

**FEDERAL AGENCY NAME:** U.S. Environmental Protection Agency, Office of International and Tribal Affairs

**FUNDING OPPORTUNITY TITLE:** 2016-2017 Tribal ecoAmbassadors Grant Program

**ANNOUNCEMENT TYPE:** Request for Proposals - Initial Grant Announcement

**FUNDING OPPORTUNITY NUMBER:** EPA-OITA-AIEO-2016-001

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:** [66.954](#)

**IMPORTANT DATES:**

Tuesday, May 3, 2016	RFP OPENS
Friday, June 17, 2016	RFP CLOSURES – PROPOSALS DUE
August 2016	ANTICIPATED NOTIFICATION OF SELECTION
September 2016	ANTICIPATED AWARD

The closing date and time for receipt of proposals is **Friday, June 17, 2016, at 11:59 p.m. Eastern Time (ET) in order to be considered for funding.** Proposal packages must be submitted electronically to EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than **Friday, June 17, 2016 at 11:59 p.m. (ET)** in order to be considered for funding.

**Summary:** The purpose of EPA's Tribal ecoAmbassadors Program is to support environmental projects at Tribal Colleges and Universities (TCUs) and partner the TCU participants of these projects with EPA scientists to study the environmental problems most important to the participating TCUs' tribal communities. The focus of these projects may include, but are not limited to climate change, environmental health, traditional ecological knowledge, environmental sustainability, ecological adaptation, bio-diversity, and/or pollution. TCU applicants apply to this program for funding to support these student operated environmental projects.

**Funding/Awards:** The total funding for this competitive opportunity is approximately \$400,000. EPA expects to award approximately eight grants of up to \$50,000 each.

**Project Period:** Proposals should plan for projects to start **no earlier than August 29, 2016.** Project periods should be proposed for one academic year, closing by June 30, 2017.

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**SECTION I. FUNDING OPPORTUNITY DESCRIPTION**

**A. Background**

The Environmental Protection Agency (EPA) is committed to strengthening relationships with our tribal partners and to expanding the conversation on environmental stewardship through sound environmental science. This program helps fulfill both priorities. Tribal College and University (TCU) professors serve as the principal investigators and work with a group of their TCU students, who earn college credit and a small stipend.

During the past six years, EPA scientists have worked directly with the Tribal ecoAmbassadors and their students on 27 projects. By the end of 2015-2016 academic year, EPA's Tribal ecoAmbassadors Program will have given more than 190 TCU students the opportunity to work close to 5,600 hours of science, technology, engineering, and/or math (STEM) training with their professors and EPA scientists, all while solving environmental problems in their communities and campuses.

In an effort to support the development of new science and new environmental scientists in tribal communities, EPA has developed a program that partners professors at TCUs and EPA scientists. Specific environmental problems that may be analyzed include, but are not limited to: climate change mitigation, climate change adaptation, air quality, water quality, and waste management.

This notice announces a Request for Proposals (RFP) through an open competition for EPA funds for approximately eight awards of up to \$50,000 each. The anticipated total awards for one year is approximately \$400,000. General information on EPA's Tribal ecoAmbassadors Program can be found at <https://www.epa.gov/tribal/tribal-ecoambassadors-program>.

The awarding instrument will be a cooperative agreement. There is no cost share or matching requirement for these funds. Selection of the recipients will be based on the evaluation of the eligible proposals (Section III.A of this announcement); once selected, the applicant will receive instructions to submit a full proposal package. EPA reserves the right to reject all applicants and make no award from this competition.

**B. Scope of Work:**

EPA's Tribal ecoAmbassadors Grant Program partners EPA scientists with TCU professors to investigate environmental issues. The goal of this Solicitation Notice is to fund TCU environmental projects that design, demonstrate, and/or disseminate environmental science study practices, methods, and techniques, as described in this notice. EPA will provide financial support for projects that study environmental issues

focused on improving human health and the environment, climate change, air quality, and water pollution.

1. Tribal ecoAmbassadors Programmatic Priorities: The awarded projects must accomplish impactful research and projects that:
  - i. Address a critical environmental issue impacting the TCU's and/or tribal community environmental human and/or climate change;
  - ii. Include a communication component in the project design to increase community awareness, support, and national outreach for specific projects; and
  - iii. Provide TCU students with the opportunity to participate in an environmental study project which provides them training and experience in STEM research methods.
2. Awarded projects must design and execute a scientific study of an environmental issue impacting the TCU campus and/or the tribal community. The focus of these projects should pertain to, but are not limited to, climate change, environmental human health, air quality, water pollution, and waste reduction. The study must include the participation of TCU students and be accomplished in one academic year. In addition to the study design, applicants must include a communication plan for disseminating and sharing project results and findings.

Project Proposals must:

- i. Identify the problem to be studied.
    - (a) Describe the issue.
    - (b) Describe why/how the issue is important to the TCU and/or tribal community.
    - (c) Describe the goal of the project.
    - (d) Develop an itemized budget
    - (e) Provide a project schedule.
    - (f) Detail other resources needed for project success.
  - ii. Identify the group of students who will support the project.
  - iii. Provide a course plan that will illuminate for students the various steps required to develop sound STEM research and implementable skills and solutions.
    - (a) Community engagement about the identified problem.
    - (b) Data collection.
    - (c) Data analysis.
    - (d) Developing solutions.
    - (e) Measuring success.
3. TCU Tribal ecoAmbassadors Program principle investigators must also participate, and include in the budget as necessary, the following events throughout the grant period. Mandatory events and grant period communication deliverables include:

- i. Participate in the fall semester orientation meeting (include travel costs in budget.)
- ii. Deliver a ten-to- fifteen minute project update presentation per semester (total of two per academic year) to the Tribal Science Council. These presentations will be given during a teleconference. (There is no need to travel for these presentations.)
- iii. Participate in group quarterly progress teleconference meetings.
- iv. Participate, in-person at an end of spring semester/early summer results presentation meeting in Washington, DC. (include travel costs in budget.)

