

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: American Indian Air Quality Training Program

ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-OAR-IO -20-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

IMPORTANT DATES

January 10, 2020

March 13, 2020

April 17, 2020

July 1, 2020

RFA OPENS

RFA CLOSES – APPLICATIONS DUE

ANTICIPATED NOTIFICATION OF
SELECTION

ANTICIPATED AWARD

The closing date and time for receipt of applications is **March 13, 2020, at 11:59 p.m. Eastern Time (ET)** in order to be considered for funding. Application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) no later than **March 13, 2020, at 11:59 p.m. (ET)** in order to be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities to provide comprehensive air quality policy and regulatory analysis including support and national coordination activities to assist tribes in understanding, participating in, and responding to EPA’s Office of Air and Radiation’s policy and regulatory activities.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$8,000,000 over five years. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations.

NOTE: If you intend to name a contractor (including an individual consultant) or a subrecipient 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.”

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Of the 573 federally-recognized tribes nationwide, roughly 120 currently receive funding support from EPA to investigate their air quality and make informed decisions about how to best restore, protect, and preserve air resources for lands within their jurisdiction. While some tribal governments have completed air quality assessments and determined they had no further needs, many more do require support to conduct air quality related activities. The purpose of the American Indian Air Quality Training Program is to provide continuous and comprehensive air quality training, technical support, and outreach programs for EPA's tribal partner governments and American Indian students considering pursuing environmental careers in the field of air quality. The program has been in place since the mid-1990s, and includes five essential elements:

- (1) The American Indian Air Quality Training Program provides timely, essential, and tribally appropriate culturally sensitive in-person, hands-on workshop style training;
- (2) The Tribal Air Monitoring Support Center provides comprehensive training and technical support for tribal monitoring activities;
- (3) The Professional Assistance element supports Tasks 1 and 2 of this RFA by providing additional technical resources that enhance and supplement the other tasks,
- (4) The Tribal Environmental Education, Outreach, and Support Program provides environmental outreach, education, and associated support to tribes that will encourage tribal students to develop interest, understanding, and abilities to pursue careers in the field of air quality management; and,
- (5) The Internship Program is expected to enhance and solidify the learning experience and to offer a perspective of broader opportunities in air quality environmental careers.

EPA's Office of Air and Radiation (OAR) has found that this training and outreach program is best administered as a comprehensive activity with multiple tasks, delivered by a single grant recipient. This approach allows for efficient delivery of programs through effective use of staff and management resources and expertise.

American Indian Air Quality Training Program (AIAQTP)

The AIAQTP began in 1993 to provide tribal governments interested in air quality with training and support that would facilitate their interaction with EPA and air quality programs. The mission of AIAQTP is to assist in building tribal capacity to manage air quality, ensure that courses are culturally sensitive, and provide high-quality, up-to-date training. OAR has supported this activity through grant funding and by providing expertise and technical resources to support AIAQTP since its inception, and tribes have made meaningful gains and progress as a result.

The AIAQTP started with hosting three workshops in 1993 and has now expanded to a larger, technically comprehensive program, hosting up to 20 workshops annually. The scheduling and content of the workshops are based on a combination of air quality expertise and experience, coupled with feedback from participants and instructors and ongoing contact between the recipient and the tribal environmental community. Close interactions with tribal governments

nationwide, as well as with EPA, ensure courses are developed and offered to meet current and ongoing needs of tribal governments and their communities. In addition to the workshop courses, AIAQTP provides Tribal Environmental Resource Center and Professional Assistance program elements to ensure training activities are fully supported. These elements, described later in the RFA, include support activities that together form the comprehensive program by providing activities such as professional internships, programmatic meetings, supporting technical resources, and outreach.

Tribal Air Monitoring Support Center (TAMS)

EPA's National Center for Radiation Field Operations (NCRFO) is one of two national EPA laboratories within the Office of Radiation and Indoor Air. The Center for Indoor Environments (CIE), located within the laboratory in Las Vegas, Nevada, provides unique scientific and technical support services in indoor air, ambient air, and radon. The CIE lab is also home to the TAMS Center.

