

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA's Solicitation Clauses](#).

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: SUPPORTING ANAEROBIC DIGESTION IN COMMUNITIES

ACTION: Request for Applications (RFA)

RFA NO: EPA-OLEM-ORCR-20-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CDDA) NO.: 66.808

DATES: The closing date and time for receipt of application submissions is **July 14, 2020**, 11:59 p.m. Eastern Time (ET). Applications must be submitted electronically through <https://www.grants.gov> by 11:59 p.m. ET on **July 14, 2020** to receive consideration. Applications received after 11:59 p.m. ET on **July 14, 2020** will not be considered.

SUMMARY: This notice announces the availability of funds and solicits applications that will accelerate the development of new or enhance/increase existing anaerobic digestion capacity and infrastructure in the United States. Anaerobic digestion (AD) is the natural process in which microorganisms break down organic (plant and animal) materials. Food waste diverted from landfills and incinerators can be managed at AD facilities. The AD process generates renewable energy (biogas) and a product that can improve soil health (digestate).

FUNDING/AWARDS: The total estimated funding for this competitive opportunity shall not exceed \$3,000,000. EPA anticipates awarding 10 to 40 cooperative agreements ranging from \$50,000-\$300,000 from this announcement, subject to the availability of funds, the quality of applications received, and other applicable considerations. EPA reserves the right to reject all applications and make no awards.

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SECTION 1 – FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA supports diversion of food waste and other organic materials from landfills. AD is an alternative to landfilling that results in environmental benefits. The goal of this funding opportunity is to increase use of AD to manage food waste. Another goal is to support the development of new AD infrastructure in the U.S.

AD is the natural process in which microorganisms break down organic materials. In this instance, “organic” means coming from or made of plants or animals. AD happens in closed spaces where there is no air (or oxygen). AD processes food waste feedstocks (e.g. food scraps, food residuals) into digestates, which may be used as soil amendments. Biogas is also produced throughout the AD process. Biogas is a renewable energy source that can be used to power engines, run alternative-fuel vehicles, and heat buildings.

The initials “AD” may refer to the process of AD or the built system where AD takes place, also known as a digester. The main categories of anaerobic digesters are stand-alone digesters, on-farm digesters, and digesters at water resources recovery facilities. All AD systems adhere to the same basic principles whether the feedstock is food waste, animal manures, or wastewater sludge. The systems may have some differences in design, but the process is basically the same.

The following materials are generally considered “organic” and can be processed in a digester:

1. Animal manure;
2. Food scraps;
3. Fats, oils, and greases;
4. Industrial organic residuals; and
5. Sewage sludge (biosolids).

EPA is interested in funding projects that increase anaerobic digestion capacity in the United States. Such projects may include enhancements of existing infrastructure or acceleration of the development of new infrastructure. In September 2015, EPA, along with the U.S. Department of Agriculture (USDA), announced a domestic goal to reduce food loss and waste by 50% by the year 2030. In addition, in fiscal years 2019 and 2020, Congress provided EPA with funds to help public entities demonstrate community AD applications to municipal solid waste streams and farm needs, such as capturing excess phosphorus.

Anaerobic digestion converts food waste into useful products (biogas, fertilizer, soil amendments). As demonstrated on [EPA’s Food Recovery Hierarchy](#), anaerobic digestion allows communities to divert food waste from landfilling/incineration and supports the goals of sustainable materials management. The term sustainable materials management refers to a systematic approach to using and reusing materials more productively over their entire life cycles. Sustainable materials management (SMM) represents a change in how our society thinks about the use of natural resources and environmental protection. By looking at a product's entire life cycle, we can find new opportunities to reduce environmental impacts, conserve resources and reduce costs. For more information about EPA’s SMM program, see www.epa.gov/smm.

B. Scope of Work

EPA is soliciting applications for a wide variety of projects that are designed to increase the use of AD for management of organic materials in the United States. It is anticipated that applications will include projects that create new AD capacity, optimize use of existing capacity, or identify strategies that otherwise result in an increase in management of organic materials through AD. EPA also recognizes and encourages applications that demonstrate effective marketing and/or sale of AD products (e.g., biogas and digestate). Such projects are beneficial to the AD industry and can therefore build the foundation for development of additional AD infrastructure.

Applications must achieve one or more of the following objectives:

- Support state, tribal, and/or local government programs that seek to use AD to increase their organic waste diversion rates.
- Demonstrate solutions and/or approaches for increasing AD utilization that can be replicated by other communities, governments, or other entities; or
- Establish new or expand existing partnerships (public/private partnerships) that result in development of AD capacity.

Applications may include (but are not limited to) projects that:

- Increase the use of AD for management of organic wastes and biogas production;
- Maximize opportunities to utilize existing un-used capacity for digestion or co-digestion;
- Promote operational innovations to AD systems and processes;
- Develop solutions to barriers that prevent AD use or development;
- Overcome barriers associated with using the biogas produced via AD;
- Present logistical solutions to optimize processing of feedstocks via AD;
- Evaluate the economic value and marketability of digestate or biogas products;
- Evaluate feasibility for co-locating an AD facility near a composting operation to process digestate into finished compost;
- Increase the overall amount of food waste or other organic waste being processed via AD;
- Create a demand for organic waste feedstocks (especially food waste);
- Develop and/or improve feedstock collection networks;
- Support development of new AD infrastructure;
- Evaluate the demand of soil amendment and biogas associated with AD;
- Evaluate or develop solutions to barriers that prevent the use of AD; or
- Increase the quality of source separated food waste collected to ensure there is a low percentage of contamination (such as packaging) in the feedstock.

