

FEDERAL AGENCY: U.S. Environmental Protection Agency (EPA), Region 4, Land, Chemicals and Redevelopment Division (LCRD)

FUNDING OPPORTUNITY TITLE: 2021 Region 4 Source Reduction Assistance Grants

ANNOUNCEMENT TYPE: Request for Applications (RFA)

ASSISTANCE LISTING NUMBER (CFDA): 66.717

FUNDING OPPORTUNITY NUMBER: EPA-R4-LCRD-2021-01

IMPORTANT DATES

March 5, 2021	RFA OPENS
April 19, 2021	RFA CLOSES
April 30, 2021	ANTICIPATED NOTIFICATION OF SELECTION
Before September 30, 2021	AWARD ISSUED

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA's Solicitation Clauses](#).

Applications are due by April 19, 2021, 11:59 pm, Eastern Time. EPA will receive applications electronically through www.grants.gov. Applications will be electronically date and time stamped. Please refer to Section IV.A of this announcement for full information on the submission process. Applications must be submitted on time in order to be considered for funding.

SUMMARY: EPA Region 4 is announcing this grant competition and soliciting applications from eligible applicants that will improve community resilience and sustainability through pollution prevention. Pollution Prevention is any practice that reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment or disposal. Applicants must select at least one of the following technical assistance methods: a) research, b) investigation, c) experiments, d) education, e) training, f) studies and/or g) demonstration of innovative techniques. Applicants' projects must take place within EPA Region 4, which includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee.

FUNDING / AWARDS: EPA Region 4 anticipates awarding approximately \$160,000 under this announcement. EPA anticipates awarding approximately 2-4 grants, ranging from approximately \$40,000 to \$80,000, subject to the availability of funds, the quality of applications received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

I.A. Background

Source Reduction Assistance (SRA) grants can support research, investigation, experiments, surveys, study, demonstration, education and training using source reduction approaches (also known as “pollution prevention” and herein referred to as “P2”). P2 reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants. For more information about EPA’s P2 program please visit: <https://www.epa.gov/p2>

P2 includes powerful tools that protect public health and the environment by:

- Reducing the use, release, and exposure to toxic chemicals
- Implementing life cycle approaches to reduce the health and environmental impacts
- Employing upstream solutions that reduce the need and cost of environmental cleanup and pollution management
- Reducing the demand for virgin, raw materials
- Reducing the demand for and cost of utility services such as power, water, and wastewater treatment through energy and water efficiency
- Increasing the efficiency of materials use and reuse

How Does EPA Define P2? Pollution prevention is any practice which reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling of discarded material, treatment, or disposal; and reduces the hazards to public health and the environment associated with the release of those substances, pollutants, or contaminants. P2 practices include equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training, or inventory control. EPA has also interpreted P2 as including practices that increase efficient use of water, energy, raw materials, or other resources that may protect natural resources through conservation methods, or in-process recycling (i.e., process improvements to reuse materials within the same business/facility in the production process). Reducing the amount of pollution in the environment means producing less waste to control, treat, or dispose. Less pollution means fewer hazards posed to public health and the environment.

What is Not P2? For purposes of this announcement, P2 does not involve practices which alter the physical, chemical, or biological characteristics or the volume of a pollutant, hazardous substance or contaminant through a process or activity which itself is not integral to and necessary to produce a product or in providing a service. See Pollution Prevention Act Section 6603 and 40 CFR 35.343 and 35.662. The following are not P2 activities and cannot serve as the basis for P2 grant funding: recycling of discarded materials, waste clean-up, disposal activities, managing or processing of non-hazardous solid waste (e.g., paper, cardboard, glass, plastics), and the implementation of Lean manufacturing activities that do not involve reductions in the use/release of hazardous substances, pollutants, contaminants, greenhouse gas releases or water use. If any of these activities represents more than a small and ancillary part of the proposed work, EPA will not consider the application for an award.

