median household income increases, housing needs, and ancillary supplier jobs.

Thank you for consideration. I look forward to hearing from you and answering any questions that you might have for me.

JEFF HUFFMAN

Brighton, TN | 901.634.0222 | tcounty1@bellsouth.net

OBJECTIVE

To continue the challenge of establishing vital infrastructure in rural West Tennessee so that the area and its people are best positioned to take advantage of the extraordinary private investment made by Ford Motor Company, SK ON, and the suppliers that will follow.

EXPERIENCE

Tipton County Executive
Tipton County Government July 1986-August 2026

Served as executive officer for Tipton County Government for 40 years

EDUCATION

Bachelor's Degree
University of Tennessee at Martin 1975

Graduate of Harvard University's Local Government County Leadership Institute

LEADERSHIP

Chairman of the Tipton County Legislative Body

Chairman of the Delta Human Resource Agency

Chairman of the Delta Commission on Aging

Chairman of the West Tennessee County Mayor's Association

Chairman of the Tipton County Board of Health

Chairman of the Tipton County Banking Committee

Chairman of the Tipton County Joint Economic and Community Development Board

Chairman and Founder of HTL Advantage Regional Industrial Authority

Former Chairman and Founder of the Tipton County Economic Development Council

Senior Member of the Tennessee Advisory Commission on Intergovernmental Relations

Member of the Tennessee County Services Association Board of Directors

1995 Exchange Club Man of the Year

1998 Dyersburg State Community College Distinguished Service Award

Recipient of the Memphis Area Association of Governments Distinguished Service Award

Recipient of the 2007 Robert M. Wormsley County Official of the Year Award

Chairman of Tennessee County Service Association Loan Board

Member of the South Tipton County Business Club

Member of the Tipton Lodge #226 in Munford, Tn.

Chairman of Tennessee County Service Association Insurance Board

Brighton Presbyterian Church Congregational Chairman

Former President of the Tennessee County Executive Association

Former President of the Tennessee County Services Association (twice)

Former Chairman of the Tennessee Development District Association

Appointed by Governor Bredesen as member of Task Force to study Tenncare in Tennessee

Appointed by Governor Bredesen as a member of the Criminal Justice Reform Task Force

Appointed by Governor Haslam to the original Megasite Board of Directors

Appointed by Governor Lee as a member of the West Tennessee Megasite Authority Board of Directors (3 years left on current term)

2025 Recipient of the Larry Waters Best County Executive in Tennessee Award

County Executives of America Board of Directors Member

National Association of County Officials Board of Directors

Exhibit E.4
Verbal Update

Exhibit E.5

Appendix D: Application Forms and Attachments

The following registration steps must be completed prior to submitting an application package:

☒ **Registration in SAM.gov**. Unique Entity Identifiers (UEIs) are assigned during the SAM.gov registration process. Recipients with active SAM.gov registrations prior to April 2022 automatically have a UEI but may need to complete entity validation within SAM.gov. Recipients must be registered in SAM.gov. Recipients may refer to the **Entity Registration Checklist** and obtain SAM.gov assistance via the Federal Service Desk at 1-866-606-8220 or fsd.gov (M-F 8am-8pm ET).

☒ **Registration in Grants.gov.** Once registered in SAM.gov, recipients who have a SAM.gov registration can then register with Grants.gov and assign Grants.gov Roles. Please note that only an Authorized Organization Representative (AOR) can submit an application on behalf of the recipient.

☒ **Grants.gov instructions, and Training Resources & Videos are available online.** Grants.gov assistance is available 24 hours a day, 7 days a week at 1-800-518-4726 or support@grants.gov (closed on federal holidays).

- The Funding Opportunity Number (FON) for the Community Grants Program is **EPA-CEP-01.**
- Community Grants Program is included in Assistance Listing Number 66.202 (the Assistance Listing Number is also referred to as "CFDA" in Grants.gov)
- The Community Grants Program's Opportunity Package ID Number is **PKG00214047.**

Note: Prior to accessing the application package in Grants.gov, recipients should Register with SAM.gov, ensure the SAM.gov registration is not expired, obtain a UEI number through the SAM.gov registration process and establish an EBiz Contact. Recipients may refer to the **Entity Registration Checklist** and obtain SAM.gov assistance via the Federal Service Desk at 1-866-606-8220 or fsd.gov (M-F 8am-8pm ET).

Additional information on accessing the Community Grants Application Package is available online.

Complete application packages must be submitted through Grants.gov and must include the following:

1. ☒ **Application for Federal Assistance (SF 424)** with authorized signatures submitted.

2. ☒ **Additional information for SF424, Block #19 (if applicable):** Is

application subject to review by State under Executive Order 12372 Process?

