



SOUTHEAST NEW ENGLAND PROGRAM

2023 Request for Applications for the Southeast New England Program Priority Research Grants

Federal Agency Name: U.S. Environmental Protection Agency, EPA Region 1

Funding Opportunity Title: Southeast New England Program (SNEP) Priority Research Grants 2023

Announcement Type: Request for Applications (RFA)

Funding Opportunity Number: EPA-R1-SNEP-2023R

Assistance Listing Number: 66.129

Important Dates

Information Session (Webinar)	June 22, 2023, 12:30 EST
Deadline to Submit Questions via Email Questions should be direct to SECoastalNE@epa.gov	July 24, 2023, 11:59 EST
Closing Date/Application Deadline Application packages must be submitted electronically to EPA through grants.gov (see Section IV for details)	July 28, 2023, 11:59 EST
Anticipated Applicant Notifications	September, 2023
Anticipated Announcement of Awards	October, 2023

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I. FUNDING OPPORTUNITY DESCRIPTION

A) Background for the SNEP

The objective of the federal Clean Water Act (CWA) is to "restore and maintain the chemical, physical, and biological integrity of the nation's waters." Despite continuing progress in achieving these goals, coastal ecosystems are recognized as particularly vulnerable to upstream pollution sources, fragmented management, and the impacts of climate change. The coastal watersheds of southeast New England are prime examples of this vulnerability.

Led by EPA Region 1, SNEP is a geographically based program intended to serve as a collaborative framework for advancing ecosystem and community resiliency, protecting and restoring water quality, habitat, and ecosystem function, and developing and applying innovative policy, science, and technology to environmental management. The program was created to help communities, Tribes, government agencies and private organizations improve ecosystem health and build resilience to the unique water quality, habitat and climate stressors faced within southeast coastal New England watersheds, recognizing that the region's economy and community health are vulnerable and directly tied to the health of its ecological systems. Stressors include but are not limited to nutrient and bacteria pollution; loss of healthy habitat and natural land; vulnerability to sea level rise, changing groundwater levels, and extreme weather patterns; the continued impacts of past industrial uses; and the national legacy of [environmental injustice and systematic racism](#), which has resulted in increased pollution and an historic lack of resources to communities most in need throughout the SNEP region and beyond.

The health, wealth, and wellness of communities throughout the region are directly tied to the region's unique ecological systems. Traditionally, these problems have been addressed independently, separated by jurisdictions, institutional identities, and sometimes parochial interests. It has become clear, however, that the scope and scale of these environmental stressors calls urgently for a more holistic approach to protecting aquatic ecosystems and sustaining local communities. Created by Congress to take this approach, SNEP's and EPA's role as a partnership facilitator among multiple organizations is central to its mission to empower collective action in these areas, and its focus on the region's ecosystems offers an opportunity to address complex common issues while also working at the local scale to align restoration and management efforts more broadly to achieve greater effectiveness and efficiency. SNEP's priorities and goals for the coming years have been laid out in its Five-Year Strategic Plan (<https://www.epa.gov/snep/snep-strategic-plan>).

B) SNEP Priority Research Areas

SNEP's [Strategic Plan](#) includes three overarching program goals: to ensure and support the development of 1) a resilient ecosystem of safe and healthy waters, 2) thriving watersheds and natural lands; and 3) sustainable communities. In support of these goals, SNEP has identified the need for research to fill informational/knowledge gaps in the following Priority Research Areas:

- Modeling and assessing coastal lake and pond health
- Lessons learned from implementing permeable reactive barriers
- Eelgrass viability: flowering and seeding, impacts of climate change, long-term prognosis

Applicants must address at least one of the Priority Research Areas. More details on the targeted research questions related to priority research areas can be found below. This funding opportunity is designed to support 3-6 projects that address one or more of these research areas in holistic approaches that shed light onto outstanding SNEP region questions and management challenges. Final funding will be subject to availability of funds, the quality of applicants received, and other applicable considerations described. These proposals will be reviewed by a panel of experts with substantial subject area knowledge using the evaluation criteria in Section V.

Priority Research Area Descriptions

Ultimately, the goal of the SNEP priority research solicitation is to address outstanding regional questions and increase understanding of common environmental challenges throughout the region. EPA intends to use the lessons learned from these priority research projects to demonstrate and apply future solutions to similar issues in other watersheds across the SNEP region.

The purpose of this funding opportunity is to support actionable research that produces information to fill identified knowledge gaps and increases our understanding of common regional challenges and environmental stressors or conditions. Outputs of research should be sharable with towns, federal and state agencies, and NGOs in the SNEP region and enhance the ability of managers to make informed decisions and take appropriate actions to prevent, reduce, or mitigate anthropogenic stressors and promote sustainable environments and communities within the SNEP region. In addition to proposing a research project related to at least one of the three (3) priority research areas outlined below, proposals must clearly describe their capability and approach to answering the stated research questions(s) and identify partners participating in each project. The application should also describe how the applicant will communicate lessons learned from the project. The priority research projects are intended to fill critical knowledge gaps identified for the SNEP region to aid in increased knowledge sharing for entities involved in restoration, protection, research, and remediation work, and thus applicants should address how they plan to ensure publication and presentation of this information in peer-reviewed literature, reports, and regional or national conferences.

