

FEDERAL AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) OFFICE OF ENVIRONMENTAL EDUCATION

TITLE: NATIONAL ENVIRONMENTAL EDUCATION AND TRAINING PROGRAM—SOLICITATION NOTICE FOR 2020

ACTION: REQUEST FOR APPLICATIONS (RFA)

FUNDING OPPORTUNITY NUMBER (FON): EPA-OA-EE-20-11

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.950

DATES: The closing date and time for receipt of application submissions is May 29, 2020 by 11:59 pm Eastern Time (ET).

SUMMARY: The purpose of the National Environmental Education and Training Program is to deliver environmental education (EE) training and long-term support to education professionals across the U.S. in the development and delivery of environmental education and training programs and studies.

FUNDING/AWARDS: Under this competition, one cooperative agreement is expected to be awarded to a U.S. institution of higher education, a not-for-profit institution or a consortium of such institutions. The total estimated funding for the first year of the award(FY 2020) is \$2,175,500. For planning purposes, funding for years two and three should be estimated to be \$2,175,500 per year, subject to the availability of funds and other applicable considerations.

COST-SHARING REQUIREMENT: Applicants must provide non-Federal matching funds, or in-kind contributions of at least 25% of the total cost of the project.

PROJECT PERIOD: October 1, 2020 to September 31, 2025. The Agency intends, based on annual performance reviews and the availability of funds, to execute incremental funding for up to four subsequent project periods.

Contracts, Subawards and “Partnerships” Prior to naming a contractor or subrecipient as a “partner” or otherwise in the application, please carefully review the “Contracts and subawards” solicitation provision available at <https://www.epa.gov/grants/epa-solicitation-clauses> . Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) and [Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

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SECTION I. Funding Opportunity Description

A. Background

The purpose of this announcement is to invite eligible institutions to submit applications to operate the National Environmental Education and Training Program. This program is authorized under Section 5 of the National Environmental Education Act of 1990 (the Act) (Public Law 101-619).

There have been six previous multi-year cooperative agreements awarded under this program. In 1992, the first award was made to a consortium headed by the University of Michigan entitled the "National Consortium for Environmental Education and Training (NCEET)." In 1995, the second award was made to a consortium headed by the North American Association for Environmental Education (NAAEE) entitled the "Environmental Education and Training Partnership (EETAP 1)." In 2000, the third award was made to the University of Wisconsin-Stevens Point (UWSP) also entitled the "Environment Education and Training Partnership (EETAP 2)." In 2005, the fourth award was made to the University of Wisconsin-Stevens Point, also entitled the "Environmental Education and Training Partnership (EETAP 3)." In 2011, the fifth award was made to Cornell University entitled the "Expanding Capacity in Environmental Education (EECapacity) Project." In 2016, the sixth award was made to the North American Association for Environmental Education entitled "ee360".

B. Definitions

Environmental Education (EE) is defined in the Act as: "educational activities and training activities involving elementary, secondary, and postsecondary students, as such terms are defined in the State in which they reside, and environmental education personnel, but does not include technical training activities directed toward environmental management professionals or activities primarily directed toward the support of non-educational research and development." The Act also states that "The Office of Environmental Education shall...support development and the widest possible dissemination of model curricula, educational materials, and training programs for elementary and secondary students and other interested groups, including senior Americans."

EPA further clarifies that environmental information and outreach may be important elements of EE projects, but these activities by themselves are not EE. By itself, environmental information only addresses awareness and knowledge, usually about a particular environmental issue. Outreach involves information dissemination and requests or suggestions for action on a particular issue (often without the critical thinking, problem solving and

decision-making steps in between). EE teaches individuals how to weigh various sides of an issue through critical thinking, problem solving and decision-making skills on environmental topics. EE is a continuum that covers the range of steps and activities from awareness to action with an ultimate goal of environmental stewardship.

EE increases public awareness and knowledge about environmental issues and provides the participants in its programs the skills necessary to make informed environmental decisions and to take responsible actions. EE is based on objective and scientifically-sound information and does not advocate a particular viewpoint or a particular course of action. EE involves lifelong learning; its audiences are of all age groups, from very young children through senior citizens. EE can include both outdoor and in-classroom education, in both formal and non-formal settings.

Environmental Education Training and Long-Term Support

Environmental education training refers to activities such as classes, on-line courses, workshops, seminars, and conferences which are designed to prepare education professionals to effectively teach about environmental issues. Long-term support refers to activities that support the actual training such as: the development and dissemination of environmental education guidelines; development and implementation of state educator certification programs; and access to information about quality programs and resources.

Scope of the Work

The purpose of this program is to provide environmental education training and long-term support to education professionals across the U.S. to enable them to effectively teach about environmental issues. Long-term support (e.g., the use of national guidelines that discuss what constitutes quality environmental education materials and what a student needs to know about the environment in grades K-12 to become environmentally literate) is as important as the training itself. Training and support must:

- Provide for both formal and non-formal educators (e.g., classroom teachers and faculty at colleges and universities as well as educators in museums, nature centers and other non-formal venues);
- Occur in both pre-service (e.g., for students and faculty in colleges of education) and in-service settings (e.g., for classroom teachers and other practicing educators); and
- Reach geographically and culturally diverse audiences across the U.S. to the maximum extent possible.

