



Solid Waste Infrastructure for Recycling (SWIFR) Grant Program

Program Guidance for States and Territories

United States Environmental Protection Agency
Office of Resource Conservation and Recovery

May 2023

Summary

The Infrastructure Investment and Jobs Act (IIJA), also referred to as the Bipartisan Infrastructure Law (BIL), provided appropriations to the U.S. Environmental Protection Agency (EPA) to fund the Solid Waste Infrastructure for Recycling (SWIFR) Grant Program authorized by section 302(a) of Save Our Seas Act 2.0 (P.L. 116–224) as codified in 33 U.S.C. 4282(a). EPA also received appropriations for SWIFR in its Fiscal Year 2022 Appropriation Act (P.L. 117-103) and Fiscal Year 2023 Appropriation Act (P.L. 117-328).

The purpose of this Program Guidance is to provide U.S. states and territories information to apply for the funding to support improvements to local post-consumer materials management, including municipal recycling programs and to assist local waste management authorities in making improvements to local waste management systems.

The term “post-consumer materials management” refers to the systems, operation, supervision and long-term management of processes and equipment used for post-use material (including packaging, goods, products, and other materials), including collection; transport; and systems and processes related to post-use materials that can be recovered, reused, recycled, repaired, or refurbished. It includes:

1. Municipal solid waste (MSW), including plastics, food, organics, paper, metal, glass, etc.;
2. Construction and demolition (C&D) materials, including concrete, asphalt, steel, etc.; and
3. Management pathways of source reduction and reuse, recycling, composting, rendering, anaerobic digestion, and animal feed.

EPA has established three categories of grants within SWIFR, which are designed to fund a range of projects that will help states, territories, tribes, local governments, and communities advance from “where they are” to significantly transform their recycling and materials management infrastructure.

1. **SWIFR Grants for States and Territories** will provide states and territories with grants to support their long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a Circular Economy for materials. Territories also will be able to utilize funds for equipment and construction related costs as part of their implementation of plans.
2. **SWIFR Grants for Tribes and Intertribal Consortia** will provide funds for tribes and intertribal consortia to develop or update plans focused on encouraging environmentally sound post-consumer materials management; establish, increase, or expand materials management infrastructure, and identify, establish, or improve end-markets for the use of recycled materials.
3. **SWIFR Grants for Political Subdivisions** will establish, increase, expand, or optimize collection and improve materials management infrastructure; reduce contamination in the recycled materials stream; and identify, establish, or improve end-markets for the use of recycled materials.

This Program Guidance is for the SWIFR Grants for States and Territories category. This Program Guidance is only applicable to the funding described under this document and any significant changes to EPA’s approach to providing SWIFR Grants for States and Territories will be communicated through amendments to the Program Guidance or competitive Notices of Funding Opportunities.

Eligible Applicants

The eligible applicants for this SWIFR non-competitive funding for States and Territories are the 50 U.S. states; Washington, DC; Puerto Rico; Virgin Islands; Guam; American Samoa; and the Commonwealth of Northern Mariana Islands. No more than one award will be made per state or territory.

Eligible Activities and Available Funding

The EPA is providing funding to eligible states and territories that “opt in” to this funding opportunity. After the number of states and territories requesting funding is determined (From *Section IV: Notice of Intent to Participate*), EPA will allocate the non-competitive funding using a formula that includes a minimum base amount for all states and territories (approximately \$300,000-\$500,000 per applicant in fiscal year 2023) plus additional funds based on individual states’ and territories’ programmatic factors, as described below. EPA anticipates awarding approximately \$30,000,000 in fiscal year 2023. Any funds remaining may be rolled over into future years of the grant program. EPA will award the funds through the State and Tribal Assistance Grants (STAG) appropriation as cooperative agreements. ***No state match is required.*** Funds awarded under this program are not eligible for inclusion with the state’s performance partnership grants (PPGs) but may be included in territories’ consolidated grants under the Omnibus Territories Act at the discretion of the territories provided financial management procedures are in place to track, drawdown, and report on expenditures of BIL funds.