The TAMS Center is a model partnership between tribes and EPA. Its mission is to develop tribal capacity to assess, understand, and prevent environmental impacts that adversely affect health, cultural, and natural resources through the provision of culturally specific training and technical support. It is the first technical learning center designed to specifically meet the needs of tribes involved in air quality management in Indian country. The TAMS Center provides a centralized location where tribal environmental professionals can obtain both air monitoring training and arrange for technical support from tribal and environmental professionals and EPA. The TAMS Center also serves as a base for outreach to Indian country. This RFA includes requirements that address the recipient's staffing, co-management, and operation of TAMS Center activities in close cooperation with EPA staff and management.

Tribal Environmental Education, Outreach, and Support Program

OAR has provided assistance to ensure tribes receive appropriate support as they work to develop and implement air quality management programs. The Tribal Environmental Education Outreach and Support Program continues this support to ensure American Indian students, educators, and communities are properly informed and provided with opportunities to participate and pursue environmental careers, particularly in the field of air quality management.

B. Scope of Work

OAR is seeking applications from eligible entities to provide comprehensive training, technical support, and outreach to federally recognized Indian tribes. The Tribal Training and Outreach Support for the American Indian Air Quality Training Program is designed to build the capacity of interested tribes to successfully implement effective and efficient air quality programs that address:

- (1) Tribal sovereign authority;
- (2) Tribal authority under 301(d) of the Clean Air Act (CAA) and the Tribal Authority Rule (40 CFR Parts 9, 35, 49, 50 and 81) which describes how EPA delegates authority to authorized tribes; and,

- (3) EPA policies, rules, and executive orders as well as the unique aspects of tribal sovereignty and federal Indian law under the CAA.

For additional information, visit EPA's website at: <https://www.epa.gov/tribal-air>.

Applicants must address in their applications how they will perform training, technical support, and outreach services as outlined in the five tasks described below. Applicants must address each task individually, including a discussion of how much time will be devoted to each task. Clear and efficient use of resources to address all tasks is encouraged. In general, tasks 1, 2, and 3 are expected to constitute a larger portion of the program than tasks 4 and 5.

Applications must also provide environmental outreach, education, and support to tribes that will encourage tribal students to develop interest, understanding, and abilities to pursue careers in the field of air quality management as described in task 4 of the RFA.

The anticipated activities associated with providing the training and technical support services envisioned under this project have been divided into five major tasks. Applicants may include in their applications additional tasks to those listed below; however, they must at a minimum address the five tasks in this announcement. While applicants must address each of the five listed tasks in their application, they have discretion in how to carry out the tasks based on the descriptions of each task below.

Task 1: American Indian Air Quality Training Program (AIAQTP) Workshops

Applicants are expected to offer at least 20 workshops each year including tasks related to both AIAQTP and TAMS tasks. Workshop topics may change annually depending upon tribal needs, material progression, and EPA project officer analysis and approval. All trainings are expected to reflect an air quality community-based approach, be specific to tribal air quality issues, and sensitive to tribal culture while providing accurate technical information on how tribes can address each target area of air quality. The target areas include ambient air, indoor air, climate change, TAMS, mobile sources, and Clean Air Act rules and regulations. All workshops must include tribal instructors, identify the target area, and a curriculum/syllabus.

Applicants must describe, in detail, their plan for implementing Task 1 including all information considered relevant to demonstrating air quality experience and capability to:

- Plan and schedule workshops;
- Recruit attendees and instructors;
- Provide expert air quality instructors;
- Develop course content that is culturally sensitive for Native Americans' air quality needs;
- Prepare workshop materials and support;
- Acquire training locations; and,
- Successfully implement a full menu of annual training workshops.

Applicants are expected to include travel costs for up to 100% of attendees due to the variations in tribal air programs development levels and the anticipated participation of tribes that are

unable to fund their own travel. Previous costs for AIAQTP workshops, including travel, tend to cost between \$20,000 and \$60,000 each. Applicants should develop their own travel/workshop costs to include in their overall project budget (see Appendix B Budget Sample for additional guidance). Applicants should also discuss a methodology to encourage cost sharing for tribes that are able to share in the cost of attending workshops. Applicants should also identify their approaches including partnerships for Alaska-specific activities.

