AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: REGION 8 SUSTAINABLE MATERIALS MANAGEMENT GRANT

ANNOUNCEMENT TYPE: REQUEST FOR APPLICATIONS (RFA) - Initial

FUNDING OPPORTUNITY NUMBER (FON): EPA-R8-2023-SMM

ASSISTANCE LISTING NUMBER: 66.808

IMPORTANT DATES

04/06/2023	Request for Application (RFA) Opens
4/17/2023	Informational webinar for potential applicants and stakeholders will be held at 9:00 – 10:30 am Mountain Standard Time (MST). The webinar will be recorded for those unable to attend on this day and time.
05/22/2023	RFA Closes - Application Submission Deadline (Section IV)
06/21/2023	Anticipated Date for EPA to Notify Applicants of Results
10/03/2023	Anticipated Date of Award

DATES: The closing date and time for the receipt of applications is May 22, 2023, by 11:59 pm, EASTERN Time (ET) in order to be considered for funding. Applications must be submitted through www.Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. You can contact **Lauren Gregory at gregory.lauren@epa.gov** with any questions about the submission. Applicants are responsible for following the submission instructions in Section IV of this announcement.

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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.

SECTION I. Funding Opportunity Description

SUMMARY: EPA Region 8 (the Region) is soliciting applications that address the national and regional priority of decreasing the environmental impact of materials with a focus on reducing greenhouse gas emissions (GHGs, EPA Overview of Greenhouse Gases). This funding opportunity is designed to both decrease materials generated (source reduction) and increase the diversion of materials through reuse, recycling, and other strategies.

Currently, there is inadequate infrastructure in the Mountains and Plains Region (EPA Region 8) to support these goals. Applications must directly benefit at least one of the EPA Region 8 States (Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming) or one of the 28 tribal nations in the Region.

There are three specific EPA Region 8 activities that are the focus of this funding opportunity. Applicants must **include at least one of these activities** in their application (described below). These activities may focus on any material within the scope of sustainable materials management and can include (but are not limited to) the built environment, construction and demolition debris, materials commonly collected in materials recovery facilities (MRFs), electronic reuse or recycling, and food.

Applications must address one or more Region 8 activities, as well as describe how the proposed project supports **BOTH** the EPA Sustainable Materials Management Program Strategic Plan 2017-2022 **AND** the EPA Strategic Plan FY 2022-2026. Additional information is provided in Section I.B. Applications must include a draft work plan. Applicants are encouraged to include elements of action-oriented outreach and messaging incorporating elements of community-based social marketing (CBSM) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavior change for improved environment. Applicants are also encouraged to include considerations and/or incorporation of Life Cycle Assessment (LCA) approaches. The EPA SMM: The Road Ahead document can be useful in this area.

A. Background

Sustainable Materials Management (SMM) is a voluntary program of EPA. SMM is a systemic approach to reducing, using, and reusing materials more productively over their entire life cycles to reduce greenhouse gas (GHG) emissions and reduce other impacts on the environment related to the use of natural resources and environmental protection.

The SMM program has many program objectives that serve as the basis for our structuring of grant competitions. This RFA derives its program justification from the EPA Sustainable Materials Management Program Strategic Plan 2017-2022.

In addition to choosing one or more of the Regional activities mentioned on pages 4-5, applications must address one or more of the national EPA Sustainable Materials Management Program Strategic Plan 2017-2022 objectives and link the application to one of the goals in the EPA's Strategic Plan FY 2022-2026.

Applicants are strongly encouraged to read this announcement in its entirety because it provides important information on the goals and priorities of the program, explains statutory program requirements, and offers agency grant policies and procedures.

B. Scope of Work

As noted above in Section I.A, this RFA solicits applications that promote source reduction, reuse, and market development related to SMM. Applications addressing other topic areas will not be reviewed.

Applications must clearly, and in detail, address **at least one objective or activity in each** of the three EPA priority documents/programs. These three priority documents/programs are: 1) The EPA Region 8 Activities (see below), 2) The EPA Sustainable Materials Management Program Strategic Plan 2017-2022 goals and 3) The EPA Strategic Plan FY 2022-2026 objectives.

Although not mandatory, applicants may include elements of outreach and messaging that incorporate aspects of CBSM to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. The Climate Showcase Community Tip Sheet document can be useful in this area. **Up to three extra points** will be added for inclusion of CBSM elements. Additionally, applicants may find the new, interactive Model Recycling Program Toolkit useful when **writing** this application. This toolkit includes useful examples, tools, case studies, etc. for general sustainable materials management as well as training for Creating Messages that Drive Behavior Change.

Although not mandatory, applicants may include considerations and/or incorporation of LCA approaches. The EPA SMM – The Road Ahead document can be useful in this area. **Up to three extra points** will be added for inclusion of LCA elements**.**

B.1 EPA Region 8 Activities (your project application should address one or more)

Activity 1

Promotion of source reduction – Source reduction, also known as waste prevention, means reducing waste at the source (reducing waste in the first place), and is the most environmentally preferred strategy. It can take many different forms, including reducing consumption, substituting materials, limiting packaging, redesigning products, changing practices, reducing toxicity, equipment or technology modifications, process or procedural modifications, reformulation or redesign of products, substitution of raw materials, improvements in housekeeping, maintenance, training or inventory control, Environmentally Preferred Purchasing (EPP), or modifying a production process to produce less waste.

