

Agency Name: Environmental Protection Agency (EPA)
Funding Opportunity Name: Lead-Based Paint Program
Announcement Type: Request for Applications (RFA)
Funding Opportunity Number: EPA-R9-19-LCRD
Catalog of Federal Domestic Assistance Number (CFDA): 66.716

SUMMARY

The U.S. Environmental Protection Agency Region 9 (EPA) is soliciting applications under this RFA for projects from eligible entities that advance state, tribal, or local agencies' capacity to prevent, identify, and mitigate lead-based paint hazards to reduce the risk of childhood lead exposure in communities in Region 9. Region 9 covers the states of Arizona (AZ), California (CA), Hawaii (HI), Nevada (NV), as well as American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and 148 federally-recognized tribes (<https://www.epa.gov/aboutepa/epa-region-9-pacific-southwest>). Potential activities include training, convening of stakeholders and partners to increase cooperation and collaboration, ordinance development, and other activities that would enhance state, tribal, or local agencies' efforts to proactively address lead-based paint hazards and promote lead-safe work practices.

Implementation projects are not eligible for funding under this announcement. An implementation project is one that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge. Projects should transfer information or advance the state of knowledge.

Applicants should consider carefully the information provided for each evaluation criterion.

The total amount anticipated to be awarded under this announcement is approximately \$60,000 of fiscal year 2019/2020 funds under the authority of Section 10 of the Toxic Substances Control Act. EPA anticipates awarding one or two cooperative agreement(s) from this announcement. The award amount for each cooperative agreement will be no more than \$60,000 in federal funds with a typical project period of no more than two years. The award amounts and number of awards are subject to availability of funds, the quality of applications received, and other applicable considerations. A broad range of entities, as described in Section III.A, are eligible to submit applications under this announcement.

IMPORTANT DATES:

December 6, 2019	Applications must be received by EPA via Grants.gov by 8:59 p.m. Pacific Time (11:59 p.m. Eastern Time).
December 2019	Selected applicants notified.
January 2020	Awards made.

The above dates (other than the December 6, 2019 application submission date) are anticipated dates and may be subject to change.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Although various efforts have been undertaken and progress has been made to reduce childhood lead exposure in the U.S., lead continues to pose a risk to children's health in communities across the country and approximately 500,000 children still have elevated blood lead levels.¹ Lead is particularly dangerous to children because their growing bodies absorb more lead than adults' bodies and children's brains and nervous systems are more sensitive to the damaging effects of lead. No safe blood lead level in children has been identified. Even low blood lead levels in children are associated with decreased cognitive function, decreased academic achievement, decreased intelligence, and increased incidence of problem and attention-related behaviors.²

The risk for lead exposure is not the same for all children. Racial and income disparities continue to persist. National data demonstrate African American children and children from families with low income have higher blood lead levels on average compared to their counterparts.^{3,4} In addition, results from national housing surveys demonstrate African American households are more likely to have lead-based paint and lead-based paint hazards compared to white households and households with low income are more likely to have lead-based paint and lead-based paint hazards than households with higher income.⁵

Childhood lead disparities are a significant environmental justice issue that the EPA is working to eliminate under EPA's [Environmental Justice 2020 Action Agenda](#). EPA defines [environmental justice](#) as the fair treatment and meaningful involvement of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies. Meaningful involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

¹ President's Task Force on Environmental Health Risks and Safety Risks to Children. (2016). Key Federal Programs to Reduce Childhood Lead Exposures and Eliminate Associated Health Impacts. Retrieved from https://ptfceh.niehs.nih.gov/features/assets/files/key_federal_programs_to_reduce_childhood_lead_exposures_and_eliminate_associated_health_impacts/presidents_508.pdf

² U.S. Department of Health and Human Services, National Toxicology Program. (2012). NTP Monograph: Health Effects of Low-Level Lead. Retrieved from https://ntp.niehs.nih.gov/ntp/ohat/lead/final/monographhealtheffects/lowlevellead_newissn_508.pdf

³ QuickStats: Percentage of Children Aged 1–5 Years with Elevated Blood Lead Levels, by Race/Ethnicity—National Health and Nutrition Examination Survey, United States, 1988–1994, 1999–2006, and 2007–2014. MMWR Morb Mortal Wkly Rep 2016;65:1089. doi: <http://dx.doi.org/10.15585/mmwr.mm6539a9>

