

AGENCY: U.S. Environmental Protection Agency, Office of Chemical Safety and Pollution Prevention, Office of Pollution Prevention and Toxics

TITLE: Center of Excellence for Chemical Alternatives Assessment

STATUTORY AUTHORITY: Toxic Substances Control Act, Section 10, Public Law 106-74

ANNOUNCEMENT TYPE: Request for Applications

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.716

FUNDING OPPORTUNITY NUMBER: EPA-HQ-OPPT-2017-001

SUBMISSION DATE: Applications are due by **January 17, 2017, 11:59 pm, (ET)**. EPA will receive applications electronically through Grants.gov. Please refer to **Section IV** for full information on the submission process. Applications must be submitted on time in order to be considered for funding.

SUMMARY: The Office of Pollution Preventions and Toxics (OPPT) is soliciting applications from eligible entities for an Environmental Protection Agency (EPA) cooperative agreement to create a Center of Excellence for Chemical Alternatives Assessment to promote chemical safety and informed chemical substitution.

Applicants must read this announcement in its entirety as it provides important information on how to apply for the award and how applications will be reviewed.

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FULL TEXT OF ANNOUNCEMENT

I. Funding Opportunity Description

A. Programmatic Description: EPA is announcing a competitive funding opportunity for the creation of a Center of Excellence for Chemical Alternatives Assessment, a new program for OPPT. OPPT initiated this program to create a Center of Excellence for Chemical Alternatives Assessment (Center) to promote chemical safety and informed chemical substitution. The Center would establish and deploy expertise to identify and evaluate the safety and functionality of chemical alternatives for products and processes. The Center would provide state, local, and tribal government agencies, industry, and others with critical information to help them make informed choices to advance the use of safer chemicals or processes, thereby minimizing the potential for unintended, adverse consequences when making chemical substitution decisions.

The award will be issued and managed by OPPT. The award will be in the form of one cooperative agreement to be awarded under the authority of Section 10 of the Toxic Substances Control Act, 15 USC 2609.

B. Scope of Work – Center of Excellence for Chemical Alternatives Assessment: As noted above, EPA is issuing this competition to provide funding for a grantee to create an external Center of Excellence for

Chemical Alternatives Assessment to promote chemical safety and informed chemical substitution. Specifically, the purpose of the Center will be to: 1) develop and update alternatives assessment methodologies; 2) conduct alternatives assessments according to those methodologies for industry, governments, and other stakeholders; and 3) serve a convening function to promote continual improvement for alternatives assessment and provide wider access to the results of such assessments. The ultimate goal is for the Center to be financially self-sustaining to conduct alternatives assessments. Applicants must describe in their application submittal how they will establish a center to perform these activities and meet the objectives stated above.

In addition, applications must address how the proposed Center will provide alternatives assessment (AA) services, including:

- conducting AAs for industry members, non-governmental organizations, as well as state, local, and tribal government agencies, with a business model that will become self-sustaining (i.e., fee-for-service for private and/or public entities);
- advancing the science and AA community of practice, including efforts to develop and refine AA methodology and best practices;
- developing case studies of AA audits and implementation results relating to performance, cost, and relative risk for specific uses, to promote broader adoption of safer chemicals or processes; and
- addressing research needs related to AAs, including the use of toxicity and exposure e-tools in conducting AAs.

Applications must also address how the Center will include the capacity to:

- a. use a trans-disciplinary approach that would include collaboration among biologists, chemists/physical scientists, engineers, social scientists, economists, lawyers, and policy experts to effectively conduct the work of the center;
- b. assess the relative hazard, exposure, functionality, cost, and life-cycle impact factors of viable alternatives to a chemical or process of concern;
- c. develop or refine methods to assess and compare key attributes;
- d. refine and apply decision frameworks, tailored to meet the needs of different alternatives assessment customers (e.g., industry, governments, non-governmental organizations (NGOs));
- e. develop approaches for evaluating and comparing alternative processes versus chemical substitutions, as needed;
- f. utilize principles and practices of quality assurance (QA) and quality control (QC) in the administration of a quality management system that meets international and Agency QA standards;
- g. promote consensus among diverse stakeholders to advance best practices; and
- h. take other actions to promote chemical safety and informed chemical substitution.

C. EPA Strategic Plan Linkage and Anticipated Outputs and Outcomes: Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreement.” 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).