Generally, grant funds can be used for post-consumer materials management capacity building, planning, and implementation. Specifically, the grant funding may be used for carrying out the activities below, including the costs of staffing/personnel associated with undertaking the activities:

- **Develop or update plans to advance post-consumer materials management.** Plans can be for Title 40 CFR Part 256 solid waste management plans (SWMPs) or other planning documents (e.g., circular economy plans, climate and materials management plans).
- **Develop, strengthen, and/or implement comprehensive data collection efforts** that demonstrate progress towards the National Recycling Goal and Food Loss and Waste Reduction Goal.
- **Support the state-led implementation of plans to advance post-consumer materials management** including, but not limited to: market development; improved recycling and organics collection and management; extended producer responsibility; reducing contamination in the post-consumer recycling stream; and strengthening the connection between climate action and materials management.

Allowable costs for territories and the District of Columbia: In addition to eligible activities 1-3 above, territories and the District of Columbia may utilize funds for equipment and construction- related costs as part of their implementation of plans. These activities could include the purchase of collection equipment; compost bins and trucks; containers for donating surplus food; sorting and baling equipment, post-consumer materials management construction, equipment upgrades, environmental monitoring and safety equipment for recycling facilities, infrastructure to reduce single-use plastic use.

The work performed by subrecipients or contractors must qualify under the Eligible Activities/Use of Funding in *Section V: Eligible Uses of Grant Funding*. An example of allowable work would be a for-profit organization assisting a state agency in performing data collection through a procurement contract. For additional information on determining whether entities should be classified as subrecipients or contractors, and important requirements involving these classifications, carefully review the guidance on contracts and subawards in [EPA's Subaward Policy](#).

For additional information, visit www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management.

Schedule

If you are considering applying for this program, please note the following:

- **You must have an active SAM registration in SAM.gov to apply for the grant.** While this registration includes a Unique Entity Identifier (UEI), Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the Frequently Asked Question on the difference for additional details. All eligible states and territories should register in SAM.gov now to ensure they are able to submit an application through Grants.gov. As of April 2022, the federal government has stopped using the DUNS number to uniquely identify entities. For more information, please visit www.sam.gov/content/duns-uei.
- **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 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.

- **By December 15, 2022**, states and territories must submit a Notice of Intent to Participate to EPA Headquarters. The NOIP can be submitted by email to SWIFR@epa.gov. The NOIP must be from an official within the governor’s office, the director of the designated agency, or other authorized official.
- **By May 31, 2023**, states and territories must submit workplan and application materials through Grants.gov. These materials must contain all of the information listed in *Section IX: Scope of Work*. Interested applicants are strongly encouraged to contact their EPA Regional Representatives if they have questions about their funding request prior to submitting their application.
- **By September 2023**, EPA Regional offices will award and administer the grants.

The general schedule and process is illustrated below (dates are estimates and subject to change):