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes & Performance Measures**

Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, [http://www.epa.gov/sites/production/files/2015-03/documents/epa\\_order\\_5700\\_7a1.pdf](http://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf)).

1. **Linkage to EPA’s EPA's FY 2014-2018 Strategic Plan.** This program is directly linked to EPA’s Cross-Cutting Fundamental Strategy of Strengthening Tribal Partnerships. To view the Plan, click here: [https://www.epa.gov/sites/production/files/2014-09/documents/epa\\_strategic\\_plan\\_fy14-18.pdf](https://www.epa.gov/sites/production/files/2014-09/documents/epa_strategic_plan_fy14-18.pdf). Refer to pp. 48-50 for information related to EPA’s Cross-Agency Strategy of, “Launching a New Era of State, Tribal, Local, and International Partnerships. Environmental Outcomes of this program will include:
  - i. Assessment and solution proposals for different environmental issues in Indian country.
  - ii. Strengthen relationships between EPA and various Tribal Colleges and Universities.
  - iii. Greater capacity for addressing environmental issues in varied communities in Indian country.
2. **Expected Outputs and Outcomes.** Recipients will design, develop, and implement locally-focused projects that study an environmental issue important to the TCU campus and/or tribal community. The project, its findings, and the dissimulation of the results must be beneficial to the environment through non-regulatory means while raising public awareness of actions that can be taken to promote environmental stewardship in other communities. During the evaluation process for proposals, EPA will determine if each work plan contains well-defined educational and environmental outputs and outcomes, adequately describes the applicant’s plan and approach for tracking and measuring progress, and clearly explains how the applicant will achieve the expected outputs and outcomes.

Proposed outputs and short-term outcomes must be completed and be reported to EPA within the project period.

- i. **Anticipated Outputs:** The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal or 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.

According to the definitions above, expected **outputs** from the activities funded under this solicitation may include, but are not limited to the following:

- (a) Scientific methodology and study plan and execution of environmental study that impacts the tribal community and/or campus. Areas of study may include, but are not limited to: climate change, biodiversity, wetland preservations, drinking water, wastewater management, solid waste, management, and air pollution management;
- (b) Number of students and persons involved in the project;
- (c) Impacts of the project on an environmental issue; and
- (d) Qualitative benefits of the project on the tribal community and/or tribal campus.

- ii. **Anticipated 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.

Expected **outcomes** from projects funded under this solicitation may include, but are not limited to the following:

- (a) Assessment and solution proposals for different environmental issues in a TCU campus and/or tribal community.
- (b) Strengthen relationships between EPA and various Tribal Colleges and Universities.
- (c) Greater capacity for addressing environmental issues in varied communities in a TCU campus and/or tribal community.
- (d) Promotion and expansion of environmental stewardship.
- (e) Increased environmental knowledge and public awareness of environmental issues as measured by pre- and post-training assessments or other evaluation techniques.
- (f) Improved environmental literacy among students as measured number of students and/or community members participating, audience, publication and dissimulation of the projects.

(g) Sustainable environmental project impacts and/or results.

- iii. **Measuring Environmental Results: Outputs and Outcomes:** Pursuant to EPA order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

Grant proposals must clearly define measurable quantitative or qualitative outputs that can be reported during the funding period. After the project is implemented, grant recipients are required to submit to EPA status reports about their progress in achieving educational and environmental outputs and outcomes according to the terms and conditions outlined in the award. A final technical report is required from grant recipients at the close of a project.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

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

### **E. Statutory Authority**

EPA expects to award this grant using the Safe Drinking Water Act, Section 1442, 42 U.S.C 300j-1; the Clean Air Act, Section 103, 42 U.S.C 7403; the Clean Water Act, Section 104, 33 U.S.C 1254; the Toxic Substances Control Act, Section 10, 15 U.S.C 2609; the Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, 7 U.S.C 136r; and/or Solid Waste Disposal Act, Section 8001, 42 U.S.C 6981, Annual Appropriation Acts, and the Indian Environmental General Assistance Program Act.

## **SECTION II. AWARD INFORMATION**

### **A. Amount of Funding Available**

The total estimated funding expected to be available for the award under this competitive funding opportunity is approximately \$400,000. EPA anticipates funding approximately eight awards of up to \$50,000 each. These awards would be funded per a performance period of one academic year, and subject to the availability of funds, quality of evaluated proposals, and other applicable considerations.

### **B. Partial Funding**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially

fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process.

### **C. Funding Type**

This award will be funded through a cooperative agreement and will include substantial interaction with EPA. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial EPA involvement for this project may include:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. EPA collaboration regarding scope of work, organizational structure, staffing, mode of operation and other management process (assuming the principal purpose is not to acquire goods or services for the government, in which case a contract would be required): in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate;
3. Joint operational involvement, participation, and/or collaboration between EPA and the recipient;
4. EPA review of project phases or the substantive provisions of proposed contracts found within the scope of the agreement;
5. EPA involvement in the selection of key recipient personnel (EPA will not select employees or contractors employed by the award recipient);
6. Agency approval of recipient plans prior to award;
7. Normal monitoring activities such as site visits, performance reporting, financial reporting and audit;
8. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
9. Agency review of performance after completion.

### **D. Start Date/Project Duration**

EPA anticipates that the start date of this project would be no sooner than August 29, 2016, and the period of performance will not exceed one academic year, or by June 30, 2016. Should the award of funds be delayed, EPA will work with the applicant to adjust the proposed project start and end dates as needed.

## **E. Miscellaneous**

EPA reserves the right to reject all proposals and make no awards under this announcement. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selection is made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

## **SECTION III. ELIGIBILITY INFORMATION**

### **A. Who may apply?**

Eligible entities must be: an accredited Tribal College or Tribal University. There are currently 32 recognized accredited TCUs in the United States.

### **B. Cost Sharing or Matching**

**No matching funds are required under this competition.** Although cost sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

**Leveraging** is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA cooperative agreement funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (see Section IV of this announcement, under Collaborations/Partnerships and Leveraging). Leveraged funds and resources may take various forms as noted below.