Source reduction can:

- Reduce greenhouse gas emissions that contribute to climate change
- Save natural resources
- Conserve energy
- Reduce pollution
- Reduce the toxicity of our waste
- Save money for consumers and businesses alike

Activity 2

Promotion of reuse – Reuse involves the recovery or reapplication of salvaged, usable materials or products in a manner that maintains items in their original form. Reuse takes advantage of embodied carbon and energy, resources, and impacts already incurred in the production of original products such as lumber, refillable glass bottles, reusable food storage containers, refurbished wood pallets, and repaired electronics.

Examples of reuse include:

- Repurposing building materials through deconstruction, salvage, or building retrofits
- Implementing reusable or refillable containers instead of disposable containers
- Promoting the ability to repair consumer goods
- Establishing tool or equipment libraries to facilitate communal reuse of those items

Activity 3

Promotion of market development - Increased demand for diverted materials (waste that is recycled, composted, or diverted from disposal) will enhance opportunities for expansion of existing sustainable materials management capacity as well as development of new capacity.

Projects may include:

- Feasibility studies
- Technology and process evaluations
- Technical assistance, outreach, and/or training to model or accelerate solutions
- Outreach workshops
- Improvements to the collection or quality of materials feedstocks
- Evaluating or developing solutions to barriers that support source reduction, or reuse of materials
- Expanding processing capacity (training, improved efficiency)
- Developing or improving feedstock collection networks

B.2 EPA SMM Strategic Plan FY 2017–2022 Objectives (your project application should address one or more)

The SMM program has many program objectives that serve as the basis for our structuring of grant competitions. This RFA derives its program justification from the EPA Sustainable Materials Management Program Strategic Plan 2017-2022. In addition to choosing one or more of the regional activities mentioned above, submitted applications must address one or more of the following national EPA SMM Strategic Plan FY 2017–2022 objectives:

Objective 1: Reduce environmental impacts of materials - This objective focuses on reducing the environmental impacts of materials across their life cycles, including greenhouse gas emissions and reductions in water and energy use.

***Note**: Applicants may find these EPA tools useful when measuring potential environmental benefits: 1) Waste Reduction Model (WARM) and 2) Greenhouse Gas Equivalencies Calculator (users can input metric tons of CO2 equivalent (MTCO2E) total from WARM tool into the online equivalency calculator using the emissions tab).*

Objective 2: Decrease disposal rate - This objective focuses on tracking and reducing the overall amount of materials disposed, which would encompass activities targeting source reduction, reuse, recycling, and prevention.

Objective 3: Increase socio-economic benefits - This objective focuses on tracking and reporting material impacts on the economy as well as social aspects.

Objective 4: Increase capacity of state and local governments, communities, and key stakeholders to adopt and implement SMM policies, practices, and incentives - This objective involves increasing the number of states and communities that aim to expand SMM capacity through EPA's technical assistance and support. This objective also involves increasing the per capita quantity and/or quality of recyclables recovered for manufacturing and increasing the number of households with access to organic collection and recycling.

B.3 Link to EPA's FY 2022-2026 Strategic Plan

EPA Strategic Plan FY 2022-2026. Awards made under this announcement must explain how they support one or more of the Agency's goals highlighted in the EPA FY 2022 – 2026 Strategic Plan. In your narrative, please cite the specific goal(s) and objective(s) that your proposal will support.

Goal 1: Tackle the Climate Crisis

- Objective 1.1: Reduce Emissions that Cause Climate Change
- Objective 1.2: Accelerate Resilience and Adaptation to Climate Change Impacts
- Objective 1.3: Advance International and Subnational (Regional) Climate Efforts

Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights

- Objective 2.1: Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels
- Objective 2.2: Embed Environmental Justice and Civil Rights into EPA's Programs, Policies, and Activities
- Objective 2.3: Strengthen Civil Rights Enforcement in Communities with Environmental Justice Concerns

Goal 3: Enforce Environmental Laws and Ensure Compliance

- Objective 3.1: Hold Environmental Violators and Responsible Parties Accountable
- Objective 3.2: Detect Violations and Promote Compliance

Goal 4: Ensure Clean and Healthy Air for All Communities

- Objective 4.1: Improve Air Quality and Reduce Localized Pollution and Health Impacts
- Objective 4.2: Reduce Exposure to Radiation and Improve Indoor Air

Goal 5: Ensure Clean and Safe Water for All Communities

- Objective 5.1: Ensure Safe Drinking Water and Reliable Water Infrastructure
- Objective 5.2: Protect and Restore Waterbodies and Watersheds

Goal 6: Safeguard and Revitalize Communities

- Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities
- Objective 6.2: Reduce Waste and Prevent Environmental Contamination
- Objective 6.3: Prepare for and Respond to Environmental Emergencies

Goal 7: Ensure Safety of Chemicals for People and the Environment

- Objective 7.1: Ensure Chemical and Pesticide Safety
- Objective 7.2: Promote Pollution Prevention

C. Anticipated Outcomes and Outputs

EPA also requires that grant applicants clearly describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1), Environmental Results under EPA Assistance Agreements for the selected EPA R8 Activity chosen under Section B.

The EPA webpage Linking Assistance Agreements to Environmental Results may be useful for applicants.

Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the Strategic Plan goals described above.

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

Expected outputs from the project(s) to be funded under this announcement must include at least one (preferably more than one) of the following outputs **OR** an output *similar in nature* to the ones listed below and specifically articulated in the Project Narrative. Inclusion of life cycle assessment strategies or community-based messaging for behavior change strategies in an application MAY score up to three extra points each for either category (i.e., up to three extra points for life cycle assessment and/or up to three extra points for community-based messaging for behavior change strategies).

