Federal Agency: U.S. Environmental Protection Agency/R10/Water Division

Funding Opportunity Title: Columbia River Basin Restoration Funding Assistance Program – Toxic Reduction Lead

Announcement Type: Request for Applications (RFA)

Funding Opportunity Number: EPA-I-R10-OW-CRBRP-2023-02

Assistance Listing Number: 66.962

Key Dates:

March 13, 2022	RFA CLOSES – APPLICATIONS DUE
April 2023	ANTICIPATED NOTIFICATION OF SELECTION
August 2023	ANTICIPATED AWARD

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 (https://www.epa.gov/grants/epa-solicitation-clauses).

Application Submission
All applications must be submitted electronically through Grants.gov (www.grants.gov) as explained further in Section IV. Applications must be submitted by **Monday March 13, 2023, at 11:59 p.m. (ET).** Late applications will not be considered for funding.

Table of Contents

I. FUNDING OPPORTUNITY DESCRIPTION 3
A. Summary 3
B. Background 3
C. Scope of Work 5
Categories 6
FY 2023 Program Priorities 6
Other EPA Interests 7
Columbia River Basin Restoration Program Construction Policy 8
D. EPA Strategic Plan Linkage, Anticipated Outputs/Outcomes and Performance Measures 8
E. Statutory Authority 10
F. Additional Provisions for Applicants Incorporated into The Solicitation 10
II. AWARD INFORMATION 11
A. What is the amount of funding available? 11
B. Incremental and Partial Funding 11
C. How many agreements will EPA award in this competition and what is the funding range? 11
D. What is the project period for awards resulting from this solicitation? 12
E. Funding Type 12
III. ELIGIBILITY INFORMATION 12
A. Eligible Entities 12
B. Cost-Sharing 13
C. Threshold Eligibility Criteria 14
IV. APPLICATION AND SUBMISSION INFORMATION 15
A. Requirement to Submit Through Grants.gov and Limited Exception Procedures 15
B. Submission Instructions 16
C. Technical Issues with Submission 18
D. Submission Date and Time 18
E. Funding Restrictions 18
F. Informational Webinar Sessions 19
V. APPLICATION REVIEW INFORMATION 19
A. Evaluation Criteria 20
B. Review and Selection Process 23
C. Other Factors 24
VI. AWARD ADMINISTRATION INFORMATION 24
A. Award Notices 24
B. Administrative and National Policy Requirements 24
C. Reporting Requirement 24
D. Disputes 25
VII. AGENCY CONTACTS 25
APPENDIX A – Project Narrative and Attachments: Instructions, Format, and Content 27
1. Cover Page 27
2. Work Plan 28
Budget Detail 32
3. Other Attachments 38
Additional Resources 38
APPENDIX B – How to Fund Projects and Partnerships 39
Additional Resources 39
APPENDIX C - Application Submission Checklist 40
APPENDIX D – Location Description and Map 41

I. FUNDING OPPORTUNITY DESCRIPTION

A. Summary

The U.S. Environmental Protection Agency, Region 10 (EPA), is issuing a Request for Applications (RFA) from eligible entities to improve water quality in the Columbia River Basin, through specific actions to reduce toxics, and/or increase public education and outreach. The Columbia River Basin Restoration Program (CRBRP) will assist tribal, state, and local governments; nongovernmental entities, and others as they implement the *Columbia River Basin Toxics Reduction Action Plan* and the *Lower Columbia River Estuary Plan - Comprehensive Conservation and Management Plan* and conduct activities to support EPA national goals for the Columbia River Basin.

Eligible activities must address at least one of the following categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. Priority for funding will be given to applications which are consistent with federal fiscal year 2023 (FY2023) funding priorities as described in the RFA.

INFORMATIONAL WEBINAR SESSIONS:
EPA will be hosting the same informational webinar on two different dates. Potential applicants are encouraged to participate in one of these information sessions to learn more about the Columbia River Basin Restoration program and the grant application process. Pre-registration is not required. Webinar links and dial-in information will be posted on our website: https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program

Thursday, January 19, 2023, 1:00 - 2:30 p.m. (Pacific)
Thursday, February 23, 2023, 1:00 - 2:30 p.m. (Pacific)

During the webinar, EPA will highlight any changes to the program, review eligibility criteria, funding limits and mandatory cost share requirements. Participants will have the opportunity to ask questions. If you are unable to attend a session, a recording may be available upon request by sending an email to ColumbiaRiverBasinGrant@epa.gov.

B. Background

The Columbia River Basin is one of the world's great river basins in watershed size, river volume, and environmental and cultural significance. Covering nearly 260,000 square miles – approximately the size of the state of Texas – the Columbia River Basin is the nation's sixth largest watershed. The Basin drains portions of Canada's British Columbia province and seven U.S. states, but mostly Montana, Idaho, Washington, and Oregon. Within its boundaries lies multiple tribal reservations and 45 million acres of tribally co-managed land. The Basin contains great geographic and land-use diversity, including alpine peaks, forested slopes, semi-arid grassland and rangeland, arable agricultural land, and an extensive estuary. From its source in the Canadian Rockies, the mainstem Columbia River flows more than 1,200 miles to the Pacific

Ocean. Its average annual flow – 270,000 cubic feet per second – makes it the United States' fourth largest river by discharge. Significant tributaries include the Kootenai, Pend Oreille, Spokane, Okanagan, Yakima, Snake, John Day, Deschutes, Willamette, and Cowlitz Rivers.

The Basin's aquatic ecosystem is critical to supporting the fish and wildlife and over 8 million people who reside within the watershed and depend on its resources for their health and livelihood. There is concern about the health of the Basin's aquatic ecosystem and the potential risk to human health due to the presence of toxics found in the fish, wildlife, water, and sediment. Toxic contamination is a human health risk and key environmental justice issue for tribal people and other high fish-consuming populations. Columbia River salmon and steelhead runs were once the largest in the world with as many as 16 million fish returning annually to spawn in the Basin. Columbia River tribes have depended on native fish species, including (but not limited to) salmon, steelhead, sturgeon, and lamprey for thousands of years for spiritual, cultural, and nutritional sustenance. Human activities including hydrologic modifications for flood control and power generation, industry, urban development, mining, and agricultural practices have affected fish spawning and rearing habitat, blocked, or impeded fish passage, and contributed toxic contaminants that have impaired water quality. Many scientists believe that recovery of salmon, steelhead, and other fish populations cannot be achieved without reducing toxics in water and sediment.

In 1992, the Environmental Protection Agency's (EPA) National Study of Chemical Residues in Fish found bioaccumulative toxics in Columbia River Basin fish tissue. Recognizing the historic importance of fish in the diets of tribal people and the potential human health impacts of toxics, the Columbia River Inter-Tribal Fish Commission (CRITFC) and EPA developed the 1994 Fish Consumption Survey of the Umatilla, Nez Perce, Yakama, and Warm Springs Tribes of the Columbia River Basin which found that tribal people were consuming 9 to 12 times more fish than the average US resident. EPA and CRITFC followed up that study with the Columbia River Fish Contaminant Study 1996-1998 which found 92 pollutants in fish from 24 tribal fishing sites, including contaminants with human health impacts such as polychlorinated biphenyls (PCBs), dioxin, mercury, dichlorodiphenyltrichloroethane (DDT), and furans.

