OVERVIEW

AGENCY: U.S. Environmental Protection Agency (EPA)

TITLE: Chesapeake Bay Program Office Fiscal Year 2021 Request for Proposals for Citizens Advisory Committee, Local Government Advisory Committee, and Local Leadership Workgroup Support

ANNOUNCEMENT TYPE: Request for Applications (RFA)

RFA NUMBER: EPA-R3-CBP-21-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.466

IMPORTANT DATES

12/11/2020	Issuance of RFA
01/29/2021	Application Submission Deadline (see Section IV for more information)
02/22/2021	Approximate date for EPA to notify applicants of results
03/08/2021	Approximate date for applicant to submit revised federal cooperative agreement application
03/29/2021	Approximate date of award

EPA will consider all applications that are submitted via Grants.gov by 11:59 pm EST on **January 29, 2021** and consider any applications submitted after the due date as ineligible. EPA will only accept applications submitted via Grants.gov, except in limited circumstances where applicants have no or very limited Internet access (see section IV.).

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.

RECENT RFA QUESTIONS & ANSWERS: For specific questions and answers relating to this RFA, please go to: https://www.epa.gov/sites/production/files/2021-01/documents/rfa_21-01_cac_lgag_llwg_questions_and_answsers_01.12.2021_clean.pdf

SUMMARY

The U.S. Environmental Protection Agency's (EPA) Chesapeake Bay Program Office (CBPO) is announcing a Request for Applications (RFA) for supporting Chesapeake Bay Program (CBP) goals related to residents, communities, and local governments of the Chesapeake Bay watershed. Support includes two separate activities to coordinate a total of three CBP groups that serve to increase representation, inclusion, and engagement of (1) watershed residents and (2) local governments in the CBP partnership's restoration and conservation efforts.

(1) One group that represents and provides the perspectives of watershed residents:

A. Citizens Advisory Committee (CAC)

(2) Two groups related to local governments:

B. Local Government Advisory Committee (LGAC), which represents and provides the perspectives of local government leaders; and

C. Local Leadership Workgroup (LLWG), which serves to enhance the knowledge and capacity of local government leaders.

Citizens Advisory Committee

The CAC is charged with responsibility for representing residents and stakeholders of the Chesapeake Bay watershed in the restoration effort and advising the Chesapeake Bay Program partnership on all aspects of Chesapeake Bay restoration. Since 1984, the CAC has provided a non-governmental perspective on the Bay cleanup effort and on how CBP policies and programs affect residents who live and work in the Chesapeake Bay watershed.

Local Government Advisory Committee and Local Leadership Workgroup

The LGAC's mission is to share the views and insights of local elected officials with state and federal decision-makers and to enhance the flow of information among local governments about the health and restoration of the Chesapeake Bay watershed. The LGAC, which consists of local elected government officials, advises the Chesapeake Bay partnership as it relates to increasing local government involvement in the implementation of actions to restore and protect the Chesapeake Bay and meet the outcomes of the *Chesapeake Bay Watershed Agreement*.

The LLWG was established in 2014 after the signing of the *Chesapeake Bay Watershed Agreement*. This workgroup exists to accomplish the local leadership outcome in the Agreement. The outcome statement for local leadership reads: *Continually increase the knowledge and capacity of local officials on issues related to water resources and in the implementation of economic and policy incentives that will support local conservation actions*. The LLWG is responsible for developing and implementing the local leadership management strategy and logic and action plan.

FUNDING/AWARDS: This RFA will cover the project period up to and including six years from an expected start date of March 29, 2021. CBPO plans to award up to two cooperative agreements under this RFA (one per activity). The total estimated funding for six years is approximately $3,450,000 to $4,650,000, with an estimated $575,000 to $775,000 available for the first year and each subsequent year. Budgets in subsequent years are expected to increase slightly due to increased travel and personnel costs. This total estimated funding includes $1,500,000 to $2,100,000 for CAC support (Activity 1) and $1,950,000 to $2,550,000 for LGAC and LLWG support (Activity 2). There is no guarantee of funding throughout this period or beyond. The final aggregate amount is dependent on the availability of federal funds.

Applicants may apply for both activities described in Section I.B but must submit two separate applications. If an applicant applies for both activities under one application, the application will be deemed ineligible.

FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description
II. Award Information
III. Eligibility Information
IV. Proposal and Submission Information
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I: FUNDING OPPORTUNITY DESCRIPTION

A. Background

1. About the Chesapeake Bay Program

The Chesapeake Bay is North America's largest and most biologically diverse estuary. A resource of extraordinary productivity, it is worthy of the highest levels of protection and restoration. Authorized by Section 117 of the Clean Water Act, CBP is responsible for supporting the Executive Council through a number of actions, including the coordination of federal, state, and local efforts to restore and protect living resources and water quality of the Chesapeake Bay and its watershed. Section 117 also authorizes EPA to provide assistance grants to support the goals of the program.

The Chesapeake Bay Program (CBP) is a unique regional partnership that has led and directed the restoration of the Chesapeake Bay since 1983. Today, the CBP partners include the states of Delaware, Maryland, New York, Pennsylvania, Virginia, and West Virginia; the District of Columbia; the Chesapeake Bay Commission, a tri-state legislative body; and EPA, representing the federal government.

The CBP partnership is guided at the direction of the Executive Council, which, through its leadership, establishes the policy direction for the restoration and protection of the Chesapeake Bay and exerts its leadership to rally public support for the Bay effort and signs directives, agreements, and amendments that set goals and guide policy for Chesapeake Bay restoration.

The PSC acts as the senior policy advisors to the Executive Council, accepting items for their consideration and approval and setting agendas for Executive Council meetings. The PSC also provides policy and program direction to the Management Board.

The Management Board provides strategic planning, priority setting, and operational guidance through implementation of a comprehensive, coordinated, accountable implementation strategy

for the CBP. It directs and coordinates all of the Goal Implementation Teams (GITs) and workgroups under it.

The GITs include federal and non-federal experts from throughout the watershed. Thus, academic experts, advocacy organizations, and others become active members of the broad restoration partnership.

As described above, the CBP partners include federal agencies, seven watershed jurisdictions, and many non-federal organizations; however, work funded under this RFA will support the seven watershed jurisdictions and other non-federal partners.

Pursuant to Section 117(b)(2) of the Clean Water Act, 33 USC Section 1267(b)(2), CBPO is the office within EPA charged with providing support to the Council in the restoration and protection of the Chesapeake Bay. CBPO and CBP, mentioned above, are two distinct entities.

2. 2014 Chesapeake Bay Watershed Agreement and Executive Order 13508

On June 16, 2014, the Chesapeake Executive Council, CBP's governing body signed a new voluntary *Chesapeake Bay Watershed Agreement* that will guide the CBP partnership's work into the future. For the first time, Delaware, New York, and West Virginia signed the agreement as full CBP partners in the overall effort. This agreement is one of the most comprehensive restoration plans developed for the Chesapeake region, providing greater transparency and accountability of all CBP partners. With 10 interrelated goals and 31 outcomes, this watershed-wide accord advances the restoration, conservation, and protection of all the lands and waters within the 64,000-square-mile watershed by promoting sound land use, environmental literacy, stewardship, and a diversity of engaged citizens. Additionally, the goals and outcomes aim to better protect and restore the Chesapeake Bay's living resources, water quality, and vital habitats.

