

**Dated: June 15, 2021**

**U.S. EPA GREAT LAKES NATIONAL PROGRAM OFFICE  
Great Lakes Restoration Initiative  
2021 Request for Applications for Nonpoint Source Runoff and Nutrient  
Reduction Projects**

**Federal Agency Name:** Environmental Protection Agency  
**Funding Opportunity Title:** See Below  
**Announcement Type:** Request for Applications  
**Funding Opportunity Number:** See Below  
**Catalog of Federal Domestic Assistance (CFDA) Number:** 66.469

**INTRODUCTION AND OVERVIEW**

This Request for Applications (RFA) solicits applications from eligible entities for grants and/or cooperative agreements to be awarded pursuant to the Great Lakes Restoration Initiative Action Plan III (<https://www.glri.us/documents>). This RFA is EPA’s major competitive grant funding opportunity under Focus Area 3 of the Great Lakes Restoration Initiative (“GLRI” or “Initiative”) for FY 2021. Applications are requested for projects within the three funding opportunities listed below, each of which has a separate Funding Opportunity Number (FON) and is separately posted on [www.grants.gov](http://www.grants.gov). Applicants must apply on [grants.gov](http://grants.gov) for the specific funding opportunity they are interested in.

Up to approximately \$9 million may be awarded in total under the three FONs as grants and/or cooperative agreements for approximately 24 projects contingent upon funding availability, the quality of applications received, Agency priorities, and other applicable considerations.

The three Funding Opportunities and associated FONs are:

<b>Funding Opportunity Title</b>	<b>FON</b>	<b>Description</b>
I.A. Riparian Restoration to Reduce Runoff	EPA-R5-GL2021-RRR	Approximately \$3,000,000 available for 5 to 10 projects
I.B. Addressing Legacy Phosphorus in Agricultural Settings	EPA-R5-GL2021-ALP	Approximately \$3,000,000 available for 5 to 10 projects
I.C. Green Infrastructure in Shoreline Communities	EPA-R5-GL2021-GIS	Approximately \$3,000,000 available for 5 to 10 projects

**Funding/Awards:** Up to approximately \$9 million may be awarded in total as grants and/or cooperative agreements under this RFA for approximately 24 projects in the three Funding Opportunities listed above, contingent upon funding availability, the quality of applications received and other applicable considerations. In addition, EPA expressly reserves the right to make no awards under a particular Funding Opportunity or to adjust the number of awards originally anticipated under a specific Funding Opportunity.

Proposed projects must be limited to the project duration identified for the respective Funding Opportunities. Awards may be fully or incrementally funded. All incrementally funded awards will be subject to the availability of funding, future appropriations, satisfactory performance of work, Agency priorities, and other applicable considerations. Applicants may submit applications under each of the three funding opportunity numbers listed above and multiple applications per funding opportunity number, provided that each application is for a different project and is submitted separately under the appropriate FON, and each application cannot address more than one Funding Opportunity.

GLRI's statutory authority to award cooperative agreements is contained in the Clean Water Act, Section 118(c)(7), as amended by Public Law 114-322. EPA has authority to award grants and cooperative agreements for planning, research, monitoring, outreach and implementation projects in furtherance of the GLRI and the Great Lakes Water Quality Agreement. Governmental entities, including state agencies, interstate agencies, Indian tribes, local governments, institutions of higher learning (i.e., colleges and universities), and non-profit organizations (as defined at 2 CFR Part 200) are eligible to apply for funding under this RFA. Individuals, foreign organizations and governments, nonprofit organizations exempt from taxation under Section 501(c)(4) of the Internal Revenue Code that engage in lobbying, and "for-profit" organizations are not eligible.

**Important Dates:**

- June 28, 2021 – Applicant webinar (12:30 – 1:20 p.m. Eastern Time / 11:30 - 12:30 p.m. Central Time)
- August 20, 2021– Applications must be submitted via Grants.gov by 11:59 p.m. Eastern Time / 10:59 p.m. Central Time. See Section IV for further submission information.
- October 2021 (tentative) – EPA will notify selected applicants.
- November 2021 (tentative) – EPA will make official awards.

**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](#).

**Other Application Information:** For your convenience, an RFA web page has been created at be <https://www.epa.gov/great-lakes-funding/fy-2021-rfa-glri-nonpoint-source-runoff-nutrient-reduction-projects> where you will find information relating to the RFA process as well as a link to frequently asked questions (FAQs). We encourage all applicants to sign up for

our mailing list and register with us at [www.epa.gov/great-lakes-funding/great-lakes-news-email-list](http://www.epa.gov/great-lakes-funding/great-lakes-news-email-list). Further submittal information is described in Section IV.

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## I. Application Information

### **General Background, Authority, and Funded Activities:**

The Great Lakes Restoration Initiative (“GLRI” or “Initiative”) builds on the prior efforts of federal, state, and local agencies; Indian tribes; businesses; public interest groups; interested citizens; and others to develop a collaborative and comprehensive approach to restoring the Great Lakes. Information about the Initiative can be found at [www.glri.us](http://www.glri.us).

Consistent with Catalog of Federal Domestic Assistance Listing Number 66.469, this RFA is expected to result in the award of grants and/or cooperative agreements, as appropriate (hereafter collectively referred to as “grants”), to help implement the GLRI. EPA’s authority to make awards includes outreach and implementation projects in furtherance of GLRI and GLWQA. The statutory authority to carry out certain U.S. responsibilities under GLWQA and for GLRI funding is contained in the Clean Water Act Section 118(c)(7), as amended by Public Law 114-322. The principal goal of GLWQA is the restoration and maintenance of the chemical, physical, and biological integrity of the Great Lakes ecosystem. Funded activities must advance protection and restoration of the Great Lakes ecosystem in support of: (i) GLRI Action Plan III (<https://www.glri.us/documents>) and (ii) EPA’s Strategic Plan.

The activities to be funded under this announcement support achievement of EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: *A Cleaner, Healthier Environment*, Objective 1.2: *Provide for Clean and Safe Water* of the EPA Strategic Plan. Information about EPA’s Strategic Plan can be found at <https://www.epa.gov/planandbudget/strategicplan>.

For projects with international aspects, the above statutes are supplemented, as appropriate, by the National Environmental Policy Act, Section 102(2)(F).

This RFA solicits applications from eligible entities for grants to be awarded pursuant to the statutory authorities referenced above and the GLRI Action Plan III and [EPA’s Strategic Plan](#). Up to approximately \$9 million in total may be awarded for about 24 projects in the three funding opportunities subject areas described in this RFA contingent on the quality of applications received, funding availability, Agency priorities, future appropriations, satisfactory performance of work, and other applicable considerations.

The anticipated award amounts and the relative allocations for the three funding opportunities are approximations that are subject to change based upon a number of considerations including, but not limited to, EPA’s determination that different amounts or allocations would better advance protection and restoration of the Great Lakes ecosystem, funding availability, and other applicable considerations. However, EPA will not consider applications that request EPA funding amounts above the EPA-specified maximum individual project amounts identified in Section I for each funding opportunity. Applications for funding above these amounts will be rejected.

