

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
OFFICE OF AIR AND RADIATION
OFFICE OF RADIATION AND INDOOR AIR

TITLE: Cleaner Cooking and Reducing Household Energy Emissions

ANNOUNCEMENT TYPE: Notice of Funding Opportunity (NOFO)

FUNDING OPPORTUNITY NUMBER: EPA-OAR-ORIA-23-02

ASSISTANCE LISTING NUMBER: 66.034

IMPORTANT DATES

January 12, 2023	Notice of Funding Opportunity (NOFO) Opens
March 9, 2023	Final Date to Submit Questions
March 14, 2023	NOFO Closes – Application Deadline
April 28, 2023	Anticipated Notification of Selection
June 30, 2023	Anticipated Awards

Application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) no later than **March 14, 2023, at 11:59 p.m. Eastern Time (ET)** in order to be considered for funding.

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](#).

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background and Summary

This notice announces the availability of funds and solicits applications from eligible entities, as defined in Section III A, to improve climate, environment, health, gender, and livelihoods by reducing emissions in low-to-middle income countries from household energy use (home cooking, heating, and lighting) and promoting the sustained use of clean and cleaner technologies and fuels.

Eligible entities should have experience conducting: capacity building, technical assistance, guidance development, and dissemination and standards adoption efforts that have achieved positive outcomes in the international household energy and health sector are encouraged to submit applications.

The total estimated funding for this competitive opportunity is approximately \$3,000,000. EPA anticipates awarding \$1,000,000 annually over three years subject to availability of funds. EPA anticipates awarding one to three cooperative agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. Annual funding for any award will not exceed \$900,000. Eligible applicants may submit only one application.

Approximately three billion people around the world, including 600,000 low-income Americans, cook their food and/or heat their homes over open fires or with rudimentary stoves using biomass fuel (e.g., wood, dung, crop residues) and/or coal. The World Health Organization (WHO) estimates that the emissions from these practices expose people to extraordinarily high levels of indoor air pollution that causes approximately 3.2 million premature deaths (from cooking emissions alone) worldwide annually. An estimated two million of these premature deaths are from direct exposure to household air pollution, primarily among women and girls, and one million from the contribution of household air pollution to ambient air pollution. Because an estimated 20% of ambient air pollution globally, and often more than 40% locally, comes from cookstoves and household energy use, these emissions impact everyone. Not just people in low-to-middle income countries, but everyone in the world.

Improving health equity is a primary motivator for reducing emissions from household energy use; climate equity is another powerful reason. It is estimated that Greenhouse Gas Emissions from non-renewable woodfuels used for cooking amount to a gigaton of Carbon Dioxide (CO₂) pollution per year. This represents about 2% percent of global CO₂ emissions; on par with CO₂ emissions from aviation or shipping. Household energy emissions are also the largest controllable source of the short-lived climate pollutant black carbon. It is especially important to reduce black carbon emissions in mountainous regions like the Andes and Himalayas, because the dark deposits on what would otherwise be reflective snowy white surfaces absorb the rays from the sun and thus accelerate glacial melting, and impact rainfall and the local climate. Additionally, using wood and charcoal to cook has grave impacts on forests, one of our world's most precious resources. Over 275 million people live in woodfuel "hotspots" where over 50% of woodfuel harvesting is unsustainable causing land degradation which can lead to

deforestation, desertification, and habitat loss. Given that up to 34% of woodfuel harvested is unsustainable, this is another negative climate change impact of household energy use.

Other important impacts from household energy use include loss of productive opportunities for women and girls, who usually bear the burden of collecting the fuel as well as doing most of the cooking.

Clean cooking can directly deliver gains across 10 of the 17 Sustainable Development Goals (SDGs), which are an urgent call for action by all countries, who recognize that ending poverty and other deprivations must go hand-in-hand with strategies that improve health and education, reduce inequality, and spur economic growth – all while tackling climate change and working to preserve our oceans and forests. Clean cooking can contribute to an enabling environment for achieving the entire SDG Agenda 2030, as well as the cross-sector impacts (e.g., health, climate, environment, gender, energy, and livelihood), highlighting the global nature of the problem. However, the fact that this is such a widespread cross-cutting nature of the issue makes household energy impacts such an enormous challenge to solve on a broad scale.

To achieve sustainable progress, EPA is supporting technical assistance, policies, standards of performance and practice, and development of supply chains for household energy technologies. EPA is also promoting the transition to cleaner fuels in Africa, Asia, and Latin America – fuels such as electricity, LPG, ethanol, household biogas, and processed biomass pellets through multiple strategies to rapidly increase the sustained use of clean, reliable, affordable, efficient and safe home cooking and heating practices.