President Obama's Executive Order (EO) 13508, issued in May 2009, called for a new strategy and a "new era of shared federal leadership" for restoring and protecting the Chesapeake Bay. When it was issued, the EO strategy built upon existing CBP goals and identified a set of goals and outcome measures. Since that time, federal and CBP jurisdictional partners worked collaboratively to better align the EO and CBP partnership's goals, the results of which are reflected in the new *Chesapeake Bay Watershed Agreement*.

This cooperative agreement will help fulfill the *Chesapeake Bay Watershed Agreement* commitments as described by the Stewardship Goal and its Citizen Stewardship, Diversity, and Local Leadership outcomes.

B. Scope of Work

This RFA is seeking cost-effective proposals from eligible applicants for supporting one group that represents and provides the perspectives of watershed residents (Citizens Advisory Committee – Activity 1) and two groups related to local governments (Local Government Advisory Committee and Local Leadership Workgroup – Activity 2).

Please note if that if you are interested in applying for both activities you must submit two separate applications.

Activity 1: Support the Citizens Advisory Committee

The CAC is charged with responsibility for representing residents and stakeholders of the Chesapeake Bay watershed in the restoration effort and advising the Chesapeake Bay Program partnership on all aspects of Chesapeake Bay restoration. CAC advises the Chesapeake Executive Council (Executive Council) and the Principals' Staff Committee (PSC). The Chair is a non-voting member of the PSC and Management Board (MB) to help advise the MB and its Goal Implementation Teams (GITs) as needed in the implementation of any agreements signed by the Executive Council, including the 2014 *Chesapeake Bay Watershed Agreement*. Since 1984, this group has provided a non-governmental perspective on the Bay cleanup effort and on how CBP policies and programs affect residents who live and work in the Chesapeake Bay watershed.

Activity 2: Support the Local Government Advisory Committee and Local Leadership Workgroup

The LGAC was created by the Executive Council through the 1987 Chesapeake Bay Agreement. The LGAC's mission is to share the views and insights of local elected officials with state and federal decision-makers and to enhance the flow of information among local governments about the health and restoration of the Chesapeake Bay watershed. The LGAC, which consists of local elected government officials, advises the Chesapeake Bay partnership as it relates to increasing local government involvement in the implementation of actions to restore and protect the Chesapeake Bay and meet the outcomes of the *Chesapeake Bay Watershed Agreement*. As with CAC, the LGAC advises the Executive Council and PSC, and the chair is a non-voting member of the PSC and MB. As needed, LGAC helps to advise the MB and its GITs in the implementation of any agreements signed by the Executive Council, including the 2014 *Chesapeake Bay Watershed Agreement*.

The LLWG was established in 2014 after the signing of the *Chesapeake Bay Watershed Agreement*. This workgroup exists to accomplish the local leadership outcome in the Agreement. The outcome statement for local leadership reads: *Continually increase the knowledge and capacity of local officials on issues related to water resources and in the implementation of economic and policy incentives that will support local conservation actions*.

Unlike the previous two groups, this workgroup does not provide an advisory role to CBP leadership but instead reports to the Enhance Partnering, Leadership, and Management GIT and CBP Management Board. The LLWG is responsible for developing and implementing the local leadership management strategy and logic and action plan. As needed, the LLWG may also work with other GITs and workgroups whose management strategies target local government officials.

CBPO plans to award up to two cooperative agreements under this RFA (one per activity). The total estimated funding for six years is approximately $3,450,000 to $4,650,000, with an estimated $575,000 to $775,000 available for the first year and each subsequent year. There is no guarantee of funding throughout this period or beyond. The final aggregate amount is dependent

on the availability of federal funds. This total estimated funding includes $1,500,000 to $2,100,000 for CAC support (Activity 1) and $1,950,000 to $2,550,000 for LGAC and LLWG support (Activity 2). There is no guarantee of funding beyond Year 1.

If your organization has an interest in this project, has the skills to accomplish one or both activities, and is eligible to receive a federal assistance agreement as described in Section III of this announcement, we encourage you to submit a proposal. Each eligible proposal will be evaluated using the criteria described in Section V. The activities are multi-year projects (up to six years), and the proposal should have a work plan and budget for the first year and a projected work plan and estimated budget detail for each of the subsequent five years.

Activity 1: Support for the Citizens Advisory Committee
Estimated Funding: Approximately $250,000 to $350,000 annually for six years ($1,500,000 to $2,100,000 total).

Since 1984, the CAC has provided a non-governmental perspective on the Bay cleanup effort and on how CBP policies and programs affect residents who live and work in the Chesapeake Bay watershed. The CAC advises the CBP partnership on all aspects of Bay restoration. Specifically, CAC advises the Executive Council and the PSC. The chair of CAC is a non-voting member of the PSC as well as the MB and helps to advise the MB and its Goal Implementation Teams (GITs) as needed in the implementation of any agreements signed by the Executive Council, including the 2014 *Chesapeake Bay Watershed Agreement.*

CAC members participate in quarterly CAC meetings and communicate with their constituencies to increase understanding of CBP efforts to restore and protect the Bay and its surrounding watershed. The CAC membership is broad-based with a cross-section of individuals and organizations, including civic groups, whose foci include conservation, business, industry, agriculture, recreation, seafood, and development. CAC members serve in a voluntary capacity; however, their costs associated with attendance are considered participant support costs (see guidance here: https://www.epa.gov/grants/rain-2018-g05-r1) and are allowable costs under the regulations. Therefore, the proposal should include a budget that factors in the costs of travel and *per diem* as well as costs associated with the meeting space.

The following is a list of the types of tasks that support CAC. Applicants may consider these activities or describe alternative approaches.

- Work with governors' offices (or mayor's office for the District of Columbia) to develop and maintain an active and engaged membership that reflects the diversity of people living in the Chesapeake Bay watershed, including people of color and historically underrepresented groups.
- Develop reports and talking points for the chair of CAC to advise the Executive Council at their annual meeting.
- Prepare and support the chair of CAC who participates in monthly MB meetings and approximately three to four PSC meetings per year.

- Serve as the administrator for CAC, which includes arranging quarterly meetings, facilitating information-sharing among CAC members and their constituencies, and coordinating efforts with the CBP partnership's leadership, GITs, and workgroups.
- Respond to requests for support from the Executive Council and PSC.
- Advise the Management Board, GITs, and workgroups to help the CBP partnership meet its goals, mandates, and agreements.
- Provide input during the biennial assessments of management strategies for the citizen stewardship and diversity outcomes of the *Stewardship* goal (and other goals and outcomes as appropriate) of the 2014 *Chesapeake Bay Watershed Agreement*.
- Review and recommend updates of CAC bylaws as needed and as determined by CAC and/or based on revisions that may be required as a result of changing circumstances.
- Understand various aspects and views of an issue by inviting subject matter experts and stakeholders to share information.
- Develop tools and outreach and communication products to inform watershed residents of Bay protection and restoration efforts. Stay current on electronic distribution technologies to ensure widest dissemination of information.
- Inform elected officials and other decision-makers external to the CBP partnership to facilitate their ability to act effectively on behalf of the Bay watershed.
- Coordinate and transmit CAC suggestions to CBP partnership management about the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs.
- In congruence with the Executive Council's Diversity, Equity, Inclusion, and Justice (DEIJ) Statement and PSC's DEIJ Action Statement, incorporate DEIJ principles in CAC activities, including meeting topics, communication products, and CAC membership selection, to ensure that perspectives of all watershed residents are represented, and especially those from historically underrepresented stakeholder groups.
- Coordinate with DEIJ organizations that would potentially form a new advisory board or other group that serves to advise the partnership on DEIJ issues.

