

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: 2018 Targeted Airshed Grant Program
ACTION: Request for Applications (RFA)
RFA NUMBER: EPA-OAR-OAQPS-18-08

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.956

IMPORTANT DATES

October 15, 2018
January 4, 2019
March 4, 2019
May 3, 2019

RFA OPENS
RFA CLOSES – APPLICATIONS DUE
ANTICIPATED NOTIFICATION OF SELECTION
ANTICIPATED AWARD

The closing date and time for receipt of application submissions is **January 4, 2019, at 11:59 p.m., Eastern Time (ET)** to be considered for funding. Application packages must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **January 4, 2019, at 11:59 p.m. ET** to be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply to Deborah Elmore at elmore.deborah@epa.gov **November 16, 2018**. Submission of Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications.

SUMMARY:

This notice announces the availability of funds and solicits applications from eligible entities to compete for financial assistance through the Targeted Airshed Grant Program. This program will assist local, state and/or tribal air pollution control agencies to develop plans and conduct projects to reduce air pollution in nonattainment areas that EPA determines are the top five most polluted areas relative to ozone (O₃), annual average fine particulate matter (PM_{2.5}), or 24-hour PM_{2.5} National Ambient Air Quality Standards (NAAQS). The overall goal of the Targeted Airshed Grant Program is to reduce air pollution in the nation's areas with the highest levels of ozone and PM_{2.5} ambient air concentrations.

FUNDING/AWARDS:

The total estimated funding for this competitive opportunity is approximately **\$40,000,000**. EPA anticipates awarding a total of approximately **8-12** assistance agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations (see Section II. Award Information). Both the maximum number of applications per nonattainment area and requested federal funding per application correlates with how often the nonattainment area is included on the three "Areas Ranked as the Top Five Most Polluted Areas" lists described in Section I.A. of this solicitation. The total number of applications an eligible applicant may submit and total federal funding an eligible applicant may request are listed in the table "Maximum Number of Applications Submitted and Requested Federal Funding by Potential Applicants" in Section I.A.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA received funding in the 2010, 2015, 2016 and 2017 Appropriations Acts to reduce air pollution in the nation's areas with the highest levels of ozone or fine particulate matter (PM_{2.5}) exposure. Exposure to these pollutants are associated with numerous adverse human health effects, including increased respiratory symptoms, hospitalization for heart or lung diseases, and even premature death. For more information about ozone and PM_{2.5} pollution standards, please visit [NAAQS](#).

Congress has again directed EPA in the 2018 Consolidated Appropriations Act to make funds available for competitive grants to reduce air pollution in nonattainment areas that the Agency determines are ranked as the top five most polluted areas relative to the ozone, annual PM_{2.5}, or 24-hour PM_{2.5} standards. Using air quality information from EPA's air quality database, the Office of Air and Radiation (OAR) has identified the following areas as the top five most polluted areas for 8-hour average ozone, the top five most polluted areas for annual average PM_{2.5}, and the top five most polluted areas for 24-hour PM_{2.5} as of the end of the 2017 data reporting period.

Nonattainment Areas Ranked as the Top Five Most Polluted Areas for Ozone, Annual PM_{2.5}, and 24-hour PM_{2.5} Standards based on 2015-2017 Air Quality Measurements

Ozone Nonattainment Areas (2015 8-hour standard of 70 parts per billion):

Area	Design Value
Los Angeles South Coast Air Basin, CA	112
Morongo Indian Reservation, CA	101
Los Angeles & San Bernardino Counties (W. Mojave), CA	96
San Joaquin Valley, CA	92
Riverside County (Coachella Valley), CA	88 (tie)
Uinta Basin, UT	88 (tie)

PM_{2.5} Nonattainment Areas (2012 annual standard of 12 micrograms per cubic meter):

Area	Design Value
San Joaquin Valley, CA	22.2
Plumas County, CA	15.1
Los Angeles-South Coast Air Basin, CA	14.7
Allegheny County, PA	13.0
West Silver Valley, ID	12.4

PM_{2.5} Nonattainment Areas (2006 24-hour standard of 35 micrograms per cubic meter):

Area	Design Value
Fairbanks, AK	85
San Joaquin Valley, CA	72
Oakridge, OR	46
Los Angeles-South Coast Air Basin, CA	39
Salt Lake City, UT	37 (tie)
Liberty-Clairton, PA	37 (tie)

The total estimated federal funding for this competitive opportunity is approximately **\$40,000,000**. EPA anticipates awarding a total of approximately **8 – 12** assistance agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. For each nonattainment area, eligible applicants (see Section III.A) can submit no more than the total number of applications listed in the table directly below for each nonattainment area so long as each application is different and separately submitted. The maximum amount of requested federal funding per application shall not exceed **\$5,000,000 per application**. The maximum number of applications allowed per nonattainment area correlates with how often the nonattainment area is included on the three “Areas Ranked as the Top Five Most Polluted Areas” charts above. The numbers in the table apply to eligible entities as described in sub-section II.A. Eligible Entities.

