

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: Tribal Training Support for the Community and Tribal Air Quality Programs
ACTION: Request for Applications (RFA)
RFA NUMBER: EPA-OAR-OAQPS-12-06

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.037

DATES: The closing date and time for receipt of application submissions, regardless of mode of submission, is **July 2, 2012, 4 p.m.** Eastern Time. All hard copies of application packages must be received by Regina Chappell by **July 2, 2012, 4 p.m.** Eastern Time in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (www.grants.gov) by **July 2, 2012, 4 p.m.** Eastern Time in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities to provide tribal training and technical support to tribal governments seeking to investigate, develop, and establish air quality management programs for lands under their jurisdiction.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$200,000. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. The cooperative agreement will be funded incrementally over a period of 3 years. The EPA estimates the first year of funding will be approximately \$75,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The EPA's Office of Air Quality Planning and Standards' Community and Tribal Programs Group (CTPG) within the Office of Air and Radiation, provides leadership and technical assistance to federally recognized tribes and the EPA regional offices on tribal air quality issues, cross-office coordination on tribal issues, and consults with tribes to help protect the sovereignty and cultural resources of American Indian Nations. The CTPG is soliciting applications from eligible entities to increase tribal capacity through training and technical support.

Currently, there are 565 federally-recognized tribes nationwide (<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>). Many of these tribes receive funding support from the EPA to investigate their air quality and make informed decisions about how to best restore, protect, and preserve air resources for lands within their jurisdiction. While several tribal governments have completed air quality assessments and determined no further needs, many more do require support to conduct air quality related activities. The purpose of this project is to provide continuous air quality training and technical support to tribal partner governments and supplement other ongoing activities on a short-term basis.

B. Scope of Work

The EPA is requesting applications from eligible entities to provide training and technical support to tribes and the tribal community. The training and support should be designed to develop and/or enhance the capacity of tribes to successfully implement efficient and effective air quality management programs.

Target Audience

The target audiences will primarily be tribal air program representatives, as well as other tribal professionals involved in air quality abatement, such as public health professionals.

Air Quality Programs

Applicants are encouraged to include the following air quality programs in their training curriculum: ambient air modeling and monitoring; air toxics; emission inventory development; regulation development; and program development including climate change.

Training Methods

The training should incorporate team-based interactive classroom exercises, presentations by experienced tribal and non-tribal air quality professionals, in-the-field hands on exercises, classroom discussion and participation, and question and answer discussions. Training should be structured to maximize the use of tribal instructors available time and promote interaction and networking, in addition to the basic learning experience, in a manner specifically for and culturally sensitive to the needs of tribes.

Training Objectives

Applicants *must* address the following training objectives in their narrative proposals:

- State Implementation Plan (SIP) Training: Support tribes to participate in the SIP development process.
- National Meetings: Recognizing the importance of communications and networking, the recipient should organize and promote one or more annual national meetings for tribes to meet and discuss current and future air quality issues. Issues should be based on the recipient's expertise, tribal feedback and current national program initiatives. Attendance from all parts of Indian country is preferred and support from the EPA and national tribal organizations is essential. Financial support, although limited, should be available to tribes unable to fund travel.

Applications submitted for consideration should: 1) describe how national meetings will be developed in a manner that encourages interest and attendance amongst tribal air programs in coordination with public and private tribal air program interests; 2) discuss how funding support would be structured for tribes unable to fund travel, how locations would be determined; and 3) discuss proposals for ensuring topics are current and of interest to the broadest audience.

NOTE: The preceding list is not all-inclusive and similar projects may be negotiated to support the stated mission and objectives as part of the overall tribal air program.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs and Performance Measures

Pursuant to section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," the EPA must link proposed assistance agreements to the Agency's Strategic Plan. The EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under EPA Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to the EPA Strategic Plan. All applications must support the following EPA Strategic Plan:

2011-2015 Strategic Plan, Goal 1: "Taking Action on Climate Change and Improving Air Quality," which states that the EPA will "Reduce greenhouse gas emissions and develop adaptation strategies to address climate change, and protect and improve air quality." The objectives of Goal 1 are to: Address Climate Change; Improve Air Quality; Restore the Ozone Layer; and Reduce Unnecessary Exposure to Radiation.

