AGENCY: **ENVIRONMENTAL PROTECTION AGENCY (EPA)**

TITLE: **Creating and Maintaining Healthier Environments for Children in U.S. Communities along the U.S.-Mexico Border**

ACTION: **Request for Proposals (RFP)**

RFP NUMBER: **EPA-R6-R9-18-01**

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.609

DATES: The closing date and time for receipt of proposal submissions is **FRIDAY, SEPTEMBER 22, 2017 by 11:59 p.m., Eastern Time (ET)** in order to be considered for funding. Proposal packages must be submitted electronically to EPA through Grants.gov (https://www.grants.gov) no later than **FRIDAY, SEPTEMBER 22, 2017, 11:59 p.m. ET** in order to be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits proposals for projects that address children's environmental health risks in southern California, Arizona, New Mexico, or Texas communities located within 100 kilometers or 62 miles of the U.S.-Mexico border including but not limited to those that support prenatal environmental health education, healthy childcare education, environmental health youth summits, or pediatric environmental health training. Please Note: Communities who are impacted must be within 62 miles (100 kilometers) of the U.S. side of the U.S.-Mexico border.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately $**200,000**. EPA anticipates awarding up to approximately 5-7 cooperative agreement(s) from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Children are often more vulnerable to pollutants than adults because differences in behavior and biology may lead to greater exposure and/or unique windows of susceptibility during development. In 1997, the president signed the Executive Order on the Protection of Children from Environmental Health Risks and Safety Risks directing all federal agencies to assign a high priority to addressing health and safety risks to children, coordinate research priorities on children's health, and ensure that their standards consider special risks to children. Afterwards, the EPA established the Office of Children's Health Protection to increase its efforts on children's health protection, undertaking a variety of efforts to improve the environments where children live, learn and play. EPA sponsors research to evaluate the impacts of environmental exposures on children's health, ensured that children's health protection is a key component of EPA risk assessments and regulatory decision-making, and supports efforts to promote the measurement and tracking of environmental health disparities. EPA implements projects to improve school environments, promote healthy homes, address indoor and outdoor air quality, and reduce children's exposures to chemicals, pesticides, and radiation. In addition, EPA develops tools to enable citizens, communities, governmental and non-governmental agencies to take steps toward protecting children from environmental health threats. EPA also works with healthcare providers to identify, prevent, and address environmental conditions that influence children's health and development. Lastly, EPA provides international leadership in the protection of children worldwide, including in the U.S.-Mexico border region.

Along the 2000 mile U.S.-Mexico border, EPA's Children's Environmental Health Program, U.S.-Mexico Border Program, and other programs in EPA Regions 6 and 9 have collaborated on several capacity-building projects to address childhood asthma, poor air quality, contaminated drinking water, waste and sanitation issues, and exposure to pesticides, lead and other toxic substances. While collaborative successes have been achieved, environmental challenges continue to burden U.S.-Mexico border communities in California, Arizona, New Mexico, and Texas. To help address these challenges, the EPA has sponsored environmental health and healthy homes trainings in multiple communities along the U.S.-Mexico border region. During 2015-2016, symposia were held in El Paso, San Diego, and Brownsville to provide training on children's environmental health issues. The audience for these capacity-building activities included health care providers, community health workers (promotoras), public health officials, and others who have the responsibility for children's health.

Environmental health hazards affecting children include, but are not limited to: 1) air pollutants, both indoor and ambient; 2) toxic chemicals, such as lead, mercury, arsenic, organochlorines, such as polychlorinated biphenyls, and dioxins; 3) endocrine disruptors; 4) environmental tobacco smoke; 5) pests and pesticides; 6) ultraviolet radiation; 7) water pollution; 8) safe drinking water; 9) brominated flame retardants; 10) radon; 111) carbon monoxide; 12) asbestos; and l3) other chemicals of concern identified by EPA.

B. Scope of Work

Under this competition, EPA is accepting proposals from eligible applicants (See Section III.A.) for projects that build capacity to address children's environmental health risks in overburdened communities located within 100 kilometers or 62 miles of the U.S.-Mexico border with an emphasis on reducing environmental health disparities for minority, low-income, tribal, or indigenous populations. For purposes of this application, "overburdened communities" include communities with environmental

justice concerns, health disparities, or any other community where children are disproportionately at risk. Capacity-building programs eligible for funding under this solicitation should be multi-media (involving multiple environmental health hazards), holistic (involving multiple stakeholders and built on strong partnerships), and demonstrate, implement or expand innovative methods and approaches to prevent and reduce exposures in homes, schools, child care and other settings where children and/or pregnant women congregate.