I.B. Scope of Work

EPA Region 4 is particularly interested in receiving applications that offer hands-on practical source reduction tools and training on P2 approaches to measurably improve public health and the health of the environment by reducing the use of hazardous substances, reducing toxic pollutants, supporting efficiencies in reducing resource use (e.g., water and energy), and reducing business expenditures and liability costs. Suggested project types are provided below, but they are not an exhaustive list. EPA Region 4 welcomes innovative, bold strategies designed to accelerate and drive P2 and source reduction. Projects should align with a state and/or local mandate, policy, and/or community priority to improve community resilience and/or sustainability, as well as demonstrate a commitment and intention to continue efforts that support or address pollution prevention after EPA funding for the project has ended.

Applications must address one or both of the following EPA P2 National Emphasis Areas (NEA):

1. **Automotive Manufacturing:** Carry out P2 technical assistance and projects with businesses in the automotive industry. Projects under this NEA should facilitate and encourage businesses to identify, develop and adopt P2 practices in manufacturing of automobiles and the supply chain.
2. **Food and Beverage Manufacturing and Processing:** Carry out P2 technical assistance and projects with food and beverage manufacturing and processing businesses for the purpose of reducing toxic air emissions or water discharges, water or energy usage, hazardous materials generation and use. **Technical assistance projects or activities associated with restaurants, grocery stores and other retail establishments, do not qualify for this NEA.**

P2 activities under these two areas could include:

- Conducting trainings, conferences or roundtables for many businesses and P2 technical assistance providers to share pollution prevention best practices and/or demonstrate pollution prevention technologies.
- Develop demonstration and/or training materials for manufacturers and their suppliers to identify, develop nature-based solutions to reduce pollution and address climate change.
- Provide technical assistance/training to the automotive supply chain facilities in the southeast to help them develop and adopt pollution prevention practices.

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

I.C. EPA Strategic Plan Linkage

The activities to be funded under this announcement support EPA's FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: A Cleaner, Healthier Environment; Objective 1.3 Revitalize Land and Prevent Contamination, and Objective 1.4 Ensure Safety of Chemical in the

Marketplace; Goal 2: More Effective Partnerships, Objective 2.1 Enhance Shared Accountability, Objective 2.2 Increase Transparency and Public Participation; and Goal 3: Greater Certainty, Compliance and Effectiveness, Objective 3.1 Compliance with the Law, Objective 3.2 Create Consistency and Certainty, 3.3 Prioritize Robust Science, 3.4 Streamline and Modernize, and 3.5 Improve Efficiency and Effectiveness. All projects must support one or more of the goals and objectives identified above. View EPA's Strategic Plan online at <https://www.epa.gov/planandbudget/strategicplan>.

I.D. Measuring Environmental Results: Anticipated Outputs and Outcomes and Performance Measures

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. Applicants must discuss environmental outputs and outcomes in the Narrative.

1. **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.

Outputs include but are not limited to:

- Number of activities that widely share P2 practices (i.e., training/demonstration projects, webinars, roundtables, or other outreach).
- Number of attendees at training/demonstration projects, webinars, roundtables, or other outreach conducted.
- Types of skills and abilities achieved by training participants.
- Number of outreach materials developed and distributed (e.g., fact sheets, leaflets, social media posts, case studies).
- Number of stakeholder groups involved in the process.
- Number of technical assistance assessments or visits.
- Number of workshops, trainings/project demonstrations and courses conducted.
- Number of jobs created from a training program

2. **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 or quantitative, and can be 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.

Anticipated outcomes include, but are not limited to:

- Measurable improvements to environmental and/or ecosystem conditions and management including, but not limited to:

- pounds of toxic or hazardous materials reduced,
- gallons of water reduced,
- metric tons of greenhouse gas eliminated,
- reduction in kilowatt hours of energy used, and
- reduction of gallons of water used.
- Dollars saved by businesses.
- Increase in the number of pollution prevention assessments, lifecycle analyses, and/or lean manufacturing assessments conducted at businesses, institutions or local government facilities.
- Adoption of pollution prevention activities at businesses and/or communities.