EPA has been continuously addressing the household energy challenge since 2002 by founding and then leading the Partnership for Clean Indoor Air (PCIA). PCIA grew to include more than 600 partners working in 135 countries before integrating into the Global Alliance for Clean Cookstoves in 2012. EPA currently works with other US government agencies and partners around the world to improve the climate, environment, health, gender, and livelihood in low-to-middle income countries through reducing household energy emissions.

Given this background, the purpose of this cooperative agreement is to advance the state of knowledge and increase the exchange of technical and programmatic information among organizations working in the global household energy and health sector and to facilitate the identification, promotion, and implementation of effective approaches and government policy actions that result in the rapid uptake and sustained use of clean and cleaner household energy technologies and fuels.

B. Program Goals and Objectives

EPA is requesting applications from eligible entities to advance the state of knowledge, increase the exchange of technical and programmatic advances, and achieve results that rapidly increase the use of clean, reliable, affordable, efficient, and safe home cooking and heating practices.

Activities should increase the capacity of public and private sector organizations working in Africa, Asia, and Latin America to identify effective approaches, share lessons learned, and more rapidly assimilate insights and innovations from around the world into strategies and programs being deployed in these areas of the world. Applicants should describe in detail how their project will address improvements of existing home cooking and heating technologies and fuels and promote cleaner stove and fuel technologies. EPA is particularly interested in engaging national governments in: 1) efforts that will advance the adoption or adaptation and then implementation by of International Organization for Standardization (ISO) standards, and/or 2) implementing their household energy commitments in their Paris Agreement Nationally Determined Contributions (NDCs).

Specific activities may include, but are not limited to the following:

- Developing, disseminating, and encouraging the adoption or adaptation and implementation by governments of ISO household energy standards of performance and practice, and product labelling schemes;
- Conducting field work and technical assistance activities to identify and promote effective approaches for activities such as: standards development, dissemination, adoption and/or adaptation, and product labelling initiatives;
- Capacity building on research and testing of stove and fuel performance in the lab and in the field;
- Providing capacity building to Regional Stove Testing and Knowledge Centers (RTKCs);
- Organizing outreach campaigns to encourage country governments to include household energy emission reductions as part of their NDCs;
- Working with these governments to use cooking energy interventions to achieve their climate goals, as part of their NDC targets or to create tradable assets under Article 6 of the Paris Agreement;
- Providing guidance and support so that countries might successfully implement their emission reduction initiatives and successfully address their required monitoring, reporting, and verification (MRV) activities;
- Characterizing the contribution of household energy emissions to ambient air pollution and disseminating this information widely to promote action to reduce these emissions;
- Identifying approaches to raise public awareness and education to improve technology design, manufacture, performance and adoption, and to evaluate the health, socio-economic, and environmental impacts of interventions;
- Promoting the rapid and widespread transition to cleaner fuels, specifically household biogas, electricity, ethanol, LPG, biomass pellets, solar, etc.;
- Supporting the more than two dozen U.S.-based household energy companies to improve the design and performance of technologies used domestically and internationally by intentionally engaging them in appropriate capacity building and product dissemination activities;
- Improving the design and performance of technologies and fuels;
- Developing and disseminating information on innovative approaches to foster or accelerate the transition to cleaner fuels;
- Monitoring indoor air pollution and other environmental impacts of interventions;

- Incorporating social and cultural practices to promote adoption of new technology and tracking socio-economic impacts;
- Organizing, developing and providing logistical support for workshops and related events (e.g. technical meetings, thematic workshops, webinars, etc.), including identifying technical presenters and participants; and,
- Compiling key findings from meetings, workshops and other related activities/events then disseminating them through established communication channels and peer reviewed publications.

All applications Must:

- Yield results that can be tracked, evaluated, and reported;
- Clearly articulate a plan to produce results that can be replicated in other communities, regions, or countries; and,
- Align with EPA strategic goals, objectives, outputs and outcomes as described in Section I.C., below.

EPA will not consider any applications that are exclusively designed to conduct scientific research. Applications may include research components as building blocks to demonstration, training, education and/or outreach projects but may not be the primary purpose of the project. In such cases, proposals should clearly articulate this link, explain why the research is necessary for the project’s success, and ensure that such research does not already exist.

C. Environmental Results and Strategic Plan Information

Pursuant to Section 6.a. of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements with the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#)).

- 1. Linkage to EPA Strategic Plan:** The activities to be funded under this announcement support EPA’s Fiscal Year (FY) 2022-2026 Strategic Plan. Awards made under this announcement will support Goal 4, “Ensure Clean and Healthy Air for All Communities;” Objective 4.2, “Reduce Exposure to Radiation and Improve Indoor Air.” Under this objective, “Limit unnecessary radiation exposure and achieve healthier indoor air quality, especially for vulnerable populations.” All applications must be for projects that support the goals and objectives above. For more information see: [FY 2022 - FY 2026 EPA Strategic Plan](#).