Projects may include:

- Feasibility studies;
- Technology and process evaluations;
- Technical assistance, outreach and/or training to model or accelerate solutions;
- Outreach workshops;
- Improvements to the collection or quality of food waste feedstocks;
- Evaluating or developing solutions to barriers that prevent use of AD;
- Expanding processing capacity (equipment, training, improved efficiency); or
- Developing or improving feedstock collection networks.

Projects are awarded under the general authority of the Solid Waste Disposal Act (SWDA), Section 8001 (42 U.S.C. 6981), and must include in the project conducting or promoting the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, or studies relating to solid waste.

C. EPA Strategic Plan Linkage

The activities to be funded under this announcement support EPA's FY 2018-22 Strategic Plan. Awards made under this announcement must support one or more of the following: Goal 1 (Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety), Objective 1.1 (Improve Air Quality), Objective 1.2 (Provide for Clean and Safe Water), and Objective 1.3 (Revitalize Land and Prevent Contamination). Specifically, the activities to be funded under this announcement will be linked to EPA's Strategic Plan consistent with EPA's current priorities for preventing contamination and helping communities, including local governments, to achieve goals. Applicants must explain in their applications how their project will further one or more of these objectives.

View EPA's Strategic Plan online at: <http://www.epa.gov/planandbudget/strategicplan.html>.

D. Measuring Environmental Results: Anticipated Outputs and Outcomes

Pursuant to EPA Order 5700.7 "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in the Project Narrative Proposal (see Appendix A).

1. **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 specified 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 may include but are not limited to the following:

- Pounds of food scraps and/or food residuals diverted from landfill and directed to AD;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to AD;
- Number of recommendations made to businesses/facilities;
- Safety guidelines or standardized operating procedures created;
- Actions or recommendations implemented or adopted by businesses/facilities;
- Types of skills and abilities achieved by training participants;
- BTUs or cubic feet of energy produced;
- Dollars saved through use of biogas produced via AD;
- Pounds of nutrients recovered and soil amendments and/or fertilizers produced;
- Total volume of biogas produced (standard cubic feet);
- Total volume of biogas used rather than flared (scf);
- Energy density of biogas produced (BTU/scf)

Progress reports and a final report will also be a required output, as specified in *Section 5.C* of this announcement, “Reporting Requirement.”

2. **Outcomes.** The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Projects to be funded under this announcement must produce at least one of the following outcomes:

- Increased resources and technical assistance through education, outreach, and training to individuals and/or businesses on AD;
- Increased public and/or business understanding of AD opportunities and benefits;
- Improved capacity of businesses and/or facilities to use existing AD facility capacity;
- Increased capacity of landfill(s) as a result of organics being directed to AD facility;
- Improved quality of feedstock for existing AD facility capacity;
- Measurable improvements to environment and/or ecosystem conditions related to AD operations for air, water, and/or waste;
- Increased energy conserved or produced via AD;
- Tons of greenhouse gases reduced;
- Dollar value of biogas generated and captured for productive uses, such as in combined heat and power and renewable natural gas;
- Dollar value of digestates reused or processed;
- Dollars saved (e.g., avoided tipping fees) through waste diversion to AD.

E. Supplementary Information

The statutory authority for this action is the Solid Waste Disposal Act, section 8001(a), which authorizes the Agency to make grants to eligible applicants to support the coordination and acceleration of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste management.

SECTION 2 – AWARD INFORMATION

A. What is the amount of available funding?

It is anticipated that a total of approximately \$3 million will be awarded under this announcement, depending on the availability of funds, quality of applications received, and other applicable considerations.

EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any 7

additional selections for awards will be made no later than 6 months after the original selection decisions.

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

EPA anticipates award of 10-40 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of the evaluated applications received. Awards will range in value from \$50,000-\$300,000. Applicants may submit separate applications for one or more of the projects described in *Section 1.B, Scope of Work*. **Applications for federal funding, for each award, may not exceed \$300,000, excluding any leveraging.**

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement throughout the performance of the 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. 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;
- Collaborating during performance of the scope of work;
- In accordance with 2 CFR §§ 200.317 – 200.326, review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

EPA reserves the right to reject all Applications and make no awards under this announcement or, to make fewer awards than anticipated.

C. Will applications be partially funded?

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

D. What is the project period for award(s) resulting from this solicitation?

The estimated start date for projects resulting from this solicitation is October 1, 2020. All project activities must be completed within the negotiated project performance period of two years.

SECTION 3 – ELIGIBILITY INFORMATION

A. Eligible Entities

Applications will be accepted from States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate

government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible.

