

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)  
REGION III Land, Chemicals and Redevelopment Division (LCRD)

**FUNDING OPPORTUNITY TITLE:** EPA Region 3 Solid Waste  
Infrastructure Grant

**ANNOUNCEMENT TYPE:** NOTICE OF FUNDING OPPORTUNITY  
(NOFO)

**FUNDING OPPORTUNITY NUMBER:** EPA-R3-LCRD-24-02

**ASSISTANCE LISTING NUMBER:** 66.808

**IMPORTANT DATES:**

August 30, 2024	Application Submission Deadline
October 30, 2024	Approximate date for EPA to notify applicants of results
December 15, 2024	Approximate date of award

**APPLICATION SUBMISSION DEADLINE DATE:** The date and time for the receipt of applications is **August 30, 2024, by 11:59 pm**, Eastern Time (ET) in order to be considered for funding. Applications must be submitted electronically through [Grants.gov](https://www.grants.gov). See Section IV (Application and Submission Information) for more details about the deadline and submission instructions.

**CONTENTS BY SECTION**

- I. Funding Opportunity Description**
- II. Award Information**
- III. Eligibility Information**
- IV. Application and Submission Information**
- V. Application Review Information**
- VI. Award Administration Information**
- VII. Agency Contacts**

**APPENDIX A – Project Narrative and Attachments: Instructions, Format, and Content**

## I. Funding Opportunity Description

### A. Background

This notice announces the availability of funds and solicits applications for grant-supported projects that will increase composting capacity for food scraps in the Mid-Atlantic Region.

Currently, there is not an adequate amount of organics recycling infrastructure in Region 3 to meet the [United States' Food Loss and Waste Reduction Goal](#). The goal seeks to reduce food loss and waste by 50 percent by the year 2030. Proposals must seek to improve the ability of one or more Region 3 states of Delaware, Maryland, Pennsylvania, Virginia, and West Virginia and the District of Columbia (DC) to decrease the amount of food scraps disposed of in landfills.

Wasted food is a growing environmental problem in our modern society, as well as an opportunity to improve our composting activities. EPA estimates that more food reaches U.S. landfills and combustion facilities than any other single material in our everyday trash. When food is landfilled, it contributes to the generation of methane, a potent greenhouse gas that is contributing to climate change by warming the earth's atmosphere. Landfills are the third largest source of methane emissions in the U.S. Wasted food is responsible for 58% of the methane emitted from landfills. This area of focus relates to Sustainable Management of Food (SMF) and falls under EPA's Sustainable Materials Management (SMM) program. SMM is a systematic approach to using and reusing materials more productively over their entire life cycle.

[Recent research](#)<sup>1</sup> conducted by BioCycle and the Composting Consortium rated all 50 states based on the ease of upgrading yard trim composting facilities to accept food scraps. This evaluation was based on five factors: (1) ease of permitting process; (2) state food waste disposal bans; (3) presence of a permitting tier; (4) cost to upgrade and (5) time needed to upgrade. Region 3 states all fall in the middle of the range.

Additionally, the U.S. Composting Council (USCC) has recently updated their [Target Organics Hub](#)<sup>2</sup> in an effort to assist municipalities across the U.S. in developing their own composting programs and facilities to accept food scraps.

Pennsylvania, Delaware, Maryland and West Virginia ban disposal of leaves and/or yard trim at landfills. That material needs to be managed and is most often composted. There are hundreds of counties and municipalities in Region 3 that have programs to manage yard trim. This includes pick-

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<sup>1</sup> EPA is distributing this information solely as a public service. BioCycle and the Composting Consortium are responsible for the quality of this information. EPA's distribution of this information does not represent or imply endorsement by EPA.

<sup>2</sup> EPA is distributing this information solely as a public service. The U.S. Composting Council is responsible for the quality of this information. EPA's distribution of this information does not represent or imply endorsement by EPA.

up programs, drop-off programs, seasonal collections for yard trim, and yard trim composting operations. Adding food scraps to yard trim composting operations can assist communities in meeting recycling goals and help to increase the much-needed food scraps processing capacity in the region.

Applications must seek to address this wasted food dilemma by improving the composting infrastructure in Region 3.