The funding awarded under this RFA is expected to fully fund AIAQTP staff and fully support all associated activities. The recipient will provide adequate staffing to support all necessary tasks including administrative, management, workshop, and technical support functions. EPA participation in AIAQTP activities is voluntary.

The applicant should document how they take into consideration the current needs of tribes in each year when deciding, in consultation with the EPA project officer, actual training needs.

Applicants are expected to offer the following or similar air quality-related workshop courses in a typical year. All workshops should be continuously reviewed for quality and appropriateness, and updated to reflect current air quality, tribal, and EPA conditions prior to each presentation. The selected applicant is expected to work with tribal, EPA, and grantee instructors to provide the appropriate air quality learning experience for attendees. Workshop development and implementation should be a major part of any application.

American Indian Air Quality Training Workshop Courses

(See http://www7.nau.edu/itep/main/Training/training_air for current course descriptions)

Below is a brief list of some of the workshop courses that have been offered as part of AIAQTP in recent years. Applications should specify a menu (number and topics) of workshops to be offered in the first year of the agreement. For proposed workshops, the applicant should include curriculum details and learning objectives. Note that the applicant should propose an approach to workshop training as appropriate and indicate the target area each workshop addresses. The following list is provided as background and the applicant is not restricted to the example subjects or number of annual workshops.

1. Quality Assurance Project Plan (QAPP)
2. Meteorological Monitoring
3. Tribal Indoor Air Training
4. Air Toxics
5. Air Quality System (AQS)
6. Climate Change
7. Radiological Training
8. Gaseous Pollutant Monitoring
9. Introduction to Tribal Air Quality
10. Air Quality Computations
11. Air Pollution Technology
12. Management of Tribal Programs
13. Educational Outreach Program Design
14. The Clean Air Act and Permitting

Task 2: Tribal Air Monitoring Support Center (TAMS)

The mission of the TAMS Center is to provide specialized and individualized tribal air quality training, air quality monitoring technical assistance, air quality outreach, and support activities in response to documented tribal needs and requests. All TAMS Center activities are conducted through the TAMS Center and coordinated between EPA and grant recipient staff. Applicants are required to use the existing facilities for TAMS Center activities, which is located at EPA's NCRFO national laboratory in Las Vegas, Nevada.

The TAMS Center is managed by co-directors, one each representing the grant recipient and EPA. Applicants should budget for TAMS staff consisting of a co-director, an administrative assistant, and at least two technical specialists. See Appendix B Budget Sample for more information. EPA staff currently consists of a co-director, one lab analyst, and a senior employee.

Applicants must describe how they will undertake and accomplish each of the four activities (Subparts A-D) listed below. Applications should include descriptions of how the applicant will develop and conduct TAMS workshops and describe:

- Course content;
- Expert and tribal instructors;
- Supplies;
- Interactions with tribes, and EPA's NCRFO TAMS staff;
- Plans for responding to requests and providing technical support information and materials;
- Plans for maintaining and operating resource infrastructure as described in the outreach activity (Subparts B and C);
- Methodology for providing financial support to tribal trainers and trainees;
- Locating TAMS workshops;
- Process for continually developing needs assessments based on workshop experience; and,
- Any Alaska-specific activities, if included.

Task 2: Subpart A: Specialized and Individualized Training

Training is expected to be provided by tribal instructors wherever possible, supplemented by professional staff (either applicant or EPA and others). Applicants must describe how they will provide specialized and individualized training. Examples of training include but are not limited to:

- Provide training courses and workshops on appropriate technical topics related to air monitoring operation, data handling, and quality assurance as well as other tasks to be proposed to tribal environmental professionals.
- Provide individualized training and technical support as requested by tribal government representatives involved in air quality management. Includes on-site visits as appropriate to resolve issues related to tribal air monitoring activities, where assistance cannot otherwise be provided.