Reducing Environmental Impacts

Applications must include:

- Actions or recommendations implemented or adopted by businesses/facilities that incorporate source reduction strategies, source reduction measures, or life cycle assessment strategies related to materials.

Education/Outreach/Communication

- Number of stakeholder outreach events, publications, or communication strategies designed to promote source reduction or life cycle assessment strategies related to materials;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to source reduction, or life cycle assessment of materials;
- Number of new organizations/entities (e.g., state departments of transportation, real estate developers, city planning organizations, etc.) that are using and or promoting source reduction or life cycle assessment strategies related to materials.

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

Although not mandatory, applicants may include elements of outreach and messaging that incorporate aspects of community-based social marketing (CBSM/community-based messaging for behavior change) to the

maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. The Climate Showcase Community Tip Sheet document can be useful in this area. Up to three extra points will be added for inclusion of CBSM elements.

Outputs in the areas of CBSM may include:

- Number of stakeholder outreach events, publications, or communication strategies designed to promote community-based messaging for behavior change for improved management of materials;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to community-based behavior change for the improved management of materials;
- Number of new organizations/entities (e.g., state departments of transportation, real estate developers, city planning organizations, etc.) that are using and or promoting community-based messaging for improved management of materials;
- Number and types of skills or abilities achieved by training participants to promote community-based messaging for behavior change strategies related to improved management of materials;
- Number of completed surveys received before and after project completion.

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 environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period, but applicants may include anticipated outcomes that will occur after the project period. The Region encourages awardees to voluntarily report meaningful outcomes to the Region after the official project period ends.

Projects to be funded under this announcement are expected to produce at least one of the following outcomes **OR** outcomes similar in nature to the ones listed below and specifically articulated in the Project Narrative.

- Increased resources and technical assistance available through education, outreach, and training to individuals and/or businesses regarding source reduction, life cycle assessment strategies, or the beneficial reuse and use of materials;
- Increased public and/or business participation in training or technical assistance, source reduction, life cycle assessment strategies, the environmental benefits of the beneficial reuse, and use of materials;
- Improved capacity of businesses and/or facilities to incorporate source reduction, life cycle assessment processes, or reuse of materials to the maximum extent possible;
- Improved quality of materials for beneficial reuse or use in post-consumer products;
- Measurable improvements to environment and/or ecosystem conditions related to source reduction, life cycle assessment, beneficial reuse, or use of materials;
- Energy conserved or dollars saved as a result of source reduction, life cycle assessment, or beneficial reuse or use of materials.

D. Statutory Authority

The statutory authority for this action is the Solid Waste Disposal Act (SWDA), Section 8001(a)(5), 42 U.S.C. Section 6981(a)(5) which authorizes grants to public authorities, agencies, and institutions, private agencies and institutions, and individuals. All applications submitted under this solicitation must address and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, public education programs and studies relating to the reduction of the amount of solid waste.

Applications selected for funding under this solicitation must be consistent with the authorized activities above. 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; such activities are not eligible for funding under this announcement. Applicants must specify how the project fits within the above statutory authority.

E. Human Subjects Studies

The Region will not approve any workplan tasks that involve Human Subjects Studies.

F. Minority Serving Institutions (MSIs):

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

1. Historically Black Colleges and Universities (HBCUs), as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at Historically Black Colleges and Universities

2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at American Indian Tribally Controlled Colleges and Universities

3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at Hispanic-Serving Institutions

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

5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at Predominately Black Institutions.

G. 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.

SECTION II. Federal Award Information

A. What is the amount of funding available?

The total estimated funding for this competitive funding opportunity is approximately $45,000. Funding is dependent upon the quality of applications received, fiscal year program funds available, and other applicable

considerations. The anticipated total number and total amount of awards to be provided are estimates only and are being provided solely for application preparation purposes. EPA expressly reserves the right to make no awards under this particular competitive funding opportunity or to adjust the number of awards originally anticipated.

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

EPA anticipates awarding one to two cooperative agreements under this announcement subject to the quality of applications received, fiscal year program funds available, and other applicable considerations. Awards are expected to be between $10,000 to $25,000. EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months from the date of the original selections.

C. What is the project start date and period for awards resulting from this solicitation?

The estimated project period for awards resulting from this announcement will begin October 1, 2023, although project start dates can be negotiated. Projects are normally funded for one year. If necessary, project periods can be extended.

D. Funding Type

EPA intends to award successful applicants cooperative agreements under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) 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 federal involvement for these projects may include:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- review of proposed procurement to ensure that it is in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- 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.

E. Partial Funding

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

SECTION III. Eligibility Information

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

A. Eligible Entities

In accordance with Assistance Listing (formerly CFDA) No. 66.808 and EPA's Policy for Competition of Assistance Agreements (EPA Order 5700.5A1), applications will be accepted from:

- States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals.

- 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 is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest; is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. While not legally considered to be a non-profit organization(s) as defined by 2 CFR 200.1, **public or nonprofit Institutions of Higher Education are eligible to submit applications under this RFA.** Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 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 ineligible

  Individuals and for-profit organizations are NOT eligible for funding under this opportunity. 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.

Partnerships: Groups of two or more applicants may choose to form a partnership and submit a single application under this RFA; however, one **eligible** applicant must be responsible for the grant. Partnerships must identify which eligible organization will be the recipient of the grant and which organization(s) will be sub awardees of the recipient. Subawards and subgrants must be consistent with the definitions of those terms in 2 C.F.R. 200.1. The recipient must administer the grant, will be accountable to EPA for proper expenditure of the funds and reporting, and will be the point of contact for the partnership. As provided in 2 C.F.R. 200.331, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding. Please review the EPA Subaward Policy for subaward requirements, guidance, and training.