EPA convened the Columbia River Toxics Reduction Working Group in 2005 to share information and collaborate on toxics reduction in the Columbia River Basin. The Working Group led the development of the 2009 Columbia River Basin State of the River Report for Toxics which addressed four contaminants: DDT, PCBs, mercury, and polybrominated diphenyl ethers (PBDEs) and the risk they pose to people, fish and wildlife, and highlighted successful efforts to reduce those contaminants. The 2009 report was followed by the 2010 Columbia River Basin Toxics Reduction Action Plan, which identified sixty-one actions needed across five categories: increasing public understanding to reduce toxics; increasing toxics reduction actions; conducting monitoring to identify sources and reduce contaminants; developing a regional research program; and developing a shared data management system. In 2014, the Working Group released its Strategy for Measuring, Documenting, and Reducing Chemicals of Emerging Concern, providing an outline for a research and monitoring strategy and a characterization of the impacts of chemicals of emerging concern on human health, aquatic life, and terrestrial wildlife. An updated Columbia River Basin Toxic Contaminants Reference List and updated Contaminants of Concern Framework were developed in 2020. In May 2020, EPA released the

Toxic-Impaired Waterbodies on 303d Lists in the Columbia River Basin report which identifies more than 50 toxic contaminants that are on 303(d) lists of impaired waters and provides links to EPA-approved TMDLs and implementation plans. EPA developed an interactive StoryMap, in November 2021, where the public can learn about collaborative efforts to reduce toxic pollution and protect people and the environment in the Columbia River Basin. In March 2022, EPA issued an update on efforts to reduce toxic contaminants in the Columbia River Basin Restoration Program Report.

On December 9, 2016, Congress passed the Columbia River Basin Restoration Act (CRBRA) as part of the Water Resources Development Act (WRDA), also known as the Water Infrastructure Improvements for the Nation (WIIN) Act of 2016. The WRDA was signed into law by the President on December 16, 2016. The legislation focuses on the U.S. portion of the Columbia River Basin including the States of Oregon, Washington, Idaho, and Montana. The newly created Section 123 of the Clean Water Act (CWA) directs EPA to establish a Columbia River Basin Restoration Program which includes a Working Group that is representative of states, tribal governments, industry, and other entities. Clean Water Act Section 123 (33 U.S.C. § 1275) also directs EPA to develop a voluntary, competitive grant program for "environmental protection and restoration programs throughout the Basin." Fiscal Year (FY) 2019 was the inaugural year of funding for this program, and also included FY 2020 funding.

With the passage of the Infrastructure and Investment and Jobs Act (IIJA), Congress has provided an additional $79 million over five years for the CRBRA grant program. This funding opportunity will be utilizing up to $40 million of those IIJA resources.

For further information about the program as well as examples of currently funded projects, please visit https://www.epa.gov/columbiariver/about-epas-work-columbia-river-basin.

C. Scope of Work

The U.S. Environmental Protection Agency (EPA) is issuing this Request for Applications (RFA) for eligible entities to act as a Toxic Reduction Lead to improve water quality in the Columbia River Basin, through specific actions to reduce toxics, and/or increase public education and outreach. The Columbia River Basin Restoration Program (CRBRP) will assist tribal, state, and local governments; nongovernmental entities, and others as they implement the *Columbia River Basin Toxics Reduction Action Plan* and the *Lower Columbia River Estuary Plan - Comprehensive Conservation and Management Plan* and conduct activities under the CWA § 123 the Columbia River Basin Restoration Act.

EPA is soliciting applications from eligible entities that are interested in acting as a Toxic Reduction Lead (TRL). The primary role of a TRL is to:

1) Develop, implement, and manage a multi-phase or large-scale program or programs which leverage partnerships and include a comprehensive toxics reduction plan;
2) Lead program and policy development and provide technical assistance;
3) Award and manage subawards;

4) Participate in the Columbia River Basin Restoration Program Working Group and provide periodic program updates at the bi-annual meetings.

An applicant's program implementation plan should consider; how program outcomes will address EPA's FY2023 priorities, how collaborative, supportive relationships with partners will be established and maintained, and how the entity will support leading projects that are either geographically or substantively connected.

The applicant's plan to manage subawards should address; how solicitations for subaward proposals will be developed, what criteria and review processes will be used, how subaward performance will be monitored, and how subaward projects will implement the applicant's toxics reduction plan and overall program goals.

On an annual basis, a Toxic Reduction Lead agrees to participate in at least one Columbia River Basin Restoration Working Group Program Meeting, led by EPA. The Toxic Reduction Lead and their partners will present information on their overall program outcomes and the toxic reduction actions taken throughout the life of the agreement.

Applicants can submit a total of one (1) application under this solicitation. A single application **must** include activities which fall under one or more of the following categories.

Categories

1. **Eliminating or reducing pollution** including strategies or projects to reduce toxics into streams of the Columbia River Basin, including agricultural best management practices such as Pesticide Stewardship Partnerships, stormwater and sediment management, and pesticide collection and take back programs.
2. **Cleaning up contaminated sites** including targeted small-scale clean-up actions which do not duplicate with similar work efforts of other EPA funded programs including but not limited to CERCLA, RCRA, and Brownfields.
3. **Improving water quality** to reduce toxics in the Columbia River Basin.
4. **Reducing runoff** through agricultural best management practices and/or sediment and stormwater runoff controls, including green infrastructure.
5. **Protecting habitat** to reduce the impact of toxics on Columbia River Basin fish and wildlife.
6. **Promoting citizen engagement or knowledge** by increasing engagement and communication with individual community members (such as local, state and tribal environmental managers, and/or NGOs), creating bi-lingual outreach and education materials on the topic of toxics reduction, green chemistry pilot projects, and/or sharing examples of successful toxics reduction efforts.

FY 2023 Program Priorities

Pursuant to CWA § 123(b)(3)(C) and (d), eligible activities must address at least one of the

following categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. In addition, priority for funding will be given to proposals which are also consistent with FY 2023 Priorities as described below; and build off successful efforts in the Columbia River Basin to address toxics and that leverage or expand on existing partnerships.

Evaluation scores are contingent on one or more program priorities being addressed but scores will not depend on the number of priorities addressed, rather on the quality with which the priorities are addressed. Across all the priorities below, there is a focus on toxics and their impact on human health and fish and wildlife. See documents on the Columbia River Basin RFA website for reference.

1. Agriculture best practices to reduce toxics
2. Green infrastructure to reduce stormwater and improve water quality
3. Pollution prevention to prevent toxics from entering the environment
4. Clean-up actions to remove toxics which do not duplicate similar work efforts of other EPA funded programs including but not limited to CERCLA, RCRA and Brownfields
5. Community education and outreach to help the public take actions to reduce toxics in the Basin

Information on toxic contaminants covered by these priorities can be found on EPA's Columbia River Basin website and include, but are not limited to, mercury, dichlorodiphenyltrichloroethane (DDT), polychlorinated biphenyls (PCBs), polybrominated diphenyl ethers (PBDEs), the Columbia River Basin Restoration Program Working Group list of priority pollutants and the toxic pollutants listed by reference in Section 307(a)(1) of the Clean Water Act (see 40 C.F.R. 401.15). Under this RFA, EPA will not prioritize funding for proposals where the primary work effort and purpose is to conduct monitoring and/or process analytical samples, however, these tasks may be a small component of a larger proposal that is prioritized, such as a clean-up action proposal involving some post-reclamation effectiveness monitoring. In these cases, applications should describe how the monitoring will provide accountability and demonstrate success of toxics reduction actions.