- Offer and coordinate specialized training courses in response to current tribal needs for topics related to air monitoring and related subjects not provided through scheduled workshops as appropriate to meet tribal needs.
- Coordinate on-site assistance by contracted experts or other appropriate staff to tribes where monitoring related issues cannot be solved remotely or off-site.

Task 2: Subpart B: Outreach

Applicants must describe how they will provide outreach for the TAMS Center. Examples of outreach include but are not limited to:

- Receive and respond to requests for information through email, phone calls, fax, and personal contacts.
- Maintain and update TAMS Center Clearinghouse resources. Resources include hard copy as well as electronic materials and can be maintained in a location other than the TAMS center. Clearinghouse resources include a wide array of materials from guidance to sample documents that are maintained and made available to tribes upon request.

Task 2: Subpart C: Logistical Support

Applicants must describe how they will provide logistical support for the TAMS Center. Examples of logistical support include but are not limited to:

- Convene two to four TAMS Steering Committee meetings annually. The TAMS Steering Committee is an advisory Committee made up of seven tribal environmental professionals, EPA OAR representatives, and ex-officio members. Meeting logistics and support will be provided by the applicant, and the meetings may be held at a location of the applicant's choosing. Expenses of elected members should be included in the proposal (see Appendix B Budget Detail Example for more information).
- Support and house AIAQTP training courses as needed.
- Develop, maintain, and coordinate database(s) and networks to support air quality programs.
- Develop and maintain TAMS website.

Task 2: Subpart D: Support for Participant Training Attendance

EPA makes the TAMS Center location available to house a state-of-the-art training facility that is available to this grantee to utilize for tribal training and meeting purposes. There will be instances where training may be offered in other locations as well, depending on scheduling availability. Regardless of location, the applicant must describe how they will provide financial support through the grant awarded under this RFA to participants attending tribal training and/or workshops. Financial support may only be provided under this grant for training directly related to tribal training areas mentioned in either this RFA, or the final approved workplan. The recipient should provide a methodology for determining how feasible decisions will be made for providing financial support to tribal representatives. Applicants should propose how they would support tribes to travel to training, how they would decide whether each individual will receive financial support, up to covering all expenses for each individual, this proposal is subject to review and approval by the grant's EPA project officer. Additional information is available in Appendix B Budget Detail Example.

Task 3: Professional Assistance

Applicants must describe how they will provide professional assistance to tribes, including each of subparts A through E. The professional assistance program encompasses a number of responsibilities related to supporting and broadening the workshop training program with practical activities that expand the knowledge provided by classroom training into actual implementation assistance needed to properly support tribal activities once trainees have completed a workshop. The activities, described below, are expected to be conducted with the appropriate level of cultural sensitivity and tribal involvement, to facilitate the positive professional working environment within tribes and between tribes and the EPA. To be appropriately culturally sensitive, materials should be developed with specific reference to and incorporation of tribal culture, customs, and the unique history and situation of Native Americans nationwide.

Task 3: Subpart A: Website

The recipient must develop and maintain a program website for the tribal community in support of all tribal training and technical support activities included in this solicitation. The website is expected to provide an access point to information, contacts, staff, and other resources offered as part of the training program. Online registration should be considered as an option as part of this activity. Applicants should describe how the site will be maintained and updated, and the existing expertise available to carry out the task of ensuring the material accurately reflects the program's content and serves as an effective two-way communication tool.

Task 3: Subpart B: Information and Technical Assistance

Applicants must provide information and technical assistance. Information and technical assistance should be available on a one-on-one basis for any tribe that contacts the professional assistance program. Tribes should be able to call during business hours and have requests responded to promptly. Information and technical assistance will be available on all aspects of air program activities and may rely on outside sources for assistance; however, most expertise should be available in-house. Applicants should describe how this activity will be structured to encourage and facilitate inquiries and respond to requests for information and materials in a timely, supportive, and personalized manner.