B. Cost Sharing or Matching

This competition does not require matching funds or cost sharing.

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 entities (see Section III.A above) that meet all these criteria by the time of application submission will be evaluated against the ranking criteria in Section V of this announcement. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified by e-mail within 15 calendar days of the ineligibility determination.

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

2. 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.

3. 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.

4. The applicant must be an eligible entity as described in Section III.A above.

5. Applications must support current administration priorities as described in Section I.B. of this solicitation.

6. All applications submitted under this solicitation must address and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, public education programs and studies relating to the reduction of the amount of solid waste as described in Section I.D, of this announcement.

7. Projects that are 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.

8. 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. State clearly which part of the statutory authority supports your project.

9. Applications must be for projects that benefit at least one of the EPA Region 8 States (Colorado, Montana, North Dakota, South Dakota, Utah, or Wyoming) or one of the 28 Tribal Nations in EPA Region 8.

SECTION 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 (**Appendix A**). 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 Appendix A, Grants.gov Application Submission Instructions, under *Technical Issues with Submission.*

B. Grants.gov Application Submission Instructions

Your organization's authorized official representative (AOR) must submit your complete application package electronically to EPA through Grants.gov no later than **11:59 pm Eastern Time (ET), May 22, 2023**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit. Applicants are encouraged to submit before the deadline due to online traffic issues that could occur the closer the deadline approaches. Please see Appendix A for Grants.gov instructions.

C. Content of Application Submission

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

The following forms and documents are required under this announcement.

Mandatory Documents:

1. Standard Form 424, *Application for Federal Assistance*. Please note that the organizational Unique Entity Identifier (UEI) must be included on the SF-424.
2. Standard Form 424A, *Budget Information for Non-Construction Programs*
3. EPA Form 4700-4 *Preaward Compliance Review Report*
4. EPA Form 5700-54, *Key Contacts Form 5700-54*
5. Project Narrative Attachment Form – Used to submit Project Narrative (prepared as described below). This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.2.

OPTIONAL ATTACHMENTS: These are optional and are NOT included in the 10-page limit. Use Other Attachments form in Grants.gov:

- Cost Share Commitment Letters (Other Attachments Form)
- Letters of Support/Partnership (Other Attachments Form)
- Resumes (Other Attachments Form)

2. Project Narrative:

The following mandatory forms and documents are required under this announcement:

1. Organizational Information Sheet which must include the following:
    a. Name of your organization;

b. Employer/Taxpayer Identification Number (EIN/TIN);
c. Address of your organization;
d. Name, phone number, and email address for the AOR and the point of contact for your organization (if not the same);
e. This RFA number: EPA-R8-2023-SMM; and
f. Descriptive Title of your proposal.

2. Project Narrative Summary (**please see example template in Appendix B**)
   a. Must describe your proposal in detail with specific attention paid to the criteria outlined in Section V.A.; and
   b. Must be concise, well organized, and not exceed 10 typed, single-line spaced, 8 1/2 x 11-inch pages with .5 inch border and no smaller than 12 size font in Times New Roman. Any pages in the project narrative that exceed 10 pages will not be reviewed. Budget charts added as attachments are not counted in the 10 pages and will be reviewed.
3. Budget Information Document - detailing how the requested funding amount will be spent (this can be included as part of the 10 pages or added as an attachment to the application). See example template in Appendix C.
4. Identification of key contributors for this application and description of their roles in implementing this grant proposal (include in 10-page summary).

Once you have submitted your application and it has been accepted in Grants.gov, you will receive an automatic confirmation of submission and receipt. If you have not received a confirmation of receipt of your application from Grants.gov within 7 days after the application deadline, please contact Lauren Gregory at gregory.lauren@epa.gov. Failure to do so may result in your application not being reviewed.

D. Intergovernmental Review

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. The SPOC list can be found on the webpage below.

- Office of Federal Financial Management Resources and Other Information

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. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

E. Duplicate Funding

Generally, applicants are not prohibited from submitting the same or virtually the same competitive or non-competitive application(s) for funding to EPA and/or other federal agencies and entities. However, if an applicant does so, and the application (or one virtually the same) that was submitted under this solicitation is also selected for funding by EPA and/or other federal agencies and entities competitively or non-competitively, that may affect their ability to receive an award under this competition for that application. Applicants should also be aware that if they use a contractor to prepare their application or portions of their application under this solicitation that contractor may also be assisting other applicants with their applications that could result in

identical or virtually identical submissions to EPA. In such cases, the agency reserves the right to decide which, if any, of the applications to fund.

SECTION V. Application Review Information

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

Only eligible entities whose application(s) meet the threshold criteria in Section III.C. of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address Criteria 1, 2, 3, 5 and 6 in the Project Narrative submitted with their application package. Applicants should explicitly address Criteria 4 and 7 in the Budget Information submitted with their application package.

Each application will be rated under a points system, with a total of 106 points possible.