**Voluntary cost share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

1. A voluntary cost share is subject to the match provisions in the cooperative agreement regulations (2 CFR 200.306).
2. A voluntary cost share may only be met with eligible and allowable costs.
3. The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.



4. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

**Other leveraged funding/resources that are not identified as a voluntary cost share** - this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the cooperative agreement workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500.

### **C. Threshold Eligibility Criteria**

1. The applicant must demonstrate that it is eligible to apply for financial assistance under this announcement as described in Section III.A of this announcement.

To be eligible for funding consideration under this announcement, proposals must meet the following threshold eligibility criteria. Failure to meet any of the following threshold eligibility criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold eligibility criteria.

- i. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
- ii. In addition, initial proposals must be submitted through <http://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 proposal 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 proposal is timely submitted.

- iii. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with <http://www.grants.gov> or relevant <http://www.SAM.gov> system issues. An applicant's failure to timely submit their proposal/application through <http://www.grants.gov> because they did not timely or properly register in <http://www.SAM.gov> or <http://www.grants.gov> will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with **Rosalva Tapia** at [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
2. Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

#### **SECTION IV. PROPOSAL AND SUBMISSION INFORMATION**

Please see Appendix A for:

- a. Requirement to submit through Grants.gov and limited exception procedures
- b. Grants.gov submission instructions
- c. Technical issues with submission

##### **A. Proposal Submission Deadline**

Your organization's Authorized Organization Representative (AOR) must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than Friday, June 17, 2016**. Please allow for enough time to successfully submit your proposal and allow for unexpected errors that may require you to resubmit.

Please submit all of the proposal materials described in Section IV.B below using the Grants.gov proposal package that you downloaded using the instructions in Appendix A. For additional instructions on completing and submitting the electronic proposal package, click on the "Show Instructions" tab that is accessible within the proposal package itself.

Proposals submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the proposal deadline, please contact Rosalva Tapia at (202) 564-5197 or [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov). Failure to do so may result in your proposal not being reviewed.

##### **B. Content of Proposal Submission**

The information in the proposal must provide EPA with a profile of the applicant, the purpose and anticipated results of the project, an explanation of how you plan to accomplish your project, how the project addresses the elements and activities described in Section I.C and the criteria in Section V, and an estimate of the time and money needed to complete the project (see format below).

The following forms and documents are *required* to be submitted under this announcement.

1. Mandatory Documents:

The forms are available at

<http://www.epa.gov/grants/epa-grantee-forms>.

- i. Standard Form 424, Application for Federal Assistance:  
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
  - ii. Standard Form 424A, Budget Information – Non-Construction Programs: Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
  - iii. Standard Form 424B, Non-Construction Programs:  
Complete the form. There are no attachments.
  - iv. EPA Form 5700-54, Key Contacts Form
  - v. Narrative Proposal: see Section IV.B.2 of this application.
  - vi. Budget Narrative and Budget Table: see Section IV.B.3 of this application.
2. **Narrative Proposal:** The narrative proposal must be limited to no more than 12 single spaced pages of English text, including the cover page. **Excess pages will not be reviewed or considered.** Proposals should specify activities that would be accomplished with funding (not to exceed \$50,000) for this cooperative

agreement. The document should be readable in PDF format and consolidated into a single file. It should include the following components:

- i. Summary Information Page -- Include the following information:
  - a) Project Title
  - b) Project Manager: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including name, address, phone number, fax number, and email address
  - c) Applicant (Organization) Name
  - d) Address (Street, City, State, Zip)
  - e) Office Phone and Fax Numbers
  - f) Contact Name, Email address and Website (if applicable)
  - g) DUNS number-see Section VI.C of this announcement.
  - h) Eligible Entity
    - Using the criteria outlined under Section III.A of this announcement, explain how you are an eligible entity.
  - i) Proposed funding request: Specify the total amount requested from EPA, as well as any resources or funding from other sources that may be contributing support.
- ii. Narrative Workplan: The narrative work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III, including the eligibility requirements in Section IIIC, and address each of the evaluation criteria disclosed in Section V.B of this announcement. The narrative work plan should not exceed 12 pages in length. Maps, charts or photographs may be included but will not count towards the 12-page limit, but must be included in the document and cannot be submitted as separate attachments. The proposal must include:
  - a) Project Approach and Management: Outline clearly the project's approach including how tasks will be completed and how the proposal meets the criteria. Explain specifically how the project plan ensures sustainability.
  - b) Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task and priority in the scope of work.
  - c) Explanation of project benefits to the public, TCU campus, and/or the tribal community, as well as any other the potential audience(s) served.
  - d) Detailed description of how each task and priority is addressed in the narrative proposal.

- e) Description of the roles and functions of the principal investigator, number and role of all other participants, especially student participants.
  - f) Description of the applicant's organization and experience related to the proposed project.
  - g) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- iii. Project Tasks and Schedule: Outline the steps to be taken and the significant milestones to be achieved to complete the project, as well as the estimated schedule of these achievements with dates. This section should also include a discussion of a communication plan for distributing the project results to interested parties.
- iv. Project Goals/Outcomes/Outputs - Identify the expected quantitative and qualitative outcomes and outputs of the project (see Section I), including what performance measurements, timeline of milestones, or other means will be used to track and measure progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.
- v. Stakeholder Involvement/Impacts - List out all of the proposed stakeholder groups that will be involved in this project and what each of the group's roles will be in the project staffing, funding, design, and implementation. Please also list all the major stakeholders who will be positively impacted by this project and how they will benefit from this project.
- vi. Programmatic Capability and Past Performance: Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by

the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you will receive a score of 0 for these factors.