Eligible research project types vary, but must broadly address at least one of the following priority research areas:

Modeling and Assessing Coastal Lake and Pond Health

Lakes and ponds are critical elements of the SNEP region and landscape. Despite the wide variety of ecosystem services they provide to regional residents and visitors, there is limited long-term and systematic monitoring of their conditions, which can be deeply affected by the local impacts of development and the widespread impacts of climate change on eutrophication, temperature, and precipitation. Due to their sheer number and geographic extent, physically sampling all, or even a majority of, these ponds on a regular basis would be extremely resource-intensive. Volunteer monitoring programs, while valuable, have not been able to fill the need for additional data at the regional scale that would better enable understanding of the impacts of larger scale environmental change (e.g., climate change, decreases in acid rain deposition, nutrient inputs, etc). Information gathered from remote-based monitoring of coastal lake and

pond conditions is desired to provide end users (local managers and practitioners) with a fuller picture of regional conditions on a relevant timescale for decision-making.

A regional Minnesota Lakes Browser (lakes.rs.umn.edu) has added colored dissolved organic matter to satellite imagery and information correlated to water quality characteristics such as water clarity and primary productivity (chlorophyll a). Recent work to investigate whether a similar model can be used at a larger scale without introducing bias in other regions is yet to be explored. The use of a global model, or possibly development of a Northeast regional model, would facilitate the use of satellite images collected every 5-12 days to estimate changes in water quality parameters for all lakes and ponds above a certain size threshold, adding information for water bodies not currently monitored and filling in gaps between sampling events at water bodies where monitoring occurs. Potential research questions to be modeled and/or explored include but are not limited to:

- Can a global or regional model created from colored dissolved organic matter and satellite imagery be created/adapted on a spatial and temporal scale fine enough to be prescriptive of local conditions in the SNEP coastal region or within sub-regions for end users?
- Can predictive modeling be implored to forecast lake and pond environmental conditions?
- Can remote sensing models forecast conditions in response differing climate scenarios?
- What do trends analyses from satellite records show on historic and current conditions of coastal lakes and ponds in the SNEP region?

This opportunity seeks to fund a research project to build or refine a localized lake and pond model for one or more sub-region within the SNEP coastal region that utilizes existing ground-true data to give local managers a clearer picture of regional lake and pond health. This effort is in line with SNEP's [Strategic Plan](#) goals to ensure and support the development of a resilient ecosystem of safe and healthy waters and thriving watersheds and natural lands.

Lessons Learned from Implementing Permeable Reactive Barriers

Within the past decade, many permeable reactive barriers (PRBs) have been installed with the goal of removing nitrogen in ground water to reduce eutrophic conditions in embayments across the SNEP region. Currently, no single entity is tracking the number of PRBs installed to improve coastal water quality in the SNEP region. Also, no region-wide study has been conducted to determine how effective these PRBs are at removing nitrogen in situ, or to capture lessons learned from their siting, installation, and operation. PRBs may be a viable option for treating nitrogen in groundwater from various diffuse sources at the “end of pipe” rather than at the source. As communities search for multiple ways to treat their groundwater nitrogen, it is important that they understand the efficacy and longevity of tools such as PRBs. Research is needed to compile results and lessons learned from previously installed PRBs used to capture nitrogen in ground water to advance our understanding of how to best install and maximize performance of PRBs in the future. Potential research questions to be explored in situ and remotely include, but are not limited to:

- How many groundwater PRBs have been installed in the SNEP coastal region, where are they located, and what type of carbon source is used to treat nitrogen?

- What, if any, issues were experienced during their installation? How were issues resolved?
- Are installed PRBs installed at varying times functioning as intended? Have any changes to their design, siting, or operation been necessary to maximize their effectiveness?
- On average, how much nitrogen is removed from groundwater sourced? What is the N-removal impact on surface waters and is there a seasonal effect on their efficacy?

SNEP continues to prioritize research to understand the effectiveness of PRBs to reduce nitrogen inputs to coastal waters. This effort is in line with SNEP's [Strategic Plan](#) goals to ensure and support the development of thriving watersheds and natural lands and sustainable communities.

Eelgrass Viability: Flowering and Seeding, Impacts of Climate Change, Long-term Prognosis

Extent of eelgrass (*Zostera marina*) has been documented to be in steady decline within the New England region and regional eelgrass restoration efforts to date have been, overall, time- and labor-intensive, short term, and often testing just one method or question at a time. In line with SNEP's goals to develop resilient ecosystems of safe and healthy waters that can support the sensitive species of eelgrass, research is necessary to understand the most effective protection and restoration measures for eelgrass habitat in the coastal waters off Cape Cod, Nantucket, Martha's Vineyard, and Block Island, and in Buzzards Bay, and Narragansett Bay. This opportunity specifically seeks to initially fill a knowledge gap related to the phenology and timing of eelgrass flowering, which is relevant to understand optimal seeding methodologies and elements of long-term successful restoration of eelgrass beds. We seek proposals to study one or more of the SNEP subregions. Potential research questions to be field tested include but are not limited to:

- Where are the highest flowering rates in the SNEP region or in subregions?
- When and where do subpopulations of eelgrass beds flower and when is the optimal seed harvesting time following flowering?
- Can harvested eelgrass seeds exposed to variable environments in mesocosm experiments exhibit hardness and viability when replanted in the field?
- What are the most important factors contributing to long-term successful restoration of eelgrass in previous seeding efforts in Southeastern MA and New England?