B. Leveraging or Matching

No matching funds are required under this competition. Although leveraging/matching is not required as a condition of eligibility under this competition, under *Section 5* of this announcement EPA will evaluate applications based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (*See Section 4 of the announcement*).

Other leveraged funding/resources that are not identified as a voluntary cost share. This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging **should not** be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the application. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 as applicable.

C. Threshold Eligibility Criteria

Applications must meet the following threshold criteria **when they submit their application**. **Applications that fail to meet any one of the threshold criteria will not be considered further.** 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. Applications that successfully meet the threshold criteria will then be evaluated using the criteria described in *Section 5(A), Evaluation Criteria*.

The threshold criteria are:

1. Applications must address the mandatory program objectives and elements described in *Section 1.B, Scope of Work*, of this announcement.
2. Federal funds requested must not exceed \$300,000. **This excludes any leveraging.** Applications requesting assistance funding in excess of this value will not be considered.
3. Applications must substantially comply with the application submission instructions and requirements set forth in *Section 4(B)* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4(D)* with respect to the application, pages in excess of the page limitation will not be reviewed.

In addition, applications must be submitted through [Grants.gov](https://www.grants.gov) as specified in *Section 4(B)* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section 4(A)*), on or before the application submission deadline published in *Section 4(B)* of this announcement. Applicants are responsible for following the submission instructions in *Section 4(B)* of this announcement to ensure that their application is timely submitted.

Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant’s failure to timely submit their application through Grants.gov because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or Grants.gov will not be considered an acceptable reason to consider a late submission. 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 Chris Carusiello at 703-308-8757 or carusiello.chris@epa.gov. Failure to do so may result in your application not being reviewed.

SECTION 4 – APPLICATION AND SUBMISSION INFORMATION

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

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the Grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov), the applicant must contact 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.

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

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 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 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, 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 7* of this 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

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 [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](https://www.sam.gov) (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](https://www.grants.gov) and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [Grants.gov](https://www.grants.gov), [SAM.gov](https://www.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](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 Reader Compatibility Information](#) 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-OLEM-ORCR-20-02**, or the CFDA number that applies to the announcement (**CFDA 66.808**), in the appropriate field and click the Search button.

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

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **July 14, 2020**, 11:59 PM (ET). Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents

1. Standard Form (SF) 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.
2. Standard Form (SF) 424A, Budget Information for Non-Construction Programs
3. Narrative Proposal. Follow the guidance in *Section 4.D* and clearly describe how the proposed project meets the threshold eligibility criteria (*Section 3.C*) and the evaluation criteria (Section 5). **The Narrative Proposal must be submitted in the format detailed in *Appendix A, Template for Narrative Proposal*.**
4. Budget Table and Narrative. (*See Appendix B for an example.*)
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Pre-award Compliance Review Report

Optional Documents:

8. Other attachments, if applicable.

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 **Chris Carusiello at 703-308-8757** or Carusiello.Chris@epa.gov. Failure to do so may result in your application not 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 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 occur or if a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch, and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to [Grants.gov](https://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section 4 of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

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

Note: [Grants.gov](https://www.grants.gov) issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to **Chris Carusiello at Carusiello.Chris@epa.gov** with the FON in the subject line. If you are unable to email, contact **Chris Carusiello at 703-308-8757**. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not

properly or timely register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact **Chris Carusiello at 703-308-8757**.
- 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 **Chris Carusiello at Carusiello.Chris@epa.gov** prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. [Grants.gov](https://www.grants.gov) rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to **Chris Carusiello at Carusiello.Chris@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.

D. Content of Application Submission

The following documents are required for all application packages. In addition to the mandatory documents listed in *Section 4.C*, all applications must contain a “Narrative Proposal,” and a “Budget Table and Narrative.” The “Narrative Proposal,” a maximum of 11 pages in length, must *explicitly* describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A) Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

1. **Narrative Proposal.** Narrative proposals must be concise, well organized, and not exceed 11 typed, single-line spaced, 8 1/2 x 11” pages, which includes the one-page Summary Information Page. The “*Summary Information Page*” page, item “a” below, is included in this page limit. The Narrative Proposal must provide the information detailed in this section and **include responses to all *Section 3(C), Threshold Criteria; Section 5(A), Evaluation Criteria; as well as the information identified in Section 1, Funding Opportunity Description***. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. **Vague descriptions,**

redundancy, and failure to address each of the evaluation criteria will result in a lower ranking.

The Narrative Proposal (*Sections “a” and “b” below*) must be submitted in the format detailed in *Appendix A, Template for Narrative Proposal*. Failure to follow the required format may result in a reduction of up to 5 points under the “**Project Summary and Approach**” evaluation criterion. The Narrative Proposal must substantially conform to the following outline and content:

- a. The **Summary Information Page** (maximum of one-page) must include:
 - i. **Project Title.**
 - ii. **Applicant Name.** Identify the name of the organization submitting the application.
 - iii. **DUNS Number.** List the organization’s DUNS number.
 - iv. **Project Summary.** Briefly describe the project in one to four sentences.
 - v. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.
 - vi. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.
 - vii. **Funding Requested.** Specify the amount you are requesting from EPA.
 - viii. **Project Period.** Provide estimated beginning and ending dates.

