



Region 10 Grants Management Guidance

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Section 1: Quick Guide for Assistance Recipients

Forms:	Where:	When:	Submit/Send to:
Required Application Forms (see Section 2 below)	Grants.gov http://www.grants.gov	<ul style="list-style-type: none"> When applying for a new assistance agreement; When applying for additional funding for an existing agreement. Submit at least 60 days before the desired project start date. Also: refer to program specific deadlines.	As of February 17, 2015, new grant applications must be submitted through: Grants.gov
Federal Financial Report (FFR)	Financial Reporting Forms http://www2.epa.gov/finance/grants	Due 90 days after the expiration of your assistance agreement.	US EPA, LVFC, PO Box 98515, Las Vegas, NV 89193 Or FAX to: 702-798-2423
Small and Disadvantaged Business Utilization Report (MBE/WBE)	EPA's DBE Program Office's Website	Consult the terms and conditions of your assistance agreement.	MBE/WBE Coordinator US EPA, Region 10 1200 Sixth Avenue, Suite 900 Mail Code: OMP-173 Seattle, WA 98101 Or FAX to: (206) 553-4957.

Other Information



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Link to application packages on Grants.gov	http://www.grants.gov/web/grants/applicants/download-application-package.html
EPA Region 10 Non-Competitive Funding Opportunity Numbers (FONs) needed for Grants.gov application packages	FON: EPA-CEP-01 for CFDA 66.001-66.605 FON: EPA-CEP-02 for CFDA 66.700-66.931
Information on Federal Grants Programs, Catalog of Federal Domestic Assistance (CFDA). CFDA number is needed to apply on Grants.gov	https://www.cfda.gov/
How to Receive Grant Funds	http://www.epa.gov/financial
Uniform Grant Guidance 2 CFR Part 200 (effective 12/26/2014)	http://www.costtree.net/resources-2-cfr-part-200
Suspended and Debarred Entities (Excluded Parties List)	https://www.sam.gov/
Code of Federal Regulations (CFR) On-Line	http://www.ecfr.gov (Go to "Title 2" for EPA Regulations)
EPA HQ's Grants Website	http://www.epa.gov/ogd
EPA Region 10's Grants Website	http://yosemite.epa.gov/r10/omp.nsf/grants/administration
Where to Submit Performance Reports and Other Material Required by Your Grant Program	Contact the EPA Project Officer for your grant.



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Section 2: Applying for a Grant in Region 10

Requirements and obligations that come with an award of EPA funds:

An assistance agreement is a legally binding document. When you sign your agreement, you are agreeing to observe and adhere to all regulations, terms and conditions governing your agreement. In addition to performing the work covered by your grant, you will be required to submit various reports and certifications on a regular schedule. You will be required to manage and administer your assistance agreement according to standards established by the applicable laws and regulations. Your compliance is expected and is subject to audit or review. The electronic version of the Code of Federal Regulations can be found at <http://www.ecfr.gov>.

Every grant applicant and recipient should read and be familiar with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards – also known as the Uniform Grants Guidance or UGG ([2 CFR Part 200](#)). In addition, new regulations specific to the Environmental Protection Agency are in [2 CFR 1500](#).

The UGG replaces the previous administrative regulations at 40 CFR 30 and 31 for monetary award actions made on or after December 26, 2014. The UGG supersedes and streamlines requirements from OMB Circulars A-21, A-87, A-110, and A-122 (which have been placed in 2 C.F.R. Parts 220, 225, 215, and 230); Circulars A-89, A-102, and A-133; and the guidance in Circular A-50 on Single Audit Act follow-up. More information can be found here: http://www.whitehouse.gov/omb/grants_circulars.

Program specific regulations are found in [40 CFR Subchapter B](#) (40 CFR 33, 35, 40, 45, 46 and 47).

Submitting an Application Package

Effective February 17, 2015, [Grants.gov](#) is the EPA standard for submission of initial proposals/applications for competitive and non-competitive assistance agreement awards. Specifically, this applies to:

- All initial proposals/applications submitted for competitive assistance agreement awards, including fellowships, based on solicitations issued on or after February 17, 2015; and
- All initial applications for non-competitive assistance agreement awards submitted on or after February 17, 2015. This includes applications for funding under Continuing Environmental Programs (CEPs) where the workplan is negotiated annually and new funding is applied to an existing award.