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#)). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above.

- 2. Outputs:** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the projects to be funded under this announcement include, but are not limited to:

- Workshops and related events (e.g., technical meetings, thematic workshops, webinars, etc.);
- Field work and technical assistance activities to identify and promote effective approaches for activities such as: standards development, adoption/adaptation, dissemination, and NDC implementation and MRV activities;
- Research on fuel and stove performance in laboratories and in the field;
- Public awareness, education, and dissemination of best practices and innovative approaches to improve technology design, manufacturing, performance, and adoption, and to evaluate the health, socio-economic, gender, and environmental impacts of interventions; and
- Workshops, meetings, and other activities to disseminate key findings and approaches through established communication channels and peer reviewed publications.

Progress reports and a final report will also be required outputs, as specified in Section VI. B. “Reporting Requirement,” of this NOFO.

- 3. Outcomes:** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Expected outcomes from the projects to be funded under this announcement include, but are not limited to:

- Increased awareness, capacity, and action among organizations to accelerate adoption and sustained use of clean, efficient, and affordable cooking/heating technologies;
- Number of countries who have included household energy in their NDCs and are actively implementing their emission reduction plans;
- Reductions in indoor and ambient air pollution from household energy use; and
- Increased use of cleaner fuels—specifically biogas, electricity, ethanol, LPG, biomass pellets, and/or solar.

- 4. Performance Measures.** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track

progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. Additional details on reporting requirements are included in Section VI.B. It is expected that the description of performance measures will directly relate to the project outcomes and outputs. The description of the performance measures will directly relate to the project's outcomes and outputs, including but not limited to:

- Overseeing subrecipients, and/or contractors and vendors;
- Tracking and reporting project progress on expenditures and purchases; and
- Tracking, measuring, and reporting accomplishments and proposed timelines/milestones.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Statutory Authority & Assistance Listings

The statutory authority for this action is the Clean Air Act, §103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution. The National Environmental Protection Act §102(2)(F) authorizes federal agencies to lend appropriate support to initiatives, resolutions, and programs designed to maximize international cooperation to anticipate and prevent a decline in the quality of mankind's world environment.

The anticipated activities to be funded under this solicitation are consistent with both authorities and assistance listing 66.034. Selected applications will reduce international indoor and ambient air pollution from household energy use through research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), as well as organize workshops and related events, conduct field studies and technical assistance, promote the transition to cleaner fuels, and compile and disseminate key findings to result in the prevention and control of indoor and ambient air pollution. Additionally, this solicitation will lend appropriate support to initiatives and programs designed to maximize international cooperation in preventing a decline in the quality of mankind's world environment.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding under this announcement.

II. FEDERAL AWARD INFORMATION

A. Amount of Funding Available

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$3,000,000. Funding is dependent upon agency appropriations, funding availability, Agency priorities, and other applicable considerations.

The amount of federal funding requested by an applicant must not exceed \$900,000 annually.

B. Number and Amount of Awards

EPA anticipates awarding a total of approximately 1 to 3 cooperative agreements under this announcement, subject to the availability of funds, the quantity and quality of applications received, agency priorities, and other applicable considerations. Individual awards are expected to be between \$100,000 and \$900,000 per year.

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

C. 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, thereby maintaining the integrity of the competition and selection process.

D. Additional Awards

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

E. 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.

F. Period of Performance

The estimated period of performance for awards resulting from this solicitation will be up to 3 years. The estimated project start date for awards will begin by April 1, 2023.

G. Funding Type

EPA intends to award cooperative agreements under this NOFO. Cooperative agreements provide for substantial involvement between the EPA project officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- Collaboration during performance of the scope of work;
- EPA prior review or approval of project phases or the substantive provisions of proposed contracts found within the scope of the cooperative agreement;
- In accordance with 2 CFR § 200.317 and 2 CFR § 200.318, review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

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.

III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Eligible Entities

In accordance with Assistance Listing No. 66.034 and EPA's Policy for Competition of Assistance [Agreements \(EPA Order § 5700.5A1\)](#), competition under this solicitation is available to states (including the District of Columbia); local governments; U.S. territories and possessions; Indian tribes; international organizations; public and private universities and colleges, hospitals, and laboratories; and other public or private non-profit institutions.

Consistent with the definition of Nonprofit organization at 2 CFR § 200.1, the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR § 200.1 specifically excludes Institutions of Higher Education from the definition of non-profit organization because they are separately defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR § 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR § 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible.

Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status; such as certificates of incorporation as nonprofit under state or tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

For-profit organizations are not an eligible entity for this funding opportunity.

B. Voluntary Cost Sharing or Matching Funds

No cost sharing/matching funds or leveraged resources are required as a condition of eligibility under this competition.

