AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Consumer Recycling Education and Outreach (REO) Grant Program

ACTION: Request for Applications (RFA)

FUNDING OPPORTUNITY NUMBER: EPA-I-OLEM-ORCR-23-02

Assistance Listing No: 66.921

KEY DATES:

Nov. 14, 2022	RFA OPENS
Nov. 30 and Dec. 6, 2022	INFORMATION SESSION SERIES #1
Dec. 15 and 20, 2022	INFORMATION SESSION SERIES #2
Feb. 15, 2023	RFA CLOSES – APPLICATIONS DUE BY 11:59 PM (EST)
April 2023	ANTICIPATED NOTIFICATION OF FUNDING SELECTION
Oct. 2023	ANTICIPATED AWARD

APPLICATION SUBMISSION DEADLINE: Application packages must be submitted electronically to the EPA through Grants.gov (www.grants.gov) no later than **February 15, 2023, at 11:59 p.m. (EST)** in order to be considered for funding.

To allow for efficient management of the competitive process, the Environmental Protection Agency (EPA) requests submittal of an informal Notice of Intent to Apply by December 15, 2022 to RecyclingED@epa.gov. Please include your approximate funding amount, application track and/or legislative set aside (refer to *Section I.F: Program Tracks* and *Section II.B Funding Structure, Program Tracks, and Statutory Set-Aside* for more information), and one to two sentences about the scope of your project. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the staff time required for review, evaluation, and selection of submitted applications.

Note - Prior to naming a contractor (including consultants) or subrecipient in your application as a "partner", please carefully review Appendix A of EPA's Contracts and Subawards Solicitation Clause that are incorporated by reference in this announcement (refer to *Section III.D: Named Contractors and Subrecipients*). EPA expects recipients of funding to comply with competitive procurement contracting requirements as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace based on a contractor's role in preparing an application or prior relationships with the contractor that were not established in compliance with competitive procurement requirements. Note that these competitive procurement requirements apply with equal force to contractual relationships established prior to or after the award of EPA funds.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Approximately half of global greenhouse gas emissions are the result of natural resource extraction and processing.[1]Increasing recycling reduces climate, environmental, and social impacts of materials use, and keeps valuable resources in use instead of in landfills. Municipal solid waste management has long suffered from a lack of investment. Some communities that lack waste management infrastructure do not have curbside waste collection services, recycling, or composting programs, which increases the burden on our landfills, decreases their capacity, and increases greenhouse gas emissions. For example, more than one-third (nearly 100 million tons) of the U.S. municipal waste stream is organic waste. The production and current management of organics contributes to a broad range of environmental impacts, including climate change, air pollutants, water scarcity, biodiversity loss, and soil and water quality degradation. For example, producing, grading, packing, processing, distributing, retailing, and preparing the amount of food that is currently wasted annually in the U.S. contributes greenhouse gas (GHG) emissions equivalent to that of 42 coal-fired power plants and requires enough water and energy to supply more than 50 million homes each year.[2] When food waste and other organics go to the landfill, they release methane, a powerful greenhouse gas. In 2020, 14.5% of human-related methane emissions came from landfills.[3]

To reduce the impacts of materials and strengthen the U.S. recycling system, the EPA and others have undertaken significant efforts to advance the circular economy in the United States. In 2015, the U.S. Department of Agriculture (USDA) and the EPA announced the U.S. 2030 Food Loss and Waste Reduction Goal, the first-ever domestic goal to reduce food loss and waste by 50% by the year 2030. In 2020, the EPA announced the U.S. National Recycling Goal to increase the U.S. recycling rate to 50% by 2030 and to galvanize efforts to strengthen the U.S. recycling system. One year later, the EPA released the National Recycling Strategy: Part One of a Series on Building a Circular Economy for All. Funding was made available to support the National Recycling Strategy when the Infrastructure Investment and Jobs Act (IIJA), Public Law 117-58 (also known as the 2021 Bipartisan Infrastructure Law or "BIL") was signed into law providing EPA with funding to implement the National Recycling Strategy through the Solid Waste Infrastructure For Recycling (SWIFR) Grant Program authorized by section 302(a) of the Save Our Seas Act 2.0 Act. Section 70402 of the BIL also authorized the Consumer Recycling Education and Outreach Grant Program and EPA received $75 million in funding for the program through the BIL. The National Recycling Strategy proposes building a circular economy to reduce material use, redesign materials to be less resource intensive, and recapturing "waste" as a resource to manufacture new materials and products. This vision and strategy for a circular economy aligns with the language and the goals identified in the BIL regarding solid waste infrastructure and management in the United States.

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[1] Data from the 2019 Global Resources Outlook Report published by UN Environment. https://www.resourcepanel.org/reports/global-resources-outlook

[2] More information available in the EPA's 2021 Report titled From Farm to Kitchen: The Environmental Impacts of Food Waste (Part 1), available at https://www.epa.gov/system/files/documents/2021-11/from-farm-to-kitchen-the-environmental-impacts-of-u.s.-food-waste_508-tagged.pdf

[3] https://www.epa.gov/lmop/basic-information-about-landfill-gas

New or existing residential or community "recycling programs", for the purposes of this grant, may also include the prevention, reduction, or diversion of waste and improve the reuse, repair, and remanufacture of materials before materials enter the recycling system.

Materials within the scope of this RFA include commonly recycled materials, such as aluminum and steel containers, glass, cardboard paper and plastics, as well as food, organics (yard and tree trimmings, wood, etc.), textiles, batteries and electronics. Education and outreach activities that prevent or reduce waste by reducing, reusing, repairing, refurbishing, remanufacturing, recycling, composting or using anaerobic digestor systems to treat these types of materials or to reduce related contamination are within the scope of this RFA.

Section 70402(b)(7) of the BIL also directs the EPA to develop a Model Recycling Program Toolkit. This toolkit can be found at: www.epa.gov/recycle/toolkit. EPA's Model Recycling Program Toolkit is an interactive repository of EPA and other materials. Toolkit materials can help states, territories, local governments, tribes, nonprofit organizations, companies, and public-private partnerships effectively design and implement programs related to recycling, composting, anaerobic digestion, reuse, repair and waste reduction.

This grant program is a covered program under the Justice40 Initiative, which aims to deliver 40% of the overall benefits of climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities. More information on Justice40 at the EPA can be found at: www.epa.gov/environmentaljustice/justice40-epa.

B. Statutory/Regulatory Authority Criteria

Section 70402 of the BIL established the "Consumer Recycling Education and Outreach Grant Program" (REO grants) and provides $75,000,000 for REO grants for Federal Fiscal Years 2022 through 2026 at $15,000,000 per year. Pursuant to Section 70402(b) of the BIL, the purpose of the competitive REO grant program is to improve the effectiveness of residential and community recycling programs through public education and outreach. REO grants must:

- inform the public about residential or community recycling programs;
- provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material; and
- increase collection rates and decrease contamination in residential and community recycling programs.

As provided in section 70402(d)(2) of the BIL, EPA must allocate at least 20% of the funding Congress appropriated each fiscal year for:

- low-income communities;
- rural communities; and
- communities identified as Native American pursuant to section 2(9) of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001(9)).

C. Key Definitions

Circular economy: As defined in the Save Our Seas Act 2.0, the term means an economy that uses a systems-focused approach and involves industrial processes and economic activities that are restorative or regenerative by design; enable resources used in such processes and activities to maintain their highest values for as long as possible; and aim for the elimination of waste through the superior design of materials, products, and systems (including business models). A circular economy is embraced within the sustainable materials management (SMM) approach that the United States federal government has pursued since 2009.

Coalitions: Groups of two or more eligible applicants (units of government or non-profit organizations) may choose to form a coalition and submit a single application under this RFA; however, one entity **must** be responsible for the grant. Coalitions **must** identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the "pass-through entity"). *Subawards* **must** be consistent with the definition of that term in 2 CFR 200.1 and comply with the EPA's Subaward Policy. The pass-through entity that administers the grant and subawards will be accountable to the EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR 200.332, subrecipients are accountable to the pass-through entity for proper use of EPA funding. For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for guidance on competitive procurement requirements and consultant compensation. **Do not name a procurement contractor (including a consultant) as a "partner" or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.**

Disadvantaged Community: Under this announcement, disadvantaged community is defined as a community that meets at least one of the following criteria:

1. is located in a U.S. Territory (Puerto Rico, Virgin Islands, Guam, American Samoa, Commonwealth of Northern Mariana Islands);
2. meets one or more of the eight disadvantaged categories identified in the Climate and Economic Justice Screening Tool (CEJST) developed by the Council on Environmental Quality.
3. is a Census-defined rural community that is at or above the 65th percentile for low income AND 80% or more of individuals 15 or older are not enrolled in higher education; or
4. is located in Indian country, is a former Indian reservation in Oklahoma (as determined by the Secretary of the Interior), or is an Alaskan Native Villages as defined in Public Law 92–203.