### **Minority Serving Institutions (MSIs):**

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#);
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#);
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#);
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominantly Black Institutions](#).

### **Subawardees and/or Contractors:**

If you name subawardees/subgrantees and/or contractor(s), including individual consultants, in your application as partners to assist you with the proposed project, pay careful attention to the information in Section III regarding "Coalitions" and to the "Contracts and Subawards" provisions at [www.epa.gov/grants/epa-solicitation-clauses](http://www.epa.gov/grants/epa-solicitation-clauses) (incorporated by reference in Section IV).

### **Funding Opportunities:**

Applications are requested for the funding opportunities described below, each of which has a different FON. There are three separate FONs for which applicants can apply, and each one is separately posted on Grants.gov.

Applicants: 1) may submit applications under each FON listed below, and 2) may submit multiple applications under each FON as long as each application is for a different project. In addition, each individual project for which an applicant seeks funding must be covered by a separate application under the appropriate FON. An application cannot address more than one funding opportunity.

## **Funding Opportunity I.A. Riparian Restoration to Reduce Runoff**

Funding Opportunity Number: EPA-R5-GL2021-RRR

Funding Opportunity Title: Great Lakes Restoration Initiative - 2021 Request for Applications – Riparian Restoration to Reduce Runoff

**Background:** Many riparian corridors in the Great Lakes basin have been dramatically altered (e.g., drained, diked, channelized) resulting in a loss of the water quality benefits that healthy riparian corridors provide. Restoring riparian corridors through streamside conservation practices (e.g., re-establishing riparian vegetation and widening floodplains) will collect, slow, and filter nonpoint source runoff before it reaches the Great Lakes.

Under this funding opportunity, we seek to restore riparian corridors in agricultural, rural, urban, and suburban areas through the implementation of streamside conservation practices that promote infiltration, provide stream bank stability, and increase the capacity of the watershed to assimilate nutrients.

In addition to natural streambank restoration techniques, eligible activities may include edge of field practices such as: vegetated buffers (filter strips, field borders, and riparian buffers), constructed wetlands, saturated buffers, and two-stage ditches. Eligible projects may also include acquisition<sup>1</sup> and restoration of former cropland of marginal value along drainage ditches.

**Request for Applications:** EPA expects to provide approximately \$3,000,000 for **5 to 10** projects under this funding opportunity. The maximum amount of federal funds that will be awarded for any project in this funding opportunity is \$600,000.

Applicants interested in applying for this funding opportunity must do so under this grants.gov posting. There are separate grants.gov postings for applications under the other two funding opportunities described below.

### **Information to include in the description of “Project Design”:**

Applicants should provide:

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<sup>1</sup> If the project involves privately owned property, the land must be held in perpetuity by a Qualified Easement Holder<sup>1</sup> such as a land conservancy organization, local governments and/or local soil and water conservation districts.

- A map that delineates the project boundaries within the watershed and clearly identifies the areas where work will be implemented.
- An explanation of the project’s relevance to improving water quality in the watershed, including the cause(s) of nutrient runoff issues and how this project will address them.
- An explanation of how the project is consistent with a broader strategy for watershed protection and restoration.
- An explanation of how the project will be maintained after the project period has ended to ensure the long-term benefits of the project.
- An explanation of how the project plan and design will be resilient to climate change.

**Potential for higher score under Project Design Criterion in Section V:** During the evaluation process described in Section V for projects addressing this funding opportunity, applications may be evaluated more favorably for the following under the Project Design criterion:

- Projects demonstrating a clear connection to protection of the Great Lakes themselves or reduced risk of Harmful Algal Blooms, including but not limited to projects located in one of the following GLRI Priority watersheds for phosphorus reduction: the Maumee River, Ohio, the Fox River, WI, the Saginaw River, MI, or the Genesee River, NY.

**Information to include in the description of “Outputs and Outcomes”:** Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include:

- Length of riparian corridor stabilized (in miles or fraction of a mile).

Outputs from the project should also include, if applicable:

- Projected volume of untreated stormwater runoff captured or treated (in gallons).
- Estimated phosphorus load reduced (in pounds).

A variety of tools may be used to estimate phosphorus or stormwater reductions for the application, such as EPA’s Spreadsheet Tool for Estimating Pollutant Load (STEPL): <https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-stepl>, USDA’s Nutrient Tracking Tool (NTT): <https://www.oem.usda.gov/nutrient-tracking-tool-ntt>, EPA’s National Stormwater Calculator: <https://www.epa.gov/water-research/national-stormwater-calculator>, and/or iTree: <https://www.itreetools.org/> (utilize a 10-year tree age for measuring stormwater benefits in i-Tree).

Applicants should also demonstrate how their proposed project will contribute to one or more of the following outcomes:

- Achievement of the U.S.-Canada Great Lakes Water Quality Agreement Annex 4 nutrient reduction targets.
- Reduced risk of nutrient runoff during storm events.
- Minimized nonpoint source pollutant impacts on water quality in the Great Lakes or tributaries.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

**Ineligible projects and activities.** The following projects and activities are ineligible under this funding opportunity:

- Erosion control measures within farm fields such as grassed waterways or water and sediment control basins.
- Purchase of temporary (as opposed to permanent) easements.
- Wetland or floodplain creation specified as a required mitigation measure under a state, local, or federal permit for a specific project.

### **Funding Opportunity I.B. Addressing Legacy Phosphorus in Agricultural Settings**

Funding Opportunity Number: EPA-R5-GL2021-ALP

Funding Opportunity Title: Great Lakes Restoration Initiative - 2021 Request for Applications – Addressing Legacy Phosphorus in Agricultural Settings

**Background:** Historical application of fertilizers, particularly manure, can lead to accumulation of phosphorus (P) in soils, which then becomes a chronic source of water pollution that is released during storm events or through gradual leaching. These losses of “legacy P” from agricultural soils are difficult to control and pose significant risks to water quality. Typically, legacy P levels are high enough to support crop production with no additional nutrients for several years. Meanwhile, crop planting and harvesting will slowly drawdown legacy P. Drawdown can take decades, which can mask progress being made on controlling new sources of nutrients.

For this funding opportunity we seek to reduce nutrient loading to the Great Lakes and their tributaries by creating phosphorus sinks on the landscape to intercept and filter agricultural runoff before it moves downstream. A successful project would target known areas of high legacy P levels and use engineered or natural hydrologic structures, such as wetlands, floodplains and two stage ditches to keep it on the landscape. For this funding opportunity, we specifically encourage the use of Phosphorus Removal Structures<sup>2</sup> to accelerate drawdown of dissolved P,

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<sup>2</sup> A Phosphorus Removal Structure is an edge of field practice that captures dissolved phosphorus from drainage water leaving the field, by diverting concentrated flows of water into a structure containing P absorbent media. The structure is used in a system with a containment



where site conditions are favorable to do so. Because Phosphorus Removal Structures are a relatively new best management practice that is under active research by the USDA, applicants are encouraged to engage their local Natural Resources Conservation Service (NRCS) conservation district, the Agricultural Research Service, and/or Extension specialists in the planning and design of their project.

