

**United States Environmental Protection Agency  
Region 6  
Healthy Environmental Living Program Grant**

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| <b>Action:</b>                     | <b>Request for Applications (RFA)</b> |
| <b>Funding Opportunity Number:</b> | <b>EPA-R6-HELP-2021</b>               |
| <b>Assistance Listing/CFDA No:</b> | <b>66.963</b>                         |

**Dates:** The closing date and time for receipt of applications is **Friday, January 28, 2022 by 11:59 p.m. Eastern Time (E.T.)** in order to be considered for funding. Application packages must be submitted electronically to EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than **Friday, January 28, 2022 by 11:59 p.m. (E.T.)** in order to be considered for funding.

**Summary:** This notice announces the availability of funds and solicits applications that work directly with communities to reduce environmental risk to protect and improve human health and the quality of life. The Healthy Environmental Living Program (HELP) will achieve this through identifying and funding projects that:

- Assess, understand, and reduce environmental and human health risk.
- Increase collaboration through community capacity to understand and solve environmental and human health problems.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.
- Reduce pollution at the source.
- Advance emergency preparedness and resilience.

To qualify as eligible projects under HELP, proposed projects must: (1) address Environmental Justice (EJ) in the states, tribes, and territories within EPA Region 6 states: Arkansas, Louisiana, Oklahoma, New Mexico, and Texas; and (2) identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the following Target Program Areas: Pollution Prevention, Sustainable Materials Management, Lead-based Paint and/or Integrated Pest Management. Please see Section III for further information on eligibility requirements.

Eligible entities include State, Local, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, K- 12 schools or school districts: and non-profit organizations. The work must be for the purpose of environmental justice activities within EPA Region 6 states and may include programs, projects, and studies.

The total estimated funding expected to be available for awards under this competitive opportunity is \$500,000. HELP anticipates awarding approximately 10 cooperative agreements, ranging from \$25,000 to \$100,000 from this announcement, subject to availability of funds, the quality of applications received, Agency priorities, and other applicable considerations.

Applications may be submitted for amounts up to \$100,000. Project periods may be for one or two years, starting no earlier than April 1, 2022.

Applicants may email written questions to: [perry.chelsea@epa.gov](mailto:perry.chelsea@epa.gov). Please type “RFA Question” in the subject line of your email. All questions submitted via email by 4:00 p.m. E.T. each Monday during the RFA open period will be answered and posted in the FAQ website: <https://www.epa.gov/tx/frequent-questions-about-healthy-environmental-living-program-grant> the following week.

**COVID-19 Update:** EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA’s Solicitation Clauses](#).

This application guidance includes the following information:

- 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
- VIII. Other Information (Appendices)

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Program Background**

The Healthy Environmental Living Program (HELP) is being launched in 2021 and will support activities to provide education, outreach, or training in Environmental Justice Communities. Environmental Justice supports EPA’s mission by integrating many EPA Region 6 programs including Pollution Prevention, Pesticide and Toxics, and Sustainable Materials Management. The goal of the HELP is to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across Region 6. Eligible applicants are invited to apply to EPA Region 6 for funding consideration under the competitive grant program.

The HELP is EPA Region 6 Land, Chemical, and Redevelopment Division’s grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life, advance resilience, and preserve/restore important ecosystems. The HELP will achieve these goals through identifying and funding projects that:

- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through partnerships and community-based projects.

- Build institutional and community capacity to understand and solve environmental and human health problems.
- Advance emergency preparedness and ecosystem resilience.
- Reduce pollution at the source.
- Achieve measurable environmental and human health benefits.

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- All parts of society (e.g., communities, individuals, business, state and local governments, tribal governments) have access to accurate information to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable, and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA Region 6 takes these broad goals and applies them directly to service the needs of Region 6 residents located in the states, tribes, and territories within EPA Region 6: Arkansas, Louisiana, Oklahoma, New Mexico, and Texas. Within the broad landscape of these states, tribes, and territories EPA Region 6 recognizes that not all communities share the same areas with environmental justice conditions. Residents are exposed to a multitude of environmental and public health hazards ranging from lead in paint and soil to rats on vacant lots.

To maximize effectiveness and resources, many EPA Region 6 programs are working in partnership to improve environmental conditions for residents across Region 6. EPA Region 6's Pollution Prevention, Pesticide & Toxics, and Sustainable Materials Management, are working together to competitively identify projects that will achieve measurable environmental and public health results in Environmental Justice areas across Region 6. These participating programs share a focus on preventing and reducing environmental and human health risks and/or advancing ecosystem resilience.

Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available at <https://www.epa.gov/aboutepa/epa-region-6-south-central>.

- **Pollution Prevention:** The Pollution Prevention (P2) Program is designed to provide technical assistance to business and their facilities to help them develop and adopt source reduction practices. P2 includes any practice that reduces the amount of any hazardous substance, pollutant, or contaminant from entering any waste stream or otherwise being released into the environment prior to recycling, treatment, or disposal. P2 techniques aim to reduce the amount and/or toxicity of pollutant or contaminants entering the environment, to reduce the use of water, energy, and other raw materials and to lower business costs. These practices reduce hazardous substances, pollutants, or contaminants. P2 practices include equipment or technology modifications, process, or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. EPA has also interpreted P2 as including practices that increase efficient use of water, energy, raw materials, or other resources that may protect natural resources through conservation methods, in-process recycling (i.e., process improvements to reuse material within the same business/facility in the production process). Reducing the amount of pollution in the environment means producing less waste to control, treat, or dispose. Less pollution means fewer hazards posed to public health and the environment. For more information about P2, please visit [www.epa.gov/p2](http://www.epa.gov/p2).

P2 includes powerful tools that protect public health and the environment by:

- Reducing the use, release, and exposure to toxic chemicals.
- Implementing life cycle approaches to reduce the health and environmental impacts.
- Employing upstream solutions that reduce the need and cost of environmental cleanup and pollution management.
- Reducing the demand for virgin, raw materials.
- Reducing the demand for and cost of utility services such as power, water, and wastewater treatment through energy and water efficiency.
- Increasing the efficiency of materials use and reuse.

EPA Region 6 is particularly interested in receiving applications that offer hands-on, practical source reduction tools and training on P2 approaches to measurably improve public health and the health of the environment by reducing the use of hazardous substances, reducing toxic pollutants, supporting efficiencies in reducing resource use (e.g., water and energy), and reducing business expenditures and liability costs. Project examples include, but are not limited to:

- Provide technical assistance to businesses and their facilities to help them develop and adopt source reduction practices.
- Conduct trainings or conferences/roundtables for businesses and P2 technical assistance providers to share P2 best practices or to demonstrate a pollution prevention technology.

