

Notice of Funding Opportunity

Applications Due: **Monday, May 11, 2026**



Puget Sound Recovery National Program Office

Puget Sound Action Agenda – Strategic Implementation Leads

Funding Opportunity Number: EPA-R10-PS-2025-01



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1. Basic Information

U.S. Environmental Protection Agency

Region 10 Puget Sound Recovery National Program Office Puget Sound Action Agenda – Strategic Implementation Leads

[2026-2030 Puget Sound Action Agenda draft](#)¹ and [supporting details of the update process](#).

A. Executive Summary:

The overarching goal of the Puget Sound Action Agenda is to restore and protect the Puget Sound ecosystem and its beneficial uses for the public good. The purpose and top priority of this Notice of Funding Opportunity (NOFO) is to support a funding model that allows the EPA Puget Sound Recovery National Program to provide a predictable, transparent, and collaborative local/regional funding system with a strategic focus of investments. This funding model would support activities, broadened collaborations, and communications to increase the Puget Sound National Estuary Program Management Conference’s capacity to successfully implement the EPA approved Action Agenda, and to inform future modifications to that plan. Applicants should demonstrate in their applications how they will approach implementation of the 2026-2030 Action Agenda, and how they will make measurable progress toward the Vital Sign Targets, Progress Measures, and National Estuary Program Reporting Measures in addition to any relevant priority Outputs and Outcomes described in the Action Agenda.

This NOFO announces the availability of funds and solicits applications from eligible applicants that are interested in acting as “Strategic Implementation Leads” (SILs), in coordination with the Puget Sound Partnership, EPA, and other relevant parties. The three focus areas of this NOFO are Habitat/Marine, Shellfish, and Stormwater.

All the work of the SILs will be consistent with the EPA approved Action Agenda for the protection and restoration of Puget Sound and any future Action Agenda adopted by the Puget Sound Partnership Leadership Council and approved by EPA during the project period of this award.

B. Key Information:

Opportunity Number:

EPA-R10-PS-2025-01

Assistance Listing:

66.123

Announcement Type:

Initial

Funding Available:

Up to \$120 million

Number of Awards:

3

¹ The Action Agenda provides a comprehensive approach to all federal and non-federal Puget Sound Partnership actions. There are actions captured within the Action Agenda that are required by State Law. Federal funding, including required non-federal matching funds, may not be used for activities that are determined to be inconsistent with statutory requirements, administration priorities, or existing executive orders.

C. Key Dates:

March 24, 2026 11:00 am PT	Application Preparation Assistance Webinar
May 11, 2026 11:59 pm ET	Application Submission Deadline
May 11, 2026 8:59 pm PT	Application Submission Deadline
May 2026	Anticipated Notification of Selection
June 2026	Anticipated Award Notification

D. Funding Details:

It is anticipated that up to **three awards** will be made under this announcement. The amount of funding is expected to be **up to \$120 million divided amongst the three awards**, depending on Agency funding levels, the quality of applications received, agency priorities, and other applicable considerations. Awards funded under this opportunity are expected to have **up to a seven year** project period.

E. Agency Contact Information:

Further information, if needed, may be obtained from the EPA contact(s) indicated below.

Technical Contact:	Haley Lewis; 206-553-2987; lewis.haley@epa.gov
Eligibility Contact:	Greg Eide; 360-753-9475; eide.greg@epa.gov
Electronic Submissions Contact:	Haley Lewis; 206-553-2987; lewis.haley@epa.gov

F. Other Funding Considerations

EPA anticipates awarding one cooperative agreement for each of the three Strategic Implementation areas of focus described below for a total of three awards from this NOFO. Funding for each award is expected to be provided incrementally over a five-year period. Initial award amounts could vary among the three Strategic Implementation areas based on the scope of each application, work plan, and funding available from appropriations in year one. Each award could fund an overall project period of up to seven years. Incremental funding after the initial period of the award is subject to future appropriations, satisfactory performance of work, adequate and timely expenditure of grant funds, EPA approval of SIL workplans, and other applicable considerations.

EPA reserves the right to reject all applications and make no awards under this funding opportunity or to make fewer awards than expected. In addition, EPA reserves the right to make additional awards under this funding opportunity, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

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

EPA anticipates that these awards will be incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

2. Eligibility

A. Eligible Applicants

Only these types of organizations may apply:

- Washington [State](#) & [Local Governments](#) organized under Washington State law and located within the Greater Puget Sound basin.
- [Institutions of Higher Education \(IHEs\)](#) located in the United States.
- Federally recognized [Indian Tribes](#) located within the greater Puget Sound basin and any consortium of these eligible Tribes.
- [Nonprofit organizations](#).
- Special purpose districts, as defined by Washington State law at [RCW 36.93.020](#) within the greater Puget Sound Basin.
- Watershed planning units formed under [RCW 90.82.040](#) and [RCW 90.82.060](#), local management boards organized under [RCW 90.88.030](#), salmon recovery lead entities organized pursuant to [RCW 77.85](#), regional fisheries enhancement groups organized pursuant to [RCW 77.95.060](#) and Marine Resource Committees organized pursuant to [RCW 36.125.010](#) and [RCW 36.125.020](#) if they are located within or their jurisdictions include waters and/or lands within the greater Puget Sound basin.

Eligible applicants were based on the [Assistant Listing](#) and [CFR 200 definitions](#).

An Intertribal consortium must have adequate documentation of the existence of the partnership and the authorization of the member Tribes to apply for and receive assistance. Documentation that demonstrates the existence of the partnership of Indian Tribal governments may consist of Tribal Council resolutions, Intertribal consortia resolutions in conjunction with a Tribal Council resolution from each member Tribe, or other written certification from a duly authorized representative of each tribal government that clearly demonstrates that a partnership of tribal governments exists. An Intertribal consortium resolution is not adequate documentation of the member Tribe's authorization of the consortium unless it includes a written certification from a duly authorized representative of each tribal government.

The greater Puget Sound basin is defined as all watersheds draining to the U.S. waters of Puget Sound, southern Georgia Basin, and the Strait of Juan de Fuca.

For-profit business entities, private individuals, and families are not eligible to apply. However, all these types of entities could partner with an eligible applicant as a sub-awardee.

(1) Other Eligibility Requirements

Applications must meet the following threshold criteria to be considered eligible:

1. Applications must include activities taking place within the greater Puget Sound basin.
2. Applications must not request more than:
 - Habitat/Marine: \$48 million
 - Shellfish: \$30 million
 - Stormwater: \$42 million

3. Applicants may only submit 1 application under this opportunity. Applicants that submit more than 1 application will be contacted to determine which application to evaluate. The remaining application(s) will be deemed ineligible.
4. Applications must address only 1 program priority listed in Section 3. Program Description. Applications that include more than one priority will be deemed ineligible.