**Request for Applications:** EPA expects to provide approximately \$3,000,000 for 5 to 10 projects under this funding opportunity. The maximum amount of federal funds that will be awarded for any project for this funding opportunity is \$600,000.

**Information to include in the description of “Project Design”:**

Applicants should provide:

- A map that delineates the project boundaries within the watershed and clearly identifies the areas where work will be implemented.
- An explanation of the project’s relevance to improving water quality in the watershed, including the cause(s) of nutrient runoff issues and how this project will address them.
- An explanation of how the project is consistent with a broader strategy for watershed protection and restoration.
- An explanation of how the project will be maintained after the project period has ended to ensure the long-term benefits of the project.
- An explanation of how the project plan and design will be resilient to climate change.

**Potential for higher score under Project Design Criterion in Section V:** During the evaluation process described in Section V for projects addressing this funding opportunity, applications may be evaluated more favorably for the following:

- Projects demonstrating a clear connection to protection of the Great Lakes themselves or reduced risk of Harmful Algal Blooms, including but not limited to projects located in one of the following GLRI Priority watersheds for phosphorus reduction: the Maumee River, Ohio, the Fox River, WI, the Saginaw River, MI, or the Genesee River, NY.

Additionally, applications that include the following elements may be more favorably considered under the Project Design criterion:

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structure that allows flow through the media and retains the media so that it does not move downstream, and a means to remove and replace the media. Many states include the P removal structure in their NRCS cost-share program, under the 782 Standard. For more information, see: <https://mdc.itap.purdue.edu/item.asp?itemID=24475>, and [https://www.mdpi.com/journal/water/special\\_issues/phosphorus\\_removal](https://www.mdpi.com/journal/water/special_issues/phosphorus_removal).

- Past experience and collaboration with farmers that identified potential “hot spots” for legacy P, willing landowners, and/or evaluation of suitable sites for building natural sinks on the landscape.

**Information to include in the description of “Outputs and Outcomes”:** Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include:

- Estimated phosphorus load reduced (in pounds).

Outputs from the project should also include, if applicable:

- Length of streambank or riparian zone stabilized (in miles or fraction of a mile).
- Projected volume of untreated stormwater runoff captured or treated (in gallons).

A variety of tools may be used to estimate phosphorus or stormwater reductions for the proposal, such as EPA’s Spreadsheet Tool for Estimating Pollutant Load (STEPL): <https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-stepl>, USDA’s Nutrient Tracking Tool (NTT): <https://www.oem.usda.gov/nutrient-tracking-tool-ntt>, EPA’s National Stormwater Calculator: <https://www.epa.gov/water-research/national-stormwater-calculator>, and/or iTree: <https://www.itreetools.org/> (utilize a 10-year tree age for measuring stormwater benefits in i-Tree).

If a Phosphorus Removal Structure is part of the project design, applicants should use the Phosphorus Transport Reduction App (P-TRAP): <https://www.ars.usda.gov/midwest-area/west-lafayette-in/national-soil-erosion-research/docs/phosphorus-removal-structures/>

Applicants should also demonstrate how their proposed project will contribute to one or more of the following outcomes:

- Reduced risk of nutrient runoff during storm events.
- Drawdown of legacy phosphorus levels in streams and floodplains.
- Minimized nonpoint source pollutant impacts on water quality in the Great Lakes or tributaries
- Achievement of the U.S.-Canada Great Lakes Water Quality Agreement Annex 4 nutrient reduction targets.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

**Ineligible projects and activities.** The following projects and activities are ineligible under this funding opportunity:

- Erosion control measures within farm fields such as grassed waterways or water and sediment control basins
- Purchase of temporary (as opposed to permanent) easements.
- Wetland or floodplain creation specified as a required mitigation measure under a state, local, or federal permit for a specific project.

### **Funding Opportunity I.C. Green Infrastructure in Shoreline Communities**

Funding Opportunity Number: EPA-R5-GL2021-GIS

Funding Opportunity Title: Great Lakes Restoration Initiative - 2021 Request for Applications – Green Infrastructure in Shoreline Communities

**Background:** Green infrastructure uses vegetation, soils, and other elements and practices to restore some of the natural processes required to manage water and create healthier urban environments.

In many Great Lakes shoreline communities, polluted stormwater runoff can degrade nearshore water quality and result in beach closings. Implementation of green infrastructure practices that infiltrate and intercept runoff can have multiple benefits, including decreasing surface runoff with simultaneous reductions in runoff of soils, nutrients, pesticides, and other nonpoint source pollutants. Projects on beaches can couple these green infrastructure practices with other beach mitigation techniques such as planting native grasses to discourage geese from congregating by the shoreline.

This funding opportunity solicits green infrastructure projects that will capture and infiltrate stormwater runoff to improve water quality in the Great Lakes. For this funding opportunity, EPA is particularly interested in providing assistance for green infrastructure projects in underserved communities. For purposes of this announcement, the term “underserved community” refers to people/communities of color, low income, tribal, and indigenous communities, and if applicable other vulnerable populations such as the elderly, children, those with pre-existing medical conditions, and rural communities, that may be disproportionately impacted by environmental harms and risks.

**Request for Applications:** EPA expects to provide approximately \$3,000,000 for approximately 5 to 10 projects in this funding opportunity. The maximum amount of federal funds that will be awarded for any project in this funding opportunity is \$600,000. As a minimum for consideration in this funding opportunity, projects must be designed to infiltrate or capture at least 100,000 gallons of stormwater runoff.

Applicants should provide the following information in the description of “Project Design”:

- A map that delineates the project boundaries within the watershed and clearly identifies where work will be implemented.
- An explanation of the project’s relevance to improving water quality in a Great Lakes shoreline community<sup>33</sup>, including the cause(s) of the stormwater runoff issues and how this project will address them.
- An explanation of how the project is consistent with a broader strategy for watershed protection and restoration.
- An explanation of how the project will be maintained after the project period has ended to ensure long-term benefits of the project.
- An explanation of how the project plan and design will be resilient to climate change.

Additionally, applications that include the following element could be more favorably considered under the evaluation criteria for “Project Design”:

- Projects that protect public health by improving water quality at recreational beaches.

**Information to include in the description of “Outputs and Outcomes”:** Projects will be assessed on the completeness and strength of their outputs and outcomes. Outputs from the project must include:

- Projected volume of untreated stormwater runoff captured or treated (in gallons). Refer to Section III regarding Eligibility Criteria.

Outputs from the project should also include, if applicable:

- Length of shoreline restored or protected (in miles or fraction of a mile).
- Estimated phosphorus load reduced (in pounds).