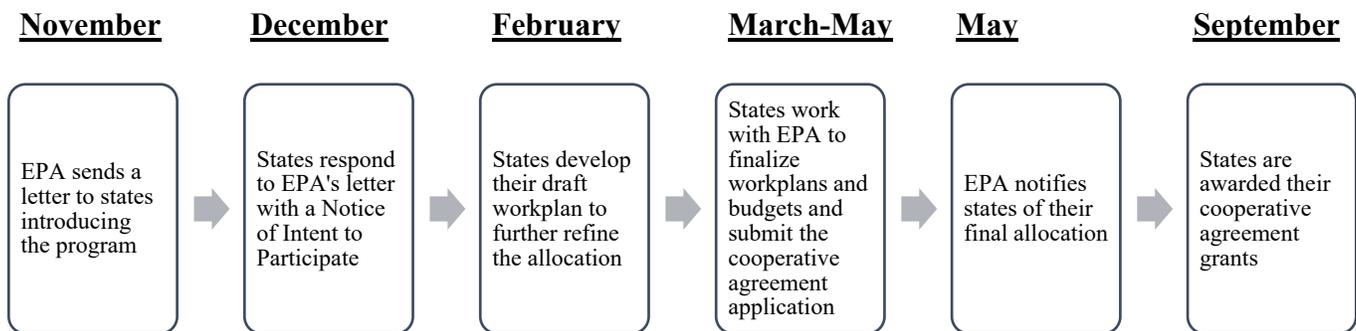


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I. Background

Approximately half of global greenhouse gas emissions are the result of natural resource extraction and processing. Increasing recycling reduces climate, environmental, and social impacts of materials use, and keeps valuable resources in use instead of in landfills. Municipal solid waste management has long suffered from a lack of investment. Some communities that lack waste management infrastructure do not have curbside waste collection services, recycling, or composting programs, which increases the burden on our landfills, decreases their capacity, and increases greenhouse gas emissions. For example, more than one-third (nearly 100 million tons) of the U.S. municipal waste stream is organic waste. The production and current management of organics contributes to a broad range of environmental impacts, including climate change, air pollutants, water scarcity, biodiversity loss, and soil and water quality degradation. For example, producing, grading, packing, processing, distributing, retailing, and preparing the amount of food that is currently wasted annually in the U.S. contributes greenhouse gas (GHG) emissions equivalent to that of 42 coal-fired power plants and requires enough water and energy to supply more than 50 million homes each year. When food waste and other organics go to the landfill, they release methane, a powerful greenhouse gas. In 2020, 14.5 percent of human-related methane emissions came from landfills. Mismanaged waste also can compound health, economic, and undesirable social conditions in historically disadvantaged, underserved and overburdened communities. In addition, as climate-related disasters increase in frequency and severity, the need to maximize the recycling and reuse of disaster debris to support keeping valuable materials out of landfills is becoming increasingly important.

In an effort to reduce the impacts of materials and strengthen the U.S. recycling system, the EPA and others have undertaken significant efforts to advance the circular economy in the United States. In 2015, the EPA and USDA announced the [U.S. 2030 Food Loss and Waste Reduction Goal](#), seeking to cut food loss and waste in half by the year 2030. In 2020, the EPA announced the [National Recycling Goal](#) to increase the U.S. recycling rate to 50 percent by 2030 and to galvanize efforts to strengthen the U.S. recycling system. One year later, the EPA released the [National Recycling Strategy: Part One of a Series on Building a Circular Economy for All](#), the same day that funding was made available to support the strategy when the [2021 Bipartisan Infrastructure Law \(BIL\)](#) was signed into law. The National Recycling Strategy proposes building a circular economy to reduce material use, redesign materials to be less resource intensive, and recapturing “waste” as a resource to manufacture new materials and products. This vision and strategy for a circular economy aligns with the language and the goals identified in the BIL regarding solid waste infrastructure and management in the United States.

This Solid Waste Infrastructure for Recycling (SWIFR) Grant Program Guidance for states and territories describes how the U.S. Environmental Protection Agency (EPA) will administer grant funds to support the enhancement of state post-consumer materials management regulatory and planning infrastructure.

For the purposes of this SWIFR Grant Program Guidance, the term “state” will be used to describe the 50 U.S. states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

II. Overview

The purpose of this Program Guidance is to provide states the information to apply for funding. These grant funds can be used by states and territories to build the capacity of post-consumer materials management programs through planning, data collection, and the implementation of plans.

The term post-consumer materials management refers to the systems, operation, supervision and long-term management of processes and equipment used for post-use material (including packaging, goods, products, and other materials), including collection; transport; and systems and processes related to post-use materials that can be recovered, reused, recycled, repaired, or refurbished. It includes:

- Municipal solid waste (MSW), including plastics, food, organics, paper, metal, glass, etc.;
- Construction and demolition (C&D) materials, including concrete, asphalt, steel, etc.; and
- Management pathways of source reduction and reuse, recycling, composting, rendering, anaerobic digestion, and feeding animals.

EPA anticipates providing approximately \$30,000,000 in total funding to eligible states for participating in the SWIFR Grant Program. Once the number of states requesting funding is determined (From *Section IV: Notice of Intent to Participate*), EPA plans to allocate the non-competitive funding using a formula that includes a minimum base amount for all states (approximately \$300,000-\$500,000 per applicant in fiscal year 2023) plus additional funds based on individual states' programmatic factors, as described below. Any funds remaining can be rolled over into future years of the grant program.

The funding for the SWIFR Grant Program will be in the form of cooperative agreements. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement throughout the performance of the project. The EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project (for the purposes of this document, the term "grant" will be used in place of cooperative agreements). The EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. The anticipated substantial federal involvement for these projects may include:

- Monitoring the applicant's performance to verify the results proposed by the applicant;
- Collaborating during performance of the scope of work;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

The SWIFR Grant Program is under the Justice40 Initiative, which aims to deliver 40 percent of the overall benefits of climate, clean energy, affordable and sustainable housing, clean water, and other investments to disadvantaged communities. More information on Justice40 at the EPA can be found at: <https://www.epa.gov/environmentaljustice/justice40-epa>.

