AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Gulf of Mexico Program Reduction and Prevention of Trash in the Five Coastal States (Texas, Louisiana, Mississippi, Alabama, and Florida) of the Gulf of Mexico Watershed

ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-GM-2019-TFW

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.475

DATES: Proposal packages must be submitted electronically to EPA through Grants.gov (http://www.grants.gov) no later than November 22, 2019 at 11:59 ET in order to be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits applications to improve water quality, habitat, community resilience and environmental education through working with businesses, communities, and state and local governments to develop innovative projects that will encourage and facilitate the removal and reduction of trash that finds its way into waterways and ultimately our oceans. All projects must take place in one or more of the five gulf states (Texas, Louisiana, Mississippi, Alabama, Florida) and must be in the Gulf of Mexico watershed.

FUNDING: The total estimated funding for this competitive opportunity is approximately $5 million. EPA anticipates awarding ten or more grants (no more than $500,000 each) from this announcement, subject to availability of funds.

TENTATIVE TIMELINE

9/23/2019	RFA Posted
9/23/2019	Please review the Q&A posted before submitting questions. The Q&A can be found by following the TFW RFA announcement link at https://www.epa.gov/gulfofmexico. If the answer needed is not already included in the Q&A, please submit questions to GMP-RFP@epa.gov. Q&A will be updated weekly if new questions are received.
11/22/2019	Applications Due to the Gulf of Mexico Program at 11:59 pm ET
Late February	Selected applicants notified
Late April	Final application packages submitted to EPA.
Late June	Final awards made.

The above lines (other than the application submission date) are anticipated dates and subject to change.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background:

Common trash from consumer goods makes up the majority of what eventually becomes marine debris, polluting our waterways and oceans. Plastics in the aquatic environment are of increasing concern because of their persistence and effect on the environment, wildlife, and human health. The goal of this RFA is to reduce the volume of trash entering U.S. waterways.

The Gulf of Mexico Program (GMP), housed within the Gulf of Mexico Division, is a non-regulatory program of the U.S. Environmental Protection Agency (EPA) founded to facilitate collaborative actions to protect, maintain, and restore the health and productivity of the Gulf of Mexico in ways consistent with the economic well-being of the Region. To carry out its mission, GMP continues to maintain and expand partnerships with State and Federal agencies, federally recognized tribes, local governments and authorities, academia, regional business and industry, agricultural and environmental organizations, and individual citizens and communities. For more information, please see https://www.epa.gov/gulfofmexico.

B. Scope of Work:

Under this solicitation, the EPA is seeking innovative projects focused on reducing the amount of trash in our waterways through trash prevention and/or removal. Applicants must describe how the project will do at least one of the following: improve water quality; protect, enhance, and/or restore habitat; and/or improve community resilience. Each project should also include education or outreach focused on changing business and/or consumer practices in order to reduce trash in our waterways (i.e. *work with the community to reduce litter that comes from anthropogenic sources.")*. Successful projects will work with businesses, communities, cooperatives, and/or state and local governments to achieve sustainable measures that result in the reduction of trash in waterbodies. Applicants will be asked to demonstrate a successful history of working with stakeholders to develop and put into place projects with results.

1. Activities:

Holistic approaches incorporating prevention, removal and outreach are encouraged. At a minimum, the project must include trash prevention or removal activities AND an outreach and education element. Projects that take place in a disadvantaged community are encouraged. If the project takes place in a disadvantaged community, please define the community and describe how the outcomes of the project will benefit that community. Review and scoring of the proposal will be based on the measurable results identified. Please see the following links for project examples: Great Practices Compendium and the Flow Newsletter.

Trash Prevention

Trash prevention projects are projects that focus on the reduction or elimination of trash that has the potential of entering waterways. These projects are typically focused on source reduction through innovation, industry engagement, and stewardship initiatives. Examples of project elements include but are not limited to: changes in community (business and/or

consumer) practices (i.e. *work with the community to reduce litter that comes from anthropogenic sources.")*; sustainable alternatives to single-use plastics; innovation in product and packaging design; and development and use of tools/resources that prevent trash from entering waterbodies.

Trash Removal
Trash removal projects benefit habitat and waterways through the development and use of tools and resources that support trash assessment and removal in and/or near waterbodies. Examples of project elements include but are not limited to: locally driven community-based removal projects and trash capture technologies in or near waterbodies. Trash removal projects must demonstrate how they will effectively quantify the trash removed. Applicants are encouraged but not required to use the Draft EPA Escaped Trash Assessment Protocol (ETAP) which can be found in Appendix B.

Outreach/education element
Each project should incorporate education and outreach that would result in positive changes in consumer and/or business practices to reduce trash in waterways (i.e. *work with the community to reduce litter that comes from anthropogenic sources).* Examples of project elements include but are not limited to: an outreach campaign to reduce litter and improve trash management; educate communities on impacts of trash and empower communities to take action.