- Develop and promote site specific pollution prevention assessments to help businesses and communities prioritize which environmental problems to address, and in which order.
- Conduct training and pollution prevention outreach to teach businesses and communities to identify and reduce the use of hazardous chemicals, water, and energy (e.g., introduce EPA's Safer Choice, ENERGY STAR, and WaterSense Programs).
- Conduct a program to promote the procurement and use of safer cleaners and disinfectants at businesses in your area.
- Assist businesses to develop green cleaning policies and procedures.
- Assist businesses find opportunities to reduce air emissions (e.g., prevent ammonia refrigeration leaks or other fugitive releases, substitute the use of aqueous materials for volatile materials).
- Assist businesses find opportunities to conserve water (e.g., use high-volume, low pressure washing systems, extend production line times between cleanings).
- Assist businesses find opportunities to reduce pollutants discharged to water (e.g., reduce the quantity and/or toxicity of cleaning products which may contaminate water, reduce process chemicals that contribute to wastewater contamination).
- **Sustainable Materials Management:** Sustainable Materials Management (SMM) is a systemic approach to using and reusing materials more productively over their entire life cycle to find new opportunities to reduce environmental impacts, conserve resources and reduce cost. In 2021, the priority area is reducing the environmental impacts of materials across their life cycle, including greenhouse gas emissions. This priority area seeks to reduce wastes and their associated impacts over the entire life cycle, starting with the use of natural resources, manufacturing, sales, and consumption and ending with decisions on recovery or final disposal. SMM works to protect human health and the environment by advancing the sustainable use of materials throughout their lifecycle to minimize waste and environmental impacts.

SMM goals include:

- Preventing landfill waste through source reduction, enhance the reuse and recycling of all materials, including plastics;
- Supporting sustainable packaging that reduces single-use packaging;
- Improving markets for recycling commodities;
- Increasing collection and improve materials management infrastructure;
- Reducing contamination in the recycled materials stream;
- Enhancing policies and programs to support a circular economy;
- Collecting data and create mapping to support municipal solid waste characterization and measurement; and
- Developing models, tools, resources, and best practices for communities to be replicated.

- **Toxics and Pesticides:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g., lead, asbestos, mercury, PCBs, etc.) regulated under the Toxic Substances Control Act (TSCA). The Pesticide Program regulates and provides oversight over registration and use of pesticides under the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA). The Toxics Program includes Program Areas: Lead-Based Paint and Integrated Pest Management.
  - **Lead-Based Paint Program:** Lead-Based Paint Program, contributes to the reduction of childhood lead poisoning by establishing standards governing lead hazard identification and abatement practices and maintaining a national pool of professionals trained and certified to implement those standards; providing information to housing occupants so they can make informed decisions and take actions about lead hazards in their homes; and establishing and maintaining a national pool of certified firms and individuals who are trained to carryout renovation, repair, and painting projects while adhering to the lead-safe work practice standards and to minimize lead dust hazards created in the course of such projects.

Lead-Based Paint program goals:

- Reduce children's exposure to lead sources
  - Identify lead-exposure children and improve their health outcomes
  - Communicate more effectively with stakeholders
  - Support and conduct critical research to inform efforts to reduce lead exposures and related health risks
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- **Integrated Pest Management:** Integrated Pest Management, is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. IPM programs use current, comprehensive information on the life cycles of pests and their interaction with the environment. This information, in combination with available pest control methods, is used to manage pest damage by the economical means, and with the least possible hazard to people, property, and the environment. The IPM approach can be applied to both agricultural and non-agricultural settings, such as the home, garden, and workplace. IPM takes advantage of all appropriate pest management options including, but not limited to, the judicious use of pesticides. In contrast, organic food production applies many of the same concepts at IPM but limits the use of pesticides to those that are produced from natural sources, as opposed to synthetic chemicals.
  - <https://www.epa.gov/safepestcontrol/integrated-pest-management-ipm-principles>

The EPA plans to focus on the following three key sectors:

- a. Public Health: reduce populations of pest of significant health importance, including the vectors of disease, by using IPM to improve the efficacy, cost-effectiveness, and ecological soundness of controlling pests.
- b. Agriculture: use available pest control techniques that reduce pesticides populations, are economically sound, and minimize risks to human health and the environment.
- c. Structures: focus on eliminating or reducing sources of food, water, and harborage that are available to pests, and limiting pest access into buildings such as school, daycare centers, hospitals, public housing, etc.

## **B. Scope of Work**

To qualify as eligible projects under HELP, proposed projects must: (1) address Environmental Justice in the states, tribes, and territories within EPA Region 6: Arkansas, Louisiana, Oklahoma, New Mexico, and Texas; and (2) identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the following Program Areas: Pollution Prevention, Sustainable Materials Management, Lead-based Paint, and/or Integrated Pest Management. Please see Section III for further information on eligibility requirements.

Under this competition, EPA is accepting applications from eligible applicants (See Section III) for projects that build capacity to address Environmental Justice issues in “underserved communities” located within the Region 6 states, territories, and tribes with an emphasis on reducing environmental health disparities. 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 decisions; community concerns will be considered in the decision-making process; and decision makers seek out and facilitate the involvement of those potentially affected. For purposes of this competition and evaluation of applications, “underserved communities” means people/communities of color, low-income, tribal and indigenous populations, and other vulnerable populations such as elderly, children, and those who have pre-existing medical conditions. Capacity-building programs eligible for funding under this solicitation should be multi-media (involving multiple environmental health hazards), holistic (involving multiple stakeholders and built on strong partnerships), and demonstrate, implement or expand innovative methods and approaches to prevent and reduce exposures in homes, schools, childcare and other settings where people of color, low income, tribal, and indigenous people congregate.

Every application must clearly identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the following Program Areas:

Pollution Prevention, Integrated Pest Management, Sustainable Materials Management, and/or Lead-based Paint.

**1. Pollution Prevention:** Projects that provide technical assistance to businesses and their facilities to help them develop and adopt source reduction practices. Source reduction means reducing or eliminating pollutants from entering any waste stream or otherwise being released into the environment prior to recycling, treatment, or disposal. In addition to reducing pollutants entering the environment, source reduction also includes reducing the use of water, energy, and other raw materials.

For purposes of programmatic consistency and to aid in the synergy of funded P2 work, applicants must have at least one or more P2 National Emphasis Areas (NEAs) in (Section I.F), for additional guidance, please visit: <https://www.epa.gov/p2/p2-national-emphasis-areas-neas>.