Under this guidance, a disadvantaged community is defined as a community that meets at least one of the following criteria:

1. is located in a U.S. Territory (Puerto Rico, Virgin Islands, Guam, American Samoa, Commonwealth of Northern Mariana Islands);
2. meets one or more of the eight disadvantaged categories identified in the [Climate and Economic Justice Screening Tool](#) (CEJST) developed by the Council on Environmental Quality (the map in the CEJST tool can be utilized);
3. is a Census-defined rural community that is at or above the 65th percentile for low income AND 80% or more of individuals 15 or older are not enrolled in higher education (the map in this link can be utilized <https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-political-subdivisions#04>); or
4. is located in Indian country, is a former Indian reservation in Oklahoma (as determined by the Secretary of the Interior), or is an Alaskan Native Villages as defined in Public Law 92–203.

Under criterion 3, an applicant can use screenshots of the map in this link (<https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-political-subdivisions#04>) along with a brief narrative to illustrate that their proposed project will benefit disadvantaged communities. Areas that are eligible are highlighted in blue. Applicants may use their street address, city, or ZIP code to search and should take a screenshot to demonstrate that they are located in or their project will benefit a rural area.

Please note, there is no track system like in the SWIFR Grants for Political Subdivisions or the Recycling Education and Outreach Grants.

If you are unable to use the resources mentioned above or have other technical issues when determining eligibility, please email SWIFRST@epa.gov for assistance.

Leveraging or matching funds are not required for this grant program. The EPA reserves the right to partially fund or reject all projects and make no awards.

III. Eligible Applicants

The eligible applicants for this funding include the 50 U.S. states; Washington, DC; Puerto Rico; Virgin Islands; Guam; American Samoa; and the Commonwealth of Northern Mariana Islands. **No more than one award will be made per state or territory.**

Section 302(a) of the Save Our Seas 2.0 Act identifies other eligible recipients, including tribes and political subdivisions of the states and territories. The EPA has developed a separate SWIFR RFA for political subdivisions of states and territories has developed a separate SWIFR RFA for tribes and intertribal consortia as well.

IV. Notice of Intent to Participate

States that wish to receive non-competitive SWIFR funding will have submitted a Notice of Intent to Participate (NOIP) to the EPA.

1. The EPA has electronically sent letters to state governors asking if the state will be participating in the program, and if so, which designated agency is the most appropriate to receive and manage the funds.
2. States then submitted a NOIP to the EPA to identify its interest in the program. The NOIP was submitted by email to SWIFR@epa.gov by the required deadline of **December 15, 2022**. The NOIP must have been from an official within the governor's office, the director of the designated agency, or other authorized official.
3. The Office of Resource Conservation and Recovery forwarded the NOIPs to the appropriate the EPA Regional Office for review. The appropriate EPA Regional Representatives will work with the states to answer questions and resolve any issues.

V. Eligible Activities/Use of Funding

Because of the critical role states play in managing post-consumer wastes and materials, the EPA is providing SWIFR grants to states to build their capacity to plan, implement, and measure the outcomes of policies and other actions to meet the objectives of the IJA and SOS 2.0 Act. Eligible activities under Section 302(a) of SOS 2.0 Act include implementing the series of circular economy strategies; supporting improvements to local post-consumer materials management, including municipal recycling programs; and assisting local waste management authorities in making improvements to local waste management systems.

The general standards for determining allowability of activities are described in the [2 CFR Part 200 Uniform Grant Guidance \(UGG\)](#) at [2 CFR Part 200.403](#). Costs must be necessary for the performance of the EPA award and not be prohibited by statute, the [2 CFR Part 200 Subpart E Cost Principles](#), another regulation, Program Guidance, or the terms of the award.

Specifically, grant funding can be used for the three categories of activities listed below.