Please see [Section 6](#) for additional threshold criteria.

B. Cost Sharing

Cost sharing of 50% of the total project cost are required under this competition based on the requirements of Section 320 of the CWA, 33 U.S.C. §1330. Accordingly, EPA is requiring applicants to identify the non-federal cost share of 50% on Form 424(A). A 50% cost share means EPA will fund a maximum of 50% of the total project cost, which is essentially an equal cost share of the total project cost with the applicant. Applicants must demonstrate in their proposal how it will meet the cost share requirement to be considered eligible. Selected recipients must comply with [2 CFR 200.306](#) when meeting a cost share requirement.

Cost sharing funds can come in the form of cash and in-kind contributions, such as the use of volunteers and/or donated time, equipment, etc., consistent with the regulations governing cost sharing fund requirements (2 CFR §200.306) from your own organization and/or your project partners. Federal funds may not be used to meet the cost sharing requirement for this grant program unless authorized by the statute governing their use.

The recipient will be responsible for ensuring that this cost share requirement is met. If a recipient's cooperative agreement structure includes multiple organizations with each receiving a portion of funding, the combined cost share provided by those organizations must meet the 50% cost sharing requirement. Recipients of cooperative agreement funds are required to show how they will share those costs over the project period (i.e., the cost share must be verifiable and well documented and identified in the cooperative agreement approved budget). At the end of the full project period, the total cost sharing provided by the cooperative agreement holder is required to equal the total amount of National Estuary Program funds received during that period.

3. Program Description

A. Purpose, Priorities, and Activities

The general purpose of this funding is to provide public federal funds to advance Puget Sound ecosystem recovery. EPA's Puget Sound Recovery National Program is responsible for ensuring the best use of these funds through implementation of the federally approved Puget Sound Comprehensive Conservation and Management Plan, referred to as the Action Agenda, and is held accountable for doing so.

To be successful, it will be essential for the SILs to work with broad partner networks, at both local and regional scales, to identify ongoing programs, as well as propose new activities and programs, that can support the work identified in [Implementation Strategies](#) and other supporting plans. Successful applicants will address priority pressures and make connections across individual Implementation Strategies and other relevant Action Agenda topics to identify common strategies and activities that will provide multiple benefits.

Emphasized in this funding opportunity is the expectation that SILs will maximize the use of their funding to implement work described in the Action Agenda and other high priority needs identified in supporting plans including Implementation Strategies and [LIO Action Plans](#). External advisory groups (Topic Pods, Strategic Initiative Advisory Teams) will be used to solicit input from subject matter experts, Tribes, interested parties, and others to advise on investment-related decision-making. This approach will support collective investment portfolios with greater synergy among partners and activities, where the outcomes are greater than the sum of each output.

The Successful Applicants Will Meaningfully Engage with Tribes and consider Tribal priorities in making funding decisions

The ongoing programs mentioned above include Tribal natural resource and environmental departments and all other programs that support the co-manager role. Puget Sound Tribes have natural resource co-manager status with State agencies in Washington. Leads will be expected to use appropriate mechanisms resulting in meaningful engagement regarding Tribal co-management status and ongoing programs in their efforts. In addition, and in every aspect of its Puget Sound recovery work, EPA recognizes tribal sovereignty and strives to uphold tribal treaty obligations and its trust responsibility to Tribes.

The Successful Applicants Will Continue to Strengthen and Support the Role of the Puget Sound Partnership as the Backbone Organization for Puget Sound Recovery.

As the lead for the Puget Sound National Estuary Program and the lead state agency for Puget Sound ecosystem recovery, the Puget Sound Partnership is responsible for coordinating with regional partners to develop and implement the shared [Puget Sound and salmon recovery plans](#), the Action Agenda and the [Puget Sound Salmon Recovery Plan Addendum](#). By taking a more hands-on role, the Puget Sound Partnership aims to strengthen collaboration, ensure accountability, improve recovery planning, and accelerate implementation.

Strategic Implementation Leads

The 2026-2030 Action Agenda will contain priority topical themes and associated strategies under the three SILs discussed in this NOFO as highlighted in Table 1 below. Investments that implement the Action Agenda will be prioritized to make the greatest progress toward ecosystem recovery targets for the time and resources spent, and balancing ecological, economic, and human well-being factors. The SILs will help direct investments and resources and, along with Puget Sound Tribes, LIOs, and other partners, help guide Puget Sound Partnership's work with other partners to increase engagement, pursue implementation funding, seek policy changes, report successes, and challenges, and engage in the recovery effort.

B. Program Goals and Objectives

The activities to be funded under this funding announcement [Assistance Listing 66.123](#), support Pillar 1: Clean Air, Land, and Water for Every American and Pillar 3: Permitting Reform, Cooperative Federalism, and Cross-Agency Partnership of [Administrator Zeldin's Five Pillars](#).

Successful applicants will:

- Meet Puget Sound Recovery National Program high-level goals of managing resources efficiently and appropriately, emphasizing collaboration with partners, and identifying opportunities to address emerging issues through new or existing efforts.

- Comply with the EPA Grants Competition Policy as well as all other applicable Federal Government, EPA and National Estuary Program grant and other regulations and policies, and efficient and effective administrative processes.
- Address priority gaps identified within and across [Implementation Strategies](#) and other priority efforts recognized by the Action Agenda that do not have other sources of funding, while being careful not to duplicate efforts by others.
- Improve integration across Puget Sound ecosystem recovery initiatives to take advantage of opportunities to leverage federal, state, tribal, and local efforts and synergies, as well as for EPA Puget Sound awards to serve as a catalyst for transformational investments and planning decisions. Desired outcomes of this would be multi-benefit and cross-cutting investments.
- Integrate resilience, human well-being, and support of communities into ecological components in the EPA approved Action Agenda through the funding model.
- Recognize and support the role of all partners at all geographic scales, including transboundary partners, and their coordination of efforts to achieve priority outcomes.
- Include Puget Sound Partnership staff as an adjunct member for each SIL. This will include regular meetings between the Puget Sound Partnership and each SIL, helping SILs develop investment strategies and related Requests for Proposals (RFPs) to competitively solicit projects that implement the Action Agenda, Salmon Addendum, and LIO Action Plans, and helping to align SIL work with opportunities preparing for or arising from the Puget Sound Partnership's Boards forums and recovery plans and local needs named in LIO Action Plans.
- Allow Puget Sound Partnership staff to develop and facilitate processes and meeting structures that encourage cross-SIL and cross-Topic coordination, as well as conduct the assessment of ongoing programs (e.g., Growth Management Act, Shoreline Management Act, State Shellfish Program, Addressing Total Maximum Daily Loads).
- Work with Puget Sound Partnership staff to address barriers to implementation.
- Actively participate in the Puget Sound Partnership's accountability, reporting systems, and adaptive management processes.

