Bipartisan Infrastructure Law: Request for Applications Series III Webinar

Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia

Resource Conservation and Sustainability Division
U.S. EPA Office of Resource Conservation & Recovery

Agenda

- Introduction
- Funding Opportunity Overview
- Project Narrative Attachment Form
- Evaluation Criteria
- Budget Table and Description
- Required Forms
- Resources
- Questions and Answers

Previous Webinar Series

Solid Waste Infrastructure for Recycling for Tribes and Intertribal Consortia

- **Series I**: Provided an overview of the request for applications, eligible entities, evaluation criteria, and the application process.

- **Series II**: Provided an overview of the request for applications, eligible entities, evaluation criteria, and the application process.

- Presentation Slides and recording for Webinar Series I and II
  - (https://www.epa.gov/infrastructure/grants-tribes-and-intertribal-consortia) will take you to:

- Question-and-Answer document
  - https://www.epa.gov/system/files/documents/2023-02/SWIFR_Tribal_Q_As_02_03_23.pdf

Introduction

Solid Waste Infrastructure for Recycling for Tribes and Intertribal Consortia

Goals of Webinar

Clarify information and answer questions about the Project Narrative Attachment form, including evaluation criteria, budget, timeline, and other requirements.

Provide grants resources and respond to questions.

Funding Opportunity Overview

Solid Waste Infrastructure for Recycling for Tribes and Intertribal Consortia

Funding Opportunity Overview
Solid Waste Infrastructure for Recycling for Tribes and Intertribal Consortia

Eligible Entities:

- Federally Recognized Tribes, which include Alaskan Native Villages as defined in Public Law 92-203, and former Indian reservations in Oklahoma, as determined by the Secretary of the Interior, and
- Intertribal consortia, consistent with the requirements in 40 CR 35.504(a).

- **Estimated Funding:** Approximately **$40,000,000**
  - $100,000 to $1,500,000 per award
  - Approximately 60 assistance agreements, at least one award per EPA Region

- **Applications Due: April 4, 2023 at 11:59pm ET**
  - EPA cannot accept any materials after the due date!

- These grants are **not** PPG eligible.

Funding Opportunity Overview

- Projects **must** achieve one or more of the following objectives:

  - **Develop or update plans** focused on encouraging environmentally sound post-consumer, materials management such as source reduction (e.g., repair clinics, reuse centers), collection, storage, transportation, composting, recycling, and/or markets for recyclables

  - **Develop, strengthen, and/or implement comprehensive data collection** efforts that demonstrate progress towards the National Recycling Goal and Food Loss and Waste Reduction Goal;

  - **Establish, increase, or expand materials management infrastructure**, such as facilities for reuse, recycling or composting; collection and storage bins for recyclable or organic material, purchasing and maintaining equipment or supplies such as scales, crushers, balers, and sorting equipment, trucks, forklifts, and safety equipment);

  - **Establish or identify end-markets** for the use of recycled materials; or

  - **Demonstrate an increase in the diversion** recycling rate, and/or quality of materials collected.

Threshold Eligibility

1. Address at least one of the mandatory objectives described in *Section I.F, Scope of Work.*

2. Eligible entity, as described in *Section III.A: Eligible Applicants.*

3. If an applicant chooses to identify a procurement contractor(s) or subrecipient(s), applicant must demonstrate compliance with the requirements in *Section III.D: Named Contractors and Subrecipients*

4. Federal funds requested must be between $100,000 and $1,500,000.

5. Projects that support at least one of the goals and objectives from the EPA's FY 2022-2026 Strategic Plan.

6. Funds awarded under this RFA may not be used to carry out the same activities that are already funded or in the process of being funded under other EPA financial assistance programs such as the Indian General Assistance Program, Tribal Hazardous Waste Management Grant Program, and the Tribal Response Program Grants or financial assistance applicants receive from other Federal agencies.

7. Substantially comply with the application submission instructions and requirements set forth in Section IV.B: Submission Instructions.

8. Submit application through Grants.gov.

9. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can demonstrate it was due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues.

Merit Evaluation

- Eligible entities whose applications meet the Eligibility Information in *Section III* of the announcement will be reviewed according to the evaluation criterion set forth in the following slides.

- Each application will be rated under a points system, with a total of **100 points** possible.