- vii. Voluntary cost share/match and leveraged funds (see Section III.B also) Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes, but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

3. Detailed Budget Narrative and Table (see Appendix B, Budget Sample)

This section provides an opportunity for a narrative description of the budget found in the SF-424A and is not included in 12 page limit. Clearly explain how EPA funds will be used. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award. The proposal must include a detailed budget which clearly explains how funds (up to \$50,000) will be used for the following categories:

- i. Description of the budget and estimated funding amounts for each work component/task.
- ii. Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- iii. Applicants must itemize costs related to:
  - a) Personnel (including Student Internships)
  - b) Fringe Benefits
  - c) Contractual Costs
  - d) Travel
  - e) Equipment
  - f) Supplies
  - g) Other

- h) Total Direct Costs
    - i) Total Indirect Costs: must include documentation of accepted indirect rate
    - j) Total Cost
  - iv. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.
  - v. For applicants that provide voluntary costs share/match, the budget narrative must clearly specify the amount of the federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements in 2 CFR Part 200.
4. **Key Personnel:** The applicant should submit an appendix with the resumes of key personnel who will be significantly involved in the project (pages will not be included in 12 page limit).
5. **Attachments.** These are optional and are not included in the 12 page limit. Nor are these attachments considered during ranking evaluation of an application.
- a. Negotiated Indirect Cost Rate Agreement.
  - b. Quality Assurance Narrative Statement.
  - c. Support Letters-These should indicate how the supporting organization will assist in the project.

### **C. Submission Dates and Times:**

The deadline for all proposals to be submitted is **Friday, June 17, 2016**. All proposals must be date/time stamped in www.grant.gov, by midnight, EST on **Friday, June 17, 2016**. Late proposals will not be reviewed or considered for funding.

### **D. 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 proposal assistance and communications, can be found at:

[http://www.epa.gov/ogd/competition/solicitation\\_provisions.htm](http://www.epa.gov/ogd/competition/solicitation_provisions.htm).

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

**E. Pre-Proposal Assistance and Communications:** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not

meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about any of the language or provisions in the announcement.

All applicants are encouraged to review the Frequently Asked Questions (FAQ) document posted at <https://www.epa.gov/tribal/tribal-ecoambassadors-program> for further clarification of this Request for Proposals.

Applicants may email written questions to: [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov). Please type "RFP EPA-OITA-AIEO-001-16 Question" in the subject line of your email. All questions and answers will be posted in the FAQ document at <https://www.epa.gov/tribal/tribal-ecoambassadors-program>.

All questions submitted via email by 4:00 p.m. ET each Friday during the RFP open period will be answered and posted in the FAQ document the following week. The deadline for submitting questions via email is Friday, June 10, 2016 at 4:00 p.m. ET. The estimated final posting of the FAQ document will be Wednesday, June 15, 2016 at 4:00 p.m. ET.

In addition, EPA will host two information sessions regarding this Request for Proposals via teleconference/webinar, based on the schedule below. EPA will attempt to answer any appropriate questions in these public forums. Information for the webinars can be found at: <https://www.epa.gov/tribal/tribal-ecoambassadors-program>.

The following two webinars are currently scheduled. Additional webinars may be added to the schedule as necessary. Please visit <https://www.epa.gov/tribal/tribal-ecoambassadors-program> for the most updated schedule of Post-Open RFP webinars.

Initial Webinar Schedule

**Tuesday, May 10, 2016 at 4:00 p.m. (EDT)**

**Wednesday, May 11, 2016 at 1:00 p.m. (EDT)**

Questions and answers from these webinars will also be posted in the FAQ document. If necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

## **SECTION V. PROPOSAL REVIEW INFORMATION**

Only eligible entities whose proposals meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package



submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

#### A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors:</p> <p>i. (10 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements and tasks in Section I, B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs),</p> <p>ii. (10 pts) whether the narrative proposal 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.</p> <p>iii. (10 pts) the extent and quality to which the narrative proposal address the Tribal ecoAmbassadors Programmatic Priorities</p> <ul style="list-style-type: none"> <li>a) Address a critical environmental issue impacting the TCU's and/or tribal community environmental human and/or climate change.</li> <li>b) Include a communication component in the project design to increase community awareness, support, and national outreach for specific projects, and</li> <li>c) Provide TCU students the opportunity to participate in an environmental study project which gives them training and experience in STEM research methods.</li> </ul>	30 pts
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the applicants' progress towards achieving the expected outputs and outcomes.</p> <p>i. (8 pts) Environmental benefits – address at least one of the following area: air quality, water quality, toxic waste, biodiversity, or waste management</p> <p>ii. (4 pts) Climate change - Climate change poses risks to human health, the environment, cultural resources, the economy and quality of life. These changes are expected to create further challenges to protecting human health and welfare and the environment. Under this solicitation applicants</p>	20 pts

<p>should address how climate change is considered and addressed in the project.</p> <p>iii. (4 pts) Transferable – Achieving Project Outcomes that can benefit and be applied to other communities is one of the goals of this program. Under this criterion, proposal should describe the transferability of the project to benefit and assist other tribal and/or non-tribal communities across the nation.</p> <p>iv. (4 pts) Human health impact - Under this criterion, proposals will be evaluated based on the extent they demonstrate how the project will help identify and reduce threats to human health and the environment.</p>	
<p>3. <u>Programmatic Capability: and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <p>i. (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement,</p> <p>ii. (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,</p> <p>iii. (4 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project,</p> <p>iv. (4 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed projects.</p> <p>Note: In evaluating applicants under items I and II of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items I and II above a neutral score is half of the total points available in a subset of</p>	<p>18 pts</p>

possible points). If you do not provide any response for these items, you will receive a score of 0 for these factors.	
<p>4. <u>Budget</u>: Under this criterion, the Agency will evaluate the proposed project budget to determine whether:</p> <p>i. (5 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,</p> <p>ii. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative 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.</p>	10 pts
<p>5. <u>Environmental Justice Impacts</u>: (5 pts) Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (see Section I of this announcement) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate have been or are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.</p>	5 pts
<p>6. <u>Expenditure of Awarded Grant Funds</u>: (5 pts) 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.</p>	5 pts
<p>7. <u>Technical Approach and Design Related Criteria</u>:</p> <p>i. (3 pts) Technical Approach: Under this criterion, applicants will be evaluated based on the applicant's technical approach for performing the project including its feasibility, schedule, milestones, and whether it is realistic.</p> <p>ii. (3 pts) Significance: Under this criterion, applicants will be evaluated based on how the proposed project will support/benefit the public or advance scientific knowledge. Applicants will also be evaluated based on the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed. Specifically, the extent to which the project demonstrates anticipated public benefits and the degree to which the project can be expected to produce</p>	12 pts