## **B. Scope of Work**

As noted above in Section I.A, this NOFO solicits applications designed to increase the ability of Region 3 states to manage food scraps more sustainably through composting. In particular, this NOFO is seeking to increase capacity for food scraps composting in the region through the upgrade of yard waste composting facilities. The upgraded yard waste composting facilities will be capable of processing waste food which increases the capacity for wasted food composting in the region. Yard waste is also known as “yard trim” or “yard trimmings.” Hereafter, the term “yard trim” will be used.

For the purposes of this NOFO, a yard trim composting facility is one that composts materials known as “browns.” Browns are rich in carbon and can include the following materials: leaves, tree and bush trimmings, dried grass (not fresh-cut), branches, wood chips, flowers, saw dust, wood shavings, or some combination of these materials. Browns can also include logs if the logs are processed into wood chips prior to composting.

The scope of this grant program targets projects designed to initiate, facilitate, and/or complete the transition of existing yard trim composting facilities to composting facilities that also process food scraps. Applications must address this objective in order to be considered for award.

This NOFO is seeking applications for projects relating to composting facilities only. Applications related to projects involving anaerobic digesters are not eligible.

### ***Other EPA Interests***

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision-making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

For purposes of this competition and the evaluation of applications, “underserved communities” means people/communities of color, low income, tribal and indigenous populations, and other

vulnerable populations such as the elderly, children, and those who have pre-existing medical conditions.

EPA is interested in applications that: 1) mitigate past environmental justice impacts and improve community health, resilience and/or sustainability; and 2) foster resilience and adaptation to changing climate and environmental conditions.

### **C. EPA Strategic Plan Linkage**

The activities to be funded under this announcement support [EPA's FY 2022-26 Strategic Plan](#). Awards made under this solicitation will support Goal 6 – Safeguard and Revitalize Communities, Objective 6.2 – Reduce Waste and Prevent Environmental Contamination of the Strategic Plan. Specifically, the activities to be funded under this announcement will be linked to EPA's Strategic Plan consistent with EPA's current priorities for preventing environmental pollution by preventing releases, reducing waste, increasing materials recovery and recycling, and ensuring sustainable materials management practices. Applicants must explain in their applications how their project will further this goal and objective.

### **D. Anticipated Outputs and Outcomes**

EPA requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#)). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the objectives and strategic plan goals identified above.

**Outputs.** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the grant funding period.

Projects to be funded under this announcement are expected to produce outputs similar in nature to the ones listed below. Project outputs should be specifically identified and described in the Project Narrative (See Appendix A). The extent to which project outputs are identified/described will be evaluated under Criteria 4, Environmental Results—Outcomes and Outputs (See Section V.A. Evaluation Criteria).

- Pounds/tons of food scraps being diverted or composted;
- Progress made toward transitioning/upgrading yard trim (e.g., permit revisions) composting facilities to accept food scraps;
- Metric tons of greenhouse gas emissions reduced (calculated via the [Waste Reduction Model](#));
- Number of temporary or permanent jobs created.

Progress reports and a final report will also be required outputs as specified in Section VI.C. of this announcement, “Reporting Requirements.”

**Outcomes.** The term “outcome” means the result, effect, or consequence that will occur from

carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce outcomes similar in nature to the ones listed below. Project outcomes should be specifically identified and described in the Project Narrative (See Appendix A). The extent to which project outcomes are identified/described will be evaluated under Criteria 4, Environmental Results—Outcomes and Outputs (See Section V.A. Evaluation Criteria).

- Improved capacity to compost wasted food;
- Improved ability for individuals, businesses, institutions, municipalities, or other entities to compost wasted food;
- Improvements to infrastructure resulting in an increased ability to compost wasted food as opposed to landfilling/incinerating such materials.

#### **E. Statutory Authority**

The statutory authority for this action is the [Solid Waste Disposal Act \(SWDA\), Section 8001\(a\)\(5\)](#), 42 U.S.C. Section 6981(a)(5), which authorizes grants to public authorities, agencies, and institutions, private agencies and institutions, and individuals for purposes which include conducting and promoting the coordination and acceleration of, research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to the reduction of the amount of solid waste and unsalvageable waste materials.