2. Measurable results. Each project must describe how it will meet the following three items:

a) Education and Outreach: Every project MUST contain an element of Environmental Education and Outreach and provide an estimate of the number of individuals to be served (the actual number of individuals reached, and the method(s) used to reach them).

b) Mass or volume of trash removed and/or prevented: Each project MUST also report the mass (pounds) or volume (cubic yards) of trash removed or prevented from reaching the waterway or habitat, including a description of the method used for calculating those values. For example, source reduction projects would provide a calculation for the relationship between known waste-not-created and expected litter-not-created; while trash capture and removal projects would have a value from their waste disposal efforts – e.g. "we filled a 10 cubic yard dumpster", "we removed XXXX lbs of trash from waterbodies", "we prevented XXXX of trash from entering waterbodies".

c) Additional GMP outputs: Each project must describe how it will meet one or more of the three outputs listed below.

i. Strengthen Community Resilience: Estimate how the community will become more resilient at the end of the project, including the number of communities reached and how the project served to strengthen the community resilience. Applicants must explain how "community" will be defined specific to their project.
ii. Protect, Enhance or Restore Habitat: Estimate the expected number of habitat acres (or linear feet) that will be enhanced, restored and/or protected.
iii. Improve Water Quality: Demonstrate an improvement in a waterbody or segment by the end of the project period as compared to the initial project baseline. For this RFA, the improvement in a waterbody must include a reduction in trash or a calculation of trash prevented from entering a waterway. Trash pollution is ultimately a nonpoint

source pollutant, thus environmental concentrations often vary significantly. If final monitoring does not indicate an improvement in water quality, then the project report MUST include suggestions for additional source reduction efforts such as local business/community member engagement, gray infrastructure upgrades, improved stormwater management, etc.

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

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

1. Linkage to EPA Strategic Plan. The activities to be funded under this announcement support EPA's FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1 - A Cleaner, Healthier Environment: Deliver a cleaner, safer, and healthier environment for all Americans and future generations by carrying out the Agency's core mission. Objective 1.2 - Provide for Clean and Safe Water: Ensure waters are clean through improved water infrastructure and, in partnership with states and tribes, sustainably manage programs to support drinking water, aquatic ecosystems, and recreational, economic, and subsistence activities. All applications must identify how they support the goal and objective identified above. Please read EPA's FY 2018-22 Strategic Plan for more information.

2. Environmental Outputs and Outcomes. The significance of environmental outputs and outcomes you expect to achieve will be considered under the evaluation criteria during the selection process and must be addressed in the proposal submission (See Sections IV.C. and V.A.)

a)Outputs. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Progress reports and a final report are required outputs for every project, as specified in Section VI.C. of this announcement, "Reporting Requirement." In addition, the expected outputs from the project(s) to be funded under this announcement must include each item listed in Section I.B.

b) Outcomes. The term "outcome" means an environmental result, effect or consequence that will occur from carrying out project activities and/or completing outputs related to an environmental goal. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. Applications must include a description of project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period.

During preparation of the proposal, the applicant should consider the following questions when developing output and outcome measures which document project results:

- What are the measurable short term and longer-term results that the project will achieve?

- How will the applicant measure progress in achieving the expected and measurable results?

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

D. Supplementary Information.

Projects submitted must describe how they fit under the following funding statute:

Clean Water Act, §104(b)(3), which authorizes the award of grants to conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution. Demonstration projects must entail the following:

a)novel or innovative techniques, methods, or approaches;

b) data collection for the applied technique, method or approach; and

c) communication of the results to other communities, community members or businesses to inform others on the success of projects that improve water quality.

II. AWARD INFORMATION

A. Available funding.

The total estimated funding expected to be available for awards under this competitive funding opportunity is approximately $5 million. EPA anticipates awarding ten or more grants under this announcement, with awards being no more than $500,000 subject to the availability of funds, quality of evaluated applications, and other applicable considerations. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

B. Partial Funding

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

C. Project Period

The estimated project period for awards resulting from this solicitation will begin in Calendar Year 2020. Proposed project periods may be up to five years but should be commensurate with the activities proposed. For example, a proposal to develop a mini-grant program may require a longer time frame than a trash removal project.

D. Funding Type

The funding for selected projects will be in the form of a grant.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

The following entities are eligible to apply for funding under this announcement unless restricted by the authorizing statute(s); State and local governments, interstate agencies, Tribes, colleges and universities, and other public or non-profit organizations.

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

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

B. Cost Sharing or Matching

Neither matching nor cost share funds are required under this competition. Cost sharing will not be evaluated as a part of this competition.