- 1. Linkage to EPA’s Strategic Plan:** Applicants are required to commit to working towards the strategic targets provided in the Agency’s FY 2014-2018 Strategic Plan. The strategic targets are located under Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution, Objectives 4.1 and

4.2 “to reduce the risk and increase the safety of chemicals that enter our products, our environment and our bodies, and promote pollution prevention.” As part of their submission, applicants must explain how their work under this cooperative agreement will contribute toward these goals and objectives. EPA’s Chemistry, Economics & Sustainable Strategies Division (CESSD) combines scientific and technical expertise with leadership to build partnerships and develop effective strategies for chemical control and pollution prevention. Specifically, the proposed Center of Excellence will advance understanding and provide insight for developing strategies that will have substantial environmental and human health effects.

Strategic Plan Measures: By 2018, EPA will have assessed all currently identified TSCA work plan chemicals.

- By 2018, reduce 600 million pounds of hazardous materials cumulatively through pollution prevention.¹
- By 2018, reduce 7 million metric tons of carbon dioxide equivalent (MMTCO₂Eq.) cumulatively through pollution prevention.
- By 2018, reduce 6.9 billion gallons of water use cumulatively through pollution prevention.
- By 2018, save \$1.3 billion in business, institutional, and government costs cumulatively through pollution prevention improvements.
- By 2018, increase the number of safer chemicals and safer chemical products cumulatively by 1,900.²

Please read [EPA's FY 2014-2018 Strategic Plan for more information](#).

2. Outputs: The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Outputs expected under the award to be made under this announcement include but are not limited to:

- a. Conduct AAs systematically, using a transparent approach and methodology, and using demonstrated knowledge and experience in the field of alternatives assessment. The AAs should support the needs of industry and other stakeholders, and be conducted in a manner that makes them useful to a broad range of stakeholders, including state, local, and tribal governments. The approach will be designed to facilitate informed substitution and reduce risks from chemicals that are a priority for substitution among the stakeholder community. The approach will also be designed to consider functional use of the chemical being substituted and protect proprietary information. The approach will follow established practices and principles of quality assurance, including assessing the environmental data collected during the assessment to ensure they are of the required quality for use.
- b. Support multi-stakeholder efforts to further develop the AA community of practice, including refining and developing AA methodology and best practices, cataloging case studies that can be shared to promote the use of AAs to reduce potential chemical risks, and addressing key

¹ Hazardous releases to air, water and land are included in hazardous materials.

² This strategic goal is used by the Safer Choice Program to measure its progress.

- research needs and data needs associated with the practice of alternatives assessment.
- c. Continue development of the AA community of practice, including developing and implementing plans for refining and developing AA methodology and best practices (including those for quality assurance for the conduct of environmental data operations), developing case studies that can be shared across industry sectors, and addressing key research needs associated with the practice of alternatives assessment. Key AA research needs include:
 - i. Developing strategies for using new methods of high throughput screening to be incorporated into the hazard evaluation module
 - ii. Developing and implementing strategies for evaluating and comparing chemical exposure in a cost-efficient and informative manner

3. 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 qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period. **Outcomes** expected under the award to be made under this announcement include but are not limited to substantially improving chemical safety by catalyzing external infrastructure and expertise to evaluate and identify potentially safer chemical alternatives that have high functionality and low or comparable cost, thereby promoting the use of safer chemicals or processes, while also facilitating the phase-out of chemicals that are of interest for substitution.

D. Statutory Authority: The statutory authority for this action is Section 10 of the Toxic Substances Control Act (TSCA), which authorizes EPA to award grants and cooperative agreements to any entity for research, development, monitoring, public education, outreach, training, demonstrations, and studies. (Public. Law 106-74, October 20, 1999, amended the grant authority in FIFRA 20 and TSCA 10.) This action will encourage the use of safer alternatives, including providing information to help make more informed choices to advance the use of safer chemicals or processes when making chemical substitution decisions, and thereby minimizing the potential for unintended, adverse consequences.

II. Award Information

A. Funding Amount: The total estimated funding expected to be available for award under this competitive opportunity is approximately \$800,000. EPA anticipates funding the project up to \$200,000 each year for a period of four years. The estimated project period of performance will be from March 2017 to February 2021.

B. How Many Agreements Will EPA Award under this Competition? EPA anticipates award of one cooperative agreement under this announcement in the amount of approximately \$800,000, subject to the availability of funds, quality of evaluated applications, and other applicable consideration. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months from the date of the original selection decisions.

C. Funding Type: The successful applicant will be issued a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicant in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to

substantial involvement as part of the award process, the anticipated substantial technical interaction that EPA will have for this project includes:

- Review and approve project phases;
- Approve required QA documentation prior to the conduct of environmental data operations;
- Review proposed work of sub-grantees and contractors collaborating with the recipient;
- Review and approve proposed procurements in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- Monitor the operation of the projects;
- Approve qualifications of key personnel;
- Closely monitor the recipient's performance;
- Approve any proposed changes to the work plan and/or budget; and
- Review and comment on deliverables and reports or publications prepared under the cooperative agreement.