#### **F. Minority Serving Institutions:**

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#);
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [Tribal College or University](#);
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#);
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as

defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#);

5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

## **G. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation (Section VII) to obtain the provisions.

## **II. Award Information**

### **A. What is the amount of funding available?**

The total estimated funding expected to be available for assistance agreements under this competitive opportunity is \$150,000, subject to availability of funds, quality of eligible applications received, and other applicable considerations.

### **B. Partial Funding Provision**

In appropriate circumstances, EPA reserves the right to partially fund an application by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

### **C. How many agreements will EPA award in this competition?**

EPA anticipates awarding one to three assistance agreements under this announcement, obligating the entire \$150,000. The minimum individual award is \$50,000 and the maximum individual award is \$150,000. EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

### **D. What is the project period for awards resulting from this solicitation?**

The estimated project period for the award(s) resulting from this solicitation will be one to two years with a start date of January 1, 2025.

### **E. Funding Type**

It is anticipated that one to three cooperative agreements will be funded under this solicitation.

Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

### **III. Eligibility Information**

**Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).**

#### **A. Eligible Entities**

Consistent with the Applicant Eligibility Section of Assistance Listing No. 66.808 and EPA's Assistance Agreement Competition Policy ([EPA Order 5700.5A1](#)), the following entities are eligible to compete under this competition: State (including the District of Columbia), local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible. However, public-private partnerships are encouraged.

#### **B. Cost Sharing or Matching**

This competition does not require matching funds or cost-sharing.

Applicants may consider voluntary cost share. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project. Voluntary cost share is subject to the same requirements as the mandatory cost share. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424 and SF-424A.

The grant recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during the performance period of the grant or cooperative agreement, the EPA may reconsider the legitimacy of

the award and/or take other appropriate action as authorized by 2 CFR Part 200.

### **C. Threshold Eligibility Criteria**

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A above) that meet all these criteria will be evaluated against the ranking factors in Section V.A. of this announcement. Applicants deemed ineligible for funding will be notified within 15 calendar days of this determination.

1. Applications must substantially comply with the application submission instructions and application content requirements set forth in Section IV and follow format requirements outlined in Appendix A of this NOFO, or they will be rejected. Please note that pages in excess of the page limit expressed in Appendix A will not be reviewed. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application.
2. In addition, initial applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in Section IV of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed, as explained in Section IV) on or before the application submission deadline published in Section IV of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
3. Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.
4. The applicant must be an eligible entity as described in Section III.A of this solicitation.
5. Applications must support EPA's FY 2022-26 Strategic Plan as described in Section I.C of this solicitation.
6. Applications must meet the objective identified in Section I.B of this solicitation.
7. Applications must be for projects that directly benefit at least one of the EPA Region 3 states of Delaware, Maryland, Pennsylvania, Virginia, and West Virginia and the District of Columbia (DC).

8. If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.
9. If a voluntary cost share is provided by a named third-party, a letter of commitment is required.

#### **D. Nonprofit Definition**

Consistent with the definition of *Nonprofit organization* at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR 200.1 specifically excludes Institutions of Higher Education from the definition of nonprofit organization because they are separately defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this NOFO. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status; such as certificates of incorporation as a nonprofit organization under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

#### **IV. Application and Submission Information**

**Note:** Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

##### **A. Requirement to Submit through Grants.gov and Limited Exception Procedures**

Applicants must apply electronically through [Grants.gov](#) under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in *Section C., Technical Issues with Submission*, below.

## B. Submission Instructions

### 1. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using [login.gov](http://login.gov)<sup>3</sup> to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday - Friday 8am - 8pm ET.

### 2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must

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<sup>3</sup> Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit <http://login.gov/help>.

ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov) to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day, 7 days a week, excluding federal holidays.

### **3. Application Submission Process**

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 or [support@grants.gov](mailto:support@grants.gov)

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

### **4. Application Submission Deadline**

Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **August 30, 2024 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and will not be considered.

### **5. Application Materials**

The following forms and documents are required under this announcement:

**Mandatory Documents:**

- a. Standard Form (SF)-424, Application for Federal Assistance
- b. SF-424A, Budget Information
- c. EPA Form 4700-4, Preaward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance (for assistance in filling out, please see [Tips for Completing Form 4700-4](#)).
- d. EPA Key Contacts Form 5700-54
- e. Project Narrative - prepared as described in Appendix A of this announcement.