Other EPA Interests

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

For purposes of this competition and the evaluation of applications, "underserved communities" means people/communities of color, low income, tribal and indigenous populations, and other vulnerable populations such as the elderly, children, and those who have pre-existing medical conditions.

In addition, climate change poses risks to human health, the environment, cultural resources, the economy and quality of life. These changes are expected to create further challenges to protecting human health and welfare and the environment.

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

For example, activities may:

- Address or facilitate the identification and reduction of threats to communities that have environmental justice challenges; or
- Improve community health, resilience and/or sustainability; or
- Address the disproportionate and adverse human health, environmental, climate-related and other cumulative impacts; or
- Address impacts resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect underserved communities; or
- Foster coastal resilience or adaptation to changing climate and environmental conditions.

Columbia River Basin Restoration Program Construction Policy

Construction costs may be allowable under this funding opportunity, particularly for construction necessary for green infrastructure activities that involve permanent improvements to real property and clean-up activities. The term "construction" as used in this RFA means "erection, alteration, or repair (including dredging, excavating, and painting) of buildings, structures, or other improvements to real property, and activities in response to a release or a threat of a release of a hazardous substance into the environment, or activities to prevent the introduction of a hazardous substance into a water supply." See 40 CFR 33.103.

Construction costs included in the Construction budget category may include site preparation, demolishing and building facilities, making permanent improvements to facilities or other real property, and major renovations of existing facilities. In general, a project is considered construction if it includes building a permanent non-movable structure, such as pouring concrete, but can include other improvements to the property. Examples could include bioswales, permeable pavement, green streets, green roofs, and other examples found on the EPA website. Note that although architectural or engineering services relating to a construction project are eligible construction activities, estimated costs for those services should be budgeted for in the Contractual category rather than the Construction category. More information can also be found in EPA's Interim General Budget Development Guidance.

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

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements with the Agency's Strategic Plan. EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf).

1. **Linkage to EPA Strategic Plan:** The activities to be funded under this announcement support EPA's Strategic Plan. Awards made under this announcement will support Goal 5, "Ensure clean and safe water for all communities" Objective 5.2, "Protect and Restore Waterbodies and Watersheds". Under this goal and objective, "Clean and safe water is a vital resource that is essential to the protection of human health. Without clean water, communities and economies cannot thrive. EPA is committed to ensuring clean and safe water for all, especially for vulnerable communities of color, underserved communities, and Tribal communities." Applicants must explain in their application how their activities will further this goal and objective.

   Please read EPA's FY 2022-2026 Strategic Plan (https://www.epa.gov/system/files/documents/2022-03/fy-2022-2026-epa-strategic-plan.pdf) for more information.

   Applicants should include specific statements describing the environmental results of the proposed activities in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the activities will contribute to the priorities described above. Specifically, the proposed activities must have outputs and outcomes related to one or more of the six program priorities: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge.

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 over the term of the grant funding period. Applications must include a description of outputs and the way in which recipients will track milestones throughout the grant period. Output examples may include, but are not limited to, number of presentations made, number of participants at an event, and draft and final reports produced.

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

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.

Outcomes expected as a result of the awards under this announcement may include, but are not limited to, the following:

- Pollutant and sediment load reductions, attainment of water quality objectives, or other numeric indicators of water quality improvement.
- Ecological and/or human health benefits achieved.
- Increases in the quantity or quality of monitoring on the Columbia River and its tributaries.
- Improvements to the local economy, social conditions, and the welfare of residents in such communities.

Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at: https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf and https://www.epa.gov/sfbay-delta/application-assistance#results.

4. **Performance Measures:** The term "performance measures" means the plan for tracking and measuring progress toward achieving the expected outputs and outcomes. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:
    - What are the measurable short term and longer term results the activities will achieve?
    - How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

E. Statutory Authority

The Columbia River Basin Restoration Program (CRBRP) is authorized by 33 U.S.C. § 1275, amended by Pub. L. 115-270, title IV, § 4105, Oct. 23, 2018, 132 Stat. 3875. CRBRP authorizes the award of grants for environmental protection and restoration of the Columbia River Basin.

EPA's authority to obligate grant funds is subject to the availability of appropriated funds.

For the purposes of this RFA we are also using authority provided in the Infrastructure Investment and Jobs Act, Pub. L. 117-58, November 15, 2021, 135 STAT. 1396, that provides appropriations authority utilizing the CRBRP statutory authority above with additional authority to waive match for Tribal Governments:

(K) $79,000,000 shall be for Columbia River Basin;
and….
Provided further, That the Administrator may waive or reduce the required non-Federal share for amounts made available under this paragraph in this Act for the purposes described in the preceding proviso;

F. Additional Provisions for Applicants Incorporated into The Solicitation

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

II. AWARD INFORMATION

A. What is the amount of funding available?

EPA anticipates awarding up to $40,000,000 of CRBRP IIJA funding under this announcement. Awards will be issued and managed through EPA's Region 10 Office, and are subject to the availability of funds, the quantity and quality of applications received, and other applicable considerations. Applicants may request up to $7,000,000 per application. Approximately 5 to 10 cooperative agreements, ranging from $3,000,000 to $7,000,000 will be awarded, and are subject to the availability of funds, the quality of applications received, and other applicable considerations.

Applicants can submit one (1) application overall under this solicitation. If an applicant submits more than one (1) application to EPA, the applicant will be contacted prior to EPA review of any of the applications to determine which application(s) the applicant will withdraw from the competition.

B. Incremental and Partial Funding

EPA intends to incrementally fund applications by funding phases of proposed activities over four years (FY23-26). EPA and the applicant will negotiate a final workplan, timeline and budget which has clearly delineated activities or phases with separate budget estimates for each activity/phase within the grant project period. A portion of the total requested funding will be awarded at the beginning of the project period for the specified activities/phases. Subject to the availability of funds, and other applicable considerations, additional funding may be awarded later (anticipate annual incremental funding each year through FY26) as an incremental budget amendment to fund the remaining activities/phases of the workplan.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed activities. 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, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. How many agreements will EPA award in this competition and what is the funding range?

Eligible applicants may request a maximum of $7,000,000 per application. Approximately 5 to 10 cooperative agreements, ranging from $3,000,000 to $7,000,000 will be awarded.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and other applicable considerations, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

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

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

The estimated project period for awards resulting from this solicitation is 4-6 years. The program activities are expected to begin around September 2023, with an expected completion date of 6 years after award.

