AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA) Region 8

TITLE: REGION 8 SUSTAINABLE MATERIALS MANAGEMENT GRANT

ACTION: REQUEST FOR APPLICATIONS (RFA)

FUNDING OPPORTUNITY NUMBER (FON): EPA-R8-2021-SMM

IMPORTANT DATES

05/10/2021	Issuance of RFA
06/25/2021	Application Submission Deadline (see Section III.C.2)
07/23/2021	Approximate date for EPA to notify applicants of results
09/30/2021	Approximate date of award
5/13/2021	Informational webinar for potential applicants and stakeholders will be held at 4:00 – 5pm pm (MDT). The webinar will be recorded for those unable to attend on this day and time.

DATES: The closing date and time for the receipt of applications is June 25, 2021, by 11:59 pm, Eastern Time (ET) in order to be considered for funding. Applications must be submitted through www.Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. You can contact Till.Virginia@epa.gov with any questions about submission. Applicants are responsible for following the submission instructions in Section IV of this announcement.

ASSISTANCE LISTING NO.: 66.808

Limitations on funding opportunity for Fiscal Year 2021: Projects must support sustainable materials management.

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

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

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

Applications must address one or more Region 8 activities, as well as describe how the proposed project supports the Sustainable Materials Management (SMM) Strategic Plan 2017 – 2022 and EPA's FY 2018-2022 Agency Strategic Plan. Additional information is provided in Section I.B. Applications must include a draft work plan. Applicants are encouraged to include elements of outreach and messaging incorporating elements of

community-based social marketing (CBSM) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavior change for improved environment.

Applicants are encouraged to include considerations and/or incorporation of Life Cycle Assessment (LCA) approaches. The EPA SMM: The Road Ahead document can be useful in this area.

FUNDING/AWARDS: The total estimated funding for this competitive funding opportunity is approximately $40,000. EPA Region 8 anticipates funding up to one to two cooperative agreements from this announcement, ranging in value from $10,000 to $25,000. The number of awards will depend on the quality of applications received and fiscal year program funds available. EPA expressly reserves the right to make no awards under this competitive funding opportunity or to adjust the number of awards originally anticipated under this competitive funding opportunity.

CONTENTS BY SECTION

I. Funding Opportunity Description
II. Award Information
III. Eligibility Information
IV. Application and Submission Information
V. Application Review Information
VI. Award Administration Information
VII. Agency Contacts
Appendix A: Grants.gov Application Submission Instructions
Appendix B: Template for Narrative Proposal
Appendix C: Example Budget Table and Narrative
Appendix D: Example of Milestones

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

SECTION I. Funding Opportunity Description

A. Background

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

The SMM program has many program objectives that serve as the basis for our structuring of grant competitions. This RFA derives its program justification from the EPASMM Strategic Plan 2017 – 2022 (Strategic Plan). In addition to choosing one or more of the Regional activities mentioned on pages 3-4, applications must address one or more of the national EPA SMM Strategic Plan objectives and link their application to one of the goals in the EPA's Agency Strategic Plan.

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

B. Scope of Work

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

Applications must address one or more Regional activities and support one or more SMM Strategic Plan objectives and one or more EPA Agency FY 2018-2022 Strategic Plan goals. Although not mandatory, applicants may include elements of outreach and messaging incorporating aspects of community-based social marketing (CBSM) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. The Climate Showcase Community Tip Sheets document can be useful in this area. Up to three extra points will be added for inclusion of CBSM elements.

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

EPA Region 8 Activities (choose one or more in your application)

Activity 1

Promotion of source reduction – Source reduction means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, treatment, or disposal; and
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.

The term includes: equipment or technology modifications; process or procedural modifications; reformulation or redesign of products; substitution of raw materials; and improvements in housekeeping, maintenance, training or inventory control; Environmentally Preferred Purchasing (EPP); or modifying a production process to produce less waste.

Activity 2

Promotion of reuse – Effective promotion of reuse strategies for materials e.g., post-consumer materials in manufacturing, beneficial use of compost, gleaning from farms, anaerobic digestion (food and green waste), etc.

Activity 3

Promotion of market development - Increased demand for diverted materials (versus using virgin materials) will enhance opportunities for expansion of existing sustainable materials management capacity as well as development of new capacity.
Projects May Include:

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

EPA SMM Strategic Plan Objectives (choose one or more in your application)

The SMM program has many program objectives that serve as the basis for our structuring of grant competitions. This RFA derives its program justification from the EPA SMM Strategic Plan 2018 – 2022 (Strategic Plan). In addition to choosing one or more of the Regional activities mentioned above, applications must address one or more of the following national, EPA SMM Strategic Plan objectives.

