

**AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)**

**TITLE: Reducing Indoor Air Risks**

**ANNOUNCEMENT TYPE: Request for Applications (RFA)**

**FUNDING OPPORTUNITY NUMBER: EPA-OAR-ORIA-24-01**

**ASSISTANCE LISTING NUMBER: 66.034**

**IMPORTANT DATES**

December 20, 2023	NOFO (Notice of Funding Opportunity) Opens
January 26, 2024	Final Date to Submit Questions
February 5, 2024	NOFO Closes – Application Deadline
March 15, 2024	Anticipated Notification of Selection
June 15, 2024	Anticipated Awards

Application packages must be submitted electronically to EPA through Grants.gov ([www.grants.gov](http://www.grants.gov)) no later than February 5, 2024, at **11:59 p.m. Eastern Time (ET)** in order to be considered for funding.

**NOTE:**

Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner,” please carefully review Section IV.D. of [EPA’s Solicitation Clauses](#) that are incorporated by reference in this announcement and discussed in relevant part here. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their grant<sup>1</sup> application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as described in Section IV.D. of EPA’s Solicitation Clauses. **Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the application solely based on the firm's role in preparing the application or based on an assertion that the individual or firm has “unique qualifications.”**

EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.

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<sup>1</sup> For the purposes of this RFA, the term “grant” refers to the cooperative agreement that EPA will award to a successful applicant.

For additional guidance, applicants should review [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), [EPA's Subaward Policy](#), and [EPA's Subaward Policy Frequent Questions](#). EPA expects recipients of funding to comply with competitive procurement contracting requirements in 2 CFR Parts 200 and 1500 as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. **The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace such as consulting, data analysis, or project management.**

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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 to advance national policy or systems-level change to reduce indoor air risks and yield measurable environmental and public health outcomes. The EPA has identified and characterized significant risks to public health from indoor environmental contaminants that are commonly found in homes, schools, and offices or commercial non-industrial buildings where Americans spend up to 90 percent of their time. Levels of air pollution indoors are often two to five times higher, and occasionally 100 times higher than outdoor levels. Common indoor air contaminants include:

- Radon
- Environmental asthma triggers (e.g., secondhand smoke; cockroaches and other pests; chemical irritants; dust mites; pet dander; nitrogen dioxide; wood smoke; and mold)
- Pathogens transmitted through the air (e.g., SARS-COV-2, Influenza)
- Particulate matter
- Combustion byproducts
- Volatile organic compounds

Estimates of the economic costs in the US associated with adverse health and productivity effects of poor indoor air quality (IAQ) fall between \$13 and \$32 billion annually. Additionally, the annual sales of IAQ products and services are valued at \$18–\$30 billion and are associated with approximately 150,000–250,000 current jobs in the US.

Indoor contaminants may be of natural origin (e.g., radon, allergens, molds), may derive from products used indoors (e.g., finishes, furnishings, cleaning products), and may result from indoor processes and behaviors (e.g., smoking, use of unvented combustion sources, cleaning, operation and maintenance procedures). Building systems also have a direct influence on the type and amount of exposure to environmental contaminants indoors. IAQ can be improved and exposure to unhealthy indoor air in buildings reduced through better design, construction, operation, maintenance, and renovation practices; changes in the personal choices and behaviors of occupants; and mitigation of IAQ problems. National policies and systems provide a framework for indoor air risk reduction, help to address disparities, and ensure sustainable improvements.

The goal of the EPA's Indoor Environmental Division is to reduce the environmental health risks posed by contaminants in indoor environments. This is achieved by understanding the science of both environmental health risks and effective prevention and control methods. This knowledge then is used to promote appropriate, evidence-based environmental risk reduction activities through voluntary actions by the general public and key stakeholders to improve IAQ. The EPA's Indoor Air Quality Program has addressed this public health goal since the 1980s with seminal science such as the Environmental Tobacco Smoke Risk Assessment<sup>2</sup>, and has sponsored

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<sup>2</sup> Respiratory Health Effects of Passive Smoking: Lung Cancer and Other Disorders, the EPA 600/6-90/006F, Dec 1992.

consensus reports including: Health Effects of Exposure to Indoor Radon (BEIR VI Report)<sup>3</sup>, Asthma and Indoor Exposures<sup>4</sup>, Health Risks of Exposure to Indoor Particulate Matter<sup>5</sup>, and Microbiomes of the Build Environment.<sup>6</sup> The program translates this science into guidance and technical products (e.g., Indoor airPLUS residential labeling program, Protocols for Home Energy Upgrades and Other Remodels), sector specific guidance (e.g. Mold Remediation in Schools and Commercial Buildings, Citizen’s Guide to Radon), and establishes action learning networks to support rapid spread of proven interventions and to build State, regional, tribal, and community level capacity to sustain environmental and public health improvements (e.g., AsthmaCommunityNetwork.org, National Radon Action Plan Leadership Council, Radon Leaders Saving Lives). These and other program initiatives are described at [www.epa.gov/iaq](http://www.epa.gov/iaq). Currently, the EPA’s Indoor Air Quality Program is focused on addressing the next big challenges—advancing national policy and systems, reducing disparities, and ensuring programs and practices aimed at indoor air risk reduction are sustainable.

## **B. Program Goals and Objectives**

The EPA is soliciting applications from eligible entities (as described in Section III.A) to conduct demonstration, technical assistance, training, education, and/or outreach projects that seek to reduce exposure to indoor air contaminants by advancing national policy and systems-level initiatives.

All applications should clearly:

- Articulate a plan to produce results that have implications and/or benefits on a national level. This NOFO is not intended to fund small-scale local projects.
- Address one or more of the following EPA Indoor Air Program priority areas:
  - Radon.
  - Indoor Environmental Asthma Triggers.
  - Comprehensive Indoor Air Risk Reduction.

Applicants may submit multiple applications that uniquely address one or more of these program priority areas. However, applicants may not submit multiple applications addressing the same program priority area.

The EPA will not consider any applications under this NOFO that are exclusively designed to conduct scientific research. However, applications may include research components as a foundation for demonstration, technical assistance, training, education, and/or outreach projects. In such cases, applications should clearly articulate this linkage, explain why the

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<sup>3</sup> Biological Effects of Ionizing Radiation (BIER) VI Report: The Health Effects of Exposure to Indoor Radon, National Academy Press, 1999.

<sup>4</sup> Clearing the Air: Asthma and Indoor Exposures, National Academy Press, 2000.

<sup>5</sup> Health Risks of Exposure to Indoor Particulate Matter, National Academy Press, 2016.

<sup>6</sup> Microbiomes of the Build Environment: A Research Agenda for Indoor Microbiology, Human Health and Buildings, National Academy Press, 2017.

research component is necessary for the project's success, and ensure that such research does not already exist.

The EPA will not consider applications under this NOFO which specifically or solely address indoor asbestos, lead, polychlorinated biphenyl (PCBs), or other chemical-specific pollutants. These contaminants are primarily addressed by other EPA program offices.

The following paragraphs provide information on the types of assistance sought through this NOFO:

**Radon** ([www.epa.gov/radon](http://www.epa.gov/radon))

Radon is a cancer-causing, radioactive gas found all over the U.S. in any type of building, including homes, offices, and schools. Radon causes an estimated 21,000 deaths each year in the United States. Further, radon is currently the second leading cause of lung cancer in the United States. Moreover, one in 15 homes are estimated to have elevated radon levels nationally. In many communities, this ratio is much higher.