E. Funding Type

The funding for selected applications will be in the form of a cooperative agreement. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these activities 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 C.F.R. 200.317 and 2 C.F.R. 200.318, review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

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

III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses**.**

A. Eligible Entities

Under this solicitation, only the following entities are eligible to apply for assistance, in accordance with 33 U.S.C. § 1275 and Assistance Listing 66.962:

State governments, tribal governments, regional water pollution control agencies and entities, local government entities, nongovernmental entities, or soil and water conservation districts.

For the purposes of this announcement, EPA has determined that nongovernmental entities must

be nonprofit organizations to be eligible for funding. Consistent with the definition of Nonprofit organization at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative or other organization that: (1) is operated mainly for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, or expand the operation of the organization.

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

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

B. Cost-Sharing

1. **Mandatory Cost Share Requirement:** Projects under this RFA are subject to the following funding limitations and mandatory cost share requirements provided in CWA § 123(d)(2):
   - **a.** For non-tribal applicants EPA will fund up to 75% of the cost of the overall project (i.e., applicants are responsible for cost-sharing at least 25% of the cost with non-federal funds).
   - **b.** For tribal applicants EPA may waive the match requirement for awards under this RFA. IIJA language authorizing and appropriating Geographic Program funds provides the Administrator the discretion to waive or reduce statutorily required non-federal cost shares on these funds. The authority to approve waivers or reductions of cost shares is delegated to the Regional Administrator overseeing each Geographic Program and may be re-delegated to other regional officials, subject to limitations specified in EPA's Delegations Manual.

2. Any form of cost share must be included in the Budget Detail portion of the Work Plan, and the application must describe how and when the applicant will obtain the cost share and how the cost share funding will be used. Applicants may use their own funds or other sources for cost share if the standards of 2 C.F.R. 200.306, are met. If the proposed cost share is to be provided by a named partner, a letter of commitment is required. Only eligible and allowable costs may be used for cost share. Unless the applicant is a tribal government other federal grants may not be used as cost share under this RFA unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant. Please note: CRBRP funds may not be used to meet

mandatory cost-sharing requirements for activities funded with environmental mitigation funds. Further, environmental mitigation funds may not be used to meet non-federal mandatory cost share requirements of any CRBRP grant.

3. Applications to which these mandatory cost share requirements apply must demonstrate, by the application submission date, on the SF-424 Application for Federal Assistance, on the SF-424A Budget Information, and in the Project Narrative how the applicant will be able to meet these minimum mandatory cost share requirements if they are selected for an award, **or the application may be disqualified during the threshold eligibility review.** Specifically, the mandatory cost share funds must be indicated in at least one of the following blocks in Section 18, Estimated Funding, on the SF-424: b. Applicant; c. State; d. Local; or e. Other. The mandatory cost shared funds must also be indicated in Section A row 2.f, and Section B column (2) of the SF-424A.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible applicants (see Section III.A of this RFA) that meet these threshold eligibility criteria will be evaluated against the ranking criteria in Section V.A of this RFA. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Substantial Compliance
   All applications will be reviewed for eligibility and must meet the eligibility requirements described in Sections III.A., B., and C. to be considered eligible.

   a. Applications must substantially comply with the application submission instructions and application content requirements set forth in Section IV and Appendix A of this RFA or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed. 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.
   b. In addition, initial applications must be submitted through Grants.gov as stated in Section IV of this solicitation (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 solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
   c. Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA

mishandling or technical problems associated with Grants.gov or SAM.gov. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

2. Eligible activities must address at least one of the following categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. (See Section 1.C.)

3. Applicants must request funding for activities that will be implemented in the United States portion of the Columbia River Basin is defined as the Columbia River from the Pacific Ocean, including tidally influenced portions of tributaries of the Columbia River, mainstem of the Columbia River from the Bonneville Dam up to the Canadian Border including tributaries of the Columbia River in that region. (See Map in Appendix D).

4. Applications which request EPA assistance funds above or below the amounts specified in Section II.C of this RFA are not eligible and will not be reviewed.

5. Applicants can submit a total of one (1) application as the lead entity under this solicitation. Applicants can also be a partner on another lead entity's application. If an applicant, as lead entity, submits more than one (1) application to EPA, the applicant will be contacted prior to EPA review of any of the applications to determine which applications the applicant will withdraw from the competition.

6. Applications that do not demonstrate compliance with the mandatory cost share requirements described in Section III.B.1 of this RFA are not eligible and will not be reviewed.

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

IV. APPLICATION AND SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses.

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

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

B. Submission Instructions

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

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov (1) to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the Entity Registration Checklist for details on this process.

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

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

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

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

2. Grants.gov Registration Instructions:

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

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

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

3. **Application Submission Process:** To begin the application process under this grant announcement, go to Grants.gov and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

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

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

4. **Application Submission Deadline:** Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than **Monday, March 13th, 2023, 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

   Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above.

5. **Application Materials**

   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. Narrative Proposal (Project Narrative Attachment Form) - prepared as described in Appendix A of this announcement

Optional Documents:

6. Other Attachments (Use "Other Attachments" Form), if applicable, prepared as described in Appendix A of this announcement
    - Cost Share Commitment Letters
    - Partnership Letters
    - Resumes
    - Indirect Cost Rate Agreement

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact **Nicole Taylor** at **(206) 553-8322**. Failure to do so may result in your application not being reviewed.

C. 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:

1. Contact Grants.gov Support Center **before** the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with "RFA Issue" in the subject line to ColumbiaRiverBasinGrant@epa.gov **before** the application deadline time and date and **must** include the following:
    a. Grants.gov ticket/case number(s)
    b. Description of the issue
    c. The entire application package in PDF format.

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

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

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

D. Submission Date and Time

The closing date and time for submission of applications is **Monday, March 13, 2023, 11:59 PM ET**. Applications submitted after the closing date and time will not be accepted.

E. Funding Restrictions

1. Federal Matching Funds: No funds awarded under this RFA shall be used for matching funds for other federal grants unless expressly authorized by statute. Likewise, a non-tribal government recipient may not use federal funds as cost share funds for activities under this RFA.

2. Expenses Incurred Prior to the Project Period: Except for eligible pre-award costs as defined in 2 C.F.R. 200.458 and as authorized by 2 C.F.R. 200.309 and 2 C.F.R. 1500.8, no funds awarded under this RFA shall be used to cover expenses incurred prior to the project period set forth in any assistance agreement funded under this RFA. Additionally, except for eligible pre-award costs as defined above, expenses incurred prior to the project period set forth in any assistance agreement funded under this RFA are not eligible as a cost share.

F. Informational Webinar Sessions

EPA will host two informational sessions regarding this Request for Application via teleconference/webinar based on the schedule below. Potential applicants are encouraged to participate to learn more about the Columbia River Basin Restoration Program and the grant application process. During the webinar, EPA will highlight any changes to the program, review eligibility criteria, funding limits and mandatory cost share requirements. Participants will have the opportunity to ask questions. Pre-registration is not required.

Webinar links and dial-in information for the individual session can be found at: https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program

Session Date and Time:
Thursday, January 19, 2023, 1:00 – 2:30 p.m. (Pacific) *(4:00 – 5:30 p.m. (ET))*
Thursday, February 23, 2023, 1:00 - 2:30 p.m. (Pacific) *(4:00 - 5:30 p.m. (ET))*

If you are unable to attend a session, a recording may be available upon request by sending an email to ColumbiaRiverBasinGrant@epa.gov. Questions and answers from these webinars will also be posted in the questions and answers document located at https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program.