1. Develop or update plans to advance post-consumer materials management. Plans can be for Title 40 CFR Part 256 solid waste management plans (SWMPs) or other planning documents (e.g., circular economy plans, materials management plans), but should at a minimum address the following:

- Current strategy and/or activities associated with post-consumer materials management in the state, including all materials in the municipal solid waste stream such as plastics, food waste, etc.
- Current measurement and tracking capability and authority and identification of additional needs.
- Stakeholders who will play a role in meeting the objectives of the plan.
- Plan for addressing the needs of disadvantaged communities in the state.
- Plan for making progress toward goals and/or targets.

- Strategy for measuring and tracking progress consistent with the [National Recycling Goal](#), and the [Food Loss and Waste Reduction Goal](#).
- Clear connection to circular economy, climate goals, and action plans.
- Administrative, legal, and/or financial needs or gaps that need to be addressed to meet goals and targets.
- Strategy for including resiliency and natural disaster debris into plans by utilizing available guidance, such as [EPA’s Planning for Natural Disaster Debris Guidance](#).

2. Develop, strengthen, and/or implement comprehensive data collection efforts that demonstrate progress towards the National Recycling Goal and Food Loss and Waste Reduction Goal. Data collection and measurement efforts should be designed to improve the state’s ability to track progress towards national and state recycling and/or circular economy goals. Data collection efforts could include state-wide or other targeted waste characterization studies. Fundamental items to consider when developing, strengthening, and/or implementing comprehensive data collection efforts include, but are not limited to:

- Clearly defining the waste streams being measured;
- Identifying specific materials being measured and appropriate units;
- Detailed data and methodology citations; and
- Developing information to understand the contamination of recyclable material streams.

No EPA funds may be used for the design or to administer the collection of identical information from 10 or more parties, and EPA personnel may not participate in such activities. Reasonable costs for analyzing independently collected information and publishing the results of such information collections are allowable to the extent authorized in the EPA approved budget for this agreement.

3. Support the state-led implementation of plans to advance post-consumer materials management. States should clearly identify which elements of their plan they propose to implement and the approach to be used. Implementation could address topics including, but not limited to:

- Market development;
- Improved recycling and organics collection and management; and
- Reducing contamination in the post-consumer recycling stream.

Approaches could include, but are not limited to:

- Regulatory and policy development;
- Studies and analysis of data;
- Outreach and information sharing with key stakeholders; and
- Training of state personnel.

If a state wishes to fund an activity not specifically listed in these three categories, an explanation of how the activity addresses the critical main functions under Section 302(a) of the SOS 2.0 Act must

be included in the workplan. States are encouraged to discuss these additional activities with their EPA Regional Representative prior to inclusion to determine if they are eligible activities.

Allowable costs for territories and the District of Columbia: In addition to eligible activities 1-3 above, territories and the District of Columbia may utilize funds for equipment and construction related costs as part of their implementation of plans. These activities could include the purchase of collection equipment; compost bins and trucks; containers for donating surplus food; sorting and baling equipment, post-consumer materials management construction, equipment upgrades, environmental monitoring and safety equipment for recycling facilities, infrastructure to reduce single-use plastic use. Also, in specific circumstances, the EPA will grant case-by-case waivers for the purchase of land that relates to projects under this funding opportunity. Note that all acquisitions of real property and equipment with EPA funding are subject to disposition requirements described in the Property Standards of 2 CFR Part 200.

VI. Ineligible Uses of Grant Funding

Examples of ineligible uses of grant funds are listed below. Please note that this list is intended to be illustrative and is not all inclusive. It is unallowable to use grant funding for the following activities:

- Except for territories and DC, the purchase of equipment or construction costs (please note, items in the “supplies” category are eligible costs).
 - Equipment is defined, from the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#), as tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit, although applicants may establish a lower dollar threshold or different definition of equipment through their own written property management policies as long as the thresholds and definitions are consistent with 2 CFR Part 200.33 and 2 CFR Part 200.94. The applicant’s lower threshold or different definition is binding.
- The purchase of land by recipients other than territories.
- The operations and maintenance costs of post-consumer materials management facilities (e.g., maintenance of a material recovery facility, operations of a composting site).
- Any prohibited or restricted activities as part of the [EPA General Terms and Conditions](#) (e.g., interest on borrowed funds, lobbying or litigation).

VII. Allocation of Funds

The EPA is providing funding to eligible states for participating in the SWIFR Grant Program. Once the number of states requesting funding is determined (From *Section IV: Notice of Intent to Participate*), EPA plans to allocate the non-competitive funding using a formula that includes a minimum base amount for all states (approximately \$300,000-\$500,000 per applicant in fiscal year 2023) plus additional funds based on individual states’ programmatic factors, as described below. Any funds remaining can be rolled over into future years of the grant program.