<p>results that will have general application to national pollution control problems.</p> <p>iii. (3 pts) Feasibility/Approach: Under this criterion, applicants will be evaluated on whether the project design is important to expected outcomes, evaluate proposals based on the conceptual framework, design, methods, technical approach, and analyses. Consider whether the approach is adequately developed, integrated, and appropriate to the goals of the program/project and whether there are potential problem areas.</p> <p>iv. (3 pts) Innovation: Under this criterion, applicants will be evaluated based on how the proposal highlights concepts, approaches, methods, or combinations of expertise that are considered innovative. For example, describe any challenges directed at existing paradigms, methodologies, or technologies while suggesting appropriate focus, strategies, and procedures.</p>	
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## B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III of this announcement. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking. **Please see APPENDIX C for -Project Narrative Instructions, Format, and Content for criteria details.**

## C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

## **SECTION VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notification:**

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

1. Successful Applicants: EPA anticipates notification to successful applicants will be made via electronic or postal mail by **Friday, July 29, 2016**. The notification will be sent to the original signer of the proposal or the project

contact listed in the proposal. This notification, which informs the applicant that its proposal 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 EPA Grants Management Office.

Applicants are cautioned that only a grants officer 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 the applicant. The award notice, signed by the EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g. work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

2. Unsuccessful Applicants: EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by **Friday, July 29, 2016**. The notification will be sent to the original signer of the Standard Form 424, Application for Federal Assistance.

## **B. Administrative and National Policy Requirements**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm)
2. To the extent required by Federal, state, and local laws, successful applicants must abide by the competition requirements for all procurements under grants (this includes contracts for goods and services). Successful applicants must also conduct a price and cost analyses to the extent required by federal, state, or local procurement requirements before awarding any contracts.
3. Use of cooperative agreement funds: An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

## **C. 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 <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>.

Copies of these procedures may also be requested by contacting the agency contact in Section VII of this announcement.

#### **D. Reporting Requirements:**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a 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 should 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 time of award.

A final project report and final Federal Financial Report (FFR) (SF-425) will be required. The FFR must accurately account for federal funds expended and identify appropriate use of federal funds.

#### **E. Additional Provisions For Applicants Incorporated Into The Solicitation:**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, administrative capability, and the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [http://www.epa.gov/ogd/competition/solicitation\\_provisions.htm](http://www.epa.gov/ogd/competition/solicitation_provisions.htm).

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

### **SECTION VII. AGENCY CONTACT**

Rosalva Tapia  
Office of International and Tribal Affairs  
U.S. Environmental Protection Agency  
1200 Pennsylvania Ave, N.W. (M.C. 2690R)  
Washington, D.C. 20460-0001  
Email: [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov)  
Telephone: 202-564-5197

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria.

EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about any of the language or provisions in the announcement through a "Frequently Asked Questions" document. Applicants may email written questions to: [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov). Please add "RFP EPA-OITA-AIEO-001-16 Question" to the subject line of your email. All questions and answers will be posted in the FAQ document at <https://www.epa.gov/tribal/tribal-ecoambassadors-program>. For additional information on pre-proposal assistance and communications refer to Section IV.F of this announcement.

## **SECTION VIII: OTHER INFORMATION (APPENDICES)**

### **Appendix A**

#### **1. Requirement to submit through Grants.gov and Limited Exception Procedures**

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the Grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required proposal materials to Grants.gov, the applicant must contact [OGDWaivers@epa.gov](mailto: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 proposal package through an alternate method.

**Mailing Address:**

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

**Courier Address:**

OGD Waivers  
c/o Barbara Perkins  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51267  
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 they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [www.Grants.gov](http://www.Grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial proposal 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 proposal 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, 2016, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2016). 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, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

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.

## **2. Grants.gov Submission Instructions**

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign proposals for Federal assistance. For more information on the registration requirements that must be completed in order to submit a proposal through Grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a 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 DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

You may also be able to access the proposal package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OITA-2016-001, or the CFDA number that applies to the announcement (CFDA 66.954), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

### **3. Proposal Submission Deadline**

Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **Friday, June 17, 2016 11:59 p.m., EST**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the proposal materials described in Section IV.B. “*Content of Proposal Submission*”, using the Grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Proposals submitted through Grants.gov will be time and date stamped electronically.

### **4. Technical Issues with Submission**

- i. Once the proposal 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 proposal 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 proposal needs to be submitted.

- ii. Submitting the proposal. The proposal package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the proposal package. Click the “submit” button of the proposal 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 proposal 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.
- iii. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted proposals are experienced, and following the above instructions do not resolve the problem so that the proposal is submitted to [www.grants.gov](http://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Rosalva Tapia with “EPA-OITA-AIEO- 2016-001” in the subject line. If you are unable to email, contact Rosalva Tapia at 202-564-5197. Be aware that EPA will only consider accepting proposals that were unable to transmit due to [www.grants.gov](http://www.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 proposal to Grants.gov, it is essential to call [www.grants.gov](http://www.grants.gov) for assistance at 1-800-518-4726 before the 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 Rosalva Tapia at 202-564-5197.
- (b) Unsuccessful transfer of the proposal package: If a successful transfer of the proposal cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov) prior to the proposal deadline. The email message must document the problem and include the Grants.gov case number as well as the entire proposal in PDF format as an attachment.
- (c) Grants.gov rejection of the proposal package: If a notification is received from Grants.gov stating that the proposal has been rejected for reasons other than

late submittal promptly send an email to [tapia.rosalva@epa.gov](mailto:tapia.rosalva@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 proposal in PDF format.