The intermediate outcome is better trained educators and the long-term outcome is a more environmentally literate public. The more environmentally literate the public is, the better they are able to understand complex environmental issues and to make responsible decisions that

minimize adverse impacts on the environment. This knowledge and understanding enables the public to take actions that prevent pollution and to become effective environmental stewards.

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

Linkage to EPA's Strategic Plan

Pursuant to Section 6a of EPA Order 5700.7A1, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA's Strategic Plan is available at: <https://www.epa.gov/planandbudget/strategicplan.html/>.

The activities to be funded under this announcement are intended to further EPA's Strategic Goal 2: More Effective Partnerships, Objective 2.2: to increase transparency and public participation by listening to and collaborating with impacted stakeholders and providing effective platforms for public participation and meaningful engagement.

Anticipated Outputs and Outcomes.

EPA requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements (<https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>)). Applicants must include specific statements describing the environmental results of the program in terms of well-defined outputs and, to the extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the strategic goal described above.

The term "**output**" means an environmental education activity, effort and/or associated work product related to an environmental and/or environmental education goal and objective that will be produced or provided over a period of time or by a specified date.

The term "**outcome**" means the result, effect or consequence that will occur from carrying out an environmental education program or activity that is related to an environmental or environmental education or programmatic goal or objective. They may not necessarily be achievable within an assistance agreement funding period.

Because this is an education program, the outcomes should be geared towards educational outcomes (especially in the intermediate term). Outcomes may be qualitative and environmental, behavioral or programmatic in nature, but must also be quantitative. The long-term outcomes may have a broader impact that goes beyond improving educator training such as impacting the public's behavior that may affect environmental quality.

Expected outputs and outcomes from the project to be funded under this announcement must include, but are not limited to, the following:

OUTPUT 1: Delivering in-service educator training that builds on existing quality environmental education programs;

OUTPUT 2: Delivering pre-service educator training that enables students and faculty in education departments at colleges and universities to effectively include environmental education in their teaching;

OUTPUT 3: Developing, promoting and/or providing training on the national environmental education guidelines that seek to improve the quality of environmental education. This refers to the guidelines produced by the National Project for Excellence in Environmental Education (see <http://www.naaee.org>);

OUTPUT 4: Supporting state “infrastructure” that enables educators to effectively teach about environmental issues (referred to as “state capacity building”);

OUTPUT 5: Developing materials review process that identifies, evaluates, and promotes quality environmental education materials;

OUTPUT 6: Supporting accreditation efforts to include environmental education in college and university teacher preparation programs;

OUTPUT 7: Supporting state educator certification efforts by assisting states that are developing their own certification programs;

OUTPUT 8: Facilitating access to environmental education information and materials by building on existing Internet sites that provide broad electronic access;

OUTPUT 9: Progress reports and a final report will also be required outputs as specified in Section VI (C) of this announcement, “Reporting Requirement.”

During the evaluation process for applications, EPA will determine if each work plan contains well-defined educational and environmental outputs and outcomes, adequately describes the applicant’s plan and approach for tracking and measuring progress towards achieving the outputs and outcomes, and clearly explains how the applicant will achieve the expected outputs and outcomes. Proposed outputs and short-term outcomes must be completed and be reported to EPA within the project period. See Section 5(A) for evaluation criteria.

Performance Measures. The applicant should develop performance measures related to 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 process and output and outcome strategies and will provide the basis for developing recommendations to inform future recipients. 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)?
- How will the approach use resources effectively and efficiently?

D. Required Matching Funds

Matching Funds: There is a **cost sharing (match) requirement that all applicants must meet**, which must be for a **minimum of 25% of the total project amount**. An application will be deemed ineligible if the cost-sharing match is less than 25% of the total project amount. The match must be for allowable costs and may be provided by the applicant or a partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-monetary support. In-kind contributions often include salaries and/or other verifiable costs such as volunteer time and/or supplies/materials, and this value must be carefully documented. In the case of salaries or volunteer time, applicants may use fair market value for the locale. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation. All grants are subject to federal audit.

E. Statutory Information

Statutory Authority: This program is authorized under Section 5 of the National Environmental Education Act of 1990 (the Act) (Public Law 101-619).

SECTION II. AWARD INFORMATION

A. Number and Amount of Award

EPA expects that one award will be made to an eligible institution or consortium of such institutions subject to availability of funds and other applicable considerations.

The total estimated funding expected for year one of this cooperative agreement under this competitive opportunity is \$2,175,500. The Agency intends, based upon performance reviews, the availability of funds, and if consistent with Agency policy and other applicable considerations, to execute incremental funding for up to four subsequent years. It is estimated that \$2,141,500 may be awarded for each additional year up to five years total. Total estimated funding is approximately \$11 million.

B. Start Date and Length of Project Period

The estimated initial project period for the award resulting from this solicitation will be October 1, 2020 to September 31, 2021. The project period may be extended with incremental funding for up to a total of five years.