PLEASE READ! The section below describes the forms that are required for Region 10 to process your application. Many of these forms are considered optional on the Grants.gov website, but are required by EPA Region 10. Do not submit incomplete application packages through Grants.gov. Incomplete packages will extend the application review time and may result in a delay in awarding the grant. Some programs may have additional requirements – direct questions to the EPA grant program contact.

Note: If you are submitting an application for a continuation of a current assistance agreement for an Environmental Program under 40 CFR Part 35 Sub-parts A or B, your application must be submitted prior to the end of the current budget period in order for costs incurred from the end of the budget period to the date of award of a continuation grant to be allowable for Federal participation.



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Application Forms

All application forms are available as part of the application package at Grants.gov
All are required unless otherwise noted.

Form Name	Description
Application for Federal Assistance (SF-424)	To apply for EPA assistance, this form must be filled out completely and accurately, according to the instructions provided with the form.
Budget Information for Non-Construction Programs (SF-424A)	This form is used to summarize all the financial information contained in the Detailed Budget for your project, and will constitute the financial portion of your assistance agreement. Make sure this information accurately reflects the Detailed Budget. Double-check to see that all calculations are correct.
Budget Narrative Attachment Form Budget Detail	This form is used to attach additional budget documentation to the Grant.gov application package. This is required. Guidance for Detailed Budgets and Budget Narratives is provided in Section 4 below.
Project Narrative Attachment Form	Use this form to attach the workplan (or Statement of Work) to the Grants.gov application package. This is required for all grant applications. Specific requirements will vary by program. General guidance for work plans is provided in Section 3 below.
Assurances, Non-Construction Programs Form (SF-424B)	Required for new assistance agreement applications, unless included in a bundling package (see below). Not required for amendments to existing assistance agreements.
Pre-Award Compliance Review Form EPA Form 4700-4	Required for all assistance agreement applications, unless included in a bundling package (see below). Not required when amending an existing agreement.
Certification Regarding Lobbying EPA Form 6600-06	Required if the requested EPA funding is more than \$100,000, OR if your application is for additional funding for a current grant and the revised total EPA funding exceeds \$100,000. May be included in a bundling package (see below).
Disclosure of Lobbying Activities (SF-LLL)	Required IF EPA funding totals over \$100,000 AND your organization is or will be conducting lobbying activities.
EPA Key Contacts Form EPA Form 5700-54	This is an optional form, but highly encouraged as it is very helpful for the EPA staff processing the application.
Indirect Cost Rate – copy of current negotiated agreement	Required if indirect costs are budgeted. May be included in a bundling package (see below).

Information About Forms Bundling

In order to reduce paperwork, applicants who receive multiple grants with EPA Region 10 may submit an **annual** assistance certification and assurance package, a process referred to as **bundling**. This allows one set of the following signed



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forms/certifications to fill the requirements for multiple applications. If submitted as an annual certification and assurance package, the forms would not be required on grants.gov.

- Assurances - Non-Construction Programs (SF424B)
- Pre-award Compliance Review Report (EPA Form 4700-4)
- Certification Regarding Lobbying
- Copy of current negotiated Indirect Cost Agreement (if indirect costs are budgeted)

You may take advantage of the bundling option, by providing a cover letter/memo with the signed forms/certifications that includes the following information:

- The applications covered (for example: “ all environmental programs”);
- The time frame the certifications and assurances are valid (not to exceed one year, for example: January 1, 2015 to December 31, 2015); and
- A statement that if any changes occur during the period, or the annual certification(s) does not apply to a particular assistance application, EPA will be notified immediately, and revised/updated form(s) will be provided.

[Sample Bundling Letter](#)

The letter and forms can be sent:

Electronically to grants.r10@epa.gov or

Mail to:

USEPA, Region 10

Grants and Interagency Agreements Unit, OMP-173

1200 Sixth Avenue, Suite 900

Seattle, WA 98101

All **other required forms not specified above MUST be submitted with each application package in grants.gov.**

NOTE: Annual bundling certifications shall be submitted to EPA if continue receiving multiple new or supplemental grants each year.

The Region 10 Grants and Interagency Agreements Unit and/or the program you are applying to may request the inclusion of additional information, as needed.



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Section 3: Work Plans

The Work Plan is a detailed narrative description of your project, including the various tasks involved and how you intend to accomplish them. Your Work Plan and Detailed Budget are linked, so the Work Plan should show how the budgeted items relate to the project tasks - how they will be used, and why they are needed.