Task 3: Subpart C: Mentoring

Applicants must provide mentoring. Mentoring is an essential part of professional assistance and supports the tribal program by supporting training and development of tribal environmental professionals for careers in air quality management. The applicant should describe how they will establish, maintain, and document a program to ensure that tribes and others (including states and EPA) with expertise in certain air quality areas are connected through a training program to tribes seeking individualized one-on-one training in those same areas. The training program should catalog these areas of expertise so that matches can be made quickly to incoming requests. The applicant should propose to provide financial support through the grant awarded under this RFA to support these activities for tribes that are unable to provide their own funding. Applicants should describe how this activity will be funded, staffed and structured, whether through a selective or competitive process to ensure that tribal requests are expeditiously matched to tribal capabilities, including where these activities will occur, and what kind of institutional and professional support is available.

Task 3: Subpart D: Reference Documents Library

Applicants must develop and maintain a library of tribal documents so that tribes can access completed work as a guide when their own activities duplicate completed activities of other tribes. Information should be identified through the training web site and available to every tribe upon request. Applications should describe how materials will be acquired, inventoried, advertised, and made available in response to tribal requests.

Task 3: Subpart E: National Meetings

Recognizing the importance of communications and networking, applicants must organize and promote one or more annual national and/or regional meetings for tribes to meet and discuss current and future air issues. Applicants should describe how they will provide limited financial support through the grant awarded under this RFA to tribes unable to fund their own travel. Applications should outline the process for providing this limited financial support to tribes unable to fund their own travel. The meeting agenda and issues should be based on the applicant's expertise, tribal feedback, and current national program initiatives. Attendance from all parts of Indian country is an AIAQTP program goal. Applications should describe how national meetings will be developed, planned, scheduled, and implemented in a manner that encourages interest and attendance by tribal air programs, in coordination with public and private tribal air program interests. Applicants should discuss how funding support would be structured for tribes unable to fund travel, how locations would be determined, and proposals for ensuring topics are current and of interest to the broadest audience.

Task 4: Tribal Environmental Education, Outreach, and Support Program

The Tribal Environmental Education, Outreach, and Support Program supports American Indian students, educators, and communities to ensure they are properly informed and provided with opportunities to participate and pursue environmental careers, particularly in the field of air quality management.

Applicants must describe how they will undertake and accomplish each of the five activities (Subparts A-D) listed below to support this effort.

Task 4: Subpart A: Outreach to Tribal Schools, Students, and Communities.

Applicants must provide educational outreach to tribal schools, students, and communities as appropriate to provide the requested outreach to tribal youth and communities. The outreach can be in the form of visits, lectures, activities, demonstrations, and other proposed methods upon approval, but should effectively build relationships and provide interactions to meet the program's objectives.

Applicants are expected to describe in detail how they will provide outreach to tribal audiences. The description should include types of outreach; staff and their qualifications and experience; and clearly identify the types and number of contacts planned. Applicants should include an explanation of how they will address the proposed activities and fulfill program objectives, and how they will measure and report accomplishments.

Task 4: Subpart B: Mentoring Programs

Applicants must include a mentoring program as part of their application. Mentoring programs involve providing activities that allow young people to connect with and learn from experienced older people with backgrounds relevant to their interests, including but not limited to tribal college studies, young environmental, and/or air quality professionals. Mentoring programs should encourage ongoing, structured, and supervised relationships that allow the mentor to help the protégé(s) understand professional/career options and make informed choices within the air quality environmental field. Training should also be part of the mentoring program providing assistance in identifying career objects, providing advice on how to meet them, and providing networking opportunities and forums for professional growth.

Applicants should describe how they will establish and conduct mentoring programs to meet program objectives. Applicants should include details on how mentors and protégés will be selected, trained, and matched. Applicants should also describe oversight, support, and methods for measuring success of the program task.

Task 4: Subpart C: Professional Assistance and Support

Applications must describe how the applicant will provide professional assistance and support. The professional assistance and support aspect of the program provides assistance in ensuring that the activities described in this RFA are properly supported by relevant materials, contacts, oversight, and other support to be described by the applicant. This project's success lies in its ability to provide complementary and supplementary information on an ongoing basis including: encouraging communication with relevant contacts through mail, phone, email, and the program website or other proposed means that support the program objectives; oversight of activities with staff experienced both in air quality and working with Native American youth, and; provision of additional resources and expertise to encourage student participation. Participants and educators should be able to call during business hours and have requests responded to within a reasonable amount of time.