3. Performance Measures: The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outcomes and outputs. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

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

I.E. EPA Statutory Authorities

This grant opportunity is awarded under the following EPA statutory authorities: Clean Air Act, Section 103(b)(3), as amended; Clean Water Act, Section 104(b)(3), as amended; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, as amended; Safe Drinking Water Act, Section 1442 (a)(1) and (c), as amended; Solid Waste Disposal Act, Section 8001(a), as amended; and Toxic Substances Control Act, Section 10, as amended. All application activities must apply at least one of the statutory authorities listed above.

The grant authorities within each statute authorize the agency to award assistance agreements to (1) conduct research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air and/or water pollution; (2) conduct research, development, monitoring, public education, training, demonstrations, and studies on pesticides; (3) develop, expand, or carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water; (4) conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies; and (5) conduct research, development, monitoring, public education, training, demonstrations, and studies on toxic substances.

II. AWARD INFORMATION

II.A. Number of Expected Awards and Federal Funding Amounts

EPA Region 4 anticipates awarding approximately \$160,000 under this announcement. EPA anticipates awarding approximately 2-4 grants, ranging from approximately \$40,000 to \$80,000, subject to the availability of funds, the quality of applications received, and other applicable considerations. Awards will be issued by EPA Region 4 and managed by the LCRD.

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.

II.B. Partial Funding

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

II.C. Cooperative Agreement

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial involvement between the EPA and the grant recipient throughout the grant project period. EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process. The anticipated substantial federal involvement may include:

- Review and approve project phases;
- Review proposed work of sub-grantees and contractors collaborating with the recipient;
- Review proposed procurements in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- Collaborating during performance of the work;
- Review qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Approve any proposed changes to the work plan and/or budget;
- Closely monitor the recipient's performance; and
- Review and comment on tasks or deliverables and reports or publications prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

II.D. Project Period

The estimated start date for projects resulting from this solicitation is October 1, 2021. All project activities must be completed within the negotiated project performance period of no longer than two years.

III. ELIGIBILITY INFORMATION

III.A. Eligible Applicants

Eligible applicants include States, local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations formed under Section 501 (c)(3) of the Internal Revenue Code (not 501(c)(4) organizations that lobby). All projects must take place within Region 4.

III.B. Cost Share/Matching Requirement

Applications require a cost share/match of 5% of the federal funds requested. See 2 CFR 200.306(b) for a definition of match and a description of match criteria. To illustrate, if the total project cost is \$50,000, the applicant must be able to provide \$2,500 in cash or in-kind contributions in order to meet the 5% cost share/match requirement and be eligible to receive \$47,500 in federal grant funding from EPA. Any voluntary cost share/match beyond the 5% will not be considered as part of the evaluation and selection process used to make award decisions.

III.C. Threshold Eligibility Criteria

Applications must meet the following threshold eligibility criteria when they submit their application. **Applications that fail to meet any one of the threshold criteria will not be considered further.** 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 that successfully meet the threshold criteria will then be evaluated using the criteria described in *Section V.A, Evaluation Criteria*. The threshold eligibility criteria are:

1. Demonstration of Applicant Eligibility - Provide information that demonstrates how you are an eligible entity as specified in Section III.A.
2. Projects must meet the definition of Pollution Prevention and address one or both NEAs described in Section 1.B (Scope of Work) of this announcement.
3. Eligible projects must take place within EPA Region 4, which includes Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina and Tennessee
4. 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
5. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Pages in excess of the page limitation (ten pages)for the Narrative will not be reviewed.
6. Applications must be submitted through www.grants.gov as specified in Section IV.A of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV.A) on or before the application submission

deadline. Applicants are responsible for following the submission instructions in Section IV.A of this announcement to ensure that their application is submitted properly.

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

IV. APPLICATION AND SUBMISSION INFORMATION

IV.A. Requirements to Submit Through Grants.gov

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

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

Courier Address:
OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

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

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

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

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2018 with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019. Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Submission Instructions

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

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

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

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, **EPA-R4-LCRD-2021- 01**, or the Assistance Listing (CFDA) number that applies to the announcement (CFDA 66.717 EPA), in the appropriate field and click the Search button.