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

III. Eligibility

A. Eligible Applicants: In accordance with CFDA 66.716, applications will be accepted from U.S. state and local governments, U.S. territories and possessions, federally recognized Indian tribal governments and intertribal consortia of federally recognized tribes, universities and colleges, and private and public nonprofit institutions.

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

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

B. Cost Sharing: No matching funds are required under this competition.

C. Threshold Submission Requirements: These are requirements that if not met by the time of application

submission will result in the elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Application packages must substantially comply with the submission instructions and requirements set forth in **Section IV** of this announcement or else they will be rejected. However, where a page limit is expressed in section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, initial application packages must be submitted through [Grants.gov](https://www.grants.gov) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their submittal is timely submitted.
3. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their proposal/application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with the Project Officer, Michele Amhaz, at 202-564-8857, as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
4. Applications must support EPA Strategic Plan Goal 4, “Ensuring the Safety of Chemicals and Preventing Pollution.”

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.

IV. Application and Submission Information

A. Submission Deadline: Applications are due by **January 17th, 2017 at 11:59 pm, (ET)**.

B. Requirement to Submit Applications through Grants.gov and Limited Exception Procedures: Applicants, except as noted below, must apply under this announcement electronically through [Grants.gov](https://www.grants.gov) 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: 1) limited or 2) no Internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must send an email to OGDwaivers@epa.gov or send a letter to the address below **at least 15 calendar days prior to the submission deadline under this announcement** to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o 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) – EPA-HQ-OPPT-2017-001;
- Organization’s Name and DUNS Number;
- Organization’s Contact Information (email address and phone number); and
- Explanation of why the applicant lacks the technical capability to apply electronically through Grants.gov because of: 1) limited Internet access or 2) no Internet access, which prevents them from being able to upload the required application materials through Grants.gov.

EPA will respond and only consider an alternate submission exception request based on the two reasons stated – all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of the approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines under this announcement including the submission deadline and requirements regarding application content and page limits (note: the documentation of approval of an alternate submission method will not count toward page limits).

If an alternate submission exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive application 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.

Note: *The process described above is only for requesting alternate submission methods.* All other inquiries about this announcement must be directed to the applicable EPA Contact listed in **Section VII** of the announcement. Queries or requests submitted to the email address identified above for reasons other than to request an alternate submission method will not be acknowledged or answered.

C. Grants.gov Submission Instructions: The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to Grants.gov and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization

Representative (AOR) and ask that individual to begin the registration process as soon as possible. **Note: The registration process also requires that your organization has a DUNS number and a current registration with the System for Award Management (SAM). The process for obtaining both could take a month or more – please plan accordingly.**

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 obtaining a DUNS number assignment is FREE.**

Applicants need to ensure that the AOR who submits the application through Grants.gov and who's DUNS number is listed on the applications 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, go to Grants.gov and click on "Applicants" on the top of the page and then "Apply for Grants" from the drop down menu and then follow the instructions.

Note: To apply through Grants.gov you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Software Compatibility](#).

You may also be able to access the grant application package by searching for the funding opportunity on Grants.gov. Go to Grants.gov and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number – **EPA-HQ-OPPT-2017-001**, or the CFDA number – **CFDA 66.716**, in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on Grants.gov. To find the synopsis page, go to 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.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through Grants.gov no later than **January 17th, 2017 at 11:59 pm, (ET)**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applicants are to submit *all* application materials described below using the Grants.gov application package download and using the instructions above. For additional instructions on completing and submitting the package, click on the "Show Instructions" tab that is accessible within the application package itself.

Please note that Grants.gov is strongly encouraging users to sign up for and use their "[Workspace](#)" feature when applying for opportunities. Grants.gov will be phasing out the "legacy" application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the "legacy" application process is no longer available.

Application Materials

The following materials are required to be submitted:

1. **Standard Form 424, Application for Federal Assistance:** When filling out this form applicant(s) must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. Applicants can receive a DUNS number, at no cost, by calling the toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website: <http://fedgov.dnb.com/webform>.
2. **Standard Form 424A, Budget Information - Non-Construction Programs**
3. **Grants.gov Lobbying Form**
4. **EPA Form 5700-54, Key Contacts Form:** Please identify key personnel who will file and manage the paperwork, fund activities and direct the application.
5. **Narrative Proposal (Project Narrative Attachment Form in Grants.gov):** The Narrative Proposal includes parts *a* and *b* below and *is subject to an 11-page, single spaced, page limit (the 11-page limit does not include the Quality Management Plan)*. *Excess pages will not be reviewed.*
 - a. **Cover Page** to include (see Appendix A):
 - i. Grant Name and Funding Opportunity Number;
 - ii. Title of application;
 - iii. Short description of application;
 - iv. Funding requested. Specify the amount you are requesting from EPA.
 - v. Total project costs. Specify total cost of the project.
 - vi. Applicant Contact information (i.e., name of applicant, name of organization, mailing address, phone number, fax number, and email address); and
 - vii. System for Award Management Registration Date
 - b. **Work plan:** This section of the Narrative Proposal must address (i) how the applicant's project meets the objectives and requirements described in Section I.B and I.C of this announcement; (ii) how the proposed project will meet EPA Strategic Plan Goal 4 (See sections I.C and III.C.4); and (iii) all of the evaluation criteria in Section V including but not limited to:

Past Performance and Programmatic Capability:

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 past 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 may receive a score of 0 for these factors.

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

Expenditure of Awarded Grant Funds

Provide information on your approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Environmental Results

Applicants must describe their plan and approach for measuring their progress towards achieving the expected project outcomes and outputs including those identified in Section I the announcement.

As noted above, applicants must ensure their work plan discussion addresses all the evaluation criteria in Section V.A. including the items identified above.

6. Quality Management Plan (QMP) (use Other attachments form in grants.gov to submit):

Applicants are asked to tailor their organization's QMP to be responsive to the environmental data operations specified in the Scope of Work in Section I.B including identifying expected qualitative and quantitative outcomes and outputs and performance measurements to track and measure progress.

7. Letters of Support: Letters of Support are to describe the service(s) the grant partner(s), if any, will provide to help carry out and enhance the project activity. Use the Other Attachments form to attach the letters. Applicants should describe how the partners will help them effectively carry out the project. If the applicant will not be using partners they will need to explain in their workplan how they will be able to effectively perform the project without partners. Applications submitted through grants.gov will be time and date stamped electronically.

If you do not receive a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact the Project Officer, Michele Amhaz, at 202-564-8857. Failure to do so may result in your application not being reviewed.

D. Technical Issues with Submission

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

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear.

Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in **Section IV** of this announcement. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

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

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions does not resolve the problem to ensure the application is submitted to Grants.gov by the deadline date and time, follow the guidance below.

The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Michele Amhaz (Project Officer), at amhaz.michele@epa.gov, with the FON in the subject line. If you are unable to send an email, contact Michele Amhaz, at 202-564-8857. Be aware that EPA will only consider applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with Internet access. Failure of an applicant to submit an application in a timely manner because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with Internet access, contact Michele Amhaz, at amhaz.michele@epa.gov.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, email Michele Amhaz prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly email Michele Amhaz) with the FON in the subject line within 1 (one) business day of the closing date of this announcement. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

E. Additional Solicitation Clauses Pertaining to Applications and Submission Information

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. Application Evaluation and Review Information

Only eligible applications that meet the threshold criteria in **Section III.C** of this announcement will be reviewed based upon the evaluation criterion provided below. Applicants should explicitly address these criteria in their Narrative Proposal described in Section IV. Each application will be rated using the points-scale system, with a maximum total of 100 points.

A. Evaluation Criteria:

Criteria	Description	Points
Technical Capabilities-23 points	Applications will be evaluated based on the quality and extent to which they demonstrate the ability to use a trans-disciplinary approach that would include collaboration among biologists, chemists/physical scientists, engineers, social scientists, economists, lawyers, and policy experts to effectively conduct the work of the Center, including how the Center will:	
	a) assess the relative hazard, exposure, functionality, cost, and life-cycle impact factors of viable alternatives to a chemical or chemical process of concern;	6
	b) develop or refine methods to assess and compare key attributes of chemicals and their use, and that utilize QA/QC practices and meet Agency QA requirements in the conduct of environmental data operations;	5
	c) refine and apply decision frameworks, tailored to meet the needs of different chemical alternatives assessment customers (e.g., industry, governments, non-governmental organizations (NGOs));	5
	d) develop approaches for evaluating and comparing alternative processes versus chemical substitutions, as needed; and	4
	e) promote consensus among diverse stakeholders to advance best practices of chemical alternatives assessment.	3
Logistical Approach-19 points	Applications will be evaluated based on the quality and extent to which they demonstrate the ability to provide chemical alternatives assessment (AA) services, including:	
	a) conducting AAs for industry members, non-governmental organizations, as well as federal, state, and local government agencies, with a business model that will become self-sustaining (i.e., fee-for-service for private and/or public entities);	6