EPA has different tools available to help determine whether a community meets this definition. For example:

- Under criterion 2, an applicant can use a screenshot of CEJST along with a brief narrative to illustrate that the proposed project will benefit disadvantaged communities.

- Under criterion 3, an applicant can use screenshots of the map in this link (https://www.epa.gov/rcra/grants-political-subdivisions) along with a brief narrative to illustrate that their proposed project will benefit disadvantaged communities. Areas that are eligible are highlighted in blue. Applicants may use their street address, city, or ZIP code to search and should take a screenshot to demonstrate that they are located in or their project will benefit a rural area.

If you are unable to use the resources mentioned above or have other technical issues when determining eligibility, please email RecyclingED@epa.gov for assistance.

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

Low-Income Community: For the purposes of this grant program, a low-income community is defined as a community in which the median household income is at or below 200% of the Federal poverty level. Applicants can use screenshots of the map in this link (https://www.epa.gov/rcra/recycling-education-and-outreach), along with brief narrative to illustrate that their proposed project will benefit a low income community.

Native American Community: For the purposes of this grant program, communities identified as Native American pursuant to section 2(9) of the Native American Graves Protection and Repatriation Act will mean communities relating to, a tribe, people, or culture that is indigenous to the United States. Applicants that want EPA to determine that they serve a community identified as Native American must describe in their application how they meet this definition.

Non-Profit Organization: Consistent with the definition of non-profit organization at 2 CFR 200.1, the term non-profit 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 and 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. Eligible non-profit organizations may, but are not required, to be exempt from taxation under section 501 of the Internal Revenue Code. Workforce Investment Boards and organized Labor Unions that meet these criteria may be eligible nonprofit organizations. Non-profit colleges, universities and other institutions of higher education are also eligible to apply for funding under this RFA as are public institutions of higher education that are agencies or instrumentalities of state, tribal or local governments.

For-profit colleges, universities, trade schools, and hospitals are ineligible.

Non-profit 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 non-profit under state or tribal law. Non-profit 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.

Post-consumer materials management: As defined in the Save Our Seas Act 2.0, the term refers to the systems, operation, supervision and long-term management of processes and equipment used for post-use material (including packaging, goods, products, and other materials), including collection; transportation; and systems and processes related to post-use materials that can be recovered, reused, recycled, repaired, or refurbished. When considering post-consumer materials management, it is important to include municipal solid waste (MSW), including plastics, food, paper, metal, glass, etc.,), as well as the management pathways of source reduction and reuse, sending materials to material recovery facilities, composting, industrial uses (e.g., rendering and anaerobic digestion (AD)), and feeding animals.

Public-Private Partnership: A public-private partnership (P3) is a formal relationship between a unit of government and a non-governmental organization (for-profit or non-profit) that is memorialized in a legally binding document. The public-private partnership must have the authority to enter into binding legal agreements with the Federal government, an organizational structure that ensures accountability for the proper expenditure of Federal funds, and written agreements that specify which party or parties is liable for claims for recovery of unallowable costs incurred under Federal grants. Public-Private Partnership agreements must be in place at the time of application submission to be eligible for funding under this grant.

Rural Communities: For the purposes of this grant program, **rural communities** are defined as one of the following:

a) Local areas with populations of 50,000 or less that have limited access to public or private resources commonly found in metropolitan areas; or
b) Community Network areas selected by the Rural Partners Network (See rural.gov for a complete list of communities).

Applicants claiming rural status must provide sufficient detail (e.g., Census data, population figures, descriptions of local resources, etc.) for EPA to validate the rural status of the community. One approach to demonstrating that limited access to public or private resources may be to utilize the Climate and Economic Justice Screening Tool (CEJST) developed by the Council on Environmental Quality.

Statutory Set-Aside: Under this announcement, statutory set-aside refers to the amount per fiscal year that EPA must allocate to (A) low-income communities; (B) rural communities; and (C) communities identified as Native American pursuant to section 2(9) of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001(9)), as specified in Section 70402(d)(2) of the BIL.

D. Program Vision and Goals

The Recycling Education and Outreach grant program has the following goals:

- Fund a range of projects that will increase waste prevention activities, increase the collection of recyclable materials and program participation rates, and decrease contamination of the recycling stream.
- Fund projects that focus on commonly recycled materials such as municipal solid waste (e.g., plastics, aluminum, paper, glass, etc.), including food waste and organics.
- Fund projects and provide tools and technical assistance that will lead to long-term, sustained change, benefits, and support beyond the life of the grant.

E. Project Labor Agreements

EPA encourages project labor agreements (i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project); the use of an appropriately trained workforce (i.e., through registered apprenticeships and other joint labor-management training programs that serve all workers, particularly those historically excluded); the use of an appropriately credentialed workforce (i.e., requirements for appropriate and relevant professional training, certification, and licensure); and neutrality with respect to union organizing (i.e., BIL funds should not support or oppose union organizing).

F. Program Tracks

Under this RFA, EPA will fund projects under two tracks:

- **Track 1:** Projects that benefit disadvantaged communities as defined under *Section I.C: Key Definitions* of this RFA. EPA anticipates approximately 40% (or $12,000,000) of the funding will be awarded to projects that benefit disadvantaged communities.

- **Track 2**: Projects that benefit all other communities that do not meet the definition of disadvantaged communities as defined under *Section I.C: Key Definitions* of this RFA.

Applications must clearly indicate if the proposed project(s) fall under Track 1 or Track 2. To qualify for Track 1, applications must demonstrate that the proposed project or project(s) will benefit a community that meets the definition of disadvantaged community as defined under *Section I.C: Key Definitions* of this RFA. EPA has different tools available to help determine whether a community meets this definition. For example, an application can include a screenshot of CEJST along with a brief narrative to illustrate that the proposed project will benefit disadvantaged communities. EPA reserves the right to determine under which track the application falls under based on the justification provided in the application.

In addition, 20%, or $6,000,000, will be awarded to low income, rural, and Native American communities, in compliance with section 70402(d)(2) of the BIL. **Awards for this statutory set-aside may be made from either Track 1 or Track 2 applicants.**

There is no cost match requirement associated with this grant program.

G. Scope of Work

The EPA is seeking applications proposing projects that inform the public about new or existing residential or community recycling programs; provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material; and increases collection rates and decreases contamination in residential and community recycling programs.

Projects will improve consumer recycling education with the goal of achieving separate collection of recycled material across the nation, maximizing the efficient reuse of materials, and identifying strategies that otherwise result in an increase in volume of recyclable materials. The EPA also recognizes and encourages applications that demonstrate evidence-based messaging and strategies associated with effective communication campaigns designed to increase prevention, reuse, repair, remanufacture, recycling, anaerobic digestion, and composting in communities and/or decrease contamination in the recycling stream. This approach to community-informed messaging goes beyond education only by emphasizing researching the audience, building trust, and reducing audience barriers while emphasizing benefits for desired action.

In addition, the EPA is seeking applications for recycling education and outreach projects that address environmental justice concerns and focus predominantly on addressing the disproportionate and adverse human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect people/communities of color, low income, tribal, and indigenous populations, and if applicable, other vulnerable populations, such as the elderly, children, and those with pre-existing medical conditions.

All projects must encourage the collection of recycled materials that are sold to an existing or developing market, (which may also include the prevention, reduction, or diversion of waste and improve the reuse, repair, and remanufacture of materials before materials enter the recycling system) and must achieve one or more of the following objectives:

- Inform the public about residential or community recycling programs;
- Provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material; **and/or**
- Increase collection rates and decrease contamination in residential and community recycling programs.

Applications **may include (but are not limited to)** projects that fund:

- public service announcements;
- door-to-door education and outreach campaigns;
- social media and digital outreach;
- an advertising campaign on recycling awareness;
- the development and dissemination of
    - (i) a toolkit for a municipal and commercial recycling program;
    - (ii) information on the importance of quality in the recycling stream;
    - (iii) information on the economic and environmental benefits of recycling; and

(iv) information on what happens to materials after the materials are placed into a residential or community recycling program;

- businesses recycling outreach;
- bin, cart, and other receptacle labeling and signs;
- community recycling ambassador education programs or training of trainer programs; and/or
- other education and outreach activities to improve waste prevention, reuse and recycling and reduce contamination, such as evaluations and evidence-based messaging and strategies associated with preventing or reducing waste and improving reuse, repair, refurbish and remanufacture of materials. Note that participant support costs, such as reasonable stipends to encourage participation in community meetings or trainings, are allowable.

H. General Environmental Results and EPA Strategic Plan Information

Pursuant to Section 6.a. of EPA Order 5700.7A1, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements with 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 5700.7A1, Environmental Results under Assistance Agreements).