In the first draft of the workplans, states will be asked to provide information on the following programmatic factors, which EPA will use to determine the magnitude of additional funds that each

state receives beyond the minimum base amount. In general, the Agency intends to provide more funds to states with less-developed waste management systems in place, whether that be due to a lack of staff and budget, guiding legislation, data collection, or other pre-existing issues. Each programmatic factor will be weighed evenly against one another and scaled appropriately based on states' needs. The five factors are listed below.

1. Legislation in place that mandates solid waste management planning or a waste characterization report
2. Depth and breadth of a state's data collection efforts
3. When a state's solid waste management plan or waste characterization report was last updated
4. Available resources for implementing a solid waste management program (e.g., budget and personnel)
5. Additional programmatic factors such as the level of environmental justice incorporated into a program, extent of focus on source reduction efforts, climate considerations, or the existence of other grant programs

VIII. Application Package and Submission Information

- **Mandatory documents:**
 - Standard Form (SF) 424, Application for Federal Assistance.
 - Standard Form (SF) 424A, Budget Information.
 - Key Contacts Form 5700-54.
 - EPA Form 4700-4, Pre-award Compliance Review.
 - Project Narrative Attachment Form (Reference *Section X: Award Administration Information*).
- **Optional Documents:**
 - Negotiated indirect cost rate agreement, as applicable.
 - Quality Assurance Project Plan (QAPP), as applicable.
 - A QAPP will be required if the project includes the generation of environmental data or the use of existing data.
- **Grants.gov Application Instructions:**
 - Your organization's authorized official representative (AOR) must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov). Before submitting your complete application package, states are encouraged to work with Regional Representatives to ensure the materials are comprehensive.
 - Follow the instructions available on Grants.gov to submit an application package through Grants.gov. The application package contains the required forms listed above.
 - Go to <https://www.grants.gov/web/grants/applicants/search-opportunity-package.html>.
 - Search by **Funding Opportunity Number**: EPA-I-OLEM-ORCR-NC23-04
 - From the list of Opportunity Packages(s) currently available, click on the "Apply" link corresponding with CFDA #66.920.

- To learn more about the Grants.gov submission requirements, visit <https://www.epa.gov/grants/how-apply-grants>.
- Grants.gov support is available on www.grants.gov/support.html 24 hours per day, seven days per week (except federal holidays).

IX. Scope of Work

States should consider the following parameters when developing the scope of work for their project narrative attachment form.

- **Eligible Activities:**
 - Applicants must include the eligible activities that will be part of the grant that are referred to in *Section V: Eligible Activities/Use of Funding*, above.
 - Applicants must include a timeline of the activities to be performed.
- **EPA Strategic Plan Linkage:**
 - The activities funded under this announcement support EPA’s FY2022 – FY2026 Strategic Plan. Awards funded under this announcement must support one or more of the following:
 - **Goal 1: Tackle Climate Change**
 - **Objective 1.1:** Reduce Emissions that Cause Climate Change.
 - **Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights**
 - **Objective 2.1:** Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels.
 - **Objective 2.2:** Embed Environmental Justice and Civil Rights into the EPA’s Programs, Policies, and Activities.
 - **Goal 6: Safeguard and Revitalize Communities**
 - **Objective 6.1:** Clean Up and Restore Land for Productive Uses and Healthy Communities.
 - **Objective 6.2:** Reduce Waste and Prevent Environmental Contamination.
 - Applicants must explain how their project will further one or more of these Goals and Objectives. View EPA’s Strategic Plan online at: <https://www.epa.gov/planandbudget/strategicplan>
- **Anticipated Outputs/Outcomes:**
 - Applicants must include outcomes and outputs that they will be reporting on as part of their projects.
 - 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.

Please reference “Table 1: Outputs and Outcomes” for additional information on optional and required outputs for this funding opportunity. Additional, optional outputs can be added to this list, as applicable.

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

Please reference “Table 1: Outputs and Outcomes” for additional information on optional and required outcomes for this funding opportunity. Additional, optional outcomes can be added to this list, as applicable.