C. Funding Type

The successful applicant will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include:

- Close monitoring of the recipient’s performance;
- Collaboration during the performance of the scope of work;
- Review of proposed procurements in accordance with 2 CFR 317 and 2 CFR 318, as appropriate;
- Review of the qualifications of key personnel (EPA does not have the authority to select employees or contractors employed by the recipient);
- Review and comment on mid-year and yearly reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
- Provide the grantee with EPA expertise on environmental topics as needed including, but not limited to, such topics as food recovery and reducing trash in waterways.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance to CFDA 66.950, only U.S. institutions of higher education, not-for-profit institutions as described in Section 501(C)(3) of the Internal Revenue Code of 1986 which are exempt from taxation pursuant to provisions of section 501(a) of such Code, or a consortium of such institutions may apply to operate this program as specified under the Act.

Because of the broad and diverse nature of this program, EPA encourages eligible institutions to form a consortium to operate this program. Eligible institutions may be a member of a consortium in more than one application. However, such institutions may not apply as the sole applicant or as the lead institution in a consortium in more than one application.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, nonprofit 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. Foreign governments, international organizations and non-governmental international organizations/institutions are also not eligible to apply.

B. Matching Funds

Non-federal matching funds of at least 25% of the total cost of the grant project each year for up to 5 years are required for the award made under this announcement. The matching requirement is explained in detail in Section IV(C)(3) under Budget and Non-Federal Match.

The source of matching funds must be identified in the application and may be provided in cash or by in-kind contributions. In-kind contributions often include salaries and other verifiable costs. All in-kind contributions must be allowable and verifiable costs that are carefully documented. The matching non-Federal share is a percentage of the entire cost of the project. Applications that do not include the required non-Federal match will not be considered for funding.

C. Threshold Eligibility Criteria

Applications must meet the following threshold criteria to be eligible for funding consideration under this solicitation. Failure to meet any of the following criteria in the application will result in disqualification of the application for funding consideration. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. 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) Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the workplan, pages in excess of the page limitation will not be reviewed.

(2) Applications must be submitted through the Grants.gov website: <https://www.grants.gov> as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.

(3) Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with the Grants.gov website (<https://www.grants.gov/>) or relevant [SAM.gov](https://www.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. Applicants should confirm receipt of their application with Ginger Potter (potter.ginger@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being

reviewed. NOTE: Successful submission and receipt of an application does not guarantee its eligibility for review.

(4) The applicant must be an eligible organization or consortium of such as described in Section III (A) above and state in its application how it meets that eligibility criterion.

(5) The applicant must demonstrate in its application how the non-Federal match will be met, as required in Section III (B) above.

(6) Applications exceeding the funding limits or project period term described herein will be rejected without review.

(7) The application must address EPA's Strategic Goal 2, Objective 2.2 listed in Section I (C): <https://www.epa.gov/planandbudget/strategicplan.html/>.

D. 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. Activities and tasks ineligible for funding in the National Environmental Education and Training Program include:

- (1) Technical training of environmental management professionals
- (2) Environmental "information" and/or "outreach" projects that have no additional educational component, as described in Section I (B);
- (3) Advocacy promoting a particular point of view or course of action;
- (4) Lobbying or political activities as defined in 2 CFR Part 200.450;
- (5) Non-educational research and development; or
- (6) Construction projects—EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

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

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. 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 (i.e., by email or hard copy) *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)—EPA-OA-EE-20-11
- Organization Name and DUNS Number
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through [Grants.gov](https://www.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 proposal 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](https://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on November 15, 2019 with a submission deadline of January 15, 2020, the applicant would need a new exception to submit through alternative methods beginning January 1, 2020.

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. Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with [Grants.gov](https://www.grants.gov) and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to <https://www.grants.gov/> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a Unique Entity Identifier (e.g. DUNS Number) and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov and DUNS Number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through [Grants.gov](https://www.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](https://www.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 SoftwareCompatibility](https://www.adobe.com/reader/compatibility)

<https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.htm>) on Grants.gov.

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-OA-EE-20-11, or the CFDA number that applies to the announcement (CFDA 66.950), in the appropriate field and click the Search button.

Please Note: Applications submitted through Grants.gov beginning January 1, 2018 must be submitted using the “Workspace” feature. Information on the Workspace feature can be found at the <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 May 29, 2020. Please allow for enough time to successfully submit your application package and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the [Grants.gov](https://www.grants.gov) application package that you downloaded using the instructions above.

Application Materials

The following forms and documents are required under this announcement:

- (1) Standard Form 424 (SF-424), *Application for Federal Assistance*. Please note that the organizational DUNS Number must be included on the SF-424.
- (2) Standard Form 424A (SF424A) *Budget Information for Non-Construction Programs*
- (3) EPA Key Contacts Form 5700-54
- (4) EPA Form 4700-4 *Pre-award Compliance Review Report*
- (5) Project Narrative (*Project Narrative Attachment Form*) prepared as described in Section IV (E) (6) below

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not submitted a confirmation of receipt from EPA (NOT from the Grants.gov website) within 30 days of the application deadline, please contact Ginger Potter (potter.ginger@epa.gov). Failure to do so may result in your application no being reviewed.