This project supports the EPA's efforts to encourage and facilitate involvement of tribal partner governments in implementing ambient air quality program under the Clean Air Act in Indian country, through the provision of training and technical support.

For more information on the EPA's Strategic Plan, go to www.epa.gov/planandbudget/strategicplan.html.

2. 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 an assistance agreement funding period.

Project outputs should aim to increase the awareness, capacity, and action of tribal governments seeking to investigate, develop, and establish air quality management programs.

Expected outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following:

- Increased number of tribal environmental professionals trained
- Tools that facilitate projects or provide access to information
- Improved characterizations of outdoor air and/or indoor air quality
- Develop, coordinate, and provide support to implement meetings, trainings, and capacity building workshops (i.e., providing logistical support, identifying tribal instructors and participants)

Additional outputs may be manifested through an increase in tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address identified air quality concerns.

Progress reports and a final report will also be a required output, as specified in section VI.D. of this announcement, “Reporting Requirements.”

3. 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 at least one, and preferably all, of the following outcomes: increased awareness, capacity and action among tribal organizations seeking to investigate, develop, and establish programs that assess air quality, and address air quality concerns in Indian country.

Therefore, applicants need to indicate how they will measure the degree of awareness, capacity, and action achieved through their efforts.

4. Performance Measures. The applicant should also develop performance

measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. The performance measures should focus on specific, quantitative actions related to the applicant's activities, outputs and outcomes.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project 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?
- Describe the evaluative method(s) to be used to evaluate progress of the project.
- Describe the frequency of evaluating progress and how applicant would utilize and incorporate results of evaluations into the project.

D. Supplementary Information

The statutory authority for this action is the Clean Air Act, sections 103(a)(5) and 103(b)(3) and National Environmental Policy Act, Section 102 (2)(F), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. This authority also authorizes for the establishment of programs that conduct and promote coordination and acceleration of training for individuals relating to the causes, effect, extent, prevent, and control of air pollution.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$200,000. Annual value shall not exceed \$75,000. The cooperative agreement will be funded annually over a period of 3 years.

B. Partial Funding

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

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

The EPA anticipates awarding one cooperative agreement under this announcement with the total amount up to \$200,000, for the 3 year project period, subject to the availability of funds, quality of evaluated applications, satisfactory progress, and other applicable considerations. The EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and other applicable considerations, if additional funding becomes available after the original selection. Any additional selections for award will be made no later than 6 months from the date of the original selection date.

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

The estimated project period for awards resulting from this solicitation will begin in summer/fall 2012. Proposed project period may be up to 3 years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. The EPA awards cooperative agreements for those projects in which it expects to have substantial interaction as part of the award process with the recipient throughout the performance of the project. The EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 30.44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. The 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

A. Eligible Entities

In accordance with CFDA 66.037, applications will be accepted from states, local governments, territories, Indian tribes, and possessions of the U.S., including the Federally Recognized Indian Tribal Government, District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR part 230, means any corporation, trust, association, cooperative or other organization that: 1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; 2) is not organized primarily for profit; and 3) uses its net proceeds to maintain, improve and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types

of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under OMB Circular A-122 and this RFA.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, non-profit organizations described in section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

There is no statutory or regulatory match requirement under the Clean Air Act section 103.