The three SILs which EPA is seeking under this NOFO are:

1. Habitat/Marine: protect and restore watersheds and marine habitats.
2. Shellfish: prevent and reduce fecal pollution to protect and increase harvestable shellfish bed acreage.
3. Stormwater: decrease pollutant concentrations, including toxics, and improve management of stormwater runoff from impervious surfaces.

The primary roles of the SILs are to:

- 1) Manage the EPA cooperative agreement awarded under this NOFO effectively and efficiently to accomplish Puget Sound Action Agenda objectives while minimizing administration costs to the greatest extent possible.
- 2) Award and manage subawards to support the implementation of the Action Agenda and maintain Strategic Initiative Advisory Teams (SIATs) to advise in investment-related decision-making.

- 3) Serve as Implementation Strategy Leads and form technical (e.g., Interdisciplinary Teams) and/or policy workgroups to develop, refine, adaptively manage, and operationalize Implementation Strategies.
- 4) Participate in Puget Sound Partnership and National Estuary Program Management Conference processes and work groups. Proactively coordinate with LIOs and tribal partners to accomplish SIL work; and
- 5) Report on progress, outputs, and outcomes.

Each Strategic Implementation Lead will lead the collaborative effort to:

- Identify and fund actions for implementation.
- Lead development of longer-term sequences of actions identified through Implementation Strategies with an emphasis on working with partners to identify sustainable support through ongoing programs.
- Recommend allocations of funding and other resources to implement the specific strategies through actions and evaluate progress toward identified targets.

SILs should play a convening role to bring together specific communities of practitioners to share best practices, lessons learned, and to create space for developing specific networks of professionals who are critical to Puget Sound recovery.

In addition, SILs will work together to address issues that are inherently cross-cutting, including efforts to improve water quality, and planning and implementing projects to sustain and enhance core watershed/ecosystem-scale processes and connectivity across urban, suburban, and rural landscapes. Efforts to address these cross-cutting issues will require collaboration and will result in cumulative positive effects across the Action Agenda priority topics.

(1) Description of the Strategic Implementation Leads: Assignment of Topics and Implementation Strategies

Below is a table that identifies the potential scope of Action Agenda priority topics that the SIL 3.0 funding model will cover, topic leads, support roles, cross-topic relationships, and relevant Implementation Strategies by topic and SIL Implementation Strategy Lead.

*Table 1. Description of the Strategic Implementation Leads: Assignment of Topics and Implementation Strategies (IS). **Bold type** indicates a lead role.*

Action Agenda Topic	Habitat/Marine	Shellfish	Stormwater
Fecal Pollution Impacts		[LEAD] - Cross-Topics: Working Lands Runoff: Agricultural IS: Shellfish	Cross-Topics: Working Lands Runoff: Agricultural; Wastewater Treatment Plants IS: Marine Water Quality
Floodplains and Estuaries	[LEAD] - IS: Floodplains and Estuaries; Chinook		

Action Agenda Topic	Habitat/Marine	Shellfish	Stormwater
Healthy Shorelines	[LEAD] - IS: Shoreline Armoring; Chinook		
Human Health		[LEAD] - Cross-Topics: Fecal Pollution Impacts IS: Shellfish	Cross-Topics: Fecal Pollution Impacts; Toxic Chemical Prevention; Working Lands Runoff: Agricultural; Stormwater Runoff IS: Toxics in Fish
Invasive Species (Marine Focus)	[LEAD]		
Marine Vegetation	[LEAD] - IS: Marine Vegetation; Chinook		Cross-Topics: Wastewater Treatment Plants IS: Marine Water Quality
Riparian Areas	<i>* Currently addressed through EPA Riparian Systems Lead Award</i> IS: Land Development and Cover; Chinook		IS: B-IBI
Smart Growth	[LEAD] - IS: Land Development and Cover; Floodplains and Estuaries; Shoreline Armoring; Chinook	IS: Shellfish	Cross-Topics: Stormwater Runoff; Wastewater Treatment Plants IS: Toxics in Fish; B-IBI
Stormwater Runoff			[LEAD] - IS: Toxics in Fish; B-IBI; Marine Water Quality
Toxic Chemical Prevention			[LEAD]

Action Agenda Topic	Habitat/Marine	Shellfish	Stormwater
Vessel Impacts	[LEAD]		
Wastewater Treatment Plants		IS: Shellfish	[LEAD] - IS: Marine Water Quality; Toxics in Fish
Working Lands Runoff: Agricultural	Cross-Topics: Riparian; Working Lands: Agricultural Land Protection; Smart Growth IS: Land Development and Cover; Chinook	IS: Shellfish	[LEAD] - IS: B-IBI; Marine Water Quality
Working Lands: Agricultural Land Protection	[LEAD] - Cross-Topics: Smart Growth IS: Land Development and Cover; Floodplains and Estuaries; Chinook		

(2) Outputs and Outcomes

Applicants are required to describe how they will help EPA achieve outputs and outcomes in their responses to the criteria in Section 6. Outputs and outcomes specific to each project will be identified as deliverables in the negotiated workplan if the application is selected for award. Recipients will be expected to report progress toward the attainment of expected project outputs and outcomes during the project performance period. Outputs and outcomes are defined as follows:

Outputs are an environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period.

Outcomes are the result, effect, or consequence that will occur from carrying out the activities under the grant. Outcomes may be environmental, behavioral, health-related, or programmatic; must be qualitative or quantitative; and may not necessarily be achievable during the project period.

This funding model is focused on implementation informed by collaborative planning efforts to-date. Therefore, it is critical that successful applicants be able to utilize a robust set of environmental metrics that provide a quantitative framework focused on Action Agenda priority topic areas within each SIL's scope that demonstrate results on the ground.

There are five sources of environmental metrics that successful applicants will utilize to track their program's effectiveness. These are 1) National Estuary Reporting metrics that include number of

acres/miles of shoreline that are permanently protected or restored, number of acres of harvestable shellfish beds, and leveraging of the federal investment, 2) [Vital Signs](#) 3) [Progress Indicators](#) 4) EPA approved Action Agenda which provides examples of potential outputs and outcomes for which metrics may be developed, and 5) "Measures of Success" reported on the Financial and Ecosystem Accounting Tracking System (FEATS) reports semi-annually that are negotiated with the EPA project officer.

C. Statutory Authority

The statutory funding authority for the assistance agreements to be funded under this announcement is Section 320(g) of the Clean Water Act (National Estuary Program) (33 U.S.C. § 1330). EPA's authority to obligate grant funds is subject to the availability of appropriated funds.