Please Note: **All applications must now be submitted through [Grants.gov](https://www.grants.gov) using the "Workspace" feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](https://www.grants.gov/workspaces/overview).**

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than April 19, 2021, 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.

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

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Narrative - Project Narrative Attachment Form. This must include the Cover Page and Narrative Response, which cannot exceed ten pages in total, as described in Section IV.B.

Optional Documents:

6. Other Attachments- Letters of partnership, as described in Section IV.B.1.d.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Christina Bitten, at 404-562-8569. Failure to do so may result in your application not being reviewed.

Technical Issues With Submission

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

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays. A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer turning the power off may be necessary and re-attempt the submission.

Note: Grants.gov issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Christina Bitten at bitten.christina@epa.gov with the FON in the subject line. If you are unable to email, contact Christina Bitten at 404-562-8569. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant <https://www.sam.gov/SAM/> system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Christina Bitten at 404-562-8569.

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

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

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

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

IV.B. Content of Application Package

The following documents (Cover Page and Narrative Response) are required for all application packages. All documents must be in English and submitted in www.grants.gov, per Section IV.A. The Narrative must explicitly describe the applicant's project and specifically address each of the elements below and the evaluation criteria described in Section V.A. The Narrative should use standard Times New Roman, Arial, or Calibri fonts with a 12-point font size. **The Narrative must not exceed 10 single-spaced standard letter-sized (8.5 x 11-inch) pages. Any pages submitted in excess of the page limit will not be reviewed.**

Cover Page - The Cover Page (should not exceed one page) must include:

- Project Title.
- Applicant Name. Identify the name of the organization submitting the application.
- Unique Entity Identifier (e.g., DUNS Number). List the organization's DUNS number.
- Project Summary. Briefly describe the project in one to four sentences and identify the jurisdiction of your project or community you plan to serve and where the project will be performed.
- Project Leader. Include contact name, title, address, email address, phone number. Applicant can also list an administrative contact.
- Total Project Cost. Specify total cost of the project. Identify funding from other sources and in-kind contributions, including the required 5% match.
- Funding Requested. Specify the amount of federal funding requested from EPA.
- Demonstration of how the Applicant is an eligible entity per Section III.C.

Narrative Response

The Narrative must include clear, concise, and factual responses to all elements below. The Narrative must provide sufficient detail to allow for an evaluation of the merits of the application. If a criterion does not apply, include a response which explains why it does not apply. Any criterion left unanswered may result in zero points given for that criterion. Responses to the criteria should include the criteria number and title but need not restate the entire text of the criteria.

1. Project Summary and Approach

a. Project Description

Provide a clear and detailed description of the project and project goals including a description of how the project will support and improve community health, resilience, and/or sustainability

using a P2 approach. Provide a clear and detailed description of how the project might be replicated and may be transferable to other communities.

b. Scope of Work and Strategic Plan Linkage

Provide a clear and detailed explanation of how the project addresses the requirements in Section I.B. (Scope of Work), including how you will offer hands-on practical source reduction tools and training on P2 approaches to measurably improve public health and the health of the environment by reducing the use of hazardous substances, reducing toxic pollutants, supporting efficiencies in reducing resource use (e.g., water and energy), and reducing business expenditures and liability costs, and Section I.C. (Strategic Plan Linkage).

c. Environmental and/or Human Health Concerns and Performance Measurement

Provide a clear and detailed description of how the project addresses an environmental and/or human health concern through demonstration of pollution prevention and source reduction.

Provide a clear and detailed description of how you will measure success in meeting the project's objectives to improve community health, resilience and/or sustainability.

d. Partnerships

Describe your plan to leverage the resources and expertise of partners and stakeholders in the project, including a description of how each partner will contribute to the success of the project. Include letter(s) of support from any partners and/or stakeholders that are identified. If you do not intend to use partners explain how you will be able to efficiently and effectively perform the project without partners.