Currently there is no standard format for Work Plans. However, the grant program you are applying to may have its own requirements for Work Plan elements and formatting. Contact the program or consult any solicitation information they provide for details about any program specific requirements.

Here are some guidelines applicable to all Work Plans:

1. Write clear and concise work plan elements.
2. Break down objectives into logical, consecutive, clearly stated tasks or steps.
3. Identify how each task will be accomplished.
4. State expected products, outputs and outcomes for tasks, goal, and objectives, as appropriate.
5. Link personnel, equipment, and other budget costs from your Detailed Budget to the tasks/objectives listed in the work plan.
6. Provide estimated time frames to accomplish the tasks.

If you are applying for an Assistance Agreement for any of the programs subject to 40 CFR Part 35, Sub-parts A & B, your Work Plans must address these five elements:

1. A detailed description of Work Plan components to be funded under the agreement.
2. Estimated work years or Full Time Equivalents (FTEs) and funding amounts for each Work Plan component.
3. Work Plan commitments for each Work Plan component and time frames for their accomplishment.
4. A performance evaluation process and reporting schedule in accordance with Part 35.
5. The roles and responsibilities of recipient and EPA in carrying out work plan commitments.

Note to State applicants applying for grants under Part 35 Sub-part A:

If you are working under a Performance Partnership Agreement (PPA) you may use that agreement, or a portion of it, as the Work Plan for any grants covered under 40 CFR Part 35 Sub-part A, **provided** the portions of the PPA that you are using:

1. Are clearly identified and distinguished from other portions of the PPA; and
2. Meet the Work Plan requirements stated above. (See: 40 CFR Part 35.107(c))



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Section 4: Requirements for Work Plan Detailed Budgets

- A **Detailed Budget** is a **required** part of your complete application package. It goes hand-in-hand with your **Work Plan**, which should discuss the need for each budgeted item.
- It will also provide the essential budget information needed for the Budget Information, Standard Form 424A, which is part of your application.
- Without a Detailed Budget, EPA will not be able to adequately review your grant proposal and your application will be rejected.

How Much Detail is Enough?

Include information that shows how you arrived at your estimated costs, i.e. **what is the basis for your calculations?** At a minimum, your detailed budget must follow these criteria, using the budget categories below:

- **Personnel** - List all staff positions for the project by title. Give annual salary or hourly rate, percentage of time or number of hours allotted to the project, and total cost for the project period. ***The total for this category will be entered on Standard Form 424A, Section B, Line 6.a.***
- **Fringe Benefits** - Identify the percentage used for your calculation, the basis for its computation, and what benefits are included. ***This amount will be entered on Standard Form 424A, Section B, Line 6.b.***
- **Travel** - Indicate the budgeted travel's purpose, the destination of each trip, who will be traveling, the duration of the trip and the number of travelers. Specify the mileage, per diem, and other costs for each type of travel, such as lodging, common carrier transportation, etc. If each trip cannot be itemized out, describe how you arrived at your budgeted costs. For example: "Travel costs are based on last year's actual costs for the same work tasks. This year's travel effort is estimated to be the same." ***This amount will be entered on Standard Form 424A, Section B, Line 6.c.***
- **Equipment** - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Items with a unit cost of less than \$5,000 are deemed to be supplies, pursuant to 40 CFR 31.3 and 30.2. If applicable, indicate why it is more economical to purchase rather than lease. ***This amount will be entered on Standard Form 424A, Section B, Line 6.d.***
- **Supplies** - "Supplies" means all tangible personal property, other than "equipment". The detailed budget should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies), and their cost. ***This amount will be entered on Standard Form 424A, Section B, Line 6.e.***
- **Contractual** - Identify each proposed contract and specify its purpose and estimated cost. Provide information on how the estimates were arrived at. ***This amount will be entered on Standard Form 424A, Section B, Line 6.f.*** **NOTE:** Applicants should review EPA's regulations concerning procurement and the need to provide justification for sole source agreements and documentation concerning cost-price analysis for contracts and other agreements.