C. Technical Issues with Submission

- (1) Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the tollfree 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://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://grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [Grants.gov](https://grants.gov) BEFORE the due date identified in Section IV of the solicitation. The [Grants.gov](https://grants.gov) support desk, 1-800-518-4726, or support@grants.gov 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.

Once you have submitted, you will receive the following communications:

- **Submission Receipt Email**

This email confirms successful receipt of your application by the Grants.gov system and indicates application status is "Received." This will include a tracking number, which will have the following format: GRANTxxxxxxx.

- **Submission Validation Email –OR– Rejection with Errors Email**

This email indicates that your application was either successfully validated or rejected by the Grants.gov system prior to transmission to the grantor agency. If your application is rejected with errors, you may resolve these errors and attempt to submit again as long as the submission deadline has not already passed.

- **Received by Agency Email**

Once your application package has passed validation, it is available for the awarding agency (EPA) to retrieve to perform further review and award determination. (Please note that Grants.gov does not review application content for award determination). After the EPA confirms receipt of your application, Grants.gov will send you a third email to indicate the Received by Agency status.

If you do not receive the above emails, please contact 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.

Note: Grants.gov issues a “case number” upon a request for assistance. Save this number in case you encounter additional problems.

(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](https://www.grants.gov) by the deadline date and time, follow the guidance below. EPA 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 Ginger Potter with the FON (EPA-OA-EE-20-11) in the subject line. If you are unable to email, contact Ginger Potter at 202-564-0453. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [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 by the deadline 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 that you call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a [Grants.gov](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 Ginger Potter (potter.ginger@epa.gov) as soon as internet access is available and explain the circumstances.
- (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](https://www.grants.gov), send an email message to Ginger Potter (potter.ginger@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 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 Ginger Potter (potter.ginger@epa.gov) with the Funding Opportunity Number (EPA-OA-EE-20-11) 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 the [Grants.gov](https://www.grants.gov) website or via email does not necessarily mean your application is eligible for award.

D. Format of Application Submission

Applications must include the information described below, and it is highly recommended that applications follow the format provided. Please follow the instructions and do not submit additional items or forms. Please do not refer to websites or online tools in your application as the reviewers will evaluate only the materials provided in the application.

The required contents of the application package are described in detail below. The Work Plan portion of the project narrative (which includes the Project Summary, Detailed Project Description, and Project Evaluation) shall not exceed 20 single-spaced pages. Pages in excess of the page limit for the workplan will not be reviewed. "One page" refers to one side of a single-spaced typed page. The pages must be letter-sized (8 ½ X 11 inches); recommended font size is no smaller than 10 point; and margins no less than 1 inch are recommended. The Detailed Budget and Appendices (Timeline, Logic Model, Programmatic Capabilities and Past Performance, Partnership Commitment Letters, and List of References) are not included in the page limit.

E. Contents of Submission:

A complete application package must contain all of the information outlined below.

1. **Standard Form (SF) 424, *Application for Federal Assistance***. Please note that the organizational DUNS Number must be included on the SF-424A.
2. **Standard Form (SF) 424A, *Budget Information for Non-Construction Programs***.
Complete only Section B with the EPA funds and matching funds in separate columns and with the totals in Column 5. Do not complete Section A, C, D, E, or F.
3. **EPA Key Contacts Form 5700-54**
4. **EPA Form 4700-4, *Pre-award Compliance Review Report***
5. **Project Narrative**
 - a. **Work Plan**—not to exceed 20 single spaced pages total
 - Executive Summary--recommended 1 page
 - Detailed Project Description
 - Project Evaluation
 - b. **Detailed Budget**—no page limit
 - c. **Appendices**—no page limit
 - Timeline
 - Logic Model
 - Programmatic Capability and Past Performance
 - Partnership Letter of Commitment (only if you have partner organizations making a commitment to the project and please, NO letters of endorsement or recommendation
 - List of Reference, if applicable

Project Narrative Instructions

You must include a project narrative, which will consist of a work plan that describes your proposed project, a detailed budget and appendices. The work plan must address the requirements in Section I of this solicitation as well as any applicable threshold eligibility requirements in Section III and each of the evaluation criteria set forth in Section V. Grant reviewers look at many applications; providing your information in the order and format outlined below is highly recommended, as it prevents information from being overlooked. Your application should use ordinary terms to provide reviewers with an understanding of the purpose and expected outcomes of your project. A person unfamiliar with your project, its location/setting, and its topics should be able to read the application and understand it without further research. Your application will be scored based on the ranking factors identified in Section V.

(1.) Work Plan. The Work Plan must not exceed a maximum of 20 single-spaced typed pages; excess pages will not be reviewed. The workplan must include the items listed under Detailed Project Description (2). Supporting materials, such as appendices, resumes and commitment letters, can be submitted as attachments and are not included in the 20-page limit.