Activity 2: Support for the Local Government Advisory Committee and Local Leadership Workgroup
Estimated Funding: Approximately $325,000 – $425,000 annually for six years ($1,950,000 - $2,550,000 total).

Local Government Advisory Committee
The LGAC was created by the Executive Council through the 1987 Chesapeake Bay Agreement. The LGAC's mission is to share the views and insights of local elected officials with state and federal decision-makers and to enhance the flow of information among local governments about the health and restoration of the Chesapeake Bay Watershed. LGAC advises the Executive Council and PSC. The chair is a non-voting member of the PSC and MB. As needed, LGAC helps to advise the MB and its Goal Implementation Teams (GITs) in the implementation of any agreements signed by the Executive Council, including the 2014 *Chesapeake Bay Watershed Agreement*.

The LGAC consists of local elected or appointed government officials who, in addition to advising the CBP, play an important role in communicating with peer local governments on efforts to promote local implementation strategies to meet Bay goals. The LGAC members hold

regular forums to discuss policy direction, explore techniques to achieve restoration, and advise the CBP partnership about technical assistance needs of local governments. Like CAC members, LGAC members serve in a voluntary capacity; however, their costs associated with attendance are considered participant support costs (see guidance here: https://www.epa.gov/grants/rain-2018-g05-r1) and are allowable costs under the regulations. Therefore, the proposal should include a budget that factors in the costs of travel and *per diem* as well as costs associated with the meeting space.

The following is a list of the types of tasks to support LGAC. Applicants may consider these activities or describe alternative approaches.

- Work with governors' offices (or mayor's office for the District of Columbia) to develop and maintain an active and engaged membership of local government officials who represent the full diversity of communities in the watershed. For example, ensure that membership includes local government officials who reside and/or represent environmental justice and low-income communities.
- Develop reports and talking points for the chair of LGAC to advise the Executive Council at their annual meeting.
- Prepare and support the chair of LGAC, who participates in monthly MB meetings and three or four PSC meetings per year.
- Serve as the administrator for LGAC, which includes arranging quarterly meetings, facilitating information-sharing among LGAC members and their constituencies, and coordinating efforts with the CBP partnership's leadership, GITs, and workgroups.
- Advise the Management Board, GITs, and workgroups to help the CBP partnership meet its goals, mandates, and agreements.
- Provide input during the biennial assessments of the local leadership outcome of the *Stewardship* goal (and provide input on local elected official engagement related to other goals and outcomes as appropriate) of the 2014 *Chesapeake Bay Watershed Agreement*.
- Review and recommend updates of LGAC bylaws as needed and as determined by LGAC and/or based on revisions that may be required as a result of changing circumstances.
- Organize quarterly LGAC meetings that address strategic policy topics that relate to implementation of Bay goals, including the headwater states (Delaware, New York, and West Virginia). These sessions should represent the diverse interests of local governments throughout the watershed.
- Seek opportunities for and facilitate LGAC representatives in peer-to-peer interaction to share and discuss strategies for meeting Bay and local goals.
- Seek opportunities to more effectively understand obstacles to implementing restoration activities and policies facing local governments.
- Develop tools and outreach and communication products to assist local governments and inform them of Bay protection and restoration efforts.
- Coordinate and transmit LGAC suggestions to CBP partnership management about the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs.
- In congruence with the Executive Council's DEIJ Statement and PSC's DEIJ Action Statement, incorporate DEIJ principles in LGAC activities, including meeting topics, communication products, and LGAC membership selection, to ensure that perspectives of

all watershed residents are represented, and especially those from historically underrepresented stakeholder groups.
- Coordinate with DEIJ organizations that would potentially form a new advisory board or other group that serves to advise the partnership on DEIJ issues.

Local Leadership Workgroup

The LLWG was established in 2014 after the signing of the *Chesapeake Bay Watershed Agreement*. This workgroup exists to accomplish the local leadership outcome in the Agreement. The outcome statement for local leadership reads: *Continually increase the knowledge and capacity of local officials on issues related to water resources and in the implementation of economic and policy incentives that will support local conservation actions*. Unlike the previous two groups, this workgroup does not act in an advisory role to CBP leadership but instead reports to the Enhance Partnering, Leadership, and Management Goal Implementation Team (GIT) and CBP Management Board. The LLWG is responsible for developing and implementing the local leadership management strategy and logic and action plan. The LLWG may also work with other GITs and workgroups whose management strategies require engagement and participation of local government officials. This RFA is seeking cost-effective proposals from eligible applicants to support the LLWG.

The following is a list of the types of tasks to support LLWG. Applicants may consider these activities or describe alternative approaches.

- Recruit and support members for the LLWG; organize and facilitate quarterly workgroup meetings.
- Coordinate work to meet the local leadership outcome statement in the *Chesapeake Bay Watershed Agreement*; develop strategies and implement actions in the local leadership management strategy and logic and action plan.
- Work with group members to prepare materials for biennial strategy review system presentation to the CBP Management Board.
- Represent the LLWG at regular meetings of coordinators and staffers and other relevant CBP meetings.
- Provide assistance to GITs and workgroups that have identified local government audiences in their management strategies and logic and action plans.
- Assist with building/maintaining relationships with local government partners throughout the watershed, including but not limited to key state associations of municipalities and counties.

Obtaining Additional Information

For additional background information on the CBP achievements and commitments, see the CBP Partnership's website located at http://www.chesapeakebay.net/

C. EPA Strategic Plan Linkage & Anticipated Outcomes and Outputs

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs

and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, accessible at https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements).

1. Linkage to EPA's Strategic Plan

The overall objective of this cooperative agreement is to protect and restore the Chesapeake Bay ecosystem through continued technical support to address water-quality restoration goals and maintain public awareness of Chesapeake Bay restoration. The activity to be funded under this announcement supports EPA's FY 2018-22 Strategic Plan. The award made under this announcement will support *Goal 1: A Cleaner, Healthier Environment; Objective 1.2: Provide for Clean and Safe Water* of the EPA Strategic Plan. All applications must be for projects that support the goals and objectives identified above.

EPA Order 5700.7A1 also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements. Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above.