The activities to be funded under this solicitation support the EPA's FY 2022-2026 Strategic Plan. Awards made under this solicitation will support the following goals and objectives of the Strategic Plan.

- **Goal 1: Tackle the Climate Crisis;**
  - Objective 1.1: Reduce Emissions that Cause Climate Change
  - Objective 1.3: Advance International and Subnational 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
- **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

All applications must be for projects that support at least one of the goals and objectives identified above.

I. National Recycling Strategy Plan Linkage

The activities to be funded under this solicitation support the National Recycling Strategy (NRS). Awards made under this solicitation will support the following objectives of the NRS:

a) improve markets for recycled commodities,
b) increase collection and improve materials management infrastructure,
c) reduce contamination in the recycled materials stream,
d) enhance policies and programs to support circularity, and
e) standardize measurement and increase data collection.

J. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply *to Section III: Eligibility Information*, *Section IV: Application and Submission Information*, *Section V: Application Review Information*, and *Section VI: Award Administration Information* of this solicitation and/or awards made under this solicitation, can be found at the 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 (in *Section VII: Agency Contact*) to obtain the provisions.

K. Minority Serving Institutions

State colleges and universities, including those that are state Minority Serving Institutions (MSIs), are eligible for funding and must include in their applications proof of eligibility as an entity that is a nonprofit or an agency or instrumentality of a state depending on state law. Eligibility to apply for funding under this solicitation is discussed in more detail in *Section III.A: Eligible Applicants*.

The EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, the 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, the EPA strongly encourages all eligible applicants identified in *Section III: Eligibility Information*, including state non-profit Minority Serving Institutions (MSIs) that meet the definition of a nonprofit or an "agency or instrumentality" of a state, to apply under this opportunity.

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

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

L. Measuring and Reporting Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7 *"Environmental Results under EPA Assistance Agreements,"* EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. The EPA requires that

all grant applicants and recipients adequately address environmental outputs and outcomes in the Project Narrative Application (see *Appendices B* and *C).* To assist with reporting, the EPA is creating a Guide to Measure the Effectiveness of a Recycling Education and Outreach Grant. The guide provides an overview of how to measure progress in carrying out actions and activities and achieve results during the grant performance period. It also provides information on the quarterly progress reports and final technical report that grant recipients are required to submit.

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 specified period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

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. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Grantees must report the following outputs and outcomes as a result of activities funded with the grant in (describe frequency) performance reports required under 2 CFR 200.329:

- Number of outreach campaigns or projects implemented (e.g., public service announcements delivered, informational materials and education and outreach campaigns executed, toolkits for municipal and commercial recycling programs produced, labeling and signs created, etc.).
- Total tons of MSW collected, recycled, composted, or managed via other management pathways as a result of the activities funded with the grant, including the percentage change from the baseline and GHG emissions reduced (in MTCO2e).
- Percentage change in participation rate of the recycling or composting program.
- Reduction of contamination in the recycling stream.
- Number of communities reached through outreach activities, including disadvantaged communities (as defined by this solicitation).
- Number of temporary or permanent jobs created.

M. 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 to obtain the provisions.

SECTION II. AWARD INFORMATION

A. What is the amount of available funding?

It is anticipated that approximately $30,000,000 will be awarded under this announcement, depending on the availability of funds, quantity and quality of applications received, and other applicable considerations.

Section 70402(b)(1) and (d)(2) of the BIL specifies that the program must be a competitive grant program, with not less than 20% allocated to low-income communities, rural communities, and communities identified as Native American pursuant to section 2(9) of the Native American Graves Protection and Repatriation Act (25 U.S.C. 3001(9)).

Additionally, because Justice40 sets a goal that 40% of program benefits flow to disadvantaged communities, which is defined in *Section I.C: Key Definitions* for the purposes of this RFA, EPA expects to award approximately 40% of funding to projects that benefit disadvantaged communities.

The EPA may adjust the funding for the statutory set-aside based on the number of quality applications received, Agency priorities, and other relevant considerations, provided that at least 20% of the funding is allocated in compliance with section 70402(d)(2) of the BIL. The EPA also reserves the right to reject all applications and make no awards.

The EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

B. Funding Structure, Program Tracks, and Statutory Set-Aside

The total estimated funding for this competitive opportunity is approximately $30,000,000. The EPA anticipates awarding at least one award per EPA region, depending on the availability of funds, quantity and quality of the applications received, and other applicable considerations. The minimum individual award is $250,000 and the maximum individual award is $2,000,000 for the grant period, which is up to three years.

EPA has a goal of awarding up to 40%, or approximately $12,000,000 to projects that benefit disadvantaged communities (refer to *Section I.F: Program Tracks* and *Section II.A: What is the amount of available funding?* for more information), depending on the quality of the applications received. There is no cost match requirement associated with this grant program.

In addition, there is a statutory set-aside of 20%, or $6,000,000, which will be awarded to low income, rural, and Native American communities, in compliance with section 70402(d)(2) of the BIL. **Low income**, **rural**, and **tribal** communities are defined in *Section I.C: Key Definitions* for the purposes of this RFA.

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

The EPA anticipates awarding approximately 25 assistance agreements, with at least one award per region, depending on the quality of the applications received. The minimum individual award is $250,000 and the maximum individual award is $2,000,000 for the grant period, subject to availability of funds and the quantity and quality of eligible applications received. Applicants may submit separate applications for one or more projects.

D. Type of Award

The EPA intends to award 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 the EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

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

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

E. Will applications be partially funded?

In appropriate circumstances, the EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If the 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.

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

The estimated start date for projects resulting from this solicitation is **October 2023.** All project activities must be completed within the negotiated project performance period of three years.

G. Changing the Ratio of Awards When There Are Multiple Priorities In A Competition

The actual award amounts and number of projects awarded as described in *Section I: Funding Opportunity Description* may differ from the estimated amounts for many reasons, including the number of quality applications received, agency priorities, and funding availability, provided that the allocation complies with section 70402(d)(2) of the BIL.

SECTION III. ELIGIBILITY INFORMATION

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

A. Eligible Applicants

An entity that is eligible to receive a grant under the grant program is—

- a U.S. State, including the District of Columbia;
- Puerto Rico, Virgin Islands, Guam, American Samoa, Commonwealth of Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments
- a unit of local government as defined in the *Local government* provision of 2 CFR 200.1;
- an Indian Tribe (as defined in section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304));
- a Native Hawaiian organization (as defined in section 6207 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 7517));
- the Department of Hawaiian Home Lands;
- the Office of Hawaiian Affairs;
- a nonprofit organization; or
- a public-private partnership.

Two or more entities described in *Section III.A: Eligible Applicants* may receive a grant under the program to coordinate the provision of information to residents that may access two or more residential recycling programs, including programs that accept different recycled materials, to provide information regarding differences among those residential recycling programs (Sec. 70402(b)(3)(B)) of the BIL.

Statutory Set-Aside: Under this announcement, 20% ($6,000,000) will be awarded to low income, rural, or Native American communities, as defined in *Section II.B: Funding Structure, Program Tracks, and Statutory Set-Aside*.

Coalitions: Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this RFA; however, one entity **must** be responsible for the grant. Reference *Section I.C.: Key Definitions* for more information on coalitions.

B. Leveraging or Matching Funds

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: Application Review Information* of this announcement the EPA will evaluate applications based on a leveraging criterion (refer to *Section V.A: Evaluation Criteria*).

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (See *Section IV.D: Application Materials*). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share as its form of leveraging (see below). Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is

expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 2 CFR 200.306 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).

C. Threshold Eligibility Criteria

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

The threshold eligibility criteria are:

1. Applications must address at least one of the mandatory objectives described in *Section I.G, Scope of Work,* of this announcement:
   - Inform the public about residential or community recycling programs;
   - Provide information about the recycled materials that are accepted as part of a residential or community recycling program that provides for the separate collection of residential solid waste from recycled material; and
   - Increase collection rates and decrease contamination in residential and community recycling programs.

2. Applicants must be eligible, as described in *Section III.A: Eligible Applicants*, of this announcement.

3. Named Contractors and Subrecipients. The EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must demonstrate compliance with the requirements in *Section III.D: Named Contractors and Subrecipients*, even if the entity is referred to as a "partner" in the application.

4. Federal funds requested must be between $250,000 and $2,000,000. Applications requesting federal assistance funding below or in excess of these values will not be considered.

5. Qualification for Program Track. Applications must indicate if it qualifies for Track 1 or Track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.

6. Applications must be for projects that support at least one of the goals and objectives from the EPA's FY 2022-2026 Strategic Plan identified in *Section I.H: General Environmental Results and EPA Strategic Plan Information* above.

7. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV.B: Submission Instructions* of this announcement or else they will be rejected. This includes submitting all of the mandatory application materials. **Please note, the budget table and description is different than the SF424A form. Both are required to be completed as part of this RFA.** In addition, where a page limit is expressed in *Section IV.D: Applications Materials* with respect to the application, pages in excess of the page limitation will not be reviewed.