Maximum Number of Applications Eligible Entities Can Submit per Nonattainment Area

Areas	Total Times on Nonattainment Lists	Maximum Number of Applications
Allegheny County, PA	1	2
Liberty-Clairton, PA	1	2
Fairbanks, AK	1	2
Oakridge, OR	1	2
West Silver Valley, ID	1	2
Los Angeles-San Bernardino Counties (West Mojave Desert), CA	1	2
Los Angeles-South Coast Air Basin, CA	3	4
Morongo Band of Mission Indians, CA	1	2
Plumas County, CA	1	2
Riverside County (Coachella Valley), CA	1	2
Salt Lake City, UT	1	2
Uinta Basin, UT	1	2
San Joaquin Valley, CA	3	4

B. Scope of Work

OAR’s Targeted Airshed Program is soliciting applications from eligible entities, as described in Section III of this announcement, to design projects to meet the goals of the program in the areas that the Agency has determined are the top five most polluted relative to the ozone, annual PM_{2.5}, or 24-hour PM_{2.5} standards. The goal of the Targeted Airshed Program is to implement programs, projects, and approaches that: demonstrate documentable reductions of ozone and/or PM_{2.5} concentrations in the designated areas; demonstrate documentable reductions in precursor emissions of ozone, which include nitrogen oxides (NO_x), carbon monoxide (CO) and volatile organic compounds (VOCs), and/or direct or precursor emissions of PM_{2.5}, which include sulfur dioxide (SO₂), NO_x, VOCs, and ammonia; and are replicable elsewhere. Proposed activities must be for emission reduction activities deemed

necessary to assist with compliance with the NAAQS for these pollutants, and that demonstrate the potential for inclusion in the affected jurisdiction's SIP or TIP submission to EPA intended to meet those standards. To the extent possible, proposed projects should utilize technologies that meet or exceed the latest emissions standards for the respective pollutant(s), or are the most stringent, least polluting technologies and/or activities. Proposed activities can complement but cannot replicate activities already being funded with an existing CAA Section 103 or 105 grant or Diesel Emissions Reduction Act (DERA) grant being carried out in the applicant's nonattainment area. Proposed activities must be for projects to carry out emission reductions; proposals only including planning exercises will not be considered. Proposed activities must be designed to achieve quantifiable reductions in ozone precursor emissions and/or direct PM_{2.5} or PM_{2.5} precursor emissions in one or more of the designated nonattainment areas identified above in Section I.A. by addressing one or more of the following priority emissions-generating or emissions-reducing activities:

- Industrial;
- transportation (vehicle, marine, locomotive);
- land use;
- residential, commercial, agricultural, aqua-cultural, and/or natural resource management;
- municipal operations (including municipal energy, water, and solid waste facilities); use or supply of green power products, on-site renewables, combined heat and power, clean residential heating, and other clean energy supply options; and/or,
- other innovative activities that generate measurable reductions of ozone and/or PM_{2.5} air pollution.

Proposed projects must address emissions in the nonattainment area and be suitable for SIP or TIP adoption. They should focus on local communities rather than large geographic areas, to promote higher success rates in reducing air pollution and maximizing public health benefits. Projects should also focus on vulnerable communities and/or at-risk populations that may be disproportionately impacted in adverse ways (e.g., increased asthma rates, etc.) by ozone or PM_{2.5} pollution.

Environmental justice (EJ) concerns, as used in this solicitation, generally relate to issues that have resulted in some communities and/or populations being more adversely, disproportionately impacted by environmental issues because of race, color, national origin or income, including tribal and indigenous communities. In addition, some communities experience multiple environmental burdens, such as poor air quality, lead paint in homes, nearby sites contaminated by hazardous waste, or heavy local use of pesticides, among others. Applicants should consider partnering with impacted communities in planning activities to ensure that communities are meaningfully involved in the proposed project.

In addition to the above, applications submitted under this announcement should:

- establish approaches and practices that will achieve ongoing, significant ozone and/or PM_{2.5} reductions, considering the major emission sources;
- ensure the proposed project will help the designated area make progress towards attainment of the NAAQS and continue to achieve ongoing emission reductions;
- build and leverage partnerships across multiple stakeholder groups, including impacted communities to expand the impact of the project; and,
- create models of success that could be replicable in the airshed or other jurisdictions and/or demonstrate technologies or practices that can achieve greater emission reductions than those currently utilized.

Where relevant, applicants should also describe how the proposed project would help to complement research, planning, or implementation activities supported by other EPA grants, such as DERA grants, PM_{2.5} Monitoring Network grants, and EJ grants.

C. EPA Strategic Plan Linkage and Anticipated Outcomes, Outputs and 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).

1. Linkage to EPA Strategic Plan. The activities to be funded under this announcement support EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1 “Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety”; Objective 1.1: “Improve Air Quality.” Under this objective, EPA will “Work with states and tribes to accurately measure air quality and ensure that more Americans are living and working in areas that meet high air quality standards.” Applicants must explain in their application how their project will further this objective.