- b. The **Narrative Proposal Work-Plan** should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement. The Narrative Proposal Work-Plan must include:
 - i. **Project Summary/Approach.** The summary shall contain the following components:
 1. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task.
 2. Description of the associated work products to be developed.
 3. Explanation of project benefits to the public, and specifically the potential audience(s) served.
 4. Description of the roles of the applicant and partners, if any.
 5. Description of the applicant’s organization and experience related to the proposed project.
 6. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
 7. Description of how the project is transferable to other entities or communities.

 - ii. **Environmental Results and Performance Measurement: Anticipated Outcomes and Outputs.** Describe what success looks like for your project. Describe the qualitative or quantitative outputs and outcomes that you will track to demonstrate that your project meets your intended objectives.

Anticipated Outcomes. Specify the expected environmental outcomes including those described in *Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. Include quantitative targets for outcomes when applicable. (*Refer to Section 5.A, Evaluation Criteria*)

Anticipated Outputs. Identify the expected project outputs, including those described in *Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs* of this announcement and describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period. Include quantitative targets for outputs when applicable.

Plan for Achieving Project Results. Describe the plan for achieving project results (including the outcomes and outputs identified in *Section 1*).

Transferability. Identify how results from the project can be transferred to other communities.

- iii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-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 5*, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the 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.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- iv. **Leveraging.** Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources

leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

- v. **Expenditure of Awarded Grant Funds.** Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
 - vi. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Mention the experience associated with the partners in working with the target audience (sectors, stakeholders). Please note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 2 CFR Part 200 and Part 1500, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify sole source procurement.
 - vii. **Project Sustainability:** Describe your organization's plan to promote and continue efforts to support AD after EPA funding for this project has ended. Describe the extent to which the project supports a state or local mandate, policy, or community priority to remove food waste and organic materials from the municipal waste streams.
- c. **Attachments.** The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 10-page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the application.
- i. **Detailed Budget Narrative.** Include a detailed budget narrative which clearly explains how funds will be used. (*Refer to Appendix B: Example Budget Table and Narrative*). The successful applicant's budget narrative should identify (1) specific tasks for which EPA funding will be used; (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. (*Refer to Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs, for a definition and examples of outputs.*)

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 include on the SF-424 and SF-424A. Please see *Section 3.B* if this RFA for more detailed information on cost-share.

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table (*see Attachment 1, Budget Sample*) to complete the Budget Detail section of the work plan.

- 1. 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), 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.
- 2. 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.
- 3. 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.

4. **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. Consistent with SWDA 8001, research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste management are eligible under this RFA. Equipment is an eligible cost for this RFA as long as it is part of a demonstration project or if there is a clear connection to how the project will increase learning and understanding of AD. Equipment does not include:
 - (a) equipment planned to be leased/rented, including lease/purchase agreement; or
 - (b) 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.

5. **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.
6. **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-competitively/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.

7. **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment; and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item.

Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient event if the agreement is referred to as a contract. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category and a description of the types of activities to be supported. Refer to [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

8. **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- Personnel: $(\text{Indirect Rate} \times \text{Personnel}) = \text{Indirect Costs}$
- Personnel and Fringe: $(\text{Indirect Rate} \times \text{Personnel \& Fringe}) = \text{Indirect Costs}$
- Modified Total Direct Costs: $(\text{Indirect Rate} \times \text{Modified Total direct costs}) = \text{Indirect Costs}$
- Direct Costs minus distorting or other factors such as contracts and equipment: $(\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors})) = \text{Indirect Costs}$

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.

9. **Voluntary leveraging:** For applicants that provide leveraging, the budget narrative must clearly specify the amount of federal funding and the leveraging amount for each category of total project costs for each category (personnel, contracts, supplies). 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.

10. **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 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 may not 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 scope of work.

Under OMB Circulars, EPA financial assistance cannot be used for fund-raising. Therefore, any costs associated with fundraising may not be included in the budget for your application or charged to the resultant cooperative agreement.

- ii. **Milestones.** Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings, etc.). See *Appendix C* for an example you may wish to use.
- iii. **(Optional) Letters of Support.** The applicant should provide names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.

E. Pre-Application Assistance

The Office of Resource Conservation and Recovery will conduct a virtual webinar entitled “**Supporting Anaerobic Digestion in Communities**” to assist potential applicants under this competitive funding opportunity. The webinar will be held on **Tuesday, June 2, 2020 @ 1:00pm – 2:00pm EST**. The webinar will review the funding opportunity, key sections of the application, and the application process. Potential applicants seeking funding under this competitive announcement (EPA-OLEM-ORCR-20-02) are encouraged to participate.

To access the virtual webinar, you must register online using the site below. After registration, you will receive a link with instructions on how to access/attend the webinar. For those unable to attend, the webinar will be recorded and posted on the ORCR Sustainable Management of Food website and may be used as a reference, as needed.

For additional information on the webinar and other EPA Resources related to the food system, go to: <https://www.epa.gov/sustainable-management-food/sustainable-materials-management-2020-anaerobic-digestion-funding>.