A. Evaluation

Criteria	Points
1. Project Summary/Approach: Under this criterion, the Agency will evaluate the following factors: a. The extent and quality to which the Project Narrative includes a well-conceived strategy for addressing the requirements in Section I.B. **(20 pts).** b. Whether the Project Narrative 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 and Outputs: Under this criterion, the Agency will evaluate the following factors to be included as components of the Project Narrative: a) Clearly describes how the applicant will measure success in meeting the project's objectives. Clearly specify anticipated environmental outcomes and outputs as described in Section 1.C., Measuring Environmental Results: Anticipated Outcomes and Outputs. Outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement. Include quantitative targets as appropriate. **(10 pts)** b) Describes the plan for achieving project results (including the outcomes and outputs identified in Section 1). **(5 pts)** c. Describes how the project is transferable to other communities. **(5 pts)** **Note:** Possible outcomes and outputs are identified in Section I.C. of this announcement. The Project Narrative must clearly state which outcomes and outputs will be achieved and how they will be achieved.	20

3. Programmatic Capability and Past Performance: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project. Applicant may provide a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that organization performed within **the last three years** (no more than 5 agreements, and preferably EPA agreements) and describe: (i) **(5 pts)** whether, and how, you were able to successfully complete and manage those agreements; and (ii) **(5 pts)** your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and (iii) **(5 pts)** your organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them. In evaluating applicants under this criterion, 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). Applicants with no prior past performance under a) or no history of meeting the reporting requirements under b) should note as such in the application. Applicants who explicitly note that they lack a) or b) in the application will be given a neutral score that is equal to half of the available points. If you do not provide any response and leave it blank for these two items, you may receive a score of 0 for either or both of these factors.	15
4. Budget: Under this criterion, the Agency will evaluate the Budget Information Document to determine whether: a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. **(3 pts)**, b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. **(2 pts)**.	5
5. Sustainability: Applications will be evaluated based on the quality and extent to which the applicant's project, if successfully implemented, will enact changes to an organization, community, or the society at large in a lasting and sustainable manner. a. The applicant can demonstrate its ability to promote and continue efforts to support Sustainable Materials Management after EPA funding for this project has ended, as described in the RFA. This may include elements of CBSM. **(5 pts)** b. The application describes the extent to which the project supports a state or local mandate, policy, or community priority to promote, source reduction, or reuse related to materials management. **(10 pts)**	15

6. Effective Partnerships: Applications will be evaluated based on the extent to which the application proposes a project that encompasses innovative (e.g., not usual, routine, or established practices) solid waste reduction measures that have the capacity to institute real change. a. Describes the partnerships and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited. **(5 pts)** b. Describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration. **(5 pts)**	10
7. Expenditure of Awarded Grant Funds: Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. **(5 pts)**	5
8. (Optional) Incorporation of Life Cycle Assessment Elements: Under this criterion, applicants will be evaluated based on the proposal's inclusion and application of Life Cycle Assessment approaches. **(possible 3 extra pts)**	3
9. (Optional) Incorporation of Community-Based Social Marketing Elements: Under this criterion, applicants will be evaluated based on the proposal's inclusion and application of strategies for community-based social marketing. **(possible 3 extra pts)**	3

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III.C. Only those applications that meet all the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation panel. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. The panel will develop a list of the highest scored applications to submit to the Selection Official in Region 8 for final funding decisions. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel and may also consider factors such as:

1. Geographic distribution of projects;
2. Programmatic priorities; and
3. Availability of funds

Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

SECTION 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.

Application Notifications

1. The time between notification of selection and actual award of a grant can take up to 90 days or longer. EPA anticipates notification to successful and non-successful applicants will be made via e-mail within 30 days after the closing date from (gregory.lauren@epa.gov; 303-312-7825). The notification will be sent to the original signer of the application or the project 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.

   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. If awarded, you will receive an email with an attached award document from the Region 8 Grants Officer. In addition, Lauren Gregory (gregory.lauren@epa.gov Region 8 SMM Specialist, will coordinate with you to ensure all necessary paperwork is in place and approve the authorization to begin work.

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: https://www.epa.gov/grants/epa-policies-and-guidance-grants

C. Reporting Requirements

Quarterly progress reports submitted by electronic mail to gregory.lauren@epa.gov, and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and 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 must include: summary of the project or activity, outputs and outcomes achieved, and costs of the project or activity. In addition, the final technical 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 project

elsewhere. The schedule for submission of quarterly reports will be established by EPA at the time of award as part of the grant-specific terms and conditions of the assistance agreement.

In addition to the quarterly progress reports discussed above, administrative and financial reports will be required in accordance with the schedules and standard forms. The assistance agreement will also stipulate these additional requirements in the grant-specific terms and conditions.

D. Quality Assurance/Quality Control (QA/QC)

Quality Assurance/Quality Control requirements may be applicable to these grants (see 2 CFR 1500.12). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data may include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources to develop a written quality assurance system. EPA can assist applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. Contact Lauren Gregory at gregory.lauren@epa.gov for referral to an EPA QA/QC staff person.

E. Combining Applications into One Award:

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

G. Disputes

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

SECTION VII.

Agency Contacts

Mailing Address:
Lauren Gregory
US EPA Region 8
1595 Wynkoop
Mail Code: 8LCR-CES
Denver, CO 80202-1129

All questions or comments must be communicated in writing via email to the following contact person, Lauren Gregory, at gregory.lauren@epa.gov. Questions and answers will be shared with all applicants via email.

APPENDIX A – Grants.gov Application Submission Instructions

1. SAM.gov (System for Award Management) Registration Instructions (COMPLETE ASAP as this registration is taking up to 30 days to complete)

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 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 e-Business (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 **11:59 p.m. Eastern Time (ET) on May 22, 2023**. Please allow for enough time to successfully submit your application process 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 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.

Application Materials

The following forms and documents are required under this announcement, as described in Section IV.C. of the RFA:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report

5. Project Narrative Attachment Form in Grants.gov: Used to submit Project Narrative (prepared as described IV.C.2). This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.C.2.