**Optional Documents:**

- f. Other Attachments, if applicable, prepared as described in Appendix A of this announcement.
  - o Cost Share Commitment Letters
  - o Partnership Letters
  - o Resumes
  - o Indirect Cost Rate Agreement

**C. Technical Issues with Submission**

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Melissa Pennington at [pennington.melissa@epa.gov](mailto:pennington.melissa@epa.gov). Failure to do so may result in your application not being reviewed.

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with EPA-R3-LCRD-24-02 in the subject line to [pennington.melissa@epa.gov](mailto:pennington.melissa@epa.gov) **before** the application deadline time and date. The email **must** include the following:
  - a. Grants.gov ticket/case number(s)
  - b. Description of the issue
  - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and will **not** be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](#) or relevant [SAM.gov](#) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not

properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

**V. Application Review Information**

**Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).**

Only eligible entities whose application(s) meet the threshold criteria in Section III.C. of this solicitation will be evaluated according to the evaluation criterion set forth below. **Applicants must explicitly address these criteria as part of their application package submittal, following the content requirements set forth in Appendix A.** Each application will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria**

Criteria	Points
<p><b>1. Summary and Approach</b> (See Appendix A, work plan Section 1): Under this criterion, the Agency will evaluate the Project Narrative based on the extent to which it:</p> <ul style="list-style-type: none"> <li>a. Includes a clearly written description of the overall project including identification of individual tasks/activities (15 pts);</li> <li>b. Clearly identifies the goals/objectives of the project (5 pts);</li> <li>c. Includes an effective, easily understood plan with well-reasoned steps to meet the stated objectives (5 pts);</li> <li>d. Sets forth a reasonable schedule for the execution of the tasks associated with the project and for achieving the goals and objectives by the end date (5 pts);</li> <li>e. Meets the requirement in Section I.B, i.e., how, and to what extent, it meets the stated objective in Section I.B. (10 pts).</li> </ul>	40
<p><b>2. Environmental Justice and Underserved Communities:</b> Under this criterion, applicants will be evaluated in accordance with the definitions and parameters for environmental justice and underserved communities described in “Other EPA Interests” in Section I.B.</p> <p>Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the underserved communities described in Section I.B. of this solicitation. Points will be awarded based on the extent and quality to which the application addresses:</p> <ul style="list-style-type: none"> <li>a. How underserved communities will benefit from the implementation of the project (2 pts); and</li> <li>b. The extent to which the activities outlined in the project address engagement</li> </ul>	5

<p>with these communities, especially local residents and leaders in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, planning, and performance of the project (3 pts).</p>	
<p><b>3. Environmental Results—Outcomes and Outputs:</b> Under this criterion, the Agency will evaluate the outputs/outcomes described in the Project Narrative based on the following:</p> <ul style="list-style-type: none"> <li>a. The clear identification of project outcome(s) and output(s) that will be achieved as a result of this application (10 pts);</li> <li>b. The strength of the application with regard to achieving the stated outcomes and outputs, including the clarity of the description demonstrating this strength (8 pts); and</li> <li>c. The effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes (2 pts).</li> </ul>	20
<p><b>4. Programmatic Capability and Past Performance:</b> This section of the workplan must include a list of federally-funded assistance agreements that your organization performed within the last five years. Under this criterion, the Agency will evaluate the Project Narrative based on the extent to which the applicants demonstrate:</p> <ul style="list-style-type: none"> <li>a. Successful completion and management of past agreements identified in the Project Narrative (5 pts),</li> <li>b. History of meeting the reporting requirements under those agreements including adequate and timely reporting on progress towards achieving the expected outputs and outcomes (and if not, explain why not) and submission of acceptable final technical reports under the agreements; and (3 pts),</li> <li>c. Organizational experience managing grants and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (2 pts).</li> </ul> <p>Note: In evaluating applicants under items a., b., and c. of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, <i>please indicate this in the application</i> and you will receive a neutral score for these subfactors (items a. and b. above—a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	10