SECTION 5 – APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Eligible entities whose applications meet the threshold criteria in *Section 3* of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria in the Template for Narrative Proposal (*Appendix A*). Failure to follow the required template in Appendix A may result in a reduction of up to 5 points under the “**Project Summary and Approach**” evaluation criterion. Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p>1. Project Summary and Approach: Under this criterion, the Agency will evaluate:</p> <ul style="list-style-type: none"> a. The extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section 1, Parts B (Scope of Work), C (EPA Strategic Plan Linkage), and D (Measuring Environmental Results: Anticipated Outcomes and Outputs). (15 Points) b. The extent and quality to which the narrative proposal sets forth a clear and reasonable time schedule and associated project tasks for achieving the project goals and objectives by project end. (10 points) 	25
<p>2. Environmental Results and Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, applications will be evaluated based on the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal will be evaluated based on the extent and quality to which the application:</p> <ul style="list-style-type: none"> a. Clearly describes how the applicant will measure success in meeting the project’s objectives. Clearly specify anticipated environmental outcomes and outputs as described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement. Include quantitative targets as appropriate. (10 points) b. Describes the plan for achieving project results (including the outcomes and outputs identified in Section 1). (5 points) c. Describes how the project is transferable to other communities. (5 points) 	20
<p>3. Programmatic Capability and Past Performance Criterion. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account:</p> <ul style="list-style-type: none"> a. Past performance in successfully completing and managing projects, including but not limited to federal and non-federal assistance agreements described in Section 4 of this announcement. (5 points) b. History of meeting the reporting requirements under the assistance agreements described in Section 4 of this announcement. Identify whether your organization 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 	15

Criterion	Maximum Points per Criterion
<p>progress was not being made whether the applicant adequately reported why not. (5 points)</p> <p>c. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. This could include 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> <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 past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (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.</p>	
<p>4. Project Sustainability: Under this criterion, applicants will be evaluated based on the extent and quality to which:</p> <p>a. The applicant can demonstrate its ability to promote and continue efforts to support AD after EPA funding for this project has ended, as described in Section 1 of the RFA. (5 points)</p> <p>b. The application describes the extent to which the project supports a state or local mandate, policy, or community priority to remove food waste and organic materials from the municipal waste streams. (10 points)</p>	15
<p>5. Effective Partnerships: Under this criterion, the Agency will evaluate the application based on how well the applicant addresses the following:</p> <p>a. Describes the partnerships and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited.</p> <p>b. Describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.</p>	10
<p>6. Budget and Expenditure of Awarded Grant Funds: Under this criterion, the Agency will evaluate the proposed project budget and narrative to determine the extent and quality to which:</p> <p>a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)</p> <p>b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)</p> <p>c. The applicant conveys their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)</p>	10

Criterion	Maximum Points per Criterion
An applicant’s budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary leveraging if applicable). Applicants must precisely describe in their budget narratives how they will account for any voluntary leveraging, if applicable, and what role EPA funding will play in the overall project.	
<p>7. Voluntary Leveraging. Under this criterion, applicants will be evaluated based on the extent they demonstrate:</p> <ul style="list-style-type: none"> a. How they will coordinate the use of EPA funding with other federal and/or non-federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or b. That EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. 	5

B. Review and Selection Process

All applications received by the closing date and time for submission will first be reviewed to determine eligibility for funding based upon compliance with all threshold criteria listed in *Section 3(C)*. Only applications determined eligible will be evaluated for technical merit. Each eligible application will be evaluated by a review panel of EPA Headquarters staff for technical merit based on the evaluation factors detailed in *Section 5(A)* of this announcement.

Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The review panel will recommend the applications with the highest numerical score. In the event of a tied score, the review panel will recommend for selection the applicant with the highest cumulative score for the “**Project Summary and Approach**” evaluation criterion. Preliminary funding recommendations will be provided to the EPA Headquarters Selection Official based on this ranking. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities, diversity of project types, and geographic diversity when making funding decisions.

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 on the [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 6 – AWARD ADMINISTRATION INFORMATION

A. Award Notices

EPA anticipates notification of unsuccessful applicant(s) will be made via telephone or electronic or postal mail by **August 30, 2020**. The notification will be sent to the original signer of the SF-424, Application for Federal Assistance. 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 Agreement Management Division. Applicants are cautioned that only a Grants Officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant.

The award notice, signed by an EPA Grants Officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant may take 90 days or longer.

B. Administrative and National Policy Requirements

1. Applicants selected for award will be required to submit a final cooperative agreement proposal package to EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms. Programmatic terms and conditions will be negotiated with the selected recipient.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. Terms and conditions may be viewed at: [Grant Terms and Conditions](#). A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [Introduction to Regulations, Policies and Guidance for EPA Grants](#).
3. **Reimbursement Limitation.** If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

4. **Intergovernmental Review.** Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below:

[Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional, and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

At the close of the grant, the successful applicant will submit a final technical report to the EPA Project Officer within 90 calendar days of completion of the period of performance. The final technical report shall include a summary of the project or activity, advances or goals achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned during the project period.