Select the appropriate box. If box "a" is selected, enter the date the application was submitted to the State SPOC (generally, applicants must submit the SF424 or summary thereof to the State SPOC to meet the requirements under Executive Order 12372).

- California. All EPA programs and activities subject to Intergovernmental Review have been selected for State Single Point of Contact (SPOC) review. Community Grant Applications for projects in California should be submitted to the California SPOC at state.clearinghouse@opr.ca.gov.

- Utah. Only applications for EPA financial assistance subject to Intergovernmental Review submitted by Utah state agencies have been selected for SPOC review. Applications by local governments, nonprofit organizations and other entities are not reviewed by the Utah SPOC. Utah state agencies are to submit their Community Grant applications to stategrants@utah.gov.

No other SPOCs have selected EPA programs and activities subject to Intergovernmental Review for SPOC review, however there may be requirements for submission of Federal grant applications to SPOCs or other state agencies based on state law that are independent of 40 CFR Part 29. EPA encourages applicants to comply with state requirements but does not enforce those requirements.

- Intergovernmental Review SPOC List provides contact information for each SPOC.
- Fact sheet for Applicants Intergovernmental Review Process provides additional information on Intergovernmental Review.

3. ☒ **Budget Information for Non-Construction Programs (SF 424A).**
   ☒ **Budget Detail-Breakdown by Object Class Categories**.
   RAIN-2019-G02 at https://www.epa.gov/grants/rain-2019-g02.
   - Costs for hiring construction contractors would be reflected in **SF 424A Category g "Construction."**
   - Costs for building or repairing facilities and related demolition and site preparation work or for remediating contamination are to be classified as **SF424A Category g "Construction."**
   - Costs for hiring Architectural and Engineering firms for design/project management services would be categorized in **SF 424A Category f "Contractual."**

- Construction activities carried out by the applicant's own employees ("force account") are to be classified as **SF 424A Category a "Personnel."**
- Information on cost allowability is provided in 2 CFR Part 200, Subpart E. Recipients may review EPA's training course on budget development. EPA reviews costs included in project budgets as part of the application/pre award process to ensure they conform with general principles of cost allowability:
  - A cost is eligible if it is permitted by statute, program guidance, and/or regulations.
  - A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
  - Costs must be allocable: costs must be incurred either directly or indirectly to carry out the project and must be charged proportionately across all benefitting cost centers.
  - Costs must be necessary for the project being funded.

  Allowable costs are:
  - Adequately documented.
  - Conform to limitations of laws, regulations, etc. and grant terms and conditions.
  - Consistent with recipient's policies/procedures – same factors apply to both federal and non-federal activities.
  - Accorded consistent treatment – a cost may not be assigned as direct if a similar cost incurred for the same purpose has been allocated as an indirect cost.
  - Not included as a cost or used to meet a matching requirement for any other federal grant.
  - Consistent with generally accepted accounting principles

4. ☒ **Use the Project Narrative Attachment Form to submit the Workplan.** The workplan should include tasks, milestones, and expected environmental results or outcomes (**See Appendix E**).

5. ☒ **Use the Other Attachments Form to submit the Current Indirect Cost Rate Negotiation Agreement.** If applicable, include Rate and Signature pages (i.e., Sections 1 and 3) of the approved Indirect Cost Rate Agreement with application. **EPA Policy on Indirect Rate Costs (IDC) effective 10/1/2018, RAIN-2018-G02.** Prior to drawing down EPA funds for IDCs, and/or using unrecovered IDCs as cost-share, recipients must have an approved rate and an EPA- approved budget that includes IDCs.
   - IDCs are those that are not readily identifiable with a particular activity but are necessary to the general operation of the recipient organization and the conduct of the proposed project (such as general administration expenses).

6. ☒ **EPA Key Contacts** Form (EPA Form 5700-4).

7. ☒ **Pre-Award Compliance Review Report (EPA Form 4700-4)**, current form with authorized signature. See Tips for Completing EPA Form 4700-4.

8. ☒ **Use the Other Attachments Form to submit the Certification Regarding Lobbying (EPA Form 6600-06)** with authorized signature. All applicants, including Tribes, are required to submit this certification if the total federal dollar awarded to the applicant/recipient is greater than $100,000 for the life of the grant.

9. ☒ **Use the Other Attachments Form to submit the Disclosure of Lobbying Activities (Form SF-LLL)**, with authorized signature attached with the grant application package. For all other applicants, form is required for reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to Title 31 U.S.C. Section 1352. Used by applicants to disclose lobbying activities that have been secured to influence the outcome of a federal grant action.

Exhibit F.1
Verbal Update