C. Ineligible Activities. Projects ineligible for funding under this program are:

1. Actions required to settle a formal enforcement action or included in a court order; or specified as a required mitigation measure under a state, local, or federal permit for a specific project; however, grant funding may be used to enhance or expand such projects beyond minimum requirements for compliance.
2. Work involving only routine maintenance of storm water infrastructure and other facilities.
3. Projects which fall under the existing planning responsibilities of an individual state or local government (e.g., development of TMDLs or MS4 permits).
4. Routine "gray infrastructure" projects (e.g., installation of sewer lines).
5. Construction activities including but not limited to preliminary planning to determine the economic and engineering feasibility of a facility, the engineering, architectural, legal, fiscal, and economic investigations and studies, surveys, designs, plans, working drawings, specifications, procedures, and other action necessary to the construction of a facility, the erection, acquisition, alteration, remodeling, improvement, or extension of a facility, and the inspection and supervision of the construction of a facility.

D. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all these criteria will be evaluated against the ranking factors in Section V of this

announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. EPA Strategic Plan: Proposals must support the EPA Strategic Goals identified in Section I.D.
2. Program Relevance: Proposals must address activities as described in Section I.B. to be considered.
3. Measurable Results: Proposals must demonstrate how the project meets the measurable results described in Section I.B.2. If the project does not address a, b, and c of the measurable results section it will not be considered.
4. Project Location: Only projects that take place in one or more of the five gulf states (Texas, Louisiana, Mississippi, Alabama, Florida) AND in the Gulf of Mexico watershed will be considered.
5. Funding Request Limit: Requests for EPA funding amounts in excess of the funding amount listed in Section I.B, including direct and indirect costs, will not be considered.
6. Eligible activities: A proposal must identify how its activities meet the funding authority described in Section I.D. In addition, if a proposal is submitted that includes any ineligible tasks or activities (listed in III.C), the proposal will be ineligible for funding.
7. Substantial Compliance: Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal and budget, pages in excess of the page limitation will not be reviewed.
8. Proposal submission: In addition, proposals must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline of 11:59 Eastern Time on November 22, 2019. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted. *Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal/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.* Applicants should confirm receipt of their proposal with gmp-rfp@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Grants.gov Submission Instructions

Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the grants.gov instructions in this announcement. 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 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 DUNS number listed on the application must be registered to the applicant organization's SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to 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

You may also be able to access the application package for this announcement by searching for the opportunity on Grants.gov. Go to Grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-GM-2019-TFW, or the CFDA number that applies to the announcement (CFDA 66.475), in the appropriate field and click the Search button. Please Note: All applications must now be submitted through Grants.gov using the "Workspace" feature. Information on the Workspace feature can be found at the Grants.gov Workspace Overview Page.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than November 22nd, 2019 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.

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

1. Technical Issues with Submission

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 result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Rachel Houge at houge.rachel@epa.gov with the FON in the subject line. If you are unable to email, contact Rachel Houge at 228-304-7441. Be aware that EPA will only consider accepting applications that were unable to transmit due to 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 a timely application 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.*

If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Rachel Houge at 228-304-7441.

a) 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 houge.rachel@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.

b) 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 houge.rachel@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.

C. Content of Application Submission:

Applicants must include the information outlined below in their applications. Pages in excess of the page limitations identified below will not be reviewed. Applicants must also ensure that the application narrative provides information addressing all the proposal evaluation criteria identified in Section V.A. and the threshold criteria identified in III.D. Please submit all 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. Assurances for Non-Construction Programs (SF-424B)
4. EPA Key Contacts Form 5700-54
5. EPA Form 4700-4 – Pre-award Compliance Review Report
6. Application Narrative – see table below for content – Project Narrative Attachment Form
7. Budget Table – Project Narrative Attachment Form
8. Budget Narrative – Budget Narrative Attachment Form
9. Map - Project Narrative Attachment Form

Optional Documents:

10. Other Attachments Form – Resumes of Biosketches of PIs and Critical Staff
11. Other Attachments Form – Negotiated Indirect Cost Rate Agreement, if applicable
12. Other Attachments Form – Letters of Support, if applicable

Application Submission Content	
Required Documents	
Application for Federal Assistance (SF-424)	Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form

	SF 424. The contact person you provide in Block 8.f. should be different than the Authorized Representative listed in Block 21. ***Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.***
Budget Information for Non-Construction Programs (SF424A)	Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)
Assurances for Non-Construction Programs (SF-424B)	Complete the form. There are no attachments.
EPA Key Contacts Form 5700-54	Complete the form. There are no attachments. Please be sure the contacts on this form are consistent with the other forms.
EPA Form 4700-4 – Preaward Compliance Review Report	Complete the form.
Application Narrative (ten pages maximum, including application information page)	Includes the Application Information Page; Project Narrative. Prepare as described in the Application Information Page and Application Narrative instructions below. This is one of the files that should be submitted using the Project Narrative Attachment form.
Budget Table	A fill-able template for the budget table is available for download with the RFA on www.grants.gov and by following the TFW RFA announcement link at https://www.epa.gov/gulfofmexico. **Applicants are strongly encouraged to use the same format as found in the sample template.** This file should be submitted using the Project Narrative Attachment form.
Budget Narrative (three pages maximum)	This file should be submitted using the Budget Narrative Attachment form.
Negotiated Indirect Cost Rate Agreement	Use if indirect costs are included in the project budget. Use the "Other Attachments Form" to attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs. Please include the words "cost agreement" in the filename.
Letters of support	Letters of support from partners with substantial involvement are required to support description of partner involvement. Will be evaluated as identified in V.A.f. Please consolidate all letters into one file and include the word "Letters" in the file name. Use the "Other Attachments Form".
Map	Provide a map of the watershed and the proposed work areas related to the project. If the project includes water quality outputs, please identify the 12-digit HUC(s) or segment of where the project will take place. Please include