D. Funding Type

It is anticipated that cooperative agreements will be funded under this funding opportunity.

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

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

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

In addition, under the awards to be made under this NOFO, EPA involvement may include: (1) negotiating the initial Scope of Work for the cooperative agreement and annual amendments when incremental funding is applied for. EPA may re-negotiate work plans and budgets so long as it is done consistent with the scope of work of the agreement and the solicitation and EPA's annual federal budget; (2) monitor project management and execution throughout the assistance agreement's project and budget period; (3) provide technical assistance and coordination as requested or needed by the recipient or as EPA believes necessary; and (4) review and approve technical deliverables, such as [Implementation Strategies](#).

(1) Funding Restrictions

Actions required under NPDES Phase I and II stormwater permits existing at the time of this announcement will generally not be funded. Applicants proposing stormwater-related activities in Municipal Separate Storm Sewer System (MS4) areas must include a statement certifying that the work proposed for funding is either not required under a current stormwater discharge permit or it

strategically supports Puget Sound targets and environmental outcomes that would otherwise not accrue. EPA may re-evaluate this restriction as future permit changes are made.

Award funds may not be used for cost sharing funds for other federal assistance agreements, lobbying, or intervention in federal regulatory or adjudicatory proceedings. Award funding must be authorized by the statutory authority (e.g. §320) and may not be used to sue the federal government or any other government entity. In accordance with applicable law, regulation, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts). EPA reserves the right to make final decisions regarding actions or costs incurred that are contrary or damaging to the collaborative intent and purposes of the Puget Sound National Estuary Program, the Puget Sound Action Agenda and Management Conference, for which award funds may not be used. All costs incurred under this program must be allowable under 2 C.F.R. 200, Subpart E.

4. Application Contents and Format

A. Application Forms

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Project Narrative Attachment Form: use this to submit your Project Narrative
6. Certification Regarding Lobbying (EPA Form 6600-06)
7. Budget Narrative Attachment Form

Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application. The narrative application cannot exceed a maximum of 25 single-spaced, typed pages and should use 12-point font. Excess pages will not be reviewed. Supporting materials such as resumes and letters of support can be submitted as attachments and are not included in the above noted 25-page limit.

B. Project Narrative Description

Ensure that your narrative application addresses all the evaluation criteria in Section 6.

For additional guidance on Project Narrative, Workplan and Budget instructions, see Section 10. Appendices.

C. Applicants Using Contractors

Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the [procurement provisions](#) of the regulations at 2 CFR Part 200.

Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements. If an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application, it does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements.

The EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.

For additional guidance, applicants should review [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), [EPA’s Subaward Policy](#), and [EPA’s Subaward Policy Frequent Questions](#). The EPA expects recipients of funding to comply with competitive procurement contracting requirements in 2 CFR Parts 200 and 1500, as well as the requirements in 2 CFR Part 200.321 and 40 CFR Part 33 Subpart C.

Applicants should:

- clearly indicate which portion(s) of the application are confidential, privileged, or sensitive information, or
- state ‘n/a’ or ‘not applicable’ if the application does not have confidential, privileged, or sensitive information;
- not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information that would invade another individual’s personal privacy (e.g., an individual’s salary, personal email addresses, etc.); be aware that if such information is included, it will be treated in accordance with [40 CFR 2.203](#).

D. Coalitions & Subawards

Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this NOFO. EPA encourages coalitions to apply. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the primary recipient of the cooperative agreement, and which eligible organization(s) will be sub-awardees of the primary recipient. If selected, the primary recipient will be the point of contact for the other coalition members. As the cooperative agreement recipient, the lead entity must administer the cooperative agreement and be accountable to EPA for effectively carrying out its scope of work and proper financial management. Please note that once the primary recipient submits the application, it becomes the applicant, and the coalition members may not substitute another eligible entity as the primary recipient after the deadline for submitting applications has passed. Additionally, the non-primary recipient coalition members may not be substituted after the deadline for submitting applications has passed. If the application is selected for funding, the primary recipient must partner with the other coalition members that were named in the application. The coalition members should identify and establish relationships necessary to achieve the project’s goal. A process for the successful execution of the project’s goal, including a description and role of each coalition member, should be established. The primary recipient of the cooperative agreement may invite its coalition partners to interact with EPA, as it deems appropriate.

Subawards must be consistent with the [definition of that term](#) in 2 C.F.R. Part 200. The recipient must administer the cooperative agreement, will be accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 2 C.F.R. Part 200,

sub-recipients or sub-grantees are accountable to the primary recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for sub-awards. For-profit organizations are eligible to receive contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 C.F.R. Part 200. The regulations also contain limitations on consultant compensation. Please see EPA's definition of consultants in Section 2 C.F.R. Part 200, as applicable. For additional information, please review the following Federal Register announcement titled ["Interpretation of Regulations Related to Payments to Consultants Under Grants"](#):

E. Quality Assurance/Quality Control Statement (QA/QC)

The selected recipients for this cooperative agreement, along with all subaward projects collecting environmental data, will require a Quality Assurance Project Plan (QAPP), as appropriate. The subawardees' QAPPs will need to meet the standards of the lead organization's QAPP. Approval of the recipient's Quality Management Plan (QMP) by the EPA Project Officer and the EPA Quality Assurance Manager, may allow delegation of the authority to review and approve QAPPs to the recipient based on procedures documented in the QMP. All projects collecting environmental data will require a QAPP. Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describes environmental processes, location, or condition, ecological or health effects and consequences, or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found in [40 C.F.R. 31.45](#) and on the additional guidance can be found on the [EPA website](#).

Applicants should allow sufficient time and resources for development and approval of a QAPP for their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. A project specific QAPP must be submitted and approved by EPA, before sampling is scheduled to begin. Allow about one month for EPA approval in your timeline.

R10 Quality Assurance Team Contact: Cindy Fields (fields.cindy@epa.gov).

5. Submission Requirements and Deadlines

A. Submission Dates and Times

May 11, 2026 11:59 pm ET Application Submission Deadline

May 11, 2026 8:59 pm PT Application Submission Deadline (Local Time)

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

B. Unique Entity Identifier (UEI) and System for Award Management (SAM.gov)

SAM.gov

You must have an active account with SAM.gov. SAM.gov will provide a UEI for your organization, which is required to apply for grants using Grants.gov. To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the [Entity Registration Checklist](#) for the information you will need to register. Make sure you are current with SAM.gov and UEI requirements before applying for the award.

SAM.gov registration can take several weeks. [Begin that process today.](#)

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Please visit [How to Register to Apply for Grants](#) for additional information.

C. Submission Instructions

You must submit your application through Grants.gov. See Section 5.B. above for information on getting registered.