<p><b>5. Budget:</b> Under this criterion, the Agency will evaluate the Budget Narrative and Budget Table (See Appendix A, work plan Section 5) to determine the extent to which:</p> <ul style="list-style-type: none"> <li>a. The approach, procedures, and controls for ensuring that grant funds will be expended in a timely and efficient manner (2 pts);</li> <li>b. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes (5 pts),</li> <li>c. The proposed budget provides a clear, detailed breakout of the approximate funding needed for each major activity (8 pts).</li> </ul>	15
<p><b>6. Project Sustainability:</b> Applications will be evaluated based on the quality and extent to which the applicant’s project, if successfully implemented, will enact changes to an organization, community, or the society at large in a lasting and sustainable manner.</p> <p>Please note, for purposes of evaluation, the term “sustainability” refers to sustaining the project over time as opposed to overall environmental sustainability.</p>	10

**B. Review and Selection Process**

Applications will first be evaluated against the threshold factors listed in Section III.C. Only those applications that meet all the threshold factors will be evaluated using the evaluation criteria listed immediately above by an EPA evaluation team. Each application will be given a numerical score and will be ranked according to the numerical score. Preliminary funding recommendations will be provided to the EPA Selection Official based on this ranking.

**C. Other Factors**

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds.

**VI. Award Administration Information**

**Note:** Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

**A. Award Notices**

Following evaluation of applications, all applicants will be notified regarding their status.

**B. Application Notifications**

1. EPA anticipates notification to successful applicants will be made via e-mail within 60 days

after the application submission deadline date. The notification will be sent to the original signatory of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Region 3 Award Official.

Applicants are cautioned that only an Award Official is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA Award Official, is the authorizing document and will be provided through electronic mail. The successful applicant may need to prepare and submit additional documents and forms, which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email within 60 days of the application submission deadline date. The notification will be sent to the original signatory of the application or the project contact listed in the application.

### **C. Reporting Requirements**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter, and summary of expenditures are required. The final technical report shall be completed within 120 calendar days of the completion of the period of performance. The final technical report should include: a summary of the project or activities for the entire project period including outputs/outcomes achieved and costs of the project or activities. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA at the time of award as part of the grant-specific terms and conditions of the assistance agreement.

In addition to the reports discussed above, a federal financial report shall be completed within 120 calendar days of the completion of the period of performance. The specific terms and conditions of the assistance agreement will outline these requirements.

### **D. Intergovernmental Review**

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and

40 CFR 29.8. The SPOC list can be found on the webpage below.<sup>4</sup>

[Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional, and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before applying. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

## **VII. Agency Contact**

For further information, contact:  
U.S. Environmental Protection Agency,  
Region 3 Attn: Melissa Pennington  
Four Penn Center, 1600 John F  
Kennedy Boulevard (3LD52)  
Philadelphia, PA 19103  
[pennington.melissa@epa.gov](mailto:pennington.melissa@epa.gov)

All questions or comments must be communicated in writing via email to the contact person listed above.

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<sup>4</sup> Additional information regarding the Intergovernmental Review process can be found on the EPA Region 3 website at <https://www.epa.gov/grants/epa-region-3-grants-and-audit-management-branch-intergovernmental-review-process-and-single>.

## **APPENDIX A – Project Narrative and Attachments: Instructions, Format, and Content**

**Instructions:** The Project Narrative includes the Cover Page and the Work Plan. The Project Narrative must substantially comply with the instructions, format and content defined below. It must explicitly describe how the proposed activities meet the requirements identified in Sections I and III of this NOFO (including the threshold eligibility criteria in Section III.C) and must address each of the evaluation criteria set forth in Section V.A. The project narrative, including the cover page (which is recommended not to exceed one page) and work plan as described below, must not exceed a maximum of 10 single-spaced typewritten pages. Pages in excess of the 10-page limit will not be considered.

Supporting materials, such as partnership letters, cost share commitment letters, team biographies, and negotiated indirect cost rate agreements can be submitted as attachments and are not included in the 10-page limit. Supporting materials should be submitted using the Other Attachments Form in Grants.gov. [Grants.gov](https://www.grants.gov) provides "attachment forms" that allow applicants to include supporting documentation via pre-existing files (Word, Excel, PDF, etc.), such as a budget narrative, project narrative, or other miscellaneous documents.