To the extent possible, in reporting on outputs please align the definitions of municipal solid waste and construction and demolition debris with how they are referenced in the [2018 Advancing Sustainable Materials Management: Facts and Figures Report](#).

Table 1: Outputs and Outcomes

Grantees will report on the following measures based on the category of activity funded:

Possible Activities	Measures
<i>Develop/Update plans</i>	<ul style="list-style-type: none"> • Number of stakeholders and communities involved in the plan development or implementation (including number of stakeholders involved from disadvantaged communities). • Number of plans developed or updated. • Number of counties or territorial equivalents served by the plans. • Number of disadvantaged communities (as defined in this Guidance) served by the plan. • Number of temporary or permanent jobs created.
<i>Develop and Enhance data collection and measurement</i>	<ul style="list-style-type: none"> • Tons of MSW/C&D collected, recycled, composted, or managed via other management pathways in the state. • Tons of MSW/C&D generated per material type and source in the state (e.g., plastic and food waste). • GHGs reduced (in MTCO₂e) from collection, recycling, composting, or management via other management pathways in the state. • Number of temporary or permanent jobs created.
<i>Implementation of the Plan</i>	<ul style="list-style-type: none"> • Tons of MSW/C&D collected, recycled, composted, or managed via other management pathways in the state. • Tons of MSW/C&D generated per material type and source in the state (e.g., plastic and food waste).

Possible Activities	Measures
	<ul style="list-style-type: none"> • GHGs reduced (in MTCO₂e) from collection, recycling, composting, or management via other management pathways in the state. • Number of disadvantaged communities (as defined in this Guidance) served because of plan implementation. • Number of temporary or permanent jobs created.

Note, outputs and outcomes listed in Table 1 are not all inclusive of all potential outputs and outcomes – additional outputs and outcomes may be added by the applicant. However, those outputs listed in the table are required if a project in the “Activity” column is performed.

- **Project and Budget:**
 - Applicants must include the project and budget for the grant. Funds awarded under this grant can have up to a three-year project period.

X. **Award Administration Information**

Please be aware of the following requirements as workplans are developed and as the grant programs are implemented. If you have question or concerns about these items, contact your EPA Regional Representative in *Section XIII: EPA Regional Representatives* for additional information.

- **OMB Uniform Grant Guidance and EPA Uniform Administrative Requirements:** This award program is subject to the OMB Uniform Grant Guidance requirements of [2 CFR Part 200](#) and EPA Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards requirements of [2 CFR Part 1500](#). A listing and description of EPA’s general regulations applicable to the award of assistance agreements may be found at: <https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.
- **Terms and Conditions:** General administrative and programmatic terms and conditions applicable to EPA assistance agreements under this program may be found at: <https://www.epa.gov/grants/grant-terms-and-conditions>. EPA Headquarters will provide EPA Regions with a list of programmatic terms and conditions that will also be applicable to the program. EPA Regional Representatives will ensure that all applicable terms and conditions are included.

Applicants should be aware that if their proposals include using SWIFR funds for a project that includes the purchase of goods, products, and materials on any form of construction, alteration, maintenance, or repair of infrastructure in the United States (including in the territories), they must comply with the Build America, Buy America provisions of the Infrastructure Investment and Jobs Act. Please consider this information when preparing budget information. The Office of Land and Emergency Management has released Frequently Asked Questions relating to Buy America Build America (BABA) that can be found here: <https://www.epa.gov/cwsrf/build-america-buy-america->

[baba#olemfaq](#). Applicants should direct additional questions about this requirement to the program Point of Contact listed in *Section XIII: EPA Regional Representatives*.

- **Quality Assurance Project Plan (QAPP):** Awards funded under this program that will include the collection of environmental data, will require the development of a Quality Assurance Project Plan (QAPP). The structure of the QAPP is intended to step through the thought process of planning a project, as well as to provide a framework for documenting the plan. A QAPP is prepared as part of the project planning process and should be completed and approved before data collection is started. For more information, visit: <https://www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements>.
- **Funding to Other State Agencies:** The EPA’s general policy, based on the definitions of the terms “Nonfederal entity,” “Pass-through entity,” “Recipient,” and “State” found in [2 CFR Part 200](#), is that the state itself is the legal entity that receives EPA funds even if one particular component of the state is named in the assistance agreement as the recipient. Transfers of EPA funds between state agencies to perform a particular financial assistance agreement would, therefore, be governed by state law. Additionally, “Interagency Services” ([2 CFR Part 200.417](#)) contemplates situations in which one agency provides services to another agency within the same unit of government as a direct cost of performing the EPA assistance agreement.