Note: You must have a Unique Entity Identifier (UEI) in SAM.gov to apply for the grant. As of April 2022, the federal government has stopped using the DUNS number to uniquely identify entities. Apply for the UEI early – it could take up to 30 days to complete the process. For more information, please visit www.sam.gov/content/duns-uei.

Optional Documents:

- Use the Other Attachment Form in Grants.gov for the following optional documents:
  - Cost Share Commitment Letters (Other Attachments Form)
  - Letters of Support/Partnership (Other Attachments Form)
  - Resumes (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 Grants.gov within 7 days of the application deadline, please contact Lauren Gregory at 303-312-7825. 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 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 date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to gregory.lauren@epa.gov with the FON in the subject line. If you are unable to email, contact Lauren Gregory at 303-312-7825. 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 **Lauren Gregory at 303-312-7825.**

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to gregory.lauren@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 package 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 gregory.lauren@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: Template for Narrative Proposal

Instructions: All portions of the narrative proposal must substantially comply with the specific instructions, format, and content defined in the RFA. Page counts refer to one-side of a single-spaced typed page. Pages in excess of the identified limits will not be considered. The milestones, budget table, and budget narrative attachments have separate page limits and will be considered in the evaluation.

Template for Summary Information

[Instructions: *The Narrative Proposal includes both a Summary Information page and Narrative Proposal Work-Plan and* ***should not exceed 10 8 ½ by 11-inch pages with .5 inch border and no smaller than 12 size font in Times New Roman****. Any pages in narrative that exceed 10 pages, will not be reviewed. Budget charts added as attachments are not counted in the 10 pages and will be reviewed. Applicants' Summary Information page should follow the format below. The Summary Information should appear on the first page of the Proposal Narrative and should not exceed one-page. Italicized and bracketed text should be deleted before submission.]*

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Region 8 Sustainable Materials Management Grant 2022
EPA-R8-2022-SMM

a. Project Title

b. Applicant Name [Name of organization]

c. UEI Number

d. Project Summary [Briefly describe your project in 1-4 sentences]

e. Contact Information [Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed.]

f. Total Project Cost [Specify the total cost of the project.]

g. EPA Funds Requested [Specify the amount of funding requested from EPA]

h. Project period [Provide anticipated project start date and anticipated project completion date.]

Template for Narrative Proposal Work Plan

[Instructions: *Applicants should use the following template for their Narrative Proposal Work Plan. Text that is italicized and bracketed may be deleted when submitting the application. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]*

Criterion 1: Project Summary and Approach (30 points)
[Under this Criterion:

a. Project Description: *Provide a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (Anticipated Outcomes and Outputs). Ensure at least one link to a Regional activity AND at least one link to an objective of the Strategic Plan are included in sufficient detail.*
b. Time Schedule: *Provide a clear and reasonable time schedule and project tasks for achieving the project goals and objectives by project end.]*

[Applicant's text goes here]

Criterion 2: Environmental Results and Performance Measurement (20 points)
[Under this criterion describe how success will be measured based on your project's objectives. Include:

a. Outputs: *Clearly specify the anticipated environmental outputs as described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
b. Outcomes: *Clearly specify the anticipated environmental outcomes described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
c. Plan for Achieving Project Results*: Describe the plan for achieving project results (including the outcomes and outputs identified in Section 1).*
d. Transferability: *Describe how the project is transferable to other communities.]*

[Applicant's text goes here]

Criteria 3: Programmatic Capability and Past Performance Criterion (15 points)
[Under this criterion:

a. Past Performance in Completing and Managing Projects*: Describe past performance in successfully completing and managing projects, preferably within the past three years, including but not limited to federal and nonfederal assistance agreements described in Section 4 of this announcement. If applicant does not have past performance, application must state this fact, and a neutral score will be given. A score of zero will be given if this section is not included.*
b. History of Meeting Reporting Requirements: *Provide a history of meeting the reporting requirements under the assistance agreements described in Section 4 of this announcement. Identify whether your organization 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.*
Organizational Experience and Plan for Project Completion*: Describe organizational experience and a plan for timely and successfully achieving the objectives of the proposed project. This could include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.]*

[Applicant's text goes here]

Criterion 4: Budget (5 points)
[Under this criterion:

The Agency will evaluate the Budget Information Document to determine whether:

a. *Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes*
b. *The proposed budget provides a detailed breakout of the approximate funding used for each major activity*

[An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary leveraging if applicable). Applicants must precisely describe in their budget narratives how they will account for any voluntary leveraging, if applicable, and what role EPA funding will play in the overall project. In addition to providing a narrative summary of the budget, applicants shall include detailed budget in any format they wish. One example of possible format is illustrated in Appendix B: Budget information added as an attachment will not count towards the 10 page limit required for the narrative.]

Criterion 5: Project Sustainability (15 points)
[Under this criterion:

a. *Describe how the applicant will promote and continue efforts to support AD after EPA funding for this project has ended, as described in Section 1 of the RFA.*
b. *Describe the extent to which the project supports a state or local mandate, policy, or community priority to source reduction, or reuse related to materials management.]*

[Applicant's text goes here]

Criterion 6: Effective Partnerships (10 points)
[Under this criterion:

a. *Describe the partnership and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited.*
b. *Describe the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.]*

[Applicant's text goes here]

Criterion 7: Expenditure of Awarded Grant Funds (5 points)
[Under this criterion:

a. *Clearly convey the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]*

[Applicant's text goes here]

List of Attachments:

[List all attachments (budget table and narrative, timeline with milestones, letters of support) that are being submitted with this package. You do not need to list the following mandatory documents:

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial* Assistance

- EPA Form 5700-54, *Key Contacts Form, including Authorized Official Representative and Project Manager contact information of the two individuals.*
- Project Narrative Attachment Form – Used to submit the Narrative Work Plan (See Section IV.C.2. for additional information)

APPENDIX C: Example Budget Table and Narrative

Applications should include a detailed budget table and a detailed budget narrative, providing more detail than what is found in SF-424A. An applicant's budget narrative must account for both federal funds and any non-federal federal funds (cost-share, etc.). Applicants must describe 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. Refer to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.