- Applicants may, **but are not required to**, use the Optional Template for the Narrative Attachment Form (*Appendix B*).

The Project Narrative Attachment Form

Solid Waste Infrastructure for Recycling for Tribes and Intertribal Consortia

Project Narrative Attachment Form

- What is the Project Narrative Attachment Form?
  - A project narrative or work plan which describes your proposed project in detail and clearly addresses each grant scoring criterion as outlined in *Section V-A Evaluation Criteria*
- Grant review panels will score applications based on how well they meet these criteria.
- All portions of the Project Narrative Attachment Form must substantially comply with the specific instructions, format, and content defined in the RFA.
  - Page Count
    - Page counts refer to one-side of a single-spaced typed page.
    - Pages in excess of the identified limits will not be considered.
    - What is counted?
      - Summary Cover Page – maximum 1 page
      - Narrative Proposal – maximum 10 pages
      - Budget Table and Description – maximum 4 pages
  - Font Size

Project Narrative Attachment Form

THE SUMMARY INFORMATION COVER PAGE

THE NARRATIVE PROPOSAL

THE BUDGET TABLE AND DESCRIPTION

Summary Cover Page

i.   **Project Title**

ii.   **Applicant Name**

iii.   **Eligible Entity Type**

iv.   **UEI Number**

v.   **Project Summary**

vi.   **Contact Information**: Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed

vii.   **Project Location**: Location where the project will be taking place

Summary Cover Page (continued)

viii.   **Total Project Cost**

ix.   **EPA Funding Requested**

x.   **Project period**: Provide anticipated project start date and anticipated project completion date

xi.   **Program Objective Elements**: Mandatory program objective elements in Section I.F: Scope of Work

xii.   **Strategic Plan Elements**: Specify the goals and objectives from the EPA's FY 2022-2026 Strategic Plan

xiii.   **Cooperative Partners**: Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.