A variety of tools may be used to estimate phosphorus or stormwater reductions for the proposal, such as EPA’s Spreadsheet Tool for Estimating Pollutant Load (STEPL):

<https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-stepl>, USDA’s Nutrient Tracking Tool (NTT): <https://www.oem.usda.gov/nutrient-tracking-tool-ntt>, EPA’s National Stormwater Calculator: <https://www.epa.gov/water-research/national-stormwater-calculator>, and/or iTree: <https://www.itreetools.org/> (utilize a 10-year tree age for measuring stormwater benefits in i-Tree).

Applicants should also demonstrate how their proposed project will contribute to achievement of one or more of the following outcomes:

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<sup>33</sup> For the purposes of this announcement, a shoreline community is defined as being adjacent to a Great Lake or connecting channel.

- Nonpoint source pollutant impacts on water quality in the Great Lakes or tributaries minimized.
- Trophic status or biotic integrity of nearshore Great Lakes aquatic resources improved.
- Reduction in beach closures or algal blooms in nearshore areas of the Great Lakes.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III):

To be eligible under this funding opportunity, applications must demonstrate that the project will:

- Infiltrate or capture at least 100,000 gallons of stormwater runoff annually.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- Purchase or distribution of rain barrels.

## II. AWARD INFORMATION

**Amounts, Targets, and Number of Projects:** Up to approximately \$9 million in EPA funding is expected to be awarded under this RFA for approximately 24 projects in the three FONs described in Section I. The number of projects EPA will fund as a result of this RFA will be based on the quality of applications received, the availability of funding, Agency priorities, and other applicable considerations. These amounts are estimates only (except as noted below), and are being provided solely for application preparation purposes. **Please note, however, that the specified maximum amount in Section I that will be awarded for an individual project in any funding opportunity establishes a per-project limit for the EPA funding; applications seeking EPA funding in excess of that amount will be rejected. In addition, an application for a multi-phase project will be treated as a request for the full amount for all phases. If that combined amount exceeds the specified maximum, the application will be rejected.**

The actual award amounts and number of projects awarded under each of the funding opportunities in Section I may differ from what is estimated for many reasons, including the number of meritorious applications received and funding availability. In addition, EPA reserves the right to increase or decrease (including decreasing to zero) the total number and amount of awards under each funding opportunity, or change the ratio of assistance agreements it awards among the funding opportunities.

EPA reserves the right to reject all applications and make no awards under any or all of the funding opportunities identified in this RFA or make fewer awards than anticipated.

**Anticipated Project Start and End Dates:** This Request for Applications (RFA) instructs applicants to submit certifications and other documentation required for a full and complete funding package so that their projects could, if selected, proceed expeditiously. Applications should specify a start date on or around, **November 1, 2021** and must specify an end date no later than December 31, 2024.

**Additional Awards:** EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

**Funding Type:** Successful applicant(s) will be issued a grant or cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the recipient's performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements, reviewing qualifications of key personnel, and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

**Award Funding and Incremental/Full Funding:** Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

**Future Funding:** Selection or award of funding under this RFA is not a guarantee of future funding.

**Partial Funding:** 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.

### III. ELIGIBILITY INFORMATION

**Applicant Eligibility (CFDA 66.469):** Qualified non-federal entities eligible to apply for grants include non-federal governmental entities, nonprofit organizations, and institutions. This includes state agencies; any agency or instrumentality of local government; interstate agencies; federally-recognized tribes and tribal organizations; colleges and universities; non-profit organizations; and other public or non-profit private agencies, institutions, and organizations. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible applicants. "For profit" organizations, federal agencies, and individuals are not eligible applicants. "For profit" organizations, federal agencies, and individuals are not eligible applicants.

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

**Encouraging Minority Serving Institutions to Compete:** Eligible Minority Serving Institutions, as described in Section I, are strongly encouraged to apply for funding under this competition.

EPA recognizes that scientific, technical, engineering and mathematical (STEM) competence is essential to the Nation's future well-being in terms of national security and competitive economic advantage. For instance, the health and vitality of the economy is predicated, in part, on the availability of an adequate supply of scientists, technicians, engineers and mathematicians, to develop innovative technologies and solutions. In other words, this country must engage all available minds to address the challenges it faces. Minorities, women, and persons with disabilities historically have been under-represented in the STEM fields. For this reason, EPA strongly encourages all eligible applicants including, women, minorities, and persons with disabilities to apply.

**Coalitions:** Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this RFA; however, one entity **must** be responsible for the grant. Coalitions **must** identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subawardees of the recipient. Subawards and subgrants **must** be consistent with the definitions of those terms in 2 CFR 200.92. The recipient that administers the



grant will be accountable to EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR 200.331(d), subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding. Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for subawards. For-profit organizations are eligible to receive contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR 200.319, as applicable. The regulations also contain limitations on consultant compensation. (Please see 2 CFR 1500.9, formerly at 40 CFR 30.27(b) or 31.36(j), as applicable.) For additional information, please review the following Federal Register: [edocket.access.gpo.gov/2004/pdf/04-7867.pdf](https://www.federalregister.gov/2004/pdf/04-7867.pdf).

**Match or Cost-Share:** There is no cost-sharing or matching requirement as a condition of eligibility under this RFA.

**Voluntary cost-share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost-share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR 200.306.)
  - A voluntary cost share may only be met with eligible and allowable costs.
  - The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
  - The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized EPA may take action as authorized by 2 CFR Part 200 and/or 2 CFR Part 180 as applicable.
- **Threshold Eligibility Criteria:** These are requirements that, if not met by the applicant by the time of application submission, will result in elimination of the application from consideration for funding. Only applications for eligible activities from eligible entities that meet these criteria by the time of application submission will be evaluated against the ranking factors in Section V of this RFA. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified by email within 15 calendar days of the ineligibility determination. Applicants should contact the applicable individuals listed in Section VII with any questions about the threshold eligibility requirements that may apply to a particular funding opportunity.



- Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is stated for the Narrative Proposal in Section IV, pages in excess of the limitation will not be reviewed.
- In addition, initial applications must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely 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 system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Jennifer Conner (312-886-0201 / GLRI-RFA@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
- All applications under this RFA must include the required output for the FON for which they are applying (as stated in Section I of this RFA):
  - o I.A. Riparian Restoration to Reduce Runoff (EPA-R5-GL2021-RRR) – Length of riparian corridor stabilized (in miles or fraction of a mile).
  - o I.B. Addressing Legacy Phosphorus in Agricultural Settings (EPA-R5-GL2021-ALP) - Estimated phosphorus load reduced (in pounds).
  - o I.C. Green Infrastructure in Shoreline Communities (EPA-R5-GL2021-GIS) - Projected volume of untreated stormwater runoff captured or treated (in gallons). Projects in this FON must infiltrate or capture at least 100,000 gallons of stormwater runoff annually.
- Applicants may submit applications under each FON listed above, and 2) may submit multiple applications under a single FON as long as each application is for a different project. In addition, each individual project for which an applicant seeks funding must be covered by a separate application under the appropriate FON. An application cannot address more than one funding opportunity.