**Project Examples:**

- Conduct trainings for many businesses on pollution prevention best practices being applied in a particular sector or a demonstration project involving a P2 technology not widely known or used.
- Conduct training and P2 outreach to teach groups of businesses to identify and reduce the use of hazardous chemicals, water, and energy (e.g., introduce EPA's Safer Choice Program).
- Provide training to businesses that use and/or store hazardous substances to raise awareness about preventing the release of hazardous substances and hazardous waste during a flood event.
- Design and conduct a training to support safe handling of hazardous materials and/or hazardous waste at facilities and increase safe handling practices to reduce potential impacts to human health and the environment.
- Develop and promote site specific P2 assessments to help businesses prioritize which environmental problems to address, and in which order.
- Provide information on P2 opportunities to businesses either in person or remotely through email, internet, webinars, or phone calls.
- Conduct a program to promote the procurement and use of safer cleaners and disinfectants at businesses in your area.
- Assist businesses to develop green cleaning policies and procedures.
- Help businesses find opportunities to reduce air emissions (e.g., prevent ammonia refrigeration leaks or other fugitive releases, substitute the use of aqueous materials for volatile materials).
- Help businesses find opportunities to reduce pollutants discharged to water (e.g., reduce the quantity and/or toxicity of cleaning products which may contaminate water, reduce process chemicals that contribute to wastewater contamination).

- Help businesses find opportunities to conserve water (e.g., use high-volume, low pressure washing systems, extend production line times between cleanings).

**Output Examples:**

- Pounds of hazardous materials reduced through pollution prevention/source reduction.
- MTCO<sub>2</sub>e (metric tons of CO<sub>2</sub> equivalent) reduced through pollution prevention/source reduction.
- Gallons of water saved through P2/source reduction.
- Dollars saved through pollution P2/source reduction.
- Kilowatt hours (kWh) of energy saved through P2/source reduction.
- Programmatic consistency

2. Integrated **Pest Management:** Projects that focus on promoting integrated pest management; promoting recycling, pollution prevention and promoting comprehensive healthy homes and/or other indoor environments for children or other environmental justice.

- a. **Focus Region-Specific Pesticide Priorities on those Areas of Greatest Need Nationally.**

The Region-Specific Pesticide Priority for Integrated Pest Management (IPM) supports the Agency's national pesticide program goals. The IPM focus area is broad enough to address the greatest needs of states, tribes, communities with EJ concerns, and vulnerable populations, resulting in the greatest reduction of potential pesticides risk in their area of the country.

**Project Examples:**

- Design and conduct an integrated pest management project which reduces pesticide exposures for elderly populations (e.g., nursing homes, community centers, etc.).

**Output Examples:**

- Reduction in exposure to pesticides and/or toxic substances (e.g., lead, mercury, priority chemicals, etc.).
- Identification of methods or techniques leading to a comprehensive healthy homes project which potentially improves and promotes children's health by reducing indoor toxins including, but not limited to mold,

combustion by-products, lead, asbestos, pesticides, PCBs, dioxin, and mercury.

- Number of children, families, individuals, stakeholders, or geographic areas serviced or participating in efforts to reduce exposure to indoor pollutants such as mold, combustion by-products, lead, asbestos, pesticides, PCBs, dioxin, and mercury.
- Reduced quantities (e.g., pounds) of pesticides or other hazardous cleaning agents no longer used in target geographic area.
- Number of communities working with businesses to reduce toxics use, particularly in flood-prone communities, to eliminate or reduce risks to human health and eliminate or reduce the risk of the release of toxics for hazardous substances into the environment.
- Projects related to pollinator protection, worker protection, or applicator certification, if it can be demonstrated that the project has an IPM component and is **in addition to** regular regional work.

- b. **Assist in National, Regional and Local Pollinator Protection Efforts.** Through risk assessment, mitigation, education, and outreach, EPA's goal for pollinator protection is to ensure all pollinator, including native and managed pollinators (e.g., honeybees) are protected from potential adverse effects from pesticides exposure.

**Project Examples:**

- Design and conduct projects related to pollinator protection, worker protection, or applicator certification to promote pollination activities.

**Output Examples:**

- Assist with the development of managed pollinator protection plans (MP3s), the appropriate revision to such plans, and outreach for state and tribal pollinator protection plans.
- Conduct outreach and education on pollinator protection approach and efforts as well as the Monarch Protection Strategy.
- Promote the EPA *Bee Inspection Guidance* and encourage timely and tribal responses to all suspected pesticide incident involving pollinators.

3. **Sustainable Materials Management:** Projects that focus on a systematic approach that seeks to reduce wasted food and its associated impacts over the entire life cycle, starting with the use of natural resources, manufacturing, sales, and consumption and ending with decisions on recovery or final disposal.

**Project Example:**

- Supporting state and local government programs to strengthen access to compost/anaerobic digestion and infrastructure in support of wasted food residuals.
- Establishing and expanding partnerships with businesses, industries, and universities.

- Incorporate lifecycle SMM concepts into the built environment marketplace.
- Support implementation of partnerships, which work to reduce loadings of plastic packaging in our nation's waters.
- Demonstrating and/or implementing systems-based approaches.
- Assisting government, businesses and universities in reducing wasted food residuals according to EPA's Food Recovery Hierarchy and increasing organics recycling (e.g., composting and/or anaerobic digestion) through articulating and communicating the benefits of sustainable materials management, and advocating and piloting innovative and economically sustainable tools and approaches.

**Output Example:**

- Pounds of waste recycled or beneficially used, diverted from landfills, and/or an increase in the rate of participation.
- Tons of greenhouse gases reduced.
- Increase safe reuse and recycling of C&D materials.
- Increase access to and participation in recycling collection.
- Dollars saved through recycling or reuse efforts, creation of jobs or other economic development.
- Quantitative and qualitative environmental and human health benefits, including the impact on public perception and behavior.

4. **Lead-based Paints:** Projects that focus on reducing and/or preventing childhood lead poisoning through compliance assistance, outreach, and/or education on lead-based paint regulations, reducing childhood exposure to lead, promoting comprehensive healthy homes and/or other indoor environments for children or other environmental justice areas

**Outreach to Renovators, Homeowners and Owners of Child-Occupied Facilities.** Regional offices should provide information on the hazards of renovation activities in homes and child-occupied facilities with lead-based paint. This outreach should stress the importance of using an EPA Lead-Safe Certified firm and the benefits of following lead-safe work practices. Outreach should target owners of child-occupied facilities, homeowners, and renters in areas with older housing, vulnerable population, and renovation firms.

**Project Examples:**

- Design and conduct an education and outreach campaign to promote lead safe indoor environments by minimizing risk of lead in the indoor environment, including risk from lead paint, lead dust, and in soil.
- Design and conduct an education and outreach campaign to train businesses, facilities and/or individuals to promote compliance with the federal lead-based paint regulations.

- Design and conduct an education and outreach campaign to identify housing at risk for lead and/or other toxins and provide in-home education to families to improve children’s environmental health, such as a reduction of asthma triggers.

**Output Examples:**

- Number of individuals or stakeholders reached with an education and outreach campaign to promote compliance with the federal lead-based paint regulations.
- Identification of methods or techniques leading to a comprehensive healthy homes project which potentially improves and promotes children’s health by reducing indoor toxins including lead.
- Number of children, families, individuals, stakeholders, or geographic areas serviced or participating in efforts to reduce exposure to indoor pollutants such as lead.

EPA’s expectation is the award under this RFA will help build capacity in “underserved communities” and create sustainable activities that address Environmental Justice well beyond the completion of the grant project period.