EPA's expectation is that awards under this RFP will help build capacity in overburdened communities to advance children's health protection well beyond the period of performance of the awards. Proposals should describe how a project's objectives create sustained activities that continue beyond the completion of the grant project period.

Proposals should include structural and programmatic components to sustain long-term efforts. Structural components may include developing a children's environmental health program, workgroup, or network. Programmatic components may include elements such as establishing children's environmental health training; adopting policies or practices to promote and influence the creation of healthier schools, childcare facilities, homes and communities; or developing policies or practices that promote and influence training programs for key stakeholders or decision makers.

Examples of the goals proposed projects could address include:

- Increase knowledge among parents, childcare providers, health professionals, students and others to protect children from environmental hazards;
- Support local organizations and community members in becoming leaders in addressing children's environmental health risks; or
- Develop or strengthen partnerships with other organizations and/or agencies to address children's environmental health risks.

Example outcomes proposed projects could include:

- Homes, schools, child care and/or other child-occupied environments are less likely to have environmental hazards (i.e., indoor air pollution, environmental asthma triggers, lead, mercury, other toxic chemicals, etc.) that may affect children's health;
- Children's environmental health is considered in the development of school, child care, local, or regional policy; or
- Local organizations establish long-term, sustainable partnerships/networks to address children's environmental health risks in their communities.

C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures

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

1. Linkage to EPA Strategic Plan. Linkage to EPA Strategic Plan. All proposals must support progress towards EPA's 2014-2018 Strategic Plan:

- Goal 1; Objective 1.2: "Improve Air Quality", which states "achieve and maintain health- and welfare-based air pollution standards and reduce risk from toxic air pollutants and indoor air contaminants." and
- Goal 4; Objective 4.1:" Ensure Chemical Safety", which states "reduce the risk and increase the safety of chemicals that enter our products, our environment, and our bodies."

Please read EPA's FY 2014-2018 Strategic Plan for more information.

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 Friday, September 22, 2017. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the project(s) to be funded under this announcement may include the following:

1. Develop and implement a memorandum of agreement to strengthen the cooperation and collaboration between state, local and tribal health and environment agencies in protecting and improving children's health and reducing children's exposures to environmental contaminants.
2. Establish a steering committee of policy makers, health care providers, researchers, educators, parents and citizens that convenes on a regular basis to develop practical approaches to protect children from environmental health risks.
3. Develop and implement a local plan to increase community support and resources to protect children from environmental health risks by coordinating with existing groups and community coalitions addressing children's environmental health issues (such as indoor air pollution, asthma, lead poisoning, school chemical cleanouts, etc.) to leverage resources and reduce duplication of efforts. Fundraising is not permitted under this grant.
4. Develop and implement training programs to promote knowledge and action to address children's environmental health hazards in particular settings, e.g., schools, homes, child cares, etc. The audience for the training may include healthcare providers; child care providers; school nurses, teachers, and other school staff; community health workers; health educators; parents; community members; etc. Note: Training materials should not be developed de novo but should use or build upon already existing materials to the extent possible.
5. Develop and implement training programs to promote awareness and action to address reproductive and prenatal environmental health hazards in particular settings, e.g., homes, workplace, etc. The audience for the training may include healthcare providers, midwives, doulas, community health workers, health educators, women of childbearing age, expecting parents, community members, etc. Note: Training materials should not be developed de novo but should use or build upon already existing materials to the extent possible.
6. Launch or expand an existing healthy homes, healthy schools or healthy child care program to address multiple environmental and safety hazards.
7. Implement a children's environmental health training program for community health workers and health educators.
8. Form a children's environmental health workgroup at the state, local or tribal level to ensure that programs are responsive to the increased risks to children; advise senior managers on children's health protection strategies; share information and maximize resources across programs; and closely coordinate activities.

9. Create a public-private partnership to develop resources and provide services to reduce chemical exposures and promote children's health in settings such as schools, child cares or housing.
10. Partner with children's environmental health NGOs to increase understanding about environmental health in children in the community.
11. Promote children's health protection messages during special emphasis months such as Children's Health Month (October), Asthma and Allergy Awareness Month (May), Lead Poisoning Prevention Week (in October) and promote public health practices associated with children's health protection.