If your project requires the hiring of **consultants**, the maximum allowable consultant rate cannot exceed the maximum daily rate for a Level IV of the Executive Schedule, adjusted annually. As of January 1, 2015 the limit is \$608.34 per day and \$76.04 per hour. This excludes overhead, travel, and subsistence costs for travel. To find the most current annual rate go to: [OPM Executive Schedule](#). Your detailed budget MUST show the hourly or daily rate you are proposing (for example: consultant 24 hours X \$60.00 per hour = \$1440)



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- **Other** - Include items here which do not fit in the other specific budget categories. List each item separately and provide sufficient detail for EPA to determine the reasonableness and allowability of its cost. ***This amount will be entered on Standard Form 424A, Section B, Line 6.h.***
- **Indirect Charges** - If indirect charges are budgeted, indicate the approved rate and base. Show the calculations. ***This amount will be entered on Standard Form 424A, Section B, Line 6.j.***

Some Helpful Tips:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Check ALL calculations for accuracy. | <ul style="list-style-type: none"> • Be sure the Budget Categories you use on the detailed budget match those on the Standard Form 424A. If not, your application will be returned for correction. <p>The reviewers of grant applications <i>will not</i> re-write detailed budgets to conform to these categories.</p> |
| <ul style="list-style-type: none"> • The detailed budget cost categories must include the amount being requested from EPA <i>plus</i> any required or voluntary cost share/match. The cost categories on the Standard Form 424A must reflect this, as well. | <ul style="list-style-type: none"> • IMPORTANT information on Program Income - If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned, AND if you would like to use the program income on this project, be sure to include the amount in your detailed budget. |
| <ul style="list-style-type: none"> • At the conclusion of your detailed budget, be sure to show the Total Project Cost. | <ul style="list-style-type: none"> • If items that are generally considered to be indirect costs are included as direct costs (such as rent, utilities, office supplies), explain why they are being charged as direct costs. |



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Section 5: Amending an Existing Grant

Extending the original approved project period:

For many reasons, you may want to extend the length of your project. For most grant recipients, this requires a formal amendment to your grant agreement. To initiate the amendment, contact your EPA Project Officer with a brief request in writing (email is fine). You may want to discuss the extension with your Project Officer first, to determine how much of an extension to request. Once the details have been settled, you should follow up with the request in writing. Your request must include a justification for the extension.

The request should be received in the Region 10 Grants and Interagency Agreements Unit at least 30 days prior to the end of the original project period. After the request is approved and processed, an amendment will be issued to your organization.

A major change to the original approved project work plan and/or budget:

Once your project is underway, you may want to make modifications to your original work plan, or to reallocate of funds between budget categories. Such changes do not require a formal amendment if they are minor. Before making the changes, you should consult your EPA Project Officer to determine if they are significant enough to require an amendment.

If they are, you will be asked to provide documentation for the requested change, which may include a revised work plan and revised budget information. Following approval and processing, an amendment will be issued.

A request for additional funding (Supplemental Funding Amendment):

The purpose of a Supplemental Funding Amendment is to request additional funding to increase the budget of a project beyond the amount already approved. Such changes are usually, but not always, accompanied by an expansion of the original work plan and an extension to the approved project period.

In practical terms this means applying for additional funds, and requires your organization to submit an application package just as it did when first applying for the grant. The following are required for all Supplemental Funding Amendments:

Application for Federal Assistance (SF-424)

The application should be only for the ADDITIONAL amount you are requesting. DO NOT include amounts already awarded.

If you are also requesting an extension to the project period, enter the revised end date in section 13.

Budget Information (SF-424A)

The budget information in column 1 should show the former approved budget and column 2 should show the ADDITIONAL funding you are requesting and how it is allocated to the various budget categories. Column 2 total amount should match with the SF-424 amount requesting.

The totals in the right hand column of Section B should reflect the total project cost.



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	The totals in the right hand column of section B should reflect only the amount you are requesting now.
<p>The above forms can be found at http://www.epa.gov/ogd/AppKit/application.htm</p>	
<p>Work Plan Detailed Budget</p>	<p>Create a detailed budget which corresponds only to the ADDITIONAL amount you are requesting now.</p> <p>If you wish to include summary data from the previously funded budget for clarification purposes, you may do so. But clearly distinguish between what you are adding to the budget with this amendment and what came before. Budget revisions should provide as much information as your initial Detailed Budget.</p>
<p>Your Supplemental Funding Amendment application package may also require revisions to your original or previous work plan. Depending on the scope of the changes to your project, a complete re-writing of the work plan may not be needed. Instead, you may provide revisions to only the portions being changed. Work with your EPA Project Officer and Grant Specialist to determine what is appropriate.</p> <p>Supplemental Funding Amendments take more time to review and process than other types of amendments. Typically, a minimum of 60 days is required from receipt of the application package until the award is issued. Please plan accordingly.</p>	



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Section 6: Post-Award Grants Management Requirements

- **Read your grant agreement**, including the Administrative and Programmatic terms and conditions. There are a number of Administrative terms and conditions that are binding on your organization as a grant recipient. Some may require some action on your part during the term of the grant agreement. Be aware of what is required.