2. Project Sustainability

a. Project Alignment with Community Priorities

Provide a clear and detailed description of the extent to which the project supports and/or aligns with a state and/or local mandate, policy, and/or community priority to improve community health, resilience and/or sustainability.

b. Continuing Efforts in P2

Provide a clear and detailed description of the intention and ability to promote and continue efforts to support P2 after EPA funding for this project has ended.

3. Project Tasks, Budget and Measuring Progress

Itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, and indirect costs. Provide costs per unit.

a. Budget Description

Describe the project tasks and subtasks, and key personnel roles and responsibilities for each project task and subtask. Provide and describe how cost estimates for each task were developed and, where appropriate, provide costs per unit. Identify in the Narrative, but not the budget table, any costs that the applicant or other partners will fund for each task, including the 5% cost share/match. Describe how the match will be used.

b. Budget Table

Provide a detailed budget for your project and provide the costs per each budget category listed here. Examples of costs per unit may include:

Task 2, Provide P2 training to non-profits

– *Personnel Costs*: 20 hours at average rate of \$50/hr = \$1,000

– *Contractual Costs*: 5 half day training modules at average cost of \$3,500 = \$9,500

Budget Categories:

Personnel: List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.

Fringe Benefits: Identify the percentage used, the basis for its computation, and the types of benefits included.

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.

Equipment: Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational.

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

Contractual: Identify each 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.

Other: List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. This category should include only those types of direct costs that do not fit in any of the other budget categories.

Indirect Charges: If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency.

You may use the sample table format below to present how you plan to allocate grant funds for tasks/activities by budget category. Replace the task number heading in the sample table with the actual title of the task. **Only include costs to be covered by EPA grant funds in this table.**

Budget Categories		Project Tasks (\$)				Total
		(Task 1)	(Task 2)	(Task 3)	(Task 4)	
Direct Costs	Personnel					
	Fringe Benefits					
	Travel ¹					
	Equipment ²					
	Supplies					
	Contractual					

	Other (include subawards) (specify type)					
Total Direct Costs ³						
Indirect Costs ³						
Total Budget (Total Direct Costs + Indirect Costs)						
¹ Travel to P2 related training or workshops is an acceptable use of these grant funds. ² EPA defines equipment as items that cost \$5,000 or more with a useful life of more than one year. Items costing less than \$5,000 are considered supplies.						

c. Outputs and Outcomes

Identify for each task what outputs and outcomes will be produced as described in Section I.D., Measuring Environmental Results: Anticipated Outcomes/Outputs, for a definition and examples of outputs. Include quantitative targets. Describe your plan and approach for measuring progress towards achieving the expected project outcomes and outputs including those identified in Section I.D.

d. Anticipated Project Schedule

Provide a schedule indicating completion dates of milestones and significant tasks that demonstrate that you can complete the project and project goals within the two-year project period of performance.

4. **Programmatic Capability and Past Performance**

List up to 5 federally and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope, and relevance to this proposed project that your organization performed within the last three years, preferably EPA agreements, and describe:

a. Past Performance – Project Management

Provide a clear and detailed description of your past performance and outcomes in successfully completing and managing projects of similar size, scope, and relevance to the proposed project.

b. Past Performance – Reporting

Provide a clear and detailed description of your history of meeting the reporting requirements under previous assistance agreements. 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 Capability

Provide a clear and detailed description of the organizational experience and plan for timely and successfully achieving the objectives of the proposed project. This could include staff