D. Use of Funds

An applicant that receives an award under this announcement is expected to manage cooperative agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work plan in a timely manner. The cooperative agreement will include terms/conditions implementing this requirement. The Agency expects timely drawdown of funds and a yearly financial report. In addition to quarterly reports, other required financial reports will provide the Agency with information regarding progress being made.

E. 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 (<https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>).

F. 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](#). 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 7 – AGENCY CONTACT

Chris Carusiello, U.S. EPA, Office of Resource Conservation and Recovery (MC 5306P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone: 703-308-8757; or e-mail: Carusiello.Chris@epa.gov.

Appendix A: Template for Narrative Proposal

Instructions: All portions of the narrative proposal must substantially comply with the specific instructions, format, and content defined in the RFA. Page counts refer to one-side of a single-spaced typed page. Pages in excess of the identified limits will not be considered. The milestones, budget table, and budget narrative attachments have separate page limits and will be considered in the evaluation.

Template for Summary Information

Instructions: *The Narrative Proposal includes both a Summary Information page and Narrative Proposal Work-Plan and **should not exceed 11 pages**. Applicants' Summary Information page should follow the format below. The Summary Information should appear on the first page of the Proposal Narrative and should not exceed one-page. Italicized and bracketed text should be deleted before submission.]*

ENVIRONMENTAL PROTECTION AGENCY (EPA) Anaerobic Digestion Cooperative Agreement 2020 EPA-OLEM-ORCR-20-02

- a. Project Title
- b. Applicant Name [Name of organization]
- c. DUNS Number
- d. Project Summary [Briefly describe your project in 1-4 sentences]
- e. Contact Information [Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed.]
- f. Total Project Cost [Specify the total cost of the project.]
- g. EPA Funds Requested [Specify the amount of funding requested from EPA]
- h. Project period [Provide anticipated project start date and anticipated project completion date.]

Template for Narrative Proposal Work Plan

[Instructions: *Applicants should use the following template for their Narrative Proposal Work Plan. Text that is italicized and bracketed may be deleted when submitting the application. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]*

Criterion 1: Project Summary and Approach (30 points)

[Under this criterion:

- a. **Project Description:** *Provide a well-conceived strategy for addressing the requirements in Section 1, Parts B (Scope of Work), C (EPA Strategic Plan Linkage), and D (Measuring Environmental Results: Anticipated Outcomes and Outputs).*
- b. **Time Schedule:** *Provide a clear and reasonable time schedule and project tasks for achieving the project goals and objectives by project end.]*

[Applicant's text goes here]

Criterion 2: Environmental Results and Performance Measurement (20 points)

[Under this criterion describe how success will be measured based on your project's objectives. Include:

- a. **Outputs:** *Clearly specify the anticipated environmental outputs as described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
- b. **Outcomes:** *Clearly specify the anticipated environmental outcomes described in Section 1.D, Measuring Environmental Results: Anticipated Outcomes and Outputs. Include quantitative targets as appropriate.*
- c. **Plan for Achieving Project Results:** *Describe the plan for achieving project results (including the outcomes and outputs identified in Section 1).*
- d. **Transferability:** *Describe how the project is transferable to other communities.]*

[Applicant's text goes here]

Criteria 3: Programmatic Capability and Past Performance Criterion (15 points)

[Under this criterion:

- a. **Past Performance in Completing and Managing Projects:** *Describe past performance in successfully completing and managing projects, including but not limited to federal and non-federal assistance agreements described in Section 4 of this announcement.*
- b. **History of Meeting Reporting Requirements:** *Provide a history of meeting the reporting requirements under the assistance agreements described in Section 4 of this announcement. Identify whether your organization 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. **Organizational Experience and Plan for Project Completion:** *Describe organizational experience and a plan for timely and successfully achieving the objectives of the proposed project. This could include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.]*

[Applicant's text goes here]

Criterion 4: Project Sustainability (15 points)

[Under this criterion:

- a. Describe how the applicant will promote and continue efforts to support AD after EPA funding for this project has ended, as described in Section 1 of the RFA.*
- b. Describe the extent to which the project supports a state or local mandate, policy, or community priority to remove food waste and organic materials from the municipal waste streams.]*

[Applicant's text goes here]

Criterion 5: Effective Partnerships (10 points)

[Under this criterion:

- a. Describe the partnership and/or coalition currently in place to support the proposed project and why it is sufficient to complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited.*
- b. Describe the role of each partner on the project and their experience working with the target audience and/or sectors addressed. Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.]*

[Applicant's text goes here]

Criterion 6: Budget and Expenditure of Awarded Grant Funds (10 points)

[Under this criterion:

- a. Provide costs that are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes.*
- b. Provide a proposed budget that includes a detailed breakout of the approximate funding used for each major activity.*
- c. Clearly convey the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]*

[An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary leveraging if applicable). Applicants must precisely describe in their budget narratives how they will account for any voluntary leveraging, if applicable, and what role EPA funding will play in the overall project. In addition to providing a narrative, applicants shall include detailed budget as illustrated in Appendix B: Example Budget Table and Narrative. The Budget Table and Narrative should not exceed four pages.]