2. Outputs

The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Expected outputs from Activities 1 and 2 may include the following:

- For Activity 1:
  - Develop materials that clearly transmit to the Executive Council and PSC the opinions and suggestions of residents of the watershed.
  - Coordinate quarterly meetings and provide administrative, logistical, and qualitative support, including ensuring membership attendance.
  - Support the chair in CAC meetings and in serving as a non-voting member of the PSC and MB.
  - Advise the MB and its GITs and workgroups as needed.
  - Provide advice and input into the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs.
  - Develop tools and outreach and communications materials that relate to Bay protections and restoration efforts and address the needs and interests of watershed residents.
  - Provide input during the biennial assessments of management strategies and logic and action plans for the citizen stewardship and diversity outcomes of the stewardship goal of the *Chesapeake Bay Watershed Agreement.*
- For Activity 2:

- Develop materials that clearly transmit to the Executive Council and PSC the opinions and suggestions of local government leaders of the watershed (LGAC only).
- Coordinate quarterly meetings for the LGAC and LLWG and provide administrative, logistical, and qualitative support, including ensuring membership attendance.
- Facilitate opportunities for peer-to-peer interaction among local government officials regarding strategies to achieve Bay and local goals.
- Develop tools and outreach and communication materials that relate to Bay protections and restoration efforts and address the needs and interests of local governments.
- Support the chair in LGAC meetings and in serving as a non-voting member of the PSC and MB (LGAC only).
- Advise the MB and its GITs and workgroups as needed (LGAC only).
- Provide advice and input into the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs (LGAC only).
- Provide input during the biennial assessments of the local leadership outcome of the *Stewardship* goal (and provide input on local elected official engagement related to other goals and outcomes as appropriate) of the 2014 *Chesapeake Bay Watershed Agreement* (LGAC only).
- Work with LLWG members to take the lead on assessing progress and biennially updating the local leadership management strategy and logic and action plan (LLWG only).
- Provide assistance to GITs and workgroups that have identified local government audiences in their management strategies and logic and action plans (LLWG only).

Progress reports and a final report will also be required outputs as specified in Section VI(C) of this announcement, "Reporting Requirement."

3. Outcomes

The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Examples of potential outcomes under Activities 1 and 2 of this announcement may include but are not limited to the following:

- Amount of nitrogen, phosphorus, and/or sediment reduced or prevented.
- Amount of habitat restored, lands conserved, improved public access, sustainable blue crab populations, improved stream health, and/or progress on achieving other outcomes in the Chesapeake Bay Watershed Agreement.
- Reduction in volume and pollutant load or runoff.
- Changes made to regulations, codes, and/or ordinances.
- Change in behavior and practices of local residents and governments related to reducing pollution or protecting the healthy streams and rivers of the Chesapeake Bay.

- Increased knowledge and strategies to improve local economic, human health, and environmental goals.
- Improved collective knowledge about how the Bay is cleaned up, resulting in the reduction in the amount of pollution and nutrients in the Chesapeake Bay watershed and improvement to the living resources of the Bay.
- Improved citizen stewardship and increased capacity of local leadership in the Chesapeake watershed restoration and protection efforts.
- Increased interaction and information transfer between local government officials and ultimately greater engagement in activities to restore the Bay.

D. Authorizing Statutes and Regulations

This grant is made pursuant to Clean Water Act Section 117(d), 33 U.S.C. Section 1267(d), which authorizes EPA to issue grants and cooperative agreements for the purposes of protecting and restoring the Chesapeake Bay's ecosystem. This project is subject to the Office of Management and Budget's (OMB) Uniform Grants Guidance (2 C.F.R. Part 200) and EPA-specific provisions of the Uniform Grants Guidance (2 C.F.R. Part 1500).

E. Minority Serving Institutions:

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

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

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at Historically Black Colleges and Universities at: https://sites.ed.gov/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/;

2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at American Indian Tribally Controlled Colleges and Universities at https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/;

3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at Hispanic-Serving Institutions at https://www2.ed.gov/about/offices/list/ope/idues/hsi-eligibles-2016.pdf;

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

https://www.google.com/maps/d/viewer?mid=1XVkOWKMDORm53pvU0L8EPsrJC94&msa=0&ie=UTF8&t=m&z=3&source=embed&ll=40.58644586187277%2C-148.28228249999984; and

5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at Predominately Black Institutions at https://www.google.com/maps/d/viewer?mid=1wlIi3j7gtlNq_w-0NKAb2bF2VmY&ie=UTF&msa=0&ll=37.35160769312532%2C-96.17229800000001&z=4

II: AWARD INFORMATION

A. Funding Amount and Expected Number of Awards

CBPO plans to award one or two cooperative agreements under this RFA. Funding for the activities listed above is approximately $575,000 to $775,000 annually for six years, depending on funding availability, satisfactory performance, and other applicable considerations. The total estimated funding for the two activities for six years is approximately $3,450,000 to $4,650,000.

EPA reserves the right to reject all applications and make no award under this announcement or less than the estimated funding amounts above. Funding for the activity depends on funding availability, satisfactory performance, Agency priorities, and other applicable considerations. EPA makes no commitment of annual funding amounts for any fiscal year(s), as funds may be limited based on these applicable considerations.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selection is made. Any additional selection for awards will be made no later than six months after the original selection decision.

B. Award Type

EPA has determined that a cooperative agreement is the appropriate funding vehicle for this project. Cooperative agreements are used under circumstances where substantial involvement is anticipated between EPA and the recipient during performance of the activity. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 2 C.F.R. 200.317 and 2 C.F.R. 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

For this project, federal involvement would typically be in the form of participation with other CBP partners and stakeholders in an advisory capacity to the grantee. This participation is expected to include involvement through the various CBP Goal Implementation Teams and

related committees and workgroups (on which EPA also participates to ensure that all the recommendations for technical work support the CBP partners). All work conducted is to support the efforts to restore the Chesapeake Bay ecosystem.

C. 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 project, it will do so in a manner that does not prejudice the applicant or affect the basis upon which the proposal or portion thereof was evaluated and selected for award and therefore maintains the integrity of the competition and selection process.

D. Expected Project Period

The expected project period for the cooperative agreement is six years, with funding provided on an annual basis. No commitment of funding can be made beyond the first year. The expected start date for the award resulting from this RFA is **March 29, 2021**.

E. Pre-Award Costs

Recipients may incur otherwise eligible and allowable pre-award costs up to 90 days prior to award at their own risk without prior approval of EPA's award official. Pre-award costs must comply with 2 C.F.R. 200.458 and 2 C.F.R. 1500.8. If EPA determines that the requested pre-award costs comply with the relevant authorities, and that the costs are justified as allocable to the project, then these costs may be included as allowable expenditures at the time that the assistance award document is prepared.

However, if for any reason EPA does not fund the proposal or the amount of the award is less than the applicant anticipated, then EPA is under no obligation to reimburse the applicant for these costs incurred. Thus, applicants incur pre-award costs at their own risk. Costs incurred more than 90 days prior to award require the approval of EPA Region 3's grant official.

III: ELIGIBILITY INFORMATION

A. Eligible Applicants

Nonprofit organizations, state and local governments, federally recognized tribes, colleges, universities, and interstate agencies are eligible to submit proposals in response to this RFA. For-profit organizations are not eligible to submit proposals in response to this RFA.