8. Applications must be submitted through Grants.gov as specified in *Section IV.B: Submission Instructions* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section IV.A: Requirements to Submit Through Grants.gov and Limited Exception Procedures)*, on or before the application submission deadline published in *Section IV.B: Submission Instructions* of this announcement. Applicants are responsible for following the submission instructions in *Section IV.B: Submission Instructions* of this announcement to ensure that their application is timely submitted.

9. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to the EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from the EPA (not from Grants.gov) within 30 days of the application deadline, please contact Jessica Oursler at RecyclingED@epa.gov. Failure to do so may result in your application not being reviewed.

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

In addition, if necessary, the EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

Questions and answers will be posted on EPA's Bipartisan Infrastructure Law website.

D. Named Contractors and Subrecipients

The EPA does not require or encourage applicants to name procurement contractors (including consultants) or subrecipients in applications for grant funding. However, if an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with the following requirements even if the entity is referred to as a "partner" in the application.

Note – Successful applicants that do not name procurement contractors or subrecipients in their applications must also comply with the requirements described below, regardless of if the contractor was procured before or after the EPA cooperative agreement is awarded. For example, firms or individual consultants that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements as provided in 2 CFR § 200.319(b).

- **Contractors.** Applicants that identify a procurement contractor(s) in their application where the amount of the contract will be more than the micro-purchase threshold in 2 CFR § 200.320(a)(1) ($10,000 for most applicants) must demonstrate, in their application, how the contractor (including consultants) was selected in compliance with the fair and open competition requirements in 2 CRF Part 200 and 2 CFR Part 1500. The EPA provides guidance on complying with the competition requirements in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements. For example, the EPA will not accept sole source justifications for proposed procurement contracts for services such as environmental consulting and engineering that are available in the commercial marketplace.

  Applicants must describe the procurement procedures that were followed to hire the contractor(s) that is named in this application and include information in where and when the Request for Proposals/Request for Qualifications was posted. Alternatively, state "n/a" or "not applicable" if a contractor is not named in this application.

- **Subrecipients.** All applicants must demonstrate that the named subrecipient is eligible for a subaward in compliance with Appendix A of EPA's Subaward Policy. This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual.

  Refer to EPA's Contracts and Subawards Solicitation Clause for additional guidance on these requirements which must be met for all contractors (except for micro-purchases) and/or subrecipients specifically named in the application. Describe how the named subrecipient is eligible for subaward (e.g., is a nonprofit organization). Alternatively, state "n/a" or "not applicable" if a subrecipient is not named.

Failure to demonstrate compliance with these requirements in the application will result in rejection of the application under Threshold Eligibility Criterion 3. EPA staff may contact the applicant to clarify issues or obtain additional information before making a final determination of compliance and rejection of the application.

E. Ineligible Costs or Activities and Other Considerations

Prohibition on Use of Funds

EPA funds (directly paid by the EPA or from the recipient's cost-share) cannot be used to design nor administer the collection of identical information from 10 or more parties, and EPA personnel may not participate in such activities. Reasonable costs for analyzing and publishing the independently collected information are allowable to the extent authorized in the EPA approved budget for this agreement.

As provided in section 70402(b)(6) of the BIL:

PROHIBITION ON USE OF FUNDS.—No funds may be awarded under the grant program for a residential recycling program that—

(A) does not provide for the separate collection of residential solid waste (as defined in section 246.101 of title 40, Code of Federal Regulations (as in effect on the date of enactment of this Act)) from recycled material (as defined in that section), unless the funds are used to promote a transition to a system that separately collects recycled materials; or

(B) promotes the establishment of, or conversion to, a residential collection system that does not provide for the separate collection of residential solid waste from recycled material (as those terms are defined under subparagraph (A)).

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

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

A. Requirements to Submit through Grants.gov and Limited Exception Procedures

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

B. Submission Instructions

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

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov 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 completed application package electronically to the EPA through Grants.gov no later than **February 15, 2023** at 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

5. Releasing Copies of Applications

In concert with EPA's commitment to conducting business in an open and transparent manner, copies of applications submitted under this solicitation may be made publicly available on EPA's Office of Resource Conservation and Recovery Bipartisan Infrastructure Law website or other public website for a period of time after the selected applications are announced. The EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual's personal privacy (e.g., an individual's salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with 40 CFR § 2.203. (Refer to *Section IV.G: Confidential Business Information* for more information.)

Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state 'n/a' or 'not applicable' if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by EPA, it may be made available to the public by EPA without further notice to the submitter.

C. Technical Issues with Submission

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

1) Contact Grants.gov Support Center **before** the application deadline date.

2) Document the Grants.gov ticket/case number.

3) Send an email with "EPA-I-OLEM-ORCR-23-02" in the subject line to RecyclingED@epa.gov **before** the application deadline time and date and **must** include the following:

   a) Grants.gov ticket/case number(s)

   b) Description of the issue

   c) The entire application package in PDF format.

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

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

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

Training opportunities related to grants management can be found on the EPA's Grants Website.

D. Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424);
2. Budget Information for Non-Construction Programs (SF-424A);
3. EPA Key Contacts Form 5700-54;
4. EPA Form 4700-4 Preaward Compliance Review Report; and
5. Project Attachment Form: Use this to submit your Project Narrative, prepared as described in *Section IV.E: Content of Application Submission*.

Optional Documents:

1. Other Attachments, if applicable. This includes Milestones (reference Appendix D for an example). These may also include references/works cited, letters of support, staff CV/resumes, documentation demonstrating that competitive procurement was followed if specific names of contractors or equipment is mentioned in the application, documentation demonstrating that institutes of higher education are political subdivisions of states (please combine each of these individual items into one PDF. E.g., all the letters of support should be in one combined PDF, all the references should be in another combined PDF).

E. Content of Application Submission

In accordance with the mandatory documents listed in *Section IV.D: Application Materials*, all applications must contain the "Project Attachment Form" which is composed of the "Summary Information Cover Letter," the "Narrative Proposal," and the "Budget Table and Description."

The "Summary Information Cover Letter," a maximum of 1 page in length, summarizes the overall project.

The "Narrative Proposal," a maximum of 10 pages in length, must **explicitly** describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section V.A: Evaluation Criteria* and the threshold eligibility criteria in *Section III.C: Threshold Eligibility Criteria.*

The "Budget Table and Description" is described in more detail in *Section IV.E.v.: Budget and Expenditure of Awarded Grant Funds*, below, and must not exceed 4 pages in length. It provides a response to Criterion 5: Budget and Expenditure of Awarded Grant Funds.

Project Attachment Form. Applications should be concise and well organized. The following requirements apply.

- Must not exceed the above-mentioned page limits on the "Summary Information Cover Letter," the "Narrative Proposal," and the "Budget Table and Description." Pages must be 8 1/2 x 11" typed pages.

- Must be single-line spaced, 12-point Times New Roman font, one column per page, and no indenting paragraphs.

- Must provide the information detailed in this section and **include responses to all *Section III.C: Threshold Eligibility Criteria*; *Section V.A: Evaluation Criteria*; as well as the information identified in *Section I: Funding Opportunity Description.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. **Vague descriptions, redundancy, and failure to address each of the evaluation criteria will result in a lower ranking**.

Note: Applicants may, but are not required to, use the Optional Template for The Project Attachment Form included in Appendix B. Applicants that do not use the template will not be penalized.

a. **The Summary Information Cover Letter** (maximum of one-page) must include:

i. **Project Title.**

ii. **Applicant Name.** Identify the name of the organization submitting the application.

iii. **Eligible Entity Type.** Identify your organization's organization type from *Section III.A: Eligible Applicants*.

iv. **Qualification for Program Track.** Applicants must indicate if their application qualifies for Track 1 or Track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.

v. **Qualification for Statutory Set-Aside.** Applicants must indicate if their application qualifies for the 20% statutory set-aside for rural, low-income, or tribal communities, and include information demonstrating that the application qualifies.

vi. **UEI Number.** List the organization's UEI number.

vii. **Project Summary.** Briefly describe the project in two to four sentences.

viii. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.

ix. **Project Location**. Include the location where the project will be taking place. If project will occur in more than one location, indicate the city and state associated with the primary location.

x. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.

xi. **EPA Funding Requested.** Specify the amount you are requesting from the EPA.

xii. **Project Period.** Provide estimated beginning and ending dates.

xiii. **Program Objective Elements.** State the mandatory program objective elements addressed from *Section I.G: Scope of Work*.

xiv. **Strategic Plan Elements.** State the goals and objectives from the EPA's FY 2022-2026 Strategic Plan identified above in *Section I.H: General Environmental Results and EPPA Strategic Plan Information.*

xv. **Cooperative Partners**. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any. Note that any transactions with partners financed with EPA funding must comply with applicable regulatory requirements.

b. **The Narrative Proposal (**maximum of ten pages). Provide the information below on how the applicant will implement and conduct its project by addressing each of the evaluation criteria in *Section V: Application Review Information* of this announcement. The Narrative Proposal must include:

i. Project Summary and Approach. The summary shall contain the following components:

a. Detailed project summary, description of specific actions and methods to be undertaken, including estimated timeline for each task.

- Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.F, Scope of Work.*

- Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.G, General Environmental Results and EPA Strategic Plan Information* (with emphasis on results linked to

EPA's Goal 1: Tackle the Climate Crisis) and *Section I.H, National Recycling Strategy Plan Linkage*.

- Clearly identify the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives.

- Provide 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. Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings). Reference *Appendix D* for an example you may wish to use.

- Clearly describe each task and/or activity for the project.

ii. Environmental Justice. Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the communities the project would benefit. As part of this evaluation, applications will be evaluated based on:

a. How the project benefits communities, including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community; and

b. The extent to which the project addresses engagement with local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project.

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.

Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality

nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

The application must include relevant information such as demographics, geographic location, and community history. The EPA encourages the use of the EPA's EJSCREEN tool, the Climate and Economic Justice Screening Tool (or other EJ-based mapping tool) to help you characterize and describe your target community. Data from other sources (e.g., studies, census, and third-party reports) can also be included to give a more complete picture of the impacted communities and populations. Instructions and resources on how to use EJSCREEN are included at the hyperlink above. For any questions you have about EJSCREEN, please use this webform to contact the EPA.

iii. **Measuring Environmental Results: Anticipated Outputs and Outcomes.** Provide a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes*.

a. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes*, of this announcement and describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period. Include quantitative targets for outputs when applicable.

b. **Anticipated Outcomes.** Specify the expected environmental outcomes including those described in *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. Include quantitative targets for outcomes when applicable.

c. **Logic Model.** While not required, including a logic model as part of your application package is strongly encouraged.

iv. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

a. past performance in successfully completing and managing the assistance agreements identified in response *to Section IV: Application and Submission Information* of the solicitation;

b. history of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;

c. organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and,

d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

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

v. Budget and Expenditure of Awarded Grant Funds. Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Budget Table and Description. Include a detailed budget narrative which clearly explains how funds will be used. The budget table and description should not exceed 4 pages (*Refer to Appendix C: Example Budget Table and Description).* Please note, the budget table and description is different than the SF424A form. Both are required to be completed as part of this RFA. The successful applicant's budget description should identify (1) specific tasks for which EPA funding will be used, (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. Refer to *Section I.L.: Measuring and Reporting Environmental Results: Outputs and Outcomes* for a definition and examples of outputs and outcomes.

If the project budget includes any voluntary cost-share, the Budget Detail portion of the project narrative must include a detailed description of how the applicant will obtain the

cost-share and how the cost-share funding will be used. **If the 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 refer to *Section III: Eligibility Information* of this RFA for more detailed information on cost-share.

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs. Applicants should use the following instructions, budget object class descriptions, and example table *(see Appendix D)* 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 (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services), this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, or non-employee program participants (e.g., interns or volunteers) which are included in the "Other" category; or (3) effort that is not directly in support of the proposed 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.

  If budget information is not provided on requested personnel costs, applications should include in their narrative how they expect to manage the administrative components of the grant.

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

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

subawards, and non-employee program participants (e.g., trainees) which are included in the "Other" category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by the EPA's Office of International and Tribal Affairs prior to being taken.

- **Equipment** - Identify each item to be purchased and owned by the applicant 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. Note: If your organization has written procurement procedures that define a threshold for equipment costs that is lower than $5,000, then that threshold takes precedence. Refer to the EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for EPA's policies on competitive procurements. When evaluating the budget criterion, the EPA will take into consideration costs necessary to successfully manage the project. This includes ensuring that your budget includes costs for the management of funds, reporting on outcomes/outputs, etc., in addition to the cost of equipment. Please include an explanation of this matter in the Budget Table and Description.

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

- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including 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. 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 more than $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.

- **Other - List each item in sufficient detail for the 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; occasional photocopying; participant support costs such as non-employee training stipends and travel; subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the "Other" category and include the estimated amount of participant support costs (e.g., stipends to encourage participation in community meetings) in a separate line item. Please refer to EPA Guidance on Participant Support Costs for additional information.

  Subawards (e.g., subgrants) are a distinct type of cost under this category. The term *Subaward* is defined in 2 CFR 200.1. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the "Other" category and a description of the types of activities to be supported. Refer to the EPA's Subaward Policy and supplemental Frequent Questions for additional guidance.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or 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 negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional or 10% de-minimis). Additional information is available in the EPA's Indirect Cost Guidance for Recipients of EPA Assistance Agreements. 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)
  - Modified Total Direct Costs: (Indirect Rate x Modified 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)

    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.

- **Management Fees:** When formulating budgets for applications, applicants must not include management fees or similar charges more than the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at

the rate provided for by the terms of the agreement negotiated with the EPA. The term "management fees or similar charges" refers to expenses added to the direct costs 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 may not 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 scope of work.

EPA financial assistance under this RFA cannot be used for fundraising without prior approval. Therefore, any costs associated with fundraising may not be included in the budget for your application or charged to the resultant cooperative agreement.

vi. **Project Sustainability and Replicability.** Describe how the successful project could be replicated by another community. Include the process you will take to ensure that other communities can replicate and benefit from this funding agreement. Describe your organization's plan to promote and continue efforts to support post-consumer materials management after EPA funding for this project has ended. Include how the project will continue to sustain the outcomes and outputs as well as any direction for future results. Please note, the "sustainability" here refers to sustaining the project over time as opposed to overall environmental sustainability.

vii. **Effective Partnerships.** Under this criterion, the Agency will evaluate the application based on the extent and quality to which:

a. The application describes how the quality of the partnerships and/or coalition currently in place will 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 and the role that they will play. In addition, the application describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed.

b. The application describes how organizations involved in the project are located in the community for which benefits will occur.

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.

viii. **Incorporation of Evidence-Based Outreach and Messaging**. Describe the application of evidence-based messaging and strategies, including community-based social marketing, associated with effective communication campaigns that you will use to prevent or reduce waste and improve reuse, repair, and remanufacture of materials before they enter the recycling system. Example outputs and outcomes in the areas of evidence-based outreach or a barrier/benefit analysis are included in *Section I.K: Measuring and Reporting Environmental Results: Outputs and Outcomes.*

ix. **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, 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.

(Optional) Other Attachments. The applicant can provide additional attachments such as references/works cited, milestones, letters of support, or CV/Resume. Letters of support should include the names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.

F. Pre-Application Assistance

In accordance with the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/applications. However, consistent with the provisions in the announcement, the EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement. Please note that applicants should raise any questions they may have about the solicitation language to the contact identified in *Section VII: Agency Contacts* as soon as possible so that any questions about the solicitation language may be resolved prior to submitting an application. Questions and answers will be posted on EPA's Bipartisan Infrastructure Law website.

In addition, if necessary, the EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

The Office of Resource Conservation and Recovery will conduct two virtual webinars entitled "**Recycling Education and Outreach Grants" Parts One and Two** to assist potential applicants under this competitive funding opportunity. The webinars will be held on **November 30, 2022 and December 6, 2022, and the second series on December 15 and 20, 2022.** The webinars will review the funding opportunity, key sections of the application, and the application process. Potential applicants seeking funding under this competitive announcement (EPA-I-OLEM-ORCR-23-02) are encouraged to participate.

To access the virtual webinar, you must register online using the site below. After registration, you will receive a link with instructions on how to access/attend the webinar. For those unable to attend, the

webinar will be recorded and posted on the Office of Resource Conservation and Recovery (ORCR) BIL website and may be used as a reference, as needed.

For additional information on the webinar, other EPA Resources related to the circular economy, sustainable materials management, and new funding opportunities under the IIJA, please visit EPA's Bipartisan Infrastructure Law website.