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 above) that meet all of the threshold criteria will be evaluated against the ranking factors in section V. of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must support the EPA Strategic Plan Goal 1, “Taking Action on Climate Change and Improving Air Quality.” (*See section I.*)
2. Applications must include applicant’s previous documented project experience and demonstrate the capability to provide tribal training, technical support, and statistical analysis materials that are relevant and culturally sensitive to Native Americans. Refer to section IV.C.2. for further information.
3. Applications must address the training objectives as stated in section I.B. Scope of Work.
4. Hard copy applications will only be accepted via an **express delivery service**. The EPA will not accept applications submitted via email, fax or U.S. Postal Service.
5. a. Applications must substantially comply with the application submission instructions and requirements set forth in section IV. of this announcement or else they will be rejected. However, where a page limit is expressed in section IV. with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.

b. In addition, applications must be received by the EPA or through www.grants.gov, as specified in section IV. of this announcement, on or before the application submission deadline published in section IV. of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in section IV. of the announcement by the submission deadline.

c. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to the EPA mishandling or because of technical problems associated with www.grants.gov. Where section IV. requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Regina Chappell as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

Applicants may download individual grant application forms from the EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm>.

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in section VII. of this announcement.

B. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy by express delivery service to the specified EPA contact below; or 2) electronically through Grants.gov as explained in Appendix A. Applications will not be accepted via fax, email, or standard 1st class mail delivery by the U.S. Postal Service. All applications must be prepared, and include the information, as described below in section IV.C. “Content of Application,” regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) --**no binders or spiral binding**--to:

Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS etc.)

U.S. Environmental Protection Agency
ATTN: Regina Chappell

OAQPS/OID/CTPG (C304-03)
4930 Page Road
RTP, NC 27709
Phone: (919) 541-3650

Hard Copy Application Submission Deadline

All hard copies of application packages must be received by Regina Chappell **by July 2, 2012, 4:00 p.m. ET.**

2. Grants.gov Submission (see Appendix A, Grants.gov Submission Instructions)

Application Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete application electronically to the EPA through Grants.gov (<http://www.grants.gov>) no later than **July 2, 2012, 4:00 p.m. ET.**

C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 424. The forms are available at <http://www.epa.gov/ogd/AppKit/application.htm>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (**as described below**)

Narrative Proposal

The Narrative Proposal (including sections 1-3 below) **must not** exceed a maximum of 15 single-spaced typewritten pages, including the Summary Page. Pages in excess of 15 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15-page limit.

1. Summary Page (Recommended Not to Exceed One Page)

- a. Project Title

- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount you are requesting from the EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project Period. Provide beginning and ending dates.
- f. DUNS Number (See section VI.C.)

2. Narrative Work Plan

The narrative work plan must explicitly describe how the proposed project meets the guidelines established in sections I-III (including the threshold eligibility criteria in section III.C.) of this announcement and address each of the evaluation criteria set forth in section V.

- a. **Project Summary/Approach:** The summary shall contain the following components:
 - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task. The following bullets should be addressed:
 - How the applicant will identify and recruit a diverse pool of potential attendees and instructors;
 - The process applicant will use for completing the activities including all information considered relevant to demonstrating experience and capability to plan and schedule workshops, developing course content that is culturally sensitive for Native Americans, preparing workshop materials and support, acquiring training locations and equipment, and successfully implementing training, workshops, meetings and tools;
 - Explain how applicant would provide financial assistance for travel costs of attendees due to the variations in tribal air programs and monetary constraints;
 - Methodology to encourage tribes that are able to share in the cost of attending workshops; and
 - Explain how applicant will respond to requests from the tribal community for information and materials in a timely, supportive and personalized manner.
 - ii. Description of the associated work products to be developed.
 - iii. Explanation of project benefits to the public and specifically the potential audience(s) served.
 - iv. Description of the roles of the applicant and partners, if any. Applicants who intend to use the EPA funds to support other organizations' participation through subawards or contracts (including

contracts with individual consultants) should carefully review section IV.D. before including them as a partner in the proposal;

- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project. Examples:
 - Experience working with Native Americans in a culturally sensitive manner and an understanding of Indian country, including its culture, history, politics, health, spirituality, environmental challenges and conditions on reservations nationwide;
 - Understanding of the Tribal Authority Rule and its implications for Indian country and relationships with the EPA;
 - Understanding of the EPA's Indian Policy of 1984, the doctrines of Trust Responsibility and Fiduciary Responsibility, federal Indian law, and the government-to-government relationship between tribes and the federal government;
 - Ability to access impartial and tribally sensitive environmental professionals such as academic faculty and staff; recognition in Indian country and capability to provide training to tribal environmental program staff; and a location with reasonable access to Indian country;
 - Experience related to indoor environments, investigation techniques and equipment and remediation approaches and equipment;
 - Expertise related to ambient air quality, meteorological systems, and air toxics, including widely accepted investigation and remediation techniques, approaches, equipment and technology.
- vii. Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual."

***Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency during application phase.**

b. Environmental Results—Outcomes, Outputs and Performance

Measures: Identify the expected quantitative and qualitative outcomes of the project (*See section I.*), including what performance measurements will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

c. Programmatic Capability and Past Performance: Submit a list of federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last 3 years (no more than 5 agreements) and describe: 1) whether, and how, you were able to successfully complete and manage those agreements; and 2) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards 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 under these factors in section V. the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the 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 reporting information, please indicate this in the proposal 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.

d. Detailed Budget and Budget Narrative (See Appendix B, Budget Sample): Clearly explain how the EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants may propose to use the indirect cost rate established with their cognizant federal audit agency or a lower rate. The EPA will consider the extent to which an applicant proposes to use Agency funding for direct project costs when evaluating the cost effectiveness of applications.

Management Fees: When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with the EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under the EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

3. Application Attachments. These documents are part of the application package but are not included in the 15-page narrative proposal limit.

a. Resumes. Provide resumes of key personnel who will be significantly

involved in the project.

b. Support Letters. Specifically indicate how the supporting organization will assist in the project.

c. Quality Assurance Narrative Statement

D. Can funding be used for the applicant to make subawards to acquire contract services or fund partnerships?

The EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to the EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application the EPA selects for funding, does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in the EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B section .210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. The EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR part 30 or 40 CFR part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in section V. of the announcement?

Section V. of the announcement describes the evaluation criteria and evaluation process that will be used by the EPA to make selections under this announcement. During this evaluation, except

for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants; and
2. An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR part 30 or 40 CFR 31.36, as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. The EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

The EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

F. Submission Dates and Times

The closing date and time for receipt of application submissions, regardless of mode of submission, is **July 2, 2012, 4:00 p.m., Eastern Time**. All hard copies of application packages must be received by Regina Chappell, 4:00 p.m., Eastern Time on **July 2, 2012**; electronic submissions via Grants.gov must be submitted to www.grants.gov by 4:00pm on **July 2, 2012**. Applications received or submitted electronically after the closing date and time will not be considered for funding.

G. Confidential Business Information

The EPA recommends that you do not include confidential business information ("CBI") in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. The EPA will evaluate such claims in accordance with 40 CFR part 2. If no claim of confidentiality is made, the EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

The Agency protects competitive proposals/applications from disclosure under applicable

provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

H. Pre-Application Assistance and Communications

In accordance with the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), the EPA staff will not meet with individual applicants to discuss draft application packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criteria. Applicants are responsible for the content of their applications. However, the EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application meets the threshold criteria in section III. of this announcement, will be reviewed according to the evaluation criteria set forth below. Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach</u>: Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) (15 pts) The extent and quality to which the narrative proposal includes a well-conceived strategy for implementing tribal training, technical support, and statistical analysis to tribal governments on air quality while addressing all of the requirements in sections I.B. and C.;</p> <p>(ii) (10 pts) The extent and quality to which the narrative proposal’s goals are realistic and will actually be implemented by project end; and</p> <p>(iii) (10 pts) Whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).</p>	<p>35</p>
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures</u>: Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in section I. of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the applicant’s progress towards achieving the expected outputs and outcomes.</p>	<p>15</p>
<p>3. <u>Programmatic Capability and Past Performance</u>: Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants:</p> <p>(i) (9 pts) Past performance in successfully completing and managing the</p>	