- Applications must meet any additional eligibility requirements described in Section I that apply to the respective funding opportunity category. This includes information in the Eligibility section of each funding opportunity description in Section I.
- Applications seeking funding in excess of the specified maximum amount of EPA funding that may be requested for an individual project under any funding opportunity number will be rejected. Maximum funding amounts are specified in the funding opportunity descriptions in Section I. In addition, an application for a multi-phase project will be treated as a request for the full amount for all phases. If that combined amount exceeds the specified maximum, the application will be rejected.

**Ineligible Activities:**

These are activities that, if included in the project, will be deemed ineligible for funding. If an application is submitted that includes any ineligible tasks or activities, including, but not limited to, those listed below, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding.

**IV. APPLICATION AND SUBMISSION INFORMATION**

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

Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined [here](#). Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods. Issues with submissions with respect to this opportunity only are addressed in section *c. Technical Issues with Submission* below.

**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 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 DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE. Please see [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to Unique Entity Identifier (UEI).

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS 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](#) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](#)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](#). Go to [Grants.gov](#) and then click on "Search Grants" at the top of the page and enter the appropriate Funding Opportunity Number (**EPA-R5-GL2021-RRR, EPA-R5-GL2021-ALP, EPA-R5-GL2021-GIS**), or the CFDA number that applies to the announcement (CFDA **66.469**), in the appropriate field and click the Search button.

Please Note: All applications must be submitted through [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](#) no later than <<<**August 20, 2021**>>> 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* of the application materials described below using the Grants.gov application package accessed using the instructions above.

**Application Materials:** The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 – Pre award Compliance Review Report
5. Narrative Proposal (Project Narrative Attachment Form) – prepared as described in Section IV of the announcement.
6. Other Attachments, including resumes and/or CVs for key staff (should be defined in Programmatic Capability with justification, see section IV.C2)

Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [Grants.gov](https://www.grants.gov)) within 30 days of the application deadline, please contact Jennifer Conner at 312-886-0201 / [GLRI-RFA@epa.gov](mailto:GLRI-RFA@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 be experienced or 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. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.** The 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 issues a "case number" upon a request for assistance.

3. **Transmission Difficulties.** If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](https://www.grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to [GLRI-RFA@epa.gov](mailto:GLRI-RFA@epa.gov) with the FON in the subject line. If you are unable to email, contact **Jennifer Conner** at **312 886-0201**. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant <https://www.sam.gov/SAM/> system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

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 **Jennifer Conner** at **312 886-0201**.

4. **Unsuccessful transfer of the application package:** If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to [GLRI-RFA@epa.gov](mailto:GLRI-RFA@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.

5. 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 **Jennifer Conner** 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 application package must include all of the following materials:

##### **1. Grant Application Forms: Please complete the forms as appropriate.**

- Standard Form 424, Application for Federal Assistance. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- Standard Form 424A, *Budget Information for Non-Construction Programs*.
- EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance.
- EPA Form 5700-54, Key Contacts Form.
- Project Narrative Attachment Form (See Section IV.C.2 for the Narrative Proposal below for additional information).
- Other Attachment Form, including resumes and/or CVs for key staff (should be defined in Programmatic Capability with justification, see section IV.C2)

2. **Narrative Proposal:** Narrative Proposals (including the Summary Information Page, Workplan, Detailed Budget Narrative, Maps, Charts and Figures, and Meeting/Conference/Workshop Information) must be **no more than 20 single-spaced pages** in length and include the items below in the requested order. Excess pages will not be reviewed. Maps, charts, pictures, and other figures must be included in the Narrative Proposal and are part of the page limit. Maps, charts, pictures, and other figures that are submitted as a separate attachment will not be reviewed.

Each Narrative Proposal must be formatted for 8½” x 11” paper and should use no smaller than an 11-point Times New Roman font with 1” margins and include the information below. Do not use a “double column” (aka newspaper) format. Readability is of paramount importance. Do not include more than one application in any file. Please do not zip the file or use a zip extension for your file because it will not be accepted.

1. **Summary Information Page** (should not exceed one page): Please provide the following information on a single page:
  - **Funding Opportunity Number.** Identify the funding opportunity from Section I to which the application relates by choosing one from among these three. Applications submitted under this RFA are for the Riparian Restoration to Reduce Runoff FON.

<b>Funding Opportunity Title</b>	<b>FON</b>
Riparian Restoration to Reduce Runoff	EPA-R5-GL2021-RRR
Addressing Legacy Phosphorus in Agricultural Settings	EPA-R5-GL2021-ALP
Green Infrastructure in Shoreline Communities	EPA-R5-GL2021-GIS

- **Project Title.** Please limit to 60 characters. EPA reserves the right to change the project title for its administrative convenience.
- **Applicant Information.** Include applicant (organization) name, address, contact person, phone number, and email address. Do not include private information.
- **Proposed Funding Request.** The total dollar amount requested from EPA. (Make sure it is within the limits specified in Section II or your application will be rejected.)
- **Project Duration.** Provide beginning and ending dates. See “Anticipated Start and End Dates” in Section II.
- **Brief Project Description.** Summarize the proposed project in 100 words or less in a clear and succinct manner using PLAIN LANGUAGE, including expected outputs, outcomes and environmental benefits resulting from implementation of the project. Include environmental KEY TERMS that could be used as search terms. Do not use acronyms. Should the proposal be selected, and a grant awarded, this description may be posted to the EPA Web. EPA reserves the right to make unilateral changes to conform to posting requirements. [Examples of project descriptions](#)
- **Project Location.** Specify a single, representative project location within the Great Lakes basin, including 8- or 12-digit HUC code ([Find HUC code](#)), and latitude and longitude specifying decimal degrees, **even if the work will be done at multiple**

**locations or by applicants who are located outside the Great Lakes basin. Please include the reason for the location you identify if that is not self-evident.**

- **Please also include project specific location information: cities, states, zip codes, and congressional districts. You can list up to five of each.**
2. **Work Plan:** The Work Plan for the proposed project **must** explicitly describe how the proposed project meets the guidelines established in Sections I-III of this RFA (including the threshold eligibility criteria in Section III) and **must** address each of the evaluation criteria set forth in Section V. Each Work Plan should be organized in the order and with the headings and information requested below. Details and associated point values for each section of the workplan are described in RFA Section V (Application Review) below.

The Work Plan should include the following information:

*i.* **Project Design**

- a) **Technical Approach:** Describe with specificity your plan for executing the project including a schedule with milestones for implementation. The rationale should describe the motivation for the project and explain the project's relevance to improving water quality in the watershed, including the cause(s) of nutrient or runoff issues and how this project will address them.

If the project is part of any applicable plan for protection and restoration of an important Great Lakes place-based effort (*e.g.*, LAMPs, RAPs, state Great Lakes plans, and watershed management plans) describe the purpose and effect of the project in such plan. (Such plans may cross over one or more funding opportunities of activities.) Provide an active Internet link (URL) for that plan or, if a URL is not available, attach the plan as part of item 13 of the Application Materials listed in Section IV.

- b) **Project Readiness and Support:** The description should describe the extent to which the project is ready to be initiated by including a discussion of:

- Agreements in place for use of the project site.