Project Narrative Attachment Form

THE SUMMARY INFORMATION COVER PAGE

THE NARRATIVE PROPOSAL
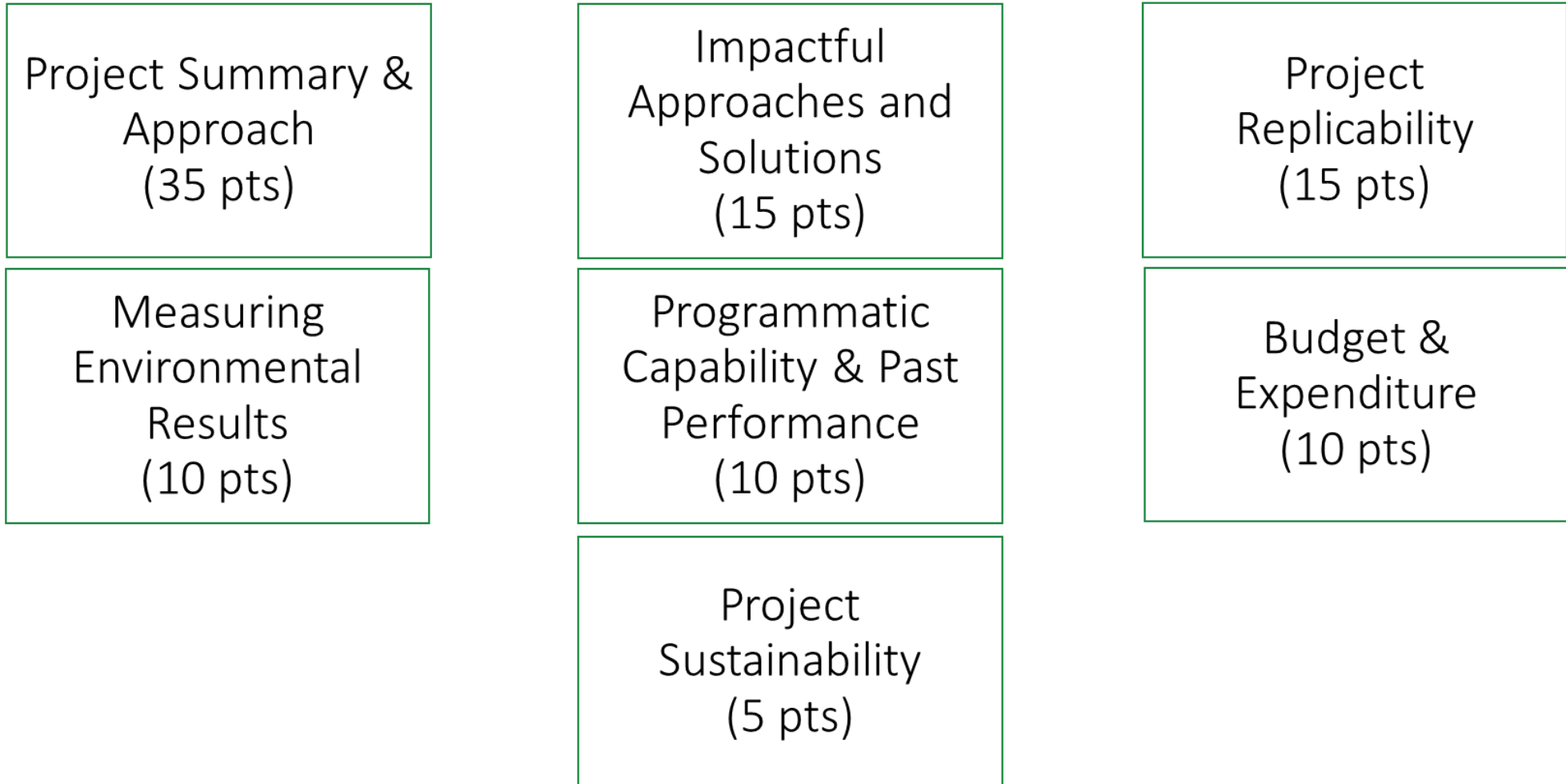
THE BUDGET TABLE AND DESCRIPTION

The Narrative Proposal

- Should not exceed 10 pages in length.

- Text that is italicized and bracketed should be deleted when submitting the application.

- Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.

- Must include:
  - Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application.
  - Vague descriptions, redundancy, and failure to address each of the evaluation criteria **will result in a lower ranking.**
  - The Narrative Proposal may be submitted in the format detailed in Appendix B, **Optional** Template for Narrative Proposal.

Evaluation Criteria

Project Summary & Approach (35 pts)	Impactful Approaches and Solutions (15 pts)	Project Replicability (15 pts)
Measuring Environmental Results (10 pts)	Programmatic Capability & Past Performance (10 pts)	Budget & Expenditure (10 pts)
	Project Sustainability (5 pts)	

Criterion 1: Project Summary and Approach
35 points

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a. Project Narrative including a clearly written description of the overall project

b. Application identifies and explains how project meets the requirements in Section I.F: Scope of Work and Section I.H: National Recycling Strategy Plan Linkage

c. Project Narrative clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives

d. Project Narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end

Criterion 2: Impactful Approaches and Solutions
15 points

- **Meaningful Impact:** Describe how the proposed project will provide a meaningful impact to support the development of infrastructure for post-consumer materials management in rural or isolated areas and/or to showcase benefits provided to multiple tribal communities.

- Impactful projects may include but are not limited to:
  - Traditional materials management strategies such as source reduction (e.g., repair clinics, reuse centers)
  - Collection
  - Storage
  - Transportation
  - Composting
  - Recycling
  - Improving markets for recyclables in areas that currently do not have these services available
  - Innovative strategies (e.g., not usual, routine or established practices) in areas that have an established materials management program.

Criterion 2: Impactful Approaches and Solutions
Continued

- Examples of impactful approaches and solutions **may include, but are not limited to**:

  - Solving local challenges around collection of materials
  - Operations or activities fostering environmentally sound materials management to multiple tribes
  - Coordinating regional source reduction, recycling or backhaul services
  - Establishing or expanding a hub and spoke source reduction and/or recycling system, and which generally consists of centralized processing locations (hubs) and the surrounding communities (spokes) that provide materials to the main hubs.