The applicant must describe in detail how they intend to provide technical assistance and support to ensure that staff are available to ensure the education and outreach program has the depth and support to answer questions quickly and comprehensively; to provide additional information and materials and access to broader resources (through contacts, references, and links) for both tribal students and educators to ensure the program's success. A system to track and report on activities should also be described.

Task 4: Subpart D: Environmental Education Program Website

Applicants must describe how they will develop and maintain an environmental education program website for the use of both tribal students and educators, in support of all training and technical activities. The website is expected to provide an access point to information, contacts, staff, and other resources offered as part of the training program. Online registration should be considered as an option as part of this activity.

Applicants should describe how the site will be maintained and updated, as well as the applicant's existing expertise available to carry out the task of ensuring the website material accurately reflects the program's content and provides an effective two-way communication tool.

Task 5: Environmental Education Internship Programs

Applicants must describe how they will provide environmental education internship programs. This activity is not the same as professional internships described as part of Task 3: Subpart C. An important support element for training tribes will be the availability of internship programs to enhance and solidify the learning experience, and to offer a perspective of broader opportunities in air quality environmental careers. Internship programs should offer the opportunity for tribal students to work in an air quality office and gain additional experience and insight into career opportunities.

Applicants should describe how the internship programs would be funded and structured, specifically addressing how individuals will be selected to give tribal air quality environmental professionals and/or American Indian students access to internships that will enhance their professional development and/or experience and help them acquire skills and experiences necessary to promote successful tribal air quality and environmental programs. Applicant should identify the task category that each intern will work on.

Applicants should describe how they will provide financial assistance through the grant awarded under this RFA to all interns to support this activity. The applicant should describe how they will structure and fund an internship program to give tribal environmental professionals and/or American Indian students access to internships that will enhance their professional development and help them acquire skills and experiences necessary to promote successful tribal air quality and environmental programs.

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

Pursuant to Section 6a of EPA Order 5700.7A1, “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 1, “A Cleaner, Healthier Environment,” 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 (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 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.

- 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 project(s) to be funded under this announcement include, but are not limited to:

- Number of AIAQTP workshops conducted;
- Number of AIAQTP workshop courses developed;
- Number of TAMS specialized and individualized trainings conducted;
- Number of TAMS steering committee meetings hosted annually;
- Development of a program website for the tribal community in support of all tribal training and technical support activities;
- Number of students mentored per year;
- Number of tribal documents documented in an online accessible library;
- Number of national meetings organized;
- Number of educational outreach visits to schools annually; and
- Development of environmental education internship program.

Additional output may be manifest through an increase in tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address identified air quality concerns.

The applicant must detail its methodology to measure outputs, which should include, but are not limited to, the number of formal comment letters received by EPA/OAR involving tribal governments; and the number of outreach materials including air policy and regulatory actions analyzed and provided to tribal governments.

Quarterly progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.”

- 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 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 to be funded under this announcement are expected to produce at least three, and preferably all, of the following environmental outcomes:

- Quantifiably stimulate and encourage interest in the development of tribal air programs that assess air quality and address air quality concerns in Indian country.
- Increased participation of tribal governments in air quality management nationwide, including at the local and regional levels.
- Increased understanding by tribes of the causes, effects, extent, prevention, and control of air pollution in Indian country.
- Increased number of Tribal Emissions Inventories, and/or Treatments in a Manner Similar to States (TAS).

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 longer 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?

D. Statutory Authority

The statutory authority for this action is the Clean Air Act, §103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution. Tribal governments have both CAA authority over lands within their jurisdiction and discretion to address air pollution under the CAA. Supporting their involvement is directly related to the CAA authority described in this section.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$8,000,000, which is anticipated to be funded up to approximately \$1,600,000 annually over five years. Funding is dependent upon agency appropriations, funding availability, and other applicable considerations.

The total amount of federal funding requested by an applicant must not exceed \$8,000,000.