All projects funded by this opportunity must include the following topics: Lead-Based Paint, Indoor Air Quality and Integrated Pest Management, as specified in Section VI(D) of this announcement, "Curriculum Requirement."

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

3. Outcomes. The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes, described quantitatively in your proposal:

- Homes, schools, child care and/or other child-occupied environments are less likely to have environmental hazards (i.e., indoor and outdoor air pollution, environmental asthma triggers, lead, mercury, other toxic chemicals, etc.) that may affect children's health.
- Children's environmental health is considered in the development of school, child care, local, regional, tribal, or other policy.
- Local organizations have long-term, sustainable partnerships/networks to address children's environmental health risks in their communities.

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. Milestones and target numbers should be clearly identified in proposals.

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

i) What are the measurable short term and longer term results the project will achieve?

ii) 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?

iii) For projects that include training activities, how does the plan measure the effectiveness of training materials and delivery? How will the plan will measure actions taken or commitment

to action by training attendees as result of the training?

D. Supplementary Information.

The statutory authority for this action is: Solid Waste Disposal Act, Section 8001; National Environmental Policy Act, Section 102(2)(F); Clean Water Act, Section 104; Marine Protection, Research, and Sanctuaries Act, Section 203; Toxic Substances Control Act, Section 10; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), Section 311; Solid Waste Disposal Act, Section 1442; Clean Air Act, Section 103.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding under this announcement.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately $**200,000**.

B. Partial Funding.

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

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

EPA anticipates award of up to approximately 5-7 cooperative agreement(s) under this announcement ranging in value from approximately $30,000 to $50,000, subject to the availability of funds, quality of evaluated proposals, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, 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.

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

The estimated project period for awards resulting from this solicitation will begin in October 2017. Proposed project periods may be up to two years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

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

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.609, proposals will be accepted from States or state agencies and local governments, territories, the District of Columbia, American Indian Tribes (federally recognized), possessions of the U.S. It is also available to public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and 501(c)(3) organizations.

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in the regulation: (I) institutions of higher education**;** and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a "non-profit organization(s)" as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this RFP. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply. For-profit colleges, universities, trade schools, and hospitals are ineligible.

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

B. Cost Sharing or Matching

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions

for the voluntary cost share in the project budget on the SF-424. Any resources from third party sources must be accompanied by a signed Letter of Intent (LOI) from the third party source as an attachment to the application. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations 2 CFR Part 200 as applicable.
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share 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.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share-this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant work-plan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. Any resources from third party sources must be accompanied by a signed LOI from the third party source as an attachment to the application. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

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

   b. In addition, proposals must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted.

   c. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal through Grants.gov because they did not

timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission.

2. Proposals must support EPA Strategic Plan Goal 1 and Goal 4.

3. Proposals must include activities that address the following topics: Lead-Based Paint, Indoor Air Quality and Integrated Pest Management. Proposals may address additional children's environmental health topics, but should at a minimum address lead-based paint, indoor air quality, and integrated pest management.

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

5. Project activities must be implemented in communities within 100 kilometers or 62 miles along the U.S.-Mexico border.

IV. PROPOSAL AND SUBMISSION INFORMATION

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

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

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

Courier Address:
OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

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

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

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through alternative methods beginning January 1, 2016.

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

B. Grants.gov Application Submission Instructions (see Appendix A.)

Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (https://www.grants.gov) no later than **FRIDAY, SEPTEMBER 22, 2017 by 11:59 p.m., Eastern Time (ET)**

C. Content of Proposal Submission

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

- **Standard Form (SF) 424, Application for Federal Assistance**
  Complete the form.

  Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS)

number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- **Standard Form (SF) 424A, Budget Information**
  Complete the form.

- **Narrative Proposal**
  The Narrative Proposal (sections 1-3 below) <u>cannot</u> exceed a maximum of 5 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 5-page limit.

1. Summary Information Page (recommended not to exceed one page)

a. Project Title
b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
c. Funding Requested. Specify the amount you are requesting from EPA.
d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
e. Project period. Provide beginning and ending dates.
f. Project location. Specify the neighborhood, city, and state of where the project will be implemented. (Projects may be implemented in more than one community as long as all communities benefitting from the proposed project are 62 miles (100 kilometers) of the U.S. side of the U.S.-Mexico border.