- Proper competitive procurement procedures for equipment, preliminary designs for construction.
- Permits necessary for the project and the extent to which permitting discussions have been initiated and/or are in place.
- Collaborator support which will help ensure project success. (Letters of support and other documentation may also be included as separate attachments – these do not count as part of the Project Narrative 20 page limit.)

c) **Long-term Maintenance and Operation:** Describe your plans to properly maintain the project in the long term so that the environmental benefits are sustained after the project period has ended.

- ii. **Results:** Specify the estimated quantitative and qualitative expected results (outputs and outcomes) of the proposed project **including but not limited to those specifically identified in Section I for the applicable funding opportunity**, any other measurable outputs and outcomes, and the approach that will be used to track and measure your progress towards achieving the applicable outputs and outcomes. Demonstrate how the project will achieve the desired results. Include acreage, miles, gallons, nutrients, economic impacts, *etc.* Include an estimate of, *e.g.*, the amount of nutrients to be removed. Describe the anticipated accuracy of estimates, including applicable limitations. In addition, provide a timetable or schedule with target dates projected for major tasks, accomplishments and deliverables.

Include a statement of the project’s relevance to the Great Lakes, particularly how the results will address (1) the needs and priorities of GLRI Action Plan III (<https://www.glri.us/documents>) and (2) EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: Cleaner, Healthier Environment, Objective 1.2: Provide for Clean and Safe Water of the EPA Strategic Plan (<https://www.epa.gov/planandbudget/strategicplan>). (It is sufficient for the purpose of clause (2) to include a general statement of how the project will protect and restore the Great Lakes ecosystem.)

iii. **Collaboration and Engagement**

- a. **Partnerships:** Describe your approach for promoting and/or obtaining collaboration and support from other partners in performing the project. List the proposed groups that will be involved in the project and any related projects and studies, and what each of the groups’ roles will be in the project’s staffing, funding, design and implementation. Describe the type of

collaboration/support proposed, how you will ensure that it will materialize during project performance, and what role it will play in the overall project. Any letters demonstrating evidence of collaboration and support from the public or private sector should be attached as part of item 11 of the Application Materials listed in Section IV. If you do not plan on collaborating with other groups in project performance, demonstrate how you will be able to effectively perform and complete the project without such collaboration.

IF YOU INTEND TO PROVIDE EPA FUNDS TO ANY COLLABORATING ORGANIZATION, PLEASE CAREFULLY REVIEW PROVISIONS ON “CONTRACTS AND SUBAWARDS” at: <https://www.epa.gov/grants/epa-solicitation-clauses>

Under this section, the applicant should explain their plans for making subawards, as necessary and appropriate (see Section IV.I) to enhance project effectiveness and/or efficiency. An example of a collaboration or partnership that would be considered under this criterion would be a proposal by an applicant (a single entity) to use GLRI funding to make subawards to one or more identified governmental or nonprofit subrecipients that would work collaboratively with the applicant to implement an overarching plan. Applicants, not EPA, will select their subawardees and the applicant must demonstrate in its proposal and/or through letters of support that the project partners are willing to accept the subaward and have the capacity to effectively administer and perform the agreement. Selected applicants who propose to make subawards must follow proper procedures in making subawards and will be expected to make the subawards consistent with their proposal. The award will include a term and condition requiring the applicant to make the subawards consistent with their proposal.

- b. **Stakeholder Engagement:** Applicants should describe their plans to engage and communicate with stakeholders, such as local, state and tribal environmental managers, academia and/or other interested groups to enhance the effectiveness and/or efficiency of the project.

Explain the extent to which the project will address the needs and concerns of local communities, including any communities and other interested parties, groups, or populations that are, or have been, affected by the environmental and/or other issues (including any adverse environmental impacts that have disproportionately affected them) that the project is intended to address.

### **For F.O.N. I.C - Environmental Justice and Underserved Communities**

Applicants should demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect underserved communities as defined in Section I.C. This includes demonstrating how the project benefits the underserved communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community and the extent to which the project addresses engagement with these communities, especially local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project.

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the underserved communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.

- c. **Outreach:** Applicants should describe how project results will be disseminated including presentations, data and reports for use by local, state and tribal environmental managers, academia and/or other interested stakeholders. Applicants should also describe the potential of the project for transferability and applicability to other places.

#### iv. **Budget (*Detailed Budget Narrative*)**

- a. Applicants should clearly explain how EPA funds and any voluntary cost-shares will be used. For guidance, see Appendix 1. Use this section to provide a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants should use whole dollar amounts. Applicants should include costs for quality system documentation as needed (i.e., quality assurance project plans or quality management plans) and environmental and regulatory compliance (e.g., costs for assisting EPA with compliance by conducting surveys and analysis to identify whether protected resources are in the project location and, if so, whether there will be any effects; costs associated with potential mitigation measures;

etc.). Applicants that do not include such costs may have to fund these and other overlooked costs out of their own funds.

- b. As part of the detailed budget narrative, applicants should explain their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. Please include an explanation of expenditure projections, with quarterly fiscal projections and milestones, for the life of the grant.
- v. **Programmatic Capability and Past Performance**
- a. ***Programmatic Capability***
    - 1. 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.
    - 2. This information should be supported by resumes or *curricula vitae* for key staff as defined in document 6 of Section IV.B.
  - b. ***Past Performance***
    - 1. Submit a list of no more than five federally funded assistance agreements (including but not limited to previous GLRI awards from EPA or other federal sources) similar in size and scope to the proposed project that your organization performed within the last three years and describe: (1) whether, and how, you were able to successfully complete and manage those agreements; and (2) 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. For all EPA grants listed, include the EPA Grant Number. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).
    - 2. *NOTE:* If you have previously received a GLRI award or awards, you should list the award(s) and provide the information described above. In addition, for EPA GLRI awards issued in 2015 to 2020 please provide an explanation of, and documentation supporting, your quarterly rate of expenditure on those prior GLRI projects up through the date of the applicant's submission under this solicitation.
    - 3. 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.*

- vi. **Other Attachments:** Documents submitted under Form 6 as described in Section IV.B may, as appropriate, be considered during evaluations and are not included in the 20-page limit. For additional information about each of these attachments, see the descriptions contained in Section IV.B.

**D. Submission Date and Times: The closing date and time for submission of applications is August 20, 2021, 11:59 p.m., Eastern Time (ET). Applications submitted after the closing date and time will not be considered for funding.**

**E. Notification**

See Section VII for contact information. All applicants will be contacted following selections to tell them whether they have been selected. Selection information will also be posted to a page linked to: <https://www.epa.gov/great-lakes-funding/glri-trash-free-waters-fy2021-request-applications-rfa>

**F. Subawardees and/or Contractors**

If you name subawardees/subgrantees and/or contractor(s), including individual consultants, in your application as partners to assist you with the proposed project, pay careful attention to the information in Section III regarding "Coalitions" and to the "Contracts and Subawards" provisions found in the [EPA Solicitation Clauses](#).