Important tips:

- To begin the application process under this grant announcement, go to Grants.gov and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.
- See the Quick Start Guide for Applicants for instructions on how to submit.
- Make sure your application passes the Grants.gov validation checks.
- Do not encrypt, zip, or password protect any files.
- Your application must be submitted by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance.
- If you receive an error or the button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact Grants.gov for assistance at 1-800-518-4726 or support@grants.gov.
- See Grants.gov Errors for information on other Grants.gov errors.
- The UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

D. Technical Issues with Submission

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

- Contact Grants.gov Support Center before the application deadline date.
- Document the Grants.gov ticket/case number.
- Send an email with Funding Opportunity Number (FON):EPA-R10-PS-2025-01 in the subject line to lewis.haley@epa.gov before the application deadline time and date and must include the following:

- Grants.gov ticket/case number(s)
- Description of the issue
- The entire application package in PDF format.

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

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

Applicants with limited or no access to the internet may request an exception by following the procedures outlined [here](#). The request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods.

E. Intergovernmental Review

The application is not subject to Intergovernmental Review.

6. Application Review Information

A. Responsiveness Review

Applications must meet the eligibility requirements described in [Section 2](#) to be evaluated. Applicants not meeting these requirements will be deemed ineligible and will be notified within 15 calendar days of the determination.

- Applications must adhere to the page limit requirements. Any pages over the limit(s) in [Section 4](#) will not be reviewed.
- Initial applications must be submitted *on or before* the application deadline through Grants.gov or through limited circumstances as expressed in [Section 5](#). The EPA will not evaluate applications that are not submitted on time.
- *Technical difficulties applying:* Applicants having technical difficulties applying must contact the Grants.gov hotline at 1-800-518-4726 *and* then must email a PDF of the full application to the EPA contact listed in [Section 1](#). The submission must be received prior to the application deadline for consideration.

B. Review Criteria

Criteria Name and Description	Points
<p>1. Quality of Application: Applications will be evaluated based on the quality and extent to which the applicant demonstrates that it will perform the activities described in Section 3 of the NOFO for the Strategic Implementation Lead that the application addresses and whether the application reflects the functions and objectives associated with performing as Strategic Implementation Leads as identified in this NOFO. Reviewers will evaluate whether the proposed activities are logically presented, technically sound and supportive of the</p>	<p>25</p>

<p>Puget Sound National Estuary Program management conference processes. Reviewers will focus on the following elements:</p> <ul style="list-style-type: none"> a. Clarity of the Application – 5 points: The extent to which the applicant includes a project narrative, workplan, and budget (see examples in Appendices) that clearly demonstrate the applicant will efficiently and effectively perform the activities described in Section 3 of the NOFO and the relevance of the application in developing recommendations for the prioritization of Puget Sound resources for funding and management of subawards for implementing the EPA approved Action Agenda; b. Technical Merit and Feasibility – 10 points: The quality and extent to which the application demonstrates the ability to develop and apply Implementation Strategies and other technical criteria; to provide oversight and guidance for Action Agenda Sound Strategic Implementation subawards and actions; and to produce technically defensible recommendations for Puget Sound Partnership National Estuary Program Management Conference Councils and Boards; and c. National Estuary Program Management Conference support – 10 points: The quality and extent to which the application demonstrates the applicant’s ability to successfully partner with and collaborate with Puget Sound Partnership as the National Estuary Program lead, with other SILs, Puget Sound Tribes, Local Integrating Organizations and other local organizations, and with the management conference stakeholders and Action Agenda implementers. 	
<p>2. Quality of Management Systems: Applications will be evaluated based on the quality of the proposed management system(s) based on the following factors:</p> <ul style="list-style-type: none"> a. Technical Workgroup/Program Management – 10 points: The applicant's experience in working with the Management Conference effectively and in innovative ways, providing education, outreach, and external communications, and also creating and coordinating technical and policy workgroups and teams as evidenced by successful program management in areas of work encompassed by and related to the Strategic Implementation area for which the applicant is submitting the application. The applicant’s understanding of the technical basis for identifying, developing and facilitating the use of Implementation Strategies for ecosystem recovery, and the applicants experience in utilizing adaptive management processes to guide and improve outcomes of environmental resource protection and recovery programs will also be evaluated. b. Subaward Management System - 10 points: The applicant’s approach to making, managing, and monitoring subawards to ensure they are awarded and performed efficiently and effectively, including how the applicant will select subawards for funding in a fair manner; how they will award subawards competitively and what criteria will be used to ensure program effectiveness; how they will expeditiously make the subawards and oversee and monitor the subawards; and how they will help ensure that the subawards achieve the expected outcomes and outputs including those identified in Outputs and Outcomes. The thoroughness of the system in place or under development for making, monitoring, and managing subawards as well as the thoroughness of the internal controls and internal review processes in place to ensure that the subaward management system is working as designed will be evaluated, along 	<p>35</p>

<p>with any experience the applicant has in making and managing subawards. The ability of the applicant to adjust or modifications to their subaward procedures will be evaluated such that they can synchronize with or consolidate subaward procedures with other Puget Sound National Estuary Program funding including selected Strategic Implementation Leads awarded under this NOFO and the Tribal Implementation Lead which is competed independently; and</p> <p>c. Outputs and Outcomes – 15 points: This criterion will assess how the applicant proposes to achieve the expected outputs and outcomes including those described in Outputs and Outcomes, and the applicant’s approach for tracking and measuring progress towards achieving expected outcomes and outputs, including the tracking of outputs and outcomes from subawards as indicated in subaward work plans. The clarity and logic demonstrated in the applications linkage between technical outputs, subaward management and the expected environmental outcomes from implementation activities will also be considered.</p>	
<p>3. Financial Integrity, Budget, and Non-federal Match: Applications will be evaluated based on the adequacy of the budget information and whether it is reasonable to accomplish the proposed objectives, activities and meet project timelines. The budget information should provide a detailed breakout of the approximate funding used for each major activity presented and be supported by a thorough internal financial management system.</p> <p>a. Budget Information – 5 points: Whether the application provides complete budget information such that amounts indicated for task areas described in the narrative application are clearly identifiable, sufficient, and reasonable to complete the proposed work and it provides justification and/or explanations sufficient to support costs included in different budget categories; and whether the application describes in the budget narrative how required non-federal match will accounted for; and</p> <p>b. Internal financial management system – 5 points: Whether the narrative application describes the systems, policies and procedures by which the applicant will track expenditures funded by the EPA assistance agreement and how they will fiscally manage the proposed subaward program including procedures for working with subaward recipients to minimize the extent of unliquidated obligations. In addition, EPA will evaluate the applicant’s approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	<p>10</p>
<p>4. Past Performance and Programmatic Capability: Under this criterion, applicants will be evaluated based on their:</p> <p>a. Past Performance – 5 points: Successful completion and management of the assistance agreements identified in response to Section 6 of the announcement;</p> <p>b. Reporting – 5 points: History of meeting the reporting requirements under the assistance agreements identified in response to Section 6.B of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements, and if such</p>	<p>20</p>