To aid in regional efforts with other programs ramping up in New England, this research would aim to determine eelgrass flowering rates in coastal waters of the SNEP region. Secondly, the project would seek to identify the optimal time for seed collection in the SNEP region, while monitoring related site-specific parameters such as temperature, water quality, water clarity, water depth, slope gradient, substrate makeup, etc. This opportunity seeks to support a project with capacity for high levels of regional collaboration in order to build capacity and produce transferrable findings in line with a common goal of successful eelgrass restoration desired across New England. This effort is in line with SNEP's [Strategic Plan](#) goals to ensure and support the development of a resilient ecosystem of safe and healthy waters and thriving watersheds and natural lands.

Quality Assurance

Any data collection and/or synthesis associated with the projects must be governed by a quality assurance project plan (QAPP) approved by EPA before any data gathering and/or modeling can

begin. Examples of the types of data collection or use which requires a QAPP includes (but are not limited to): new primary data; existing secondary data use (new use for data collected for a different purpose, whether by the same or different groups); water or other environmental media monitoring; modeling; GIS/Spatial analysis; data associated with assessment, development or design of project plans (e.g., fish passage, nitrogen prevention/reduction, green infrastructure, habitat restoration, resilience), development or design of watershed or community plans (e.g., watershed, hazard mitigation/resilience), and surveys/workshops. All QAPPs produced are public information.

Applicants should budget time and resources in their proposal to complete this task. Plan to submit a QAPP at least four months in advance of data collection. The timing of review, comment, approval by EPA is dependent upon the quality of the draft QAPP submission and may involve several iterations. General assistance will be available to projects to help with scoping and review of draft QAPPs. For more information, follow the link to [EPA QA](#). Contact SEcoastalNE@epa.gov if you have any questions about QAPP requirements.

C) EPA Strategic Plan Linkage

Section 6a of EPA Order 5700.7 requires EPA to link proposed assistance agreements to the [EPA Strategic Plan](#). EPA also requires grant applicants and recipients to adequately describe environmental outputs and outcomes to be achieved under assistance agreements. See EPA Order 5700.7, Environmental Results under Assistance Agreements (https://www.epa.gov/sites/default/files/2015-03/documents/epa_order_5700_7a1.pdf)

The activities to be funded under this solicitation must support the [FY 2022-2026 Strategic Plan](#). Awards made under this solicitation will support Goal 5 “Ensure Clean and Safe Water for All Communities,” Objective 5.2 – Protect and Restore Waterbodies and Watersheds; and Goal 1 “Tackle the Climate Crisis,” Objective 1.2 – Accelerate Resilience and Adaptation to Climate Change Impacts of the [EPA Strategic Plan](#).

D) Expected Outputs and Outcomes

For this RFA:

- The term “outcome” means the results that will be achieved by carrying out a research project that is related to an environmental or programmatic goal or objective. ***For this RFA, “Desired Outcomes” describe the project outcomes related to current knowledge gaps that we aim to fill for the SNEP region with priority research projects, which link back to the SNEP [Strategic Plan](#). Efforts to achieve these outcomes will steer the actions necessary to meet specific five-year targets (see Section I.C.).***
- Widespread dissemination of information is implicit in all grants, and thus publication in “open access” journals is strongly encouraged. Applicants may include within their budget the cost of manuscript preparation. Include journal and page reprint charges on a second line. Applicants should be aware that EPA requires recipients to acknowledge EPA SNEP financial support in any publications and scholarly presentations resulting from funded projects.

Applicants should consider the following questions when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short-term and longer-term results the projects funded will achieve?
- How will progress be measured in achieving the expected results (including outputs and outcomes) and how will their proposed approach use resources effectively and efficiently?

E) Statutory Authorization for Award

The SNEP program is authorized by the Consolidated Appropriations Act, 2023 ([Public Law 117-328](#)). This authority allows EPA to award grants and cooperative agreements to carry out the SNEP, including planning, research, monitoring, outreach, and implementation projects within the SNEP geographic area.

F) Additional Provisions For Applicants Incorporated Into The Solicitation

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in Section VII to obtain the provisions.

II. AWARD INFORMATION

A) Funding Amount Available

The total estimated funding available for awards under this competitive opportunity is up to **\$800,000**, with individual awards between **\$100,000 and \$300,000**.

This award requires the applicant to provide a minimum non-federal match of 15% of the total Federal request. See Section III.B. for detailed information on the match requirement.

All funding decisions are subject to funding availability, quality of proposals, and other applicable considerations.

B) Number and Amount of Awards

EPA expects to award up to 3-6 cooperative agreements for activities under this RFA.

C) Partial Funding Provision

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

D) No Awards Provision

EPA reserves the right to reject all proposals and make no award under this announcement.