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

1. **Linkage to EPA Strategic Plan:** The activities to be funded under this announcement support EPA’s updated F.Y. 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: A Cleaner, Healthier Environment, Objective 1.3 Revitalize Land and Prevent Contamination, and Objective 1.4 Ensure Safety of Chemical in the Marketplace; Goal 2: More Effective Partnerships, Objective 2.1 Enhance Shared Accountability, Objective 2.2 Increase Transparency and Public Participation; and Goal 3: Greater Certainty, Compliance and Effectiveness, Objective 3.1 Compliance with the Law, Objective 3.2 Create Consistency and Certainty, 3.3 Prioritize Robust Science, 3.4 Streamline and Modernize, and 3.5 Improve Efficiency and Effectiveness of the EPA Strategic Plan. All proposed projects must support one or more of the goals and objectives identified above. Please read EPA’s F.Y. 2018-2022 Strategic Plan ([www.epa.gov/planandbudget/strategicplan](http://www.epa.gov/planandbudget/strategicplan)) for more information.

The activities to be funded under this announcement are intended to further EPA’s current priorities but may differ in selecting the appropriate Goal and Objective identified above depending on how the proposed projects address one or more of the Environmental Justice areas and one or more of the following Program Areas: Pollution Prevention, Integrated Pest Management, Sustainable Materials Management and/or Lead-based Paint.

EPA also 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](https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements), <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-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 priorities described above.

## 2. Anticipated Outputs/Outcomes

**Outputs:** Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. The anticipated outputs for HELP cooperative agreements will vary from applicant to applicant but will be identified as "Project Deliverables" in the proposal narrative and work plan. All applicants will be expected to clearly identify their outputs depending on the Program Area(s) selected by the applicant and achieve them during the proposed project period. Grant recipients will be required to submit quarterly status reports about their progress towards achieving outputs once the project is implemented.

The anticipated outputs for HELP projects will vary depending on the scope of the project and linkage to one or more Program Area(s). **Anticipated outputs for potential projects are organized by Program Area above in Section I.B.**

**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 quantitative or qualitative, and can be environmental, behavioral, health-related, or programmatic in nature. even if they short-term outcomes include, but are not limited to, increased learning, knowledge, skills, attitudes, and motivation, and must occur during the proposed project period.

The anticipated short-term outcomes listed below are expected to result in reducing environmental risks to protect and improve human health and the quality of life to create healthy communities and ecosystems related to many of the goals in EPA's Strategic Plan. Anticipated short-term outcomes include, but are not limited to:

- Measurable improvements to environmental and/or ecosystem conditions and management including, but not limited to: pounds of toxic or hazardous materials reduced, pounds of solid or hazardous waste reduced, adoption of strategies to address nutrients such as adoption of fertilizer use ordinances or laws; increase in the number of pollution prevention assessments, lifecycle analyses, and/or lean manufacturing assessments conducted at businesses, institutions or local government facilities; adoption of pollution prevention activities at businesses and/or communities.
- Increased resources to benefit communities at risk.

- Increased access to information and tools that increase understanding and reduction of environmental and human health risks.
- Increased public understanding of chemicals at risk in their community.
- Improved institutional and community capacity to understand and solve environmental and human health problems.
- Measurable improvements in public health conditions including, but not limited to reductions in the number of lead poisoned children; decreased use of pesticides; increase in pounds of crops grown using integrated pest management.

In addition, the projects may result in additional outcomes which will vary depending on the Program Area(s) identified by the applicant. Both the expected short-term outcomes identified above, and any other expected outcomes should be defined in the Proposal Narrative and the Work Plan.

- **Performance Measures:** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outcomes and outputs.

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

- a. What are the measurable short term and longer term resulting the project will achieve?
- b. 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?
- c. For projects that include training activities, how does the plan measure the effectiveness of training materials and delivery? How will the plan measure actions taken or commitment to action by training attendees as result of the training?

#### **D. Statutory Authority**

The statutory authorities for this action are: Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Safe Drinking Water Act, Section 1442(a) and (c); Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a), as amended by P.L. 106-74; Solid Waste Disposal Act, Section 8001; and Toxic Substances Control Act, Section 10(a), as amended by P.L. 106-74.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a

task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

Implementation activities are not eligible for funding under this announcement.

## **II. AWARD INFORMATION**

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

The total estimated funding expected to be available for awards under this competitive opportunity is \$500,000.

### **B. Partial Funding**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal 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 award of up to approximately 10 cooperative agreement(s) under this announcement ranging in value from approximately \$25,000 to \$100,000, subject to the availability of funds, quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than twelve months from the date of the original selection decisions.

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

The estimated project period for awards resulting from this solicitation will begin April 1, 2022. Proposed project periods may be up to two years.

### **E. Funding Type**

The funding vehicle for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants 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 this project will be:

- 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).

- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

In addition, EPA reserves the right to reject all applications and make no awards under this announcement or to make fewer awards than anticipated.

### **III. ELIGIBILITY INFORMATION**

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

In accordance with Assistance Listing 66.963, eligible applicants for awards under this announcement include State (includes District of Columbia, public institutions of higher education and hospitals), Local (includes State-designated Indian Tribes, excludes institutions of higher education and hospitals), Public nonprofit institution/organization (includes institutions of higher education and hospitals), Federally Recognized Indian Tribal Governments, Private nonprofit institution/organization (includes institutions of higher education and hospitals), Quasi-public nonprofit institution/organization, Interstate. Assistance under this program is available to State, Local, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, K- 12 schools or school districts: and non-profit organizations (e.g., grassroots and/or community-based organizations). Funding will be considered for a college or university to support a project with substantial community involvement. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects. Applicants need not be located within the boundaries of the EPA Region 6 to be eligible to apply for funding but must propose projects that affect the States, Tribes, and Territories within Region 6.

**Non-Profit Status:** Non-profit organization, as defined by 2 C.F.R. § 200.1, 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 2 C.F.R. § 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a non-profit organization(s) as defined by 2 C.F.R. § 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 C.F.R. § 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit organizations such as colleges, universities, trade schools, and hospitals are ineligible.

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

The grant program requires a match of 5% of the total funds requested. Any voluntary match beyond the 5% will not be considered as part of the evaluation and selection process used to make award decisions. See 2 C.F.R. § 200.306(b) for a definition of match and a description of match criteria.

Federal funds awarded under this program may not cover more than 95% of the total costs of the project being funded. The applicant must identify the source of the 5% nonfederal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services.

### **C. In-Kind Contributions**

In-kind match is a non-cash contribution to a project such as volunteered services and donated supplies (e.g., use of equipment, office/meeting space, fiscal/management oversight, printing). These “in-kind contributions” can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper’s maintenance of a group’s financial records and preparation of required financial reports or an auditor’s review of a group’s financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be included as such only if they are for costs that EPA can fund. If a project is funded, recipients and all identified match funding are subject to audit to ensure that all costs are appropriate. If costs are ineligible or the recipient cannot properly document match dollars, the recipient will be liable for the disallowed costs.