<p>progress was not being made whether the applicant adequately explains the reasons;</p> <p>c. Organizational Experience – 5 points: Approach for timely and successfully achieving the objectives of the proposed project and ability to problem-solve; and</p> <p>d. Staff – 5 points: Staff expertise/qualifications, staff knowledge, collaboration with key partners, necessary resources or the ability to obtain them to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items a) and b) of this criterion, the Agency will consider the information provided by the applicant and may 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 sub-factors (items a and b) above; a neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p>5. Adaptive Program Management and Resilience:</p> <p>a. Adaptive Management – 5 points: Applications will be evaluated based on the applicant’s approach, practices and experience in applying adaptive management to programs and projects, and specifically including implementation strategies, for protecting and restoring ecosystem functions and environmental outcomes. Information in the applicant’s description of their program management experience as provided in response to criteria 2.a. – Technical Workgroup/Program Management – will be considered. The applicant’s ability to collaborate with Puget Sound Partnership and other Management Conference stakeholders in applying adaptive management practices and innovations will be assessed; and</p> <p>b. Resilience – 5 points: Applications will be evaluated for components or activities proposed that address the potential impacts to resilience and how technical criteria for actions under the Strategic Implementation areas or Implementation Strategies will include factors that could increase ecosystem resilience. An applicant’s experience in applying adaptation and resilience factors to other programmatic work will also be considered.</p>	<p>10</p>
<p>TOTAL</p>	<p>100</p>

Applicants will be evaluated based on the extent and quality to which they demonstrate that they have the capability to successfully perform the project as described in [Section 3](#) of this funding opportunity.

Only eligible entities whose applications meet the threshold criteria in [Section 2](#) of this announcement will be evaluated. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative.** Each application will be rated using a point system. Applications will be evaluated based on a total of 100 possible points.

C. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section 3. Only those applications which meet all the threshold factors will be evaluated using the criteria listed above by an EPA evaluation team. Each eligible application will be given a numerical score and will be rank ordered according to the score.

(1) Other Evaluation Factors

Under this competition, the EPA also reserves the right to fund the top ranked proposal contingent on the quality of the proposals and funding availability. Final funding decisions will be made by the selection official. In making the final funding decisions, the selection official may also consider the following factors:

1. Programmatic priorities
2. Geographic distribution of funds
3. Scope of activities
4. Availability of funds
5. The similarity of the project to other projects already being funded by EPA

EPA reserves the right to negotiate and/or adjust the final grant amount and workplan/narrative prior to award, as appropriate and consistent with Agency policy, including EPA's Competition Policy ([EPA Order 5700.5A1](#)). An approvable final narrative/workplan is required to include:

1. Project components to be funded under the assistance agreement.
2. Estimated work years and the estimated funding amounts for each component.
3. Commitments for each component and a timeframe for their accomplishment.
4. Performance evaluation process and reporting schedule in accordance with [40 CFR §35.115](#) and [40 CFR § 35.515](#).
5. Roles and responsibilities of the recipient and EPA (for cooperative agreements only) in carrying out the commitments.
6. Grant recipients will be expected to provide to EPA project location information for any grant-funded project. The type of locational information (statewide, county, municipality, Tribal land boundary, local Transboundary Watershed with borders defined by latitudinal/longitudinal points, etc.) will be determined by consultation with EPA and will be determined based on the geographic scale and intent of the project.

In consultation with EPA, grant recipients will be expected to provide to EPA a breakdown of federal funds that will be spent by "project category" (i.e., the type of effort(s) that is being conducted).

D. Risk Review

The EPA will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov., when doing the risk review as required by [2 CFR 200.206](#).

7. Award Notices

The EPA anticipates notification to successful applicants will be made by the Puget Sound Recovery National Program Office. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification is not an authorization to begin work. The official notification of an award will be made by the Grants Management Official in EPA Region 10. Selection does not guarantee an award will be made. Statutory authorization, funding, or other issues during the award process may affect the ability of the EPA to make an award. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms, which

must be approved by the EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

8. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements

The recipient and any sub-recipient must comply with the applicable [General Terms and Conditions](#). These terms and conditions are in addition to the assurances and certifications made as part of the award, terms and conditions, and restrictions reflected on the official assistance award document.

Awards issued as a result of this funding opportunity are subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title [2 CFR Part 200](#) and [2 CFR Part 1500](#).

B. Reporting

[EPA's General Terms and Conditions](#) in the Notice of Award will have information on performance and financial reports, including:

- How often you will report.
- Any required form or formatting.
- How to submit them.

C. Subaward and Executive Compensation Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires:

- Data entry at SAM.gov for all subawards and subcontracts issued for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.

9. Other Information

A. Additional Provisions for Applicants

Additional provisions that apply this funding opportunity and/or awards made under this funding opportunity, can be found at [EPA NOFO Clauses](#). If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact to obtain the provisions.

10. Appendices

Appendix A: Work Plan Supporting Material

(1) Summary Information Page

- a. **We recommend that this page not exceed one page. It should include:**
 1. **Application Title**

Identify the Strategic Implementation area from Section 1 that the project addresses.

2. Applicant Information

Include applicant (lead organization) name, address, contact person, phone number, and e-mail address.

3. Project Period

Provide proposed beginning date and ending date; awards may be for up to a seven-year work period.

4. Funding Requested

Specify the amount you are requesting from EPA for the proposed work period. See Summary paragraph on Page 1 for information on total estimated funding.

5. Total Project Cost

Specify total cost of the project. Identify amount of funding from other sources for required non-federal match.

6. Abstract

Provide an application abstract of no longer than 150 words. Include a statement of the proposed objective, the proposed approach affirming capacity to work with the Puget Sound National Estuary Program Management Conference, and the anticipated outputs and outcomes.