Please read [EPA’s FY 2018-2022 Strategic Plan](#) for more information.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above. Specifically, the proposed activities must reduce emissions, thereby reducing local and regional air pollution of criteria pollutants.

2. Outputs. The term “output” means an environmental activity, effort, and/or associated work product related to emissions reduction activities that will be realized or provided over time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following:

- wood-burning appliances replaced;
- vehicle miles traveled reductions;
- kilowatt hours saved;
- creation of a program designed to improve community quality of life;
- progress toward environmental justice objectives;

- a documented commitment to continue to identify and address air quality issues in the nonattainment area;
- a publicly available community engagement plan for meaningful engagement of the affected communities;
- dissemination of project/technology information via list serves, websites, journals and outreach events; and/or
- adoption of a program, policy or activity that supports increased use of strategic energy and air quality management practices.

Quarterly progress reports and a final technical report will also be a required output, as specified in Section VI.C of this announcement, “Reporting Requirement” and in accordance with the Terms and Conditions outlined in the award.

3. Outcomes. The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that will achieve emissions reductions. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects funded under this announcement are expected to result in emissions reductions of ozone precursors and/or direct PM_{2.5} or PM_{2.5} precursors. Ozone precursors include NO_x, CO and VOCs. PM_{2.5} precursors include NO_x, VOCs, SO₂ and ammonia. These projects should result in one or more of, but are not limited to, the following environmental outcomes:

- Tons of air pollution reduced annually and over the lifetime of the project (specifying the total years), including the emission reductions for each of the following pollutants, as relevant to the project:
 - PM_{2.5},
 - NO_x,
 - VOCs,
 - SO₂, and/or
 - ammonia
- Annual and lifetime gallons of gasoline or diesel fuel saved;
- Costs per ton of pollution reduced.

Other potential outcomes may include, but are not limited to:

- Documented improved ambient air quality;
- Contributions towards compliance with SIP or TIP and/or NAAQS;
- Community engagement and partnership;
- An increased understanding of the environmental or economic effectiveness of the implemented technology;
- Increased public awareness of project and results;
- Widespread adoption of the implemented technology;
- Demonstration and deployment of zero and near-zero emission vehicles and engines; and/or

- Health benefits achieved (health benefits may be measured by numbers of illnesses, health care costs, missed work/school days avoided, and/or reduced mortality from air pollution).

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process, outcome, and output strategies and will provide the basis for developing lessons to inform potential future recipients. The description of the performance measures will directly relate to the project's outcomes and outputs, including but not limited to:

- overseeing project partners, subrecipients, and/or contractors and vendors;
- tracking and reporting project progress on expenditures, purchases, and other fiscal activities;
- tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones; and
- measuring and reporting on emission reductions.

The outcomes and performance measures should include an estimate of ozone precursors and/or direct PM_{2.5} or PM_{2.5} precursor emissions, including NO_x, VOC, direct PM_{2.5}, SO₂, and ammonia, that will be reduced both annually and over the lifetime of the project, including the assumptions used to make those estimates. Both annual and lifetime emissions reduced from the project should be included, specifying the anticipated total number of years of the life of the project. The annual and lifetime emission reductions should be provided for each of the relevant individual pollutants and not a sum of all pollutants. If the proposed project includes multiple activities or technologies that achieve significantly different emission reductions (i.e., replacing school buses and wood burning appliances), the anticipated emissions reduced should be provided separately for each activity. If an applicant is unable to calculate ozone precursor and/or PM_{2.5} reductions, they may include estimates of other quantifiable outputs that have a direct relationship with ozone and/or PM_{2.5} levels. Examples of such outputs are described above. Applicants are encouraged to take advantage of existing EPA tools (i.e., Diesel Emissions Quantifier, Burn Wise Wood Stove Emissions Calculator, etc.) for calculating emissions reductions for each pollutant being addressed. Additional information on the quantification used to calculate these emission reductions, including the key assumptions that were used for any existing calculator tool or the citations of any studies or reports, may be included in an optional attachment to the application. Questions about how to calculate emissions reductions from other types of projects should be directed to the applicable [air emissions point of contact](#) or the Agency contact listed in Section VII. of this RFA.

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

- 1) 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?
- 2) What are the measurable short term and longer term results the project will achieve?

D. Statutory Authority

The statutory authority for this action is Public Law 115-141 which authorizes EPA to award targeted airshed grants for projects designed to reduce air pollution in nonattainment areas that the Agency determined are ranked as the top five most polluted areas relative to ozone, annual and 24-hour PM_{2.5} standards.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$40 million.

B. 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.

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

EPA anticipates awarding a total of approximately 8-12 cooperative agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. See Section I.A. on both the total number of applicants an eligible applicant may submit per designated area and total federal funding an applicant can request per application.