Applicants should ensure that their project narratives are written clearly using understandable terms. Doing so will help ensure that the evaluation team members understand the purpose, outputs, and outcomes of the proposed activities.

Applicants are required to use the Project Narrative (including cover page) format below.

1. **Cover Page** – It is recommended that the cover page does not exceed one page. The cover page must include the following information:
  - a. **Project Title**
  - b. **Applicant Information**
    - Applicant (organization) name
    - Address (street, city, state, zip)
    - Office phone and website (if applicable)
    - Primary contact name, phone number, email address
    - UEI number
  - c. **Eligible Entity:** Using the criteria outlined under Section III.A of this NOFO, explain how you are an eligible entity.
  - d. **Budget Summary:** Identify the amount of EPA funding requested, voluntary cost share (if applicable) and total project costs.
  - e. **Short Description:** Briefly describe your proposal (1-2 sentences).
  - f. **Location:** Briefly describe the primary area(s) where the activities and/or programs will be implemented.

## 2. Work Plan

Applicants should ensure that the work plan addresses the evaluation criteria in Section V.A. of the NOFO. Applicants should use the section and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A. of this NOFO.

The workplan should be written clearly using understandable terms and include the following sections:

**Section 1 - Summary and Approach:** This section of the work-plan should contain a detailed description, including the following information:

- a. **ACTIVITY DESCRIPTION:** Provide a clearly written, detailed project summary and description of the proposed activities/tasks to be undertaken. Provide details of every activity/task for which the applicant is seeking funding and include a clear sequence in which these activities/tasks will take place. Clearly identify the goals/objectives of the project. Include details on how your project will meet the stated objective. Include a schedule for the execution of the tasks associated with the project and for achieving the project goals/objectives by project end. If your project includes collaboration with partners, contractors, or subgrantees then provide roles and responsibilities of the applicant organization and the roles and responsibilities of the other organizations involved.
- b. **SCOPE OF WORK REQUIREMENTS:** Provide explanation of how the project meets the requirement in Section I.B of the NOFO. This explanation should specifically, include: How (and to what extent) project meets the stated objective in Section I.B.

**Section 2 – Environmental Justice and Underserved Communities:** This section of the workplan should discuss how project activities address environmental justice as stated under “Other EPA Interests” in Section I.B. of this NOFO. Specifically, include descriptions of the following:

- a. How underserved communities will benefit from the implementation of this project; and
- b. The extent to which the activities outlined in the proposal address engagement with these communities, especially local residents and leaders in these communities who will be affected by the proposal, to ensure their meaningful participation with respect to the design, planning, and performance of the project.

**Section 3 - Environmental Results, Outputs, Outcomes:** This section of the workplan must include a discussion of the outputs and outcomes as defined in Section I.D of the NOFO. All anticipated outputs and outcomes should be specifically identified. Please include:

- a. A clear identification of project outcome(s) and output(s) that will be achieved as a result of this application;
- b. A discussion regarding how this project will achieve the stated outcomes and outputs; and
- c. A plan for tracking and measuring progress toward achieving the expected project outputs and outcomes.

Inclusion of a table similar to the one below is recommended.

Sample Table for Anticipated Outputs and Outcomes		
Activities	Outputs	Outcomes
Task 1	# of xxxx	X Conditions improved

The following questions should be considered when developing output and outcome measures for quantitative and qualitative results:

- What are the measurable short term and longer term results the activities will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

**Section 4 - Programmatic Capability and Past Performance:** This section of the work plan **must** include a list of federally-funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts, EPA agreements are preferred) that your organization performed within the last five years and describe:

- Whether, and how, you were able to successfully complete and manage those agreements; and
- Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress toward achieving the expected outputs and outcomes of those agreements (and if not, explain why not) **and** whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants based on the criteria in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application, and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

This section of the work plan must also include information on your organizations’ experience managing grants. Please include information on your organization’s staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed activities.