	b) advancing the science and AA community of practice, including efforts to develop and refine AA methodology and best practices, and to utilize QA practices to ensure quality results;	5
	c) developing and providing access to case studies of AA audits and implementation results relating to performance, cost, and relative hazard for specific uses, to promote broader adoption of safer chemicals or processes; and	5
	d) addressing research needs related to AAs, including the use of toxicity and exposure e-tools in conducting AAs.	3
Identified Gaps -6 points (each item is worth one point)	Applications will be evaluated based on the quality and extent to which they demonstrate the ability to address key research needs associated with the practice of alternatives assessment, including:	6
	a) How can new methods of high-throughput screening be incorporated into chemical hazard evaluation frameworks?	
	b) How can chemical exposure be evaluated and compared in a cost-efficient and informative manner?	
	c) How can functionality/performance be evaluated and compared?	
	d) How should chemical mixtures (or end-use products) be evaluated and compared?	
	e) How can we compare chemicals to materials and/or process substitutions?	
	f) What is the best way to characterize the substitution context to identify what attributes are likely to be important?	
Past Performance and Programmatic Capability (12 points)	Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:	
	a) Past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C of the announcement;	3
	b) History of meeting the reporting requirements under the assistance agreements identified in response to 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;	3
	c) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and	3
	d) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.	3

	Note: In evaluating applicants under items a and b of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the narrative proposal and you will receive a neutral score for these subfactors (items a and b above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.	
Environmental/ Human Health Concerns-6 points	Applications will be evaluated based on the quality and extent to which applicants describe significant environmental and/or human health concerns that the project is designed to address and how they intend to address them.	6
Environmental Results and Measurement-6 points	Applications will be evaluated based on the quality and extent to which:	
	a) Applicants provide qualitative and quantitative estimates of expected outcomes and outputs from the project including those identified in Section I.	3
	b) Applicants provide a sound plan for tracking and measuring their progress towards achieving the expected project outcomes and outputs including those identified in Section I.	3
Quality Management Plan-5 points	Applications will be evaluated based on the quality and extent to which the QMP is tailored and responsive to the technical and environmental data operations described in the Scope of Work under this announcement in Section I.B.	5
Partnerships-4 points	Applications will be evaluated based on the quality and extent to which applicants describe a plan for engaging partners on the design and performance of the project so that it can be effectively performed and describe how project partners will help provide long-term support and capacity to continue the project. If the applicant does not propose to use any partners, they should describe how they will be able to effectively carry out the project without partners and they will be evaluated on that basis.	4
Transferability-6 points	Applications will be evaluated based on the quality and extent to which:	
	a) Applicants describe a plan for how project deliverables (e.g., alternatives assessments, methods and tools, etc.), approaches and lessons learned (e.g., insights, challenges, successes, recommendations, etc.) will be packaged and/or promoted to <i>engage</i> other entities that <i>access</i> the material during and after the grant period. Other entities may involve States, Tribes, technical assistance providers, businesses, communities, nonprofit organizations, etc.	3

	b) Applicants explain how partners or other stakeholders will deploy project results during and after the grant period.	3
Timeline-5 points	Applications will be evaluated based on the quality and extent to which applicants set forth a reasonable time schedule for executing tasks associated with the project. The timeline should cover a grant funding period of four years. The timeline should include a breakout of project tasks, anticipated dates (from start to completion of each task), milestone markers, and a brief explanation for achieving project goals and objectives by the end of the project. The goals should reference the activities described in the Scope of Work.	5
Budget-5 points	Applications will be evaluated based on the quality and extent to which applicants describe and show a reasonable budget plan <u>for each year</u> that includes: estimated costs for each project task and category (e.g., labor, fringe benefits, travel, equipment, supplies, contractors, and other direct costs or indirect costs). Applicants should itemize the costs associated under each project and should identify activities (and corresponding estimated costs). Refer to Appendix B .	5
Efficiency-3 points	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.	3

B. Review and Selection Process

Evaluation of Applications: Applications will first be evaluated against the threshold factors listed in **Section III.C**. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA review panel. The review panel will be composed of OPPT program staff with appropriate technical expertise, and may include staff from other EPA offices. Each eligible application will be evaluated based on the evaluation criteria stated above and will be given a numerical score based on the point scoring noted in **Section V.A**. Based on the evaluations, a preliminary funding recommendation will be provided to the Selection Official in OSCPP, the Director of Chemistry, Economics, and Sustainable Strategies Division, for review and approval.

Final Funding Decision: The Selection Official will make the final funding decision based on the evaluation rankings and preliminary recommendations of the review panel. In making the final funding decision, the Selection Official may also consider programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official within the Office of Grants and Debarment.

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

VI. Award Administration Information

Following evaluation of applications, all applicants will be notified regarding their status, usually 45-60 days after the closing date.

A. Award Notification: EPA anticipates notification to successful applicants will be made via email or postal mail. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance or the project contact listed in the application. This notification, which informs the application has been selected and is being recommended for an award, is only a notification, and should not be regarded as official authorization to begin project work. The official notification of an award will come by electronic or postal mail by an EPA grants officer within the Office of Grants and Debarment.