In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections. In addition, EPA reserves the right to reject all applications and make no awards under this announcement or to make fewer awards than anticipated.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will begin in May 2019. Proposed project periods may be up to five years from the project start date.

E. Funding Type

The funding for selected projects will be in the form of a grant or cooperative agreement depending upon the nature of the proposed activity and the extent of EPA involvement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating

to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project will be:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Entities eligible to submit applications under this announcement are those air pollution control agencies, as defined by Section 302(b) of the CAA, that: (a) have responsibilities for the prevention and control of air pollution for one or more nonattainment areas identified in Section I.A. of this announcement, and (b) have an active air program grant under Section 103 or 105 of the CAA to carry out those responsibilities.

B. Voluntary Cost Sharing or Matching Funds

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 grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal; see Section IV 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:

- A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR Part 200 as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- 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.

- 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, EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

If a proposed voluntary cost-share is to be provided by a named third-party, a Leveraged Funds Commitment Letter should be attached to the application which should explain the level of voluntary funding. Leverage Funds Commitment Letters will not count towards the 15-page Project Narrative page limit.

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 grant 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 Part 200 as applicable.

C. Threshold Eligibility Criteria

These are requirements that, if not met by the time of application submission, will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V. of this announcement. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Application Content and Submission

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

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. Applicants' failure to timely submit their 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.

2. Applications must further EPA's current priorities for improving air quality, which focus on improving air quality to ensure more Americans are living and working in areas that meet high air quality standards. (See Section I.C.)
3. Proposed activities must be for emission reduction activities that will assist in complying with the NAAQS for these pollutants, and that demonstrate the potential for inclusion in the affected jurisdiction's SIP or TIP submission to EPA intended to meet those standards.
4. Proposed activities must take place in at least one of the nonattainment areas identified in Section I.A of this announcement.
5. Proposed activities must be designed to achieve quantifiable reductions in direct PM_{2.5}, ozone precursors and/or PM_{2.5} precursor emissions (NO_x, CO, VOC, direct PM_{2.5}, SO₂ and ammonia) in one or more of the designated nonattainment areas identified in Section I.A by addressing one or more of the priority emissions-generating or emissions-reducing activities listed in Section I, Part B.
6. Proposed activities can complement, but cannot replicate, activities already being funded with an existing CAA §103 or 105 or DERA grant being carried out in an applicant's nonattainment area.
7. Proposed activities must be to implement emission reductions; applications only including planning exercises will not be considered.
8. 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 application, render the entire application ineligible for funding.
9. The maximum amount of federal funding that may be requested by an applicant in an application must not exceed the funding amount listed in Section I.A. Applications requesting more federal funding than the specified amount will be rejected.
10. Applicants can submit no more than the total number applications listed in Section I.A. If an applicant submits more applications than what is listed, EPA will contact the applicant to determine which application(s) to withdraw.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement and Appendix A. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or

no internet access which prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov), the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

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

Courier Address:

OGD Waivers
c/o Jessica Durand
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51278
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and Unique Entity Identifier (e.g., 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 [Grants.gov](https://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 application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2018). 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, 2017 with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Grants.gov Application Submission Instructions (see Appendix A.)

An applicant's authorized official representative (AOR) must submit its complete application electronically to EPA through Grants.gov (<https://www.grants.gov>) no later than **January 4, 2019, by 11:59 pm Eastern Time**.

C. Content of Application Package Submission

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

1. Grant Application Forms. Please complete the forms as appropriate.

- a. Standard Form 424, *Application for Federal Assistance*. 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.
- b. Standard Form 424A, *Budget Information – Non-Construction Programs*
- c. Standard Form 424B, *Non-Construction Programs*
- d. Standard Form 6600-06, *Certification Regarding Lobbying*
- e. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- f. EPA Form 5700-54, *Key Contacts Form*

2. Project Narrative. The project narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement, including the threshold eligibility criteria in Section III.C, and must address each of the evaluation criteria set forth in Section V. The Project Narrative (a. through i. below) cannot exceed a maximum of 15 single-spaced typewritten pages, including the Summary Page. Excess pages will not be reviewed. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15-page limit. The project narrative should use commonly understandable terms to ensure reviewers have a strong understanding of the purpose, focus and expected outcomes of the proposed project. A person unfamiliar with the technical aspects of the project, including the given technology, activities or location, should be able to fully comprehend the proposal without any research.