C. Threshold Criteria

All applications will be reviewed for eligibility and must meet the eligibility requirements described in Sections III.A., B., and C to be considered eligible. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Application Content and Submission

- a.** Applications must substantially comply with the application submission instructions and requirements set forth in Section IV or else they will be rejected. However, where a page limit is expressed in Section IV.B. with respect to the application, or parts thereof, pages in excess of the 12-page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
- b.** In addition, applications must be submitted through Grants.gov as stated in Section IV.A. 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.A. of this solicitation. Applicants are responsible for following the submission instructions in Section IV.A. of this solicitation to ensure that their application is timely and properly submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV.A, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.
- c.** Applications submitted after the submission deadline or outside of grants.gov will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov). An applicant's failure to timely submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable

reason to consider a late submission. See Section IV of this solicitation for instructions to submit through Grants.gov.

2. Applications must support Goal 4“Ensure Clean and Healthy Air for All Communities”; Objective 4.2: “Reduce Exposure to Radiation and Improve Indoor Air” of EPA’s Strategic Plan described in Section I.C.
3. Applications which request EPA assistance funds in excess of \$900,000 annually, as specified in Section II.A of this NOFO, are not eligible and will not be reviewed.

1. Other Considerations:

- a. Applicants can submit no more than the total number of applications (1) listed in Section I.A. If an applicant submits more applications than what is listed, EPA will contact the applicant to determine which application(s) to withdraw.
- b. Applications requesting more than the specified maximum amount of \$900,000 annually in federal funding will be considered at the maximum federal amount available as specified in Section II. Federal Award Information.

D. Partially Ineligible Activities.

If an application is submitted that has ineligible items, tasks, or activities, that portion of the application will not be reviewed and will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. Activities must meet the following requirements from Section I.B. to be eligible for funding:

- a. EPA will not consider any applications that are exclusively designed to conduct scientific research. Applications may include research components such as building blocks to demonstration, training, education and/or outreach projects.
- b. Applications cannot include any costs that are included as a cost of any other federally financed grant, as required under 2 CFR § 200.403(f). If these costs are included in an application, the activities associated with these costs will not be reviewed or selected for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

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

Applicants must apply electronically through [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 2. *Technical Issues with Submission* below.

1. **Submission Instructions**

a. SAM.gov (System for Award Management) Registration Instructions

Organizations applying to this funding opportunity must have an active SAM.gov registration. If you have never done business with the Federal Government, you will need to register your organization in SAM.gov. If you do not have a SAM.gov account, then you will create an account using login.gov¹ to complete your SAM.gov registration. SAM.gov registration is FREE. The process for entity registrations includes obtaining Unique Entity ID (UEI), a 12-character alphanumeric ID assigned an entity by SAM.gov, and requires assertions, representations and certifications, and other information about your organization. Please review the [Entity Registration Checklist](#) for details on this process.

If you have done business with the Federal Government previously, you can check your entity status using your government issued UEI to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining an UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Question](#) on the difference for additional details.

Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

b. Grants.gov Registration Instructions

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In

¹ Login.gov a secure sign in service used by the public to sign into Federal Agency systems including SAM.gov and Grants.gov. For help with login.gov accounts you should visit <http://login.gov/help>.

addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace – User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. 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 application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. 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. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

c. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red “Apply” button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization’s EBiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

d. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **March 14, 2023, 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.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through

Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

2. Technical Issues with Submission

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures **before** the application deadline date:

- a. Contact Grants.gov Support Center **before** the application deadline date.
- b. Document the Grants.gov ticket/case number.
- c. Send an email with Cleaner Cooking and Reducing Household Energy Emissions in the subject line to IEDGrantsAdminTeam@epa.gov **before** the application deadline time and date and **must** include the following:
 - i. Grants.gov ticket/case number(s)
 - ii. Description of the issue
 - iii. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and **not** be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is **not** an acceptable reason to justify acceptance of an application outside of Grants.gov.

3. Application Materials

The following forms and documents are required under this announcement, as described in Section IV.A.4.

Mandatory Documents:

- Standard Form 424, *Application for Federal Assistance*. Please note that the organizational Unique Entity Identifier (UEI) must be included on the SF-424.
- Standard Form 424A, *Budget Information for Non-Construction Programs*
- EPA Form 4700-4, *Pre-Award Compliance Review Report*
- EPA Form 5700-54, *Key Contacts Form*
- Project Narrative Attachment Form, *Project Narrative*
- Use Other Attachments Form for the following documents:

Optional Attachment Documents: Use the “*Other Attachments*” form identified under the Mandatory Documents tab to submit the following:

- Project Team Biographies
- Negotiated Indirect Cost Rate Agreement, note that this will be required if application is selected for funding
- Partnership Letter(s)

When saving application files, please ensure that the following characters are **not** included in the file names: ~ “ # % & * : < > ? / \ { | }. Including these characters can cause problems with application files.

Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you wish to confirm receipt of your application from EPA (not from [Grants.gov](https://www.grants.gov)), please contact the Agency contact in Section VII within 30 days of the close of this solicitation.

Your organization’s authorized official representative (AOR) must submit your complete application electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **March 14, 2023, 11:59 PM ET**.

4. Content of Application Submission

The application package **must** include all of the following materials, except those listed under c. Optional Attachments

a. Grant Application Forms (All Required). Please complete the forms as appropriate.

- i. Standard Form 424, *Application for Federal Assistance*. Please note that the organizational Unique Entity Identifier (UEI), a 12-character alphanumeric ID assigned to an entity by SAM.gov, must be included on the SF-424. Organizations may obtain a UEI at SAM.gov and, if required, complete an entity registration.
- ii. Standard Form 424A, *Budget Information for Non-Construction Programs*
- iii. EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- iv. EPA Form 5700-54, *Key Contacts Form*
- v. Project Narrative Attachment Form (See Section IV.B for additional information)

b. Project Narrative Attachment Form – see Part IV.B (Required, part of the 12-page limit). Applicants must use the Project Narrative Attachment form in [Grants.gov](https://www.grants.gov). The project narrative must explicitly describe how the proposed project meets the threshold eligibility criteria in Section III.C., the requirements in Section I, and address the evaluation criteria set forth in Section V.A. The project narrative cannot exceed a maximum of 12 single-spaced typewritten pages, including the summary page, workplan, and budget table and detail. Excess pages will not be reviewed. Supporting materials identified below can be submitted as attachments and are not included in the 12-page

limit. The project narrative must substantially comply with the specific instructions, format and content as defined in Part IV.B.

- c. **Optional Attachments.** These are optional and are not included in the 12-page limit. Use the Other Attachments form in Grants.gov.
 - Biographical Sketch – Resumes or curriculum vitae for Principal Investigators and any other key personnel.
 - Support Letters – These should indicate how the supporting organization will assist in the project.

B. Project Narrative Instructions, Format, and Content

Instructions: The project narrative should substantially comply with the instructions, format, and content described below. It should also address the evaluation criteria in Section V.A. of the NOFO. The project narrative, including the cover page, workplan, and budget table and detail, must not exceed a maximum of 12 single-spaced typewritten pages. Pages in excess of the 12-page limit will not be reviewed.

Supporting materials, such as project team biographies, partnership letters, EJSCREEN reports, and negotiated indirect cost rate agreements can be submitted as attachments and are not included in the 12-page limit. Supporting materials should also be submitted using the Optional Attachments form.

Applicants should ensure that their project narratives are written clearly using understandable terms. Doing so will help ensure that the evaluation team members understand the purpose, outputs, and outcomes of the proposed project.

Applicants are not required, but are highly encouraged, to use the project narrative, including cover page, format below.

(1) Cover Page:

The cover page should not exceed one page. The cover page should include the following information:

- **Project Title** – one descriptive sentence only
- **Project Location:** List the primary location(s) where the benefits of the project will be realized.
- **Applicant Information**
 - Applicant organization
 - Address
 - Primary contact name, phone number, and e-mail address
 - UEI number
- **Budget Summary:** Include the following table:

EPA Funding Requested	Voluntary Cost Share, if Applicable	Total Project Cost
TBD	TBD	TBD

As noted in Section II.A. of the NOFO, while each application can request funding up to \$900,000, the total amount of requested funding needs to be commensurate with the applicant’s proposed activities.

- **Project Period:** Provide beginning and ending dates.
- **Short Project Description:** Briefly describe your project in one to three sentences only, especially noting the expected outputs and outcomes.

(2) Workplan:

Applicants must ensure that the workplan addresses the evaluation criteria in Section V.A. of the NOFO. Applicants should use the section and subsection numbers and headings below which correspond with the evaluation criteria in Section V.A. of the NOFO. The workplan should be written clearly using understandable terms

Section 1- Project Summary and Approach (45 total possible points from Section V.A. of the NOFO)

This section should contain a detailed project description of the following information:

a. Overall Project (45 possible points)

Provide a detailed project summary and description of the proposed activities to be undertaken, consistent with Section I.B. (Program Goals and Objectives) of the NOFO. Include details of every activity for which the applicant is seeking funding. This section should include details about how the activities will meet the goal of the program.

Applications should only include information in Section 1.a. of their workplan that will not be covered by another section of their workplan.