The budget narrative should clearly convey cost calculations, purpose of the costs, and correlate the costs to activities identified in the application. Where possible, the budget narrative should be keyed to tasks and deliverables from the proposal narrative. **The Budget Table (if the applicant decides to include a table) and Budget Narrative should not exceed 4 pages**.

The following budget table and narrative is provided as an example to follow, though this example is not related to this RFA. Other formats are also acceptable if total costs per category and specific descriptions of costs are included. Regardless of format, budget summary in project narrative (included in the 10 page limit) and any budget format included as attachments, should include sufficient detail to meet the application requirements requested.

Budget Summary:

I. Salary and Wages (Monthly Rate x Months x FTE)					**Year 1**	**Year 2**	**Total**
Name	Monthly Rate	Yr 1 %	Yr 2 %	COLA (Yr 2)			
PI	$12,010	0.5	0.33	3%	$6,005	$4,082	$10,087
Co-PI	$10,889	0.33	0.33	3%	$3,593	$3,701	$7,294
GRA	$2,050	12	4.5	3%	$24,600	$9,502	$34,102
Undergraduate	$1,200	2	2	3%	$2,400	$2,472	$4,872
TOTAL SALARY AND WAGES					**$36,598**	**$19,757**	**$56,355**
II. Fringe Benefits	Fringe Rate				**Year 1**	**Year 2**	**Total**
PI	28%				$1,681	$1,143	$2,824
Co-PI	28%				$1,006	$1,036	$2,042
GRA	30%				$7,380	$2,851	$10,231
Undergraduate	30%				$720	$742	$1,462
TOTAL FRINGE BENEFITS					**$10,787**	**$5,771**	**$16,559**

III. Travel		Year 1	Year 2	Total
See budget justification		$3,000	$3,000	$6,000
TOTAL TRAVEL		**$3,000**	**$3,000**	**$6,000**
IV. Equipment (N/A)		**Year 1**	**Year 2**	**Total**
TOTAL EQUIPMENT		**$0**	**$0**	**$0**
V. Supplies		**Year 1**	**Year 2**	**Total**
See budget justification		$7,000	$4,509	$11,509
TOTAL SUPPLIES		**$7,000**	**$4,509**	**$11,509**
VI. Contractual		**Year 1**	**Year 2**	**Total**
See budget justification		$2,000	$2,000	$4,000
TOTAL CONTRACTUAL		**$2,000**	**$2,000**	**$4,000**
VII. Other		**Year 1**	**Year 2**	**Total**
Tuition		$12,368	$5,328	$17,696
Participant support costs		$1,000	$1,000	$2,000
TOTAL OTHER		**$13,368**	**$6,328**	**$19,696**
TOTAL DIRECT		$72,754	$41,365	$114,119
INDIRECT	38.00%	$22,567	$13,314	$35,881
TOTAL		**$95,320**	**$54,680**	**$150,000**

IF Including Equipment, please see example:

Equipment

The equipment costs to purchase equipment upgrades to the County Materials Recovery Facility (MRF) is necessary because X.

	Item	**Cost**
Year 1	AI/Robotic Sorting	$600,000
Year 1	Glass Breaker Screen	$150,000
Year 1	Glass Sorting Equipment	$100,000
Year 1	Controls and Wiring	$90,000
Year 1	Supports, Platforms, and Stairs	$100,000
Year 1	HVAC and Building Modifications	$44,500
Year 1	Equipment Installation	$125,000
Year 2	N/A	$0
	Total	**$1,209,500**

Equipment installation is characterized as equipment because it is part of the purchase price.

Build America, Buy America Act Compliance: We have confirmed that all iron, steel, manufactured products, and construction materials used as part of the optical sorter is produced in the US.
TOTAL EQUIPMENT: $1,134,500

Budget Narrative:

TOTAL PROJECT COST: $150,000 TOTAL EPA FUNDING REQUESTED: $150,000

I. Senior Personnel:

The PI has requested 0.50 of a month salary for Yr. 1 and 0.33 of a month salary for Yr. 2 with a 3% COLA for Yr. 2. The Co-PI requests for a 0.33 a month summer salary for Yr. 1 and Yr. 2.

	Personnel	**Monthly Salary**	**Percentage**	**COLA**	**Total**
Year 1	PI	$12,010	.50		$6,005
	Co-PI	$10,889	.33		$3,593
Year 2	PI	$12,010	.33	3%	$4,082
	Co-PI	$10,889	.33	3%	$3,701

Other Personnel:

Funds are requested to provide stipend for one graduate student for 16.5 months of the project (1 year and one long semester) and will be co-mentored by the PI and the co-PI. Undergraduate for two months of Yr. 1 and Yr. 2 who will work with the graduate student and the PIs to develop and execute the hands-on activities.