2. Narrative Proposal Work-Plan

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

a. **Project Summary/Approach:** The summary shall contain the following components:

i. Description of the children's environmental health issue(s) in the community that the proposed project will address and the need for the proposed project.
ii. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
iii. Description of the associated work products to be developed.
iv. Explanation of project benefits to the public, and specifically the potential audience(s) served.
v. Description of the roles of the applicant and partners, if any.
vi. Description of the applicant's organization and experience related to the proposed project.
vii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

b. **Environmental Results—Outcomes, Outputs and Performance Measures**
Identify the expected quantitative and qualitative outcomes and outputs of the project **(See Section I)**, including what performance measurements, timeline of milestones, or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

c. **Programmatic Capability and Past Performance**
Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements). For federally-funded assistance agreements, describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

Describe the organization's and key personnel's experience addressing children's environmental health issues and with implementing projects in the community or communities where the project will be implemented.

d. Voluntary cost share/match and other leveraged funds (See Section III.B also)
Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Any resources from third party sources must be accompanied by a signed Letter of Intent (LOI) from the third party source as an attachment to the application. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

3. Detailed Budget Narrative (See Appendix B, Budget Sample)

a. Description of the budget and estimated funding amounts for each work component/task.

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

Attachments. These are optional and are not included in the 5-page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

a. Negotiated Indirect Cost Rate Agreement.
b. Biographical Sketch. Provide resumes or curriculum vitae for all Principal Investigators and any other key personnel.
c. Quality Assurance Narrative Statement.
d. Support Letters-These should indicate how the supporting organization will assist in the project.
e. If applicable, approval letter to use alternate means to submit initial application.
f. If applicable, any resources from third party sources must be accompanied by a signed LOI from the third party source.

D. Submission Dates and Times

The closing date and time for submission of proposals is **FRIDAY, SEPTEMBER 22, 2017, 11:59 p.m., Eastern Time (ET)**. Proposals submitted after the closing date and time will not be considered for funding.

E. Additional Provisions for Applicants Incorporated into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and sub awards under grants, and proposal assistance and communications, can be found at http://www2.epa.gov/grants/epa-solicitation-clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

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

A. Evaluation Criteria

Criteria	Points
1. Project Summary/Approach: **A.** Narrative proposal work-plan explicitly describes how the proposed project meets: **Section I.B** (Scope of Work) and **I.C** (EPA Strategic Plan Linkage) - **(20 pts)** • Description of the children's environmental health issue(s) in the community that the proposed project will address and the need for the proposed project. • Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task. • Description of the associated work products to be developed. • Explanation of project benefits to the public, and specifically the potential audience(s) served. • Description of the roles of the applicant and partners, if any. • Description of the applicant's organization and experience related to the proposed project. • Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. • **B.** Narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end**. - (10 pts)**	**30**
2. Environmental Results - Outcomes, Outputs and Performance Measures: **A.** Performance measures proposed by the applicant identify the expected quantitative and qualitative outcomes and outputs of the project. – **(15pts)** **B.** Effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including: • performance measurements, • timeline of milestones, or other means will be used to track and measure progress towards achieving the expected outcomes and outputs and • how the results of the project will be evaluated; as identified in **Section I** of this RFP. – **(15pts)**	**30**
3. Programmatic Capability and Past Performance: **A.** Past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section **IV.C** of the announcement; - **(3 pts)** **B.** History of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in **Section IV.C** of the RFP, includes whether the applicant submitted acceptable final technical reports under those agreements. Additionally, it addresses to the extent 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; - **(2 pts)**	

C. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; - **(3 pts)** **D.** Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. - **(2 pts)** ***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 proposal and you will receive a neutral score for these sub-factors (items I and II above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.***	**10**
4. Budget: **A.** Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. Funding request is reasonable given the activities proposed and demonstrates a good return on the investment. - **(10 pts)** **B.** Proposed budget provides a detailed breakout of the approximate funding used for each major activity. - **(10 pts)** • Description of the budget and estimated funding amounts for each work component/task. • Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. • Itemization of costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. *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. • For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. ***An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.***	**20**
5. Leveraging: Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources, beyond the grant funds awarded, to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on: • the amount and type of leveraged resources to be provided,	**10**