Applications should be for projects that build national scale technical capacity and systems to:

- Increase the number of radon professionals trained and/or credentialed.
- Increase the number of buildings (e.g., new homes, multi-unit and affordable housing, and schools) tested for radon.
- Increase the number of buildings (e.g., existing homes, multi-unit and affordable housing, and schools) mitigated for elevated levels of radon gas.
- Increase the number of buildings (e.g., new homes, multi-unit and affordable housing, and schools) built with radon reducing features.
- Increase in States and/or municipalities adopting radon-reducing building code language.
- Increase the number of State and/or tribal radon programs to reduce radon exposure through convening public/private stakeholder meetings.
- Increase the number of State and/or tribal radon programs developing and using voluntary consensus standards.
- Increase the number of State and/or tribal radon programs to collect and use data and analytics to support the identification of areas or groups that are in greatest need of indoor environmental services to improve community health outcomes.
- Provide technical assistance, resources, and support designed to increase the number of States, tribes and communities well-positioned to take action to reduce risk to radon exposure (e.g., the operation of a national radon hotline).
- Support the implementation of the National Radon Action Plan (<https://www.epa.gov/radon/national-radon-action-plan-strategy-saving-lives>).

**Indoor Environmental Asthma Triggers** ([www.epa.gov/asthma](http://www.epa.gov/asthma))

Asthma is a serious, life-threatening respiratory disease that affects approximately 25 million Americans, including more than 4 million children. Poor and minority children suffer a greater burden of the disease. Emergency department visits, hospitalizations, and deaths due to asthma are much higher among African American children. American Indian/Alaska Native and Hispanic children, especially Puerto Ricans, are also disproportionately impacted by asthma. Furthermore, in households with children, those receiving rental assistance have a higher rate of childhood asthma than renter households not receiving assistance and owner households. Additionally, asthma has a substantial impact on the economy at a cost of more than \$81 billion annually in direct medical costs and lost productivity. Medicaid is the nation's main public health insurance program for low-income people of all ages, spending more than \$10 billion annually to treat asthma in children and adults. While progress has been made to decrease asthma prevalence, there is still a critical need for solutions focused on state and community levels that help ensure children with hard-to-control asthma have access to comprehensive asthma care, including in-home environmental interventions.

The indoor environmental determinants of health (IEDOH), a subset of the social determinants of health (SDOH), are modifiable environmental factors indoors—such as household air pollution, the presence of pests, mold and moisture, chemicals and irritants—that influence risk and experience of chronic disease, including asthma. The EPA has led the national effort to incorporate environmental interventions into the standards of asthma care and emphasize the importance of addressing IEDOH to improve asthma health outcomes. The EPA promotes technical solutions that directly address IEDOH, as well as strategies for packaging and delivering these solutions so that they are coordinated to address other SDOH categories, such as medical care, individual behavior, and social circumstances. In service of this, the EPA supports widespread delivery of in-home environmental asthma interventions, a key IEDOH solution, because it reduces poor health outcomes and health care costs, increases savings, and expands the healthcare workforce, particularly for children suffering from hard-to-control asthma. This strategy supports the Federal Action Plan to Reduce Racial and Ethnic Asthma Disparities (<https://www.epa.gov/asthma/coordinated-federal-action-plan-reduce-racial-and-ethnic-asthma-disparities>). Furthermore, the EPA understands that these solutions are multisector, requiring collaboration between the public health, housing, and healthcare sectors, and provides spaces for cross-sector conversation and learning through its Asthma Community of Practice and [AsthmaCommunityNetwork.org](http://AsthmaCommunityNetwork.org).

Applications should propose projects that use technical assistance and training to expand national-scale capacity to address IEDOH by equipping State, tribal, and local communities to build and improve systems aimed to:

- Increase the number of State environmental, public health, housing, and Medicaid programs effectively collaborating to develop and/or expand infrastructures that will support the access to, delivery and financing of in-home asthma interventions.
- Increase the number of health plans serving Medicaid populations that expand coverage for and/or reimburse in-home interventions.



- Build and/or improve State, tribal, and local capacity to use IEDOH data and analytics to inform and target in-home interventions and focus indoor environmental investments to have the greatest impacts on asthma health outcomes.

With respect to asthma, only those activities that directly address indoor environmental factors that may influence asthma onset or exacerbation are eligible for funding under this NOFO (although ancillary activities related to medical management are acceptable). Applicants are encouraged to integrate indoor environmental trigger avoidance into comprehensive asthma management initiatives, as recommended by the National Asthma Education Prevention Program (NAEPP). Where substantial non-environmental management (e.g., medical management) activities are described in concept proposals submitted under this NOFO, applicants should be prepared to document alternative funding sources for any substantial non-environmental components that are part of comprehensive asthma management initiatives.

### **Comprehensive Indoor Air Risk Reduction ([www.epa.gov/iaq](http://www.epa.gov/iaq))**

Common indoor air contaminants include radon, environmental asthma triggers (e.g., secondhand smoke, cockroaches and other pests, chemical irritants, dust mites, pet dander, nitrogen dioxide, wood smoke, and mold); pathogens transmitted through the air (e.g., SARS-COV-2, Influenza); particulate matter; combustion byproducts; and volatile organic compounds. IAQ can often be addressed holistically through policies and programs and improved in buildings through better design, construction, operation and maintenance, and renovation practices. Policies and programs may support behavior change among occupants. Applications should focus on projects that improve IAQ in buildings through integration of policies and practices that address indoor air contaminants holistically using strategies that are consistent with the EPA guidance found at <http://www.epa.gov/iaq>.

Applications should be for projects that build national scale capacity and systems to address radon, asthma, and comprehensive indoor air quality to:

- Increase capacity of State, tribal, and community programs to comprehensively address indoor air in homes, particularly in low-income or disadvantaged communities.
- Increase capacity of State, tribal, and community programs to transition action on comprehensive indoor air risk reduction into systems-level and/or policy changes.
- Increase capacity of State, tribal, and community programs to identify and verify effective housing interventions to improve health at the household or community level.
- Increase the number of new homes, including multi-unit and affordable housing, built with indoor air quality protections.
- Increase the number of new homes, including multi-unit and affordable housing built with ventilation and filtration improvements that reduce the risk of infectious disease transmission indoors.

- Increase the number of existing homes, including multi-unit and affordable housing renovated to improve indoor air quality.
- Expand the number of local and/or state governments developing and/or adopting national building codes and standards of practice that address indoor air quality.
- Expand the number of local and/or state governments deploying IAQ policies and guidance (e.g., smoke-free environments; IAQ in disaster emergency preparedness, response, and recovery).

**Environmental Justice and Disadvantaged Communities:** EPA is committed to advancing environmental justice (EJ) in communities overburdened by pollution through this program. This program is responsive to the Administration’s call for agencies to advance EJ in [Executive Order 14096: Revitalizing Our Nation’s Commitment to Environmental Justice for All](#). Environmental justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies.

For purposes of this competition and the evaluation of applications, “disadvantaged communities” means a geographic area meets the following criteria:

- Any census tract that is included as disadvantaged in the [Climate and Economic Justice Screening Tool \(CEJST\)](#); and/or
- Any geographic area within Tribal lands as included in EJSscreen.<sup>7</sup>

Data, analyses, and results from relevant disadvantaged communities identified by CEJST or Tribal areas from EJSscreen may be included as an optional attachment, which will not count toward the project narrative 10-page limit; see Section IV.B. for more information. Additional details on the contents of applications, including specifics on what should be included in the project narrative, are included in Section IV.B.