**G. Information provided to EPA**

Before applying for an award, applicants should be aware that under Public Law No. 105277, data produced under an award, and any information provided to EPA, is subject to the Freedom of Information Act.

**H. Additional Provisions for Applicants Incorporated Into RFA**

Additional provisions that apply to this RFA and/or awards made under this RFA, including but not limited to those related to confidential business information, application assistance and communications, management fees, contracts and subawards under grants, and duplicate funding can be found in the [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 under this RFA. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in Section VII of this RFA to obtain the provisions.

## V. APPLICATION REVIEW AND SELECTION PROCESS

### A. Application Review

Applications meeting the threshold eligibility criteria in Section III will be evaluated based on the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their Narrative Proposal (specifically Sections IV.C.2) and application submission. Each submittal will be rated under a point system, with a total of 100 points possible. Applicants will be evaluated based on the quality and extent to which the application addresses the criteria; the failure to provide applicable information in the application may affect the score assigned for a criterion.

#### 1. Project Design – 40 points total

- a) **Technical Approach (25 points):** Applicants will be evaluated based on their proposed technical approach and rationale for the project including their plans for executing the project and schedule with milestones for implementation.
- b) **Project Readiness and Support (10 points):** Applicants will be evaluated based on the extent to which the project is ready to initiate as soon as possible after award of the project. Factors that may be considered include but are not limited to whether agreements are in place for use of the project site and for purchasing necessary equipment and having necessary permits in place.
- c) **Long-term Maintenance and Operation (5 points):** Applicants will be evaluated on their plans to properly maintain the project in the long term so that the environmental benefits are sustained after the project period has ended.

**Please note that under this criterion some projects for categories IA and IB as described in Section I may be considered more favorably than others.**

#### 2. Results – 15 points total

Applicants will be evaluated on the outputs, outcomes, and anticipated long term benefits of the project including those identified in Section I and their plan and approach for tracking and measuring their progress towards achieving the outcomes, outputs and benefits of the project.

#### 3. Collaboration and Engagement – 15 points total

- **Partnerships (5 points):** Applicants will be evaluated on the extent to which they demonstrate that they have enlisted the appropriate partners to effectively and efficiently implement the proposed project. Applicants that do not plan on collaborating with other groups will be evaluated on the extent to which they

demonstrate how they will be able to effectively perform and complete the project without such collaboration.

- **Stakeholder engagement (5 points):** Applicants will be evaluated on their plans to engage and work with stakeholders in the community, including underserved communities and local, state and tribal environmental managers, academia and/or other interested groups, to enhance the effectiveness and/or efficiency of the project. For purposes of this announcement, the term “underserved community” refers to people/communities of color, low income, tribal, and indigenous communities, and if applicable other vulnerable populations such as the elderly, children, those with pre-existing medical conditions, and rural communities, that may be disproportionately impacted by environmental harms and risks.
- **Outreach (5 points):** Applicants will be evaluated on their plans to disseminate project results to interested stakeholder and the potential of the project for transferability and applicability to other places.

#### **4. Budget – 15 points total**

- **Detailed Budget Narrative (10 points):** Applications will be evaluated based on the reasonableness, necessity, and allowability (of costs) of the proposed budget for the level of work proposed and for the expected benefits to be achieved. An applicant’s budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary cost-share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost-share/match or other non-EPA funds if applicable and what role EPA funding will play in the overall project.
- **Expenditure of Awarded Grant Funds (5 points):** Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

#### **5. Programmatic Capability and Past Performance – 15 points total**

- **Programmatic Capability (10 points):** Applicants will be evaluated based on their organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- **Past Performance (5 Points):** Applicants will be evaluated based on their past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C.2 of the RFA, and history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C.2 of the RFA including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected



outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.

*\*NOTE:* In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these 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.

*\*\*NOTE:* Points may be reduced from an applicant's score if it has previously been awarded GLRI funds and such funds, or a significant portion of them, have not been expended expeditiously as of the date of the applicant's submission without adequate explanation. Applicants must provide an explanation if they have failed to expeditiously expend previously awarded GLRI funds or a significant portion thereof.

*\*\*\*NOTE:* Points may be reduced from an applicant's score under this criterion if the applicant, without adequate explanation, has not demonstrated an ability to timely comply with current American National Standard Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs, ANSI/ASQC E4-1994.

**For F.O.N. I.C. there is an additional scoring criterion pertaining to environmental justice and underserved communities:**

#### **6. Environmental Justice and Underserved Communities (10 points)**

Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect underserved communities as defined in Section I.C. of the RFA. As part of this evaluation, applications will be evaluated based on: how the project benefits the underserved communities including those that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community and; the extent to which the project addresses engagement with these communities, especially local residents in these communities who will be affected by the project, to ensure their meaningful participation with respect to the design, project planning, and performance of the project.

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the underserved communities described in this solicitation. The impacts may



result from various factors including but not limited to being a function of historical trends and policy decisions.

#### **B. Selection Process**

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by a review panel composed of federal agency staff.

Final funding decisions will be made by the selection official. In making the final funding decision, the selection official will consider the review panel rankings and recommendations and may also consider program priorities, geographical diversity, and organizational diversity.

#### **C. Additional Provisions Incorporated by Reference**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found in the [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 RFA. If you are unable to access these provisions electronically at the website above, please communicate with the EPA General RFA contact listed in Section VII this announcement to obtain the provisions.

### **VI. AWARD ADMINISTRATION**

#### **A. Award Notices and Status**

Following evaluation of applications, all applicants will be notified regarding their status, as follows:

1. EPA anticipates notification to unsuccessful applicants will be made via email or postal mail to the original signer of the application or the project contact listed in the application.
2. EPA anticipates that notification to successful applicants will be made via telephone or electronic or postal mail by September 2021. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA Region 5 Grants Management Office. Applicants are cautioned that only a

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

**B. Combining Applications into One Award**

If an applicant submits applications for multiple tasks/activities under this competition, and is selected for multiple tasks/activities, EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

**C. Administrative and National Policy Requirement**

The successful applicants will be required to adhere to federal grants requirements, particularly those found in applicable Cost Principles ([2 CFR Part 200 Subpart E](#)), Administrative Requirements ([2 CFR Parts 200 and 1500](#)), and Audit Requirements ([2 CFR Part 200 Subpart F](#), [Circular No. A133](#)). This includes government-wide requirements pertaining to accounting standards, lobbying, minority or woman owned business enterprises, publication, meetings, construction, and disposition of property. Additional EPA regulations are codified in [Title 40 of the Code of Federal Regulations](#). A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at [EPA Policies and Guidance for Grants](#).