G. Confidential Business Information

EPA recommends that you do not include confidential business information (CBI) in your application. However, if CBI is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. The agency protects competitive applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

SECTION V. APPLICATION REVIEW INFORMATION

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

A. Evaluation Criteria

Eligible entities whose applications meet the threshold criteria in *Section III: Eligibility Information* of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria as described in *Section IV.D*: *Application Materials.* Please reference *Appendix B* for an optional template for the Project Narrative Attachment Form. The information provided must be easily identifiable and clearly described to ensure the content of the application is clearly laid out for reviewers. Each application will be rated under a points system, with a total of 110 points possible**. To assist EPA reviewers, applicants are strongly encouraged to reference the numbers and titles of the evaluation criteria in their project narratives to help identify where the criteria are being addressed.**

Evaluation Criteria and Description	Maximum Points per Criterion
1. Project Summary and Approach. Under this criterion, the Agency will evaluate: a. Project Narrative includes a clearly written description of the overall project (5 points); b. Project meets the requirements in *Section I.F: Scope of Work* and *Section I.H: General Environmental Results and Strategic Plan Information* (15 points); c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives (10 points); d. 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 (5 points).	**35**
2. Environmental Justice. Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect the communities the project would benefit. As part of this evaluation, applications will be evaluated based on:	**15**

Evaluation Criteria and Description	Maximum Points per Criterion
a. how the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community (10 points); and, b. The extent to which the project addresses engagement with, local residents in these communities described in this solicitation, to ensure their meaningful participation with respect to the design, project planning, and performance of the project (5 points). Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected communities described. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions. Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.	
3. 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. a. The applicant provides a detailed description of the anticipated project outputs and outcomes, including quantitative targets as appropriate, per *Section I.K: Measuring and Reporting Environmental Results.* While not required, including a logic model as part of your application package is encouraged. (5 points).	**10**

Evaluation Criteria and Description	Maximum Points per Criterion
b. The applicant describes how they will measure success in meeting the project's objectives. The quality and extent to which the applicant articulates a clear plan for tracking and measuring progress toward achieving project outputs and outcomes, per *Section I.K: Measuring and Reporting Environmental Results* (5 points)	
4. Programmatic Capability and Past Performance. Under this criterion, applications will be evaluated based on their ability to successfully complete and manage the proposed project considering their: a. past performance in successfully completing and managing the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation (2.5 points) b. history of meeting the reporting requirements under the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (2.5 points); c. organizational experience and plan for timely and successfully achieving the objectives of the proposed project (2.5 points); and, d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (2.5 points). Note: In evaluating applications under item a. and b. of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these subfactors (items 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**
5. Budget and Expenditure of Awarded Grant Funds. Under this criterion, applications will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient	**10**

Evaluation Criteria and Description	Maximum Points per Criterion
manner. The Agency will evaluate the proposed project budget and narrative to determine the extent and quality to which: a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points) b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points) c. The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points) **Please provide the response to this criterion as part of your budget table and description (see *Appendix C* for example).**	
6. Project Sustainability and Replicability. Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application continues to promote efforts to support long-term outcomes and benefits associated with the project after EPA funding has ended. Please also explain how results from the project can be transferred to other communities. Please note, the "sustainability" here refers to sustaining the project over time as opposed to overall environmental sustainability.	**10**
7. Effective Partnerships. Under this criterion, the Agency will evaluate the application based on the extent and quality to which: a. The application describes how the quality of the partnerships and/or coalition currently in place will 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 and the role that they will play. In addition, the application describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. (5 points) b. The application describes that organizations involved in the project are located in the community for which benefits will occur. (5 points) 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.	**10**

Evaluation Criteria and Description	Maximum Points per Criterion
8. Incorporation of Evidence-Based Outreach and Messaging. Under this criterion, applications will be evaluated based on the proposal's inclusion and application of community-informed messaging that emphasizes researching the audience, building trust, and reducing audience barriers to prevent or reduce waste and improve reuse, repair, and remanufacture of materials before they enter the recycling system. Example outputs and outcomes in the areas of evidence-based outreach are included in *Section I.L*: *Measuring and Reporting Environmental Results: Outputs and Outcomes*.	**5**
9. 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, 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.	**5**
Total points possible	**110**

B. Review and Selection Process

1. **Threshold Eligibility Screening Process.** All applications received by the submission deadline will first be screened by the EPA using the threshold eligibility criteria in *Section III.C: Threshold Eligibility Criteria*. Applications that do not pass the threshold eligibility review will not be evaluated further or considered for funding. 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. Applications meeting the threshold eligibility criteria will be reviewed through a regional review process by an EPA panel, including SMM program staff.

2. **Panel Review and Evaluation Process** - All applications that meet the Threshold Eligibility Criteria after the screening review will be forwarded to the appropriate EPA Region (where the project will be performed) for technical review based on the criteria in *Section V: Application Review Information*. Separate ranking lists for Track 1 and Track 2 will be developed by each review group. Those ranking lists will also clearly identify projects eligible for set-aside consideration, as described in *Section II.A: What is the amount of available funding?*

3. **Final Selection Process and Other Factors** – Final rankings and selection recommendations from the regional review panels based on the ranking lists will be presented to the Selection Official who will then make the final selections for award based on the ranking lists. The EPA anticipates selecting at least one grant per EPA region, depending on the quality of the applications received. The EPA expects to select applications in Track 1 to meet the 40% Justice40 goal as described in *Section II: Award Information*. Further, the EPA will ensure the selections meet the 20% statutory set-aside also described *Section II: Award Information*. In addition to the ranking lists, the Selection Official may also consider any of the following other factors in making final selection decisions among the high-ranking applications from the regional lists:

    a. **Geographic Diversity** – The EPA may consider the mix of high-ranking projects located in urban and rural areas or different regions of the country when making final selections, as well as the geographical nature or impact of the project.

    b. **Programmatic Priorities** – ORCR priorities that may focus on certain SMM, environmental, and/or public health issues. These overarching priorities may be considered when making final selections among high-ranking applications.

    c. **Diversity of Project Types** – The EPA may consider the mix of high-ranking project types when making final selections to ensure that project types vary among those being awarded.

    d. **Diversity of Organization Types** – The EPA may consider the mix of high-ranking projects from various types of organizations when making final selections to ensure that project types vary among those being awarded.

    e. **New Applicants and Grantees** - High ranking applicants who have never received an EPA grant or applicants who were awarded an EPA grant that closed prior to 2012 may receive additional consideration during the selection process in order to broaden the universe of EPA grantees.

    f. **Availability of Funds**.

EPA expects to award approximately $30,000,000 under this RFA although the amount may be increased or decreased subject to the number of quality applications provided the requirements for the statutory set aside described above is met. The EPA reserves the right to reject all applications and make no awards under this announcement.

SECTION VI – AWARD ADMINISTRATION INFORMATION

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

A. Award Notification

The EPA anticipates notification to successful applicants will be made via electronic mail by April 2023. 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. The official notification of an award will be made by the EPA's Grants and Interagency Agreement Management Division. 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 the 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 the EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. Combining Applications into One Award

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

C. Administrative and National Policy Requirements

1. Applicants selected for award will be required to submit a final cooperative agreement application package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms. Programmatic terms and conditions will be negotiated with the selected recipient.

2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. Terms and conditions may be viewed at: Grant Terms and Conditions. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: Introduction to Regulations, Policies and Guidance for EPA Grants.

3. **Reimbursement Limitation:** If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from the EPA, it does so at its own risk. The EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

D. Use of Funds

An applicant that receives an award under this announcement is expected to manage cooperative agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work plan in a timely manner. The cooperative agreement will include terms/conditions implementing this requirement. The Agency expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, other required financial reports will provide the Agency with information regarding progress being made.

E. Program Income

In accordance with 2 CFR Part 200.307(e)(2) and 2 CFR 1500.8(b), the recipient is hereby authorized to retain program income earned during the project period.

The program income shall be added to funds committed to the project by EPA and used for the purposes and under the conditions of the assistance agreement.

The recipient must provide as part of its quarterly performance report, a description of how program income is being used. Further, a report on the amount of program income earned during the award period must be submitted with the quarterly Federal Financial Report, Standard Form 425.

F. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at Grant Competition Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in *Section VII: Agency Contact,* 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.

G. Reporting Requirements

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, summary of financial expenditures, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project. The report shall also include progress on outputs in *Section I.K: Measuring and Reporting Environmental Results,* above that have been developed and produced.

At the close of the grant, the successful applicant will submit a final technical report to the EPA Project Officer within 90 calendar days of completion of the period of performance. The final technical report shall include a summary of the project or activity, advances or goals achieved, and costs of the project or activity. The technical report shall include description of:

- the change in volume of recycled material collected through the activities funded with the grant,
- the change in participation rate of the recycling program funded with the grant, and
- the reduction of contamination in the recycling stream as a result of the activities funded with the grant.

The report shall also include progress towards and/or accomplishment of the outcomes listed in *Section I.K: Measuring and Reporting Environmental Results* above. In addition, the final technical report should discuss the challenges, successes, and lessons learned during the project period.

For further reporting guidance and requirements, please refer to the guide in the Model Recycling Toolkit: "Measuring the Effectiveness of Recycling and Education Outreach Grant Program"

SECTION VII – AGENCY CONTACT

Jessica Oursler, U.S. EPA, Office of Resource Conservation and Recovery (MC 5306P), 1200 Pennsylvania Avenue, NW, Washington, DC; e-mail: RecyclingEd@epa.gov.