⁴ U.S. Environmental Protection Agency. (2017, Aug. 31). America's Children and the Environment (ACE): Biomonitoring—Lead. Retrieved from <https://www.epa.gov/ace/ace-biomonitoring-lead>

⁵ U.S. Department of Housing and Urban Development, Office of Healthy Homes and Lead Hazard Control. (2011). American Healthy Homes Survey: Lead and Arsenic Findings. Retrieved from https://www.hud.gov/sites/documents/AHHS_REPORT.PDF

Under the [Federal Action Plan to Reduce Childhood Lead Exposures and Associated Health Effects](#), EPA is committed to working with a range of partners and stakeholders to prevent childhood lead exposure, especially in communities disproportionately affected by lead hazards.

Children can be exposed to lead in various ways, but lead-based paint hazards remain a major source of childhood lead exposure nationally. EPA's Region 9 office has undertaken and supported various programmatic activities to protect children from lead-based paint hazards. For example, EPA Region 9 has awarded grants to support lead outreach and education, healthy homes visits, and healthy child care visits; provided lead outreach materials to several agencies and organizations; and sponsored free lead renovation, repair, and painting training classes to help increase the number of contractors who are certified in lead-safe work practices and promote compliance with [EPA's Lead-Based Paint Renovation, Repair and Painting \(RRP\) Rule](#).

EPA's RRP Rule aims to protect the public from lead-based paint hazards associated with renovation, repair and painting activities. These activities can create hazardous lead dust when surfaces with lead paint, even from many decades ago, are disturbed. The RRP Rule requires workers to be certified and trained in the use of lead-safe work practices, and requires renovation, repair, and painting firms to be EPA-certified. These requirements apply to firms performing renovation, repair, and painting projects that disturb lead-based paint in homes, child care facilities and pre-schools built before 1978.

Recently, EPA Region 9 supported a [pilot project](#) to provide education and training on lead-based paint hazards to local code enforcement officers across California. The pilot project also facilitated discussion of how code enforcement offices can promote compliance with EPA's RRP Rule as well as discussion of how code enforcement officers can use state and/or local codes to address lead-based paint hazards. Based on the results of this pilot project and the potential to expand the range of stakeholders EPA Region 9 collaborates with to prevent childhood lead exposure, EPA Region 9 is issuing this Request for Applications (RFA) to solicit project applications that replicate or expand upon this pilot project.

Under this RFA, EPA seeks to award cooperative agreements to eligible recipients who are best able to undertake activities that will support and accomplish the following goals:

- Increase knowledge and understanding of EPA's RRP Rule among code enforcement officers, building inspectors, and other agency staff serving in similar capacities.
- Increase the adoption and implementation of practices among code enforcement officers, building inspectors, and other agency staff serving in similar capacities that (1) promote compliance with EPA's RRP Rule, (2) increase the consideration of lead safety into their inspections, (3) improve their response to questions and concerns regarding lead-based paint hazards, and/or (4) improve compliance with lead-related state, tribal, or local codes.
- Develop new partnerships between EPA Region 9 and state, tribal, or local agencies to further efforts to protect children from lead-based paint hazards, advance environmental justice, and eliminate lead disparities.

B. Scope of Work

EPA is accepting applications from eligible entities (see Section III.A) for development, education, training, or demonstration projects that advance capacity of code enforcement officers, building inspectors, or other agency personnel serving in similar capacities to protect children and other residents from lead-based paint hazards and promote compliance with EPA's RRP Rule. EPA's expectation is that awards issued under this RFA will help advance state, tribal, or local agencies' capacity to prevent and mitigate children's exposure to lead-based paint hazards well beyond the period of performance of the awards.