(a) Executive Summary: Provide a concise overview of your application in the following format. Detailed explanation should be provided in the Detailed Project Description (2), not here. The primary purpose of this part of the work plan is to help reviewers determine the eligibility of the applicant/application. Please provide the following information:

Organization

- Name of Organization
- Point of Contact for Organization, Mailing and Email Address
- How your organization meets the eligibility requirement described in Section III (A).

Costs

List the following information in dollar amounts only:

- The dollar amount of funding you are requesting from EPA.
- The total dollar amount of your project costs.
- The dollar amount of matching funds you will be providing. (Note: This amount must be at least 25% of the total budget for the project).

Note: The form 424A and the Detailed Budget are where you will include your full allocation of costs.

Link to EPA Strategic Plan

Briefly describe the project's link to the EPA Strategic Plan as outlined in Section I (D).

Brief Project Description

Please provide the following information:

- Project Title
- Project Period--Provide beginning and ending dates.
- A Brief Synopsis of the Project.
 - Include the goals, objectives, outputs and outcomes of the program by the end of years one, two and three.
 - Number Reached. Include the estimated number of education professionals to be reached as well as the expected demographics of the audiences reached.
 - How the funds will be used. Specify how these funds will be used in the project.

(2) Detailed Project Description

The detailed project description must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including threshold eligibility criteria in Section III (C)) and must address each of the evaluation criteria set forth in Section V.

Reviewers look at many applications when scoring them, so providing information in the order listed prevents information from being overlooked. Additionally, the project description and work plan should use ordinary terms to provide reviewers with an understanding of the purpose and the expected outcomes of the project. A reviewer unfamiliar with the project should be able to read the work plan and understand it without further research.

This section of the work plan should describe the goals, objectives, outputs and outcomes of the program. It should indicate how the program will be managed, implemented and evaluated during the first year. It must also discuss in general terms what goals, objectives and major outputs and outcomes will be for the second and third years of the program. This section of the work plan must also contain the sections discussed below.

Goal Statement. A statement of the short (first year) and long-term (three to five year) goals, objectives and expected outcomes of the program. Include a discussion about the needs of the environmental education and education communities and how these needs will be met.

Management and Implementation Plan. A detailed plan of how the project will be managed and implemented in the first year of the program (plus a summary of the project in the second and third years).

Under the headings **WHAT, WHY, WHO** and **HOW** describe precisely what your project will achieve, why the goals and priorities were chosen; how it will achieve its goals; and who it will reach. It is highly recommended that you explain each aspect of the application clearly and address each topic by following the format below. Include the headings as given and do not

reorder the paragraphs or you risk the possibility of information being left out by you as the applicant or overlooked or not fully understood by the reviewers when the project is scored.

WHAT your project will achieve in terms of proposed training and long-term support and identify all key outputs and outcomes of the project

- Provide a detailed description of the activities that will occur under your project. Clearly identify your activities as well as the materials and implementation/delivery methods that will be used. The description should include: The project goals and list specific, measurable, achievable, realistic, time-based objectives.
- Describe the major responsibilities, qualifications, expertise and abilities of the Program Manager, and key staff as well as key partners where the applicant is a consortium to effectively manage and implement the program

WHY the goals and objectives of the project were chosen AND **WHY** the project is important to the advancement of the field of EE by discussing how these activities will build upon existing national efforts and programs;

- Explain the need for this project. Describe why you are proposing this particular project, why you have chosen these goals and these objectives
- Cite studies or sources, where appropriate, that verify the need for your project. (Citations and lists of sources may be submitted as a separate Attachment and not counted in the page limit for the Work Plan).

WHO will the project reach

- Describe in detail your target audience and the number of individuals the project is expected to reach
- Explain your recruitment plan to attract your target audience
- Explain (where appropriate) how the project will reach diverse and/or underserved communities

HOW the project will achieve its goals, outputs and objectives

- Explain how you will reach your goals and objectives and how you will achieve your expected outputs and outcomes as described in your Logic Model. Explain **HOW** it will serve as a model for advancing and strengthening the field of practice of environmental education and explain **HOW** it supports EPA's Strategic Plan

(3) Evaluation Plan

Provide a detailed plan on how the effectiveness of the program will be evaluated. It is important that the applicant demonstrates how the outputs and outcomes of their program will meet the goals of the program as well as the needs of the environmental education and education communities and the applicant's plan and approach for measuring and tracking their progress towards achieving the project outputs and outcomes.

Please be sure to include project evaluation tasks in your Timeline of activities. Also, be sure your evaluation plan is accounting for the measurement of the outputs and outcomes you describe in your Logic Model. A Timeline and a Logic Model are both required to be included in your Application.

In addition, applicants must discuss their approach, procedures and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

The evaluation of the program must be conducted by an institution that has appropriate credentials and expertise in evaluating education programs and is independent of the applicant and key partners where the applicant is a consortium.

(b) Detailed Budget and Non-Federal Match Narrative (no page limit).

Create a detailed budget table with four columns titled "Line Item", "EPA Funds", "Non-EPA Funds" and "Total" to show how EPA funds and non-Federal matching funds will be used. Make sure to demonstrate how you will meet the non-Federal match requirement described in Section III of this solicitation.