	the word “map” in the file name. Use the “Project Narrative Attachment Form”.
Resumes or Biosketches of PIs and Critical Staff	Use the “Other Attachments Form” to attach a copy of the resume or curriculum vitae of principal investigators and critical staff for the proposed project. Such documentation should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project. Please include the word “resume” in the filename.

Application Narrative (10-page limit including the proposal information page)

Application Information Page (1-page limit)

- Project Title
- Applicant Information. Include applicant (organization) name, address, contact person, phone number, e-mail address and DUNS number.
- Total Project Cost. Specify total cost of the project and the amount you are requesting from EPA, if different. Project costs should align with the scope of the project and should not exceed $500,000)
- Briefly describe how your project meets EPA Strategic Goals (See Section I.C for more) information)
- Project Description. Briefly describe your project to ensure the connection to activities described in Section I.B. and the funding authorities described in Section I.D. Please also ensure your project does not contain any ineligible activities identified in III.C.
- Measurable Outputs. Provide a brief description of the major outputs of your project. (See Section I.B. for more information.)
- Place of Performance. Identify the watersheds (12-digit HUC(s)) or waterbodies where your project will take place. In addition, please identify the state, Counties, Cities, Congressional Districts, and up to 5 zip codes of your project location(s).
- Project period. Provide anticipated project start date and anticipated project completion date.

Application Narrative

EPA recommends that applications be in 12-point font or larger. Readability is of paramount importance. The application narrative must explicitly describe how the proposed project meets guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.D). The narrative must also address each of the evaluation criteria set forth in Section V and how the applicant will perform the activities under the scope of work in Section I.B

Project Description/Approach:

The following items should be addressed within this section of your application.

- The narrative should link the project activities with the required output(s) (Please see Section I.B)
- The project approach should be described concretely and be appropriate for the desired outputs and outcomes without requiring more detail to assess the likelihood of success. This should include the technical or conceptual foundation for this approach. For example, plans, studies, pilot projects, successful projects elsewhere, etc.

- The discussion should address what is innovative about the project, how and why the project takes a holistic approach and what new knowledge will be gained or what new approach is being taken.
- The narrative should describe the relevance of the project, including how it will benefit the Gulf of Mexico and if successful, how can it be replicated elsewhere. Generally, projects that work with disadvantaged communities have greater relevance and benefit to the Gulf. Example questions to consider in this description include:
  Does it build local or regional capacity?
  Does it address an existing issue in the Gulf of Mexico watershed?
- The narrative should include language describing how the project supports EPA Strategic Goals (Please see Section I.C.) and the statutory authority (Please see Section I.D).
- The narrative should identify project partnerships, including responsible parties for each task. Letters of support from partners with substantial involvement are required to support description of partner involvement.

Environmental Results:

- Identify well defined outputs that are specific, quantified and significant, including target numbers, throughout the project timeframe.
- The proposal should clearly demonstrate how the project will support achieving the outputs, including the output required for the priority area(s) selected.
- The proposal should discuss quantitative environmental, social, health-related, or programmatic outcomes resulting from project outputs even if the outcome is beyond the project period.
- The proposal should describe major tasks, deliverables for each task, and schedule for completion (IE. Milestone or GANTT chart). The link between the tasks and achievement of identified outputs and outcomes should be clear.
- For awards under this competition that are expected to exceed $200,000 in federal funding AND involve the generation or use of environmental data, please provide a statement acknowledging 1) your need to demonstrate competency prior to beginning work and 2) your understanding that a Quality Management Plan (QMP) and/or a Quality Assurance Project Plan (QAPP) may be required. Please see Section IV. O. at the following link for more information: https://www.epa.gov/grants/epa-solicitation-clauses#competency. For further information, please see the Frequently Asked Questions Document regarding this EPA requirement: https://www.epa.gov/measurements/documents-about-measurement-competency-under-assistance-agreements
- The proposal should describe how it will ensure a lasting impact beyond the period of performance.