Submitted applications must support one or more of these objectives.

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

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

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

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

EPA's Agency FY 2018-2022 Strategic Plan

EPA's FY 2018-22 Strategic Plan. **Awards made under this announcement must explain how they support one or more of the Agency's goals.**

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 1.3: Revitalize Land and Prevent Contamination.

Goal 2: More Effective Partnerships. Provide certainty to states, localities, tribal nations, and the regulated community in carrying our shared responsibilities and communicating results to all Americans.

Objective 2.2: Increase Transparency and Public Participation.

Goal 3: Greater Certainty, Compliance, and Effectiveness. Increase certainty, compliance, and effectiveness by applying the rule of law to achieve more efficient and effective agency operations, service delivery, and regulatory relief.

Objective 3.4: Streamline and Modernize

Objective 3.5: Improve Efficiency and Effectiveness

Specifically, the activities to be funded under this announcement will be linked to EPA's Strategic Plan consistent with EPA's current priorities for preventing contamination and helping communities, including local governments, to achieve goals. Applicants must explain in their applications how their project will further one or more of these goals.

View EPA's Strategic Plan online at https://www.epa.gov/sites/production/files/2019-09/documents/fy-2018-2022-epa-strategic-plan.pdf

C. Anticipated Outcomes and Outputs

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, Classification No (epa.gov) for the selected EPA R8 Activity chosen under Section B.

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

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

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

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

Reducing Environmental Impacts

Applications must include:

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

Education/Outreach/Communication

- Number of stakeholder outreach events, publications, or communication strategies designed to promote source reduction or life cycle assessment strategies related to materials;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to source reduction, or life cycle assessment of materials;
- Number of new organizations/entities (e.g., state departments of transportation, real estate developers, city planning organizations, etc.) participating activities that are using and or promoting source reduction or life cycle assessment strategies related to materials;
- Progress reports and a final report will also be a required output, as specified in Section VI.C. of this announcement, "Reporting Requirements."

Although not mandatory, applicants may include elements of outreach and messaging incorporating aspects of community-based social marketing (CBSM/community-based messaging for behavior change) to the maximum extent practicable to reduce audience barriers, increase benefits, and facilitate sustained behavioral change for improved environment. The Climate Showcase Community Tip Sheets document can be useful in this area. Up to three extra points will be added for inclusion of CBSM elements.

Outputs in the areas of CBSM may include:

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

Outcomes. The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

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

- Increased resources and technical assistance available through education, outreach, and training to individuals and/or businesses regarding source reduction, or life cycle assessment strategies, or the beneficial reuse and use of materials;
- Increased public and/or business participation in training or technical assistance, source reduction, or life cycle assessment strategies, the environmental benefits of the beneficial reuse, and use of materials;
- Improved capacity of businesses and/or facilities to incorporate source reduction, life cycle assessment processes, or reuse of materials to the maximum extent possible;

- Improved quality of materials for beneficial reuse or use in post-consumer products;
- Measurable improvements to environment and/or ecosystem conditions related the source reduction, life cycle assessment, or beneficial reuse, or use of materials;
- Energy conserved or dollars saved as a result of source reduction, life cycle assessment, or beneficial reuse or use of materials.

D. Statutory Authority

The statutory authority for this action is the Solid Waste Disposal Act (SWDA), Section 8001(a)(5), 42 U.S.C. Section 6981(a)(5) which authorizes grants to public authorities, agencies, and institutions, private agencies and institutions, and individuals (no profit makers) for purposes which include conducting and promoting the coordination and acceleration of, research, investigations, experiments, training, demonstrations, surveys, public education programs and studies relating to the reduction of the amount of solid waste and unsalvageable waste materials.

Applications selected for funding under this solicitation must be consistent with the authorized activities above. Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project; such activities are not eligible for funding under this announcement. Applicants must specify how the project fits within the above statutory authority.

E. Minority Serving Institutions:

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

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

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at https://sites.ed.gov/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/.

2. Tribal Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1). A list of these schools can be found at https://sites.ed.gov/whiaiane/tribes-tcus/tribal-colleges-and-universities/.

3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at https://www.hacu.net/assnfe/CompanyDirectory.asp?STYLE=2&COMPANY_TYPE=1%2C5.