### **C. Environmental Results and Strategic Plan Information**

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

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<sup>7</sup> The Tribal Lands category in EJSscreen to use for this purpose includes Alaska Native Allotments (EPA Metadata Record), Alaska Native Villages (EPA Metadata Record), American Indian Reservations (EPA Metadata Record), American Indian Off-reservation Trust Lands (EPA Metadata Record), and Oklahoma Tribal Statistical Areas (EPA Metadata Record).

defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the Strategic Plan goals listed below.

- 1. Linkage to the EPA Strategic Plan:** The activities to be funded under this announcement support the 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, "the EPA will 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](#).
- 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 radon, asthma, and comprehensive indoor air quality projects to be funded under this announcement include, but are not limited to:

- Number of radon professionals trained/or credentialed.
- Number of individuals, including State, local, and tribal leaders, educated through delivery of technical information on radon, asthma or comprehensive indoor air quality.
- Number of technical assistance events on radon, asthma, or comprehensive indoor air quality conducted.
- Number of communities receiving technical assistance on radon, asthma, or comprehensive indoor air quality.
- Number of indoor air issues/topics in a searchable policy database.
- Number of standards of practice produced.
- Number of specific and/or comprehensive policy briefs, technical assistance documents, and resources on various indoor air quality topics.

Progress reports and a final report will also be required outputs, as specified in Section VI. C. "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 radon, asthma, and comprehensive indoor air quality projects to be funded under this announcement include, but are not limited to:

- Increase in homes and/or schools tested for radon.

- Increase in homes mitigated for radon.
- Increase in homes built with radon reducing features.
- Increase in States and/or municipalities adopting radon-reducing building code language.
- Increase in State Medicaid programs supporting in-home asthma interventions.
- Increase in State, tribal, and local capacity and readiness to deliver and sustain in-home asthma interventions and other IEDOH solutions.
- Increase in State, tribal, and local capacity to collect and use data and analytics to support the identification of areas or groups that are in greatest need of indoor environmental services to improve community health outcomes.
- Increase in specific and/or comprehensive housing interventions to improve indoor air.
- Increase the number of new homes, including multi-unit and affordable housing, built with indoor air quality protections.
- Increase the number of new homes, including multi-unit and affordable housing built with ventilation and filtration improvements that reduce the risk of infectious disease transmission indoors.
- Increase the number of existing homes, including multi-unit and affordable housing renovated to improve indoor air quality.
- Providing technical assistance, resources, and support designed to increase the number of states, tribes, and communities well-positioned to drive action on indoor air risk reduction.
- Increase in privately-owned, multi-family buildings with smoke-free policies.
- Increase in access to IAQ guidance following a disaster.

#### **D. Statutory Authority**

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. This solicitation relates to the EPA's statutory authority by supporting programs that educate the public about indoor air quality concerns, including radon, and equip specific stakeholders and the general public to take action to reduce potential risks in homes, schools, and workplaces.

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.

## **E. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to Sections III, IV, V, and VI, and/or awards made under this solicitation, can be found at the [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation and applicants must review them when preparing application 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 Section VII of this solicitation to obtain the provisions.

## **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 \$1,000,000 or more, annually, for up to three years. Funding is dependent upon agency appropriations, funding availability, Agency priorities, and other applicable considerations.

### **B. Number and Amount of Awards**

The EPA anticipates awarding a total of approximately 3 to 7 cooperative agreement(s) under this announcement, subject to the availability of funds, the quantity and quality of applications received, agency priorities, and other applicable considerations. Awards are expected to be between \$75,000 and \$200,000, annually.

The amount of federal funding requested by an applicant must not exceed \$200,000 per year, and \$600,000 for a three-year project period. The EPA will not consider or review applications requesting in excess of \$200,000 per year in federal funds.

The estimated amount of funding available to address the three program priority areas described in Section I.B is anticipated to be divided as follows and is subject to change. This information is being provided for informational purposes only.

- Radon (60%)
- Indoor Environmental Asthma Triggers (20%)
- Comprehensive Indoor Air Risk Reduction (20%)

### **C. Partial Funding**

In appropriate circumstances, the EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If the 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**

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

## **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 is July 1, 2024.

## **G. Funding Type**

It is anticipated that cooperative agreements will be funded under this solicitation.

The EPA awards cooperative agreements for those projects in which it expects to have substantial involvement/interaction with the recipient throughout the recipient's performance of the project. Although the EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process, the anticipated substantial federal involvement for cooperative agreements under this NOFO may include, but is not limited to:

- Close monitoring of the recipient's performance to verify compliance with the EPA-approved workplan and achievement of environmental results.
- Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies.
- Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate. This may include reviewing requests for proposals, invitations for bids, scopes of work and/or plans and specifications for contracts over \$250,000 prior to advertising for bids.
- Reviewing the qualifications of key personnel (EPA does not have the authority to select employees or contractors, including consultants, employed by the award recipient or subrecipients receiving pass-through awards).
- Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (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

Consistent with Assistance Listing No. 66.034 and the [EPA's Policy for Competition of Assistance Agreements \(the EPA Order § 5700.5A1\)](#), the following entities are eligible to apply under this NOFO: States, local governments, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.

Local government, as defined at 2 CFR § 200.1, means “any unit of government within a state, including: (1) County; (2) Borough; (3) Municipality; (4) City; (5) Town; (6) Township; (7) Parish; (8) Local public authority, including any public housing agency under the United States Housing Act of 1937; (9) Special district; (10) School district; (11) Intrastate district; (12) Council of governments, whether or not incorporated as a nonprofit corporation under State law; and (13) Any other agency or instrumentality of a multi-, regional, or intra-State or local government.

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 NOFO. Hospitals operated by State, tribal, or local governments or that meet the definition of *Nonprofit organization* 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.

Note, for-profit organizations and nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible to receive financial assistance under this NOFO.

## **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. Although cost sharing/matching is not required as a condition of eligibility under this competition, **under Section V of this announcement, the EPA will evaluate applications based on a leveraging criterion.**

### **1. Voluntary Cost Sharing/Matching Funds**

*Voluntary cost sharing* as defined at 2 CFR § 200.1 is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424 and SF-424A. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the provisions in the grant regulations 2 CFR Part 200 as applicable.
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant or cooperative agreement.

The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during the performance period of the grant or cooperative agreement, the EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200.

### **2. Leveraged Resources**

Leveraged resources or “leveraging” is when an applicant proposes to provide its own additional funds/resources or those from third-party sources (including another federal grant) to support or complement the project they are awarded under this competition above and beyond the EPA grant funds awarded. Leveraging resources may materialize during the cooperative agreement period of performance or after the cooperative agreement has ended.

These resources do not need to be eligible or allowable project costs under the cooperative agreement. Additionally, these resources should only be described in the applicant’s project narrative and should not be included in the project budget on the SF-424 or SF-424A. If applicants propose to leverage funds, the EPA expects them to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during the performance period of the grant or cooperative agreement, the EPA may reconsider the legitimacy of the award and/or take other appropriate action



authorized under 2 CFR Parts 200 and/or 1500. The grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's application.

### C. Threshold Eligibility 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, the EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. 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 with respect to the application, or parts thereof, pages in excess of the 10-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.
2. All applications must be submitted through Grants.gov as stated in Section IV of this solicitation (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV which include both the requirement to contact Grants.gov and email a full application to [Bagnoli.Peggy@epa](mailto:Bagnoli.Peggy@epa) prior to the deadline.