7. Unique Entity Identifier (e.g., DUNS number)

(2) Workplan

The workplan must address the following information:

1. **Project Summary/Approach:** The summary shall contain the following components:
 - **Partnering experience and approach:** Outline your SIL Team experience and approach to collaborating, coordinating, and communicating within the context of large-scale ecosystem recovery and associated restoration and protection approaches and project(s). As applicable, specifically discuss how your SIL Team would work with the other SILs on major issues as a matter of practice, Puget Sound Partnership, the Puget Sound Management Conference Boards, the EPA Puget Sound Recovery National Program Office, Puget Sound Tribes, and the affected regional, local and other stakeholders in the implementation of the EPA approved Action Agenda for the Strategic Implementation area for which your application is focused on.
 - **Subaward Projects:** Implementation of local and basin-wide actions prioritized under a priority topic, cross-topic area or Implementation Strategy will be funded by the recipient through subawards. Briefly describe your SIL Team's plan for the competitive selection of activities for funding and address the following:
 - How the Strategic Implementation Advisory Teams (SIATs) will be engaged and utilized in the process of selecting subawards that support implementation of the EPA Approved Action Agenda;
 - How structured decision-making will be employed when selecting subawards competitively;

- How Implementation Strategies will be used to select potential activities for funding;
 - How activities support primary objectives of the respective SILs;
 - How will selections be made in a fair and impartial manner;
 - How, and under what basis, would the SIL approach development and issue of solicitations (RFPs) for competitive subawards;
 - How will the SIL coordinate and monitor the work of the organizations receiving subawards under this program; and
 - How will your SIL achieve funding of local implementation of the Action Agenda?
- To effectively manage and oversee subaward work, your SIL Team will need a formal documented system for making, managing, and monitoring subawards. Your SIL Team’s application should describe that system and how it functions (provide URLs or “hotlinks” to the documentation, rules and guidance for applicants or assistance recipients if they are available on the web or attaching these documents to your application).
 - If your SIL Team’s application relies on a subrecipient or collaborating agency to make and manage subawards, that other SIL Team’s formal documented system must be described in your SIL Team’s application. The discussion of the subaward management system should also describe the internal controls that the lead organization has in place to ensure that the procedures in the subaward management system are being properly implemented. Alternatively, if there currently is no formal documented system, the application narrative must describe the lead organization’s plan and schedule for developing such a system in compliance with applicable State law and 2 CFR part 200.331.
 - Applicants acquiring professional or commercial goods or services must comply with the competitive procurement standards in 2 C.F.R. 200.317 – 200.326 and cannot use a subaward/subgrant as the funding mechanism. For additional information on subawards and contracts see Section IV.G. Applicants should also describe how they will draw upon the SIL Team’s technical expertise to negotiate subaward workplans, review and approve deliverables, and monitor subaward performance and ensure that the subawards are made expeditiously, performed effectively, and that utilization/ draw down of subaward funds will be managed so as to minimize the time periods of unliquidated obligations. The applicant should describe any prior experience it has had in making and managing subawards and the degree to which that history has been successful.
 - **Identifying Multi-Benefit Approaches:** The SILs will be expected to build upon efforts of the previous funding models and look across the set of Implementation Strategies for connections and leverage points where they might form a more systems-thinking informed collective investment strategy for supporting multi-benefit approaches.
 - **Operationalize, Refine, Maintain, and Update Implementation Strategies:** Ongoing curation and leadership of Implementation Strategies (IS) will require a range of activities to be considered and addressed in the proposed workplan including: completion of Implementation Strategies still under development, adaptive management of existing Implementation Strategies including revisions and updates, dedicated capacity to move the IS priorities forward, proactive work on implementation with an emphasis on utilizing ongoing programs (and recognizing the status of Puget

Sound Tribes as co-managers of treaty resources in the State of Washington and the many ongoing programs that support this role), regular updates (e.g., [Puget Sound Info](#)), and capacity for promoting outreach, communication, and collaboration. This will require close coordination and collaboration with the Puget Sound Implementation Strategies-Science Team. Please describe the SIL applicant's vision of how to operationalize the Implementation Strategies, and how to make sure they reflect the entire recovery community, including how to coordinate funding parts of IS within the Management Conference and other SILs.

- **Sustaining and enhancing core watershed/ecosystem-scale processes and connectivity:** Each SIL applicant should consider and describe how to work with key partners to better protect rural working lands and ecologically important areas that in turn support aquatic ecosystems and associated beneficial uses, including how targeted conservation and/or restoration efforts at multiple scales can improve connectivity, habitat value, and water quality across urban, suburban, and rural landscapes.
- **Resilience:** Provide a discussion of how the proposed work plan builds ecosystem resilience and sustains beneficial uses for communities as defined by the Clean Water Act (see Section I.). Applicants are encouraged to include in their work plan policies and procedures to work proactively with their sub-awardee(s) to build resilience and adaptation into subaward project design and implementation.
- **Adaptive Management:** Describe the system that you will use to monitor and measure the progress of the Implementation Strategies and the projects funded with subawards. This discussion should address how your SIL Team would provide monitoring information to the Puget Sound Partnership and work with the Puget Sound Management Conference boards and stakeholders and how your SIL Team's monitoring of Implementation Strategies and subawards would be used to adaptively manage the implementation of the Action Agenda.
- **Innovation:** Provide examples of innovative approaches to Puget Sound protection and recovery that you will employ.
- **Education, Outreach and External Communications:** Consider and describe how your role as a SIL could provide additional outreach to help with recruiting resources and practitioners to support implementation and to amplify work funded by the SILs (making sure practitioners are aware of available SIL-funded subaward work products), and how you would work with Puget Sound Partnership's backbone communication roles around the importance of IS as foundation of planning and successful implementation across key participants.
- **Timeline:** Include a chart of milestones and timelines for accomplishing tasks, including estimates of timelines for proposed future tasks that may not yet be fully determined.

Appendix B: Workplan Task Template

Narrative Summary	<p>This task provides...</p> <p>Task Duration: Work under this task will be ongoing for the duration of the project period, and staff support will be generally consistent across years.</p> <p>Accomplishments by end of Project Period:</p> <p>Reporting:</p> <p>Staffing Leads:</p> <p>Staffing:</p> <p>Key contributions to the staffing of this task include the following:</p>
Description:	
Subtasks:	
Specific Outputs	
Outcomes	
Puget Sound Action Agenda Links	
EPA Puget Sound Measures Links	
Puget Sound Federal Task Force Action Plan Links	
Lead staff	

Subtask 1.a	Title of Subtask
Subtask Description	

Subtask Outputs with delivery dates	
Subtask key milestones	
Potential challenges	
Subtask staff lead	

Appendix C: Budget Detail/Narrative Example

1. Include a budget narrative with the categories shown in the template below. For additional guidance in developing a budget, See EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.](#), [EPA Subaward Policy for EPA Assistance Agreement Recipients](#) , [Indirect Cost Policy and Guidance for Recipients of EPA Assistance Agreements](#) and [Tips for Completing EPA Form 4700-4](#)
2. Include an overview budget that includes all five years of funding; and
 - Include a budget for each task and each year. For example, for 3 tasks and a 7-year budget period, 15 detailed budgets should be submitted in addition to the summary budget that includes all years of funding. Use the same template as for the overview budget.