E) Additional Awards

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.

F) Award Type

EPA intends to award 3-6 cooperative agreements under this solicitation. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the recipient's performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 2 C.F.R. § 200.317 and 2 C.F.R. § 200.318, as appropriate, review of proposed procurements, reviewing qualifications of key personnel, and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient. Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant.
- Collaboration during performance of the scope of work.
- Review of proposed procurements in accordance with 2 C.F.R. § 200.317 and 2 C.F.R. § 200.318.
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award applicant).
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of the report rests with the applicant).
- EPA personnel do not have the authority to select employees or contractors employed by the successful applicant or to direct, recommend or direct that the pass-through entity make a subaward to a particular organization.

EPA personnel may, if requested by the successful applicant, participate in selection panels to the extent permitted by section 10(b) of the [EPA Subaward Policy](#). EPA staff

may also approve the substantive terms of subawards to ensure compliance with legal or policy requirements.

G) Expected Project Period

The expected project period for these assistance agreements is up to three years. The expected start date for the awards resulting from this RFA is October 1, 2023. Any subawards or contracts funded under the grant must be completed prior to the end of the grant project period.

H) Pre-Award Costs

EPA award recipients may incur allowable project costs 90 calendar days before we make the Federal award. Expenses more than 90 calendar days pre-award require prior approval of EPA. All costs incurred before EPA makes the award are at the recipient's risk. EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive a Federal award or if the Federal award is less than anticipated and inadequate to cover such costs.

I) Award Funding and Incremental Funding/Full/Partial Funding

Awards will be funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations. Recipients have discretion to spend awarded funds over the course of the project period.

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

III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A) Eligible Applicants

Assistance under SNEP is available to state, local, territorial, and Tribal governments; institutions of higher education; nonprofit institutions and organizations; intertribal consortia; and interstate agencies. Private businesses, federal agencies, and individuals are not eligible to be grant recipients; however, they are encouraged to work in partnership with eligible applicants on projects.

Applicants are not limited to the geographic area of southeastern coastal New England, however, those applying from outside the specified region must carry out their projects and have at least one local partner from within the geographic area specified in the competitive funding announcement.

Organizations must be capable of undertaking and managing activities that advance SNEP priorities, including managing potentially complex fiscal and administrative requirements. Nonprofit 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; the term interstate agency is defined in Clean Water Act Section 502 as an agency of two or more States established by or pursuant to an agreement or compact approved by the Congress, or any other agency of two or more States, having substantial powers or duties pertaining to the control of pollution as determined and approved by the Administrator. Intertribal consortia must meet the requirements of 40 C.F.R. § 35.504.

B) Match Requirements

This award requires that at least 15% of the total federal dollars awarded must be matched by non-federal funds. This award therefore requires that applications include at least a 15% match, i.e., \$3 in non-federal match for every \$20 of federal funds requested.

To calculate the minimum match under this RFA, multiply the total federal request by 0.15 using the following formula.

Total Federal Funds Requested (\$) times (0.15) = minimum cost share/match (\$)

For example, if an applicant is requesting \$200,000 in federal funds, they would need to provide \$30,000 in match, for a total project cost of \$230,000.

Match/cost shares can be in the form of cash or in-kind contributions, such as the use of volunteers and/or donated time, equipment, expertise, salaries, or other verifiable costs and must be carefully documented. Involvement from foundations, watershed groups, private sector, eligible governmental, as well as non-conventional partners can help with match. The match/cost share must be for allowable project costs under the [SNEP funding authority](#) described in [Section I.E](#), and any restrictions on the use of grant funds also apply to the use of cost share/matching funds. In the case of salaries, applicants may use either minimum wage or fair market value. All funds are subject to federal audit. Applicants that do not describe how they will meet the minimum match/cost share requirements in their submission will not be considered for funding. Other federal grants may not be used as cost share/match for this solicitation without specific statutory authority. Regulations governing match/cost share requirements are found in 2 C.F.R. § 200.306.

C) Threshold Eligibility Criteria

Only proposals from eligible entities (see Section III.A above) that meet the following threshold eligibility criteria will be evaluated. 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.

- a. Applicant activities and subaward projects funded under this RFA must be eligible for funding under the [Assistance Listing 66.129, Geographic Programs](#) –

[Southeast New England Coastal Watershed Restoration Program](#) and carried out within SNEP [geographic region](#) (see map in Appendix A).

- b. Applications must address at least one of the priority research areas listed in Section I.B of this solicitation.
- c. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this solicitation or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed. Citations pages will not count towards the page limit. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
- d. Applicants must demonstrate that they meet match requirements of at least 15% of the total federal dollars requested.
- e. Applications must be submitted through Grants.gov on or before the submission deadlines stated in Section IV of this solicitation. (Section IV provides for a very limited set of circumstances where another mode of submission is specifically allowed.). Applicants are responsible for following the submission instructions in Section IV and ensuring timely submittal. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
- f. Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with Grants.gov or SAM.gov. Failure to timely submit an application through Grants.gov because of late or improper registration in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a submission outside of Grants.gov.