APPENDIX A: NARRATIVE PROPOSAL CHECKLIST AND HELPFUL HINTS

Disclaimer: This Narrative Proposal Checklist does not supersede the requirements in the Request for Applications (RFA). Applicants must meet all criteria outlined in the RFA. This abbreviated checklist is intended to provide a streamlined representation of the RFA and to offer helpful hints to address a few select criterion that have presented challenges to past applicants.

Threshold Criteria

Applicants must address **all** threshold criteria. Applications that fail to meet any one of the threshold criteria will not be considered further.

1. Applications must address at least one of the mandatory objectives described in *Section I.G, Scope of Work,* of this announcement.

2. Applicants must be eligible, as described in *Section III.A: Eligible Applicants*, of this announcement.

3. If an applicant chooses to identify a procurement contractor(s) or subrecipient(s) to conduct work proposed in this application, the applicant must comply with the requirements listed under *Section III.A: Eligible Applicants* of the RFA, even if the entity is referred to as a "partner" in the application.

4. Federal funds requested must be between $250,000 and $2,000,000. Applications requesting federal assistance funding below or in excess of this value will not be considered.

5. Qualification for Program Track. Applications must indicate if it qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks*. Include information demonstrating that you qualify.

6. Applications must be for projects that support at least one of the goals and objectives from the EPA's FY 2022-2026 Strategic Plan identified in Section I.H General Environmental Results and EPA Strategic Plan Information.

7. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV.B: Submission Instructions* of this announcement.

8. Applications must be submitted through Grants.gov as specified in *Section IV.B: Submission Instructions* of this announcement.

9. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to the EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues.

Summary Information Cover Letter

The Project Attachment Form must include a Summary Information Cover Letter with the following information:

i. **Project Title.**

ii. **Applicant Name.** Identify the name of the organization submitting the application.

iii. **Eligible Entity Type.** Identify your organization's organization type from *Section III.A: Eligible Applicants*. In addition, if you qualify for the statutory set-aside for disadvantaged communities, please indicate that here.

iv. **Qualification for Program Track.** Applicants must indicate if their application qualifies for track 1 or track 2 as defined under *Section I.F: Program Tracks* and include information demonstrating that the application qualifies.

v. **Qualification for Statutory Set-Aside.** Applicants must indicate if their application qualifies for the 20% statutory set-aside for rural, low-income, or tribal communities, and include information demonstrating that the application qualifies.

vi. **UEI Number.** List the organization's UEI number.

vii. **Project Summary.** Briefly describe the project in two to four sentences.

viii. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.

ix. **Project Location.** Include the location where the project will be taking place. If project will occur in more than one location, indicate the city and state associated with the primary location.

x. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.

xi. **EPA Funding Requested.** Specify the amount you are requesting from the EPA. . Federal funds requested must be between $250,000 and $2,000,000, inclusive.

xii. **Project Period.** Provide estimated beginning and ending dates.

xiii. **Program Objective Elements.** State the mandatory program objective elements addressed from *Section I.G: Scope of Work.*

xiv. **Strategic Plan Elements.** Specify the goals and objectives from the EPA's FY 2022-2026 Strategic Plan.

xv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.

Evaluation Criteria

Applicants must thoroughly address each of the following Evaluation Criteria.

***Helpful Hint:** An excellent application will use the title of each evaluation criterion as a label or section header within the narrative. This will help ensure you address each criterion in the narrative.*

- **Project Summary and Approach (35 points)**
  Applicants must address four elements under the project description criterion:

  ✓ Project Narrative includes a clearly written description of the overall project (5 points);

  ✓ Project meets the requirements in *Section I.G: Scope of Work* and *I.H: General Environmental Results and EPA Strategic Plan Information*. (15 points);

  ✓ Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives (10 points); and

  ✓ 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 (5 points).

- **Environmental Justice (15 points)**
  Applicants must address two elements under the environmental justice criterion:

  ✓ How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above. (10 points)

  ✓ The extent to which the project addresses engagement with these communities and/or populations, especially local residents, to ensure their meaningful participation with respect to the design, project planning, and performance of the project. (5 points)

- **Performance Measure: Anticipated Outcomes and Outputs (10 points)**
  The applicant must describe outcomes and outputs and must measure environmental improvement or should directly link measures to environmental improvement. Include quantitative and qualitative targets as appropriate.

- **Programmatic Capability and Environmental Results Past Performance (10 points)**
  Under this criterion, applications will be evaluated based on their ability to successfully complete and manage the proposed project considering their:

  ✓ past performance in successfully completing and managing the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation (2.5 points);

  ✓ history of meeting the reporting requirements under the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (2.5 points);

- ✓ organizational experience and plan for timely and successfully achieving the objectives of the proposed project (2.5 points); and,

- ✓ staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (2.5 points).

- **Budget and Expenditure of Awarded Grant Funds (10 points)**
  Describe how the project meets each of the three elements under budget and expenditure:

  - ✓ Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)

  - ✓ The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)

  - ✓ The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)

- **Project Sustainability and Replicability (10 points)**
  Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application continues to promote efforts to support post-consumer materials management after EPA funding for this project has ended. This may include a description of how new and expanded infrastructure and new programs will be funded following the EPA funding period. Please note, the "sustainability" here refers to sustaining the project over time as opposed to overall environmental sustainability.

- **Effective Partnerships (10 points)**
  Under this criterion, the Agency will evaluate the application based on the extent and quality to which:
  - ✓ The application describes how the quality of the partnerships and/or coalition currently in place will 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 and the role that they will play. In addition, the application describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. (5 points)

  - ✓ The application describes that organizations involved in the project are located in the community for which benefits will occur. (5 points)

- **Incorporation of Evidence-Based Outreach and Messaging (5 points)**
  Under this criterion, applicants will be evaluated based on the proposal's inclusion and application of community-informed messaging that emphasizes researching the audience, building trust, and reducing audience barriers to prevent or reduce waste and improve reuse, repair, and remanufacture of materials before they enter the recycling system. Example outputs and outcomes in the areas of

evidence-based outreach are included in *Section I.L: Measuring and Reporting Environmental Results: Outputs and Outcomes.*

- **Leveraging (5 points)**
  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, 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.

APPENDIX B: OPTIONAL TEMPLATE FOR THE PROJECT NARRATIVE ATTACHMENT FORM

All portions of the Project Narrative Attachment form 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, and budget table, and narrative have separate page limits and will be considered in the evaluation.

Instructions: The Project Attachment Form includes a Summary Information page, the Narrative Proposal, and the Budget Table and Description. The application's Summary Information page may follow the format below. **Italicized and bracketed text should be deleted before submission.**

All portions of the narrative proposal must substantially comply with the specific instructions, and content defined in the RFA. **Applicants may, but are not required to, use the Template for The Project Attachment Form here in Appendix B. Applicants that do not use the template will not be penalized.** Page counts refer to one-side of a single-spaced typed page. Pages more than the identified limits will not be considered. The milestones, and budget table, and narrative have separate page limits and will be considered in the evaluation.

Template for Summary Information Cover Letter

[The Summary Information should appear on the first page of the Project Attachment Form and should not exceed one page.]

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Recycling Education and Outreach Cooperative Agreement 2022
EPA-I-OLEM-ORCR-23-0202

i. **Project Title:** *[Project title]*

ii. **Applicant Name:** *[Name of organization]*

iii. **Eligible Entity Type**: *[Eligible entity type]*

iv. **Qualification for Program Track.** *[Include information demonstrating that your application qualifies for Track 1 (e.g., describe how the proposed project(s) benefit disadvantaged communities as defined in this solicitation*) *or Track 2].*

v. **Qualification for Statutory Set-Aside.** *[Include information to indicate and demonstrate if your application qualifies for the 20% statutory set-aside for rural, low-income, or tribal communities]*

vi. **UEI Number**: *[UEI number]*

vii. **Project Summary:** *[Briefly describe your project in two to four sentences]*

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

ix. **Project Location:** *[Location where the project will be taking place]*

x. **Total Project Cost:** *[Specify the total cost of the project]*

xi. **EPA Funding Requested**: *[Specify the amount of funding requested from EPA]*

xii. **Project period**: *[Provide anticipated project start date and anticipated project completion date]*

xiii. **Program Objective Elements**: *[Mandatory program objective elements in Section I.G: Scope of Work]*

xiv. **Strategic Plan Elements**: *[Specify the goals and objectives from the EPA's FY 2022-2026 Strategic Plan]*

xv. **Cooperative Partners:** *[Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.]*

Template for Narrative Proposal

[Applicants may use the following template for their Narrative Proposal and should not exceed 10 pages in length. Text that is italicized and bracketed should 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 (35 points)

a. Project Narrative: *[Applicant's text goes here]*

b. Application identifies and explains how project meets the requirements in *Section I.G: Scope of Work* and *I.I: National Recycling Strategy Plan Linkage*: *[Applicant's text goes here]*

c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives: *[Applicant's text goes here]*

d. 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: *[Applicant's text goes here]*