Criterion 3: Measuring Environmental Results: Anticipated Outcomes and Outputs
10 points

- Applications will be evaluated on the extent to which outcomes and outputs are quantitative or qualitative and measure environmental improvement

Activity Funded	Output/Outcome
Purchase, develop or enhance infrastructure; develop or enhance markets	- Number of infrastructure investments/enhancements made spanning the spectrum of collection through end market development (e.g., bins purchased, post-consumer materials management systems created, technology improvements made). - Tons of MSW/C&D collected, recycled, or composted, or managed via other management pathways in the community in which the project serves. - Tons of MSW/C&D generated per material type and source in the community in which the project serves (e.g., plastic and food waste). - Number of temporary or permanent jobs created (including part-time).
Establish, increase, expand, or optimize collection	- Tons of MSW/C&D collected, recycled, or composted, or managed via other management pathways in the community in which the project serves. - Tons of MSW/C&D generated per material type and source in the community in which the project serves (e.g., plastic and food waste). - GHG reduced (in MTCO2e) from collection, recycling, composting or management via other management pathways - Number of temporary or permanent jobs created. - Percentage of tribes and tribal members of intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection. - Number of tribes and member tribes of intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.

Criterion 4: Programmatic Capability and Past Performance
10 points

a. **Past performance in successfully completing and managing** the assistance agreements identified in response to Section IV: Application and Submission Information of the solicitation.

b. **History of meeting the reporting requirements** under the assistance agreements identified in response to Section IV: Application and Submission Information of the solicitation

- including whether the applicant submitted acceptable final technical reports
- the extent to which the applicant adequately and timely reported on their progress
- if such progress was not being made whether the applicant adequately reported why not

c. **Organizational experience and plan** for timely and successfully achieving the objectives of the proposed project.

d. **Staff expertise/qualifications, staff knowledge, and resources** or the ability to obtain them, to successfully achieve the goals of the proposed project.

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 (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.

Criterion 5: Budget and Expenditure of Awarded Grant Funds
10 points

Applications 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. The Agency will evaluate the proposed project budget and narrative to determine the extent and quality to which:

a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)

b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)

c. The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)

Provide the response to this criterion as part of your budget table and description (see Appendix C for example).

Criterion 6: Project Sustainability
5 points

- Applications will be evaluated based on the extent and quality to which the application continues to promote efforts to support post-consumer materials management after EPA funding for this project has ended. This may include a description of how new and expanded infrastructure and new programs will be funded following the EPA funding period.

- Please note, the "sustainability" here refers to **sustaining the project over time** as opposed to overall environmental sustainability.

Criterion 7: Project Replicability
15 points

- Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application identifies and explains how results from the project can be replicated in other communities.

- Examples include, and are not limited to:
  - Peer matching
  - Webinars
  - Articles
  - Conferences
  - Workshops

Project Narrative Attachment Form

THE SUMMARY INFORMATION COVER PAGE

THE NARRATIVE PROPOSAL

THE BUDGET TABLE AND DESCRIPTION

Budget Table and Description

- **The budget table and description is different than the SF424A form. Both are required to be completed as part of the application.**

- The Budget Table and Description must not exceed 4 pages.

- Pages must be 8 1/2 x 11" typed pages.

- The detailed budget narrative should clearly explain how funds will be used.
  - Refer to Appendix C: Example Budget Table and Description).

- The successful applicant's budget description should identify :
  - Specific tasks for which EPA funding will be used
  - Costs associated with each task
  - Costs that the applicant or other partners will fund for each task, if appropriate
  - What outputs will be produced as a result of each task
    - Refer to section I.J: measuring and reporting environmental results: outputs and Outcomes for a definition of outputs and outcomes.

Budget Table and Description Overview

- Applicants must itemize costs related to:
  - Personnel
  - Fringe benefits
  - Travel
  - Equipment
  - Supplies
  - Contractual costs
  - Other direct costs, indirect costs, and total costs

- Appendix B provides an example Budget Table and Description.

- For more cost categories information refer to:
  - [EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#)