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 an applicant. The award notice, signed by an 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., a workplan), 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.

EPA anticipates notification to unsuccessful applicants will be made via email or postal mail. The notification will be made to the original signer of the Standard Form 424, Application for Federal Assistance.

B. Administrative and National Policy Requirements: A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at <http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Applications and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at www.whitehouse.gov/omb/grants/spoc.html.

C. Quality Assurance and Quality Control (QA/QC): Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found in 2 CFR 1500.11. Additional guidance can be found at <https://www.epa.gov/quality/>.

When environmental data are to be collected and used there are three major steps involved in satisfying the QA/QC process: **1)** Sufficient time and resources will be needed to set up a Quality Management System (QMS) for proposed projects. If there is not a QMS in place, one must be developed. A QMS would be the mechanism or process for managing the quality of environmental data collection and use; **2)** For a QMS to be utilized, a Quality Management Plan (QMP) needs to be written. A QMP is the document that describes

an applicant's organization or program in terms of organizational structure, policy and procedures, functional responsibilities of management and staff, lines of authority, and required interfaces for those planning, implementing, documenting, and assessing all activities conducted under the assistance agreement; and 3) The third component to QA/QC planning is writing a project-specific Quality Assurance Project Plan (QAPP) or functional equivalent. The QAPP is the document that describes project-specific information on quality assurance, quality control, and other technical activities that must be implemented to ensure that the results of the work performed will satisfy the stated performance criteria. The QAPP must be submitted and approved by OPPT (**Section VI**) before the conduct of environmental data operations begins.

Note: Applicants are required when submitting applications under this announcement to verify that a QMS is in place, by providing a QMP. EPA will provide comments on the submitted QMP to the awardee. The awardee will address the comments and send the QMP back to EPA, which will then review and approve the QMP at the time of award. Award letters will include a deadline for submitting this information to EPA (**Section VI**).

D. Reporting Requirements: Semi-annual progress reporting and a detailed final technical report are required. Semi-annual reports will summarize technical progress, planned activities for the next reporting cycle and include a summary of financial expenditures – explaining how federal and matching funds are being used. 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, milestones and results 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 inform implementing similar project activities elsewhere. A schedule for submitting the semi-annual report will be established by EPA after the award is issued.

E. 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 <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

F. Additional Provisions: Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. Agency Contact:

U.S. Environmental Protection Agency
Office of Pollution Prevention and Toxics
ATTN: Michele Amhaz
WJ Clinton Building East, Room 5326H
1200 Pennsylvania Ave., NW
Washington, DC 20460

Email: amhaz.michele@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above.

VIII. Other Information (Appendices)

APPENDIX A

Sample Cover Page

[Grant Program Title] **FY 2017 Center of Excellence for Chemical Alternatives Assessment**
[Funding Opportunity Number] **EPA-HQ-OPPT-2017-001**

[Application Title] Creation of Center of Excellence for Chemical Alternatives Assessment

[Short Project Description – fewer than 300 characters]

The proposed project will create a Center of Excellence for Chemical Alternatives Assessment to promote chemical safety and informed chemical substitution, in order to significantly reduce or eliminate potential chemical risks to human health and the environment.

[Project funding]

Total Project Funding:
Requested Funding:

[Applicant's contact information. The contact information should include a primary contact, i.e., the person responsible for implementing the grant project and, if desired, an administrative contact, i.e., the person responsible for submitting the grant application]

Jane Doe
[Insert address]

Tel: 222-222-2222
Fax: 222-222-2222
Email: [Insert email address]

John Doe
[Insert address]

Tel: 222-222-2222
Fax: 222-222-2222
Email: [Insert email address]

[System for Award Management Registration]
System for Award Management Registration Date:

APPENDIX B

Itemized Budget Detail Guidance and Example Budget

Applicants must provide estimated budget amounts for each year of funding. The budget detail allows EPA to determine if the costs are reasonable and necessary. A description of object class categories and a sample budget is provided below.

Description of Object Class Categories

2 CFR 200.430 Personnel: Indicate costs for the salaries and job title of the recipient employees who will perform work directly on the project. **Personnel cost does not include** 1) costs for services contractors including consultants (Contractual), 2) employees of sub-recipients (Other), 3) personnel costs that are not directly in support of the proposed project which may be covered by the organization's indirect cost rate (Indirect), 4) participants supports costs such as costs for interns and fellows who are not employees of the recipient organization (Other).