IV. APPLICATION AND SUBMISSION INFORMATION

A) Coalition Coverage

Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this RFA; however, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). Subawards must be consistent with the definition of that term in 2 C.F.R. § 200.1 and comply with EPA’s [Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 C.F.R. § 200.332, subrecipients are accountable to the pass-through entity for proper use of EPA

funding. For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 C.F.R. Part 200 and/or 2 C.F.R. Part 1500, as applicable. The regulations at 2 C.F.R. 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

B) Requirement to Submit Through Grants.gov and Limited Exception Procedures

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

C) Submission Instructions

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

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using [login.gov](#) to complete your SAM.gov registration. Login.gov is a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov please visit <https://login.gov/help/>. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday - Friday 8am - 8pm ET.

2. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace - User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met well in advance of the application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov

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

4. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **07/28/2023 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

D) Technical Issues with Submission

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

- Contact Grants.gov Support Center **before** the application deadline date.
- Document the Grants.gov ticket/case number.
- Send an email with EPA-R1-SNEP-2023R in the subject line to **miller.haley@epa.gov** **before** the application deadline time and date and **must** include the following:
 - Grant.gov ticket/case number(s)
 - Description of the issue
 - The entire application package in PDF format

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

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

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or

timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

E) 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. Budget Detail (Budget Narrative Attachment Form)
6. Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described in Section IV.F
7. Supporting Documents (Other Attachments Form)
 - a) Resumes or curriculum vitae of staff that will be working on the grant.
 - b) Letters of commitment from any partners identified in the proposal in order to confirm their partnership. Letters certifying match commitment from partners are required as applicable.
 - c) List documenting past or ongoing federal and/or non-federally funded assistance agreements administer by the applicant, including documentation supporting grant performance and meeting of reporting requirements.
 - d) Documents of non-profit status if appropriate.
 - e) Verification of proposed sources of required match.

Please see Appendix B for a checklist of application materials. Appendix C has information on where to find budgeting guidance.

F) Format for Proposal Narratives

Proposal narratives must be no longer than 12 numbered pages (“Pages” refers to one side of a single-spaced, typed page, i.e., a double-sided page equals two pages) 8.5x11 inches, single spaced, font size no smaller than 10pt) and should address the evaluation criteria in Section V.B. The narrative should include a cover page with applicant contact information and the proposal’s title. The 12 pages do not include the cover page, Supporting Documents listed above, the budget detail/narrative, the SF-424, SF-424A, Key Contacts Form, EPA Form 4700-4, or literature cited.

Applicants should fully address the criteria listed in Section V.B.

While not required, it is recommended that applicants follow a similar structure to the headings below in their proposal:

1. Project Description/Relation to EPA Identified Priority Research Areas
 - a) Map of Proposed Project Area, as applicable
 - b) Indication of which of the Priority Research Areas the project relates to

2. Description of how the project Address one of EPA's Priority Research Areas
3. Proposed Research Activity Plan including parameters that will be investigated or monitored
4. Partnerships
5. Programmatic Capability
6. Cost Effectiveness & Match
7. Data Management, Distribution, and Sharing of Results
8. Monitoring, Tracking, and Measuring of Environmental Results
9. Timely Expenditure of Funds

G) Programmatic Capability and Past Performance

Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe:

- i. whether, and how, you were able to successfully complete and manage those agreements; and
- ii. your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and
- iii. your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

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

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

H) Research Permits

Applicants must confirm any necessary permits and/or access for themselves and their partners to research sites; access must be documented as a term of the award agreement before research can start.

I) Contracts and Subawards

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 C.F.R. 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 C.F.R. Part 200](#). Applicants are not required to identify subrecipients and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of obligations to comply with subaward and/or competitive procurement requirements as appropriate. 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 application. For additional guidance applicants should review EPA's [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#).

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 C.F.R. § 200.331](#), the definitions of subaward and subrecipient at [2 C.F.R. § 200.1](#), 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 C.F.R. § 200.319](#) and [2 C.F.R. § 200.320](#) and cannot use a subaward as the funding mechanism.

J) Intergovernmental Review Act

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 C.F.R. Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 C.F.R. § 29.7 and 40 C.F.R. § 29.8. The SPOC list can be found on the webpage below.

- [Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 C.F.R. § 29.7 and 40 C.F.R. § 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

K) 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 EPA Solicitation Clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A) Evaluation Process

After EPA reviews applications for threshold eligibility as described in Section III, eligible applications will be reviewed by a team of EPA and other knowledgeable professionals with a working knowledge of the technical and programmatic aspects needed to rigorously evaluate applications. EPA will not consider the qualifications, experiences, and expertise of named subrecipients and/or named contract(s) during the application evaluation process.

Eligible applications will be evaluated and scored by reviewers using the criteria listed below. Each application may receive up to **100 points**. Applications should fully address these criteria.