• how they will obtain the leveraged resources, • the likelihood the leveraging will materialize during grant performance, • the strength of the leveraging commitment, and • the role the leveraged funds/resources will play to support the proposed project activities. Note: Any resources from third party sources must be accompanied by a signed Letter of Intent from the third party source as an attachment to the application.	
Total Score	**100**

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

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

D. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at http://www2.epa.gov/grants/epa-solicitation-clauses.These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain *the provisions*.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Proposal Notifications *(allow for review time, 45 days after closing date)*

1. EPA anticipates notification to successful applicants will be made via e-mail or postal mail. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being

recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA Region 6 or Region 9 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 an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The 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. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

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

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8 as applicable. The SPOC list can be found at https://www.whitehouse.gov/omb/grants_spoc/
EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8 as applicable. These reviews are not required before submitting an application.

C. Reporting Requirement

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

D. Curriculum Requirement

Inclusion of Lead-Based Paint, Indoor Air Quality and Integrated Pest Management Programs into any project funded by this opportunity will be required. EPA strongly encourages applicants to use existing quality children's environmental health training and outreach materials rather than developing new ones because many quality materials are available and some are under-utilized.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at http://www2.epa.gov/grants/dispute-resolution-procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

F. Additional Provisions for Applicants Incorporated into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www2.epa.gov/grants/epa-solicitation-clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection
Agency ATTN: Stephanie Cheaney
Region 6
1445 Ross Ave.
MC-6MMXP
Dallas, Texas 75202
cheaney.stephanie@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the webpage: https://www.epa.gov/children/region-6-childrens-environmental-health-louisiana-arkansas-oklahoma-new-mexico-texas-and-65.

VIII. Other Information (Appendices)

Appendix A. Grants.gov Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to https://www.grants.gov and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all

registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

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

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

You may also be able to access the application package for this announcement by searching for the opportunity on https://www.grants.gov. Go to https://www.grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-R6-R9-18-01, or CFDA 66.609, in the appropriate field and click the Search button.

Please note that Grants.gov is strongly encouraging users to sign up for and use their "Workspace" feature when applying for opportunities. Grants.gov will be phasing out the "legacy" application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the "legacy" application process is no longer available.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov (https://www.grants.gov) no later than **FRIDAY, SEPTEMBER 22, 2017 by 11:59 p.m., Eastern Time (ET).** Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the "Show Instructions" tab that is accessible within the application package itself.

Proposal/Application Materials
The following forms and documents are required under this announcement: Mandatory Documents:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Narrative Proposal (Project Narrative Attachment Form)-prepared as described in Section IV… of the announcement

Optional Documents-See Section IV.C of announcement: Use 'other attachments' form.

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 Stephanie Cheaney, at (214) 665-8057. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission

1. Once the application package has been completed, the "Submit" button should be enabled. If the "Submit" button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. Note:

Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov **BEFORE** the due date identified in Section IV of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline Friday, September 22, 2017 and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case- by-case basis. All emails, as described below, are to be sent to cheaney.stephanie@epa.gov with the FON in the subject line. If you are unable to email, contact Stephanie Cheaney at 214-665-8057. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Stephanie Cheaney at 214-665-8057.

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to cheaney.stephanie@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that

the application has been rejected for reasons other than late submittal promptly send an email to cheaney.stephanie@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

Appendix B. Budget Sample

Budget Detail

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

If the project budget includes any voluntary cost-share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost- share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see Section III.B if this RFP for more detailed information on cost-share.

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

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) costs for employees of sub recipients under sub awards, which are included in the "Other" category; or (3) effort that is nor directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included**. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.

- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) travel costs for employees of sub recipients under sub awards, which are included in the "Other" category.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of $5,000 or more per unit and a useful life of more than 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. These types of proposed costs should be included in the "Other" category. Items with a unit cost of less than $5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project.

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

- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the "Other" category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.

- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and sub award costs. Sub awards (e.g., sub grants) are a distinct type of cost under this category. The term "sub award" means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible sub recipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not sub awards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as sub award work and a description of the types of activities to be supported.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
    - Personnel (Indirect Rate X Personnel = Indirect Costs)
    - Personnel and Fringe (Indirect Rate X Personnel & Fringe = Indirect Costs)
    - Total Direct Costs (Indirect Rate X Total direct costs = Indirect Costs)
    - Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

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

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

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