Post-Award Administrative Reporting

Small and Disadvantaged Business Utilization (MBE/WBE) Reporting

Reporting terms differ, depending on your grant. Consult the terms and conditions of your grant agreement.

[Information about this program and links to reporting forms - http://www.epa.gov/osbp/dbbe_team.htm](http://www.epa.gov/osbp/dbbe_team.htm)

Mail to:

MBE/WBE Coordinator
US EPA, Region 10
1200 Sixth Avenue, Suite 900
Mail Code: OMP-173
Seattle, WA 98101

Or FAX to: (206) 553-4957

Depending on your grant agreement, there may be other administrative reporting requirements. Read all the terms and conditions of your agreement.

Post-Award Programmatic Reporting

Programmatic reporting requirements will vary, depending on the EPA program funding your grant. Read the programmatic terms and conditions included with your agreement for requirements.

One requirement that is common to all grants is performance reporting. These may be required quarterly, semi-annually or annually. A final report may also be required.

Direct any questions about programmatic requirements to your EPA Project Officer.



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Section 7: Closing Out the Grant

Your grant expires at the end of the approved budget and project periods. To close out your grant, you are required to submit all financial, performance and other required reports within **90 days** of expiration.

During the close out period you should ensure that all administrative and program requirements have been met. Refer to your original assistance agreement, and all subsequent amendments, for applicable terms and conditions.

During the close out period you may also make final draw downs from grant funds, and liquidate any remaining expenses pertaining to your project.

Note:

*All work paid for with grant funds must be concluded by the end of the budget and project periods. You **may not** incur any expenses beyond the approved period of the grant agreement.*

The Following are Required to Close Out the Grant

Federal Financial Report (FFR) – Standard Form 425 (SF- 425)

As of October 1, 2009, the FFR (SF-425) replaced the Financial Status Reports SF-269 and 269A.

Requirement	Where to Find the Form	Where to Send the Form
<p>The final FFR for your grant is due 90 days after the expiration of the grant agreement.</p> <p>All fields on the FFR need to be filled out except for 10a, 10b and 10c.</p>	<p>EPA Financial Services</p>	<p>US EPA, LVFC, PO Box 98515, Las Vegas, NV 89193</p> <p>Or FAX to: 702-798-2423</p>

Small and Disadvantaged Business Utilization Report (MBE/WBE)

Requirement	Where to Find the Form	Where to Send the Form
<p>Consult the terms and conditions of your grant agreement for requirements.</p>	<p>For reporting form and more information see EPA's DBE Program http://www.epa.gov/osbp/dbe_team.htm</p>	<p>MBE/WBE Coordinator US EPA, Region 10 1200 Sixth Avenue, Suite 900 Mail Code: OMP-173 Seattle, WA 98101</p> <p>Or FAX to: (206) 553-4957</p>

In addition to the above, there may be other administrative requirements for close out. Check the administrative terms and conditions on your original award agreement and subsequent amendments. If you have any questions, contact the Grant Specialist shown on your grant agreement.



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Programmatic Close Out Requirements

Programmatic close out requirements vary depending on the EPA program funding your project. Read the programmatic terms and conditions included on your agreement for requirements.

One requirement common to all grants is for performance reporting. Besides being required quarterly, semi-annually or annually, a final report may also be required to close out the grant agreement.

Direct any questions about programmatic close out requirements to your EPA Project Officer.