In the detailed budget, use the same order and headings listed on the Budget Form 424A. These cost categories are: personnel/salaries; fringe benefits; travel; equipment over \$5000; supplies; contract costs; other costs; and indirect costs, where appropriate, since not all applicants will use every cost category. Applicants must provide details for each expense, such as personnel (number of staff, title or role in project, hourly wage and percentage of time spent on project), travel (reasons for travel, costs and locations of trips and costs per mile for travel and per diem per person) and supplies (provide categories and detailed listings according to the project tasks in which they will be used). Make sure you factor in the costs for all proposed activities and clarify which will be paid by EPA or will be paid with matching funds.

If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned (the source of income – e.g., workshop fees), and how it will be used to enhance your project. When you do use program income on your project, it is important that you include the amount in your detailed budget.

Funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits

are directly related to specific products or outcomes of the proposed project. EPA strongly encourages each applicant to request reasonable amounts of funding for salaries and fringe benefits to ensure that the application is competitive.

Indirect Costs

Indirect costs (IDCs) may be budgeted and charged by recipients of Federal assistance agreements in accordance with [2 CFR Part 200](#). EPA's [Indirect Cost Policy for Recipients of EPA Assistance Agreements](#) (IDC Policy) implements the Federal regulations, and the following applies to all EPA assistance agreements.

In order for an assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of “exempt” agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
 - Provisional;
 - Final;
 - Fixed rate with carry-forward;
 - Predetermined;
 - 10% de minimis rate authorized by 2 CFR 200.414(f)
 - EPA-approved use of one of the following:
 - 10% de minimis as detailed in section 6.3 of the IDC Policy; or
 - Expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.
- Institutions of Higher Education must use the IDC rate in place at the time of award for the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by [2 CFR Part 200, Appendix III\(C\)\(7\)](#), the term “life of the assistance agreement”, means each competitive segment of the project. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs pending approval of their IDC rate by the cognizant Federal agency or an exception granted by EPA under section 6.3 or 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved or EPA grants an exception.

The IDC Policy does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with [2 CFR 200.331\(a\)\(4\)](#) when establishing indirect cost rates for subawards.

See the [Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#) for additional information.

Matching Funds Explanation

The required matching non-Federal share is at least 25% of the TOTAL cost of the project for each year of the project up to 5 years. The match must be for allowable costs and may be provided by the applicant or a partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-monetary support. In-kind contributions often include salaries and/or other verifiable costs such as volunteer time and/or supplies/materials, and this value must be carefully documented. In the case of salaries or volunteer time, applicants may use fair market value for the locale. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation. All cooperative agreements are subject to federal audit.

Other Federal Funds

You may not use any Federal funds to meet any part of the required 25% match described above, unless it is specifically authorized by statute. If you have already been awarded Federal funds for some aspect of a project for which you are seeking additional support, you must indicate those funds in the budget section of the work plan and ensure that none of those funds are used toward your matching funds for this project. You must also identify the project officer, agency, office, address, phone number and the amount of the federal funds.

(c) Appendices

Attachments to the work plan (not included in the 20-page limit) include:

Timeline. Include a timeline to link your activities to a clear project schedule and indicate at what point over the months of your budget period each action, event, milestone, product development and evaluation will occur.

Logic Model. Provide a graphic display identifying all key goals, outputs and outcomes and a schedule for conducting and completing the outputs and outcomes during the first year.

Programmatic Capability and Past Performance

Programmatic Capability

Attach a description of 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, to successfully achieve the goals of the project and your organizational experience and past history in performing tasks similar to the proposed project. Include a paragraph describing the qualifications of each of the key personnel conducting the project and how each will contribute to the timeliness and success of the stated outputs and outcomes of the project.

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:

- whether, and how, you were able to successfully complete and manage those agreements;

- 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.

Partnership Letters of Commitment

If the applicant organization has partners, such as institutions of higher education and not-for-profit organizations, letters of commitment should be included from partners explaining their role in and/or funding of the proposed project. If no letters are included, it will be assumed the applicant has no partners. Applicants must be aware, however, that regardless of whether it is their partners or their own organization that proposes providing the matching funds, the applicant itself is responsible for meeting the cost share requirement described in Section III (B) of the announcement. If an applicant does not have partners for this project, the applicant should be clear about how the project will be completed effectively without partners.

Note: All letters must be received by the close of the application period, submitted with the application. Regardless of the source, letters of endorsement or recommendation

will not be considered in evaluating applications (these are different from Partnership Letters of Commitment).

Submission Dates and Times

Applications must be submitted electronically through Grants.gov on or before May 29, 2020, 11:59 pm Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.

Additional Provisions for Applicants Incorporated by Reference

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 the [EPA Solicitation Clauses \(https://www.epa.gov/grants/epa-solicitation-clauses\)](https://www.epa.gov/grants/epa-solicitation-clauses) page. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing 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.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation and Scoring

This section describes the merit review process that will be used to evaluate applications that meet all the eligibility criteria listed in Section III. Eligible applications will be reviewed and ranked on a 100-point scale using the criteria and scoring system described below. Applicants must explicitly address these criteria as part of their application package submittal.