- a. Summary Information Page** (recommended not to exceed one page)
- i. Project Title
 - ii. Applicant Information: include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
 - iii. Total Project Cost:
 - a. Total cost of the project.
 - b. Amount of funding requested from EPA.
 - c. Funding from other sources, including any voluntary leveraged cost-share or in-kind resources.
 - iv. Project Period: Provide beginning and ending dates. (Projects are anticipated to begin in May 2019 end no more than five years after the project start date.)
 - v. Short Project Description: Briefly describe your project in 1-2 sentences.
 - vi. Place of Performance: List the primary nonattainment area(s) where the emission benefits of the project will be realized.
 - vii. Unique Entity Identifier (e.g., DUNS number.)
- b. Project Summary and Approach.** This section should contain a detailed project description of the following information:
- i. A detailed project summary and description of the specific approach(es), activity(ies) and/or technology(ies) to be undertaken. The summary should include the associated products to be developed and explanation of project benefits both to the public and the potential audience(s) served.
 - ii. How the activities in the application will achieve ongoing, significant reductions of ozone, direct PM_{2.5} and/or precursor emissions in the designated nonattainment area(s), as described in Section I.A. This may include how the applicant has considered the various technology or activity options to reduce emissions from a given source to arrive at the chosen proposed project.
 - iii. A description of the applicant's analysis of the emissions inventory for the nonattainment area. The applicant should provide specific emissions inventory data of the source category(ies) of the proposed project, as well as other key relevant source categories. How the project is expected to help the designated area make progress toward attainment should be described, including the impacts of the anticipated emission reductions on both that source category as well as the overall emissions inventory of the designated area.
 - iv. A description of how the proposed activity is an innovative, well-conceived strategy for achieving the greatest amount of emission reductions possible from a given source, supporting the lowest emission activities available. This includes providing information about the source category, including individual emissions levels from the current technologies or activities compared to the anticipated emission reductions from the proposed project.
 - v. How the application supports EPA's Strategic Plan, as described in Section I.C.1.
- c. Community Benefits, Engagement and Partnerships.**

Community Benefits

The proposed project should maximize public health benefits, including providing information on how communities located near the project will benefit and how

communities will be engaged in the project. The Project Narrative should include a discussion of how the proposed project will address the needs and concerns of affected communities, including any communities or populations that have faced or are facing environmental justice concerns (as defined in Section I.B), and/or other interested parties, groups or populations that have been adversely affected by environmental burdens. A description of the current environmental impacts or burdens located around the proposed project should be included explaining how the communities are potentially vulnerable to these environmental burdens.

To the extent possible, the applicant should use an analytical or comparable tool such as EPA's EJSCREEN, to describe the vulnerable communities located near the proposed project, as well as the environmental burdens these communities face. EJSCREEN is a mapping and screening tool that combines environmental and demographic indicators based on nationally consistent data. Demographic data are updated annually based on the American Community Survey. If appropriate, the applicant is highly encouraged to supplement the results from its analysis with other relevant, locally-derived information to describe other environmental harms and risks that may not be found in EJSCREEN or other tool, and cite these other sources.

EJSCREEN is accessible at <https://www.epa.gov/ejscreen>, which includes instructions and resources. In addition, prior to submittal of the final application, applicants can submit questions or request a tutorial on how to use EJSCREEN by contacting the EPA Agency Contact listed in Section VII.

Community Engagement and Partnerships

Details of applicant's plans for engaging the community on the proposed project should be included. Engagement should include any previous, current, and/or future efforts for working with the affected communities located near the proposed project. Information on how the proposed project is supported by the community should be included. Applicants should discuss their approach to incorporate ongoing community input throughout the design and performance of the project, including specific methods and activities to engage the community. Community engagement and partnership efforts should include multiple stakeholder groups that represent a broad spectrum of the community, such as grassroots, neighborhood, school and faith-based organizations, city councils, business, local governments and other key local partners. Recent involvement of project partners, community members and/or organizations working together on projects should be highlighted. Applicants may submit Partnership Letters in the application attachments, which do not count towards the 15-page Project Narrative page limit. These Partnership Letters should demonstrate strong, long-term involvement throughout the project.

- e. **Project Sustainability.** The applicant should include a detailed discussion of its organization's and/or project partner's ability to promote and continue efforts to reduce emissions after EPA funding for this project has ended. Include information on how the applicant and/or key partners will continue to identify and address air quality issues in the affected community, including monitoring, quantification of emissions and activities to take to reduce emissions. Describe how the proposed project may help implement other new or different strategies, activities or approaches to reduce emissions in the nonattainment area.

f. Environmental Results—Outcomes, Outputs and Performance Measures.

Expected Project Outputs and Outcomes

Identify the expected quantitative and qualitative outcomes and outputs of the project (see Section I.C) including what performance measurements, timeline of milestones and other means will be used to track, measure and report progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated. Include activities to involve the community. Specific outputs and outcomes should be provided, and may include short and longer-term activities. In addition to a narrative discussion of the outputs and outcomes, the applicant is encouraged to include a table such as:

Anticipated Outputs and Outcomes	
Outputs	Outcomes

Example of Outputs and Outcome Table

<i>Anticipated Outputs and Outcomes</i>	
<i>Outputs</i>	<i>Outcomes</i>
<i>-Replace 10 diesel fueled school buses with battery-electric zero tailpipe emission buses</i> <i>-Replace 500 non-certified wood burning appliances with EPA certified cleaner burning devices</i>	<i>-Short term: School Bus Annual Emissions = X tons of NO_x, Y tons of PM_{2.5}. Z tons of CO, etc.</i> <i>Woodstove Annual Emissions = X tons of NO_x, Y tons of PM_{2.5}. Z tons of VOCs, etc.</i> <i>-Long-term: School Bus Lifetime Emission Reductions (over X years) = X tons of NO_x, Y tons of PM_{2.5}. Z tons of CO, etc.</i> <i>Lifetime Emission Reductions (over X years) = X tons of NO_x, Y tons of PM_{2.5}. Z tons of VOCs, etc.</i> <i>-Diesel Fuel Reduced = X gallons annually and Y gallons lifetime</i>

Anticipated air emission reductions directly from the project both annually and over the total life of the project should be included in the outcomes. Applicants should provide the quantification used to calculate these emission reductions, as described in Section 1.C, in an optional attachment (the optional attachment does not count towards the 15-page limit of the project narrative). In addition, providing separate emission reductions by individual pollutant should be provided, as well as by each type of activity.

Performance Measures

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 1.C.

Performance Plan

Describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes, as described in Section I.C.

Time Schedule and Tasks

Include a detailed timeline for the project, including milestones for specific tasks such as bidding, procurement, key activities and submitting EPA reports. Applicants should schedule time for EPA Quarterly and Final Report preparation into the project timeline.

g. Programmatic Capability and Past Performance.

Management, Completion and Reporting Requirements

Submit 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, include:

- Project title and brief description of the agreement
- Assistance agreement number
- Federal funding agency and CFDA number of the grant program

For each of the assistance agreements listed, the applicant should describe:

- Whether and how the applicant was able to successfully complete and manage the agreement.
- The applicant's history of meeting the reporting requirements under the agreement. This should include whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those agreements. If such progress was not made, the applicant should provide an adequate explanation. and indicate whether, and if so, how, the applicant documented its reason for the lack of progress.

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.

Organizational Experience and Plan

Include information on your organizational experience for timely and successfully achieving the objectives of the proposed project.

Staff Expertise

Include information on the applicant's organization, including a description of the staff's knowledge, expertise, qualifications, and resources or the ability to obtain them, to successfully achieve the proposed project's goals. The applicant should include a discussion of the roles and responsibilities of the applicant and any other project partners, contractors or sub-grantees. Partnerships Letters may be included in the application as an attachment, which do not count towards the 15-page Project Narrative page limit. These Partnership Letters should describe the partner's role in the proposed project. The applicant may submit biographical sketches or resumes of key staff working on the proposed project in the application attachments, which also do not count towards the 15-page Project Narrative page limit.

- h. Budget (See Appendix B, Budget Detail Sample).** This section provides an opportunity for a narrative description of the budget found in the SF-424A. 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.
- 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 personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.
*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.
 - iv. For applicants that provide a voluntary cost share/match ("leveraging"), the budget narrative must clearly specify the amount of 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 at 2 CFR Part 200. Leveraged funds will be evaluated under the "Leveraging" criterion in Section V.A.
- i. Leveraging.** The applicant should demonstrate how they will leverage additional funds/resources beyond the federal 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; see Section III.B. 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. The budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs. Include an explanation of how the voluntary match will be met. If a proposed voluntary cost-share is to be provided by a named third-party, a Leveraged Funds Commitment Letter should be attached to the application, which does not count towards the 15-page Project Narrative page limit. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200. In the budget narrative, the applicant should describe the amount and type of leveraged resources to be provided, including:

- how they will obtain the leveraged resources;
- the likelihood that these leveraged resources will materialize during grant performance (e.g., submitting Leveraged Funds Commitment Letters as attachments);
- 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. These Leveraged Funds Commitment Letters should describe the project partner and include their commitment to providing any amount of in-kind or monetary assistance to the proposed project.

j. Attachments. These are not included in the 15-page limit.

- Biographical Sketch. Provide resumes or curriculum vitae for key staff, managers and any other key personnel.
- Negotiated Indirect Cost Rate Agreement.
- Quality Assurance Narrative Statement.
- Leveraged Funds Commitment Letters: If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed leveraged cost-share.
- Partnership Letters: If applicable, letters 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, including their specific role, or how obtaining support from project partners will allow the applicant to more effectively perform the project.
- Approval Letter: If applicable, to use alternate means to submit initial application.
- Emissions Calculations: Provide additional information on the quantification used to calculate these emission reductions, including the key assumptions that were used for any existing calculator tool or the citations of any studies or reports.

D. Submission Dates and Times

The closing date and time for submission of applications is **January 4, 2019, by 11:59 p.m., Eastern Time (ET)**. Applications submitted after the closing date and time will not be considered for funding.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and application assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants must explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a **total of 140 points possible**.