B. Cost-Share or Matching Requirements

Pursuant to Clean Water Act 117(d)(2)(A),), 33 U.S.C. Section 1267(d)(2)(A), the agency shall determine the cost-share requirements for awards. The CFDA Number 66.466 states that assistance agreement applicants must commit to a cost-share ranging from five percent to 50 percent of eligible project costs as determined at the sole discretion of EPA. For this RFA, EPA

has determined that an applicant must provide a minimum of five percent of the total cost of the project as the non-federal cost-share.

Cost-share may be in the form of cash or in-kind contributions. Involvement from foundations, watershed groups, private sector, eligible governmental, as well as non-conventional partners can help with the match. This match must be met by eligible and allowable costs and is subject to the match provisions in grant regulations. Applications that do not demonstrate how the five percent match will be met will be rejected.

C. Threshold Eligibility Criteria

Only applications from eligible entities (see Section III.A above) that meet the following threshold eligibility criteria will be evaluated against the criteria in Section V.B. Applicants must meet the following threshold criteria to be considered for funding. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified in writing within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement, or else they will be rejected. Where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.

2. In addition, initial applications must be submitted through 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.

   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 or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with James Hargett at hargett.james@epa.gov (see Section VII, Agency Contact) as soon as possible after the submission deadline—failure to do so may result in your application(s) not being reviewed.

3. The project funded under this announcement must be linked to the strategic goal outlined in Section I.C.1.

4. For an application to be considered eligible for funding, substantive project-related work included in the proposal must take place within the Chesapeake Bay watershed, which includes portions of Delaware, Maryland, New York, Pennsylvania, Virginia, and West

Virginia, and all of the District of Columbia.

5. Applications must show how they will meet the five percent cost-share requirement of Section III.B.

6. Applications requesting funding for more than the maximum of the cumulative funding range for the activity will be rejected.

7. If an application is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

8. Applicants may apply for both activities described in Section I.B but must submit two separate applications. If an applicant applies for both activities under one application, the application will be deemed ineligible.

IV: APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain a Proposal Package

Applicants can download individual grant application forms from the application package associated with this opportunity on Grants.gov.

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement. Do not submit a full federal grant application in response to this RFA. If your proposal is selected for funding, an EPA project officer will request an application from you, negotiate the work plan and budget, and oversee the process of awarding the cooperative agreement.

B. Content and Form of Application Submission

Each application will be evaluated using the criteria referenced in Section V.B. of this announcement. You must submit a single-spaced proposal of up to 15 pages in length by the date and time specified in Section IV.C below. The format for this proposal is contained in Appendix A of this announcement. Review the directions for the preparation of the proposal. Proposals that are not prepared in substantial compliance with the requirements in Appendix A will not be considered for funding and will be returned to the applicant.

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

1. **Standard Form (SF)-424, Application for Federal Assistance –** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 8 of SF-424. Please note that the organizational Dunn 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 their website at http://fedgov.dnb.com/webform.

2. **SF-424A, Budget Information** – Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

3. **EPA Form 4700-4, Pre award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance**

4. **EPA Key Contacts Form**

5. **Project Narrative Attachment Form –** The format for the project narrative and the budget narrative are contained in Appendix A of this announcement. Review the directions for the preparation of the application.

6. **Budget Narrative Attachment Form –** The budget narrative should include a spreadsheet that shows each year's cost for the salaries, fringe benefits, total salaries/wages, travel expenses, equipment, supplies, contractual expenses, other cost, and indirect cost. Please refer to EPA's Office of Grants and Debarment's budget detail guidance and IDC guidance located at: https://www.epa.gov/grants/rain-2019-g02 and https://www.epa.gov/grants/rain-2018-g02, respectively.

7. **Other Attachment Form -** The applicant's **Indirect Cost Rate Agreement** should be included, as applicable.

Requirements for Project Narrative — See Appendix A
All proposal review criteria in Section V must be addressed in the proposal. The proposal shall not exceed **15** pages in length. Pages refer to one side of a single-spaced, typed page. Font size should be no smaller than 10 and the proposal must be submitted on 8 ½" x 11" paper. Note that the **15** pages include all supporting materials, including resumes or curriculum vitae and letters of support. With the exception of documentation of non-profit status, cost-share letters of commitment, and the SF-424 and SF-424A, if you submit more than 15 pages, the additional pages will be discarded and will not be reviewed. See Appendix A for additional instructions.

C. Intergovernmental Review

Please review the Intergovernmental Review clause included as part of the EPA Solicitation Clauses. This program is eligible for coverage under Executive Order (EO) 12372, An Intergovernmental Review of Federal Programs. See this link for information and instructions: https://www.epa.gov/grants/epa-region-3-grants-and-audit-management-branch-intergovernmental-review-process-and-single. Further information regarding this requirement will be provided if your application is selected for funding.

D. Funding Restrictions

Administrative Cost Cap Requirement under Statutory Authority
Grantees applying for CBP assistance agreements must adhere to the requirements for "Administrative Costs" under the Section 117 (d)(4) of the Clean Water Act, 33 U.S.C. Section 1267 (d)(4), which states that administrative costs shall not exceed 10 percent of the annual grant award (annual grant award = federal share plus cost-share). **Appendix B: Administrative Cost Cap Worksheet** is provided as an example of a method to calculate the 10-percent limitation. You are not required to submit Appendix B with your application.

Allowable Costs
EPA assistance agreement funds may only be used for the purposes set forth in the grant and must be consistent with the statutory authority for the award. Federal funds may not be used for cost sharing for other federal grants (except where authorized by statute), lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the federal government or any other government entity. All costs identified in the budget must conform to the provisions of 2 C.F.R. Part 200, Subpart E, Cost Principles. During the grant negotiation, any ineligible costs outlined in the application (i.e. lobbying activities) will be excluded in the final grant award.

E. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) at least 15 calendar days prior to the submission deadline under this announcement to request approval to submit their application materials through an alternate method.

Mailing Address:
OGD Waivers
c/o Jessica Durand
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:
OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278

Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding application content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2018 with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

F. Submission Instructions

The electronic submission of your application must be made by an official representative 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 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 Unique Entity Identifier (e.g. 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.

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose Unique Entity Identifier (e.g. DUNS number) is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number 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 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. Go to Grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-R3-CBP-21-01
or the CFDA number that applies to the announcement (CFDA 66.466), in the appropriate field and click the Search button

Please Note: All applications must now be submitted through Grants.gov using the "Workspace" feature. Information on the Workspace feature can be found at the 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 29, 2021 at 11:59 PM EST**. Please allow for enough time to successfully submit your application process 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 that you accessed using the instructions above

Application Materials

The following forms and documents are required under this announcement:

1. **Standard Form (SF)-424, Application for Federal Assistance**
2. **SF-424A, Budget Information**

3. **EPA Form 4700-4, Pre award Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance**
4. **EPA Key Contacts Form**
5. **Project Narrative Attachment Form**
6. **Budget Narrative Attachment Form**
7. **Other Attachment Form: Indirect Cost Rate Agreement, as applicable**

See Section IV. B. for additional instructions on preparing these materials.

Applications submitted through Grants.gov will be time- and date-stamped electronically. If you have not received confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact James Hargett at hargett.james@epa.gov. Failure to do so may result in your application not being reviewed.