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Section 8: How to Access Grant Funds

The Debt Collection Improvement Act of 1996 requires that Federal payments be made by electronic funds transfer. In order to comply with the Act, a recipient must receive payments via one of two electronic methods available to them:

1. Automated Standard Application for Payments (ASAP)

The ASAP system is the preferred method of payment for EPA grantees. ASAP enrollment is highly encouraged for organizations that have multiple grants/cooperative agreements and for those with a frequent need to request funds. If your organization uses multiple bank accounts for EPA grants/cooperative agreements, you must enroll in ASAP. To enroll in ASAP, please complete the ASAP Initiate Enrollment form located at www.epa.gov/ocfo/finservices/forms.htm and email it to LVFC-grants@epa.gov or fax it to LVFC at 702-798-2423.

Under this payment mechanism, the recipient initiates an electronic payment request online via ASAP, which is approved or rejected based on the amount of available funds authorized by EPA in the recipient's ASAP account. Approved funds are credited to the recipient organization at the financial institution identified on the recipient's ASAP enrollment application. Additional information concerning ASAP and enrollment can be obtained by contacting the EPA Las Vegas Finance Center, at (702) 798-2485, or by visiting www.fms.treas.gov/asap.

2. Electronic Funds Transfer (EFT)

Under this payment mechanism, the EPA Las Vegas Finance Center will obtain the recipient's banking information from the System for Award Management (SAM). Once the agreement is awarded and no restrictions are identified by the awarding office, a Las Vegas Finance Center Representative will send you an email message with your EFT Control Number and payment information. Additional information concerning EFT can be obtained by contacting the EPA Las Vegas Finance Center at (702) 798-2485, or by visiting <http://www2.epa.gov/financial/grants>.

NOTE: If the banking information is not correct or changes at any time prior to the end of the agreement, the recipient must update the organization's SAM registration and notify the EPA Las Vegas Finance Center as soon as possible. This is vital to ensure proper and timely deposit of funds.

Under any of the above payment mechanisms, recipients may request/draw down advances for their immediate cash needs, provided the recipient meets the requirements of 2 CFR 200.305. Additionally, recipients must liquidate all obligations incurred within 90 calendar days of the project period end date. Therefore, recipients must submit the final request for payment, and refund to EPA any balance of unobligated cash advanced within 90 calendar days after the end of the project period.

If you need further assistance regarding enrollment, please contact Marge Pumphrey at (702) 798-2492 or pumphrey.margaret@epa.gov.

Note:



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- Recipients of “Infrastructure Grants” and certain Superfund Cooperative Agreements should refer to the terms and conditions of their award documents for additional instructions.
- Recipients of assistance agreements subject to restrictive payment procedures (such as “High Risk”) should refer to the terms and conditions of their award documents.

Section 9: Indirect Cost Rates

When applying for a grant or cooperative agreement to EPA Region 10, here are the options open to you if you wish to include indirect costs in your proposed budget:

Option #1:

Provide a copy of a current approved indirect cost rate agreement.

- You will be able to use awarded funds for all indirect costs accrued during the period covered by your current indirect cost agreement.
- You must maintain a current approved rate agreement to continue to use awarded funds for indirect costs or
- Any non-Federal entity that has a federally negotiated indirect cost rate may apply for a one-time extension of a current negotiated indirect cost rates for a period of up to four years. This extension will be subject to the review and approval of the cognizant agency for indirect costs. If an extension is granted the non-Federal entity may not request a rate review until the extension period ends. At the end of the 4-year extension, the non-Federal entity must re-apply to negotiate a rate.

Option #2:

If you do not have a current approved indirect cost rate, provide a copy of documentation showing that you have submitted an Indirect Cost Rate proposal to your cognizant agency for approval.

- The proposal must be for the **current** fiscal year.
- This documentation should consist of a copy of the cover letter for your submission, and a copy of the page showing what rate you are proposing. You do not have to submit the entire proposal.
- You may not use awarded funds for indirect costs until an approved rate agreement is in place.

Option #3:

If you have never received a negotiated indirect cost rate, you may elect the de minimus rate of 10% of modified total direct costs.

- Any non-Federal entity that has never received a negotiated indirect cost rate, except for those non-Federal entities described in [Appendix VII to Part 200](#)—States and Local Government and Indian Tribe Indirect Cost Proposals, may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely.
- Costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.