Criteria	Max Points
Executive Summary. Under this factor, applications will be evaluated based on the extent to which the project summary clearly and completely addresses the content described in Section IV (E)	5
Detailed Project Description: WHAT, WHY, WHO, HOW	
WHAT: Under this factor, applications will be evaluated based on the substance, clarity, and completeness of the explanation of: -what the project will entail, the goals the project hopes to achieve.	10

<p>WHY: Under this factor, applications will be evaluated based on the substance, clarity and completeness of the explanation of:</p> <ol style="list-style-type: none"> 1) the need for a project such as the one proposed; 2) why particular goals, priorities and audience(s) have been chosen. <p>(5 points each)</p>	10
<p>WHO: Under this factor, applications will be evaluated based on:</p> <ol style="list-style-type: none"> 1) how well the project identifies the target audience, numbers reached, why they were chosen; 2) how well the project reaches a diverse audience, including but not limited to minority, low income and tribal communities. <p>(5 points each)</p>	10
<p>HOW: Under this factor, applications will be evaluated on the substance, clarity and completeness of the explanation of:</p> <ol style="list-style-type: none"> 1) how the project will accomplish its goals, outputs and objectives; 2) how it will advance and strengthen the field of environmental education; 3) how it supports the EPA Strategic Plan. <p>(5 points each)</p>	15

Criteria	Max Points
<p>Project Evaluation. Under this factor, applications will be evaluated on:</p> <ol style="list-style-type: none"> 1) explaining your plans for meeting the goals and objectives for your project and for tracking and measuring your progress in achieving the expected project outputs and outcomes; (4 points) 2) your evaluation of your medium- and long-term outcomes, if they can be measured within the project period; (3 points) 3) your approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points) 	10
<p>Budget. Under this factor, applications will be evaluated on:</p> <ol style="list-style-type: none"> 1) consistency and Accuracy—how well the budget information clearly, consistently, and accurately shows how funds will be used; 2) return on Investment—whether the funding request is reasonable given the activities proposed and demonstrates a good return on investment. <p>(5 points each)</p>	10
<p>Timeline. Under this factor, applications will be evaluated on:</p> <p>-the extent to which the timeline links educational and environmental activities to a clear project schedule and clearly indicates realistic goals, objectives and timing of each action, event, milestone, product development, and evaluation activity.</p>	5

<p>Logic Model. Under this factor, applications will be evaluated on: -the extent to which the logic model graphic displays both educational and environmental outputs and outcomes developed through the project, including outputs and outcomes that directly relate to the development of the project.</p>	<p>5</p>
<p>Partnership Letters of Commitment. Under this factor, applications will be evaluated on: the extent to which the applicant will engage with other partners to help effectively develop and implement the project as a model to advance and strengthen the field of environmental education. If the applicant has partners, then letters of commitment from the partners should be provided. A letter of commitment should provide details about the partner’s role in the project, including any matching funds they are providing for the project. If no letters of commitment are provided, it will be assumed the applicant has no partners for the project. If the applicant does not intend to have partners, then the proposal should explain how the project will be effectively conducted without partners.</p>	<p>5</p>
<p>Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account the applicant’s:</p> <ol style="list-style-type: none"> 1) past performance in successfully completing and managing the assistance agreements identified in response to Section IV(E)(c) of the announcement; (3 points) 2) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV(E)(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; (2 points). 3) organizational experience and plan for the timely and successful achievement of the objectives of the proposed project; (5 points). 4) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 points) <p>Note: In evaluating applicants under items 1) and 2) of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these sub-factors (items 1) and 2) above). A neutral</p>	<p>15</p>

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.	
TOTAL	100

B. Review and Selection Process

The review process to be used by EPA is described below. Applications will first be evaluated against the threshold eligibility criteria listed in Section III.C. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an evaluation team.

The evaluation team will include reviewers knowledgeable in the field of environmental education and will be comprised of EPA staff and external peer reviewers approved by EPA. Each application will be given a numerical score and will be rank-ordered according to the numerical score and the scores and rankings will be provided to the EPA Headquarters Selection Official for this solicitation for final funding decisions.

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.

Additional Provisions Incorporated by Reference

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the EPA Solicitation Clauses page (<https://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.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via e-mail. The notification will be sent to the original signer of the application or the project contact listed in the application (line #21 of the SF 424). 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 (GIAMD).

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

B. Administrative and National Policy Requirements

The Uniform Administrative Requirement, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) at <http://www.ecfr.gov/cgi-bin/text-idx?node=2:1.1.2.2.1&rgn=div5> provides a complete explanation of the national policy requirements for the award of Federal assistance agreements. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.

C. Progress Reports and Work Products

Specific financial, technical and other reporting requirements to measure the grant recipient's progress will be identified in the Programmatic Terms and Conditions document sent with the EPA grant award agreement. Grant recipients must submit periodic formal progress reports, as instructed in the award agreement. Also, two copies of a Final Technical Report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the project period.