Programmatic Capability and Past Performance

- The proposal should describe the applicant's history of successfully a) completing and managing Federal assistance agreements and b) meeting the reporting requirements under the Federal assistance agreements, including whether the applicant submitted acceptable final performance 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. If such progress was not being made, please describe why.
- Note: This section of the proposal should include a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but

not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements)
- The proposal should describe the applicant's organizational experience and staff expertise to be able to assess the ability of applicant to successfully achieve the goals of the proposed project.

Education and Outreach
- The proposals should (in narrative form) identify how the project will result in positive change in the practices of the community (i.e. businesses, consumers, students) (i.e. define and describe the work with the community to reduce litter that comes from anthropogenic sources).
- The proposal should identify how the anticipated change will be identified.

Expenditure of Awarded Funds
- The proposal should describe the financial controls currently in place to ensure that awarded funds are expended in a timely and efficient manner.

Budget (3-page limit, see Appendix A for sample format and grants.gov and EPA GMP website for optional table template)
Budget The proposal should provide a budget table. The budget table should cross-reference the SF-424A budget categories while breaking out the line items for each budget category. Budget resources necessary for completing a QAPP (if applicable), sharing project information broadly, and reporting progress should be included. The budget table should identify major costs associated with the approach in an easily understandable format. A fill-able template for the budget table is available for download with the RFA on https://www.grants.gov and by following the TFW RFA announcement link at https://www.epa.gov/gulfofmexico. Applicants are strongly encouraged to use the same format as found in the sample template. This file should be submitted using the Project Narrative Attachment form. The proposal should provide a budget narrative *(please see Appendix A for Interim EPA Budget Narrative guidance and examples*). The budget narrative should cross-reference the budget table, providing explanation of all costs – detailing the purpose of the expenditure and how it was calculated. Where possible, the budget narrative should link expenses with tasks and deliverables from the project description. Budget resources necessary for completing a QAPP (if applicable), sharing project information broadly, and reporting progress should be included. The budget narrative should clearly explain cost calculations and correlate the costs to activities identified in the proposal. The overall project costs and various components should be well justified and reasonable. * The indirect cost rate assessed by organization may be considered in the evaluation of the budget narrative, tables and project costs. *If utilizing a negotiated indirect cost rate, 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.

a) Submission Dates and Times

The closing date and time for submission of applications is November 22nd, 2019, 11:59 p.m., Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding. Applications submitted through grants.gov will be time and date stamped electronically. **Please email Rachel Houge at gmp-rfp@epa.gov to confirm EPA**

received your application. Confirmation of receipt should be requested within 30 days of the application deadline. Failure to do so may result in your application not being reviewed.

b) Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at 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 proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions. We have highlighted several of the clauses below:

i.Pre-proposal/Application Assistance and Communications.

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, 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 as soon as possible so that any questions about the solicitation language may be resolved prior to submitting a proposal. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination

ii.Partnerships, Contractors and Subawards

Contracts and Subawards:

a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. Funding may be used to provide subawards of financial assistance, which includes using subawards to fund partnerships, provided the recipient complies with applicable requirements for subawards including those contained in 2 CFR Part 200 and EPA's Subaward Policy. EPA has also posted Additional Resources on Subawards for applicants to consult.

Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors

(including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subrecipient must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance found at 2 CFR 200.330, the definitions of subaward at 2 CFR 200.92 and subrecipient at 2 CFR 200.93, and Appendix A to EPA's Subaward Policy. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 2 CFR 200.317-326 and cannot use a subaward as the funding mechanism.

b. How will an applicant's proposed subrecipients and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subrecipients identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward will be properly awarded consistent with the applicable regulations in 2 CFR Part 200. For example, applicants must not use subawards to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 2 CFR 200.317-326. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the

commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

iii.Grantsgov Instructions:
Grants.gov Instructions

V. APPLICATION REVIEW INFORMATION

Only 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 should explicitly address these criteria as part of their application package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Application Narrative Criteria	Points
1. Project Description/Approach: Each criterion below is worth 5 points in the evaluation. The applicant will be evaluated on the extent and quality to which the proposal: a) Links the project activities with the required outputs (Please see Section I.B). b) Describes the project concretely, including enough detail to assess the likelihood of success. The proposal should describe the approach, including the technical or conceptual foundation for this approach – for example, plans, studies, pilot projects, successful projects elsewhere, etc. c) Describes an innovative approach or technology, a holistic approach, and/or what new knowledge will be gained. d) Describes the relevance of the project, including how it will benefit the Gulf of Mexico. Generally, projects that work with disadvantaged communities have greater relevance and benefit to the Gulf. e) Describes how the project supports one or more EPA Strategic Goals (Please see Section I.C.) and the Statutory Authority (Please see Section I.D). f) Describes how the project utilizes partnerships to achieve beneficial outputs and outcomes for communities, including responsible parties for each task. If applicable, the applicant should identify local partners and connections and describe volunteer contributions and roles. Letters of support from partners with substantial involvement are required to support description of partner involvement.	30
2. Environmental Results—Outcomes, Outputs and Performance Measures: Each criterion below is worth 5 points in the evaluation. The applicant will be evaluated on the extent and quality to which the proposal: a) Identifies well defined outputs and outcomes, including target numbers, throughout the project timeframe. b) Demonstrates how the project will support achieving the outputs required. c) Describes results that are specific, quantified and significant.	30