**Section 5 - Budget Narrative and Detail:** This section of the work plan is intended to provide details to support the budget found in the required form SF-424A. This section must include both a detailed narrative description (Budget Narrative) of the budget for the project and a Budget Table (See sample Budget Table below). The values for each category of costs must align in all three documents.

- a. **Budget Narrative:** Description of the budget and estimated funding amounts for each work component/task. For applicants that provide a voluntary cost share, the Budget Narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. Voluntary cost share is subject to the regulations governing cost share fund requirements at 2 C.F.R. Part 200. Voluntary cost share included in the Budget Detail must also be included on the SF 424 and SF 424A.

If a voluntary cost share is provided by a named third-party, a letter of commitment is required.

- b. **Budget Table:** Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Table section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed budget. In addition, EPA has issued [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) to assist applicants in classifying costs.

An applicant's Budget Narrative and Budget Table must account for both federal funds and any non-federal funds (e.g., any voluntary cost share, if applicable). Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award. Additional guidance for developing the applicant's budget is available in [RAIN-2019-G02, "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."](#)

The budget documents will be evaluated based on the following criteria:

- Description of the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner;
- The reasonableness of the applicant's budget with regards to accomplishing the proposed goals, objectives, and measurable environmental outcomes.
- The clarity of the detailed breakout regarding the approximate funding needed for each major activity.

Recipients may issue subawards or contracts to implement projects. Below, please reference the listed resources to EPA's Subaward Policy and to the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for additional information.

Subaward Policy: [Grants Policy Issuance \(GPI\) 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients | US EPA](#)

Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements: [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements \[Updated November 2022\]](#)

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs (subawards, participant support costs), indirect costs, and total costs. ***Round up to the nearest dollar and do not use any cents.***

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the activities, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the proposed activities (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as a cost share, this should

be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g., interns or volunteers), which are included in the “Other” category; or (3) effort that is not directly in support of the proposed activities, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
  
- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed activities (e.g., inspections) or related to proposed activities (e.g., attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g., trainees), which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States (including to Canada), the travel must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken. Recipients may obtain OITA blanket approval for routine, frequent travel by motor vehicle for sampling and similar purposes.
  
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 C.F.R. 200. 94. The budget detail must include an itemized listing of all equipment proposed under the activities. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

**Note:** If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000 then that threshold takes precedence.

- **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as occasional photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consultant services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. [EPA’s Subaward Policy](#) and supplemental [Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

Any proposed non-competed/sole-source contracts in excess of \$10,000 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market.

Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs (i.e. rebates) and subaward costs.

Subawards (e.g., subgrants) and Participant Support Costs are each a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient even if the agreement is referred to as a contract. “Other” does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work or Participant Support Costs as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to [EPA’s Subaward Policy](#) and supplemental [Frequent Questions](#) and [Interim EPA Guidance for Participant Support Costs](#) for additional guidance.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or activity and are not readily assignable to specific cost objectives or activities as a direct cost. Please see EPA’s [Indirect Cost Guidance for Recipients of EPA](#)

[Assistance Agreements](#) for additional information on indirect costs. Examples of Indirect Cost Rate calculations are shown below:

- Personnel (Indirect Rate x Personnel = Indirect Costs)
- Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
- Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
- Direct Costs, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

See an *example Budget Table* below.

This fictitious sample budget table is based on a hypothetical EPA assistance agreement.

In this example the applicant is using the de minimus Indirect Cost Rate of 10%. If an applicant has an indirect cost rate it should attach its negotiated indirect cost rate agreement. For more information about indirect costs, refer to indirect cost policy, guidance, and training in [RAIN-2018-G02](#), *Indirect Cost Guidance for Recipients of EPA Assistance Agreements*.

Please note that this example is more detailed than might be necessary for projects under this announcement, but is being used to show how to document costs if they are appropriate for your project.