	Personnel	**Monthly Salary**	**Months**	**COLA**	**Total**
Year 1	GRA	$2,050	12		$24,600
	Undergraduate	$1,200	2		$2,400
Year 2	GRA	$2,050	4.5	3%	$9,502
	Undergraduate	$1,200	2	3%	$2,472

TOTAL PERSONNEL: $56,355

II. Fringe Benefits:

Fringe benefits (to cover insurances, social security and retirement) are requested at 28% of PI/Co-PI salary and at 30% graduate/undergraduate research assistant salary.

	Personnel	**Total Salary**	**Fringe Rate**	**Fringe**
Year 1	PI	$6,005	28%	$1,681
	Co-PI	$3,593	28%	$1,006
	GRA	$24,600	30%	$7,380
	Undergraduate	$2,400	30%	$ 720
Year 2	PI	$4,082	28%	$1,143
	Co-PI	$3,701	28%	$1,036
	GRA	$9,502	30%	$2,851
	Undergraduate	$2,472	30%	$ 742

TOTAL FRINGE: $16,559

III. Travel

Travel funds requested are for trips to *XXX, XXX,* and *XXX*. These funds include daytrips and overnight trips. Travel will allow us to complete Tasks *(insert task number or description here)* and the deliverables *(insert deliverables name/number here)*.

Purpose	**Location(s)**	**Item**	**# of Travelers**	**Rates**	**Cost**
8 day-trips to research XXX: Task 1 and 2	Insert locations here	Mileage	4	$0.545/mile x 2988 miles	$1,629

2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging Mileage Per diem	4 4 4	$91/night x 2 trips (3 rooms) $0.545/mile x 222 miles x 2 trips $42/day x 2 days	$1,092 $ 242 $ 336
Conference Task 4, Deliverable 4	To be determined	Lodging Airfare Per diem Registration	2 2 2 2	$99/night – 3 nights $475/traveler $42/day x 3 days $601 per registration	$ 297 $ 950 $ 252 $1,202

TOTAL TRAVEL: $6,000

IV. Equipment

None

V. Supplies

Funds are requested for supplies in the amount of $7,000 for Year 1 and $4,509 for Year 2. Supplies will be utilized for Tasks (insert task number or description here) and the following deliverables (insert deliverables name/number here).

Item	Funds Requested
Drawing Paper ($20/pack of 20 x 30 packs)	$600
Color for the painting activity ($14/set x 60 sets)	$840
Paint brushes ($7/set x 60 sets)	$419
White board markers ($12/dozen x 7)	$84
Flip charts ($35 each x 20)	$700
Lego supplies ($53/set x 10 sets)	$530
Supplies to build 3D model watershed (plexiglass, clay, Styrofoam, sprinkling cans - $725/set x 2)	$1,450
Livescribe pens and notebook for group discussions ($126/set x 5)	$630
3M Petrifilm ($128/pack of 50 x 2)	$256
Total	**$11,509**

TOTAL SUPPLIES: $11,509

VI. Contractual

Contractual - Identify each type of proposed contract and specify its purpose and estimated cost. Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The 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.

If the application includes a subaward to a recipient (the "pass-through entity), the applicant must explain how the pass-through entity will provide adequate resources to manage the award, including providing required financial and programmatic reports to the EPA, and for monitoring subrecipients as required by 2 CFR 200.332.
The EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of $10,000 must include a justification. Note that it is unlikely that the EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to the EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for the EPA's policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

$2,000/year is requested for a Program Specialist, who will recruit and enroll students for the meetings, summer camps, and clean-up day. The Program Specialist also will do paperwork associated with informed consent of the parents for assessments associated with the various project activities. Contractual support will be utilized for the following Tasks *(insert task number or description here)* and the following deliverables *(insert deliverables name/number here).*

Year 1	Program Specialist	$2,000
Year 2	Program Specialist	$2,000
	Total	**$4,000**

TOTAL CONTRACTUAL: $4,000

VII. Other

Tuition requested for Year 1 and Year 2, based on historical data.
Participant support of $1,000 per year has been budgeted, which will be used to cover three students per year to participate in the summer camp, who will play a key role in the conduction of the hands-on meetings.

	Tuition	Participation Support	Total Cost
Year 1	$12,368	$1,000	$13,368
Year 2	$5,328	$1,000	$6,327
Total	**$17,696**	**$2,000**	**$19,696**

TOTAL OTHER: $19,696

VIII. Indirect

Indirect costs are rate of 38% of the Modified Total Direct Costs (MTDC). The cognizant agency for the F&A rate for the *(insert name here)* is the *(insert name here)*. Indirect does not include tuition and participant support.

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	$72,754	$22,567	$95,320
Year 2	$41,365	$13,314	$54,680

Total	$114,119	$35,881	$150,000

TOTAL INDIRECT COSTS: $35,881

APPENDIX D: Example of Milestones

[Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. The following table is an example of a format applicants may wish to use in listing milestones. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones ***should not exceed one page.****]*

Timeline and Milestones:

Timeline / Workflow **New actions for this Project** Existing program actions into which this project will be incorporated	Winter 2018	2019												2020								
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Outreach to businesses to participate in Cohorts																						
EcoData Tracking Workshops																						
Cohort site visits + technical assistance/P2 recommendations + assessment for tanks & supplies																						
Permit guidance created																						
BMP toolkits produced (incl. Metrics Calculator)																						
Issue tanks RFP																						
Contracts issued for tanks																						
Permit assistance																						
Training on tracking waste stream impacts																						
Cohort Meetings																						
Cohort tracking and implementation period																						
Asset management training																						
3 training videos; **1 of which will be on side-streaming**																						
Reimbursements for tanks																						
Cohort follow-up site visits																						
Green Manufacturing training																						
Results analysis, review, & report writing																						