[Applicant's text goes here]

Criterion 7: Voluntary Leveraging (5 points)

[Under this criterion:

- (i) *Describe how coordination will occur in the use of EPA funding with other federal and/or non-federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or*
- (ii) *Describe how EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities.]*

[Applicant's text goes here]

List of Attachments:

[List all attachments (budget table and narrative, timeline with milestones, letters of support) that are being submitted with this package. You do not need to list the following mandatory documents:

- *Standard Form 424: Application for Federal Assistance,*
- *Standard Form 424A: Budget Information for Non-Construction Programs*
- *Standard Form 424B: Assurances for Non-Construction Programs*
- *Grants.gov Lobbying Form*
- *EPA Key Contacts Form 5700-54*
- *EPA Form 4700-4: Pre-Award Compliance Review Report]*

Appendix B: Example Budget Table and Narrative

Applications should include a detailed budget table and a detailed budget narrative, providing more detail than what is found in SF-424A. An applicant’s budget narrative must account for both federal funds and any non-federal federal funds (cost-share, etc.). Applicants must describe how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.

The budget narrative should clearly convey cost calculations, purpose of the costs and correlate the costs to activities identified in the application. Where possible, the budget narrative should be keyed to tasks and deliverables from the proposal narrative. The Budget Table and Narrative **should not exceed 4 pages**.

The following budget table and narrative is provided as an example to follow, though this example is not related to this RFA. Other formats are also acceptable if total costs per category and specific descriptions of costs are included.

Budget Summary:

I. Salary and Wages (Monthly Rate x Months x FTE)					Year 1	Year 2	Total
Name	Monthly Rate	Yr 1 %	Yr 2 %	COLA (Yr 2)			
PI	\$12,010	0.5	0.33	3%	\$6,005	\$4,082	\$10,087
Co-PI	\$10,889	0.33	0.33	3%	\$3,593	\$3,701	\$7,294
GRA	\$2,050	12	4.5	3%	\$24,600	\$9,502	\$34,102
Undergraduate	\$1,200	2	2	3%	\$2,400	\$2,472	\$4,872
TOTAL SALARY AND WAGES					\$36,598	\$19,757	\$56,355
II. Fringe Benefits		Fringe Rate			Year 1	Year 2	Total
PI	28%				\$1,681	\$1,143	\$2,824
Co-PI	28%				\$1,006	\$1,036	\$2,042
GRA	30%				\$7,380	\$2,851	\$10,231
Undergraduate	30%				\$720	\$742	\$1,462
TOTAL FRINGE BENEFITS					\$10,787	\$5,771	\$16,559
III. Travel					Year 1	Year 2	Total
See budget justification					\$3,000	\$3,000	\$6,000
TOTAL TRAVEL					\$3,000	\$3,000	\$6,000
IV. Equipment (N/A)					Year 1	Year 2	Total
TOTAL EQUIPMENT					\$0	\$0	\$0
V. Supplies					Year 1	Year 2	Total
See budget justification					\$7,000	\$4,509	\$11,509
TOTAL SUPPLIES					\$7,000	\$4,509	\$11,509

VI. Contractual	Year 1	Year 2	Total
See budget justification	\$2,000	\$2,000	\$4,000
TOTAL CONTRACTUAL	\$2,000	\$2,000	\$4,000
VII. Other	Year 1	Year 2	Total
Tuition	\$12,368	\$5,328	\$17,696
Participant support costs	\$1,000	\$1,000	\$2,000
TOTAL OTHER	\$13,368	\$6,328	\$19,696
TOTAL DIRECT	\$72,754	\$41,365	\$114,119
INDIRECT 38.00%	\$22,567	\$13,314	\$35,881
TOTAL	\$95,320	\$54,680	\$150,000

Budget Narrative:

TOTAL PROJECT COST: \$150,000

TOTAL EPA FUNDING REQUESTED: \$150,000

I. Senior Personnel:

The PI has requested 0.50 of a month salary for Yr. 1 and 0.33 of a month salary for Yr. 2 with a 3% COLA for Yr. 2. The Co-PI requests for a 0.33 a month summer salary for Yr. 1 and Yr. 2.

	Personnel	Monthly Salary	Percentage	COLA	Total
Year 1	PI	\$12,010	.50		\$6,005
	Co-PI	\$10,889	.33		\$3,593
Year 2	PI	\$12,010	.33	3%	\$4,082
	Co-PI	\$10,889	.33	3%	\$3,701

Other Personnel:

Funds are requested to provide stipend for one graduate student for 16.5 months of the project (1 year and one long semester) and will be co-mentored by the PI and the co-PI. Undergraduate for two months of Yr. 1 and Yr. 2 who will work with the graduate student and the PIs to develop and execute the hands-on activities.

	Personnel	Monthly Salary	Months	COLA	Total
Year 1	GRA	\$2,050	12		\$24,600
	Undergraduate	\$1,200	2		\$2,400
Year 2	GRA	\$2,050	4.5	3%	\$9,502
	Undergraduate	\$1,200	2	3%	\$2,472

TOTAL PERSONNEL: \$56,355

II. Fringe Benefits:

Fringe benefits (to cover insurances, social security and retirement) are requested at 28% of PI/Co-PI salary and at 30% graduate/undergraduate research assistant salary.