Section 2 - Environmental Results—Outcomes, Outputs and Performance Measures (15 total possible points from Section V.A. of the NOFO)

a. Expected Project Outputs and Outcomes (5 possible points)

Identify the expected quantitative and qualitative outcomes and outputs of the project as defined in Section I.C. of the NOFO. Specific outputs and outcomes should be provided and may include short- and longer-term activities. In addition to a narrative discussion of the outputs and outcomes, the applicant is encouraged to include a table such as the following:

Example of Outputs and Outcome Table

<i>Anticipated Outputs and Outcomes</i>	
<i>Outputs</i>	<i>Outcomes</i>
<i>Workshops and related events (e.g., technical meetings, thematic workshops, webinars, etc.);</i>	<i>Increased awareness, capacity, and action among organizations to accelerate adoption and sustained use of clean, efficient, and affordable cooking/heating technologies;</i>

<i>Field work and technical assistance activities to identify and promote effective approaches for activities such as: standards development, adoption/adaptation, dissemination, and NDC implementation and MRV activities;</i>	<i>Number of countries who have included household energy in their NDCs and are actively implementing their emission reduction plans;</i>
<i>Research on fuel and stove performance in laboratories and in the field;</i>	<i>Reduce indoor and ambient air pollution from household energy use; and</i>
<i>Public awareness, education, and dissemination approaches to improve technology design, manufacturing, performance, and adoption, and to evaluate the health, socio-economic, gender, and environmental impacts of interventions; and</i>	<i>Widespread use of cleaner fuels—specifically biogas, electricity, ethanol, LPG, biomass pellets, and/or solar.</i>
<i>Workshops, meetings, and other activities to disseminate key findings and approaches through established communication channels and peer reviewed publications.</i>	

b. Performance Measures and Plan (5 possible points)

Applicants should describe the proposed performance measures, which will be the mechanism to track, measure, and report progress towards achieving the expected outputs and outcomes. Applicants should describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes and how the results of the project will be evaluated, as described in Section I.C. and Section IV.B.2. of the NOFO and Section 3.a below.

c. Timeline and Milestones (5 possible points)

The applicant should include a detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation, and reports, along with estimated dates. Applicant should include scheduled time for quarterly and final report preparation into the project timeline.

Section 3- Programmatic Capability and Past Performance (25 total possible points from Section V.A. of the NOFO)

a. Past Performance (5 possible points)

Submit a list of up to three federally-funded assistance agreements that the applicant is performing or has performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. EPA assistance agreements are preferred. These assistance agreements should be awards directly to the applicant. For each of the agreements, include:

- Project title

- Assistance agreement number
- Federal funding agency and assistance listing number (formally known as the CFDA number)
- Brief description of the agreement – no more than two sentences

Include a discussion of whether, and if so how, the applicant was able to successfully complete and manage the listed agreements.

b. Reporting Requirements (5 possible points)

For each of the assistance agreements listed, the applicant should describe their history of meeting the reporting requirements under the agreement(s). This should include:

- Whether the applicant submitted acceptable final reports under those agreements;
- The extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those agreements; and
- If progress was not being made, whether the applicant adequately reported why not.

Note: In evaluating applicants under the past performance factors in Section V.A. and B. of the NOFO, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors, which is half of the total points available for these sub-criteria in Section V.A. of the NOFO. If the applicant does not provide any response for these items, a score of 0 for these factors may be received.

c. Staff Expertise (7 possible points)

Include information on the applicant’s organization, including a description of the staff’s knowledge, expertise, qualifications, and resources and/or the ability to obtain them, to successfully achieve the proposed project’s goals. Biographical sketches, including resumes or curriculum vitae for key staff, managers and any other key personnel can be included as an optional project team biography attachment, as listed in Section IV.A. of the NOFO; the optional attachment does not count towards the 12-page limit of the project narrative.

d. Organizational Experience (8 possible points)

Include information on the applicant’s organizational experience conducting capacity building and technical assistance efforts, and engaging with national governments, international, and local NGOs that have achieved positive outcomes in the international household energy and health sector.

Section 4 - Project Sustainability (5 total possible points from Section V.A. of the NOFO):

Under this criterion, applicants will be evaluated based on the extent to which they demonstrate their

ability to effectively promote and continue or replicate efforts after EPA funding for this project has ended, as described in Section I of the NOFO.

Section 5- Budget (10 total possible points from Section V.A. of the NOFO)

This section of the project narrative is a detailed description of the budget found in the SF-424A and must include a discussion of the applicant’s approach to ensuring proper management of grant/cooperative agreement funds, a detailed budget narrative, as well as the itemized budget table below. An applicant’s budget table and budget narrative must account for both federal funds and any non-federal voluntary cost share, if applicable. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award. Additional guidance for developing the applicant’s budget is available in [RAIN-2019-G02, “Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.”](#)

a. Budget Detail (4 possible points)

Whether the proposed budget provides a detailed breakout by funding type included in the proper budget category for each activity requesting funds.