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

V. APPLICATION REVIEW INFORMATION

V.A. Evaluation Criteria

Eligible entities whose applications meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria. Each application will be rated under the point system provided in the table below, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
1. Project Summary and Approach. Under this criterion, applicants will be evaluated based on the quality and extent to which: a. The narrative clearly describes the project and project goals including a description of how the project will support and improve community health, resilience and/or sustainability using a P2 approach and the degree to which the project might be replicated and transferable to other communities. (10 points) b. The narrative includes a detailed explanation of how the project addresses the requirements in Section I.B (Scope of Work) and Section I.C (Strategic Plan Linkage). The extent to which applicants offer hands-on practical source reduction tools and training on P2 approaches to measurably improve public health and the health of the environment by reducing the use of hazardous substances, reducing toxic pollutants, supporting efficiencies in reducing resource use (e.g., water and energy), and reducing business expenditures and liability costs will be evaluated. (5 points) c. The narrative clearly describes how the project addresses an environmental and/or human health concern through demonstration of pollution prevention and source reduction. The degree to which the applicant describes how it will measure success in meeting the project's objectives to improve community health, resilience and/or sustainability will also be evaluated. (10 points) d. The narrative describes a plan to use the resources and expertise of partners and stakeholders in the project, including a description of how each partner will contribute to the success of the project. Letter(s) of support from partners and/or stakeholders will be considered. In addition, if partners and stakeholders will not be used in the project applications will be evaluated based on whether it demonstrates that the project can be efficiently and effectively performed without partner and stakeholder involvement. (10 points)	35

2. Project Sustainability. Under this criterion, applicants will be evaluated based on the quality and extent to which the narrative realistically describes how the project supports, promotes community goals and sustainability, including: a. The narrative clearly describes how the project supports and/or aligns with a state and/or local mandate, policy, and/or community priority to improve community health, resilience and/or sustainability. (10 points) b. The narrative clearly describes the intention and ability to promote and continue efforts to support P2 after EPA funding for this project has ended. (10 points)	20
3. Project Tasks, Budget and Measuring Progress. Under this criterion, applicants will be evaluated based on the following factors: a. Whether the narrative clearly describes the project tasks and subtasks, and key personnel roles and responsibilities for each project task and subtask. The degree to which the applicant describes how the cost estimates for each task were developed and, where appropriate, provide costs per unit and any costs that will be funded by the applicant or other partners for each task will be evaluated as will the degree to which the cost share/match requirement is clearly described as to its source and use. (10 points) b. Whether the applicant clearly provides costs that are eligible, appropriate; reasonable and realistic to perform the project; and clearly correlates costs with the tasks and activities. The degree to which the budget includes costs for each project task and category (i.e., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs) will also be evaluated. (10 points) c. Whether the narrative clearly identifies outputs and outcomes for each task. Quantitative targets are necessary to receive full points. (5 points) d. Whether the narrative clearly identifies reasonable schedule with completion dates of milestones and significant tasks that demonstrate that the project goals and objectives will be completed within the two-year project period of performance. Also evaluated is the extent to which the narrative clearly describes an approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner (5 points)	30
4. Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on the quality and extent to which they demonstrate their ability to successfully complete and manage the project, including: a. The degree to which they describe successful past performance and outcomes in completing and managing projects of similar size, scope, and relevance to the project. (5 points) b. The degree to which they clearly describe a history of meeting the reporting requirements under previous assistance agreements. The	15

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 will also be evaluated. (5 points) c. The degree to which they clearly describe there is the organizational experience and plan for timely and successfully achieving the objectives of the project including the degree to which they detail the staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (5 points) Note: In evaluating applicants under items a. and b. of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not provide any response for these items, you may receive a score of 0 for these factors.	
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V.B. Review and Selection Process

All applications received by the closing date and time for submission will first be reviewed to determine eligibility for funding based upon compliance with all threshold eligibility criteria listed in Section III.C. Only applications determined eligible will be evaluated by a merit review panel of EPA staff. Each eligible application will be evaluated for technical merit based on the evaluation factors detailed in Section V.A of this announcement, and each application will be given an evaluated numerical score, with a total of 100 points possible.

The review panel will provide recommendations for selection based on the applications with the highest average point score to the EPA Region 4 Selection Official. Final funding decisions will be made by the Selection Official based on the scoring and recommendations of the EPA Region 4 merit review panel. In making the final funding decisions the Selection Official may also consider the availability of funds, geographic diversity, and balancing regional priorities.