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 one cooperative agreement will be made from this announcement subject to the availability of funds, the quantity 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 on July 1, 2020, with an estimated completion date of June 31, 2025

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;
- 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); 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

In accordance with CFDA 66.034, applications will be accepted from states, local governments, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.

Non-profit organization, as defined by 2 CFR 200.70, means any corporation, trust, association, cooperative, or other organization that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local, and federally-recognized Indian tribal governments. While not considered to be a “non-profit organization(s)” as defined by 2 CFR 200.270, Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply. For-profit colleges, universities, trade schools, and hospitals are ineligible

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

B. Cost Sharing or Matching

No matching funds are required under this competition.

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 Appendices A and B of this RFA or else they will be rejected.
- b.** Where a page limit is expressed in Section IV. of this RFA with respect to the project narrative, pages in excess of the page limitation will not be reviewed. The page limit of the project narrative is 15 pages.

- c. 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.

Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their 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 address all tasks (Tasks 1 through 5) under Section 1.B. of this RFA.
3. 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.)
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 \$8,000,000, as specified in Section II.A. of this RFA, are not eligible and will not be reviewed.

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](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, 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:

- 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 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](https://www.grants.gov) no later than **March 13, 2020, 11:59 PM 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 for Non-Construction Programs*
 - c. Standard Form 424B, *Assurances for Non-Construction Programs*
 - d. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
 - e. EPA Form 5700-54, Key Contacts Form
 - f. Project Narrative Attachment Form (See Section IV.C.2. below for additional information)
 - g. Other Attachment Form, if applicable (See Section IV.C.3. below for additional information)
- 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 e. 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.
 - 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. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Explanation of how the 5 tasks are addressed in the project narrative.
- v. Description of the roles of the applicant and partners, if any.
- vi. Description of the applicant's organization and experience related to the proposed project.
- vii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

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. 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 (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 optional and are not included in the 15-page limit.

- a. Negotiated Indirect Cost Rate Agreement.
- b. Biographical Sketch. Provide resumes or curriculum vitae for all Principal Investigators and any other key personnel.
- c. Quality Assurance Narrative Statement.
- d. Support Letters – These should indicate how the supporting organization will assist in the project.
- e. If applicable, approval letter to use alternate means to submit initial application.

D. Submission Date and Times

The closing date and time for submission of applications is **March 13, 2020, 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

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 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 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. <u>Project Summary and Approach:</u> 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:</p> <p>A. Includes a well-conceived strategy for addressing the requirements of the following tasks under Section I.B.:</p> <ul style="list-style-type: none"> i. (6 Points) Task 1: American Indian Air Quality Training Program Workshops. ii. (6 Points) Task 2: Tribal Air Monitoring Support Center (TAMS). iii. (6 Points) Task 3: Professional Assistance. iv. (3 Points) Task 4: Tribal Environmental Education, Outreach, and Support Program. v. (4 Points) Task 5: Environmental Education Internship Programs. <p>B. (10 points) Sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.</p>	35
<p>2. <u>Environmental Results – Outputs, Outcomes and Performance Measures:</u> Under this criterion, EPA will evaluate:</p> <p>A. (7 points) The effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement.</p> <p>B. (8 points) 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.</p>	15

<p>3. <u>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 taking into account their:</p> <ul style="list-style-type: none"> A. (8 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, B. (7 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; C. (7 points) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and D. (8 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>Note: In evaluating applicants under items A and B of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you 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 you do not provide any response for these items, you may receive a score of 0 for these sub-factors.</p>	30
<p>4. <u>Budget:</u> Under this criterion, EPA will evaluate applicants based on:</p> <ul style="list-style-type: none"> A. (5 points) Whether costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and B. (5 points) Whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity. <p>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.</p>	10

5. <u>Expenditure of Awarded Grant Funds:</u> Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	10
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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. 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 **60** 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 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 the applicant. The award notice, signed by the EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g. work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