Applications submitted outside of [Grants.gov](https://www.grants.gov) will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or 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 submission outside of [Grants.gov](https://www.grants.gov).

The EPA will only consider accepting applications outside of Grants.gov from applicants that are able to demonstrate that they are unable to submit through Grants.gov due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit 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. **NOTE: DO NOT WAIT! Register in SAM.gov and Grants.gov as soon as possible. Finalizing these registrations could take a month or**

**more. You do not want a late registration to prevent you from being able to properly and timely submit your application through Grants.gov.**

3. Applications must support Goal 4 “Ensure Clean and Healthy Air for All Communities”; Objective 4.2: “Reduce Exposure to Radiation and Improve Indoor” of the EPA’s Strategic Plan described in Section I.C.
4. Applications that request EPA assistance funds in excess of \$200,000, as specified in Section II.B of this NOFO, are not eligible and will not be evaluated for this award opportunity.
5. Applications must address one or more of the following EPA Indoor Air Program priority areas:
  - Radon.
  - Indoor Environmental Asthma Triggers.
  - Comprehensive Indoor Air Risk Reduction.

#### **D. Ineligible Activities and Other Considerations.**

Any of the following may lead to a portion or all of the application not being reviewed:

1. **Ineligible Costs or Activities.** If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. Activities must meet the following requirements to be eligible for funding:
  - a. Articulate a plan to produce results that have implications and/or benefits on a national level. This NOFO is not intended to fund small-scale local projects.
  - b. Address one or more of the following EPA Indoor Air Program priority areas:
    - Radon.
    - Indoor Environmental Asthma Triggers.
    - Comprehensive Indoor Air Risk Reduction.
  - c. Applicants may submit multiple applications that uniquely address one or more of these priority areas. However, applicants may not submit multiple applications addressing the same program priority area.
  - d. The EPA will not consider any applications under this NOFO that are exclusively designed to conduct scientific research. However, applications may include research components as a foundation for demonstration, technical assistance, training, education, and/or outreach projects. In such cases, applications should clearly articulate this linkage, explain why the research component is necessary for the project’s success, and ensure that such research does not already exist.
  - e. The EPA will not consider applications under this NOFO which specifically address indoor asbestos, lead, polychlorinated biphenyl (PCBs), or other chemical-specific pollutants. These contaminants are addressed by other EPA program offices.

- f. The EPA will not consider applications under this NOFO that are focused on medical management of asthma instead of indoor environmental factors.

**2. Other Considerations:**

- a. Where a page limit is expressed in Section IV.B. with respect to the project narrative, pages in excess of the page limitation will not be reviewed. The page limit of the project narrative is 10 pages.
- b. Applicants can include multiple types of projects within one application, but they cannot include the same project(s) in multiple applications. If an applicant submits more than one application that requests funding for the same project, the applicant will be contacted prior to the EPA review of any of the applications to determine which application(s) the applicant will withdraw from the competition.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

Note: Additional provisions that apply to this section can be found at the [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.gov](#)<sup>1</sup> 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 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](mailto: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](https://www.grants.gov) for assistance at 1-800-518-4726 or [support@grants.gov](mailto: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](https://www.grants.gov) no later than **February 5, 2023 at 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 "Reducing Indoor Air Risks" in the subject line to Peggy Bagnoli at [Bagnoli.Peggy@epa.gov](mailto:Bagnoli.Peggy@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.

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* – Prepared as described in Section IV.B. below.

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

- Voluntary Cost Share Commitment Letter
- Project Team Biographies
- Negotiated Indirect Cost Rate Agreement, note that this will be required if application is selected for funding
- Lobbying Form
- Partnership Letter(s)
- [Climate and Economic Justice Screening Tool](#) (CEJST) or EPA’s [EJSCREEN](#) results
- Approval Letter, if applicable to use alternate means to submit initial application

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](#) will be time and date stamped electronically. If you wish to confirm receipt of your application from EPA (not from [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](#) no later than **February 5, 2023 at 11:59 PM ET**.

## B. Project Narrative Instructions, Optional Format, and Content

**Instructions:** The project narrative should substantially comply with the instructions and content described below. The project narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C). 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 10 single-spaced typewritten pages. Pages in excess of the 10-page limit will not be reviewed.

Supporting materials, such as the Grants.gov Lobbying Form, if needed, project team biographies, negotiated indirect cost rate agreements, partnership letters, data, analyses, and results from relevant disadvantaged communities identified by CEJST or Tribal areas from EJSCREEN, and an approval letter, if needed, can be submitted as attachments and are not included in the 10-page limit. Supporting materials should also be submitted using the Optional Attachments, as described in Section IV.B above.

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.

While applicants are not required to use the optional project narrative format below, including cover page, it is being provided as a tool to assist applicants in preparing their applications. Applicants who do not use the sample format will not be penalized when EPA evaluates their applications.

### (1) Cover Page:

It is recommended that the cover page does not exceed one page and includes 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:** Name; address; primary contact name/phone number/e-mail address; Unique Entity Identifier (UEI) number.
- **Budget Summary:** Consider including 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, each application can request up to the full funding amount of \$200,000 annually. The total amount of requested funding needs to be commensurate with the applicant's proposed activities.

- **Project Period of Performance:** Provide beginning and ending dates of proposed project.

- **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 (40 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 (20 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.

- Include a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (The EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs).

**b. Project Significance (10 possible points)**

Describe the extent of the environmental problem the proposed project will address. Provide details of how the proposed project will reduce the environmental health risks posed by contaminants in indoor environments and how the proposed project will support or benefit the public or advance scientific knowledge and the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed.

**c. Anticipated Public Benefits (10 possible points)**

Qualitatively describe the anticipated public benefits from the proposed project. Note that the expected outputs and outcomes will be included in Section 2 – Environmental Results. Describe how the application demonstrates the anticipated public benefits to be derived from the project and the degree to which the project can be expected to produce results that will have general application to national pollution control problems.



**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 (but not required) to include a table such as the following:

**Sample Outputs and Outcomes Table**

 <b>Activities</b>	 <b>Programmatic/ Environmentally Related Outputs</b>	<b>Anticipated Environmental Outcomes</b>	
		<b>Short-term and Intermediate Action Outcomes</b>	<b>Long-term (End) Environmental Health Outcomes</b>
Descriptions of services that your project will provide the target audience.	These outputs describe the level of activity that will be provided over a specific period of time, including a description of the characteristics established as standards for the activity (e.g., timeliness).	Short-term action outcomes might describe knowledge gained.  Intermediate action outcomes may include behavior changes achieved and describe the intended result of carrying out a program or activity.	Long-term environmental health outcomes are the ultimate health benefit of the project and cannot always be quantified by funding recipients, but are desirable when possible.
Examples:  Conduct Training	Examples:  Number of people educated about radon	Examples:  Increase in homes and/or other buildings tested for radon (Short-term)  Increase number of homes and/or other buildings mitigated for elevated radon (intermediate)	Examples:  Lung cancer deaths avoided

**b. Performance Measures and Plan (5 possible points)**

Applicants should describe the proposed performance measures, which will be the mechanisms to track, measure, and report progress toward 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. of the NOFO and Section 3.a. of the workplan.

**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. Applicants should include scheduled time for quarterly and final report preparation into the project timeline.