<b>Budget Table Example</b>					
<b>Position/Title</b>	<b>Annual Salary</b>	<b>Percent of Time Assigned to Project</b>	<b>Amount</b>	<b>Voluntary Cost Share (if applicable)</b>	<b>Total</b>
<b>Personnel - Total salaries rounded to nearest dollar</b>					
Project Manager	\$70,000	50%	\$35,000		
Environmental Specialist	\$60,000	100%	\$60,000		
Environmental Health Tech	\$45,000	100%	\$45,000		
Accountant	\$50,000	50%	\$25,000		
Administrative	\$30,000	25%	\$7,500		
					<b>\$172,500</b>
<b>Fringe Benefits – Benefits are approximately 36.7% of salaries from agency standard based on FY22 actual costs. Includes Social Security, retirement, Medicare, workers compensation, and health insurance</b>					
	<b>Salary for Time Assigned to Project</b>	<b>Percent of Basic Salary</b>			
Project Manager	\$35,000	36.7%	\$12,845		
Environmental Specialist	\$60,000	36.7%	\$22,020		
Environmental Health Tech	\$45,000	36.7%	\$16,515		
Accountant	\$25,000	36.7%	\$9,175		
Administrative	\$7,500	36.7%	\$2,753		
					<b>\$63,308</b>

<b>Travel</b>			
<u>In-State Travel</u>	<b>Amount per category</b>	<b>Voluntary Cost Share (if applicable)</b>	<b>Total Amount</b>
Travel for meeting(s) and inspection(s): 100 miles per trip @\$ .55 per mile, 40 trips	\$2,200		
<b>Out of State Travel</b>			
Travel for EPA Meetings			
Per Diem – 4 people x \$100 per night x 2 nights	\$800		
Airfare – 4 x \$500 round trip	\$2,000		
Incidental – 4 x \$50	\$200		
			<b>\$5,200</b>
<b>Equipment</b>			
	<b>Amount per category</b>		<b>Total Amount</b>
Level A Protective Clothing and Respirator Apparatus (2 @ \$5,000)		\$10,000	
<b>Total Equipment</b>			
<b>Supplies</b>			
	<b>Amount per category</b>		<b>Total Amount</b>
Office Supplies	\$2,000		
Laboratory Supplies (solvents, glassware, reagents, gloves)	\$3,000		
<b>Total Supplies</b>			<b>\$5,000</b>
<b>Contractual</b>			
	<b>Amount per category</b>		<b>Total Amount</b>
Consultant services to design data tracking system	\$150,000		
Audit	\$2,500		
<b>Total Contractual</b>			<b>\$152,500</b>
<b>Other</b>			
	<b>Amount per category</b>		<b>Total Amount</b>
Internet service	\$2,000		
Printing and Reproduction	\$2,200		
Postage	\$800		
<b>Total Supplies</b>			<b>\$5,000</b>
<b>Total Direct Costs</b>			<b>\$403,508</b>
<b>Indirect Charges</b>			
\$253,508* x 10%**			<b>\$25,351</b>
*Indirect costs base includes total direct cost (\$413,508) less equipment (\$10,000) and less the amount of each contract in excess of \$25,000 (\$150,000)			
**De minimus Indirect Cost Rate of 10%. Please see <a href="#">EPA's Indirect Cost Guidance for Recipients of EPA Assistance Agreements</a> for additional information on indirect costs.			

Total Project Costs		\$438,859
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**Section 6 – Sustainability:** In this section of the work plan applicants must describe how their project, if successfully implemented, will enact changes to an organization, community, or the society at large in a lasting and sustainable manner. The term “sustainability” refers to sustaining the project over time as opposed to overall environmental sustainability.

### 3. Other Attachments

This information does not count towards the page limit and should be included using the Other Attachments form, if applicable. [Grants.gov](https://www.grants.gov) provides "attachment forms" that allow applicants to include supporting documentation via pre-existing files (Word, Excel, PDF, etc.), such as the following miscellaneous documents.

- a. **Voluntary Cost Share Commitment Letters:** If applicable, partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost share. **Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.**
- b. **Partnership Letters:** Letters of support that demonstrate strong, long-term involvement throughout the program from a variety of partners are encouraged, if applicable. Letters should specifically indicate how partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from partners will allow the applicant to more effectively perform the activities. **Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.**
- c. **Resumes:** Optional. Provide resumes or curriculum vitae for principal investigators (if any) and any other key personnel.
- d. **Indirect Cost Rate Agreement:** If applicable.

#### Additional Resources

Additional information on how to apply for and manage grants can be found at:  
<https://www.epa.gov/grants/how-apply-grants>