d) Discusses quantitative environmental, social, health-related, or programmatic outcomes resulting from the project outputs even if the outcome to be achieved is beyond the assistance agreement funding period. e) Describes major tasks, deliverables for each task, and schedule for completion (i.e. milestone or GANTT chart). The link between the tasks and achievement of identified outputs and outcomes should be clear. If applicable, a brief description for addressing quality assurance requirements (QAPP and QMP) should be included. f) Describes how it will ensure a lasting impact beyond the period of performance.	
3. Programmatic Capability and Past Performance (10 pts total) Each criterion below is worth 5 points in the evaluation. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: a. (i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV of the announcement, and (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the announcement 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. **Note: In evaluating applicants under items i and ii 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 proposal 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.** b. (i) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (ii) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	10
4. Education and Outreach: Each criterion below is worth 5 points in the evaluation. The applicant will be evaluated on the extent and quality to which the proposal: a) Demonstrates how the project will successfully result in positive changes in consumer and/or business practices. b) Demonstrates how the positive change will be measured.	10
5. Expenditure of Awarded Funds: This criterion is worth 5 points in the evaluation. The applicant will be evaluated on the extent to which the proposal describes the financial controls currently in place to ensure that awarded funds are expended in a timely and efficient manner.	5
Budget Criteria	Points

Each criterion below is worth 5 points in the evaluation. The applicant will be evaluated on the extent to which the proposal: a) Provides a budget table identifying major costs associated with the proposal in an easily understandable format. Budget resources necessary for completing a QAPP, if applicable, sharing project information broadly, and reporting progress, should be included. b) Provides a budget narrative clearly explaining cost calculations, purpose of the costs and correlating the costs to activities identified in the proposal. The budget narrative should link expenses to tasks and deliverables from the project description. Budget resources necessary for completing a QAPP, if applicable, sharing project information broadly, and reporting progress, should be included. c) Includes costs and various components that are justified and reasonable. Note: The indirect cost rate assessed by organization may be considered in the evaluation of the budget narrative, tables and project cost.	15

B. Review and Selection Process

Under this competition, EPA expects to fund the top ranked proposal for each state in the Gulf of Mexico (Florida, Texas, Mississippi, Louisiana and Alabama) contingent on the quality of the proposal and funding availability. Applications meeting the threshold criteria listed in Section III of this solicitation will be evaluated by an EPA Gulf of Mexico Review Panel. The Review Panel will consist of EPA staff, which may include staff from different EPA offices, and may also include representatives from other Federal agencies. If a large number of proposals are received, a review panel will be convened for each state. The panel will score and rank the eligible applications using the evaluation criteria identified in Section V.A. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score and the project's geographic location. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities, funding availability, duplicate funding issues, permitting or regulatory issues, organizational diversity (applicant type such as Tribe, college/university, and non-profits), and geographic diversity of funds. Any final selections made out of rank order will be documented and justified based on these factors. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

D. Additional Provisions for Applicants Incorporated into the Solicitation:

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

VI. Award Administration

A. Award Notices and Status: Following evaluation of applications, all applicants will be notified regarding their status, as follows:

EPA anticipates notification to unsuccessful applicants will be made via email to the original signer of the application or the project contact listed in the application.

EPA anticipates that notification to successful applicants will be made via email to the original signer of the application or the project contact listed in the application. The notification will advise them that their proposed project has been evaluated and forwarded to the EPA approving official for further consideration and possible award. This notification, which advises finalists that their proposed project has been forwarded to the approving official, is not and should not be considered as an authorization to begin performance. Applicants are cautioned that only the EPA award official is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice signed by the EPA award official is the authorizing document and will be provided through postal mail. The applicant may need to prepare and submit additional documents and forms, which must be approved by EPA, before the grant can officially be awarded. The time between notification to finalists and award of a grant can take up to 90 days or longer.

B. Administrative and National Policy Requirement: The successful applicants will be required to adhere to federal grants requirements, particularly those found in applicable Cost Principles (2 C.F.R. § 200 Subpart E), Administrative Requirements (2 C.F.R. § 200 and 1500), and Audit Requirements (A-133). This includes government-wide requirements pertaining to accounting standards, lobbying, minority or woman business enterprise, publication, meetings, construction, and disposition of property. Additional EPA regulations are codified in Title 40 of the Code of Federal Regulations. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:
https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants.