V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses

Only eligible entities whose applications meet all the threshold eligibility criteria in Section III of this RFA will be evaluated according to the evaluation criteria set forth below. **Applicants must explicitly address these criteria as part of their application package submittal, following the content requirements set forth in Appendix A.** Each application will be rated using a point system. Applications will be evaluated based on a total of 110 points possible.

A. Evaluation Criteria

Criteria	Points
Total Possible Points	**110**
<u>1. Program Approach and Summary of Activities:</u> Under this criterion, applications will be evaluated based on the extent and quality with which the application describes the overall program approach and summary of activities. Specifically, EPA will evaluate the extent and quality to which the application: **A. (10 points)** includes a detailed program description, roles and responsibilities, and timeline and milestones as described in Appendix A of the RFA. **B. (5 points)** includes a well-conceived strategy for achieving the anticipated results associated with the proposed activities and role as a Toxic Reduction Lead, as described in Section I.C. of this RFA. **C. (10 points)** addresses how subawards will be managed including how solicitation for subaward proposals will be developed, what criteria and review processes will be used, how subaward performance will be monitored, and how subaward projects will implement the applicant's toxics reduction plan, overall program goals, and EPA's FY2023 funding priorities. **D. (5 points)** demonstrates multiple and diverse partnerships and builds on existing efforts in the Columbia River Basin. Applicants will be evaluated based on the extent to which they demonstrate that they will work in partnership with appropriate partners to effectively and efficiently implement the proposed program and whether their activities are coordinated with and/or complement other activities being performed by the applicant or others that will result in a greater positive environmental impact from the applicant's proposed activities and approach. This includes evaluating the applicant's plans for obtaining collaboration and support from the public and private sectors in implementing the proposed program in order to expand its impact, the scope of the partnership (including the diversity/variety and number of partners), the type of collaboration proposed, the likelihood that it will materialize during program performance, and what role it will play in the overall approach. Applicants that do not plan on collaborating with other groups in program performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the activities and approach without such collaboration. Applicants may score higher on this criterion to the extent the Narrative Proposal demonstrates the protection or restoration potential of the proposed activities as part of a comprehensive place-based plan. **E. (5 points)** addresses one or more of the categories as stated in Section I.C. **F. (10 points)** addresses FY2023 priorities as stated in Section I.C.	**45**

2. Environmental Justice and Underserved Communities: Under this criterion, applicants will be evaluated based on the extent and quality to which the application: **A. (5 points)** addresses environmental justice and underserved and tribal communities as described in "Other EPA Interests" in Section I.C. Applications will be evaluated based on the extent to which they demonstrate how their proposal will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the underserved communities described in Section I of the solicitation. As part of this evaluation, applications will be evaluated based on: how underserved communities are benefited, including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community and; the extent to which the program activities address engagement with these communities, especially local residents in these communities who will be affected by the program, to ensure their meaningful participation with respect to the design, planning, and performance. Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the underserved communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions. Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.	**5**
3. Longevity: Under this criterion, applications will be evaluated based on whether the applicant and/or its partners:	

A. (5 points) Show a commitment to identify and address water quality and environmental restoration and protection activities in the U.S. portion of the Columbia River Basin, or the implementation of other strategies to promote and continue efforts to reduce toxics that goes beyond the project period. **B. (5 points)** Have developed in the past five years or have a documented commitment to developing before the end of the project period: 1) a publicly available long-term water quality and/or ecosystem restoration and protection plan with goals, or refinement of an existing water quality plan for the affected program and geographic area of the Columbia River Basin; and/or 2) a publicly available report or education/outreach materials for meaningful engagement of the affected communities or entities regarding either the environmental and/or other issues that the activities are intended to address. **C. (5 points)** demonstrates how and why their approach will help protect human health and the environment, and help communities and ecosystems become more sustainable and resilient to the effects of climate change, as described in "Other EPA Interests" in Section I.C.	**15**
4. Environmental Results – Results, Outputs and Outcomes: Under this criterion, applicants will be evaluated based on: **A. (10 points)** The extent and quality to which the applicant identifies and quantifies expected program outputs and outcomes, including those identified in Section I.D.2 and 3 of the RFA. **B. (5 points)** The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected program outputs and outcomes.	**15**
5. Programmatic Capability and Past Performance: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed activities considering their: **A. (5 points)** Past performance in successfully completing and managing the assistance agreements identified in the Project Narrative as described in Appendix A of the RFA, 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 progress was not being made whether the applicant adequately reported why not. **B. (5 points)** Organizational experience and plan for timely and successfully achieving the objectives of the proposed activities.	**15**

C. (5 points) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed activities. 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 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 sub-factors.	
6. Budget: Under this criterion, applicants will be evaluated based on: **A. (5 points)** Their approach, procedures, and controls for ensuring that awarded grant funds and any associated sub-awards will be expended in a timely and efficient manner. **B. (5 points)** Whether costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. **C. (5 points)** Whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity. An applicant's SF-424, SF-424A and budget detail must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget detail how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall program.	**15**

B. Review and Selection Process

Applications will be reviewed by a review panel and assistance agreements funded under this announcement will be selected by an EPA Region 10 Selection Official.

Applications will first be evaluated against the threshold factors listed in Section III.C of this RFA. Only those applications which meet all of the threshold factors will be evaluated by the review panel using the evaluation criteria listed above. Each application will be given a numerical score and will be rank-ordered by the review panel.

Preliminary funding recommendations will be provided to the EPA Selection Official based on these reviews and rankings.

C. Other Factors

Final funding decisions will be made by the EPA Region 10 Selection Official based on the rankings and preliminary recommendation of the review panel. In making the final funding decisions, the Selection Official may also consider CRBRP priorities, geographic diversity, number and size of awards, and agency priorities.

VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at EPA Solicitation Clauses**.**

A. Award Notices

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

1. **Successful Applicants:** EPA anticipates notification to successful applicants will be made via electronic or postal mail April 2023. The notification will be sent to the original signer of the application, or the contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award is not an authorization to begin work. The official notification of an award will be made by the Regional Grants Management Office.

   Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to the applicant. The award notice, signed by the 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 (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

2. **Unsuccessful Applicants**: EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail May 2023. The notification will be sent to the original signer of the Standard Form 424, Application for Federal Assistance.

B. Administrative and National Policy Requirements

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: www.epa.gov/grants/policy-regulations-and-guidance-epa-grants.

C. Reporting Requirement

Quarterly check-ins, semi-annual progress reports and a detailed final report will be required. Semi-annual reports summarizing technical progress, planned activities for the next quarter and

a summary of expenditures are required. The final report shall be submitted to EPA within 120 calendar days of the completion of the period of performance. The final report must include: summary of the activities, outputs, outcomes, environmental results, advances achieved and costs of the activities. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing a similar program elsewhere. The schedule for submission of quarterly reports will be established by EPA, after the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and progress after award.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 C.F.R. Parts 30 and 31 that have been superseded by regulations in 2 C.F.R. parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 C.F.R. Part 1500, Subpart E.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Nicole Taylor
1200 Sixth Ave, Suite 155
Seattle, WA 98101
Phone: (206) 553-8322
Email: ColumbiaRiverBasinGrant@epa.gov

QUESTIONS AND ANSWERS: Applicants are encouraged to review the questions and answers posted at https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program for further clarification of this Request for Applications. EPA will respond to questions from applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement through the questions and answers document.