**D. Environmental and Regulatory Compliance** Awards must comply with applicable Federal, State, and local environmental, historic, cultural, and archaeological resource protection laws, regulations, and executive orders. These may include, but are not limited to: (i) sections 106 and 110 of the [National Historic Preservation Act \(NHPA\)](#), which requires consideration of impacts to historic properties and consultation with relevant entities such as the appropriate State and/or Tribal Historic Preservation Office (SHPO and/or THPO) or other designated Tribal representatives and (ii) sections 7 and 9 of the Endangered Species Act (ESA), which prohibit certain impacts on federally-listed threatened or endangered species and their designated critical habitats and may require consultation with the U.S. Fish and Wildlife Service and/or National Marine Fisheries Service. An award recipient may not begin any ground disturbing activities (including grading, clearing, and other preliminary activities) on a project prior to the completion (by the recipient, EPA, and/or others) of applicable environmental and regulatory compliance requirements. Please keep in mind that NHPA and ESA compliance may take up to six months or more,

depending on the project type and location, the affected environmental and historic, cultural, and archaeological resources, and any listed species considerations. The grantee will assist EPA in meeting NHPA and ESA compliance requirements that may be applicable to the grant award. Applicants should budget time and resources for these activities.

#### **E. Quality System Documentation**

Quality system documentation (i.e., quality assurance project plans or quality management plans) is required for grants involving the use or collection of environmental data. EPA must have this documentation within 90 days of award, and it must be approved before grantees commence activities associated with the use or collection of environmental data. Applicants should budget time and resources for developing quality system documentation. Applicants that do not do so may have to fund the quality system documentation and any necessary project changes out of their own funds. A significant percentage of EPA's previously awarded GLRI grants required quality system documentation. Please review specific guidance on [quality requirements](#).

**Reporting Requirements** Applicants selected for funding shall provide narrative technical progress reports addressing financial and work progress. Special conditions requiring quarterly and semi-annual financial and progress reporting and a detailed final technical report will be added to awards. Applicants should budget time and resources for these activities.

**PLEASE NOTE** If selected, applicants may be asked to revise their anticipated fiscal expenditure projections on a quarterly basis in order to monitor the progress of the awarded project. These projections should be submitted as a part of the fiscal and technical reporting.

**Other Programmatic Requirements** Additional applicable programmatic terms and conditions will be included in grant agreements, including, provisions for: signage for on-the ground projects, and EPA pre-approval of subcontracting and of conference participation. Applicants should budget time and resources for these activities.

#### **F. Issuance of Awards**

EPA reserves the right to negotiate appropriate changes in project terms and amounts (i.e., changes that do not affect the integrity of the competition or materially change the application) consistent with EPA Order 5700.5A1 and other

applicable policies, before making final decisions and awards. Applicants may be asked to include greater detail and specificity for their work plans before final awards are issued. Applicants may also be requested to satisfy data quality or peer review requirements before or shortly after the awarding of grants.

#### **G. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Please note that the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding this, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

#### **H. Additional Provisions for Applicants Incorporated Into RFA**

[Additional provisions](#) that apply to this RFA and/or awards made under this RFA, including but not limited to those related to human subjects, data access and information release, nonprofit administrative capability, subaward and executive compensation reporting, SAM and Unique Entity Identifier (e.g., DUNS) requirements, unliquidated obligations, website references, tax liabilities and felony convictions, unfair competitive advantage, exchange network, copyrights, restrictions on use of federal funds, and competency of organizations generating environmental measurement data, can be found in the [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 proposals for this RFA. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this RFA to obtain the provisions.

### **VII. AGENCY CONTACTS**

**General RFA Contact:** (for administrative, eligibility, and other general RFA questions):

- Jennifer Conner 312-886-0201 / [GLRI-RFA@epa.gov](mailto:GLRI-RFA@epa.gov)

**Funding Opportunity and Technical Contact:**

<b>Funding Opportunity Title</b>	<b>FON</b>	<b>Technical Contact</b>
Riparian Restoration to Reduce Runoff	EPA-R5-GL2021-RRR	Santina Wortman (312) 353-8319 wortman.santina@epa.gov
Addressing Legacy Phosphorus in Agricultural Settings	EPA-R5-GL2021-ALP	Santina Wortman (312) 353-8319 wortman.santina@epa.gov
Green Infrastructure in Shoreline Communities	EPA-R5-GL2021-GIS	Danielle Green (312) 886-7594 green.danielle@epa.gov

**VIII. OTHER INFORMATION**

GLNPO will send an email announcement of these and any of its funding opportunities to all who register at [greatlakesnews@lists.epa.gov](mailto:greatlakesnews@lists.epa.gov).Page Break

## Appendix I Budget Narrative

### ***Detailed Budget Narrative Sample***

This section of the work plan is a detailed description of the budget found in the SF-424A and must include a detailed discussion of how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any voluntary cost-share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Sections III and Section IV.C.2 of this RFA for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan. Additional information can be found at <https://www.epa.gov/sites/production/files/2019-05/documents/applicant-budget-development-guidance.pdf>. Note: Use only whole dollar amounts.

**A. 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 (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost-share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, 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.

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

**C. Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State and international (include specific international locations), 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). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

**D. Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. 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 Part 200 and or 2 CFR Part 1500. The budget detail must include an itemized listing of all equipment proposed under the project.

**E. 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.

**F. Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or noncompetitive), if known.

**G. 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, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost in 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. 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 and a description of the types of activities to be supported.

**H. 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:

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

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**Appendix II: Example Budget Table**

	<b>EPA Funding</b>	<b>Cost-Share</b>
<b>Personnel</b>		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(5) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$244,000	
TOTAL PERSONNEL	\$244,000	\$20,800
<b>Fringe Benefits</b>		
20% of Salary and Wages - Retirement, Health Benefits, FICA, SUI	\$48,800 (20% of \$244,000)	\$4,160 (20% of 20,800)
TOTAL FRINGE BENEFITS	\$48,800	\$4,160
<b>Travel</b>		
In State travel for Project Manager and staff: (Specify the mileage, per diem, and other costs for each type of travel)	\$3,300	
TOTAL TRAVEL	\$3,300	
<b>Equipment</b>		
Trash Skimming Boat	\$610,000	
TOTAL EQUIPMENT	\$610,000	
<b>Supplies</b>		
Office and related supplies to support training	\$400	
Office computer and printer	\$2,500	
TOTAL SUPPLIES	\$2,900	
<b>Contractual</b>		
ABC Support Services Contract: (Specify duration and work to be performed or services provided and type of contract)	\$20,000	
TOTAL CONTRACTUAL	\$20,000	
<b>Other</b>		
Project Vehicle (leased)	\$12,000	
TOTAL OTHER	\$12,000	
<b>Indirect Charges</b>		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel) = Indirect Costs; as negotiated)	\$26,480	
TOTAL INDIRECT	\$26,480	
TOTAL EPA Requested FUNDING	\$967,480	\$24,960
TOTAL PROJECT COST	\$992,440	

\*\* Any voluntary cost-share funds, while not required under this RFA, must also be included on the SF-424A as detailed in Section IV of this RFA. Federal funds are not allowed to be used for cost-share; please identify the source of the cost-share in your budget narrative.

**Expeditious Spending and Sufficient Progress in the use of GLRI Funds:** Include an explanation of how, if the applicant is awarded a grant, they will ensure that the funding will be used expeditiously.