## **Appendix B: Current List of Tribal Colleges and Universities and Contact Information by State**

\*Signifies accreditation by the Higher Learning Commission of the North Central Association.

\*\*Signifies accreditation by the Northwest Accreditation Commission.

### **Alaska**

- **Ilisagvik College \*\***  
P.O. Box 749  
Barrow, Alaska 99723  
907-852-3333  
Toll-free (Alaska only): 1-800-478-7337  
fax: 907-852-2729  
<http://www.ilisagvik.edu/>

### **Arizona**

- **Diné College \***  
P. O. Box 126  
Tsaile, AZ 86556  
928-724-6671  
fax: 928-724-3327  
[www.dinecollege.edu](http://www.dinecollege.edu)
- **Tohono O'odham Community College \***  
P.O. Box 3129  
Sells, AZ 85634  
520-383-8401  
fax: 520-383-8403  
[www.tocc.cc.az.us](http://www.tocc.cc.az.us)

### **Kansas**

- **Haskell Indian Nations University \***  
155 Indian Avenue  
P. O. Box 5030  
Lawrence, KS 66046-4800  
785-749-8479  
fax: 785-749-8411  
[www.haskell.edu](http://www.haskell.edu)

### **Michigan**

- **Bay Mills Community College \***  
12214 West Lakeshore Drive  
Brimley, MI 49715  
906-248-3354

fax: 906-248-3351

[www.bmcc.edu](http://www.bmcc.edu)

- **Keweenaw Bay Ojibwa Community College\***

111 Beartown Rd, PO Box 519

Baraga, Michigan 49908

906.353.4600

fax: 906.353.8107

[www.kbocc.org](http://www.kbocc.org)

- **Saginaw Chippewa Tribal College \***

2284 Enterprise Drive

Mount Pleasant, MI 48858

989-775-4123

fax: 989-772-4528

[www.sagchip.edu](http://www.sagchip.edu)

## **Minnesota**

- **Fond du Lac Tribal and Community College\***

2101 14th Street

Cloquet, MN 55720-2964

218-879-0800

fax: 218-879-0814

[www.fdlccc.edu](http://www.fdlccc.edu)

- **Leech Lake Tribal College \***

Rt. 3, Box 100

Cass Lake, MN 56633

218-335-4200

fax: 218-335-4215

[www.lltc.edu](http://www.lltc.edu)

- **White Earth Tribal and Community College\***

210 Main Street South

P. O. Box 478

Mahnomen, MN 56557

218-935-0417

fax: 218-935-0423

[www.wetcc.org](http://www.wetcc.org)

## **Montana**

- **Blackfeet Community College \*\***

P. O. Box 819

Browning, MT 59417

406-338-7755

fax: 406-338-3272

[www.bfcc.org](http://www.bfcc.org)

- **Chief Dull Knife College \*\***

P. O. Box 98

Lame Deer, MT 59043

406-477-6215

fax: 406-477-6219

[www.cdkc.edu/](http://www.cdkc.edu/)

- **Aaniih Nakoda College \*\*** (Formerly Fort Belknap College)

P. O. Box 159

Harlem, MT 59526

406-353-2607

fax: 406-353-2898

[www.fbcc.edu/](http://www.fbcc.edu/)

- **Fort Peck Community College \*\***

P. O. Box 398

Poplar, MT 59255

406-768-6300

fax: 406-768-5552

[www.fpcc.edu](http://www.fpcc.edu)

- **Little Big Horn College \*\***

P. O. Box 370

Crow Agency, MT 59022

406-638-3100 (main number)

fax: 406-638-3169

[www.lbhc.edu](http://www.lbhc.edu)

- **Salish Kootenai College \*\***

P. O. Box 117

Pablo, MT 59855

406-275-4800

fax: 406-275-4801

[www.skc.edu](http://www.skc.edu)

- **Stone Child College \*\***

RR1, Box 1082

Box Elder, MT 59521

406-395-4875

fax: 406-395-4836

<http://www.stonechild.edu>

## Nebraska

- **Nebraska Indian Community College \***

College Hill  
P. O. Box 428  
Macy, NE 68039  
402-837-5078  
fax: 402-837-4183  
[www.thenicc.edu](http://www.thenicc.edu)

- **Little Priest Tribal College \***

P. O. Box 270  
Winnebago, NE 68071  
402-878-2380  
fax: 402-878-2355  
[www.lptc.bia.edu/](http://www.lptc.bia.edu/)

## New Mexico

- **Navajo Technical College \*** (Formerly Crown Point Institute of Technology)

P. O. Box 849  
Crownpoint, NM 87313  
505-786-4100  
fax: 505-786-5644  
[www.navajotech.edu](http://www.navajotech.edu)

- **Institute of American Indian Arts \***

83 Avan Nu Po Road  
Santa Fe, NM 87505  
505-424-2300  
fax: 505-424-0050  
[www.iaia.edu/](http://www.iaia.edu/)

- **Southwestern Indian Polytechnic Institute\***

P. O. Box 10146  
9169 Coors Road, NW  
Albuquerque, NM 87184  
505-346 2347  
fax: 505-346-2343  
[www.sipi.edu](http://www.sipi.edu)

## North Dakota

- **Cankdeska Cikana Community College\*** (Formerly Little Hoop Community College)

P. O. Box 269  
Fort Totten, ND 58335  
701-766-4415



fax: 701-766-4077  
[www.littlehoop.edu/](http://www.littlehoop.edu/)

- **Fort Berthold Community College \***  
220 Eighth Avenue North  
P. O. Box 490  
New Town, ND 58763  
701-627-4738  
fax: 701-627-3609  
[www.fortbertholdcc.edu](http://www.fortbertholdcc.edu)
- **Sitting Bull College \***  
1341 92nd Street  
Fort Yates, ND 58538  
701-854-3861  
fax: 701-854-3403  
[www.sittingbull.edu](http://www.sittingbull.edu)
- **Turtle Mountain Community College \***  
P. O. Box 340  
Belcourt, ND 58316  
701-477-7862  
fax: 701-477-7807  
[www.turtle-mountain.cc.nd.us](http://www.turtle-mountain.cc.nd.us)
- **United Tribes Technical College \***  
3315 University Drive  
Bismarck, ND 58504  
701-255-3285  
fax: 701-530-0605  
[www.uttc.edu](http://www.uttc.edu)