Applicants may email written questions to ColumbiaRiverBasinGrant@epa.gov. Please type "RFA Question" in the subject line of your email. All questions submitted via email by 4:00 p.m. PT each Friday during the RFA open period will be answered and posted in the questions and answers document the following week. The deadline for submitting questions via email is Friday, March 3, 2023 at 4:00 p.m. PT. The estimated final posting to the questions and answers document will be Wednesday, March 8, 2023 at 4:00 p.m. PT. Further submittal information is described in Section IV.

All applicants are encouraged to review the questions and answers document posted at https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program for further clarification of this Request for Applications. EPA will respond to additional questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement through the questions and answers document.

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

Instructions: The Project Narrative, which includes the 1. Cover Page and 2. Workplan below, must substantially comply with the instructions, format and content defined below. It must explicitly describe how the proposed activities meet the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C) and must address each of the evaluation criteria set forth in Section V.A. The project narrative, including the cover page (which is recommended not to exceed one page), workplan, and budget detail as described below, must not exceed a maximum of 15 single-spaced typewritten pages. Pages in excess of the 15-page limit will not be considered.

Supporting materials, such as partnership letters, cost share commitment letters, team biographies, and negotiated indirect cost rate agreements can be submitted as attachments and are not included in the 15-page limit. Supporting materials should be submitted using the Other Attachments Form in Grants.gov.

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

Applicants are not required, but are highly encouraged, to use the project narrative, including cover page, format below.

1. Cover Page

It is recommended that the cover page does not exceed one page. The cover page must include the following information:

a) **Title**

b) **Applicant Information**
   - Applicant (organization) name
   - Address (street, city, state, zip)
   - Office phone, fax number and website (if applicable)
   - Primary contact name, phone number, email address
   - UEI number

c) **Eligible Entity**: Using the criteria outlined under Section III.A of this RFA, explain how you are an eligible entity.

d) **Budget Summary:** Summarize the information in the Budget Detail portion of this Project Narrative:

EPA Funding Requested	Mandatory Cost Share	Total Cost	Other Leveraged Funds (not required)

e) **Short Description**: Briefly describe your proposal (1-2 sentences), indicating which one or more of the categories and FY23 priorities listed in Section 1.C. your activities will

cover.

f) **Location**: Briefly describe the primary area(s) where the activities and/or programs will be implemented or where benefits will be realized.

2. Work Plan

Applicants should ensure that the workplan addresses the evaluation criteria in Section V.A. of the RFA. Applicants should use the section and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A. of the RFA. Please note that the actual evaluation criteria are in Section V. The workplan should be written clearly using understandable terms. Each workplan should include the following sections:

Section 1 - Summary and Approach

This section of the work plan should contain a detailed description, including the following information:

A. ACTIVITY DESCRIPTION: Provide a detailed program summary and description of the proposed activities to be undertaken, roles and responsibilities of the applicant organization and any other partners, contractors, or subgrantees, and timeline and milestones consistent with Section I.C. (Scope of Work) of the RFA. The timeline should include milestones for specific tasks or deliverables, such as: project management, awarding and managing sub-awards, bidding, procurement, obtaining permits, field sampling work, community outreach events, and progress and final reports. Applicants should schedule time for final report preparation into the timeline. This section should include details about how the activities will meet the goal of the program. Include details of every activity for which the applicant is seeking funding. Applications should only include information in Section 1.a. of their workplan that will not be covered by another section of their workplan.

B. STRATEGY: Discuss your (and your partners', if applicable) strategy for achieving the anticipated results associated with the proposed activities and role as a Toxic Reduction Lead, as described in Section I.C. of this RFA.

C. SUBAWARDS: Describe how subawards will be managed including how solicitation for subaward proposals will be developed, what criteria and review processes will be used, how subaward performance will be monitored, and how subaward projects will implement the applicant's toxics reduction plan, overall program goals, and EPA's FY2023 funding priorities.

D. PARTNERSHIPS: Describe your approach for promoting and/or obtaining collaboration and support from either the public or private sectors in performing the activities. List the proposed groups that will be involved and any related projects and studies, and what each of the groups' roles will be in the proposal's staffing, funding, design and implementation. Describe the type of collaboration/support proposed, how you will ensure that it will materialize during project performance, and what role it will play in the overall program.

Describe how you will coordinate activities with related or complementary projects and studies. IF YOU INTEND TO PROVIDE EPA FUNDS TO ANY COLLABORATING

ORGANIZATION, PLEASE CAREFULLY REVIEW PROVISIONS ON "CONTRACTS AND SUBAWARDS" at: https://www.epa.gov/grants/epa-solicitation-clauses. Please see Appendix B for more information.

E. CATEGORIES: A detailed description of how the activities address one or more of the CRBRP program categories as stated in Section I.C of this RFA.

F. PRIORITIES: A detailed description of how the application addresses one or more of EPA's FY2023 program priorities as stated in Section I.C of this RFA.

Section 2 – Environmental Justice and Underserved Communities

This section of the workplan should describe how the proposed activities include:

A. ENVIRONMENTAL JUSTICE: Discuss how the activities address environmental justice as stated in Section I.C of this RFA.

Section 3 - Longevity

This section of the work plan should describe how water quality and environmental restoration and protection activities in the affected community or location, or the implementation of other strategies to promote and continue efforts to reduce toxics will go beyond the project period. It should also describe how the activities will foster resilience and adaptation to changing climate and environmental conditions. It should include:

A. LONGEVITY: A detailed discussion of the applicant's and/or partner's ability to promote and continue efforts after EPA funding for this program has ended. It should provide documentation of past commitment for the work and/or should describe how a publicly available commitment to continue the work will be demonstrated before the end of the project period.

B. COMMITMENT: Describe how the applicant and/or its partners have developed in the past five years or have a documented commitment to developing before the end of the project period: 1) a publicly available long-term water quality and/or ecosystem restoration and protection plan with goals, or refinement of an existing water quality plan for the affected program and geographic area of the Columbia River Basin; and/or 2) a publicly available report or education/outreach materials for meaningful engagement of the affected communities or entities regarding either the environmental and/or other issues that the activities are intended to address.

C. CLIMATE ADAPTATION: Discuss how the activities address climate resiliency and adaptation as stated in Section I.C of this RFA.

Where appropriate, please provide URLs to where materials may be found online.

Section 4 - Environmental Results, Outputs, Outcomes

A. OUTPUTS AND OUTCOMES: This section of the work plan must include a discussion of the outputs and outcomes as defined in Section I.D.2 and 3 of the RFA. Specific outputs and outcomes should be included.