C. Quality System Documentation: Quality system documentation (i.e., quality assurance project plans or quality management plans) is required for grants involving the use or collection of environmental data. EPA must have this documentation within 90 days of award, and it must be approved before grantees commence activities associated with the use or collection of environmental data. Applicants should budget time and resources for developing quality system documentation. Applicants that do not do so may have to fund the quality system documentation and any necessary project changes out of their own funds. For specific guidance on GLNPO's quality requirements please see http://www.epa.gov/greatlakes/quality/index.html.

D. Reporting Requirements: Applicants selected for funding shall provide quarterly narrative technical progress reports addressing financial and work progress, including reporting on outputs. Terms and conditions in grant agreements will provide more detail on quarterly reporting and the final technical report. Applicants should budget time and resources for these activities.

F. Other Programmatic Requirements: Additional applicable programmatic terms and conditions will be included in grant agreements, including provisions for: signage for on-the ground projects, and EPA pre-approval of subcontracting and of conference participation. Applicants should budget time and resources for these activities.

H. Issuance of Awards: EPA reserves the right to negotiate appropriate changes in project terms and amounts (i.e., changes that do not affect the integrity of the competition or materially change the application) consistent with EPA Order 5700.5A1 and other applicable policies, before making final decisions and awards. EPA reserves the right to reject all applications and make no awards. Applicants may be asked to include greater detail and specificity for their work plans before final awards are issued. Applicants may also be requested to satisfy data quality or peer review requirements before or shortly after the awarding of grants.

I. Additional Provisions For Applicants Incorporated Into RFA. 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 proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. Agency Contacts

For RFA questions, please contact: Rachel Houge at gmp-rfp@epa.gov

Appendix A. Budget Table and Narrative Example

Budget Table

Applicants must provide a detailed line item budget (in Microsoft Excel or similar spreadsheet format) outlining specific cost requirements within each of the summary budget categories. A fill-able template for the budget table is available for download online at the grants.gov RFA site and by following the TFW RFA announcement link at https://www.epa.gov/gulfofmexico. Please note that all items detailed in the template are examples. **NOTE: Applicants are strongly encouraged to use the same format as found in the sample template. If the applicant does not use the template, the applicant must ensure that their submission includes all applicable elements outlined in the sample.**

Budget Narrative

The Budget Narrative is used to determine if costs are reasonable and permissible. All proposed costs must be reasonable, necessary to achieve project objectives, permissible in accordance with applicable Federal cost principles, auditable, and incurred during the project period. The budget narrative should justify costs outlined in the budget table and explain the unit cost calculation and methodology. Before developing a project budget, applicants should carefully review information below. All figures must be in U.S. Dollars and rounded to the nearest dollar.

For EPA budget narrative development resources, please see the EPA RAIN-2019-G02 https://www.epa.gov/grants/rain-2019-g02 and more specifically the PDF titled Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance (https://www.epa.gov/sites/production/files/2019-05/documents/applicant-budget-development-guidance.pdf) In addition, please see sample language and other helpful hints below.

1. Personnel

EXAMPLE:

The Program Director will provide daily oversight of the grant, including fiscal and personnel management, community relations, and project development and evaluation during the project period. Salary was calculated using a base rate of $(insert rate and unit here) with a ___% COLA each year.
The Program Coordinator will coordinate project activities, including training, communication, data collection, and information dissemination. Salary was calculated using a base rate of $(insert rate and unit here) with a ___% COLA each year.
Insert additional project positions as needed.
TOTAL SALARY AND WAGES: $_____

2. Fringe Benefits

EXAMPLE:

Fringe Benefits: The fringe rate of ___% covers (insert what your fringe covers – ex. basic retirement benefits and workers' compensation insurance) for the (insert positions here).
TOTAL FRINGE BENEFITS: $_____

3. Travel

EXAMPLE:

Travel: Describe additional travel details not included in the budget table. Include a brief description or reference to project narrative for which tasks/portions of the project the travel will support or why travel is required to accomplish specific project goals.
TOTAL TRAVEL: $_____

4. Equipment
EXAMPLE:
Equipment: _____ for one _____ to accomplish task 4.b. To accomplish this goal the equipment requires the following specifications. Three companies were found to have the product and specifications required. Costs were determined after requesting quotes from these companies. Equipment will be procured following organizations procurement guidelines by requesting quotes and allowing time for bids from multiple sources. Procurement of the _____ equipment will be in accordance with 2 CFR Part 200.
TOTAL EQUIPMENT: $_____

5. Supplies
Does the narrative include a brief explanation of why the supplies proposed are necessary to the project?
Are costs categorized by major supply categories (e.g. Office supplies, computing devices, monitoring equipment)?
Services associated with supplies, such as rental costs for computing devices, should be included in the "Other" category.