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

5. Predominately Black Institutions (PBIs), incorporated into the Higher Education Act in 2008 (codified in Section 318(b) of the Higher Education Act of 1965, 20 U.S.C. 1059e(b)(6)). A list of these schools can be found at https://pnpi.org/predominantly-black-institutions-pbis/.

SECTION II. Award Information

A. What is the amount of funding available?

The total estimated funding for this competitive funding opportunity is up to $40,000. EPA Region 8 anticipates funding one to two cooperative agreements from this announcement. The number of awards will depend on the quality of applications received, fiscal year program funds available, and other applicable considerations. The anticipated total number and total amount of awards to be provided are estimates only and are being provided solely for application preparation purposes. EPA expressly reserves the right to make no awards under this particular competitive funding opportunity or to adjust the number of awards originally anticipated.

In appropriate circumstances, EPA reserves the right to partially fund an application 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 was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

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

EPA anticipates awarding one to two cooperative agreements under this announcement, subject to the availability of funds and quality of evaluated applications. EPA reserves the right to reject all applications and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, 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.

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

The estimated project period for awards resulting from this announcement will begin October 1, 2021, although project start dates can be negotiated. Projects are normally funded for one year. If necessary, project periods can be extended.

D. Funding Type

Successful applicants will be issued cooperative agreement in accordance with 2 CFR 200.24.

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 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 CFR 200.317 and 2 CFR 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.

SECTION III. Eligibility Information

A. Eligible Entities

In accordance with assistance listing (formerly CFDA) No. 66.808, applications will be accepted from:

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

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

Partnerships: Groups of two or more applicants may choose to form a partnership and submit a single application under this RFA; however, one **eligible** applicant must be responsible for the grant. Partnerships must identify which eligible organization will be the recipient of the grant and which organization(s) will be sub awardees of the recipient. Subawards and subgrants must be consistent with the definitions of those terms in 2 C.F.R. 200.92. The recipient must administer the grant, will be accountable to EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 2 C.F.R. 200.331(d), subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding. Please review the EPA Subaward Policy for subaward requirements, guidance, and training.

Individuals and for-profit organizations are NOT eligible for funding under this opportunity.
Additionally, 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. Eligible non-profit organizations must have documentation of non-profit status from the U.S. Internal Revenue Service or their state of incorporation.

B. Cost Sharing or Matching

This competition does not require matching funds or cost sharing.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A above) that meet all these criteria by the time of application submission will be evaluated will be evaluated against the ranking criteria in Section V of this announcement. Applicants deemed ineligible for funding consideration

because of the threshold eligibility review will be notified by e-mail within 15 calendar days of the ineligibility determination.

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

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

3. Applications submitted after the submission deadline **(on or before 11:59 pm Eastern Time, June 25, 2021 via Grants.gov)** 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 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 application with Virginia Till, Till.Virginia@epa.gov, as soon as possible before the submission deadline—failure to do so may result in your application not being reviewed.

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

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

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

7. Projects that are demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

8. If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. State clearly which part of the statutory authority supports your project.

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

SECTION IV. Application and Submission Information

A. 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 and Appendix A. 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 DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how applicant lacks the technical capability to apply electronically via email because of 1) limited internet access or 2) no internet access.

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 proposal 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, 2020, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2020). 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, 2020, with a submission deadline of January 15, 2021, the applicant would need a new exception to submit through alternative methods beginning January 1, 2021.

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. Grants.gov Application Submission Instructions

Your organization's authorized official representative (AOR) must submit your complete application package electronically to EPA through Grants.gov no later than **11:59 pm Eastern Time, June 25, 2021**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit. Applicants are encouraged to submit before the deadline due to online traffic issues that could occur the closer the deadline approaches. Please see Appendix A for Grants.gov instructions.

C. Content of Application Submission

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

1. Grant Application Forms: Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at www.epa.gov/grants/epa-grantee-forms.

- Standard Form 424, *Application for Federal Assistance* Please note that the organizationalDun 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.
- Standard Form 424A, *Budget Information*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial* Assistance
- EPA Form 5700-54, *Key Contacts Form, including Authorized Official Representative and Project Manager contact information of the two individuals.*
- Project Narrative Attachment Form – Used to submit the Narrative Work Plan (described below).