<p>assistance agreements identified in the narrative proposal as described in section IV.C. of the announcement;</p> <p>(ii) (6 pts) History of meeting reporting requirements under the assistance agreements described in section IV.C. of the announcement, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and in a timely manner reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not; and</p> <p>(iii) (5 pts) Past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under those agreements and if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p><u>NOTE:</u> In evaluating applicants under 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 reporting information, please indicate this in the proposal and you will receive a neutral score for those elements under this criterion. 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>	<p>20</p>
<p>4. <u>Staff Expertise/Qualifications:</u> Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) (10 pts) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project; and</p> <p>(ii) (5 pts) Description of the applicant’s organization and experience relating to the proposed project.</p>	<p>15</p>
<p>5. <u>Location:</u> Under this criterion, the Agency will evaluate the extent to which the applicant’s physical location will affect its ability to successfully achieve the objectives of this announcement as described in section I. Proximity is important because close contact and accessibility to tribes is essential and reasonable proximity will help minimize travel expenses.</p>	<p>5</p>
<p>6. <u>Budget/Resources:</u> Under this criterion, the Agency will evaluate whether the proposed project budget is appropriate, reasonable, and cost effective to accomplish the proposed goals, objectives, and measurable environmental outcomes, and provides an approximation of the percentage of the budget designated for each major activity.</p>	<p>10</p>

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria

described above. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Applicant Notifications

1. The EPA anticipates notification to the *successful* applicant will be made, via telephone, electronic or postal mail. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. The EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not

required with the initial application and not all states require such a review.

C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR part 25

(<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=65430b8cd60ba715d7bbf033c2c00425&rgn=div5&view=text&node=2:1.1.1.4.1&idno=2>) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>;
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency; and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

D. Reporting Requirements

Quarterly progress reports and a detailed final technical report will be required each year of the grant. Quarterly reports summarizing technical progress, outputs and outcomes achieved, planned activities for next quarter and a summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, outputs and outcomes achieved, and costs of the project or activity. 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 the EPA, after award.

E. Disputes

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Laura Fernandez at Fernandez.laura@epa.gov.

F. Non-Profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

G. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at [2 CFR part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

H. Use of Grant Funds

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work plan in a timely manner. The assistance agreement will include terms/conditions in implementing this requirement.

I. Website References in Solicitations

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. The U.S. EPA does not endorse any of these entities or their services. In addition, the EPA does not guarantee that any linked, external websites referenced in this solicitation comply with section 508 (Accessibility Requirements) of the Rehabilitation Act.

J. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations

Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit the EPA from awarding funds made available by the Act to any for-profit or non-profit organization: 1) subject to any unpaid federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or 2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any federal law within 24 months preceding the award, unless the EPA has considered suspension or

debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

K. Unfair Competitive Advantage

EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

VII. AGENCY CONTACT

For further information contact:

U.S. Environmental Protection Agency
ATTN: Regina Chappell
OAQPS/OID/CTPG
4930 Page Road, C304-3
Research Triangle Park, NC 27709
Phone: (919) 541-3650
Email: chappell.regina@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage:
http://www.epa.gov/air/grants_funding.html.

VIII. OTHER INFORMATION

Appendix A. Grants.gov Submission Instructions

The electronic submission of your application must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov. For more information, go to www.grants.gov and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, we encourage you to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to www.grants.gov and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through Grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to [download for free on the](#)**

Grants.gov website. For more information on Adobe Reader please visit the **Help section on Grants.gov** at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp.