**Section 3- Environmental Justice and Disadvantaged Communities (10 total possible points from Section V.A. of the NOFO)**

Applications should include activities that are designed to deliver benefits and/or avoid disbenefits to disadvantaged communities and should demonstrate ongoing meaningful engagement with those communities.

**a. Community Benefits (5 possible points)**

Applications should discuss and quantify, where possible, how the proposed project will effectively address the disproportionate and adverse cumulative impacts (human health, environmental, climate-related, and others) that have affected and/or currently affect disadvantaged communities, as defined in Section I.B., and if applicable, other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions. Adverse impacts may be the result of industrial, governmental, commercial, and/or other actions and include the accompanying economic challenges of such impacts. The application should also thoroughly describe any anticipated negative impacts to disadvantaged communities and concrete strategies for mitigating those risks.

Disproportionate and adverse environmental, human health, climate-related, and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the disadvantaged communities defined in this solicitation. Factors that may indicate disproportionate and adverse impacts as referenced above include, but are not limited to:

- Differential proximity and exposure to environmental hazards.
- Greater susceptibility to adverse effects from environmental hazards (due to genetic predisposition, age, chronic medical conditions, lack of health care access, or poor nutrition).
- Unique environmental exposures because of practices linked to cultural background or socioeconomic status (e.g., subsistence fishing or farming).
- Cumulative effects from multiple stressors.
- Reduced ability to effectively participate in decision-making processes due to language barriers, inability to access traditional communication channels, or limited capacity to access technical and legal resources.

- Degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

Applicants are encouraged, as appropriate, to include data from the [Climate and Economic Justice Screening Tool](#) (CEJST) as part of their application to help characterize and describe the affected communities/populations and area(s). Data from other sources (e.g., studies, census, and third-party reports) may also be included to give a more complete picture of the impacted communities and populations. Data, analyses, and results from relevant disadvantaged communities identified by CEJST or Tribal areas from EJScreen may be included as an optional attachment, which will not count toward the project narrative 10-page limit; see Section IV.B. for more information. Additional details on the contents of applications, including specifics on what should be included in the project narrative, are included in Section IV.B.

**b. Community Engagement (5 possible points)**

In addition to the information discussed under 3.a. above, applicants should describe the quality and extent to which the project addresses engagement with these affected communities and/or populations, especially local residents, to ensure their meaningful participation with respect to the design, planning, and performance of the project. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health by providing timely opportunities for members of the public to share information or concerns and participate in decision-making processes; fully considering public input provided as part of the decision-making process; seeking out and encouraging the involvement of persons and communities potentially affected by Federal activities; and providing technical assistance, tools, and resources to assist in facilitating meaningful and informed public participation, whenever practicable and appropriate.

Partnership letter(s) should be included in the application as an attachment if applicable, which do not count toward the 10-page project narrative page limit; see Section IV.A. of the NOFO. These partnership letters should describe the partner's support for and/or involvement with the project.

**Section 4- Programmatic Capability and Past Performance (15 total possible points from Section V.A. of the NOFO)**

**a. Past Performance (5 possible points)**

Submit a list of up to five 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. 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; or,
- 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, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from prior/current 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 and Organizational Experience (5 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 toward the 10-page limit of the project narrative.

**Section 5 - 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 the EPA funding for this project has ended.

**Section 6 – Leveraged Resources (5 total possible points from Section V.A. of the NOFO):**

Under this criterion, the EPA will evaluate applicants based on the extent they demonstrate that they will leverage additional funds/ resources, beyond the grant funds awarded, to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award. An applicant who states that they chose not to include leveraged resources will receive a neutral score (3 points).

### **Section 7- 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 a detailed discussion of how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs. Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan. An applicant's budget narrative (and budget table if utilized, but not required) 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 [EPA's "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."](#) See also [RAIN-2019-G02-R1](#).

**Voluntary Cost Sharing/Matching Funds and Leveraged Resources:** No cost sharing/matching funds or leveraged resources are required as a condition of eligibility under this competition. Although cost sharing/matching is not required as a condition of eligibility under this competition, under Section V. of this funding announcement, the EPA will evaluate applications based on a leveraging criterion. Applicants should be aware of the differences between proposed voluntary cost sharing/matching and leveraged resources as described under Section III.B. of the NOFO.

Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424, SF-424A, and budget detail described later in this section. If a proposed voluntary cost share is to be provided by a named third-party/parties and not the applicant, a Voluntary Cost Share Commitment Letter(s) must be attached to the application as described in Section IV.A.4 of the NOFO, which does not count toward the 10-page project narrative page limit. The budget detail described under this section

must clearly specify the amount of federal funding and the cost share amount for each category of total project costs. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget.

If an applicant proposes to provide leveraged resources, such resources should not be included in the project budget on the SF-424 or SF-424A. Leveraged resources should only be described in the applicant's project narrative. The applicant should demonstrate how it will leverage additional funds/resources beyond the federal grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or federal, State, tribal, and local governments, as appropriate.

If the proposed voluntary cost sharing/matching or leveraging does not materialize during grant performance, the EPA may reconsider the legitimacy of the award and/or take other appropriate action authorized under 2 CFR Part 200.

**a. Budget Detail (5 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 consult EPA's ["Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."](#)

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 example budget table if utilized, but not required) should be included in the project narrative and count toward the maximum 10-page limit. Additional budget documents, excluding the SF-424 and SF-424A forms, or project narrative pages in excess of the 10-page limitation will not be reviewed, as listed in Section III.C. of the NOFO. If the example budget table format is utilized, applicants should include applicable rows of costs for each budget category in their budget table to accurately reflect the proposed project budget. As stated above, 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-R1](#) and ["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 (generally, 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, which are included in the “Other” category; (3) compensation for program participants (e.g., stipends or other allowances) such as interns and fellows (other than individual fellowships under 40 CFR Part 46) who are not employees of the recipient organization are participant support costs as provided in 2 CFR § 200.1 and must be classified as “Other”; or (4) 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 cooperative 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; and (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 the 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. Pursuant to the definitions of *Equipment* and *Supplies* in 2 CFR § 200.1, items with a unit cost of less than \$5,000 should be categorized as supplies. 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 services, 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. The [EPA’s Subaward Policy](#) and [EPA Subaward Frequent Questions](#) provides detailed guidance for differentiating between contractors and subrecipients. Leased or rented goods (e.g., equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or noncompetitive), if known.

The EPA does not require or encourage applicants to procure contractors (including consultants) before the EPA cooperative agreement is awarded, but applicants may choose to do so. The Procurement Standards in 2 CFR Part 200 generally require full and open competition for purchases in excess of the micro-purchase threshold (generally \$10,000 for most applicants) unless the recipient has an acceptable sole source justification. Note, the EPA will not accept a sole source justification for products and services that are available in the commercial marketplace, such as environmental consulting, training services, or research support based on a contention that the contractor has “unique qualifications.”

Applicants are advised to not specifically name a contractor, including consultants, in their grant application unless that contractor has been selected in compliance with the Procurement Standards in 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33 (EPA’s Disadvantaged Business Participation Rule). Instead, the applicant should indicate what experience or expertise they intend to contract for to meet the



objectives of the grant project. If a specific contractor is named, EPA may require that the applicant demonstrate how securing the contractor's services will meet the Procurement Standards contained in 2 CFR Parts 200 and 1500, as well as 40 CFR Part 33, prior to award. **EPA will not consider the qualifications, experience, and expertise of named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.**

The EPA encourages applicants to review the [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for additional information on EPA's policies on competitive procurement by EPA financial assistance recipients (including encouraging the use of small and disadvantaged business enterprises as required by 40 CFR Part 33). Additionally, the EPA suggests that applicants review the [EPA's Subaward Policy](#) and [EPA's Subaward Policy Frequent Questions](#).