A. Evaluation Criteria

Evaluation Criteria	Points
<p>1. <u>Project Summary and Approach:</u> Under this criterion, EPA will evaluate applications based on the extent and quality of its project summary and overall approach to accomplishing the project. Specifically, EPA will evaluate:</p> <ul style="list-style-type: none">a. (20 pts) the extent and quality to which the application supports an approach, activity and/or technology that will achieve ongoing, significant reductions of ozone, direct PM_{2.5} and/or precursor emissions in the designated nonattainment areas, as described in Section I.A.b. (10 pts) the applicant's analysis of the emissions inventory for the nonattainment area and key source categories addressed by the project, and a description of how the project will help the designated area make progress toward attainment.c. (5 pts) the extent the application includes an innovative, well-conceived strategy for achieving the greatest amount of emission reductions possible from a given source, supporting the lowest emission activities available.d. (5 pts) how clearly the application supports EPA's Strategic Plan, as described in Section I.C.1.	40
<p>2. <u>Community Benefits, Engagement and Partnerships:</u> Under this criterion, EPA will evaluate applicants on the extent to which the proposed project:</p> <ul style="list-style-type: none">a. (5 pts) addresses the needs and concerns of vulnerable communities facing environmental burdens as defined in Sections I.B and IV.C.b. (5 pts) includes efforts and plans for: engaging community-based organizations; demonstrating community support for the proposed project; planning for ongoing community engagement; and building and supporting partnerships across multiple stakeholder groups.	10
<p>3. <u>Project Sustainability (10 pts):</u> Under this criterion, EPA will evaluate proposals based on the description of planned actions after EPA funding for this project has ended, including how the applicant and other key partners will: promote and continue efforts to achieve ongoing emission reductions of ozone, direct PM_{2.5} and/or precursor emissions; continue to identify and address air quality issues in the affected community; and/or implement other strategies to reduce emissions in the nonattainment area.</p>	10
<p>4. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none">a. (10 pts) the extent and quality to which the applicant identifies and quantifies the expected project outputs and outcomes, as described in Sections I.C and IV.C.b. (5 pts) the performance measures proposed by the applicant and how they will be used to help track and measure the applicant's progress towards achieving the expected outputs and outcomes as described in Section I.C. of the RFA.	25

<ul style="list-style-type: none"> c. (5 pts) the effectiveness of the applicant’s performance plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Sections I.C and IV.C. d. (5 pts) whether the proposal sets forth a reasonable time schedule with key milestones and tasks to achieve the project’s goals and objectives by project end. 	
<p><u>5. Programmatic Capability and Past Performance:</u> Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their:</p> <ul style="list-style-type: none"> a. (5 pts) past performance in successfully managing and completing the assistance agreements identified in the project narrative as described in Section IV.C. b. (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV.C. This should include whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. c. (5 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project. d. (5 pts) the roles and responsibilities of the applicant and any other project partners, contractors, or sub-grantees. e. (5 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <p>Note: In evaluating applicants under items a. and b. of this criterion, EPA 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 the applicant does not have any relevant or available past performance or reporting information, please indicate this in the application and the applicant will receive a neutral score for these sub-factors (items A and B above-a neutral score is half of the total points available in a subset of possible points). If the applicant does not provide any response for these items, the applicant may receive a score of 0 for these sub-factors.</p>	25
<p><u>6. Budget:</u> Under this criterion, EPA will evaluate applicants based on:</p> <ul style="list-style-type: none"> a. (5 pts) their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. b. (5 pts) whether the proposed costs are reasonable to accomplish the proposed goals, objectives and measurable environmental outcomes. c. (5 pts) whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity. <p>Note: An applicant’s budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project. EPA will evaluate leveraging under criterion #8.</p>	15

<p>8. Leveraging: Under this criterion, EPA will evaluate applicants based on the extent they demonstrate that they will leverage additional funds/resources, beyond the EPA 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. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided; how they will obtain the leveraged resources; the likelihood these leveraged resources will materialize during grant performance; the strength of the leveraging commitment; and the role the leveraged funds/resources will play to support the proposed activities.</p>	<p>5</p>
<p>Maximum Total Possible Points</p>	<p>130</p>

B. Review and Selection Process

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

C. Other Factors

Final funding decisions will be made by the EPA Headquarters Approving or Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the EPA Headquarters Approving or Selection Official may also consider programmatic priorities, level of current ozone and/or PM_{2.5} design values, and/or geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

D. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found 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.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

- 1. Successful Applicants.** EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by **March 4, 2019**. 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 EPA's Grants and Interagency Agreements Management Division.

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., 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 email or postal mail by **March 4, 2019**. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.

C. Reporting Requirement

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help with implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award and will be included in the Terms and Conditions.

D. 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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also

be requested by contacting the person listed in Section VII of the announcement.

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, and administrative capability, can be found at www.epa.gov/grants/epa-solicitation-clauses. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing 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.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Deborah Elmore
Office of Air and Radiation /OAQPS
109 T.W. Alexander Drive, Mail Code C404-07
Research Triangle Park, NC 27711
elmore.deborah@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: <http://www.epa.gov/grants/air-grants-and-funding>.