Example Outputs and Outcome Table

Anticipated Outputs and Outcomes		
Activities	*Outputs*	*Outcomes*
xxxxx	*# of xxxxx*	*Annual Improvements = xxxxx lbs contaminants reduced*
		Lifetime Contaminant Reduction = 500 lbs of contaminant x
		Lifetime Total Project Cost Effectiveness = $235,837/lbs contaminant reduced

B. PERFORMANCE PLAN: In this section of the workplan applicants must describe their plan for tracking and measuring progress toward achieving the expected program outputs and outcomes.

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

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

Section 5 - Programmatic Capability and Past Performance

A. PAST PERFORMANCE: This section of the work plan must include a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts, EPA agreements are preferred) that your organization performed within the last five years and describe:

1. whether, and how, you were able to successfully complete and manage those agreements;
2. your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress toward achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and
3. whether journal publications or author manuscripts associated with the journal publications, and the associated underlying scientific research data and metadata, resulting from those agreements were made publicly accessible (and if not, explain why not; or explain why this requirement does not apply) to the extent permissible under applicable laws and regulations.

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

This section of the workplan should include a discussion of whether, and how, the applicant was able to successfully complete and manage the listed agreements.

This section of the workplan should include a discussion of the applicant's history of meeting the reporting requirements under the agreements listed above, including submitting acceptable final technical reports and how the applicant documented and/or reported on whether it was making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If the applicant was not making progress, please indicate whether, and how, the applicant documented its reason for the lack of progress.

B. ORGANIZATIONAL EXPERIENCE: This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed activities.

C. STAFF AND RESOURCES: This section of the work plan should include information on your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed activities. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.G of this RFA.

Section 6 - Budget Narrative and Detail

This section of the work plan is a detailed description of the budget found in the SF-424A and must include a discussion of the applicant's approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant's Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any mandatory or voluntary cost share if applicable). Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award. Additional guidance for developing the applicant's budget is available in RAIN-2019-G02, "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."

A. EXPENDITURE OF AWARDED GRANT FUNDS: Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

B. REASONABLENESS OF COSTS: EPA will evaluate the reasonableness of the applicant's

budget based on the applicant's narrative description of the budget and detailed breakout of requested funding for each work component or task.

C. BUDGET NARRATIVE:

- Description of the budget and estimated funding amounts for each work component/task. For applicants that provide a mandatory and/or voluntary cost share, the Budget Narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. Funds are subject to the regulations governing cost share fund requirements at 2 C.F.R. Part 200. Any form of cost share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFA for more detailed information on cost share.
- If a proposed cost share is to be provided by a named third-party, a letter of commitment is required.
- There are several ways CRBRP recipients may implement projects and fund partners depending on the roles and responsibilities of each. These include direct implementation, subawards, and participant support costs. Please refer to **Appendix B** of this RFA for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.

Budget Detail

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

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

Recipients may issue subawards, contracts, or participant support costs to implement projects. Please refer to Appendix B for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the activities, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the proposed activities (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including consultants), which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g., interns or volunteers), which are included in the "Other" category; or (3) effort that is not directly in support of the proposed activities, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE),

including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included**. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant's fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.

- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of- state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed activities (e.g. inspections) or related to proposed activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the "Contractual" category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g. trainees), which are included in the "Other" category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States (including to Canada), the travel must be specifically identified. All proposed foreign travel must be approved by EPA's Office of International and Tribal Affairs prior to being taken. Recipients may obtain OITA blanket approval for routine, frequent travel by motor vehicle for sampling and similar purposes.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the "Other" category. Items with a unit cost of less than $5,000 should be categorized as supplies, pursuant to 2 C.F.R. 200. 94. The budget detail must include an itemized listing of all equipment proposed under the activities. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.
  Note: If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than $5,000 then that threshold takes precedence.

- **Supplies - "Supplies" means all tangible personal property other than "equipment."** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as occasional photocopy services, and rental costs should be included in the "Other" category.

- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consultant services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. EPA's Subaward Policy and supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the "Other" category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

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

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

  NOTE: If you intend to name a contractor (including an individual consultant) or a subrecipient as a partner or otherwise in your application, EPA recommends that you carefully review, and comply with, the directions contained in the "Contracts and Subawards" clause that can be accessed under the Section V.D clause for "Additional Provisions for Applicants Incorporated Into the Solicitation."

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

  Subawards (e.g., subgrants) and Participant Support Costs are each a distinct type of cost under this category. The term "subaward" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient even if the agreement is referred to as a contract. Please refer to Appendix C of this RFA for detailed guidance on funding projects and partnerships and how to correctly categorize these costs in the workplan budget. "Other" does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work or

Participant Support Costs as a separate line item in the "Other" category, and a description of the types of activities to be supported. Refer to EPA's Subaward Policy and supplemental Frequent Questions and Interim EPA Guidance for Participant Support Costs for additional guidance.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or activity and are not readily assignable to specific cost objectives or activities as a direct cost. Please see EPA's Indirect Cost Guidance for Recipients of EPA Assistance Agreements for additional information on indirect costs. Examples of Indirect Cost Rate calculations are shown below:
  - Personnel (Indirect Rate x Personnel = Indirect Costs)
  - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
  - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
  - Direct Costs, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

See an ***example Budget Table*** below.

This fictitious sample budget detail/narrative is based on a hypothetical EPA assistance agreement supporting a pesticide reduction campaign and grant competition. The agreement requires a recipient cost share of 25% of total costs.

In this example the applicant is using the de minimus Indirect Cost Rate of 10%. If an applicant has an indirect cost rate it should attach its negotiated indirect cost rate agreement. For more information about indirect costs, refer to indirect cost policy, guidance, and training in RAIN-2018-G02.

Budget Table Example			
	EPA Requested Funding	**Cost Share provided by applicant (25%)**	**Total**
Personnel			
Total salaries rounded to nearest dollar. See attached Word document for specific job classifications.			
8.0 FTEs x average salary $77,033/year (6 years)	$1,848,792	$1,848,792	$3,697,584
Total Personnel	**$1,848,792**	**$1,848,792**	**$3,697,584**
Fringe Benefits			
Benefits are approximately 36.7% of salaries from agency standard based on FY22 actual costs. Includes			

Social Security, retirement, Medicare, workers compensation, and health insurance.			
Fringe rounded to nearest dollar ($3,697,584 x 36.7%)	$1,357,013		$1,357,013
Total Fringe	**$1,357,013**	**$0**	**$1,357,013**
Travel			
Travel consists of inspection visits, attendance at meetings and conferences, pollution prevention activities, and coordination with sub-recipients. This includes mileage, vehicle rentals and fleet charges, lodging and per diem as applicable. Travel budget is calculated at an agency standard rate and are charged when actual reimbursable expenses are incurred.			
Mileage: Travel for Regional Manager and 3 staff: 4800 mi/year @$0.55 /mi x 6 years	$15,840		$15,840
Total Travel	**$15,840**	**$0**	**$15,840**
Equipment			$0
None			$0
Supplies			
Estimated average supply cost per FTE per year is $250. Includes: miscellaneous office supplies, mailing supplies, lab supplies, copy paper and printing supplies.			
8 FTEs x $250 x 6 years	$12,000		$12,000
Supplies Total	**$12,000**	**$0**	**$12,000**
Contractual			
Lab contract services include: QAPP development for project implementation monitoring, sampling to evaluate effectiveness of pesticide collection campaign			
Contract rate of $10,000 per year ($10,000 x 6 = 60,000)	$60,000		$60,000
Total Contractual	**$60,000**	**$0**	**$60,000**
Other			
Subawards for pesticide reduction small grant competition, approximately $100,000 per award (100,000 x 30 = 3,000,000)	$2,636,478	$363,522	$3,000,000
Estimated average staff support costs per FTE per year is $4,195.45. Staff support costs include communications, computer equipment, utilities, leases, software licenses, training, etc. (8.0 FTEs x $4,195 x 6 years = $201,360)	$201,360		$201,360