Semi-annual and annual progress reports and a detailed final technical report will be required. Semi-annual reports summarizing technical progress, planned activities for the next six months and a summary of expenditures are required. Annual reports summarizing technical progress, planned activities for the next year and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report

should discuss the problems, successes and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of reports will be established by EPA, 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 on the [Grant Competition Dispute Resolution Procedures](https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures) page (<https://www.epa.gov/grants/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, can be found at [EPA Solicitation Clauses](https://www.epa.gov/grants/epa-solicitation-clauses) page (<https://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.

SECTION VII. AGENCY CONTACTS

For further information, contact:

Ginger Potter
U.S. Environmental Protection Agency
WJ Clinton North, Room 1426
1200 Pennsylvania Ave., NW
Washington, DC 20460
potter.ginger@epa.gov

Applicants who need clarification about specific requirements in this Solicitation Notice may contact Ginger Potter in the Office of Environmental Education at EPA Headquarters in Washington, D.C. at potter.ginger@epa.gov. Information given to applicants in response to inquiries is solely for the purpose of clarifying specific requirements in this Solicitation Notice.

Appendix A. Instructions for the Detailed Budget

This section of the work plan 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. Please refer to EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) for detailed information on how to categorize costs.

Since the project budget includes a mandatory cost-share, the Budget Detail portion of the narrative application must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. 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 include on the SF 424 and SF 424A. Please see Section III (B) of this RFA for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions 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). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including consultants), which are included in the "Contractual" category; (2) personnel of subrecipients such as consortia members or other non-profit or governmental partner organizations which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category and the estimated funding amounts.

- **Fringe Benefits.**

Identify the percentage used, the basis for its computation and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to, the cost of leave, employee insurance, pensions and unemployment benefit plans.

- **Travel.**

Specify the mileage, per diem, estimated number of trips in-State and out of State, number of travelers and other costs for each type of travel. Travel may be integral to the purpose of the

proposed project (e.g. workshops) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel for personnel of subrecipients such as consortia members or other non-profit or governmental partner organizations which are included in the “Other” category; or (3) travel for non-employee program participants (such as trainees) which is also included in the “Other” category as participant support costs.

- **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 unless your equipment management system has a lower threshold for equipment. Follow your equipment management system thresholds if that is the case. 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, these types of proposed costs should be included in the “Other” category; or (2) equipment service or maintenance contracts that are not included in the purchase or lease price of equipment, these should be classified as “Contractual”. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200, unless your equipment management system provides otherwise. The budget detail must include an itemized listing of all equipment proposed under the project.

- **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, retail photocopy services and rental costs should be included in the “Other” category.

- **Contractual.**

Identify each proposed contract and specify its purpose and estimated cost. Contractual services (including consultants) are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration and proposed procurement method (competitive or non-competitive), if known. Refer to EPA’s [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for advice on competition requirements. Do not name a contractor in your proposal if the proposed transaction does not comply with these requirements. EPA rarely accepts sole source justifications for contractors including consultants when competition is required.

- **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, retail photocopying, subaward costs, and participant support costs. Subawards (e.g., subgrants) are a distinct type of cost under this category as are participant support costs. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. EPA provides detailed advice on subawards in the Agency’s [Subaward Policy](#) and on participant support costs in the Agency’s [Interim EPA Guidance on Participant Support Costs](#). Procurement contracts are not subawards and belong in the contractual category. Arrangements with commercial firms for large scale printing and binding work are considered contractual. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

- **Indirect Costs.**

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. Provide the percentage rate used and explain how charges were calculated for this project.

Note: Prior to drawing down EPA funds for indirect costs, you **MUST** have one of the following current (not expired) IDC rates

- 1) an approved Indirect Cost Rate Agreement (Provisional, Final, Fixed or Predetermined),
- 2) qualify to use the 10% de minimis rate authorized by 2 CFR 200.414(f),
- 3) EPA-approved use of one of the following:
 - a) 10% de minimis as detailed in section 6.3 of the IDC Policy; or
 - b) expired fixed rate with carry-forward as detailed in section 6.4.a. of the IDC Policy.

Recipients may only claim IDCs that are supported by an approved IDC rate that is concurrent with the period during which such costs were incurred, with the exception of Institutions of Higher Education (IHEs). IHEs are required by [2 CFR Part 200, Appendix III\(C\)\(7\)](#), to use the same negotiated IDC rates throughout the life of the grant unless the rates were provisional at the time of award.

Proposed rates do not qualify as approved IDC rates, and recipients must not draw down IDCs without an approved IDC rate in place.

Recipients who have never received an indirect cost rate may charge 10% de-minimis rate based on Modified Total Indirect Costs as provided in 2 CFR Part 200. Additional indirect cost guidance is available in [RAIN-2018-G02, “Indirect Cost Guidance for Recipients of EPA Assistance Agreements”](#).

- **Income.**

If the applicant anticipates earning program income as a result of the EPA award, show the estimated amount, explain how it is to be earned (the source of income) and how it will be used for the purposes and under the conditions of the EPA cooperative agreement. Program income may be added to the amount of EPA funds or to meet cost share and applicants should specify how it will be used. Refer to EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) for advice on budgeting for program income.

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.