Successful applicants that procure a contractor(s) after being advised by the EPA of selection, but prior to award, must describe how they complied with the procurement procedures described above when submitting the final workplan for the award.

Recipients of EPA funding who select a contractor(s) after award must fully comply with the procurement standards at 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33.

- **Other - List each item in sufficient detail for the 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. "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.

Subawards (e.g., subgrants) and participant support costs are distinct types of costs 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.

Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item. Additionally, 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. Additional information about participant support costs and subawards is available at: [RAIN-2018-G05-R1](#) and “[EPA Guidance on Participant Support Costs](#)”; and [EPA’s Subaward Policy](#) and [EPA’s Subaward Policy Frequent Questions](#).

Note, the EPA does not require or encourage applicants to name a specific subrecipient(s) in their grant application. However, if a specific subrecipient is named, the EPA may require that the applicant demonstrate how the proposed subaward complies with the requirements discussed below even if the entity is referred to as a “partner” in the application, prior to award. **EPA will not consider the qualifications, experience, and expertise of named subrecipient(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.**

EPA may request that applicants that name a specific subrecipient in their application demonstrate that the subrecipient is eligible for a subaward in compliance with the [EPA’s Subaward Policy](#). This policy provides, among other things, that transactions between recipients and for-profit firms and individual consultants are procurement contracts rather than subawards when the transaction involves the acquisition of services from the firm or individual, with very few exceptions.

Successful applicants that do not name a specific subrecipient(s) in their application but identify a subrecipient(s) after being advised of selection and/or award a subaward after the grant is awarded, must also comply with the requirements described above.

- **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 at [RAIN-2018-G02-R, “Indirect Cost Guidance for Recipients of EPA Assistance Agreements.”](#)

**Example Budget Table (Part of the 10-page limit)**

Line Item & Itemized Cost	EPA Funding <sup>8</sup>	Non-Federal Cost Share <sup>9</sup>
<b>Personnel</b>		
(1) Project Manager @ \$40/hr x 10 hrs/wk x 52 wks		\$20,800
(2) Project Staff @ \$30/hr x 40 hrs/wk x 40 wks	\$96,000	
<b>TOTAL PERSONNEL</b>	<b>\$96,000</b>	<b>\$20,800</b>
<b>Fringe Benefits</b>		
20% of Salary and Wages @ 20% x Total Personnel - Retirement, Health Benefits, FICA, SUI	\$32,960	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$32,960</b>	
<b>Travel</b>		
Mileage for PM: 25 miles/wk @ \$.17/mi x 52 wks	\$221	
Mileage for Staff: 100 mi/wk @ \$.17/mi x 52 wks	\$884	
<b>TOTAL TRAVEL</b>	<b>\$1,105</b>	
<b>Equipment</b>		
	\$0	
<b>TOTAL EQUIPMENT</b>	<b>\$0</b>	
<b>Supplies</b>		
Outreach Materials and Supplies	\$10,000	
<b>TOTAL SUPPLIES</b>	<b>\$10,000</b>	
<b>Contractual</b>		
Support Services Contract	\$20,000	
<b>TOTAL CONTRACTUAL</b>	<b>\$20,000</b>	
<b>Other</b>		
Subaward	\$0	
<b>TOTAL OTHER</b>	<b>\$0</b>	
<b>Indirect Charges</b>		
(Federal Negotiated Indirect Cost Rate = 20%)		
Federal Indirect Cost Rate x Personnel = Indirect Costs	\$32,960	

<sup>8</sup> The 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.

<sup>9</sup> Non-Federal Cost Share funding amount must be included on the SF-424 in Section 18.b-e and SF424A in: cell 5(f) under Section A – Budget Summary; columns (2) and (3) under Section B – Budget Categories; and Section C – Non-Federal Resources.

Line Item & Itemized Cost	EPA Funding <sup>8</sup>	Non-Federal Cost Share <sup>9</sup>
TOTAL INDIRECT	\$32,960	
<b>TOTAL FUNDING</b>	<b>\$193,025</b>	<b>\$20,800</b>
<b>TOTAL PROJECT COST<sup>10</sup></b>		<b>\$213,825</b>
<u>Leveraged Resources<sup>11</sup></u>		\$20,800

**Note on Management Fees:** When formulating a budget for application, the applicant 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 the 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 the 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 (2 possible points)**  
The 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 7.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.

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10 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.

11 Other leveraged resources should be included in the Budget Detail if the applicant is proposing to implement a rebate program/participant support costs for equipment purchases. The program participant’s share of the equipment that is not covered by the rebate is not part of the total project cost under the grant award; the program participant’s share of the equipment that is not covered by the rebate is considered "other leveraged funds." Other Leveraged Resources should NOT be included in the SF-424 and SF-424A.

For applicants that provide a voluntary cost share/match or leveraged resources as described in Section III.B. of the NOFO and Section 6 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.

**Optional Attachments (As listed in Section IV.A of the NOFO; this information does not count toward the project narrative 10-page limit):**

**Voluntary Cost Share Commitment Letter(s):** If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost share or leveraged funds. 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 the EPA. This should be referenced under Section 6 “Voluntary Cost Share and Leveraging” of the workplan.

**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 7c “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 the EPA.

**CEJST Data:** Optional. Include data, analyses, and results to help characterize and describe the affected communities/populations and area(s); see Section I.B. “Program Goals and Objectives” of the NOFO.

**Lobbying Form:** Optional. Will be required if selected for award.

**Approval Letter:** If applicable to use alternate means to submit initial application.

### **C. Coalition Coverage**

Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this NOFO; however, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). Subawards must be consistent with the definition of that term in 2 CFR 200.1 and comply with the [EPA’s Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to the EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR § 200.332, subrecipients are accountable to the pass-through entity for proper use of the EPA funding.

For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with the EPA financial assistance must be awarded consistent the competitive procurement procedures contained at 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33. The regulations at 2 CFR 1500.10 contain limitations on the extent to which the EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under The EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

### **D. Releasing Copies of Applications**

In concert with the EPA’s commitment to conducting business in an open and transparent manner, copies of application submitted under this NOFO may be made publicly available on the EPA’s Office of Grants Air and Grants Funding website or other public website for a period of time after the selected applications are announced. The EPA recommends that applications not include trade secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual’s personal privacy (e.g., an individual’s salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review the EPA clause IV.a., Confidential Business Information, under the [EPA Solicitation Clauses](#).)

**Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state ‘n/a’ or ‘not applicable’ if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b), if no claim of confidential treatment accompanies the information when it is received by the EPA, it may be made available to the public by the EPA without further notice to the submitter.**

## V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at the [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.** 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
<b>Total Possible Points</b>	<b>100</b>
<p><b>1. <u>Project Summary and Approach:</u></b> Under this criterion, the EPA will evaluate applications based on the extent and quality of the applicant’s project summary and overall approach. Specifically, the EPA will evaluate the extent and quality of:</p> <p><b>A. (20 points)</b> The overall proposed project, consistent with <b>Section I.B.</b></p> <p><b>B. (10 points)</b> How the proposed project will support or benefit the public or advance scientific knowledge and the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed.</p> <p><b>C. (10 points)</b> How the application demonstrates the anticipated public benefits to be derived from the project and describe the degree to which the project can be expected to produce results that will have general application to national indoor air pollution control problems.</p>	<b>40</b>
<p><b>2. <u>Environmental Results – Outputs, Outcomes and Performance Measures:</u></b> Under this criterion, the EPA will evaluate:</p> <p><b>A. (5 points)</b> The extent and quality to which the applicant identifies and proposes outputs and outcomes, as described in <b>Section I.C.2. and 3.</b></p> <p><b>B. (5 points)</b> 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><b>C. (5 points)</b> 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>	<b>15</b>

Criteria	Points
<p><b>3. <u>Environmental Justice and Disadvantaged Communities:</u></b> Under this criterion, the EPA will evaluate applications based on the extent to which they demonstrate <b>how</b> the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect communities, including affected disadvantaged communities, described in Section I.B of this solicitation. As part of this evaluation, applications will be evaluated based on:</p> <p><b>A. <u>(5 points)</u></b> How the project benefits affected communities, including affected disadvantaged communities, that have experienced a lack of resources or other impediments to addressing the impacts identified above that affect their community.</p> <p><b>B. <u>(5 points)</u></b> The extent to which the project addresses engagement with these affected communities and/or populations (see 3A above), especially local residents, to ensure their meaningful participation with respect to the design, planning, and performance of the project.</p> <p>Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens and/or consequences, and the impact of them, are more likely to affect or have affected the disadvantaged communities described in this solicitation. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.</p> <p>Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.</p>	<p style="text-align: center;"><b>10</b></p>



Criteria	Points
<p><b>4. <u>Programmatic Capability and Past Performance:</u></b> Under this criterion, the EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their:</p> <ul style="list-style-type: none"> <li><b>A. (5 points)</b> Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in Section IV.B. of the announcement.</li> <li><b>B. (5 points)</b> History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV.B. 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 toward achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not.</li> <li><b>C. (5 points)</b> Organizational experience, including staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</li> </ul> <p>Note: In evaluating applicants under items A. and B. of this criterion, the 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 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>	<b>15</b>
<p><b>5. <u>Project Sustainability:</u></b> Under this criterion, the EPA will evaluate applicants based on the extent to which the project results and benefits are sustainable and can be continued after project completion.</p>	<b>5</b>
<p><b>6. <u>Leveraged Resources:</u></b> Under this criterion, the EPA will evaluate applicants based on the extent they demonstrate that they will leverage additional funds/ resources, beyond the grant funds awarded, to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or federal, State, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the</p>	<b>5</b>

Criteria	Points
<p>leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.</p> <p>Note: An applicant that chooses not to include leveraged resources may receive a neutral score (3 points).</p>	
<p><b>7. Budget:</b> Under this criterion, the EPA will evaluate applicants based on the extent and quality to which:</p> <ul style="list-style-type: none"> <li><b>A. (5 points)</b> The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding.</li> <li><b>B. (3 points)</b> The proposed costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and</li> <li><b>C. (2 points)</b> The applicant’s approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner.</li> </ul> <p>An applicant’s SF-424, SF-424A and budget detail must account for both federal funds and any non-federal funds, if proposing cost share (see Section III.B.). Applicants must precisely describe in their budget detail how they will account for any required or voluntary cost share/match, if applicable. Leveraged resources should not be included in the budget forms but should be discussed in the narrative portion of the budget detail; see Section 6 under Section IV. B.</p>	<p><b>10</b></p>

**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 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. As noted in Section II.A., the estimated amount of funding available to address the three program priority areas described in Section I.B is anticipated to be divided as follows, and subject to change. The selection official may use this

breakdown by priority area to determine final selections, contingent upon the quality of applications received in the respective priority areas.

- Radon (60%).
- Indoor Environmental Asthma Triggers (20%).
- Comprehensive Indoor Air Risk Reduction (20%).

Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

#### **D. Anticipated Announcement and Federal Award Dates**

The EPA anticipates it will notify applicants of selection decisions in March 2024, and tentatively plans to issue awards by June 2024.

### **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.

Applicants who fail the threshold eligibility requirements will be notified within 15 calendar days of EPA's determination of ineligibility. EPA will notify applicants who are not selected for award based on the evaluation criteria and other considerations within 15 calendar days of EPA's final decision on selections for this competition.

The EPA anticipates notification of selected applicants will be made via email by March 15, 2024. 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 the appropriate EPA Award Official. 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 the EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan), which must be approved by the EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

## **B. Combining Successful Applications into One Award**

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

### **Administrative and National Policy Requirements**

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title 2 CFR Parts 200 and 1500. EPA also has programmatic regulations located in 40 CFR Chapter 1 Subchapter B. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants/epa-policies-and-guidance-grants>. General Terms and Conditions may be found at <https://www.epa.gov/grants/grant-terms-and-conditions>.

## **C. Reporting Requirement**

Quarterly progress reports, annual 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 the EPA within 120 calendar days of the completion of the period of performance. The final report must include a 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 the 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.
- 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?
- What are the expected locations (e.g., specify the location level, such as Census tract and the level should align with the defined benefits) of the outputs and outcomes?

## **D. Disputes**

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

## **VII. CONTACT INFORMATION**

Further information, if needed, may be obtained from the EPA contact(s) indicated below. Information regarding this NOFO obtained from sources other than these Agency Contacts may not be accurate. Email inquiries are preferred.

Technical Contact: Peggy Bagnoli; [Bagnoli.Peggy@epa.gov](mailto:Bagnoli.Peggy@epa.gov); 202-343-9338.

Eligibility Contact: [IEDGrantsAdminTeam@epa.gov](mailto:IEDGrantsAdminTeam@epa.gov).

Electronic Submissions Contact: [IEDGrantsAdminTeam@epa.gov](mailto:IEDGrantsAdminTeam@epa.gov).

All questions or comments must be communicated via email to the contact 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>.

## **APPENDIX A – Further Information Regarding Contracts, Subawards, and Participant Support Costs**

### **I. Background**

The Standard Form 424A (SF-424A) includes a separate row for “Contractual” costs and “Other” costs. As noted in Section 7 under Section IV. B., the “Other” cost category on the SF-424A should be used to cover both subawards and participant support costs. Depending on the project, these costs may be applicable to a Reducing Indoor Air Risks application. This appendix is intended to assist applicants with clarifying the differences between these cost categories.

## II. Contracts

Under 2 CFR § 200.1, a *Contract* is defined as “a legal instrument by which a recipient or subrecipient purchases property or services needed to carry out the project or program under a Federal award.” As described in 2 CFR § 200.331, a contract is for the purpose of obtaining goods and services for the recipient’s own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the recipient and a contractor are when the contractor:

- Provides the goods and services within normal business operations.
- Provides similar goods or services to many different purchasers.
- Normally operates in a competitive environment.
- Provides goods or services that are ancillary to the operation of the federal program.
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

Refer to [Appendix A of the EPA Subaward Policy](#) for detailed guidance on distinguishing between procurement contractors and subrecipients.

Grant recipients that enter into procurement contracts must comply with the applicable procurement provisions in 2 CFR § 200.317 through 200.327, 2 CFR Part 1500, and 40 CFR Part 33.