Please note if that if you are interested in applying for both activities you must submit two separate applications.

G. Technical Issues with Submission

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. It is essential to allow sufficient time to ensure that your application is submitted to 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.

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 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 James Hargett with the FON in the subject line. If you are unable to email, contact James Hargett at 410-267-5743. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant 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 or 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, it is essential to call 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 representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact James Hargett at 410-267-5743.

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from 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, send an email message to James Hargett at hargett.james@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

c. Grants.gov rejection of the application package: If a notification is received from 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 James Hargett at hargett.james@epa.gov 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.

H. 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 sub-awards under grants, and application assistance and communications, can be found at https://www.epa.gov/grants/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.

V: APPLICATION REVIEW INFORMATION

A. Evaluation Process

After EPA reviews applications for threshold eligibility purposes as described in Section III, CBPO will conduct a merit evaluation of each eligible application. Reviews will be performed

by a team of professionals from EPA and other CBP partner organizations with a working knowledge of the technical analysis and programmatic evaluation needs of CBP partnership. All reviewers will sign a conflict of interest statement indicating they have no conflict of interest. The evaluation criteria below apply to both Activity 1 and Activity 2 of this RFA.

B. Evaluation Criteria: Maximum score: 100 points
The evaluation criteria below apply to this RFA.

Criteria	Points
1. Organizational Capability, Scope and Approach: Under this criterion, reviewers will evaluate the application based on: a. The quality of the proposal and how it demonstrates the ability to timely and successfully achieve the relevant activities to support the CBP as described in Section I.B. This includes how well the proposal demonstrates how the applicant will: administer CAC or LGAC and LLWG tasks, including but not limited to coordinating meetings and transmitting committee member advice to the CBP leadership and the MB and its GITs as needed; and participate in (or lead as with the LLWG) the biennial review of the *Stewardship* goal outcomes for citizen stewardship, diversity, and/or local leadership (**25 points**). b. How well the proposal demonstrates that the applicant has the skill, experience, and resources in: i. Arranging meetings, including making travel arrangements, obtaining meeting space, etc.; preparing agendas, briefing materials and summaries; drafting position statements; preparing reports and other materials as needed for advisory committee(s); and for Activity 2 only, drafting management materials and documents for the LLWG. (**10 points**). ii. Gathering information and providing advice on behalf of: • Residents of the Bay watershed (Activity 1) or • Local government officials (Activity 2) to senior decision-makers at the CBP, including the Executive Council and Principals' Staff Committee. (**10 points**).	45
2. Programmatic Capability and Past Performance: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: a. The Applicant's past performance in successfully completing federally- and non-federally-funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope, and relevance to the proposed project within the last three years (no more than five, and preferably EPA agreements). Successful completion of federally funded assistance	21

agreements also includes your organization's history of meeting reporting requirements and submission of acceptable final technical reports under those agreements **(7 points)**. b. The extent and quality to which applicant adequately documented and/or reported on their progress in achieving the expected results (e.g., outcomes and outputs) under federal agency assistance agreements performed within the last three years and, if such progress was not being made, whether the applicant adequately documented and/or reported why not **(7 points)**. c. Staff expertise/qualifications, knowledge, and resources, or the ability to obtain experienced and qualified staff to successfully achieve the goals of the proposed project **(7 points)**. 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 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 subfactors (items a and b above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.	
3. Cost-effectiveness: Under this criterion, reviewers will evaluate each application based on the degree of cost-effectiveness, considering the following factors: organizational overhead, budget breakdown, and ability to control cost for the relevant activity listed in Section I. (**10 points**)	10
4. Transferability of Results to Similar Projects and/or Dissemination to the Public: Under this criterion, reviewers will evaluate the application based on the degree to which the application includes an adequate plan to gather information and lessons learned from the project and transfer that documentation/information/ data/results/recommendations to CBP partners and stakeholders across the Chesapeake Bay watershed in a timely manner. (**6 points**)	6
5. Seamless Transition: Applicants will be evaluated based on how well they can become fully functional in the roles described in the announcement once a cooperative agreement is awarded and how the applicant will bring about a "seamless" transition in the provision of the described support to the CBP partnership and its management structure. (**6 points**)	6
6. Timely Expenditure of Grant Funds: Under this criterion, reviewers will evaluate the application based on the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (**6 points**)	6
7. Environmental Results: Applicants will be evaluated based on their plan and approach for tracking and measuring their progress towards achieving the environmental outputs and outcomes identified in Section I.C of the RFA. **(6 points)**.	6

C. Review and Selection Process

Eligible applications will be evaluated and ranked using the criteria stated in Section V.B. above by a panel of reviewers from EPA and other CBP partner organizations with a working knowledge of the technical analysis and programmatic evaluation needs of the CBP partnership. The review team will then forward the highest-ranked applications for the activity to the director or deputy director of CBPO for final selection. EPA expects to select one application for each activity described in Section I for funding. In making the final funding decisions, the selection official may also consider programmatic goals and priorities, including those described in the 2014 *Chesapeake Bay Watershed Agreement* at https://www.chesapeakebay.net/what/what_guides_us/watershed_agreement.

D. Additional Provisions

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 points and the other provisions that can be found at the website link https://www.epa.gov/grants/epa-solicitation-clauses, 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 Notices and Instructions for Submission of Final Application

It is expected that applicants will be notified in writing of funding decisions on or around **February 22, 2021** either via email or U.S. Postal Service. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the EPA Region 3 grants office. Applicants are cautioned that only a grant award official is authorized to bind the government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grant award official, is the authorizing document and will be provided either via email or U.S. Postal Service.

Notification of selection does not indicate that the applicant can start work on the project. The selected applicant will be asked to submit a full federal assistance agreement application package. A federal project officer provides assistance in the application process and negotiates a work plan, budget, and starting date. Processing for this particular cooperative agreement award is expected to take 60 days.

B. Administrative and National Policy Requirements

If your proposal is selected, the following information will be helpful in preparing your cooperative agreement application. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: https://www.epa.gov/grants/

Combining Applications into One Award
If an applicant submits applications for multiple tasks/activities under this competition, and is selected for multiple tasks/activities, EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

Federal Requirements
An applicant whose application is selected for federal funding must complete additional forms prior to award. If the same applicant is selected for more than one activity, EPA may request that the applicant submit a revised application that includes the activities they are selected for and may choose to issue one award to the applicant with multiple activities. EPA reserves the right to negotiate and/or adjust the final cooperative agreement amount and work plan content prior to award consistent with agency policies.

Indirect Costs (IDCs)
Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with 2 CFR Part 200. EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements (IDC Policy) implements the Federal regulations, and the following applies to all EPA assistance agreements, unless there are statutory or regulatory limits on IDCs.

In order for an assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of "exempt" agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
    - Provisional;
    - Final;
    - Fixed rate with carry-forward;
    - Predetermined;
    - Ten percent *de minimis* rate authorized by 2 CFR 200.414(f)
    - EPA-approved use of one of the following:
        - Ten percent *de minimis* as detailed in section 6.3 of the IDC Policy; or
        - Expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.

