

- **Section I. C. 4.: Performance measures – what is the difference between performance measures and outputs/outcomes?**

Performance measures are the intended means to collect data/information that the applicant will then use to help measure their outputs and related outcomes. An example of this is one applicant's performance measure may be to track training event registrations and attendance. The output is the number of trained businesses during the event, which would lead to the outcome or overall benefit being the improved compliance in environmental regulations. (Find more on EPA Assistance Agreement Terms here: <https://www.epa.gov/grants/linking-assistance-agreements-environmental-results#terms>).

- **Section IV. C. 3.: Quality Assurance Narrative – what is EPA looking for here?**

Typically, a quality assurance plan (QAP) is required under many EPA grants. This plan is often finalized in tandem with the EPA project office during the applicant's proposal review/approval, but before the award. It is not required to develop the QAP during the application proposal, but a brief narrative on how the applicant intends to approach quality assurance for grant activities is helpful to include in the application. (More on EPA Quality Assurance Plan): <https://www.epa.gov/grants/implementation-quality-assurance-requirements-organizations-receiving-epa-financial>)

- **Section IV. C. 3.: What is the difference between what EPA is looking for in 3. b and 3. f?**

In Section IV: Application and Submission Information, under section part 3 – Attachments, the instructions define these as optional attachments. If the applicant so chooses to include the biographical sketch (sub part b) for those working under the grant, they may include their resumes etc. for key personnel. Sub part f refers to resumes again, referring to any other persons the applicant may feel should be included in their proposal, which may assist EPA in determining the best application. Again, these attachments listed are optional recommendations to include in your application.

- **Section V, Application Review Information, Part A, Evaluation Criteria, there is a typo under 4. Budget, sub criteria A and B adds up to 10 but the total value for that criteria is 15. The numbers do not add up.**

The total number of points for the scoring criteria of this assistance agreement adds up to 100 points. Each sub criteria should add up to its criteria total as well. Unfortunately, there is a minor typo in the scoring section. The total point value for the Budget criteria is 15 – that is correct.

What is incorrect is the budget section criteria A. and B., which is listed as 5 points each. Both are actually worth 7.5 points each.

- **If we hope to use a subaward for another state/region to host one or both of the trainings, do we have to have the state/region specifically identified (and committed) in the proposal?**

No, naming the intended sub recipient is not required per say, but doing so may be helpful in bolstering your proposal because the applicant can then provide details on who they are, why they are suitable, and how they intend to work with the sub recipient. Ultimately the sub recipient does not have to be defined but the applicant must show how they intend to work with and assure compliance in working under the grant requirements with a sub recipient. (More on EPA subrecipient requirements): <https://www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subaward-policy-epa-assistance-agreement-recipients>)

- **Are food costs allowed under this assistance agreement's budget?**

Meals and light refreshments at conferences are an allowable cost assuming they are considered reasonable. EPA will work with the applicant and make the final decision on allowable costs regarding food for the event as defined in the applicant's proposal. This budget does not include alcoholic beverages or an evening reception or banquet where alcohol is present. Conferences are included pertaining to "a meeting, retreat, seminar, symposium, workshop or event whose primary purpose is the dissemination of technical information beyond the non-Federal entity and is necessary and reasonable for successful performance under the Federal award." (More on EPA Assistance Agreement's allowable costs: [https://www.epa.gov/sites/production/files/2018-05/documents/recipient\\_guidance\\_selected\\_items\\_of\\_cost\\_final.pdf](https://www.epa.gov/sites/production/files/2018-05/documents/recipient_guidance_selected_items_of_cost_final.pdf))