(1) Budget Narrative Sample

Cooperative Agreement

This is a seven-year cooperative agreement between the EPA and (primary recipient). Budget and work plan status are monitored through regular consultations between the EPA project officer and SIL staff. Given the uncertainty of funding in Year Two through Five, this agreement recognizes that budgets will be received in increments with corresponding adjustments in work plan tasks and budgets.

Task One Budget Summary - All Years	
Federal	
Federal Indirect	
Federal Total	
Recipient	
Recipient Indirect	
Non-federal Cost share	
Recipient Total	

Task One Total	
-----------------------	--

(2) Award (example)

This is an award of \$5,000,000 in Year One with \$5,000,000 anticipated each year in Years Two through Five for a total of \$25,000,000 in federal funding. The (primary recipient) will provide the match at the required 50/50 rate for a total cooperative agreement of \$50,000,000. The budget of this agreement occurs across (insert number of tasks here) tasks as described below followed by explanations of non-federal match and the indirect cost rate:

Task One:	
Task Two:	
Task Three:	
Indirect Costs:	
Non-federal Cost Share:	
TOTAL:	\$50,000,000

(3) Non-federal Cost Sharing

The source of the (primary recipient’s) non-federal match is the (fill in source(s) of match here).

(4) Indirect Cost Rate

Indirect costs are based on (fill in Indirect Cost Rate)% of direct expenditures, less contracts, and subawards over \$25,000 and is assessed annually.

- Task One Indirect Costs All Years: **\$X** (total) \$X (federal); \$X (non-federal)
- Task Two Indirect Costs All Years: **\$X** (total) \$X (federal); \$X (non-federal)
- Task Three Indirect Costs All Years: **\$X** (total) \$X (federal); \$X (non-federal)

Total Indirect Costs All Years: **\$X** (total) \$X (federal); \$X (non-federal)

(5) Personnel

The staffing plan for the award federal funds supports X FTEs at the (primary recipient and large partner subawardees included in the application). Match for the grant includes approximately X state funded FTEs at the (primary recipient and large partner subawardees included in the application). Personnel costs include a modest X% increase in Years X, Y, and Z.

(6) Fringe Benefits

Scaled to actual salaries and include the cost of Medicare, medical aid, retirement, employee insurance, and (include other programs included).

(7) Travel

Travel is a required component of this application. The application assumes various advisory groups to engage partners in our work and to monitor subawards. Costs include agency vehicles, mileage, meals, ferry fees, parking, and occasional overnight lodging (\$X per FTE per year). Travel to conferences is also anticipated and estimated at \$X. International travel is also anticipated for the purpose of (fill in purpose here) and is estimated at \$X.

(8) Supplies

They include basic office supplies used by all staff within the agency. Costs are allocated to fund sources based on an FTE methodology (\$X per FTE per year).

(9) Other

Includes communication and lease costs necessary to support agency staff. Costs are allocated to fund sources based on an FTE methodology. Communication includes telephones, cellular service, postage, and data lines (\$X per FTE per year). Leases include building rent, utilities, and copier leases (\$X per FTE per year). The Year One **subawards** in this application include agreements with (partner recipient in application) for \$X (for all tasks) and (partner recipient in application) for \$X (Tasks One and Two), and (partner recipient in application) \$X (Tasks One and Two). **Provide additional narrative about funding of partners through subawards past Year One.**

Conference fees are also anticipated for several major conferences throughout the span of this award and those have been estimated at \$X.

(10) Details on Non-federal Match Sources

Includes specific information on the amount and source of non-federal match (if not already included).

(11) Budget Table Example All Years by All Task (Note: All dollar amounts are for illustrative purposes only)

All Years by Task

Task #	2028	2029	2030	2031	2032	2033	2034	Total
Personnel	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000	\$420,000	\$2,940,000
Director	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
Supervisor	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$210,000
Strategic Implementation Lead	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000	\$630,000
Grant Coordinator	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$70,000	\$490,000
Analyst	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$350,000
Planner	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$560,000
Restoration Program manager	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$560,000
Fringe Benefits Estimated at 25% of salaries.	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$105,000	\$735,000
Director	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$35,000
Supervisor	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500	\$52,500
Strategic Implementation Lead	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$22,500	\$157,500
Grant Coordinator	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$17,500	\$122,500
Analyst	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$12,500	\$87,500
Planner	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
Restoration Program manager	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$140,000
Travel	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Conference and Training Fees (Flight/per diem to Conference for 1 staff)	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$70,000
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Supplies	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$56,000
Office Supplies (based on FTE x # of Staff x 5 years)	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$56,000
Contractual	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other	\$6,232,800	\$6,232,800	\$6,232,800	\$6,232,800	\$6,232,800	\$6,232,800	\$6,232,800	\$43,629,600
Subawards	\$6,220,371	\$6,220,371	\$6,220,371	\$6,220,371	\$6,220,371	\$6,220,371	\$6,220,371	\$43,542,600
Light refreshments (40 meetings at \$300/meeting)	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$16,800
Lab Fees	\$10,029	\$10,029	\$10,029	\$10,029	\$10,029	\$10,029	\$10,029	\$70,200
Indirect	\$81,343	\$81,343	\$81,343	\$81,343	\$81,343	\$81,343	\$81,343	\$569,400
FY2025 federally approved <i>de minimus</i> rate of 15% (applied to Personnel, Fringe, Travel, Supplies)	\$81,343	\$81,343	\$81,343	\$81,343	\$81,343	\$81,342.3	\$81,343	\$569,400
TOTAL	\$6,857,143	\$6,857,143	\$6,857,143	\$6,857,143	\$6,857,143	\$6,857,143	\$6,857,142	\$48,000,000

(12) Staffing Plan Sample

Annual Staffing Plan Overview - SAMPLE FORMAT				
Staff Name	Title	FTE supported by award	FTE supported by other funds	Total Level of Effort
		Level of Effort		
Task 1:				
Employee Name	Monitoring Analyst	0.600		0.600
Employee Name	EPA Grant Coordinator		0.040	0.040
Employee Name	Adaptive Systems Manager	0.074	0.300	0.374
Employee Name	Regional Manager	0.350		0.350
Task 2:				
Employee Name	EPA Grant Coordinator		0.030	0.030
Employee Name	Adaptive Systems Manager	0.198	0.100	0.298
Employee Name	Program Director	0.090		0.090
Task 3:				
Employee Name	EPA Grant Coordinator		0.030	0.030
Employee Name	Adaptive Systems Manager	0.328		0.328
Employee Name	Regional Manager	0.040	0.010	0.050
Employee Name	Program Director	0.070		0.070
Total FTE:		1.75	0.51	2.26