2 CFR 200.431 Fringe Benefits: Indicate all mandated and voluntary benefits to be supplemented with the grant funds. Fringe Benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe Benefits may include 1) annual leave, 2) holiday pay, 3) health insurance, 4) retirement contributions, and 5) employer's portion of FICA Insurance.

2 CFR 200.474 Travel: Indicate the number of individuals traveling, destination of travel, number of trips, and reason for travel. Recipient's budget narrative should include the dollar amount of the expenses for transportation, lodging, subsistence, and related items. Travel for trainees and other program participants such as interns, fellows, and work group members who are not employees of the recipient are considered "participant support costs" and should be included in the "Other" budget category.

2 CFR 200.33 Equipment: Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000. See also §§200.12 Capital assets, 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies. It does not include rental or lease of equipment (this cost should be noted under the other category). Recipient's budget narrative should include 1) type of equipment, 2) cost of equipment; and 3) brief narrative on the intended use. Equipment includes accessories necessary to make equipment operational. Recipients should indicate in the budget narrative if their organization has established lower limits for equipment.

Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment. If your project requires the purchase of equipment, you are encouraged to check with the EPA contact prior to submitting your application to ensure that the equipment purchases are allowable.

2 CFR 200.94 Supplies: Supplies are tangible personal property other than equipment. Recipients should indicate any items, other than equipment, that will be purchased to support the project.

Supplies include such items such as: 1) office supplies, 2) computing devices (e.g. laptops and tablets), 3) monitoring supplies, 4) educational or field supplies, and 5) laboratory supplies.

2 CFR 200.330 Contractual Costs: Purchases of property or services that are necessary to the project or program and are carried out by an individual or firm. Contractual costs include 1) consultants, 2) speaker fees, 3) contracts for services such as audio visual, website development, and other services necessary for the project, 4) analytical services from laboratories. Recipients should indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives.

Other: Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.

Total Direct Charges: Summary of all costs associated with each line item category.

2 CFR 200.414 Indirect Costs: Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate. Examples of indirect cost includes 1) insurance, 2) publication costs, 3) occasional document reproduction at self service firms (staples), 4) communication costs, 5) rental/lease of equipment or supplies, 6) participant support costs such as stipends or travel assistance for trainees, interns or non-employee work group members, 7) subawards.

Total amount of funds requested from EPA: Add direct and indirect costs.

Total cost of project: Add the total amount requested from EPA for an overall project cost.

Example Budget:

Narrative description of the budget and estimated funding amounts for each work component/task

We describe the budget within each line item. In general, we devote just under three-quarters time for a project manager position that will also take the lead on a number of tasks, including meeting coordination, facilitation, and follow-up, and increasing engagement in consultation. Then about a half time equivalent FTE is devoted to technical support, website development, policy comments, etc. and spread among our scientist staff, according to their expertise. Year 1 has more website development hours, and Years 2-5 have less. In the 5th year of the project, we devote more time to grant management to ensure we are able to develop useful final reports. Note for Years 2- 5, the justification for each item and calculation is identical to Year 1 except as noted. Task effort as denoted by amount of funds spent, is provided below the budget table. For Years 2-5, staff salaries, staff travel, accounting fee, and speaker scholarships increase by 2 to 2.5%, offset slightly by frequent flyer mile donation in 4th and 5th. Slight increases in supplies and line items under "Other" are also included due to inflation.

Personnel	Year 1	Year 2	Year 3	Year 4
Project Manager, manages project, ensures needs are addressed, leads meeting coordination/facilitation, increasing consultation, policy, and regulatory participation, presents/outreach at conferences, primary networker. Year 1 Salary: \$64,084, Total hours (YR 1 -4): 1220.80, 1367.9, 1388.5, 1417.36	\$37,613	\$42,145	\$42,780	\$43,669
Senior Scientist, assists in research needs and correspondence, report compilation and other tasks as needed by Project Manager, such as meeting coordination. Lead expert in chemical alternatives assessment. Year 1 Salary: \$64,084, Total hours (YR 1 -4): 185, 276, 265, 260	\$5,700	\$6,977	\$7,087	\$7,099
Deputy Director, performs tasks as needed by Project Manager. Lead expert in alternatives assessment. Year 1 Salary: \$94,787, Total hours (YR 1 -4): 460, 340, 280, 280	\$18,228	\$15,339	\$13,340	\$11,916
Exec. Director and Senior Scientist, performs research, co-leads with Project Manager and comments, documents, correspondence development as best pertains to respective expertise. Lead expert in alternatives assessment. Networks, performs administrative functions, including financial management in conjunction with third party CPA. Has experience in implementing a quality system. Year 1 Salary: \$111,918, Total hours (YR 1 -4): 340, 330, 330, 330	\$18,294	\$18,111	\$18,564	\$18,740
Scientist, helps with various research & coordination tasks and performs any outreach. Year 1 Salary: \$51,000, Total hours (YR 1 -4): 40, 80, 80, 80	\$981	\$2,001	\$2,051	\$2,102
QA Manager, develops and implements a quality assurance and control system Year 1 Salary: \$64, 084, Total hours (YR 1 -4): 80, 40, 40, 40	\$2,464	\$1,232	\$1,232	\$1,232
	\$83,280	\$85,805	\$85,054	\$84,758
Fringe = 12.36% , applied to salaries, includes Social Security, Medicare, state unemployment insurance, and retirement & medical savings account contribution	\$10,293	\$10,605	\$10,513	\$10,476