Applications submitted for consideration under this RFA should include structural and/or programmatic components to sustain long-term efforts to protect children from lead-based paint hazards. Examples of structural and programmatic components include, but are not limited to, the following:

- Development of ordinances or permit requirements that will protect children from lead-based paint hazards.
- Development of a program incorporating periodic inspection of residential rental properties built before 1978 for lead-based paint hazards.
- Provision of EPA-accredited lead RRP training to code enforcement officers, building inspectors, or other agency personnel serving in similar capacities.
- Convening workshops or establishing workgroups that include representatives from agency offices/programs and community-based organizations to help increase more efficient collaboration among code enforcement, building inspection, public health, or other agency offices/programs in order to provide integrated services to prevent or mitigate childhood exposure to lead-based paint hazards.
- Development of training or educational materials, guidance documents, or other materials to help code enforcement officers, building inspectors, or other agency personnel serving in similar capacities to adopt and implement practices that (1) promote compliance with EPA's RRP Rule, (2) increase the consideration of lead safety into their inspections, (3) improve their response to questions and concerns regarding lead-based paint hazards, and/or (4) improve compliance with lead-related state, tribal, or local codes.

Applications should also describe the following:

- The localities or areas in Region 9 that will benefit from the proposed project and the burden of childhood lead exposure (i.e., childhood blood lead level rates, percentage of pre-1978 housing units, etc.) in these localities or areas. Applicants may propose local-level, state-level, or regional-level projects.
- Any existing efforts being undertaken by code enforcement officers, building inspectors, or other agency personnel serving in similar capacities in the target localities or areas to protect children from lead-based paint hazards, and how the proposed project will improve, supplement, or expand existing efforts.

- How the proposed project's components create sustained activities that will continue beyond the period of performance of the award.
- How the project promotes environmental justice and helps to minimize and/or reduce exposures and negative impacts of lead-based paint hazards in communities (including but not limited to minority, low-income, and tribal communities) that have been or are more likely to be adversely affected by lead-based paint hazards than other communities.

C. EPA Strategic Plan Linkage, Anticipated Outputs/Outcomes and Performance Measures

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements with 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, 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 2, "More Effective Partnerships," Objective 2.1, "Enhance Shared Accountability." Under this objective, EPA will "Improve environmental protection through shared governance and enhanced collaboration with state, tribal, local, and federal partners using the full range of compliance assurance tools." Applicants must explain in their application how their project will further this objective. Please read EPA's FY 2018-2022 Strategic Plan (www.epa.gov/planandbudget/strategicplan) 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 should 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.

- 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.

Expected outputs from the projects to be funded under this announcement may include, but are not limited to, the following:

- Number of new RRP firm certifications in localities where training has occurred.

- Number of ordinances or permit requirements developed to protect children from lead-based paint hazards;
- Number of programs developed incorporating periodic inspection of residential rental properties built before 1978 for lead-based paint hazards;
- Number of people who received training and number of people taking action as a result of the training;
- Number of workgroups or partnerships created or expanded; and
- Number of local agencies undertaking actions to (1) promote compliance with EPA's RRP Rule, (2) increase the consideration of lead safety into their inspections, (3) improve their response to questions and concerns regarding lead-based paint hazards, and/or (4) improve compliance with lead-related state, tribal, or local codes.

Progress reports and a final report will also be required outputs, as specified in Section VI.C. "Reporting Requirement," of this RFA.

- 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.

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

- Increased knowledge of and compliance with EPA's RRP Rule as well as state, tribal, or local codes related to lead-based paint;
- Improved ability of code enforcement officers, building inspectors, and other agency staff to identify, prevent, and mitigate lead-based paint hazards;
- Increased number of children living in lead-safe housing; and
- Decreased number of children with elevated blood lead levels.

- 4. Performance Measures:** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outcomes and outputs. The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short-term and long-term results the project will achieve?

- 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?
- For projects that include training activities, how does the plan measure the effectiveness of training materials and delivery? How will the plan measure actions taken or commitment to action by training attendees as a result of the training?
- For projects that involve the development of a model program or best practices, how does the plan measure adoption of the model program or best practices by other agencies or organizations?

D. Statutory Authority

The statutory authority for the Lead-Based Paint Program is Section 10 of the Toxic Substances Control Act, 15 U.S.C. §2609, which authorizes EPA to award grants for the purpose of conducting research, development, monitoring, education, training, demonstrations, and studies necessary to carry out the purposes of the Act. Projects funded under this RFA will support development, education, training, or demonstration projects that advance state, tribal, or local agencies' efforts to prevent and reduce exposure to lead-based paint hazards.