2. Project Narrative:

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

1. Organizational Information Sheet which must include the following:
    a. Name of your organization;
    b. Employer/Taxpayer Identification Number (EIN/TIN);
    c. Address of your organization;
    d. Name, phone number, and email address for the AOR and the point of contact for your organization (if not the same);

    e. This RFA number: EPA-R8-2021-SMM; and
    f. Descriptive Title of your proposal.
2. Project Narrative Summary (please see example template in Appendix A)
    a. Must describe your proposal in detail with specific attention paid to the criteria outlined in Section V.A.; and
    b. Must be concise, well organized, and not exceed 11 typed, single-line spaced, 8 1/2 x 11 inch pages with .5 inch border and no smaller than 12 size font in Times New Roman.
3. Budget Information Document - detailing how the requested funding amount will be spent (this can be included as part of the 11 pages, or added as an attachment to the application). See example template in Appendix B
4. Identification of key contributers for this application and description of their roles in implementing this grant proposal (include in 11-page summary).
5. OPTIONAL: Any additional attachments you wish to include.

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

Technical Issues with Submission

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

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov 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 Virginia Till with the FON in the subject line. If you are unable to email, **contact Virginia Till at 303-312-6008**. 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 timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Virginia Till at 303-312-6008.

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

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to Till.Virginia@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.

D. Intergovernmental Review

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

Office of Federal Financial Management Resources and Other Information

https://www.whitehouse.gov/omb/office-federal-financial-management/

https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf

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

Generally, applicants are not prohibited from submitting the same or virtually the same application to EPA under multiple EPA competitions, if appropriate. However, if an applicant does so, and the application (or one virtually the same) that was submitted under this solicitation is selected for award under another EPA competition, that may affect their ability to receive an award under this competition for that application. Moreover, if an applicant will be funded by EPA or another agency or entity for the same or virtually the same

project that it submitted to EPA under this solicitation then that may affect their ability to receive an award under this competition.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and sub-awards under grants, and the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance, can be found at www.epa.gov/grants/epa-solicitation-clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION V. Application Review Information

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

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

A. Evaluation

Criteria	Points
• **Project Summary/Approach:** Under this criterion, the Agency will evaluate the following factors: **a.** The extent and quality to which the Project Narrative includes a well-conceived strategy for addressing the requirements in Section I.B. **(20 pts).** b. Whether the Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end **(10 pts).**	30
• **Environmental Results - Outcomes and Outputs:** Under this criterion, the Agency will evaluate the following factors to be included as components of the Project Narrative: a. Clearly describes how the applicant will measure success in meeting the project's objectives. Clearly specify anticipated environmental outcomes	20

and outputs as described in Section 1.C, Measuring Environmental Results: Anticipated Outcomes and Outputs. Outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement. Include quantitative targets as appropriate. **(10 points)** b. Describes the plan for achieving project results (including the outcomes and outputs identified in Section 1). **(5 points)** c. Describes how the project is transferable to other communities. **(5 points)** **Note:** Possible outcomes and outputs are identified in Section I.C. of this announcement. The Project Narrative must clearly state which outcomes and outputs will be achieved and how they will be achieved.	

• **Programmatic Capability and Past Performance**: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account: a. Past performance in successfully completing and managing any past assistance agreements which should be identified and described in the Project Narrative submitted as part of this application.* (5 pts), b. History of meeting the reporting requirements under any past assistance agreements which should be identified and described in the Project Narrative submitted as part of this application. This should include 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.* (5 pts), c. Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 pts). *Applicants with no prior past performance/history will be given a neutral score that is equal to half of the available points.	15
4. Budget: Under this criterion, the Agency will evaluate the Budget Information Document to determine whether: a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 pts), b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (2 pts).	5
5. Sustainability: Applications will be evaluated based on the quality and extent to which the applicant's project, if successfully implemented, will enact changes to an organization, community, or the society at large in a lasting and sustainable manner. a. The applicant can demonstrate its ability to promote and continue efforts to support Sustainable Materials Management after EPA funding for this	15

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

B. Review and Selection Process

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

C. Other Factors

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

funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel and may also consider factors such as:

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

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

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 applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION VI. Award Administration Information

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications

1. EPA anticipates notification (not from Grants.gov) to successful and non-successful applicants will be made via e-mail within 30 days after the closing date. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Region 8 Award Official.

   Applicants are cautioned that only an 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 an EPA Award Official, is the authorizing document and will be provided through electronic mail. The successful applicant may need to prepare and submit additional documents and forms, which must be approved by EPA, before the grant funds can officially be awarded. The time between notification of selection and award of a grant funds can take up to 90 days or longer.