#### **South Dakota**

- **Oglala Lakota College \***  
490 Piya Wiconi Road  
Kyle, SD 57752  
605-455-6022  
fax: 605-455-6023  
[www.olc.edu](http://www.olc.edu)
- **Sinte Gleska University \***  
P. O. Box 409  
Rosebud, SD 57570  
605-856-5880  
fax: 605-856-5401  
[www.sintegleska.edu](http://www.sintegleska.edu)

- **Sisseton Wahpeton College \***

P. O. Box 689  
Sisseton, SD 57262  
605/698-3966  
fax: 605/698-3132  
[www.swc.tc/](http://www.swc.tc/)

## **Washington**

- **Northwest Indian College \*\***

2522 Kwina Road  
Bellingham, WA 98226  
360-676-2772  
fax: 360-738-0136  
[www.nwic.edu](http://www.nwic.edu)

## **Wisconsin**

- **College of Menominee Nation \***

P. O. Box 1179  
Keshena, WI 54135  
715-799-5600  
fax: 715-799-1308  
[www.menominee.edu](http://www.menominee.edu)

- **Lac Courte Oreilles Ojibwa Community College \***

13466 West Trepania Rd  
Hayward, WI 54843  
715-634 4790  
fax: 715-634-5049  
[www.lco.edu](http://www.lco.edu)

- fax: 580.353.7075  
[www.cnc.cc.ok.us](http://www.cnc.cc.ok.us)

## **Appendix C – Project Narrative Instructions, Format, and Content**

**A. Instructions:** The Project Narrative must substantially comply with the specific instructions, format and content defined below. It must also address the evaluation criteria in Section V of the RFP.

The Project Narrative, including the Cover Summary Page (which is recommended not to exceed one page), must not exceed a maximum of 12 single-spaced typewritten pages. Pages in excess of the 12-page limit will not be considered. Supporting materials, such as resumes, letters of support and/or commitment information can be submitted as attachments and are not included in the 12-page limit.

A template is available for use at: [www.epa.gov/file/2016-project-narrative-sample](http://www.epa.gov/file/2016-project-narrative-sample).

Applicants are not required to use the template for the project narrative, but may choose to do so.

**B. Summary Information Page:** The cover page must include the following information:

1. Project Title
2. Project Manager: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including name, address, phone number, fax number, and email address
3. Applicant (Organization) Name
4. Address (Street, City, State, Zip)
5. Office Phone and Fax Numbers
6. Contact Name, Email address and Website (if applicable)
7. DUNS number-see Section VI.C of this announcement.
8. Eligible Entity. Use the criteria outlined under Section III.A of this announcement, explain how you are an eligible entity.
9. Proposed funding request: Specify the total amount requested from EPA, as well as any resources or funding from other sources that may be contributing support.

**C. Narrative Work Plan:** Applicants must ensure that the Narrative Work Plan addresses the evaluation criteria (in Section V.A) by using the section numbers and headings and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A of this announcement.

### **Section 1. Project Summary/Approach:**

- i. The narrative proposal needs to include a well-conceived strategy for addressing the requirements and tasks in Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs),
- ii. Detail 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.

- iii. The narrative proposal needs to address the Tribal ecoAmbassadors Programmatic Priorities, which include
- a) Address a critical environmental issue impacting the TCU's and/or tribal community environmental human and/or climate change.
  - b) Include a communication component in the project design to increase community awareness, support, and national outreach for specific projects, and
  - c) Provide TCU students the opportunity to participate in an environmental study project which gives them training and experience in STEM research methods.

A. ROLES AND RESPONSIBILITIES: A discussion of the roles and responsibilities of the Applicant organization and any other project partners, contractors, or subgrantees.

B. TIMELINE AND MILESTONES: A detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports. Applicants should schedule time for Final Report preparation into the project timeline.

## **Section 2: Environmental Results—Outcomes, Outputs and Performance**

### **Measures:**

Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the applicants' progress towards achieving the expected outputs and outcomes.

- i. Environmental benefits – address at least one of the following area: climate change mitigation, climate change adaptation, air quality, water quality, toxic waste, biodiversity, or waste management
- ii. Climate change - Climate change poses risks to human health, the environment, cultural resources, the economy and quality of life. These changes are expected to create further challenges to protecting human health and welfare and the environment. Under this solicitation applicants should address how climate change is considered and addressed in the project.
- iii. Transferable – Achieving Project Outcomes that can benefit and be applied to other communities is one of the goals of this program. Under this criterion, proposal should describe the transferability of the project to benefit and assist other tribal and/or non-tribal communities across the nation.

- iv. Human health impact - Under this criterion, proposals will be evaluated based on the extent they demonstrate how the project will help identify and reduce threats to human health and the environment.

**PERFORMANCE MEASURES:** In this section of the workplan applicants must describe what performance measurements, timeline of milestones, and/or other means will be used to track, measure and report progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated, as described in Section I.C.4 of the RFP.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

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

**Section 3: Programmatic Capability: and Past Performance:** Under this criterion,

i. Past Performance: This section of the work plan must include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. Please reference no more than three assistance agreements. EPA agreements are preferred. For each agreement listed, include:

- a. Project Title
- b. Assistance Agreement Number
- c. Funding Agency and CFDA Number

This section of the workplan should include a discussion of whether, and how, the applicant was able to successfully complete and manage the listed agreements.

ii. Reporting Requirements: This section of the workplan should include a discussion of the applicant's history of meeting the reporting requirements under the agreements listed above, including submitting acceptable final technical reports and how the applicant documented and/or reported on whether it was making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If the applicant was not making progress, please indicate whether, and how, the applicant documented its reason for the lack of progress.

iii. Organizational Experience: This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project.

iv. Staff and Resources: This section of the work plan should include information on your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.G of this announcement.