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

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 \$60,000. Award amounts are expected to range from \$30,000 to \$60,000. Funding is dependent upon agency appropriations, funding availability and other applicable considerations.

The amount of federal funding requested by an applicant should not be less than \$30,000 and must not exceed \$60,000.

B. Partial Funding

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

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

It is anticipated that approximately one to two cooperative agreement(s) will be awarded under this announcement subject to the availability of funds, the number and quality of applications received, and other applicable considerations.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and other applicable considerations, 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 is expected to begin in January 2020, with an estimated completion date of January 2022.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement.

Cooperative agreements provide for 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 these projects may include:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- review of proposed procurement in accordance with 2 CFR 200.317 and 2 CFR 200.318;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- 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

Eligible applicants under this Request for Applications include state and local governments, the District of Columbia, federally-recognized Indian tribal governments, Native American Organizations, U.S. territories and possessions, and public and private non-profit institutions/organizations (includes institutions of higher education and hospitals).

B. Cost Sharing or Matching

No matching funds are required under this competition. Cost sharing/matching is not required as a condition for eligibility under this competition and will not be considered during evaluation of applications.

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 applicants (see Section III.A. of this RFA) that meet all of these threshold eligibility criteria will be evaluated against the ranking criteria in Section V of this RFA. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. 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 Content and Submission

- a.** Applications must substantially comply with the application submission instructions and application content requirements set forth in Section IV and Appendix A of this RFA or they will be rejected. However, 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. If a double-spaced Project Narrative is submitted, it will only be reviewed up to the equivalent of the 9-page single-spaced page limit for the Project Narrative specified in Section IV.C.3 of the announcement (Section IV.C.3 establishes a 9-page single-spaced Project Narrative page limit which would be the equivalent of 18 double-spaced pages; any double-spaced pages in excess of 18 will not be reviewed).
 - b.** Applications must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely and properly submitted.
 - c.** 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 or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission.
- 2.** Applications must further EPA's current priorities for enhancing shared accountability, which focus on improving environmental protection through shared governance and enhanced collaboration with state, tribal, local, and federal partners using the full range of compliance assurance tools. (See Section I.C.1.)

3. **Demonstration projects** must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration project. Such projects are implementation projects and are not eligible for funding under this announcement. Individual project tasks that are for program implementation are not eligible for funding.
4. **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.
5. Applications which request EPA assistance funds in excess of \$60,000, as specified in Section II.A of this RFA, are not eligible and will not be reviewed.
6. Projects must be performed within one or more of the states of EPA Region 9, specifically Arizona, California, Nevada, Hawaii, Tribal lands within the jurisdiction of Region 9, as well as in the U.S. territories of Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands, to be eligible to apply for funding. Applicants need not be located within the boundaries of EPA Region 9 to be eligible to apply for funding so long as the project will be performed within the geographic boundaries of the Region.

IV. APPLICATION AND SUBMISSION INFORMATION

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

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the Grants.gov instructions in this announcement and Appendix A. If an applicant does not have the technical capability to apply electronically through [Grants.gov](https://www.grants.gov) because of limited or no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OMS-ARM-OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

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

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

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

- RFA Number (EPA-R9-19-LCRD)
- 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 application 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, 2019, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). 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, 2018, with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019.

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)

Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through Grants.gov no later than **December 6, 2019, 11:59 p.m. Eastern Time.**

C. Content of Application 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. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
 - e. 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 f below) cannot exceed a maximum of 9 single-spaced typewritten pages, including the Summary Page—excess pages will not be reviewed. Supporting materials, such as resumes and letters of commitment, can be submitted as attachments and are not included in the 9-page limit.
 - 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. Funding Requested. Specify the amount you are requesting from EPA.
 - iv. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
 - v. Project period. Provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
 - vi. DUNS number
 - b. **Project Summary/Approach.** The summary shall contain the following components:

- i. Description of the localities or areas in Region 9 that will benefit from the proposed project and the burden of childhood lead exposure (i.e., childhood blood lead level rates, percentage of pre-1978 housing units, etc.) in these localities or areas.
 - ii. Description of any existing efforts being undertaken by code enforcement officers, building inspectors, or other agency personnel serving in similar capacities in the target localities or areas to protect children from lead-based paint hazards, and how the proposed project will improve, supplement, or expand existing efforts.
 - iii. Explanation of how the proposed project will accomplish the goals of this RFA (see Section I.A).
 - iv. Detailed project summary including a description of the specific actions and methods to be undertaken and work products to be developed and the responsible organizations (i.e., the applicant or project partners).
 - v. A clearly articulated timeline of project activities and milestones. It is recommended that you insert a table in your application narrative to help organize your timeline.
 - vi. Description of how the proposed project's components create sustained activities that will continue beyond the period of performance of the award.
 - vii. Describe how the project promotes environmental justice and helps to minimize and/or reduce exposures and negative impacts of lead-based paint hazards in communities (including but not limited to minority, low-income, and tribal communities) that have been or are more likely to be adversely affected by lead-based paint hazards than other communities.
- c. **Environmental Results—Outcomes, Outputs and Performance Measures.** Identify the expected quantitative and qualitative outcomes and outputs of the project (**see Section I**), including what performance measurements, timeline of milestones, or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.
- d. **Programmatic Capability and Past Performance.** This section provides an opportunity for demonstrating your qualifications to undertake the proposed project and manage a federal assistance agreement.
- i. Describe your programmatic capabilities and ability to successfully implement and manage the proposed project, including staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them. Describe the qualifications of each of the key personnel conducting the project and how each person will contribute to the timeliness and achievement of the outputs and outcomes of your project.

- ii. Describe your organizational experience and past history in performing tasks or activities similar to the proposed project. Explain how this experience helps ensure you will implement the proposed project successfully.
 - iii. Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application 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.
- e. **Detailed Budget Narrative (also see Appendix B, Budget 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, 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.

3. Attachments. These are not included in the 9-page limit.

- a. Negotiated Indirect Cost Rate Agreement. If applicable, please include your current indirect cost rate that has been negotiated with a federal cognizant agency.
- b. Resumes of Key Personnel. Please provide resumes for the key personnel conducting the project. Please provide no more than three resumes. Please limit each resume to one to two pages.
- c. Letters of Commitment. If a partner organization is identified in the Project Narrative, please include a letter from the partner organization describing how the organization will contribute to the project. Please do not provide letters of endorsement or recommendation.
- d. Approval Letter. If applicable, please include a copy of your approval letter to use alternate means to submit an initial application.

D. Submission Date and Times

The closing date and time for submission of applications is **December 6, 2019, 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 [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.

If an applicant intends to name a contractor (including an individual consultant) or a subrecipient (also referred to as “subgrantee”) as a project partner or otherwise in your application, EPA recommends that you carefully review, and comply with, the directions contained in the “Contracts and Subawards” clause that can be accessed under the Section IV.E. clause for “Additional Provisions for Applicants Incorporated into the Solicitation”: [EPA Solicitation Clauses](#).

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose applications meet the threshold criteria in Section III of this RFA will be evaluated according to the criteria set forth below. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Appendix B.** Each application will be rated using a point system. Applications will be evaluated based on a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
Total Possible Points	100
<p>1. Project Summary and Approach: Under this criterion, EPA will evaluate applications based on the extent and quality of the applicant’s project summary and overall approach. Specifically, EPA will evaluate the extent and quality to which the project narrative explains:</p> <p>A. (4 points) Which localities or areas in Region 9 will benefit from the proposed project and the burden of childhood lead exposure in the target localities or areas.</p> <p>B. (4 points) Existing efforts undertaken by code enforcement officers, building inspectors, or other agency personnel serving in similar capacities in the target localities or areas to protect children from lead-based paint hazards, and how the proposed project will improve, supplement, or expand upon existing efforts.</p> <p>C. (4 points) How the proposed project will accomplish the goals of this RFA (see Section I).</p> <p>D. (15 points) The specific project activities, methods, and work products that will be used to accomplish project goals and objectives and the responsible organization(s) (e.g., the applicant or project partners).</p> <p>E. (8 points) The timeline of project activities and milestones and for achieving the project goals and objectives by project end.</p>	35
<p>2. Environmental Results – Outputs, Outcomes and Performance Measures: Under this criterion, EPA will evaluate:</p> <p>A. (8 points) The effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes (see Section I).</p> <p>B. (8 points) The performance measures proposed by the applicant and how they will be used to help track, measure, and evaluate the applicant’s progress towards achieving the expected outputs and outcomes.</p>	16
<p>3. Programmatic Capability and Past Performance: Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project taking into account their:</p> <p>A. (5 points) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project;</p>	16