- "Exempt" state or local governmental departments or agencies are agencies that receive up to and including $35,000,000 in Federal funding per the department or agency's

fiscal year, and must have an IDC rate proposal developed in accordance with 2 CFR 200 Appendix VII, with documentation maintained and available for audit.

- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III(C)(7), the term "life of the assistance agreement", means each competitive segment of the project. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.

The IDC Policy does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with 2 CFR 200.331(a)(4) when establishing indirect cost rates for subawards.

See the Indirect Cost Guidance for Recipients of EPA Assistance Agreements for additional information.

Incurred Costs

Funding eligibility ends on the date specified in the award. The time expended, and costs incurred in either the development of the application or the final assistance application, or in any subsequent discussions or negotiations prior to the award, are neither reimbursable nor recognizable as part of the recipient's cost share.

Allowable Costs

EPA project officers and grant specialists have been provided guidance on determining the allowability and reasonableness of certain cost items under assistance agreements. The guidance indicates that the use of EPA grant funds for evening banquets, evening receptions or for light refreshments and meals at meetings, conferences, training workshops, and outreach activities (events) must be justified by the assistance recipient, identified in the budget detail, must be allowable under the OMB Cost Principles, and approved by the EPA Award Official. Further, EPA will not approve the use of grant funds for any portion of an event where alcohol is served, purchased, or otherwise available even if grant funds are not used to purchase the alcohol.

EPA Requirements for Quality Management Plans and Quality Assurance Plans

In accordance with 2 C.F.R. Section 1500.11, projects that include the generation or use of environmental data are required to submit a Quality Management Plan (QMP) and Quality Assurance Project Plan (QAPP).

The QMP must document quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans (refer to https://www.epa.gov/quality/epa-qar-2-epa-requirements-quality-management-plans, Chapter 2). The recipient's QMP should be reviewed and updated annually as needed. The QMP must be

submitted to the EPA project officer at least 45 days prior to the initiation of data collection or data compilation.

The recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA project officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at https://www.epa.gov/quality/template-developing-generic-quality-assurance-project-plan-or-plan-elements-model.

Deliverables
Awarded applicant will be required to provide a chart or list of deliverables, providing items and due dates.

C. Reporting

Quarterly or semiannual progress reports, as determined by the federal project officer, will be required as a condition of this award.

D. Debriefings

Unsuccessful applicants interested in requesting a debriefing should refer to the procedures for debriefings in the Dispute Resolution Procedures, which can also be found at 70 FR (Federal Register) 3629, 3630 (January 26, 2005). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Please note that the FR notice referenced above refers to regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related debriefings and disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

E. 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 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR 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 CFR Part 1500, Subpart E.

F. 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, and administrative capability, can be found at https://www.epa.gov/grants/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.

VII: AGENCY CONTACT

For administrative and technical issues regarding this RFA, please contact James Hargett via email at hargett.james@epa.gov. All questions must be received in writing via email or fax at 410-267-5777 with the reference line referring to this RFA (Re: RFA EPA-R3-CBP-21-01). All questions and answers will be posted on https://www.epa.gov/grants/grants-your-region-information-specific-epa-region-3.

VIII: OTHER INFORMATION

In developing your proposal, you may find the following documents helpful. Websites for guidance documents are listed here. If you prefer a paper copy, please call 1-800-YOUR BAY.

Boundaries of the Chesapeake Bay Watershed
http://www.chesapeakebay.net/maps

Chesapeake Bay Watershed Agreement and Management Strategies
https://www.chesapeakebay.net/what/what_guides_us/watershed_agreement

Electronic copy of the *CBP Guidance for Data Management*
https://www.epa.gov/sites/production/files/201601/documents/attachment8cimsgrant_guidance.pdf

Electronic copy of the *2014 Chesapeake Bay Watershed Agreement*
http://www.chesapeakebay.net/chesapeakebaywatershedagreement/page

EPA grantee forms
http://www.epa.gov/ogd/forms/forms.htm

Electronic copy of the *Chesapeake Bay Program Office Grant and Cooperative Agreement Guidance*
https://www.epa.gov/restoration-chesapeake-bay/chesapeake-bay-program-grant-guidance

EPA Requirements for Quality Management Plans and Quality Assurance Plans
https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial

Please visit the EPA Grants website (https://www.epa.gov/grants), the EPA Region 3 Grants website (https://www.epa.gov/grants/grants-your-region-information-specific-epa-region-3) or the Chesapeake Bay Program website (https://www.epa.gov/restoration-chesapeake-bay/chesapeake-bay-program-grant-guidance) if you have questions about grant issues such as costs or eligibility.

Further information on CBP committees is located at:
https://www.chesapeakebay.net/who/how_we_are_organized.

Appendix A
Proposal Format
U. S. ENVIRONMENTAL PROTECTION AGENCY, Region III
Chesapeake Bay Program Office Fiscal Year 2021 Request for Proposals (RFA) for Citizens Advisory Committee, Local Government Advisory Committee, and Local Leadership Workgroup Support

EPA-R3-CBP-21-01

The following information must be provided, or the application may not be considered complete and may not be evaluated.

A. **Project Narrative Format:** Use the Project Narrative Attachment Form (see Section IV.F.) to submit this document. Project narratives as described below shall not exceed 15 single-spaced pages. The project narrative must be submitted on 8 ½" x 11" paper, and font size should be no smaller than 10. Note that the 15-page limit includes all supporting materials, resumes or *curriculum vitae*, and letters of support but **excludes** the budget narrative, documentation of non-profit status, and forms 1 through 5 as listed in Section IV. F. Applicants must ensure that the project narrative clearly identifies the activity number. Applicant's responses should be numbered and submitted according to the format listed below.

1. Name, address (street and email), and contact information of the applicant

2. Background - Include the following in this section:

i) Project title.
ii) Brief description of your organization.
iii) Documentation of non-profit status, if applicable.
iv) Brief biographies of applicant lead(s) including resumes and/or curriculum vitae.
v) Funding requested. Specify total cost of the project. Identify funding from other sources, including cost-share or in-kind resources.
vi) DUNS number — See Section VI of RFA.

3. Work plan - Include the following in this section:

i) A clear and concise discussion of how your organization will meet the objectives and requirements of the Program as described in Section I of the announcement;

ii) Budget Narrative: Use the Budget Narrative Attachment Form (see Section IV.F.) to submit this document. For the first year and each of the subsequent years, provide a budget narrative breakdown by the major budget categories (i.e. personnel, fringe benefits, travel, equipment, supplies, contractual, construction, other, and indirect). In each of the budgets, include the cost-share amount (a minimum of five percent for each of the total project costs) and demonstrate how the cost-share will be met, including, if applicable, letters of commitment from any third-party contributors. Please note that subaward costs must be itemized under a separate sub-line item within the "Other" budget cost category.

In addition, grantees applying for CBP assistance agreements must adhere to the requirement for "Administrative Costs" under the Clean Water Act Section 117 (d)(4), 33 U.S.C. Section 1267 (d)(4), which states that administrative costs shall not exceed 10 percent of the annual grant award. Information on how to calculate the 10 percent administration cost cap is located in Appendix B: Administrative Cost Cap Worksheet. To calculate the specific cost-share amount, follow these two-steps:

1) EPA amount (including any in-kind) ÷ 95% = 100% of Total Grant Amount
2) 100% of Total Grant Amount × 5% = Applicant's Cost-Share Amount

iii) Environmental Results – Outputs and Outcomes: Address how the proposal will meet the expected outputs and outcomes of this project.