	Personnel	Total Salary	Fringe Rate	Fringe
Year 1	PI	\$6,005	28%	\$1,681
	Co-PI	\$3,593	28%	\$1,006
	GRA	\$24,600	30%	\$7,380
	Undergraduate	\$2,400	30%	\$ 720
Year 2	PI	\$4,082	28%	\$1,143
	Co-PI	\$3,701	28%	\$1,036
	GRA	\$9,502	30%	\$2,851
	Undergraduate	\$2,472	30%	\$ 742

TOTAL FRINGE: \$16,559

III. Travel

Travel funds requested are for trips to *XXX, XXX, and XXX*. These funds include daytrips and overnight trips. Travel will allow us to complete Tasks (*insert task number or description here*) and the deliverables (*insert deliverables name/number here*).

Purpose	Location(s)	Item	# of Travelers	Rates	Cost
8 day-trips to research XXX: Task 1 and 2	Insert locations here	Mileage	4	\$0.545/mile x 2988 miles	\$1,629
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging	4	\$91/night x 2 trips	\$1,092
		Mileage	4	(3 rooms)	\$ 242
		Per diem	4	\$0.545/mile x 222 miles x 2 trips	\$ 336
				\$42/day x 2 days	
Conference Task 4, Deliverable 4	To be determined	Lodging	2	\$99/night – 3 nights	\$ 297
		Airfare	2	\$475/traveler	\$ 950
		Per diem	2	\$42/day x 3 days	\$ 252
		Registration	2	\$601 per registration	\$1,202

TOTAL TRAVEL: \$6,000

IV. Equipment

None

V. Supplies

Funds are requested for supplies in the amount of \$7,000 for Year 1 and \$4,509 for Year 2. Supplies will be utilized for Tasks (*insert task number or description here*) and the following deliverables (*insert deliverables name/number here*).

Item	Funds Requested
Drawing Paper (\$20/pack of 20 x 30 packs)	\$600
Color for the painting activity (\$14/set x 60 sets)	\$840
Paint brushes (\$7/set x 60 sets)	\$419
White board markers (\$12/dozen x 7)	\$84
Flip charts (\$35 each x 20)	\$700
Lego supplies (\$53/set x 10 sets)	\$530
Supplies to build 3D model watershed (plexiglass, clay, Styrofoam, sprinkling cans - \$725/set x 2)	\$1,450
Water quality sampling equipment (Hach HQ40D pH, conductivity, salinity, TDS, dissolved oxygen, and ORP meter - \$1200 each x 5)	\$6,000
Livescribe pens and notebook for group discussions (\$126/set x 5)	\$630
3M Petrifilm (\$128/pack of 50 x 2)	\$256
Total	\$11,509

TOTAL SUPPLIES: \$11,509

VI. Contractual

\$2,000/year is requested for a Program Specialist, who will recruit and enroll students for the meetings, summer camps, and clean-up day. The Program Specialist also will do paperwork associated with informed consent of the parents for assessments associated with the various project activities. Contractual support will be utilized for the following Tasks (*insert task number or description here*) and the following deliverables (*insert deliverables name/number here*).

Year 1	Program Specialist	\$2,000
Year 2	Program Specialist	\$2,000
	Total	\$4,000

TOTAL CONTRACTUAL: \$4,000

VII. Other

Tuition requested for Year 1 and Year 2, based on historical data. Participant support of \$1,000 per year has been budgeted, which will be used to cover three students per year to participate in the summer camp, who will play a key role in the conduction of the hands-on meetings.

	Tuition	Participation Support	Total Cost
Year 1	\$12,368	\$1,000	\$13,368
Year 2	\$5,328	\$1,000	\$6,327
Total	\$17,696	\$2,000	\$19,696

TOTAL OTHER: \$19,696

VIII. Indirect

Indirect costs are rate of 38% of the Modified Total Direct Costs (MTDC). The cognizant agency for the F&A rate for the (*insert name here*) is the (*insert name here*). Indirect does not include tuition and participant support.

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	\$72,754	\$22,567	\$95,320
Year 2	\$41,365	\$13,314	\$54,680
Total	\$114,119	\$35,881	\$150,000

TOTAL INDIRECT COSTS: \$35,881

Appendix C: Example of Milestones

[Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. The following table is an example of a format applicants may wish to use in listing milestones. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones **should not exceed one page.**]

Timeline and Milestones:

Timeline / Workflow New actions for this Project Existing program actions into which this project will be incorporated 	Winter 2018	2019												2020									
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
Outreach to businesses to participate in Cohorts																							
EcoData Tracking Workshops																							
Cohort site visits + technical assistance/P2 recommendations + assessment for tanks & supplies																							
Permit guidance created																							
BMP toolkits produced (incl. Metrics Calculator)																							
Issue tanks RFP																							
Contracts issued for tanks																							
Permit assistance																							
Training on tracking waste stream impacts																							
Cohort Meetings																							
Cohort tracking and implementation period																							
Asset management training																							
3 training videos; 1 of which will be on side-streaming																							
Reimbursements for tanks																							
Cohort follow-up site visits																							
Green Manufacturing training																							
Results analysis, review, & report writing																							