<p>B. (5 points) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project;</p> <p>C. (3 points) Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in Section IV.C. of the announcement; and</p> <p>D. (3 points) History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV.C. of the announcement, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.</p> <p>Note: In evaluating applicants under items C and D of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these sub-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 sub-factors.</p>	
<p>4. Budget: Under this criterion, EPA will evaluate applicants based on:</p> <p>A. (4 points) Whether costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outputs and outcomes; and</p> <p>B. (4 points) Whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant's budget and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their Budget Narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.</p>	8
<p>5. Expenditure of Awarded Grant Funds: Under this criterion, EPA will evaluate applicants based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	5

<p>6. Project Sustainability: Under this criterion, EPA will evaluate applicants based on the extent and quality to which the applicant can demonstrate how the proposed project's components create sustained activities that will continue state, tribal, or local agency efforts to prevent and mitigate children's exposure to lead-based paint hazards after EPA funding for this project has ended, as described in Section I.</p>	<p>10</p>
<p>7. Environmental Justice Impacts: Under this criterion, EPA will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (see Section I) including but not limited to how it will help to minimize and/or reduce exposures and negative impacts of lead-based paint hazards in communities (including but not limited to minority, low-income, and tribal communities) that are or have been more adversely affected (i.e., higher rates of elevated blood lead levels) by such risks than other communities.</p>	<p>10</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 review panel. Preliminary funding recommendations will be provided to the EPA Selection Official based on these reviews and rankings.

C. Other Factors

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

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 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.

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 electronic or postal mail within 45 days of the closing date of this RFA. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award is not an authorization to begin work. The official notification of an award will be made by the EPA Region 9 Grants Management Office.

Applicants are cautioned that only certain EPA personnel are authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to the applicant. The award notice, signed by the appropriate EPA official, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g. work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

- 2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 45 days of the closing date of this RFA. The notification will be sent 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: [EPA Policy and Guidance for Grants](#).

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final report shall be submitted to EPA within 90 calendar days of the completion of the period of performance. The final report must include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and project progress after award.

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 [Grant Competition Dispute Resolution Procedures](#). Copies of these

procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

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, subrecipients and contractors (including individual consultants) 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 CONTACTS

For further information, contact:

U.S. Environmental Protection Agency, Region 9
ATTN: David Yogi
75 Hawthorne St., OPA-2
San Francisco, CA 94105
Email: yogi.david@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 EPA Region 9 Grants webpage: <https://www.epa.gov/grants/grants-your-region-information-specific-epa-region-9>.

APPENDIX A - Grants.gov Application Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to [Grants.gov](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 [Grants.gov](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 [Adobe Reader Compatibility Information on Grants.gov](https://www.adobe.com/reader/compatibility-grants).

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-R9-19-LCRD, or the CFDA number, CFDA 66.716, 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](https://www.grants.gov/workspace).

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov no later than **December 6, 2019, by 11:59 p.m. ET**. Please allow for enough time to successfully complete your application process 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 accessed 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)
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4 – Pre-award Compliance Review Report
- Project Narrative, including Budget Detail (Project Narrative Attachment Form)

Optional Documents:

- Cost Share Commitment Letters (Other Attachments Form)
- Letters of Support/Partnership (Other Attachments Form)
- Resumes (Other Attachments Form)

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact David Yogi at 415-972-3350 or yogi.david@epa.gov. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [Grants.gov](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](https://www.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](https://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [Grants.gov](https://www.grants.gov) BEFORE the due date identified in Section IV of the solicitation.** The support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. **For documentation purposes, print or screen capture this acknowledgement.** If a submission problem occurs,

reboot the computer – turning the power off may be necessary – and re-attempt the submission.