Criterion 2: Environmental Justice (15 points)

a. How the project benefits communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community: *[Applicant's text goes here]*

b. The extent to which the project addresses engagement local residents in communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project: *[Applicant's text goes here]*

Criterion 3: Performance Measure: Anticipated Outcomes and Outputs (10 points)

[Applicant's text goes here]

Criterion 4: Programmatic Capability and Past Performance (10 points)

a. Past performance in successfully completing and managing the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation: *[Applicant's text goes here]*

b. History of meeting the reporting requirements under the assistance agreements identified in response to Section IV*: Application and Submission Information* of the solicitation including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such

progress was not being made whether the applicant adequately reported why not: *[Applicant's text goes here]*

c. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project: *[Applicant's text goes here]*

d. 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 5: Budget and Expenditure of Awarded Grant Funds (10 points)

Please see Budget Table and Description *[Applicant's text goes in the 4 page Budget Table and Description. Please reference Appendix C for an example.]*

Criterion 6: Project Sustainability and Replicability (10 points)

[Applicant's text goes here]

Criterion 7: Effective Partnerships (10 points)

a. The application describes the quality of the partnerships: *[Applicant's text goes here]*

b. The application describes the organizations involved in the project are located in the community for which benefits will occur: *[Applicant's text goes here]*

Criterion 8: Incorporation of Evidence-Based Outreach and Messaging (5 points)

[Applicant's text goes here]

Criterion 9: Leveraging (5 points)

[Applicant's text goes here]

List of Attachments:

[List all attachments (budget table and description, 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 for Non-Construction Programs*
- *EPA Key Contacts Form 5700-54*
- *EPA Form 4700-4: Pre-Award Compliance Review Report]*

APPENDIX C: EXAMPLE BUDGET TABLE AND DESCRIPTION

Applications should include a detailed budget table and a detailed budget description, 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.

The budget description should clearly convey cost calculations, purpose of the costs, and correlate the costs to activities identified in the application. Where possible, the budget description should be keyed to tasks and deliverables from the proposal narrative. The Budget Table and Description **should not exceed 4 pages**.

The following budget tables and descriptions are provided as examples to follow and applicants who do not use these tables will not be penalized. For additional guidance and examples, please see Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance. Other formats are also acceptable if total costs per category and specific descriptions of costs are included. Applicants who do not use this optional format will not be penalized in the evaluation process.

Municipality X proposes to develop an outreach and education campaign to increase recycling program participation and reduce contamination in their city. The municipality will partner with non-profit institution Y to carry out a portion of the outreach project. Municipality X will support non-profit institution Y through a subaward.

Budget Table:

I. Salary and Wages for Organization X Employees (Monthly Rate x Months x FTE)						
Name	Hourly Rate	Hours	**Year 1**	**Year 2**	**Year 3**	**Total**
Employee 1	$49.76/hr	200	$9,952	$9,952	$9,952	$29,856
Employee 2	$28.00/hr	200	$5,600	$5,600	$5,600	$16,800
TOTAL SALARY AND WAGES			**$15,552**	**$15,552**	**$15,552**	**$46,656**
II. Fringe Benefits	Fringe Rate		**Year 1**	**Year 2**	**Year 3**	**Total**
Employees 1 and 2	31.6%		$4,915	$4,915	$4,915	$14,745
TOTAL FRINGE BENEFITS			**$4,915**	**$4,915**	**$4,915**	**$14,745**
III. Travel			**Year 1**	**Year 2**	**Year 3**	**Total**
See budget justification			$330	$1,670	$0	$2,000
TOTAL TRAVEL			**$330**	**$1,670**	**$0**	**$2,000**
IV. Equipment			**Year 1**	**Year 2**	**Year 3**	**Total**
None						
TOTAL EQUIPMENT			$0	$0	$0	$0

V. Supplies	**Year 1**	**Year 2**	**Year 3**	**Total**
See budget justification	$10,000	$10,000	$10,000	$30,000
TOTAL SUPPLIES	**$10,000**	**$10,000**	**$10,000**	**$30,000**
VI. Contractual	**Year 1**	**Year 2**	**Year 3**	**Total**
See budget justification	$10,000	$10,000	$10,000	$30,000
TOTAL CONTRACTUAL	**$10,000**	**$10,000**	**$10,000**	**$30,000**
VII. Other	**Year 1**	**Year 2**	**Year 3**	**Total**
Subaward to non-profit institution Y	$50,000	$50,000	$50,000	$150,000
TOTAL OTHER	**$50,000**	**$50,000**	**$50,000**	**$150,000**
TOTAL DIRECT	$90,797	$92,137	$90,467	$273,401
INDIRECT 38%	$34,503	$25,012	$34,377	$103,892
TOTAL	**$125,300**	**$127,149**	**$124,844**	**$377,293**

Budget Description:

TOTAL PROJECT COST: $377,293

TOTAL EPA FUNDING REQUESTED: $377,293

I. Senior Personnel:

The PI has requested 200 hours for Yr. 1 and 200 hours for Yr. 2. These costs are reasonable because the municipality pays Employee 1 at the same rate for activities that are not federally funded, and the employee's salary is consistent with the market rates for senior municipal employees in this field.

	Personnel	**Rate**	**Hours**	**Total**
Year 1	Employee 1	$49.76/hr	200	$9,952
Year 2	Employee 1	$49.76/hr	200	$9,952
Year 3	Employee 1	$49.76/hr	200	$9,952

Other Personnel:

Funds are requested for a second municipal employee to assist the senior employee for both years of the project. These costs are reasonable because the employee's salary is consistent with the market rates for junior municipal employees in this field.

	Personnel	**Rate**	**Hours**	**Total**
Year 1	Employee 2	$28.00/hr	200	$5,600
Year 2	Employee 2	$28.00/hr	200	$5,600

Year 3	Employee 2	$28.00/hr	200	$5,600

TOTAL PERSONNEL: $46,656

II. Fringe Benefits:

Fringe benefits (to cover insurances, social security, and retirement) are requested at 31.6% of Employee 1 and 2 salary.

	Personnel	**Total Salary**	**Fringe Rate**	**Fringe**
Year 1	Employee 1 and 2	$15,552	31.6%	$4,915
Year 2	Employee 1 and 2	$15,552	31.6%	$4,915
Year 3	Employee 1 and 2	$15,552	31.6%	$4,915

TOTAL FRINGE: $14,745

III. Travel

Travel funds requested are for trips to *X* and *Y* each year. 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**
2 daytrips to research XXX: Task 1 and 2	Insert locations here	Mileage	1	$0.545/mile x 606 miles	$330
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

TOTAL TRAVEL: $2,000

IV. Equipment

There are no equipment costs.

	Item	Cost
Year 1	N/A	$0
Year 2	N/A	$0
	Total	**$0**

V. Supplies

Funds are requested for supplies in the amount of $10,000 for Year 1, $10,000 for Year 2, and $10,000 for Year 3. Supplies will be utilized for Tasks (insert task number or description here) and the following deliverables (insert deliverables name/number here). These costs are reasonable because X.

TOTAL SUPPLIES: $30,000

VI. Contractual

$10,000/year is requested for contractual. Municipality X will hire a consultant to provide technical assistance to Employees on outreach best practices. These costs are reasonable because the consulting contract will be awarded competitively under the municipality's small purchase procedures and consulting fees will comply with 2 CFR 1500.10. Price will be one factor in determining which consultant offers the best value for the project. We understand that the consultant rate must comply with the restrictions on consultant fees described in 2 CFR 1500.10.

Year 1	Contractual	$10,000
Year 2	Contractual	$10,000
Year 3	Contractual	$10,000

TOTAL CONTRACTUAL: $30,000

VII. Other

A key component of the project is a subaward in the amount of $50,000 per year to non-profit institution Y for work performed by the non-profit in partnership with the municipal Employees. The subaward will only be for personnel compensation and the non-profit institution Y's federally approved indirect cost rate. The compensation will be at the same rate paid for non-federal work at non-profit Y. These costs are reasonable because the compensation does not exceed that received for privately funded work and the indirect cost rate has been approved by non-profit institution Y's cognizant federal agency.

	Subaward	Total Cost
Year 1	$50,000	$50,000
Year 2	$50,000	$50,000
Year 3	$50,000	$50,000

TOTAL OTHER: $150,000

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)*. These costs are reasonable because X.

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	$92,467	$35,137	**$127,604**
Year 2	$92,467	$35,137	**$127,604**
Year 3	$92,467	$35,137	**$127,604**
Total	**$277,401**	**$105,411**	**$382,812**

TOTAL INDIRECT COSTS: **$175,685**

APPENDIX D: TIMELINE AND 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 from EPA's Underground Storage Tank Program applicants may review when developing their own timelines and milestone chart that includes information that is specific to their proposed project. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones **should not exceed one page. This Milestones page does not count towards the 11-page limit.**]*

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																						