### **D. 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 applicants (see Section III.A. of this RFA) that meet all these threshold eligibility criteria will be evaluated against the ranking criteria in Section V. of this RFA. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. 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 address Environmental Justice (EJ) in the states, tribes, and territories within EPA Region 6 states: Arkansas, Louisiana, Oklahoma, New Mexico, and Texas.
2. Applications must address how the proposed project will achieve measurable environmental and/or public health results in one or more of the following Program Areas: Pollution Prevention, Sustainable Material Management, Lead-based Paint and/or Integrated Pest Management. (Please see Section 1.B).
3. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this solicitation or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed.
4. In addition, initial applications must be submitted through [Grants.gov](https://www.grants.gov) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement.

Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.

5. Applications submitted after the submission deadline will be considered late and 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 relevant System for Award Management ([SAM.gov](https://www.sam.gov)) system issues. An applicant's failure to timely submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal and application with Chelsea Perry at [perry.chelsea@epa.gov](mailto:perry.chelsea@epa.gov) as soon as possible after submission deadline.
6. Every application must clearly identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the following Program Areas: Pollution Prevention, Integrated Pest Management, and/or Lead-based Paint. (Section I. C, EPA Strategic Plan Linkage)
7. Applications that request more than \$100,000 in Federal funding will not be reviewed.
8. Applications that do not include the required 5% match will not be reviewed.
9. Funds for all awarded projects must support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, and training; or organize/conduct community planning activities in the Program Areas defined in Section I. B Scope of Work.
10. If any 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.
11. Projects that do not fit within the statutory authorities listed in Section I will be considered ineligible and will not be reviewed. Please see Section I. D Statutory Authority for further information.

## **IV. APPLICATION CONTENT AND SUBMISSION**

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

Applicants must apply electronically through [Grants.gov](https://www.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

### **B. Grants.gov Application Submission Instructions (see Attachment D)**

Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **Friday, January 28, 2022, 11:59 PM Eastern Time**.

### **C. Content of Application Submission**

The application package **must** include the following materials:

- 1. Completed Application Forms. Please complete the forms as appropriate.**
  - a. Standard Form 424, *Application for Federal Assistance*. Complete SF-424 in its entirety. 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 or visiting the website at <https://www.dnb.com>. There are no attachments for this form. Be sure to include your organization's fax number and email address in block 5 of the SF-424.
  - b. SF-424A, *Budget Information – Non-Construction Programs*
  - c. EPA Form 5700-54, Key Contacts
  - d. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
  - e. Project Narrative Attachment Form (See Section IV.C.2. below for additional information)
- 2. Proposal Narrative.** This should be submitted using the Project Narrative Attachment Form. A proposal narrative outline is included in **Attachment A**. The project narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C.) and must address each of the evaluation criteria set forth in Section V. A copy of your Project Summary; work plan; detailed budget; information describing Environmental Results and Past Performance; Environmental Justice; and Project Sustainability must also be submitted for each proposal; these are not considered part of the five-page limitation for the proposal narrative.
- 3. Work Plan**

This should be submitted using the Project Narrative Attachment Form. The work plan should follow the format included in **Attachment B**. The work plan schedule should align with the information that the applicant includes in the project narrative.
- 4. Detailed Budget Narrative (Budget Detail, with match information)**

This should be submitted using the Project Narrative Attachment Form. The applicant should include all information related to the expenses for the proposed project, including both the requested grant amount and any match information. Please see the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) **Attachment C** of this document includes a sample budget detail and narrative.

- i. Description of the budget and estimated funding amounts for each work component/task.
- ii. Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- iii. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.
- iv. For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost share amount for each category of total project costs for each category. Include an explanation of how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200.

## **5. Proof of Non-Profit Status**

This should be submitted using the Project Narrative Attachment Form. All non-profit applicants, except public agencies, municipalities, and Federally recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Proposal package submissions without this documentation will not be considered. For more information, please read Section III.A. Eligible Applicants.

## **6. Resumes**

These should be submitted using the Project Narrative Attachment Form. The applicant can include up to 3 resumes for staff that are involved in the proposed project. Each resume should be no more than 2 pages in length.

## **7. Commitment Letters**

These should be submitted using the Project Narrative Attachment Form. Letters of commitment from all partners collaborating on the project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the proposal package. Commitment letters sent directly to EPA Region 6 will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner will not earn full points under **Criterion 1 of Section V** during the evaluation process. Please do not send letters of general support from others not directly involved in the project; they will not be considered during the evaluation and review process.

**8. Environmental Results; Programmatic Capability and Past Performance; Environmental Justice Experience; Detailed Budget Narrative (See Appendix C, Budget Sample) and Project Sustainability**

This information should be submitted using the Project Narrative Form. These issues will be evaluated under **Section V**.

**a. Environmental Results—Outcomes, Outputs and Performance Measures.**

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I.B**), including what performance measurements, timeline of milestones, or other means 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.

**b. Programmatic Capability and Past Performance**

Submit a list of federally [and/or non-federally if offices want to allow that also] funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

- (i) whether, and how, you were able to successfully complete and manage those agreements; and
- (ii) 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; and
- (iii) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

In evaluating applicants under these factors 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.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. This should include a description of the organizational and administrative systems (e.g., accounting programs) that you

have in place that will be used to appropriately manage, expend, and account for Federal funds.

**c. Environmental Justice**

Describe the organization and key personnel's experience with addressing Environmental Justice "and with implementing projects in the community or "underserved communities" where the project will be implemented. Please see **Section V. Environmental Justice Evaluation Criteria** for further information.

**d. Project Sustainability**

This shall contain the following components: (1) Project Alignment with Community Priorities: Provide a clear and detailed description of the extent to which the project supports and/or aligns with a state and/or local mandate, policy, and/or community priority to improve community health, resilience, and/or sustainability. (2) Continuing Efforts in Pollution Prevention, Sustainable Material Management, Lead-based Paint, and/or Integrated Pest Management. Provide a clear and detailed description of the intention and ability to promote and continue efforts to support Pollution Prevention after EPA funding for this project has ended.

**D. Submission Date and Times**

The closing date and time for submission of applications is **Friday, January 28, 2022, 11:59 p.m., Eastern Time (ET)**. Applications submitted after the closing date and time will not be considered for funding.

**E. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses](#). These and the other provisions that can be found at the website link are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

**F. Q&A Webpage**

In order to answer applicant questions, the Healthy Environmental Living Program will sponsor a Q&A webpage with a searchable database of questions with answers contributed by a contact person.