Applicants should provide a detailed breakout by funding type included in the proper budget category for each activity requesting funds. Applicants should use the instructions, budget object class descriptions, and example table below to complete the detailed budget section of the project narrative. The budget detail and the budget table should be included in the project narrative and count towards the maximum 12-page limit. Additional budget documents, excluding the SF-424 and SF-424A forms, or project narratives pages in excess of the page limitation will not be reviewed, as listed in Section III.C. of the NOFO. Applicants should include applicable rows of costs for each budget category in their budget table to accurately reflect the proposed project budget. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, installation or labor supplies, contractual costs, other direct costs (i.e., subawards, participant support costs), indirect costs, and total costs. If providing a voluntary cost share, the budget detail must clearly specify the amount of federal funding and the cost share amount for each category. For applicants proposing to implement a participant support cost or rebate program, the rebates are appropriately listed under the Other budget category as “Participant Support Costs.” See Appendix A for more information on participant support costs and [RAIN-2018-G05, “EPA Guidance on Participant Support Costs.”](#)

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as a cost-share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for

employees of subrecipients under subawards or non-employee program participants (e.g., interns or volunteers), which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be: integral to the purpose of the proposed project (e.g., inspections); related to proposed project activities (e.g., attendance at meetings); or to a technical training or workshop that supports effective implementation of the project activities. Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g., trainees), which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR § 200.1, “Equipment.” The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage. If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence.

- **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual services (including 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. [EPA’s Subaward Policy and supplemental Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance; rental/lease of equipment or supplies; equipment service or maintenance contracts; printing or photocopying; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment (such as a specified amount of funding for residential woodstove changeouts or truck owners to purchase cleaner trucks); and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item. Additional information about participant support costs is contained in [RAIN-2018-G05, “EPA Guidance on Participant Support Costs.”](#)

Subawards (e.g., subgrants) and participant support costs are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient even if the agreement is referred to as a contract. Rebates, subsidies, and similar one-time, lump-sum payments to program beneficiaries for purchase of eligible emission control technologies are considered participant support costs. Please refer to Appendix A for detailed guidance on funding projects and

partnerships and how to correctly categorize these costs in the workplan budget. “Other” does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

- **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. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

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

Example Budget Table (Required, part of the 12-page limit)

Line Item & Itemized Cost	EPA Funding ²
(1) Project Manager @ \$60/hr x 10 hrs/wk x 52 wks	\$31,200
(2) Three Project Staff @ \$40/hr x 20 hrs/wk x 52wks x three people	\$124,800
TOTAL PERSONNEL	\$156,000
20% of Salary and Wages @ 20% x Total Personnel - Retirement, Health Benefits, FICA, SUI	\$33,200
TOTAL FRINGE BENEFITS	\$33,200
International Travel: 40 trips per year x \$4,000 per trip	\$160,000
Domestic Travel: 8 trips per year x \$1,500 per trip	\$12,000
TOTAL TRAVEL	\$172,000
Equipment	\$20,000
TOTAL EQUIPMENT	\$20,000
Office and related supplies to support training	\$20,000

² EPA Funding amount must be included on the SF-424 in Section 18.a and SF-424A in: cell 5(e) under Section A – Budget Summary; and Column (1) under Section B – Budget Categories.

Line Item & Itemized Cost	EPA Funding ²
TOTAL SUPPLIES	\$20,000
Support Services Contract	\$100,000
TOTAL CONTRACTUAL	\$100,000
TOTAL OTHER	0
(Federal Negotiated Indirect Cost Rate = 20%)	
Federal Indirect Cost Rate x Personnel = Indirect Costs	\$12,000
TOTAL INDIRECT	\$62,400
TOTAL FUNDING	\$563,600
TOTAL PROJECT COST³	

Note on Management Fees: When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.

b. Expenditure of Awarded Funds (3 possible points)

Applicants should provide a detailed written description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

c. Reasonableness of Costs (3 possible points)

EPA will evaluate the reasonableness of the applicant's budget based on the applicant's narrative description of the budget and detailed breakout of requested funding for each work component or task. Provide a detailed description of every itemized cost, including how every cost relates to the project narrative and specific emission reduction activities. Instructions for what to include in the Budget Detail are described in Section 5.a. above.

Applicants must itemize the cost categories as listed below and the SF-424A form: personnel, fringe benefits, contractual costs, travel, equipment, supplies, contractual costs, other direct costs (subawards, participant support costs), indirect costs, and total costs. Round up to the nearest dollar and do not use any cents.

For applicants that provide a voluntary cost share/match or leveraged resources as

³ Total Project Cost must be included on the SF-424 in Section 18.g and SF-424A in: cell 5(g) under Section A – Budget Summary; and column (5), Row k under Section B – Budget Categories.

described in Section III.B. of the NOFO and Section 5 above, the budget narrative must include a detailed description of how the applicant will obtain the cost share and leveraged resources and how the cost share funding and leveraged resources will be used. Proposed voluntary cost share included in the budget detail must also be included on the SF-424 and SF-424A. Leveraged resources should not be included in the SF-424 or SF-424A.