B) Evaluation Criteria for RFA - Maximum Score 100 Points

Criterion	Description of Evaluation Criteria	Point Value
Problem Description/Site Selection	Under this criterion, the reviewers will evaluate the application based on the extent and quality to which the applicant demonstrates: • understanding of the information and technical gaps identified in the priority research areas, including	20

	knowledge of previous or ongoing efforts in those areas • that the proposed project location relates to at least one of the identified priority research areas and is likely to serve as an effective test site and • Justifies their proposed project area.	
Project Approach	Under this criterion, the reviewers will evaluate the application based on the extent and quality to which the applicant: • Clearly and concisely describes the specific research questions/knowledge gap to be addressed, including the overall work program, with steps, timeframe, research team and qualifications, laboratory capability if necessary, monitoring plan and preparation for necessary QAPPs, and anticipated results relevant to SNEP goals and their value for addressing the current knowledge gap. • Demonstrates how their proposed project incorporates existing data and consolidates previous results and/or provides new or additional information to assess or contribute to improved management and condition of water quality, habitat, and/or resilience to expected impacts of climate change. • Provides clear, actionable findings to inform SNEP priorities	10
Past Performance and Program Management	Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their: (i) past performance in successfully completing and managing within the last three years the assistance agreements identified in response to	20

	Section IV.A of the solicitation, and similar in size, scope, and relevance to the proposed project; (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.A and submitting acceptable final technical reports under those agreements (iii) history of thorough, well-documented reporting on progress or impediments in achieving the expected outputs and outcomes under those agreements (iv) organizational experience and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. 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 application and if verified by EPA files you will receive a neutral score for these subfactors (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.	
Cost Effectiveness and Match	Under this criterion, the reviewers will evaluate the application based on the degree to which it is cost-effective, considering the following factors: organizational overhead, indirect cost,	10

	prudent cost allocation over the life of the award, organizational and partner resources brought to the effort, including leveraging; consistency with proposed budget detail; and ability to perform the duties within the operational range of budgets provided by SNEP. Additionally, applicants will be evaluated based on their description of how they will meet the required 15% Match.	
Data Management, Distribution, and Sharing of Results	Under this criterion, the reviewers will evaluate the application based on the quality and extent to which the applicant describes how data collected will be managed and plans to share results with regional decision-makers, partner organizations, and the public through presentations, reports, publications, etc. throughout the course of the project.	20
Monitoring/Tracking of Results	Under this criterion, the reviewers will evaluate the application based on the extent and quality to which the applicant describes: - the plan to monitor anticipated environmental results and how those results will fulfill identified knowledge gaps, inform, or add to the understanding of the priority research area, including potential next steps that would be identified by the project's outcomes. - How the outcomes and outputs will be tracked, including any metrics related to their proposed project as applicable. - Describes the specific SNEP metrics they propose to track and report on during the life of the grant. (See Appendix D)	10
Project Timeline and Budget	Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient	10

	manner including a description of a proposed budget timeline, organized by task, if applicable.	
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C) Review and Selection Process

Once eligible applications have been reviewed and ranked by the panel of reviewers using the criteria stated in Section V.B, the review team will forward their rankings and evaluations to the EPA Region 1 Water Division’s Selection Official for final selection. Final funding decisions will be made by the selection official. In making the final funding decisions, the selection official may also take into account the following factors: Geographic distribution, linkage with the SNEP [Strategic Plan](#), and programmatic goals and priorities. In the event that multiple applications are received within the same priority research area and within the same subregion of the SNEP boundary, the review panel will select the top scoring proposal in each area and subregion.

VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A) Award Notification

EPA anticipates successful applicants will be notified by electronic mail by September 30, 2023. The notification will be sent to the original signer of the application, or the project contact listed in the application. This notification informs you that your application has been selected and is being recommended for award. It is not an authorization to begin work. The official notification of an award will be made the EPA Region 1 Grants Management Office. Only a grants management officer is authorized to bind the Government to the expenditure of funds. Selection does not guarantee an award will be made since issues discovered during the award process may affect EPA’s ability to make the award to an applicant. In addition, a successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The award notice, signed by an EPA grants management officer, is the authorizing document and will be provided through electronic or postal mail. The time between notification of selection and award of a grant can take up to 90 days or longer.

B) Administrative and National Policy Requirements

Applicants selected for federal funding may need to adjust their forms prior to award. EPA reserves the right to negotiate and/or adjust the final cooperative agreement amount and work plan content prior to award consistent with agency policies.

Indirect Costs:

Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with [2 C.F.R. Part 200](#). EPA's [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#) (IDC Policy) implements the Federal regulations, and the following applies to all EPA assistance agreements, unless there are [statutory or regulatory limits on IDCs](#).

In order for an assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of “exempt” agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
 - Provisional;
 - Final;
 - Fixed rate with carry-forward;
 - Predetermined;
 - 10% de minimis rate authorized by 2 C.F.R. § 200.414(f); and
 - EPA-approved use of one of the following:
 - 10% de minimis as detailed in section 6.3 of the IDC Policy; or
 - Expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.
- “Exempt” state or local governmental departments or agencies are agencies that receive up to and including \$35,000,000 in Federal funding per the department or agency's fiscal year, and must have an IDC rate application developed in accordance with [2 C.F.R. Part 200 Appendix VII](#), with documentation maintained and available for audit.
- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by [2 C.F.R. Part 200, Appendix III\(C\)\(7\)](#), the term “life of the assistance agreement” means each competitive segment of the project. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.