**G. Healthy Environmental Living Program Webpage**

Description of the Healthy Environmental Living Program grant webpage provide an overview of the target programs, submission requirements and a contact person. Please visit the Healthy Environmental Living Program webpage for additional information at: <https://www.epa.gov/tx/healthy-environmental-living-program>

## V. Application Review Information

Only eligible entities whose applications meet the threshold criteria in Section III.D. of this RFA will be evaluated according to the criteria set forth below. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Attachment A.**

Each application will be rated using a point system. Applications will be evaluated based on a total of **100** points possible.

| Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Points     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <b>Total Possible Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>100</b> |
| <p><b>1. Project Summary and Approach: Under this criterion, EPA will evaluate the extent and quality to which the project narrative provides:</b></p> <p>A. Narrative proposal work-plan explicitly describes how the proposed project meets:</p> <p><b>Section I.B (Scope of Work) and I.C (EPA Strategic Plan Linkage) - (10 pts)</b></p> <ul style="list-style-type: none"><li>• A description of appropriate program areas in the community that the proposed project will address and the need for the proposed project.</li><li>• A detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task.</li><li>• A description of the associated work products to be developed.</li><li>• An explanation of project benefits to the public, and specifically the potential audience(s) served.</li><li>• A reasonable time schedule for execution of the task associated with the project and achieving the project goals and objectives by project end. - <b>(10 pts)</b></li></ul> <p>B. The narrative clearly describes how the project addresses an environmental and/or human health concern through demonstration of pollution prevention, integrated pest management, sustainable material management and/or lead-based paint. The degree to which the applicant describes how it will measure success in meeting the project's objective to improve community health, resilience and/or sustainability will also be evaluated. <b>(10 pts)</b></p> <p>C. The narrative proposal includes a detailed workplan including project tasks and subtask, key personnel roles and responsibilities, milestones, and anticipated outputs and outcomes <b>(5 points)</b></p> | <b>35</b>  |
| <p><b>2. Environmental Results – Outputs, Outcomes and Performance Measures:</b> Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative proposal realistically describes how the project will lead to measurable environmental results, including:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>10</b>  |

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| <p><b>A.</b> The performance measures proposed by the applicant identify the expected quantitative and qualitative outcomes and outputs of the project. - <b>(5pts)</b></p> <p><b>B.</b> The effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including:</p> <ul style="list-style-type: none"> <li>• Performance measurements,</li> <li>• Timeline of milestones, or other means will be used to track and measure progress towards achieving the expected outcomes and outputs and</li> <li>• How the results of the project will be evaluated</li> </ul> <p>As identified in <b>Section I</b> of this RFA. - <b>(5 pts)</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                  |
| <p><b>3. Programmatic Capability and Past Performance: (20 pts):</b> Under this criterion applicants will be evaluated based on the quality and extent to which the applicant can demonstrate their ability to successfully complete and manage the proposed project, including:</p> <p><b>A.</b> Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in <b>Section IV.C.</b> of the RFA; <b>(5 points)</b></p> <p><b>B.</b> - History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in <b>Section IV.C</b> of the RFA, including whether the applicant submitted acceptable final technical reports under those agreements. Additionally, it addresses the extent to which the applicant adequately and timely 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; <b>(5 points)</b></p> <p><b>C.</b> Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; <b>(5 points)</b></p> <p><b>D.</b> Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <b>(5 points)</b></p> <p>Note: In evaluating applicants under items A and B 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</p> | <p><b>20</b></p> |

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| <p>applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these sub-factors (items A and B above-a neutral score is half of</p> |  |
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| 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 sub-factors.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |
| <p><b>4. Budget:</b> Under this criterion, applicants will be evaluated based on the quality and extent to which:</p> <ul style="list-style-type: none"> <li><b>A.</b> Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. Funding request is reasonable given the activities proposed and demonstrates a good return on the investment. - <b>(10 pts)</b></li> <li><b>B.</b> The proposed budget provides a detailed breakout of the approximate funding used for each major activity. - <b>(5 pts)</b> <ul style="list-style-type: none"> <li>• Description of the budget and estimated funding amounts for each work component/task.</li> <li>• Description of the applicant’s approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</li> </ul> </li> </ul> <p>Itemization of costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. An applicant’s budget and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their Budget Narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.</p> | <b>15</b> |
| <p><b>5. Project Sustainability:</b> Under this criterion, applicants will be evaluated based on the quality and extent to which:</p> <ul style="list-style-type: none"> <li><b>A.</b> the project supports and/or aligns with a state and/or local mandate, policy, and/or community priority to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life, advance resilience, and preserve/restore ecosystems. <b>(5 pts)</b></li> <li><b>B.</b> the applicant can demonstrate its ability to promote and continue efforts to after EPA funding for this project has ended, as described in Section I of the RFA. <b>(5 pts)</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>10</b> |
| <p><b>6. Environmental Justice and Underserved Communities:</b> Under this criterion, EPA will evaluate application based on:</p> <ul style="list-style-type: none"> <li><b>A.</b> The quality and extent to which the project benefits people/communities of color, low income, tribal, and indigenous populations (and if applicable other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions) that have been and/or are currently affected by disproportionate and adverse human health, environmental, climate-related and other cumulative impacts. <b>(5 pts)</b></li> <li><b>B.</b> The extent to which the project addresses engagement with these communities and/or populations (see A above), especially local residents, to ensure their</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>10</b> |

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| meaningful participation with respect to the design, planning, and performance of the project. (5 pts) |            |
| <b>Total Score</b>                                                                                     | <b>100</b> |

## **B. Review and Selection Process**

Only eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their application package submittal. EPA Region 6 employees across contributing programs will review and evaluate application packages. Each application will be rated under a points system, with a total of 100 points possible. An average score will be calculated for each application and then it will be ranked accordingly. The Selection Official will receive a list of the highest ranked proposals.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA Region 6 expects to receive many grant applications, and it will not be possible to fund all applications received. EPA Region 6 reserves the right to reject all applications and make no grant awards under this announcement.

## **C. Other Factors**

Final funding decisions will be made by the Approving Official based on the ranking but may also consider other factors including funding availability, geographic diversity of funds, programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, 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 communicate with the EPA contact listed in this solicitation to obtain the provisions.

# **VI. Award Administration Information**

## **A. Award Notification**

EPA anticipates notification to successful applicants will be made via telephone and/or email by **Friday, January 28, 2022**. The notification will be sent to the original signer of the application or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The official notification of an award will be made by EPA Region 6's Award Official.

Applicants are cautioned that only a grants officer 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 grants officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

## **B. Reporting Requirement**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical 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, advances achieved, and costs of the project or activity. In addition, the final technical report should 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, after award.

**Note:** The P2 reports must document the P2 approaches places emphasis on grant work achieving P2 results (outcomes and outputs), having grantees report back on P2 implementation, having grantees follow up with clients on the P2 implementation (successes and challenges). For additional guidance, please see: [https://www.epa.gov/sites/production/files/2020-02/documents/general\\_sra\\_grant\\_guidance.pdf](https://www.epa.gov/sites/production/files/2020-02/documents/general_sra_grant_guidance.pdf).