- 2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 60 days of the closing date of this RFA. The notification will be sent to the original signer of the SF-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: www.epa.gov/grants/policy-regulations-and-guidance-epa-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 this announcement. Note, the Federal Register 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: 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 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
ATTN: Pat Childers
OAR Mail Code 6510a
WJ Clinton Building North, Room # 6510A
1200 Pennsylvania Ave, NW
Washington, DC 20460
childers.pat@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 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. 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-OAR-IO-20-03, or the CFDA number, CFDA 66.034, 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](https://www.grants.gov) no later than **March 13, 2020, by 11:59 p.m. ET**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the 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 Pre-award Compliance Review Report Form 4700-4
- Project Narrative Attachment Form (See Section IV.C.2. for additional information)

Optional Documents:

Use the Other Attachment Form in Grants.gov for the following 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 Pat Childers at childers.pat@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 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 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 Pat Childers with the FON in the subject line. If you are unable to email, contact Pat Childers at 202-564-1082. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant [www.SAM.gov](https://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](https://www.grants.gov), it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. **Be sure to obtain a case number from Grants.gov.** If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact **Pat Childers at 202-564-1082 or childers.pat@epa.gov.**

b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.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, send an email message to Pat Childers 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 package 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 childers.pat@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. Additional guidance for developing the applicant's budget is available in [RAIN-2019-G02, "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."](#)

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 if this RFA for more detailed 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 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. Participant support costs can include stipends and travel assistance for trainees. Additional information about participant support costs is contained in [RAIN-2018-G05, “Interim EPA Guidance on Participant Support Costs.”](#)

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient 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, 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 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)

Additional indirect cost guidance is available in [RAIN-2018-G02, “Indirect Cost Guidance for Recipients of EPA Assistance Agreements.”](#)

Example Budget Table

	EPA Funding per year**	EPA Total Funding (over 5 years)
Personnel		
(1) Project Manager @ \$40/hr x 40 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	\$83,200	\$416,000
Project Staff #1 @ \$35/hr x 40 hrs/week x 52 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	\$72,800	\$312,000
Project Staff #2 @ \$35/hr x 40 hrs/week x 52 wks 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	\$72,800	\$312,000
Project Staff #3 @ \$35/hr x 40 hrs/week x 52 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	\$72,800	\$312,000
Part time Project Staff #3-10 @ \$25/hr x 80 hrs/week x 52 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	\$104,000	\$520,000
TOTAL PERSONNEL	\$405,600	\$2,028,000

	EPA Funding per year**	EPA Total Funding (over 5 years)
Fringe Benefits		
20% of Salary and Wages	20% (405,600	
- Retirement, Health Benefits, FICA, SUI	\$81,120	\$405,600
TOTAL FRINGE BENEFITS	\$81,120	\$405,600
Travel		
Travel for Project Manager and staff	\$25,300	\$126,500
TOTAL TRAVEL	\$25,300	\$126,500
Equipment		
TOTAL EQUIPMENT	\$0	\$0
Supplies		
Office and related supplies to support training	\$10,000	\$50,000
TOTAL SUPPLIES	\$10,000	\$50,000
Contractual		
Support Services Contract for Task 1:	\$150,000	\$750,000
Support Services Contract for Task 2	\$100,000	\$500,000
Support Services Contract for Task 3	\$45,000	\$225,000
Subtask: National Annual Meeting	\$50,000	\$250,000
Support Internship Contract for Task 5	\$50,000	\$250,000
TOTAL CONTRACTUAL	\$400,000	\$2,000,000
Other		
Participant support costs through travel support for trainees	\$600,000	\$3,000,000
TOTAL OTHER	\$600,000	\$3,000,000
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 20% with personnel costs as base	\$81,120	\$405,600
TOTAL INDIRECT	\$81,120	\$405,600
TOTAL FUNDING	(federal) \$1,598,140	(federal) \$7,999,700
TOTAL PROJECT COST (federal and non-federal)	\$1,598,140	\$7,990,700

** If amounts will vary per year, then applicant should include columns for each year of project. Cost share funds, while not required under this RFA, must also be included on the SF-424 as detailed in Section III.B. of this RFA and should be listed separately in the budget detail.

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.