Appendix A – 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 on the registration requirements that must be completed in order to submit an application through grants.gov, go to <https://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 Unique Entity Identifier (e.g. DUNS number) and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose Unique Entity Identifier (e.g. DUNS number) is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the 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 <https://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 <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <https://www.grants.gov>. Go to <https://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OAR-OAQPS-18-08, or CFDA 66.956, in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through Grants.gov using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](#).

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<https://www.grants.gov>) no later than **January 4, 2019**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions above.

Application Materials

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

Mandatory Documents:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Grants.gov Lobbying Form
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4 – Pre-award Compliance Review Report
- Project Narrative (Project Narrative Attachment Form).

Optional Attachment Documents. Use the “Other Attachments form” to submit the following:

- Biographical Sketch
- Negotiated Indirect Cost Rate Agreement
- Quality Assurance Narrative Statement
- Leveraged Funds Commitment Letters
- Partnership Letters
- Approval Letter, if applicable to use alternate means to submit initial application
- Emissions Calculations

When saving application files, please ensure that the following characters are **not** included in the file names: ~ " # % & * : < > ? / \ { | }. Including these characters can cause problems with application files.

Applications 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 application deadline, please contact Deborah Elmore at elmore.deborah@epa.gov, at (919) 541-0386. Failure to do so may result in your application not being reviewed.

Technical Issues With Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [Grants.gov](https://www.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](https://www.grants.gov) by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to

allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://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 Deborah Elmore at elmore.deborah@epa.gov with the FON in the subject line. If you are unable to email, contact Deborah Elmore at 919-541-5437. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant <http://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](https://www.sam.gov) or [Grants.gov](https://www.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](https://www.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 Deborah Elmore at 919-541-5437.

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.grants.gov) due to electronic submission system issues or unforeseen exigent circumstances, send an email message to elmore.deborah@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.

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

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

Appendix B – Budget Detail Sample

This section of the Project Narrative is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any voluntary leveraged cost-share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a Leveraged Funds Commitment Letter is required and should be attached to the application, which does not count towards the 15-page Project Narrative page limit. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see Sections III.B and IV.C.2 for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Detailed Budget section of the Narrative Proposal Workplan.

- **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 (paid employees of the applicant organization as reflected in payroll tax records). 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 contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g. interns or volunteers), 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 may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **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). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g. trainees), which are included in the “Other” category. Further,

travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA's Office of International and Tribal Affairs prior to being taken.

- **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 that are not included in the purchase price for the equipment. 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 2 CFR 200.94. The budget detail must include an itemized listing of all equipment proposed under the project.
Note: If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence.
- **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.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual services (including 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. [EPA's Subaward Policy and supplemental Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the "Other" category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA's policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.
- **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; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the "Other" category and include the estimated amount of participant support costs in a separate line item.

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 even if the agreement is referred to as a contract. 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 as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

- **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	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks Percentage of time per task: Task 1: 40% of total hours Task 2: 20% of total hours Task 3: 10% of total hours Task 4: 20% of total hours Task 5: 10% of total hours		\$20,800
Project Staff #1 @ \$25/hr x 40 hrs/week x 40 wks Task 1: 40% of total hours Task 2: 20% of total hours Task 3: 10% of total hours Task 4: 20% of total hours Task 5: 10% of total hours Project Staff #2 @ \$25/hr x 40 hrs/week x 40 wks	\$40,000	

Task 1: 0% of total hours Task 2: 40% of total hours Task 3: 10% of total hours Task 4: 40% of total hours Task 5: 10% of total hours	\$40,000	
Project Staff #3 @ \$25/hr x 40 hrs/week x 40 wks Task 1: 20% of total hours Task 2: 10% of total hours Task 3: 10% of total hours Task 4: 30% of total hours Task 5: 30% of total hours	\$40,000	
TOTAL PERSONNEL	\$120,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20%(120,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
TOTAL FRINGE BENEFITS	\$24,000	\$4,160
Travel		
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
TOTAL TRAVEL	\$3,300	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$10,000	
TOTAL SUPPLIES	\$10,000	
Contractual		
Support Services Contract for Task 1:	\$245,000	
Support Services Contract for Task 2	\$220,000	
Support Services Contract for Task 3	\$80,000	
Subtask: National Annual Meeting	\$75,000	
Support Internship Contract for Task 5	\$50,000	
TOTAL CONTRACTUAL	\$670,000	
Other		
Subawards Costs	\$0	
Participant Support Costs	\$0	
Additional Other Costs	\$0	
TOTAL OTHER	\$0	
Indirect Charges		

Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$95,230	
TOTAL INDIRECT	\$95,230	
TOTAL FUNDING	(fed) \$922,530	(non-fed) \$24,960
TOTAL PROJECT COST (federal and non-federal)	\$947,490	

** Voluntary Cost-Share funds, while not required under this RFA, must also be included on the SF-424A as detailed in Section III.B of this RFA.

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.