## **EPA Requirements for Quality Management Plans and Quality Assurance Plans:**

EPA Region 6's Quality Management Plan (QMP) describes quality assurance (QA) policies, procedures, responsibilities and management systems that govern quality control activities of environmental information collection and/or use. These are designed to ensure that the Region's 6 environmental data operations, and those of its grantees, contractors, and other partners in government, the regulated community, and the public will produce and use environmental data that satisfies its intended use.

In accordance with 2 C.F.R. § 1500.12, projects that include the generation or use of environmental data are required to submit a QAPP. The QAPP must document quality assurance policies and practices that are enough to produce data of adequate quality to meet program objectives. The recipient's QAPP should be reviewed and updated annually as needed. The QAPP must be submitted to the EPA project officer at least 45 days prior to the initiation of data collection or data compilation. If you have questions regarding QAPP requirements, please contact Sala Senkayi of EPA Region 6 at [senkayi.sala@epa.gov](mailto:senkayi.sala@epa.gov).

## **C. Disputes**

Assistance 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) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 C.F.R. Parts 30 and 31 have been superseded by regulations in 2 C.F.R. Parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 C.F.R. Part 1500, Subpart E.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, indirect costs, and administrative capability, can be found on the EPA Solicitation Clauses page. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

### **VII. AGENCY CONTACTS**

For all questions and inquiries regarding the Healthy Environmental Living Program Grant, please contact:

Chelsea Perry

U.S. Environmental Protection Agency, Region 6      Phone: 214-665-2175

1201 Elm Street, Suite 500 (LCRPT)

Email: [Perry.Chelsea@epa.gov](mailto:Perry.Chelsea@epa.gov)

Dallas, TX 75270

All questions or comments must be communicated in writing via email to the contact person listed above. Questions and answers will be posted until closing date of this announcement at: <https://www.epa.gov/tx/frequent-questions-about-healthy-environmental-living-program-grant>

## **Attachment A**

### **Project Narrative Format**

The project narrative should be organized in the format listed below, answering the questions listed, and addressing the evaluation factors identified in Section V of the EPA Region 6 Healthy Environmental Living Program Grant Application Guidance. The proposal narrative may not exceed five single-spaced pages. Any narrative page(s) over the five-page limit will not be evaluated.

#### **The Project Overview**

(Clearly describe: Describe your project and which Healthy Environmental Living Program Area(s) the project meets and why. Describe the environmental and/or public health problem(s) currently affecting your community. Describe the area this project will serve and address the cultural, linguistic, and economic reality of Environmental Justice communities. Explain why this issue is a priority in your target area? Why is your organization working in this target area and how will you involve residents and/or other key stakeholders? Why is this approach particularly effective with this target area? Are there other organizations working on this issue in your target area? Does the project represent new steps or build upon other projects addressing the same issue? Can it serve as a model? Who will direct this effort? What are the expected improvements in environmental quality and/or public health?)

#### **Project Deliverables and Results**

(Clearly describe: How will this project improve the environment and/or public health in the short term, including the outputs and outcomes expected for your project? [This should be a narrative discussion of the work plan]. How will your organization track project progress and results, including outputs and outcomes? Will your project result in long term behavioral changes? How many people, natural resources, or ecological systems will benefit from this project? Can it serve as a model in other communities or be expanded beyond the initial target area? For planning or visioning projects, what steps will be taken to ensure that the plan or vision is implemented? See Section I, C, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for more information on outputs and outcomes.)

#### **Budget**

(Clearly describe: How much funding will you need from the Healthy Environmental Living Program? Where will you get any remaining funds for the project? Have those funds been received or are they anticipated funds. What are the project expenses for the period which you are requesting funding (by budget category) and why are these expenses necessary to complete the project? If you are including an equipment purchase (personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more), please provide a justification for the equipment purchase and explain whether you've considered other options such as leasing or renting. Will you continue any part of the work after the grant period and how? How critical is this funding to the success of your project?)

## **The Organization**

(Clearly describe: Who are you? When were you organized? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other current or previous efforts? Why are you the right group to do the work you are proposing? Why can you successfully achieve the goals of this project? Describe the organizational knowledge, experience, and infrastructure to successfully complete and manage this project. Have you successfully completed federally funded projects similar in size, scope in the past three years? Do you have a successful history of meeting reporting requirements on prior or current assistance agreements with federal organizations and submitting acceptable final technical reports? If there were any problems or deficiencies in meeting program reporting requirements or projected outputs and/or outcomes for projects similar in size and scope, explain why the objectives were not met and how the issues were resolved. Narrative information identified in red text may be supplemented by the Environmental Results, Past Performance & Programmatic Capability attachment. See Section V, B, Environmental Results, Past Performance & Programmatic Capability for more information.)

## **The Partners**

(Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this area? Do the project partners have expertise on the issues addressed by the project? What is the partner(s) level of involvement on this project? What is each partner's role, responsibility, and commitment to the project? If there are no project partners, explain how your organization will fulfill the project requirements on its own?)

## **Project Evaluation**

(Clearly describe: How will you evaluate your work during the project period and at the end of the project? How will you make any necessary mid-course corrections? How will you determine if your objectives are being met? How will you document that this project has been effective and what lessons were learned? How will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference?)

**Attachment B**  
**Project Work Plan Format**

|                                      |
|--------------------------------------|
| Organization Name:<br>Project Title: |
|--------------------------------------|

| Project Activities                                  | Contact Person (per Task) | Deadline (Month, Day, Year) | Outputs    |
|-----------------------------------------------------|---------------------------|-----------------------------|------------|
| Objective #1:<br>1. - Tasks Required<br>- Sub-tasks | Key Contact               | Month, DD, 2022             | 1. Outputs |
| 2. - Tasks Required<br>- Sub-tasks                  | Key Contact               | Month, DD, 2022             | 2. Outputs |
| 3. - Task Required<br>- Sub-tasks                   | Key Contact               | Month, DD, 2022             | 3. Outputs |
| Objective #2:<br>1. - Tasks Required<br>- Sub-tasks | Key Contact               | Month, DD, 2022             | 1. Outputs |
| 2. - Tasks Required<br>- Sub-tasks                  | Key Contact               | Month, DD, 2022             | 2. Outputs |

## Attachment C

### Budget Detail Sample

This section of the project narrative is a detailed description of the budget found in the SF-424A and must include a detailed discussion of how 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. 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."

If the project budget includes any voluntary cost share, mandatory or voluntary, the budget detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a legal condition of receiving 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 included on the SF-424 and SF-424A. Please see Section III.B of this RFA 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 (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as cost share, this should be included as personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual 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 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 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 project (e.g., inspections) or related to proposed project 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 individual 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, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.