Example Budget Table

I. Salary and Wages for Organization X Employees (Monthly Rate x Months x FTE)						
Name	Hourly Rate	Yr 1 Hours	Yr 2 Hours	**Year 1**	**Year 2**	**Total**
PM	$60.00/hr	300	200	$18,000	$12,000	$30,0
SLE 1	$35.00/hr	200	100	$7,000	$3,500	$10,5
SLE 2	$35.00/hr	200	100	$7,000	$3,500	$10,5
TOTAL SALARY AND WAGES				$32,000	$19,000	$51,0
II. Fringe Benefits	Fringe Rate			**Year 1**	**Year 2**	**Total**
PM + 2 SLE	28%			$8,960	$5,320	$14,2
TOTAL FRINGE BENEFITS				$8,960	$5,320	$14,2
III. Travel				**Year 1**	**Year 2**	**Total**
See budget justification				$660	$1,660	$2,3
TOTAL TRAVEL				$660	$1,660	$2,3
IV. Equipment				**Year 1**	**Year 2**	**Total**
See budget justification				$1,209,500	$0	$1,209,5
TOTAL EQUIPMENT				$1,209,500	$0	$1,209,5
V. Supplies				**Year 1**	**Year 2**	**Total**
See budget justification				$2,000	$2,000	$4,0
TOTAL SUPPLIES				$2,000	$2,000	$4,0
VI. Contractual				**Year 1**	**Year 2**	**Total**
Engineering support and design				$30,000	$15,000	$45,0
TOTAL CONTRACTUAL				$30,000	$15,000	$45,0
TOTAL DIRECT				$1,408,120	$42,980	$1,451,1
INDIRECT	0%			$0	$0	
TOTAL				**$1,408,120**	**$42,980**	**$1,451,1**

Example Budget Descriptions

I.   Senior Personnel:

The tribe has requested 300 hours for Year 1 and 200 hours for Year 2. These costs are reasonable because the tribe pays the Project Manager (PM) at the same rate for activities that are not federally funded, and the Project Manager's salary is consistent with the market rates for tribal employees in STEM fields.

	Personnel	Rate	Hours	Total
Year 1	PM	$60.00/hr	300	$18,000
Year 2	PM	$60.00/hr	200	$12,000

Other Personnel:

Funds are requested to provide compensation for two staff-level employees (SLE) for 18 months of the project (1 year and six months) and will be managed by the Project Manager. These costs are reasonable because the tribe pays staff-level employees this rate regardless of the source of funding.

	Personnel	Rate	Hours	Total
Year 1	SLE 1	$35.00/hr	200	$7,000
Year 1	SLE 2	$35.00/hr	200	$7,000
Year 2	SLE 1	$35.00/hr	100	$3,500
Year 2	SLE 2	$35.00/hr	100	$3,500

TOTAL PERSONNEL: $51,000

I.   Travel

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

Purpose	Location(s)	Item	# of Travelers	Rates	Cost
2 daytrips to research XXX: Task 1 and 2	Insert locations here	Mileage	1	$0.545/mile x 606 miles	$660
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging Mileage Per diem	4 4 4	$91/night x 2 trips (3 rooms) $0.545/mile x 222 miles x 2 trips $42/day x 2 days	$1,092 $ 242 $ 336

TOTAL TRAVEL: $2,320

II.   Equipment

The equipment costs to purchase equipment upgrades to the tribal Materials Recovery Facility (MRF) is necessary because X.

	Item	Cost
Year 1	AI/Robotic Sorting	$600,000
Year 1	Glass Breaker Screen	$150,000
Year 1	Glass Sorting Equipment	$100,000
Year 1	Controls and Wiring	$90,000
Year 1	Supports, Platforms, and Stairs	$100,000
Year 1	HVAC and Building Modifications	$44,500
Year 1	Equipment Installation	$125,000
Year 2	N/A	$0
	Total	**$1,209,500**

Equipment installation is characterized as equipment because it is part of the purchase price.

More Forms!

Additional Required Documents

- Standard Form 424: Application for Federal Assistance,
- Standard Form 424A: Budget Information for Non-Construction Programs
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4: Pre-Award Compliance Review Report