1. Output: An output is an environmental activity, effort, or work product related to an environmental goal or objective that will be produced within the assistance agreement period. Examples of potential outputs for each activity include:

- For Activity 1:
  - Develop materials that clearly transmit to the Executive Council and PSC the opinions and suggestions of residents of the watershed.
  - Coordinate quarterly meetings and provide administrative, logistical, and qualitative support, including ensuring membership attendance.
  - Support the chair in CAC meetings and in serving as a non-voting member of the PSC and MB.
  - Advise the MB and its GITs and workgroups as needed.
  - Provide advice and input into the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs.
  - Develop tools and outreach and communications materials that relate to Bay protections and restoration efforts and address the needs and interests of watershed residents.
  - Provide input during the biennial assessments of management strategies and logic and action plans for the citizen stewardship and diversity outcomes of the stewardship goal of the *Chesapeake Bay Watershed Agreement.*
- For Activity 2:
  - Develop materials that clearly transmit to the Executive Council and PSC the opinions and suggestions of local government leaders of the watershed (LGAC only).
  - Coordinate quarterly meetings for the LGAC and LLWG and provide administrative, logistical, and qualitative support, including ensuring membership attendance.
  - Facilitate opportunities for peer-to-peer interaction among local government officials regarding strategies to achieve Bay and local goals.

- Develop tools and outreach and communication materials that relate to Bay protections and restoration efforts and address the needs and interests of local governments.
- Support the chair in LGAC meetings and in serving as a non-voting member of the PSC and MB (LGAC only).
- Advise the MB and its GITs and workgroups as needed (LGAC only).
- Provide advice and input into the Small Watershed and Innovative Nutrient and Sediment Reduction grant programs (LGAC only).
- Provide input during the biennial assessments of the local leadership outcome of the *Stewardship* goal (and provide input on local elected official engagement related to other goals and outcomes as appropriate) of the 2014 *Chesapeake Bay Watershed Agreement* (LGAC only).
- Work with LLWG members to take the lead on assessing progress and biennially updating the local leadership management strategy and logic and action plan (LLWG only).
- Provide assistance to GITs and workgroups that have identified local government audiences in their management strategies and logic and action plans (LLWG only).

2. Outcome: An outcome is a result, effect, or consequence that will result from carrying out an environmental program or activity that is related to an environmental programmatic goal or objective. Outcomes are quantitative measures that may not necessarily be achievable within the assistance agreement period. Examples of potential outcomes under activities 1 and 2 of this announcement may include, and are not limited to, the following:

- Amount of nitrogen, phosphorus, and/or sediment reduced or prevented.
- Amount of habitat restored, lands conserved, improved public access, sustainable blue crab populations, improved stream health, and/or progress on achieving other outcomes in the Chesapeake Bay Watershed Agreement.
- Reduction in volume and pollutant load or runoff.
- Changes made to regulations, codes, and/or ordinances.
- Change in behavior and practices of local residents and governments related to reducing pollution or protecting the healthy streams and rivers of the Chesapeake Bay.
- Increased knowledge and strategies to improve local economic, human health, and environmental goals.
- Improved collective knowledge about how the Bay is cleaned up, resulting in the reduction in the amount of pollution and nutrients in the Chesapeake Bay watershed and improvement to the living resources of the Bay.
- Improved citizen stewardship and increased capacity of local leadership in the Chesapeake watershed restoration and protection efforts.
- Increased interaction and information transfer between local government officials and ultimately greater engagement in activities to restore the Bay.

iv) Review Criteria**:**

Address in narrative form each of the review criteria identified in Section V.B of the RFA.

Identify by the review criteria number and title followed by your narrative.

With specific respect to the Programmatic Capability Past Performance factor in V.B: Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five 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.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project as well as your staff's expertise/qualifications, staff knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project.

Appendix B
EPA-R3-CBP-21-01

SAMPLE
(DO NOT SUBMIT WORKSHEET WITH APPLICATION)

CHESAPEAKE BAY PROGRAM ADMINISTRATIVE COST CAP WORKSHEET

INSTRUCTIONS: In accordance with Section 117(d)(4) and 117(e)(6) of the Clean Water Act (CWA), the costs of salaries and fringe benefits incurred in administering a grant under Section 117(d) or 117(e) of the CWA shall not exceed 10 percent of the annual grant award. The annual grant award is the total costs including Federal and cost share amounts. The worksheet below is provided to assist you in calculating allowable administrative costs. The Budget Detail of your Application for Federal Assistance (SF-424) should reflect how your administrative costs will comply with the cap. For specific guidance refer to page 2 of this sample "Compliance with CWA Section 117 Requirements Restricting Administrative Costs."

Total Costs	$ _____
Cap %	X .10
Limit on Administrative Costs	$ (a) _____
List Administrative Costs: (Budgeted costs for application)	
_____	$ _____
_____	_____
_____	_____
_____	_____
Total	$ (b) _____

Line (b) cannot exceed Line (a).

COMPLIANCE WITH CWA SECTION 117
RESTRICTING ADMINISTRATIVE COSTS

Statutory Authority

Under statutory authority, grantees applying for Chesapeake Bay Program grants/cooperative agreements under Section117 (d) or (e) must adhere to the requirement on administrative costs as follows:

Under Section 117(a)(1) Administrative Cost - The term "administrative cost" means the cost of salaries and fringe benefits incurred in administering a grant under this section.

Under Section 117(d)(4) - Administrative Costs. - Administrative costs shall not exceed 10 percent of the annual grant award.

Under Section 117(e)(6) - Administrative Costs. -Administrative costs shall not exceed 10 percent of the annual grant award.

Guidance for Determining Administrative Costs

As determined by EPA/CBPO, the following provides guidance in determining administrative costs for grants/cooperative agreements under Section 117 (d) and (e) of the Clean Water Act.

1. Administrative Costs

Salaries and fringe benefits charged against the project or program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual grant **award (Federal and cost share)**. One hundred percent of the salaries and fringe benefits related to these functions are considered administrative costs. Examples of administrative costs include, but are not limited to:

- preparation and submission of grant applications
- fiscal tracking of grants funds
- maintaining project files
- collection and submission of deliverables

2. Non-administrative Costs

Salaries and fringe benefits related to the implementation of the project or program element of the grant/cooperative agreement are not considered administrative costs. None of the salaries and fringe benefit costs related to these functions shall be considered administrative costs. Example:

- the salaries and fringe benefits for technical staff to conduct work to accomplish specific Bay Program goals as outlined in the program or project elements are not administrative costs.

3. Calculation of Administrative Costs

In order to ensure compliance with this requirement, use the format above or a similar format to calculate the costs and include in the Budget Detail of your Application for Federal Assistance (SF-424).

4. Questions Regarding Administrative Costs

The grantees shall direct questions to the EPA Project Officer who will determine what costs should be included as administrative costs on a case-by-case basis.