Recipients may issue subawards, contracts, or participant support costs to implement projects. Please refer to Appendix A for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.

Section 6 - Attachments (As listed in Section IV.A of the NOFO; this information does not count towards the project narrative 12-page limit):

Project Team Biographies: Optional. Provide resumes or curriculum vitae for key staff, managers, and any other key personnel. If submitted, this should be referenced under Section 5.C. “Budget” of the workplan.

Negotiated Indirect Cost Rate Agreement: Optional. The applicant will be required to submit this agreement if their application is selected for funding.

Partnership Letters: If applicable, letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.

V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

Only eligible entities whose application(s) meet the threshold criteria in Section III.C. of this NOFO will be evaluated according to the criteria set forth below. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Part IV.B.** Each application will be rated using a point system. Applications will be evaluated based on a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
Total Possible Points	100
<p>1. <u>Project Summary and Approach:</u> Under this criterion, EPA will evaluate applications based on the extent and quality of the applicant’s project summary and overall approach. Specifically, EPA will evaluate the extent and quality of:</p> <p>A. (45 points) The overall proposed project, consistent with Section I.B and I.C. This includes proposed project’s feasibility, schedule, milestones, and whether it is realistic.</p>	45
<p>2. <u>Environmental Results – Outputs, Outcomes and Performance Measures [Required]:</u> Under this criterion, EPA will evaluate:</p> <p>A. (5 points) The extent and quality to which the applicant identifies and proposes outputs and outcomes, as described in Section I.D.2. and 3.</p> <p>B. (5 points) The quality of the proposed performance measures and effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I.C. of this announcement.</p> <p>C. (5 points) The reasonableness of the proposed timeline including key milestones for specific tasks and the likelihood of completion of the project’s goals and objectives by project end.</p>	15
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their:</p> <p>A. (5 points) Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in Section IV.C of the announcement.</p> <p>B. (5 points) History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV.C. of the announcement, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.</p> <p>C. (7 points) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>D. (8 points) Organizational experience conducting capacity building and technical assistance efforts that have achieved positive outcomes in the international household energy and health sector.</p>	25
<p>Note: In evaluating applicants under items A. and B. of this criterion, EPA 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</p>	

<p>information supplied by the applicant). If the applicant does not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for sub-criteria A. and B. (a neutral score is half of the total points available in a subset of possible points). If the applicant does not provide any response for these items, you may receive a score of 0 for these sub-criteria.</p>	
<p>4. Project Sustainability: Under this criterion, applicants will be evaluated based on the extent to which they demonstrate their ability to effectively promote and continue or replicate efforts after EPA funding for this project has ended, as described in Section I of the NOFO</p>	5
<p>5. Budget: Under this criterion, EPA will evaluate applicants based on the extent and quality to which:</p> <ul style="list-style-type: none"> A. (4 points) The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding. B. (3 points) The proposed costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and C. (3 points) The applicant’s approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner. <p>An applicant’s SF-424, SF-424A and budget detail must account for both federal funds and any non-federal funds (see Section III.B.) Leveraged resources should not be included in the budget forms but should be discussed in the narrative portion of the budget detail; see Appendix B.</p>	10

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III.C. of this NOFO. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank ordered by the review panel. Preliminary funding recommendations will be provided to the EPA selection official based on these reviews and rankings. Final funding decisions will be made by the EPA headquarters selection official based on the rankings and preliminary recommendations of the EPA evaluation team and the other factors listed in Section V.C. below.

C. Other Factors

In making the final funding decisions, the EPA headquarters selection official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

D. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact listed in this solicitation (usually in

Section VII) to obtain the provisions.

VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

- 1. Successful Applicants:** EPA anticipates notification to successful applicants will be made via electronic or postal mail within 60 days of the closing date of this NOFO. 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 tGIAMD.

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

- 2. Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 60 days of the closing date of this NOFO. The notification will be sent to the original signer of the SF-424, Application for Federal Assistance.

B. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final report shall be submitted to EPA within 120 calendar days of the completion of the period of performance. The final report must include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and project progress after award.

Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These

performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outcomes and outputs (see Section I.C.). The description of the performance measures will directly relate to the project's outcomes and outputs, including but not limited to:

- Overseeing subrecipients, and/or contractors and vendors;
- Tracking and reporting project progress on expenditures and purchases; and
- Tracking, measuring, and reporting accomplishments and proposed timelines/milestones.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: IEDGrantsAdminTeam@epa.gov
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1200 Pennsylvania Ave, NW
Washington, DC 20460
IEDGrantsAdminTeam@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: <http://www.epa.gov/grants/air-grants-and-funding>.