Please Note: In evaluating applicants under the factors as described in Section V.A.8 (A and B) of this announcement, EPA will use the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and information from current and prior federal agency grantors to verify and/or supplement the information provided by the applicant.

If you do not have any relevant or available past performance or reporting information, please indicate this and you will receive a neutral score for these factors under Section V.A.8 of this announcement. A neutral score is half of the total points available. If you do not provide any response for this item, you may receive a score of zero (0) for these factors.

**Section 4: Budget Narrative and Table.** See Appendix A. Section D of this announcement for template.

**Section 5: Environmental Justice Impacts:** Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (see Section I of this announcement) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate have been or are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.

**Section 5: Expenditure of Awarded Grant Funds:** 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.

**Section 6: Technical Approach and Design Related Criteria:** Under this criterion, applicants will be evaluated based on the applicant's technical approach for performing the project including its feasibility, schedule, milestones, and whether it is realistic.

i. Technical Approach: Under this criterion, applicants will be evaluated based on the applicant's technical approach for performing the project including its feasibility, schedule, milestones, and whether it is realistic.

ii. Significance: Under this criterion, applicants will be evaluated based on how the proposed project will support/benefit the public or advance scientific knowledge. Applicants will also be evaluated based on the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed. Specifically, the extent to which the project demonstrates anticipated public benefits and the degree to which the project can be expected to produce results that will have general application to national pollution control problems.

iii. Feasibility/Approach: Under this criterion, applicants will be evaluated on whether the project design is important to expected outcomes, evaluate proposals based on the conceptual framework, design, methods, technical approach, and analyses. Consider whether the approach is adequately developed, integrated, and appropriate to the goals of the program/project and whether there are potential problem areas.

iv. Innovation: Under this criterion, applicants will be evaluated based on how the proposal highlights concepts, approaches, methods, or combinations of expertise that are considered innovative. For example, describe any challenges directed at existing paradigms, methodologies, or technologies while suggesting appropriate focus, strategies, and procedures.

#### **D. Budget Narrative and Detail (Mandatory, but not included in 12 page limit)**

1. This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a discussion of the applicant's approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant's Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable).

i. Expenditure of Awarded Grant Funds: Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

ii. Budget Narrative:

- a) Description of the budget and estimated funding amounts for each work component/task.
- b) For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFP for more detailed information on cost-share.

- If a proposed cost-share is to be provided by a third-party, a letter of commitment is required

iii. Budget Table:

- Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Table section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget.
- Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, installation (labor) supplies, contractual costs, other direct costs, indirect costs, and total costs.
- For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Table must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category

2. Below are the categories that must be included in the budget narrative and table.

- Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost-share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are



included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

- iv. **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.
- v. **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- vi. **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall itemized with the detailed number of hours charged and the hourly wage.
- vii. **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate

amount they propose to issue as subaward work and a description of the types of activities to be supported.

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

Examples of Indirect Cost Rate calculations are shown below:

- Personnel (Indirect Rate x Personnel = Indirect Costs)
- Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
- Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
- Direct Costs, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

#### Example Budget Table

Line Item and Itemized Cost	EPA Funding
<b>Personnel</b>	
(1) Project Manager @ \$40/hr. x 10 hrs./week x 30 wks	\$12,000
(1) Project Student Internship @ \$15/hr. x 5 hrs./week x 30 wks x 8 students	\$18,000
<b>TOTAL PERSONNEL</b>	<b>\$30,000</b>
<b>Fringe Benefits</b>	
20% of Salary and Wages	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$6,000</b>
<b>Travel</b>	
TeA Principle Investigator Travel to Orientation Meeting –	\$890
TeA Principle Investigator Travel to End of Project Results Presentation Meeting	\$950
TeA Student(s) Travel to Orientation Meeting – x 2	\$1,780
TeA Student(s) Travel to End of Project Results Presentation Meeting – x2	\$1,900
<b>TOTAL TRAVEL</b>	<b>\$5,520</b>
<b>Equipment</b>	
Laboratory Equipment (Specified Piece x 1)	\$2,500
Field Sample kits (\$48 x 10)	\$480

<b>Total Equipment</b>	<b>\$2,980</b>
Supplies	
Presentation Supplies and Printing	\$1,000
<b>TOTAL SUPPLIES</b>	<b>\$1,000</b>
<b>Indirect Charges</b>	
Federal Negotiated Indirect Cost Rate = 15% (Indirect Rate x Personnel = Indirect Costs)	
<b>TOTAL INDIRECT CHARGES</b>	<b>\$4,500</b>
<b>TOTAL FUNDING</b>	<b>\$50,000</b>
<b>TOTAL PROJECT COST (FEDERAL)</b>	<b>\$50,000</b>

### 3. Optional Attachments:

- i. **Cost-Share Commitment Letters:** If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost-share. This information does not count towards the 12-page limit.
- ii. **Letters of Support/Partnership:** If applicable, letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. This information is not included in the 12-page limit.

## APPENDIX D - Proposal Submission Checklist

The proposal package ***must*** include all of the following materials. Use this checklist to ensure that all required materials have been included in your proposal package.

- ☐ Standard Form SF 424 – Application for Federal Assistance
- ☐ Standard Form SF 424A – Budget Information
- ☐ Project Narrative (no more than 12 pages)
  - ☐ Summary Page
  - ☐ Work Plan
    - ☐ 1. Project Summary/Approach
    - ☐ 2. Environmental Results—Outcomes, Outputs and Performance Measures
    - ☐ 3. Programmatic Capability: and Past Performance
    - ☐ 4. Environmental Justice Impacts
    - ☐ 5. Expenditure of Awarded Grant Funds
    - ☐ 6. Technical Approach/Design Related Criteria
- ☐ Budget Narrative and Budget Table (not included in page limit)
- ☐ Letters of Support/Partnership, if applicable (not included in page limit)
- ☐ Optional Attachments (not included in page limit)