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-OAQPS-12-06, or CFDA 66.037, in the appropriate field. You may also be able to access the application package by clicking on the Application button at the top right of the synopsis page for this announcement on www.grants.gov (to find the synopsis page, go to www.grants.gov and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (www.grants.gov) no later than **4:00 pm (ET), July 2, 2012.**

Application Materials - The following forms and documents are required under this announcement:

- 1. Standard Form (SF) 424, Application for Federal Assistance --** Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- 2. SF-424A, Budget Information for Non-Construction Programs --** Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package.
- 3. SF-424B, Assurances for Non-Construction Programs --** Complete the form. There are no attachments.
- 4. Grants.gov Lobbying Form – Certification Regarding Lobbying --** Complete the form. There are no attachments.
- 5. EPA Form 5700-54, Key Contacts Form --** Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)
- 6. EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants and Recipients --** Complete the form. There are no attachments.
- 7. Narrative Proposal -** Prepared as described in Section IV.C. of the announcement.
- 8. SF-LLL, Disclosure of Lobbying Activities, if applicable --** This form is required if your organization is involved in lobbying. Complete the form if your organization is involved in lobbying activities.
- 9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement -** Use if indirect costs are included in the project budget. Use the “Other Attachments Form” in the

“Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Other Attachments Form – Biographical Sketches for the Project Manager(s) - Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

11. Other Attachments Form – Quality Assurance Narrative Statement - Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of a quality assurance narrative statement.

12. Other Attachments Form – Support Letters - Use the “Other Attachments Form” in the “Optional Documents” box to attach support letters. They should specifically indicate how the supporting organization will assist in the project.

Application Preparation and Submission Instructions

Documents 1 through 6 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. Click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 7, you will need to attach electronic files. Prepare your narrative proposal as described above and save the documents to your computer as a Word or PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Documents 8 through 12 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* **You are only required to submit document 8 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities.** You are required to submit

document 9 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 10 – Biographical Sketches for Project Manager(s). To attach documents 8-12, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY12 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY12 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY12 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to the EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY12), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at www.grants.gov/help/help.jsp.

Applications submitted through grants.gov will be time and date stamped electronically.

Appendix B. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how the EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any voluntary cost-share the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If the EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving the EPA funding. If the proposed cost-

share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see section III.B. for more detailed information on cost share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, 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 project (generally, paid employees of the applicant organization). 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 consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; 2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or 3) effort that is nor directly in support of the proposed project, 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 include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **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 project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: 1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; or 2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **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 1 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. 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 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **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 printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/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. Leased or

rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.

- **Other - List each item in sufficient detail for the 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, rebates, and subaward costs. Subawards (e.g., subgrants) are 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. This term 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 and a description of the types of activities to be supported.
- **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 project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. 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 minus distorting or other factors such as contracts and equipment
(Indirect Rate x (Total Direct Cost – Distorting Factors) = Indirect Costs)

Example Budget Table

	EPA Funding	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(2) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$80,000	
TOTAL PERSONNEL	\$80,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20% (\$120,000)	20% (\$20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
TOTAL FRINGE BENEFITS	\$24,000	\$4,160
Travel		

Travel for Project Manager and staff: 200 miles per month @ \$0.55 per mile X 12 months	\$1,320	
TOTAL TRAVEL	\$1,320	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$10,000	
TOTAL SUPPLIES	\$10,000	
Contractual		
Support Services Contract	\$20,000	
TOTAL CONTRACTUAL	\$20,000	
Other		
Travel for representatives to attend workshop training 50 trips x \$1,000 each	\$50,000	
TOTAL OTHER	\$50,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$12,000	
TOTAL INDIRECT	\$12,000	
TOTAL FUNDING	\$197,320	\$24,960
TOTAL PROJECT COST	\$222,280	

** Cost-Share funds, while **not** required under this RFA, must also be included on the SF-424A as detailed in Section III.B. of this RFA.

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant federal audit agency, or at the rate provided for by the terms of the agreement negotiated with the EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under the EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.