**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 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project.

**Note:** If your organization 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 printing service, 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 consulting 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. Any proposed non-competed/sole-source contracts in excess of \$3,500 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 such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the "Other" category and include the estimated amount of participant support costs in a separate line item. Additional information about participant support costs is contained in RAIN-2018-G05, "Interim EPA Guidance on Participant Support 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 even if the agreement is referred to as a contract. 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, 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 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 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 project and are not readily assignable to specific cost objectives or projects as a direct cost. 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 an application 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) Modified  
Total Direct Costs (Indirect Rate x Modified 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) Additional indirect cost guidance is available in RAIN-2018-G02, "Indirect Cost Guidance for Recipients of EPA Assistance Agreements."

### Example Budget Table

|                                                                                                                                       | EPA Funding     | **Cost Share       |
|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| <b>Personnel</b>                                                                                                                      |                 |                    |
| (1) Project Manager @ \$40/hr<br>x 10 HRS/week x 52 wks                                                                               |                 | \$20,800           |
| (3) Project Staff @ \$25/hr x<br>40 HRS/week x 40 wks                                                                                 | \$120,000       |                    |
| <b>TOTAL PERSONNEL</b>                                                                                                                | \$120,000       | \$20,800           |
| <b>Fringe Benefits</b>                                                                                                                |                 |                    |
| 20% of Salary and Wages                                                                                                               | 20% (120,000)   | 20% (20,800)       |
| - Retirement, Health Benefits,<br>FICA, SUI                                                                                           | \$24,000        | \$4,160            |
| <b>TOTAL FRINGE BENEFITS</b>                                                                                                          | \$24,000        | \$4,160            |
| <b>Travel</b>                                                                                                                         |                 |                    |
| Travel for Project Manager<br>and staff: 500 mi/mo. @<br>\$0.55/mi x 12 mos.                                                          | \$3,300         |                    |
| <b>TOTAL TRAVEL</b>                                                                                                                   | \$3,300         |                    |
| <b>Equipment</b>                                                                                                                      |                 |                    |
| <b>TOTAL EQUIPMENT</b>                                                                                                                | 0               |                    |
| <b>Supplies</b>                                                                                                                       |                 |                    |
| <b>Office and related supplies<br/>to support training</b>                                                                            | \$10,000        |                    |
| <b>TOTAL SUPPLIES</b>                                                                                                                 | \$10,000        |                    |
| <b>Contractual</b>                                                                                                                    |                 |                    |
| <b>Support Services Contract</b>                                                                                                      | \$20,000        |                    |
| <b>TOTAL CONTRACTUAL</b>                                                                                                              | \$20,000        |                    |
| <b>Other</b>                                                                                                                          |                 |                    |
| <b>Subawards Costs</b>                                                                                                                | \$0             |                    |
| <b>Participant Support Costs</b>                                                                                                      | \$0             |                    |
| <b>Additional Other Costs</b>                                                                                                         | \$0             |                    |
| <b>TOTAL OTHER</b>                                                                                                                    | \$0             |                    |
| <b>Indirect Charges</b>                                                                                                               |                 |                    |
| <b>Federal Negotiated Indirect</b><br>Cost Rate = 10% with personnel<br>costs as base (Indirect Rate x<br>Personnel = Indirect Costs) | \$12,000        |                    |
| <b>TOTAL INDIRECT</b>                                                                                                                 | \$12,000        |                    |
| <b>TOTAL FUNDING</b>                                                                                                                  | (fed) \$189,300 | (non-fed) \$24,960 |
| <b>TOTAL PROJECT COST<br/>(federal and non-federal)</b>                                                                               | \$214,260       |                    |

**\*\* Cost Share funds must also be included on the SF-424 as detailed in Section III.B of this RFA.**

The formula for calculating the match is:

Federal Award Amount ÷ Federal Share Percentage Required = Adjusted (Total) Project  
Costs

Required Recipient's Share Percentage x Adjusted Project Costs = Required Match

Example: 95%/5% match requirement—for a federal award amount of \$100,000, match would be calculated as follows:

$\$100,000 \div 95\% = \$105,263$

$5\% \times \$105,263 = \$5,263$  Required Match

**Note on 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 applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with 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 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.

## Attachment D

### Grants.gov Application 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 and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must 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 submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is **FREE**. Please see [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to Unique Entity Identifier (UEI).

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

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](#)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, **EPA-R6-HELP-2021** or the CFDA number that applies to the announcement (CFDA **66.963**), in the appropriate field and click the Search button.

Note to offices: The funding opportunity number must begin with the EPA prefix. Please Note: All applications must be submitted through [Grants.gov](https://www.grants.gov) using the "Workspace" feature. Information on the Workspace feature can be found at the [Grants.gov Workspace](https://www.grants.gov/workspace)

[Overview Page.](#)

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **(January 28, 2022)** 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.

Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above. Applicants are strongly encouraged to follow the instructions for preparing the mandatory documents provided in **Section IV.C.**

**Mandatory Documents:**

- Standard Form 424, *Application for Federal Assistance*. 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.
- Standard Form 424A, *Budget Information for Non-Construction Programs*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Project Narrative Attachment Form (See Section IV.C. for additional information)

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 Chelsea Perry at [perry.chelsea@epa.gov](mailto:perry.chelsea@epa.gov). Failure to do so may result in your application not being reviewed.

**Grants.gov Technical Issues**

- 1. Once the application package has been completed, the “Submit” button should be enabled.**

If the “Submit” button is not active, please call [Grants.gov](#) for assistance at 1-800-518-4726 . 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 . Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced, or a revised application needs to be submitted.

- 2. Submitting the application.**

The application package must be transferred to [Grants.gov](#) by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch, and a sign-in page will

appear. Note: Minor problems are not uncommon with transfers to [Grants.gov](https://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [Grants.gov](https://www.grants.gov) *BEFORE* the due date identified in Section IV of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except federal holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

### **3. Transmission Difficulties.**

If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Chelsea Perry with the FON in the subject line. If you are unable to email, contact **Chelsea Perry at 214-665-2175**. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [Sam.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to [Grants.gov](https://www.grants.gov), it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. 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](https://www.grants.gov) representative by calling 606-545- 5035. Be sure to obtain a case number from [Grants.gov](https://www.grants.gov). If the problems stem from unforeseen exigent circumstances unrelated to [Grants.gov](https://www.grants.gov), such as extreme weather interfering with internet access, contact Chelsea Perry at 214-665-2175.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting [Grants.gov](https://www.grants.gov), send an email message to [perry.chelsea@epa.gov](mailto:perry.chelsea@epa.gov) prior to the application deadline. The email message must document the problem and include the [Grants.gov](https://www.grants.gov) case number as well as the entire application in PDF format as an attachment.
- c. [Grants.gov](https://www.grants.gov) rejection of the application package: If a notification is received from [Grants.gov](https://www.grants.gov) stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to Chelsea Perry with the

FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by [Grants.gov](#) and attach the entire application in PDF format.

Please note that successful submission through [Grants.gov](#) or via email does not necessarily mean your application is eligible for award.