Optional Documents

- References and works cited
- Timeline with Milestones
- Letters of support
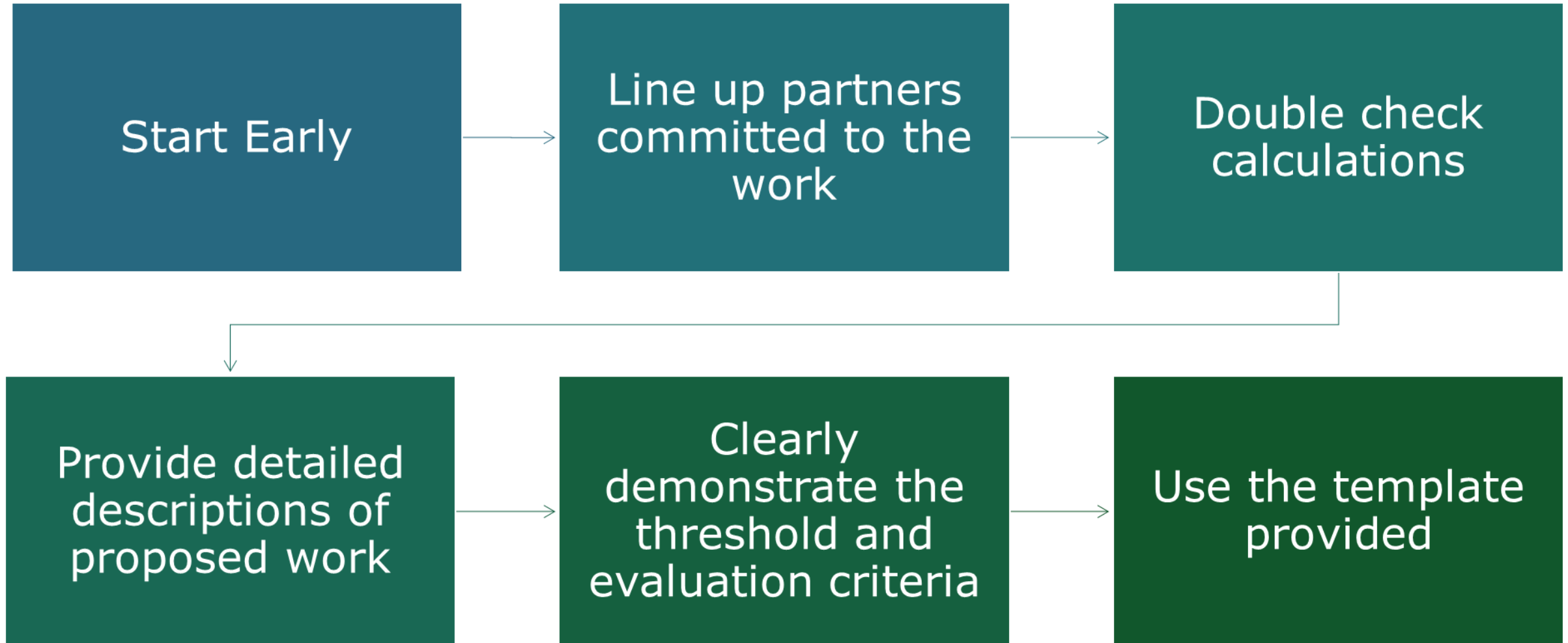- CV/resume

Timeline with Milestones

Below is an example format from EPA's Underground Storage Tank Program

- Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program.

- The Milestones should not exceed **one page**.

- **Any format that clearly lists the milestones and timelines is acceptable.**

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

Tips for Preparing an Application

Start Early → Line up partners committed to the work → Double check calculations → Provide detailed descriptions of proposed work → Clearly demonstrate the threshold and evaluation criteria → Use the template provided

General EPA Grant Requirements

- Register Now on SAM.gov! These registrations are taking a month or more to complete!

- You must have an active SAM registration in www.SAM.gov to apply for the grant.

- Once your SAM.gov account is active, you must register in www.Grants.gov.

Resources

- *The EPA SWIFR Website: https://www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management*
- *SWIFR Grants for Tribes and Intertribal Consortia: https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-tribes-and-intertribal-consortia*
- *SWIFR Grants Q&A Document: https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-tribes-and-intertribal-consortia#questions*
- *Prepare for a Grant Application Website: https://www.epa.gov/rcra/prepare-grant-application*
- *Best Practice Guide for Procuring Services, Supplies, and Equipment Under The EPA Assistance Agreements: www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epa-assistance-agreements*
- *The EPA Subaward Policy with attachments: www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epasubaward-policy-epa-assistance-agreement-recipients*
- *The EPA Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance: www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-development-guidance.pdf*
- *The EPA Solicitation Clauses: www.epa.gov/grants/epa-solicitation-clauses*
- *The EPA Grants Policy Resources: www.epa.gov/grants/epa-grants-policy-resources*
- *The EPA Grants Management Training for Applicants and Recipients: www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients*
- *The EPA Information on QAPPs: www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf ; www.epa.gov/sites/default/files/2016-06/documents/r5-final_0.pdf ; www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements*

Questions

SWIFRTribal@epa.gov

THANK YOU!