EXAMPLE
Supplies:
_____ for office supplies (including paper, ink, etc) to enable _____
_____ for water monitoring consumables (including buffer, etc) to complete water quality monitoring identified in task __
_____ for sonde replacement tips (including pH, etc) to ensure functional tips for wq monitoring identified in task ___
TOTAL SUPPLIES: $_____

6. Contractual
Recipients use procurement contracts to acquire property (including intellectual property such as software licenses) and services needed to carry out the EPA funded project or program.
Contractual services (including those provided by consultants) are those services to be provided by an individual or organization, other than the recipient's own employees, that establish a contractual relationship as described at 2 CFR 200.330(b) and Appendix A of EPA's Subaward Policy.
Transactions between recipients and for-profit firms or individual consultants are in almost all cases procurement contracts subject to the 2 CFR Part 200 Procurement Standards (2 CFR 200.317 through 200.326) competition requirements rather than subawards, which generally may be awarded without competition.
Speaker fees (including "honoraria" and travel expenses for non-employees), standalone contracts for audio-visual services and costs for hiring transportation services (vehicles and drivers) at conferences, meetings, workshops and similar events should be classified as contractual.
Facility rental costs are classified as "Other" and may include audio-visual and catering services if these services are provided through the facility. Personal vehicle rental costs for employees in travel status are typically considered travel expenses.

The applicant's work plan and budget narrative should explain why contracting is appropriate for the project.
The applicant's work plan and budget narrative should explain why contracting is appropriate for the project.

a. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive) in its budget narrative.
b. EPA does not require applicants to identify contractors (including consultants) in the work plan, and the terms of EPA's competitive announcements warn applicants not to do so unless they have already complied with the 2 CFR Part 200 Procurement Standards. Refer to the Sole Source Guidance in Subsection C. 3. Of the Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance (https://www.epa.gov/sites/production/files/2019-05/documents/applicant-budget-development-guidance.pdf).

EXAMPLE:
$_____ for _____ to accomplish _____ in task 1.b. Costs in this category were determined based on several site visits with professionals, quote requests over the phone, consultation with local contractors who have performed similar projects, and online price sheets. Contractor will be selected in accordance with 2 CFR Part 200.
Non-competitive: _____ was selected as a sole-source recipient because it is the only organization in the area with the scientific credentials, staff, and mission that matches the needs of our project.
TOTAL CONTRACTUAL: $_____

7. Construction
Construction costs are not allowable and should not be included

8. Other
Are items grouped by type (space rental, printing, phone, maintenance, sub-award, Participant Support Costs, etc.)?
Is each sub-award (or sub-grant) described (i.e., description of activities to be performed, method of selection) and the amount of award included?

Definition of Participant Support Costs: Participant support costs means direct costs for items such as stipends or subsistence allowances, travel allowances, and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with conferences, or training projects. Please see EPA's Interim General Budget Development Guidance for more information.

EXAMPLE:
Subaward - _____ will receive a sub-award for $_____ and will be responsible for the activities identified in Tasks ___ & _____. Sub-award will be managed in accordance with 2 CFR Part 200.
Participant support costs - $_____ is requested for participant support costs, including:

- refreshments and meals for training events: (specify amount for each training event and estimated number of individuals)
- transportation of participants to training: (specify type of transportation, amount and estimated number of individuals that will be covered)

Printing - Printing of outreach and communications materials at local copying center (100 _____ at 2 cents ea.)
TOTAL OTHER: $_____

Appendix B Data Collection Form Example

Escaped Trash Data Card Date_____ Initials_____ Site ID_____

		Item condition			Item Notes
	Item List	**Intact/ Un-fouled**	**Partially Intact/ Partially Fouled**	**Degraded/ Heavily Fouled**	**Identifying features: Product, Language, Event, etc.)** *Please add more info on back of sheet*
PAPER	Cardboard				
	Bags				
	Newspaper, Junk Mail and Office Paper				
	Cups				
	Beverage and Food Cartons				
	Other Fast-Food Service Items				
	Other Food and Beverage Packaging				
	Receipts				
	Other Paper				
GLffASS	Beverage Bottles and Containers				
	Food Packaging				
	Other Glass				
METAL	Beverage Cans and Containers				
	Bottle Caps and Beverage Packaging				
	Food Packaging				
	Other Metal				
PLASTIC	Beverage Bottles and Containers				
	Water Bottles				
	Straws and Stirrers				
	Bottle Caps				
	Cup Lids				
	Food Wrappers				
	Chip Bags				
	Styrofoam Cups				
	Styrofoam Pieces				
	Other Styrofoam Fast Food Items				
	Other Fast Food Service Items				
	Food and Drink Pouches				
	Other Food Packaging				
	Bags				
	Fragments				
	Other Plastic				
OTHER	Cigarettes/Cannabis and Packaging				
	Entertainment Items				
	Electronics				
	Textiles and Shoes				
	Toiletries/Personal Hygiene Products				
	Medical Waste				
	Paint and Other Hazardous				
	Bulky Items				
	Vehicle Related				
	Illegal Dumping - Whole Bags of Trash				
	Write in				