Note: [Grants.gov](https://www.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 so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to David Yogi at yogi.david@epa.gov with the RFA number in the subject line. If you are unable to email, contact David Yogi at 415-972-3350. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.
 - a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [Grants.gov](https://www.grants.gov) representative by calling 606-545-5035. **Be sure to obtain a case number from [Grants.gov](https://www.grants.gov).** If the problems stem from unforeseen exigent circumstances unrelated to [Grants.gov](https://www.grants.gov), such as extreme weather interfering with internet access, contact David Yogi at 415-972-3350.
 - b. **Unsuccessful transfer of the application package:** If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting [Grants.gov](https://www.grants.gov), send an email message to David Yogi at yogi.david@epa.gov prior to the application deadline. **The email message must document the problem and include the [Grants.gov](https://www.grants.gov) case number as well as the entire application package in PDF format as an attachment.**
 - c. [Grants.gov](https://www.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 David Yogi at yogi.david@epa.gov with the RFA number 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](https://www.grants.gov) and attach the entire application in PDF format.

Please note that successful submission through [Grants.gov](https://www.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 cost share, the Budget Detail portion of the project narrative 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 letter of commitment is required. Any form of cost share included in the Budget Detail must also be included on the SF-424 and SF-424A. Please see Section III.B and Section IV. C of this RFA for additional information on cost share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **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 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 individual 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 your organization 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 type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting 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 training and frequent questions](#) provide 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 event 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 training and 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 an application 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)
 - Modified Total Direct Costs (Indirect Rate x Modified Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

Line Item	EPA Funds
Personnel 2 Project Staff @ \$75,000/year x 10% each = \$15,000 1 Project Manager @ \$90,000/year x 10% = \$9,000	\$24,000
Fringe Benefits 20% of personnel salaries	\$4,800
Travel Travel for project manager and staff: 300 miles/month @ \$0.58/mi x 12 months	\$2,088
Equipment	\$0
Supplies \$300 for supplies per training event; three training events total	\$900
Contractual Procurement of training services at current market rates; competed	\$12,000
Other Subaward costs = \$6,000 (three \$2,000 sub-awards to partner organizations for their contributions to the project) Participant support costs = \$0 Additional other costs = \$0	\$6,000
Indirect Costs 10% of personnel salaries	\$2,400
TOTAL	\$52,188

Note on Management Fees: When formulating budgets for applications, 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.

APPENDIX C – Grant Application Checklist and EPA Grant Resources

Below is a checklist that applicants may use as a tool to help organize their application and to assist them in submitting a complete application. This checklist is not required and does not need to be included with the application.

Grant Application Forms:

- ☐ Standard Form 424, *Application for Federal Assistance*
- ☐ Standard Form 424A, *Budget Information – Non-Construction Programs*
- ☐ Standard Form 424B, *Non-Construction Programs*
- ☐ EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- ☐ Key Contacts Form

Project Narrative (9-page limit) containing the following sections:

- ☐ Summary Information Page (recommended not to exceed one page)
- ☐ Project Summary/Approach
- ☐ Environmental Results—Outcomes, Outputs and Performance Measures
- ☐ Programmatic Capability and Past Performance
- ☐ Detailed Budget Narrative

Attachments:

- ☐ Negotiated Indirect Cost Rate Agreement, if applicable
- ☐ Resumes of the key personnel conducting the project. Please provide no more than three resumes. Please limit each resume to one to two pages.
- ☐ Letter(s) of commitment, if applicable
- ☐ Approval letter, if applicable

Below is a brief list of EPA grant resources that may be of interest to applicants. Please visit www.epa.gov/grants for additional resources and information.

- **EPA Grants Management Training for Applicants and Recipients:** <https://www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients>
- **EPA Grants Overview for Applicants and Recipients:** <https://www.epa.gov/grants/epa-grants-overview-applicants-and-recipients>
- **EPA Grants.gov Workspace Training for Grant Applicants and Recipients** (webinar recordings and materials): <https://www.epa.gov/grants/epa-grantsgov-workspace-training-grant-applicants-and-recipients>
- **EPA Grantee Forms:** <https://www.epa.gov/grants/epa-grantee-forms>