Personnel and Fringe Subtotal	\$93,573	\$96,410	\$95,567	\$95,234
Travel				
Assumes there will be no travel scholarships necessary, based on past experience and to prioritize travel.	\$0	\$0	\$0	\$0
Meeting travel for speakers or trainers: DC and 2nd location TBD. May identify a training need that are unable to find in-kind presenters for, or that will need their travel covered at minimum. There may be up to 1 such trainers/presenters per meeting that will stay for both days, so DC meeting= \$650 RT transport + 2*\$179 lodging +2.5*\$69 M&IE x 1 speaker = \$1,180.50	\$1,181	\$1,204	\$1,228	\$1,251
Meeting travel, staff: DC and 2nd location TBD. At 1st meeting, 2 staff will attend and at the remaining meetings, only 1 staff will attend in-person. =\$850 round trip airfare from ANC, + 5*\$179 lodging+ 5.5*\$69 M&IE & incidentals x 2 staff = \$4,249 in Y1, 1st meeting, assumes hotel shuttle. 1 Staff at second meeting =\$650 transport +3*\$89 lodging+ 3.5*\$59 M&IE= \$1,429. One lead facilitator to assist in note taking, room comfort, travel delays, coordination, audio/visual setup, etc. Note: 1st meeting in 1st year, Exec. Director will attend with Project Manager.	\$5,373	\$3,313	\$3,378	\$3,443
Conference travel staff. \$850 airfare 3*\$130/night lodging+3.5*\$75 M&IE & incidentals x 1 trip = \$1503. Assumes hotel shuttle. Requested to staff table, assist with presentation logistics, network with entities, determine needs, and miscellaneous information.	\$1,503	\$1,533	\$1,563	\$1,155
Conference room rental DC (2 days' conference room hotel, provided in-kind at \$750/night)	\$0	\$0	\$0	\$0
Travel Total	\$8,057	\$6,050	\$6,169	\$5,849
Supplies				
Toner, paper, staples for national conference distribution materials. Based on historic costs for our production printer and multiple conference table staffing with flyers, materials similar to that anticipated here.	\$935	\$944	\$966	\$971
DC meeting materials (binder combs, pens,	\$500	\$515	\$560	\$550

notebooks, jump drives, \$25 x 20). Assumes members, plus travel scholarship individuals for total of 20 packets needed at cost of \$25 per packet of materials. Based on our past costs – this is an average cost for working meetings.				
Dedicated computer and software first year	\$1,500			
Light refreshments served during working sessions. Requested for productive working sessions. With packed meetings we cannot have long breaks or lunch, and will have long days.	\$300	\$310	\$330	\$350
Supplies Total	\$3,235	\$1,769	\$1,856	\$1,871
Contractual				
Accounting, all accounting for grant, cost will be hours as billed specific to grant. Estimate is based on estimated this grant's personnel cost proportionate for all personnel salary, multiplied by historic accounting cost. First year is less due to projected less time spent on auditing grant (auditing is performed primarily the year after).	\$3,000	\$3,075	\$3,152	\$3,231
Contractual Total	\$3,000	\$3,075	\$3,152	\$3,231
Other				
Table fees for Conference. Based on prior fees.	\$500	\$500	\$500	\$500
Other Total	\$500	\$500	\$500	\$500
SUBTOTAL	\$108,365	\$107,804	\$107,244	\$106,685
Indirect Costs, 10%	\$10,836	\$10,780	\$10,724	\$10,668
TOTAL	\$119,201	\$118,584	\$117,968	\$117,353

Approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

In order to ensure that grant funds awarded to the agency are expended in a timely and efficient manner, company has put several controls in place. Company contracts for accounting to perform all accounting and finance services. Through this partnership, company has the ability to establish internal controls to ensure that all invoices are approved and the funding source identified prior to payment. Payments are made regularly to vendors and reimbursement reports are submitted regularly to granting agencies to ensure that the organization maintains sufficient cash flow for its operations. Management at company prepares an annual budget at the commencement of the Federal fiscal year, and that budget is compared to actual expenditures on a monthly basis.