2. EPA anticipates notification to original signer of the Standard Form (SF) 424, Application for Federal Assistance (AOR) for successful and unsuccessful applicant(s) will be made via email (not from Grants.gov) within 30 days of the closing date.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: https://www.epa.gov/grants/epa-policies-and-guidance-grants

C. Reporting Requirements

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA at the time of award as part of the grant-specific terms and conditions of the assistance agreement.

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

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

Quality Assurance /Quality Control requirements are applicable to these grants (see 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. EPA can assist applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. Contact the Regional Office Grant Coordinator (See Section VII for Agency Contact information) for referral to an EPA QA/QC staff).

E. Combining Applications into One Award:

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

F. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at https://www.epa.gov/grants/epa-solicitation-clauses. These, and the other provisions that can be found at the

website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

G. Disputes

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

SECTION VII. Agency Contacts

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

All questions or comments must be communicated in writing via email to the contact person listed above. Questions and answers will be shared with all applicants via email.

APPENDIX A – Grants.gov Application 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 applicationmust 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 mustuse 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 forthe 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-R8-2021-SMM, or the Assistance Listing number (66.039), 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 **11:59 p.m. ET on June 25, 2021**. Please allow for enough time to successfully submit your application processand allow for unexpected errors that may require you to resubmit.

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

Application Materials

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

Mandatory Documents:

- Standard Form 424, *Application for Federal Assistance* Please note that the organizationalDun 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.
- Standard Form 424A, *Budget Information*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial* Assistance
- EPA Form 5700-54, *Key Contacts Form, including Authorized Official Representative and Project Manager contact information of the two individuals.*
- Project Narrative Attachment Form – Used to submit the Narrative Work Plan (See Section IV.C.2. for additional information)

Optional Documents:

- Use the Other Attachment Form in Grants.gov for the following optional documents:
    - Cost Share Commitment Letters (Other Attachments Form)
    - Letters of Support/Partnership (Other Attachments Form)

- Resumes (Other Attachments Form)

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from Grants.gov within 7 days of the application deadline, please contact Virginia Till at 303.312.6008. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission

1. Once the application package has been completed, the "Submit" button should be enabled. Ifthe "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 shouldsave 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 anAOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. **For documentation purposes, print or screen capture this acknowledgement.** If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will makea decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Till.Virginia@epa.gov with the FON in the subject line. If you areunable to email, contact Virginia Till at 303.312.6008. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. **Be *sure* to obtain a case number from Grants.gov**. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interferingwith internet access, contact **Virginia Till at 303.312.6008.**

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen

exigent circumstances, and you have already attempted to resolvethe issue by contacting Grants.gov, send an email message to Till.Virginia@epa.gov prior to the application deadline. **The email message must document the problem and include the Grants.gov case number as well as the entire application package in PDF format as an attachment.**

c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Till.Virginia@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

APPENDIX B: Template for Narrative Proposal

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

Template for Summary Information

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

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Region 8 Sustainable Materials Management Grant 2021
EPA-R8-20-SMM**

a. Project Title

b. Applicant Name [Name of organization]

c. DUNS Number

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

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

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

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

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

Template for Narrative Proposal Work Plan

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

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

a. Project Description: *Provide a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (Anticipated Outcomes and Outputs). Ensure at least one link to a*

Regional activity AND at least one link to an objective of the Strategic Plan are included in sufficient detail.

b. Time Schedule: *Provide a clear and reasonable time schedule and project tasks for achieving the project goals and objectives by project end.]*

[Applicant's text goes here]

Criterion 2: Environmental Results and Performance Measurement (20 points)

[Under this criterion describe how success will be measured based on your project's objectives. Include:

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

[Applicant's text goes here]

Criteria 3: Programmatic Capability and Past Performance Criterion (15 points)

[Under this criterion:

a. Past Performance in Completing and Managing Projects*: Describe past performance in successfully completing and managing projects, including but not limited to federal and nonfederal assistance agreements described in Section 4 of this announcement.*
b. History of Meeting Reporting Requirements: *Provide a history of meeting the reporting requirements under the assistance agreements described in Section 4 of this announcement. Identify whether your organization submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.*
c. Organizational Experience and Plan for Project Completion*: Describe organizational experience and a plan for timely and successfully achieving the objectives of the proposed project. This could include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.] [Applicant's text goes here]*

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

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

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

[An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary leveraging if applicable). Applicants must precisely describe in their budget narratives how they will account for any voluntary leveraging, if applicable, and what role EPA funding will play in the

overall project. In addition to providing a narrative, applicants shall include detailed budget as illustrated in Appendix B: Example Budget Table and Narrative. The Budget Table and Narrative should not exceed four pages. Some of the budget can be added as an attachment and does not need to be included in its entirety in the 11 pages of the summary, but whatever is included in the summary should be of sufficient detail to meet the criterion.]