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Indirect Cost Rate Proposals and Agreements

State Agencies

If you do not have a previously established indirect cost rate, you must prepare an indirect cost rate proposal and/or cost allocation plan and in accordance with [2 CFR 200 Subpart E](#), Cost Principles for State, Local, and Indian Tribal Governments, (formerly OMB Circular A-87). For proposal preparation, you may use the appropriate completeness checklist located at:

http://www.doi.gov/ibc/services/Indirect_Cost_Services/insular_areas.cfm

You must send your proposal to your cognizant federal agency within six (6) months after the close of your governmental unit's fiscal year. If EPA is the cognizant federal agency, you must send you indirect cost rate proposal within six (6) months after the close of the governmental unit's fiscal year to:

Regular Mail

Financial Analysis and Rate Negotiation Service Center
Office of Acquisition Management
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3802R
Washington, DC 20460

Mail Courier (e.g. FedEx, UPS, etc.)

Financial Analysis and Rate Negotiation Service Center
Office of Acquisition Management
US Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 6th floor
Bid and Proposal Room Number 61107
Washington, DC 20004

Tribal Governments

If you do not have a previously established indirect cost rate, you must prepare an indirect cost rate proposal and/or cost allocation plan and in accordance with [2 CFR 200 Subpart E](#), Cost Principles for State, Local, and Indian Tribal Governments, (formerly OMB Circular A-87).

The Department of Interior (DOI) is the cognizant agency for Tribes. The DOI website contains information about Indirect Cost Services:

http://www.doi.gov/ibc/services/Indirect_Cost_Services/indian_tribes.cfm

You must submit your indirect cost rate proposal to:

National Business Center
Indirect Cost Services
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815-3317

Local Governments and Interstate Agencies

If you do not have a previously established indirect cost rate, you must prepare an indirect cost rate proposal and/or cost allocation plan and in accordance with [2 CFR 200 Subpart E](#), Cost Principles for State, Local, and Indian Tribal Governments, (formerly OMB Circular A-87).



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You must develop and submit your indirect cost rate proposal to your cognizant agency within six (6) months after the close of your fiscal year. If your cognizant federal agency has not been identified by the Office of Management and Budget (OMB), you still must develop your proposal within that period for submission when required.

For proposal preparation, you may use the appropriate completeness checklist located at: http://www.doi.gov/ibc/services/Indirect_Cost_Services/insular_areas.cfm

If EPA is your cognizant federal agency, you must send your indirect cost rate proposal within six (6) months after the end of your fiscal year to:

Regular Mail

Office of Grants and Debarment
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3903R
Washington, DC
20460
Attn: OGD Indirect Cost Rate Proposal Control Desk

Mail Courier (e.g. FedEx, UPS, etc.)

Office of Grants and Debarment
U.S. Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 5th floor
Washington, DC 20004
Attn: OGD Indirect Cost Rate Proposal Control Desk

Electronic submissions of proposals may be mailed to OGD_IndirectCost@epa.gov.

Non-Profit Organizations

If you do not have a previously established indirect cost rate, you must prepare an indirect cost rate proposal and/or cost allocation plan in accordance with the provisions of [2 CFR 200 Subpart E](#). You must submit your proposal to your cognizant federal agency within ninety (90) days from the award date of this assistance agreement. For proposal preparation, recipients may use the appropriate completeness checklist located at: http://www.doi.gov/ibc/services/Indirect_Cost_Services/nonprofit_orgs.cfm

Another resource is the "EPA Guide on How to Prepare an Indirect Cost Rate Proposal for a Non-Profit Organization," found at <http://www.epa.gov/ogd/recipient/indirect.htm>.

When EPA is the cognizant agency your organization agrees, by accepting and signing the award agreement, to follow the "Sample Indirect Cost Proposal Format for Nonprofit Organizations" enclosed with your award agreement. The sample proposal may also be accessed at: <http://www.epa.gov/ogd/recipient/sample1.htm>

If EPA is your cognizant federal agency, you must send your indirect cost rate proposal within ninety (90) days from the award date to one of the addresses listed below:

Regular Mail

Office of Grants and Debarment
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW, MC 3903R
Washington, DC 20460
Attn: OGD Indirect Cost Rate Proposal Control Desk

Mail Courier (e.g. FedEx, UPS, etc.)

Office of Grants and Debarment
U.S. Environmental Protection Agency
1300 Pennsylvania Avenue, NW, 5th floor
Washington, DC 20004
Attn: OGD Indirect Cost Rate Proposal Control Desk

Electronic submissions of proposals may be mailed to OGD_IndirectCost@epa.gov.

When EPA is not the cognizant agency your organization must provide proof to the EPA Region 10 Grants Management Office that the proposal has been submitted.