V.C. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation including confidential business information, contracts and subawards under grants, and application assistance and communications, can be found on the EPA Solicitation Clauses page: <https://www.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VI. AWARD ADMINISTRATION INFORMATION

VI.A. Award Notification

EPA anticipates that selection notifications will be made via electronic mail (email) to the successful applicants by August 31, 2021. The notifications will be sent to the original signer of the application or to the project contact listed on the Key Contact form of the application package. This notification will inform the applicant that their application has been selected and is being recommended for an award, but it is not an authorization to begin work. The official notification of an award will be made by the EPA Region 4 grants office. Applicants are cautioned that only an EPA grants officer is authorized to bind the Federal Government to the expenditure of funds. Application selection does not guarantee an award will be made. For example, statutory authorization questions, funding issues or other discoveries found during the award process may affect the ability of EPA to make an award to an applicant.

The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to amend or submit additional documents and forms which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

VI.B. Administrative Requirements

1. Applicants selected for award will work with the EPA Project Officer to finalize the application package to EPA. This package will include a work plan that describes the work to be performed, project schedule, final budget, budget justification worksheet and any required certification forms. EPA will review, and the selected applicant may need to revise, the work plan.
2. Approved awards 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](#).

VI.C. Reporting Requirement

Progress reports and a Final Technical Report will be required of the grant recipients. The progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period, as defined by the EPA Project Officer. These reports shall cover work status, work progress, 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 reports shall include a report out on the progress towards meeting the outputs, outcomes and measures as described in Section I.D. (Measuring Environmental Results: Anticipated Outputs and Outcomes and Performance Measures). EPA will provide to the grant recipients reporting tables and spreadsheets (see reporting templates at [EPA P2 Grant Program](#)). The reports must also document the P2 approaches identified, developed and implemented, lessons learned and how the project is meeting the national

measures. EPA will use the information to determine if workplan requirements are being met and to build a repository of P2 lessons learned that can be widely shared and replicated. The grant recipient must submit the Final Technical Report within 90 calendar days of the close of the grant project period.

VI.D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the Grant Competition Dispute Resolution Procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E. **VI.E. Additional Provisions for Applicants Incorporated into the Solicitation**

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

VII. AGENCY CONTACT

Christina Bitten, U.S. EPA, Region 4, Land, Chemicals & Redevelopment Division, 61 Forsyth St SW # 9, Atlanta, GA 30303; Phone: 404-562-8569 or e-mail: Bitten.christina@epa.gov.

Appendix A: Budget Object Class Description Detail

The following budget category descriptions are provided to assist you in completing your budget as an example to follow, though this format is not required. Other formats are also acceptable if total costs per category and specific descriptions of costs are included.

Budget object class descriptions:

1. **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.
2. **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.
3. **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 EPA’s Office of International and Tribal Affairs prior to being taken.
4. **Equipment: Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment means tangible personal property (including information technology systems) having a useful life of more than

one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also 2 CFR 200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. It does not include rental or lease of equipment (this cost should be noted under the other category). The budget narrative should include: 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. If your project requires the purchase of equipment, you are encouraged to contact Christina Bitten at bitten.christina@epa.gov or 404-562-8569 to ensure that the equipment purchase is an eligible cost.

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.

5. **Supplies: “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
6. **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.

EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

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

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not 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 EPA’s Subaward Policy and supplemental Frequent Questions for additional guidance.

8. Indirect Charges: If indirect charges are budgeted, indicate the approved rate and base.

Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- Personnel: $(\text{Indirect Rate} \times \text{Personnel}) = \text{Indirect Costs}$
- Personnel and Fringe: $(\text{Indirect Rate} \times \text{Personnel \& Fringe}) = \text{Indirect Costs}$
- Modified Total Direct Costs: $(\text{Indirect Rate} \times \text{Modified Total direct costs}) = \text{Indirect Costs}$
- Direct Costs minus distorting or other factors such as contracts and equipment: $(\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors})) = \text{Indirect Costs}$
- 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.