The IDC Policy does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with [2 C.F.R. § 200.331\(a\)\(4\)](#) when establishing indirect cost rates for subawards.

See the [Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#) for additional information.

Incurred Costs:

Funding eligibility ends on the date specified in the award. The time expended and costs incurred in either the development of the proposal or the final assistance application, or in any subsequent discussions or negotiations prior to the award, are neither reimbursable nor recognizable as part of the recipient's cost share.

Allowable Costs:

The use of EPA grant funds for evening banquets, evening receptions or for light refreshments and meals at meetings, conferences, training workshops, and outreach activities (events) must be justified by the assistance recipient, identified in the budget detail, allowable under the OMB Cost Principles (2 C.F.R. Part 200 Subpart E), and approved by the EPA Award Official. Further, EPA will not approve the use of grant funds for any portion of an event where alcohol is served, purchased, or otherwise available even if grant funds are not used to purchase the alcohol.

EPA Requirements for Quality Management Plans and Quality Assurance Plans:

In accordance with 2 C.F.R. § 1500.12, projects that involve environmentally related data operations, including environmental data collection, production or use are required to submit a Quality Management Plan (QMP) and/or Quality Assurance Project Plan (QAPP).

The QMP must document quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. The QMP should be prepared in accordance with EPA Quality Management Plan Standard (refer to <https://www.epa.gov/irmpoli8/quality-management-plan-qmp-standard>). The recipient's QMP should be reviewed and updated annually as needed. The QMP must be submitted to the EPA project officer at least 45 days prior to the initiation of data collection or data compilation.

The recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA project officer at least 60 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at <https://www.epa.gov/quality/guidance-quality-assurance-project-plans-epa-qag-5>.

C) Reporting

Quarterly reports via email to the Project Officer will be required as a condition of this award. The reports must be Microsoft Office Suite (i.e., Word, Excel) format. Quarterly reports should include information on expenditures, project progress, outreach,

collaborative efforts, and any other information that will inform the Project Officer of the nature of the grantee's work. The specific format of these progress reports will be agreed upon by the grantee and Project Officer at the outset of the grant.

Upon completion of the grant period the grantee will also need to submit a final report to the Project Officer no later than 90 days after the end of the grant period. The nature and format of this final report will be agreed upon by the grantee and Project Officer during the final year of the grant.

VII. AGENCY CONTACTS

For administrative and technical issues regarding this RFA, please contact SNEP via email at SECoastalNE@epa.gov. All questions must be received in writing via email with the reference line referring to this RFA (RE: RFA EPA-R1-SNEP-2023R) by **07/24/2023**. All questions and answers will be posted on <http://www.epa.gov/snep>. In addition, information about the informational webinars will also be posted on this same website.

VIII. OTHER INFORMATION

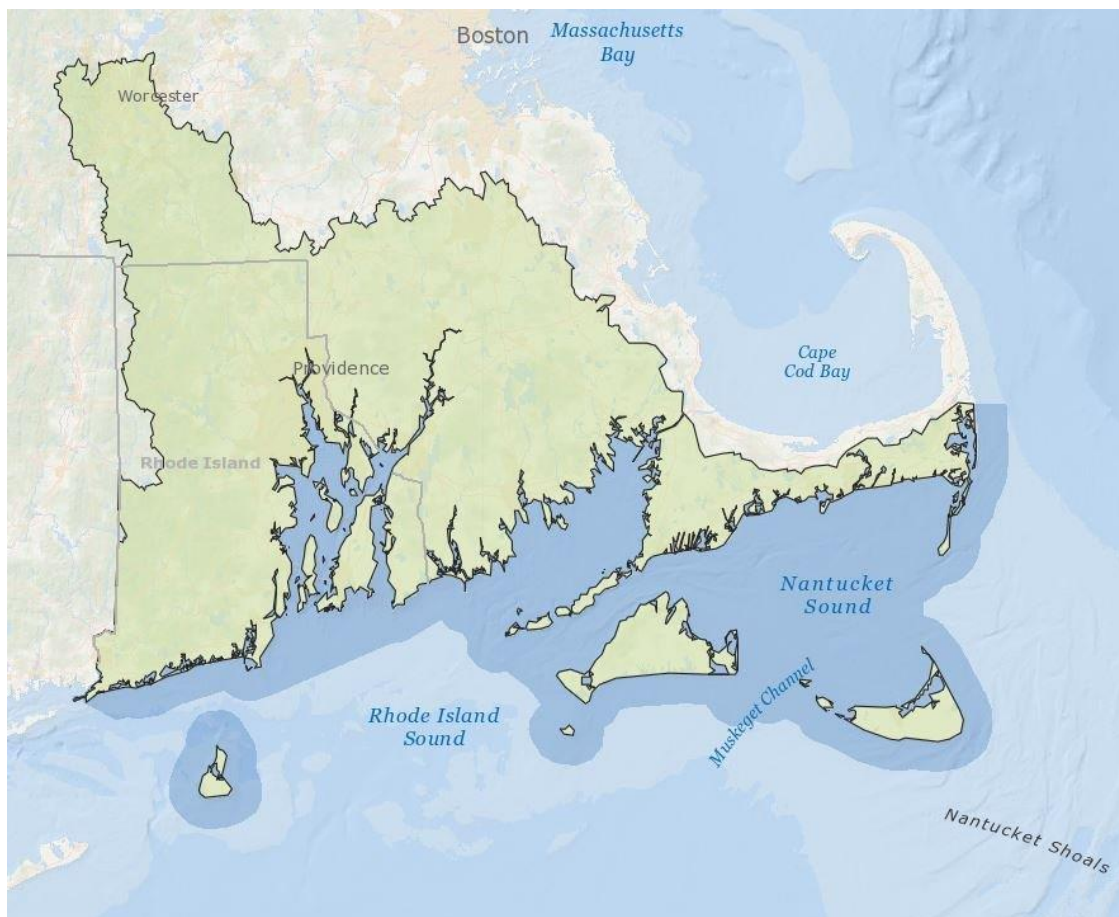
In developing the proposal, the applicant may find the following documents helpful:

- Southeast New England Program Website <https://www.epa.gov/snep>
- SNEP 5-Year Strategic Plan: <https://www.epa.gov/snep/snep-strategic-plan>
- EPA Requirements for Quality Management Plans and Quality Assurance Plans <https://www.epa.gov/quality>
- EPA FY2022-2026 Strategic Plan: <https://www.epa.gov/planandbudget/strategicplan>
- EPA's Grant Website: <https://www.epa.gov/grants>

APPENDIX A. SNEP Regional Map

Weblink to Map:

<https://epa.maps.arcgis.com/apps/webappviewer/index.html?id=596401a1439e48a8a02ce9473b453c41>



APPENDIX B. Checklist of Required Materials and Description of Proposal Content

Please note checklist is for application preparation purposes only, please do not submit.

Required Materials (as outlined in Section IV.A)

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 Proposal (Project Narrative Attachment Form)-prepared as described in Appendix B of the announcement (refer to Section I.B for required content)
6. Budget Detail (Budget Narrative Attachment Form) – See Appendix C for information
7. Support Materials (Other Attachment Form)
 - a) Resumes or curriculum vitae of staff that will be working on the Priority Research Project
 - b) Letters of commitment from any partners identified in the proposal in order to confirm their partnership. Letters certifying match commitment from partners are required as applicable.
 - c) List documenting past or ongoing federal and/or non-federally funded assistance agreements administered by the applicant, including documentation supporting grant performance and meeting of reporting requirements.
 - d) Documents of non-profit status if appropriate.
 - e) Verification of proposed sources of non-federal match to the application.

Recommended Format for Proposal Narratives

Proposal narratives must be no longer than 12 numbered pages (“Pages” refers to one side of a single-spaced, typed page; i.e., a double-sided page equals two pages) 8.5 x11 inches, single spaced, font size no smaller than 10pt) and should address the evaluation criteria in Section V.B. The first page should include applicant contact information and the proposal’s title. The 12 pages do not include the Support Materials listed above or, the budget detail, the SF-424, SF-424A, Key Contacts Form, or EPA Form 4700-4, or literature cited. While not required, it is recommended that applicants follow a similar structure to the headings below in their proposal:

1. Project Description/Relation to EPA Identified Priority Research Areas
 - a) Map of Proposed Project Area, as applicable
 - b) Indication of which of the Priority Research Areas the project relates to.
2. Description of how the project addresses one of EPA’s Priority Research Areas
3. Proposed Research Activity Plan including parameters that will be investigated or monitored
4. Partnerships
5. Programmatic Capability

6. Cost Effectiveness & Match
7. Data Management, Distribution, and Sharing of Results
8. Monitoring, Tracking, and Measuring of Environmental Results
9. Timely Expenditure of Funds

APPENDIX C. General Budget Development Guidance

Please use the following link for guidance on budget development:

<https://www.epa.gov/grants/rain-2019-g02>.

Appendix 2 in the following document contains a sample budget the applicant might find useful:

<https://www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-development-guidance.pdf>.

Note to Applicants: If the applicant names sub-awardees/sub-grantee and/or contractor(s) in their proposal to assist with the proposed project, please pay careful attention to the information in the CONTRACTS AND SUBAWARDS provision founds at:

<https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients>.

APPENDIX D. Proposed Project Metrics

Please note these metrics are used by EPA to track results achieved by SNEP. Metrics are selected for all projects based on their scope and anticipated results. Final metrics to be tracked by the applicant will be determined after awards are made.

Potential Metrics by Project Type:

General Project Metrics (Required for All Projects)	
<u>Metric</u>	<u>Applicable?</u>
\$ provided to disadvantaged communities (DACs)	☐
# of DACs receiving SNEP assistance	☐
# of government entities participating	☐
# of volunteers participating	☐
# of partner organizations on the project	☐
\$ funding leveraged (including match, over-match, and non-match eligible leveraged funds)	☐

Monitoring and Research	
<u>Metric</u>	<u>Applicable?</u>
# applied research studies completed with findings reported to management	☐
# projects that include valuation of project's contribution to ecosystem services	☐
\$ aquatic or terrestrial monitoring programs	☐