Total Other	**$2,837,838**	**$363,522**	**$3,201,360**
Indirect			
Using Indirect Rate of 10% on salary and benefits			
($3,697,584 + $1,357,013) x 10%	$505,460		$505,460
Total Indirect	**$505,460**	**$0**	**$505,460**
TOTAL FUNDING	**$6,636,943 EPA Requested Funds**	**$2,212,314 Mandatory Cost Share**	**$8,849,257 TOTAL COST**

Sample Budget Narrative:

- Recipient cost share calculation (rounded to nearest dollar): $2,212,314 / $8,849,257 = 25%
- Personnel Costs: We will fund eight FTEs per year of this program for a total of six years. See our "Job Classifications" attachment and attached resumes for more information on staff roles and salaries.
- Fringe Costs: Benefits are approximately 36.7% of salaries from agency standard based on FY22 actual costs. Includes Social Security, retirement, Medicare, workers compensation, and health insurance.
- Travel Costs: There is no international travel for this project. Travel consists of inspection visits, attendance at meetings and conferences, pollution prevention activities, and coordination with sub-recipients. This includes mileage, vehicle rentals and fleet charges, lodging and per diem as applicable. Travel budget is calculated at an agency standard rate and are charged when actual reimbursable expenses are incurred.
- Equipment Costs: There are no equipment costs for the proposed activities. Our equipment threshold is $5,000.
- Supply Costs: This includes miscellaneous office supplies, mailing supplies for fliers to promote subaward grant competition, lab supplies, paper, and printing supplies.
- Contract Costs: We will be contracting a laboratory to develop our Quality Assurance Project Plan, and for sampling which will be used to evaluate effectiveness of our pesticide collection campaign.
- Other Costs: We will be awarding approximately 30 small scale subawards which will support pesticide reduction actions. See our Project Narrative for how the subawards will be managed and awarded. Other costs include staff support such as computer equipment, utilities, software licenses, and training.
- Indirect Cost Rate: We will the 10% de minimus for our Indirect Cost Rate.

EPA Funding amount must be included on the SF-424 in Section 18.a and on the SF-424A in: Cell 5(e) under Section A – Budget Summary; and Column (1) under Section B – Budget Categories.
Total Project Cost must be included on the SF-424 in Section 18.g and on the SF-424A in: Cell 5(g) under Section A – Budget Summary; and Column (5), Row k under Section B – Budget Categories.

Other Leveraged Funds should NOT be included in the SF424 and SF424A.

3. Other Attachments
This information does not count towards the page limit and should be included using the Other Attachments form, if applicable.

Cost Share Commitment Letters: If applicable, partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost share. **Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.**

Partnership Letters: Letters of support that demonstrate strong, long-term involvement throughout the program from a variety of partners are encouraged. Letters should specifically indicate how partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from partners will allow the applicant to more effectively perform the activities. Note the requirements for providing EPA funds to partners under subawards and contracts described in Section IV.G. when making partnership arrangements. **Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.**

Resumes: Optional. Provide resumes or curriculum vitae for principal investigators (if any) and any other key personnel.

Indirect Cost Rate Agreement: If applicable.

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

Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements (https://www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements)

APPENDIX B – How to Fund Projects and Partnerships

There are several ways CRBRP recipients may implement projects and fund partners depending on the roles and responsibilities of each. In addition to the information provided below, also refer to the "Partnerships, Contractors and Subawards" guidance in Section IV E of the General Solicitation Provisions.

Subawards: CRBRP grant recipients (i.e., pass-through entities) may make subawards to subrecipients to carry out a portion of the CRBRP funded program or activities. Subawards establish a financial assistance relationship under which the subrecipient's employees and contractors implement programs and projects to accomplish the goals and objectives of the CRBRP grant. Note that with very few exceptions for profit firms are not eligible to receive subawards. Refer to Appendix A in EPA's subaward policy for examples of situations in which a for profit firm may be eligible for a subaward.

If a recipient chooses to pass funds from its CRBRP grant to other entities through subawards, the recipient must comply with applicable provisions of 2 C.F.R. Part 200, the EPA Subaward Policy, and EPA's National Term and Condition for Subawards. Note that under 2 C.F.R. 200.331 there are extensive requirements for subrecipient monitoring and management that apply to pass-through entities. Additionally, Federal requirements including the 2 C.F.R. Part 200 Procurement Standards "flow down" to subrecipients. By accepting a CRBRP grant, the recipient is certifying that it either has systems in place to comply with the regulatory and EPA policy requirements specified in these provisions, or that the recipient will refrain from making subawards with EPA funding until the required systems are designed and implemented.

Recipients may use the subaward template contained in Appendix D of the Subaward Policy to assist them in complying with the "subaward content" requirements, however EPA does not mandate the use of this template.

Additional Resources

EPA Subaward Policy with attachments (https://www.epa.gov/grants/grants-policy-issuance-gpi- 16-01-epa-subaward-policy-epa-assistance-agreement-recipients). Includes:

- EPA Subaward Policy
- Appendix A: Distinctions Between Subrecipients and Contractors
- Appendix B: National Term and Condition for Subawards
- Appendix C: Model Programmatic Subaward Reporting Requirement
- Appendix D: Subaward Agreement Template

APPENDIX C - Application Submission Checklist

The application package ***must*** include all of the following materials. Use this checklist to ensure that all required materials have been included in your application package. It is provided for applicants' convenience and is not required. Do not submit this with your application.

□ Standard Form SF-424, Application for Federal Assistance

□ Standard Form SF-424A, Budget Information

□ EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants

□ EPA Form 5700-54, Key Contacts Form

□ Project Narrative

- □ Cover Page
- □ Work Plan
  - □ 1. Summary and Approach
  - □ 2. Environmental Justice and Underserved Communities
  - □ 3. Longevity
  - □ 4. Environmental Results – Outputs, Outcomes and Performance Measures
  - □ 5. Programmatic Capability and Past Performance
  - □ 6. Budget Narrative and Detail

Other Documents (use Other Attachments Form), if applicable:

□ Cost Share Commitment Letters

□ Partnership Letters

□ Indirect Cost Share Agreement

□ Resumes, optional

APPENDIX D – Location Description and Map

Applications for this RFA must support activities in the US portion of the Columbia River Basin.

The Columbia River Basin is defined as the Columbia River from the Pacific Ocean, including tidally influenced portions of tributaries of the Columbia River, mainstem of the Columbia River from the Bonneville Dam up to the Canadian Border including tributaries of the Columbia River in that region.