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

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

[Applicant's text goes here]

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

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

[Applicant's text goes here]

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

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

[Applicant's text goes here]

List of Attachments:

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

- Standard Form 424, *Application for Federal Assistance* Please note that the organizationalDun 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.
- Standard Form 424A, *Budget Information*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial* Assistance
- EPA Form 5700-54, *Key Contacts Form, including Authorized Official Representative and Project Manager contact information of the two individuals.*
- Project Narrative Attachment Form – Used to submit the Narrative Work Plan (See Section IV.C.2. for

additional information)

APPENDIX C: Example Budget Table and Narrative

Applications should include a detailed budget table and a detailed budget narrative, providing more detail than what is found in SF-424A. An applicant's budget narrative must account for both federal funds and any non-federal federal funds (cost-share, etc.). Applicants must describe how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.

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

The following budget table and narrative is provided as an example to follow, though this example is not related to this RFA. Other formats are also acceptable if total costs per category and specific descriptions of costs are included.

Budget Summary:

I. Salary and Wages (Monthly Rate x Months x FTE)					**Year 1**	**Year 2**	**Total**
Name	Monthly Rate	Yr 1 %	Yr 2 %	COLA (Yr 2)			
PI	$12,010	0.5	0.33	3%	$6,005	$4,082	$10,087
Co-PI	$10,889	0.33	0.33	3%	$3,593	$3,701	$7,294
GRA	$2,050	12	4.5	3%	$24,600	$9,502	$34,102
Undergraduate	$1,200	2	2	3%	$2,400	$2,472	$4,872
TOTAL SALARY AND WAGES					**$36,598**	**$19,757**	**$56,355**
II. Fringe Benefits	Fringe Rate				**Year 1**	**Year 2**	**Total**
PI	28%				$1,681	$1,143	$2,824
Co-PI	28%				$1,006	$1,036	$2,042
GRA	30%				$7,380	$2,851	$10,231
Undergraduate	30%				$720	$742	$1,462
TOTAL FRINGE BENEFITS					**$10,787**	**$5,771**	**$16,559**
III. Travel					**Year 1**	**Year 2**	**Total**
See budget justification					$3,000	$3,000	$6,000
TOTAL TRAVEL					**$3,000**	**$3,000**	**$6,000**

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

Budget Narrative:

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

I. Senior Personnel:

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

	Personnel	**Monthly Salary**	**Percentage**	**COLA**	**Total**
Year 1	PI	$12,010	.50		$6,005

	Co-PI	$10,889	.33		$3,593
Year 2	PI	$12,010	.33	3%	$4,082
	Co-PI	$10,889	.33	3%	$3,701

Other Personnel:

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

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

TOTAL PERSONNEL: $56,355

II. Fringe Benefits:

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

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

TOTAL FRINGE: $16,559

III. Travel

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

Purpose	**Location(s)**	**Item**	**# of Travelers**	**Rates**	**Cost**

8 day-trips to research XXX: Task 1 and 2	Insert locations here	Mileage	4	$0.545/mile x 2988 miles	$1,629
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging Mileage Per diem	4 4 4	$91/night x 2 trips (3 rooms) $0.545/mile x 222 miles x 2 trips $42/day x 2 days	$1,092 $ 242 $ 336
Conference Task 4, Deliverable 4	To be determined	Lodging Airfare Per diem Registration	2 2 2 2	$99/night – 3 nights $475/traveler $42/day x 3 days $601 per registration	$ 297 $ 950 $ 252 $1,202

TOTAL TRAVEL: $6,000

IV. Equipment

None

V. Supplies

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

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

TOTAL SUPPLIES: $11,509

VI. Contractual

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

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

TOTAL CONTRACTUAL: $4,000

VII. Other

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

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

TOTAL OTHER: $19,696

VIII. Indirect

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

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	$72,754	$22,567	$95,320
Year 2	$41,365	$13,314	$54,680
Total	$114,119	$35,881	$150,000

TOTAL INDIRECT COSTS: $35,881

APPENDIX D: Example of Milestones

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

Timeline and Milestones:

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