**NOTE:** Prior to naming a contractor (including consultants) or subrecipient in your application as a “partner,” please carefully review Section IV.D. of [EPA’s Solicitation Clauses](#) that are incorporated by reference in this announcement and discussed in relevant part here. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their grant application. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as described in Section IV.D. of EPA’s Solicitation Clauses. **Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the application solely based on the firm's role in preparing the application or based on an assertion that the individual or firm has “unique qualifications.”**

EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.

For additional guidance, applicants should review [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), [EPA’s Subaward Policy](#), and [EPA’s Subaward Policy Frequent Questions](#). EPA expects recipients of funding to comply with

competitive procurement contracting requirements in 2 CFR Parts 200 and 1500 as well as EPA's rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33. **The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace such as consulting, data analysis, or project management.**

### III. Subawards

Under 2 CFR § 200.1, *Subrecipient* means an entity (usually but not limited to non-federal entities) that receives a subaward from a grantee to carry out part of a federal program but does not include program beneficiaries receiving participant support costs; see Section IV. off this Appendix below. Grant recipients may make subawards to subrecipients to carry out a portion of the grant project; in such case, the grant recipient is also known as a "pass-through entity." Subawards establish a financial assistance relationship under which the subrecipient's employees and contractors implement programs and projects to accomplish the goals and objectives of the grant. It is important to bear in mind that subrecipients are subject to the same federal requirements as the pass-through entity.

Under this competition, a non-federal entity is eligible to receive a subaward even if it is not eligible to receive a grant from the EPA directly. While there may be some situations in which a subaward to an individual may be appropriate, those situations are rare.

Subrecipients only receive reimbursement for their actual direct or approved indirect costs and do not "profit" from the transaction. For-profit entities participating in grant activities are typically contractors rather than subrecipients.

The EPA's Award Official or Grants Management Officer must approve subawards to for-profit entities and individuals on the basis of either a precise description of the subaward in the EPA approved budget and project narrative, or on a transaction-by-transaction basis.

The applicant's project narrative and budget narrative should include detailed descriptions of any proposed subawards and include cost estimates for subawards as line items under the "Other" budget category in the SF-424A; see Section 7 in Section IV.B. Should a recipient decide to make a subaward that was not described in the approved project narrative and budget, the recipient must obtain prior written approval from the EPA's Award Official or Grants Management Officer for the subaward.

If a recipient chooses to pass funds from its grant to other entities through subawards, the recipient must comply with applicable subaward provisions of 2 CFR Part 200, the EPA's Subaward Policy, and the EPA's National Term and Condition for Subawards. Note that under 2 CFR §§ 200.331 through 200.333, there are extensive requirements for subrecipient monitoring and management that apply to pass-through entities.

Many of the federal administrative grant regulations in 2 CFR Part 200 and 2 CFR Part 1500, as well as the grant terms and conditions in the assistance agreement, “flow down” to subrecipients receiving a subaward. Such requirements need to be identified in the written subaward agreement between the recipient and the subrecipient. Additionally, if a subrecipient intends to procure goods or services using Reducing Indoor Air Risks grant funds, the subrecipient must comply with the applicable federal procurement standards in 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33 as these requirements also “flow down” to subrecipients.

There is no requirement for recipients to compete subawards under this NOFO; however, pass-through entities may choose to select subrecipients competitively provided this practice is consistent with applicable statutes, regulations, and the terms and conditions of their Reducing Indoor Air Risks grant.

Recipients may use the subaward template contained in [Appendix D of the EPA’s Subaward Policy](#) to assist them in complying with the “subaward content” requirements; however, the EPA does not mandate the use of this template.

#### **IV. Participant Support Costs**

Recipients may provide participant support costs (PSCs) to program beneficiaries to enable beneficiaries to participate in the recipient’s program or project. PSCs include rebates, subsidies, stipends, or other payments to program beneficiaries by a grantee, subrecipient, or contractor. For example, PSCs might be used for the purchase of eligible technologies. Program beneficiaries, rather than the grant recipient, would own the new technology.

PSCs differ from subawards in that the beneficiary is participating in the grant recipient’s project or program instead of implementing their own project or program. Program beneficiaries may include but are not limited to, individual owner/operators, private or public fleet owners, or residents in the applicable area; however, program beneficiaries are not employees, contractors, or subrecipients of the grant recipient. The following is an example of a PSC: Sales of radon test kits.

Recipients may also use PSCs to make purchases on behalf of program beneficiaries. In some situations, this approach allows grant recipients to achieve economies of scale and/or take advantage of existing purchase contracts. Competitive procurement requirements apply to the grant recipient when the recipient takes this approach.

The federal administrative grant regulations in 2 CFR Part 200 and 2 CFR Part 1500, as well as the grant terms and conditions in the recipient’s grant agreement, generally do not “flow down” to program beneficiaries receiving PSCs except that costs must be reasonable and incurred within the grant project period. Requirements for compliance with civil rights laws and ensuring that program beneficiaries are eligible to receive federal financial assistance are applicable as explained in [The EPA Guidance on Participant Support Costs](#). In addition, program beneficiaries must abide by requirements to ensure that the funds are used only for authorized purposes.



If a grantee, subrecipient, or contractor is issuing PSCs, it must have a written agreement in place. The written agreement should not be structured as a subaward agreement and should not refer to program beneficiaries as subrecipients consistent with 2 CFR § 200.1, “Subrecipient.” In addition, the written agreement should not include language requiring the program beneficiary to comply with the federal grant regulations at 2 CFR Part 200, 2 CFR Part 1500, or the terms and conditions found in the award between the EPA and the recipient, other than requiring that the costs must be reasonable, necessary, and allocable. The written agreement should also include the following:

- A description of the activities and amounts that will be supported by the PSCs.
- The program and/or statutory requirements that the program beneficiary must abide by in order to ensure that the funds are used only for authorized purposes.
- Specify which party will have title to the technologies (e.g., vehicles, engines, equipment and/or appliances), if any, purchased with PSCs.
- Source documentation requirements to ensure proper accounting of the PSCs.
- Any reporting that must be submitted by the program beneficiary.

The EPA’s Award Official or Grants Management Officer must approve PSCs on the basis of either a precise description of the PSCs in the EPA approved budget and work plan, or on a transaction-by-transaction basis. The applicant’s project narrative and budget narrative should include detailed descriptions of any proposed PSCs and include cost estimates for PSCs as line items under the “Other” budget category. Should a recipient decide to issue PSCs that were not described in the approved work plan and budget, the recipient must obtain prior written approval from the EPA’s Award Official or Grants Management Officer. Moreover, after a grant is awarded, should a recipient decide to modify the amount approved (upwards or downwards) for PSCs, prior written approval from the EPA’s Award Official or Grants Management Officer is also required.

When creating budgets, applicants/recipients must exclude PSCs from Modified Total Direct Costs for calculation of indirect costs as required by 2 CFR § 200.1, “Modified Total Direct Costs.”

**Resources:**

[RAIN-2018-G05-R1, “The EPA Guidance on Participant Support Costs.”](#)

[Best Practice Guide for Procuring Services, Supplies, and Equipment Under the EPA Assistance Agreements.](#)

[Grants Policy Issuance 16-01: EPA Subaward Policy for the EPA Assistance Agreement Recipients,](#) with attachments, includes:

- EPA Subaward Policy.
- Appendix A: Distinctions Between Subrecipients and Contractors.
- Appendix B: National Term and Condition for Subawards.
- Appendix C: Model Programmatic Subaward Reporting Requirement.

- Appendix D: Subaward Agreement Template.

[EPA's Subaward Policy Frequent Questions.](#)