If using interagency service agreements between state agencies, as described in [2 CFR Part 200.417](#), the expenditures the state agency makes to carry out the Interagency Service Agreement should be shown in the corresponding direct cost categories (Personnel, Travel, Contractual, etc.). If state law characterizes agreements under which one state agency provides services to another state agency as a procurement contract, then the costs would be placed in the contractual category. In interagency service situations, as described in [2 CFR Part 200.417](#), provides the state may charge a pro-rated share of indirect costs for the service, or 10% of the “. . . direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service.” Centralized services included in central service cost allocation plans subject to [Appendix V of 2 CFR Part 200](#) are accounted for separately.

There may be situations in which state law provides that state agencies or instrumentalities are legally separate for the purposes of financial transactions between them or when state financial management policies for Federal assistance agreements require separate instruments for accounting purposes (e.g., due to differences in indirect cost rates). In those situations, a state may characterize appropriate funding transfers as subawards. Note, however, that if one state agency provides a subaward to another state agency, the state agency acting as the pass-through entity must comply with applicable provisions of the OMB Uniform Grant Guidance requirements of [2 CFR Part 200](#) (including [2 CFR Part 200.331](#)), the National Term and Condition for Subawards, and the EPA Subaward Policy unless the EPA provides an exception. Also, should a state choose to provide subawards, the awards must be governed by the subaward policy. The aggregate cost estimates for subawards to other state agencies or instrumentalities should be included as line items in the “Other” budget category. The link to the Subaward policy is www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epa-subawardpolicy-epa-assistance-agreement-recipients.

- **Procurements:** When procuring property and services under a federal award, a state must follow the same policies and procedures it uses for procurements from its non-federal funds. The state will comply with the Procurement of Recovered Materials requirements of [2 CFR Part 200.322](#) and ensure that every purchase order or other contract includes any clauses required by the Contract Provisions of [2 CFR Part 200.326](#). Additionally, state procurements (including subcontracts) are subject to EPA rules on Participation by Disadvantaged Business Enterprises in United States Environmental Protection Agency Programs in 40 CFR Part 33.
- **Labor Standards:** As provided in 33 U.S.C. 4282(e) EPA must ensure that “. . . all laborers and mechanics employed on projects funded directly, or assisted in whole or in part, by a [SWIFR grant] be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with [the Davis-Bacon Act]”. The Davis-Bacon Act applies to contractors and subcontractors performing work on federally funded or assisted construction contracts in excess of \$2,000. EPA uses the definition of *Construction* at [40 CFR 33.103](#) for the purposes of determining whether the Davis Bacon Act applies to SWIFR funded projects. Additional information on Davis Bacon and SWIFR is available at <https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-states-and-territories#updates>.
 - The EPA encourages project labor agreements (i.e., pre-hire collective bargaining agreements between unions and contractors that govern terms and conditions of employment for all workers on a construction project); the use of an appropriately trained workforce (i.e., through registered apprenticeships and other joint labor-management training programs that serve all workers, particularly those historically excluded); the use of an appropriately credentialed workforce (i.e., requirements for appropriate and relevant professional training, certification, and licensure); and neutrality with respect to union organizing (i.e., BIL funds should not support or oppose union organizing).
- **Performance Partnership Grants (PPGs):** Funds awarded under this program are not eligible for inclusion with the state’s PPGs.
- **Omnibus Territories Act (OTA):** The Omnibus Territories Act, 48 U.S.C. 1469a, (OTA) applies to grants awarded to the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, and the Government of the Northern Mariana Islands (“Insular areas”). The OTA allows Insular areas to submit:

“(i) a single application for a consolidated grant for any fiscal year period, but not more than one such application for a consolidated grant shall be required by any department or agency unless notice of such requirement is transmitted to the appropriate committees of the United States Congress together with a complete explanation of the necessity for requiring such additional applications and (ii) a single report to such department or agency with respect to each such consolidated grant: Provided, That nothing in this paragraph shall preclude such department or agency from providing adequate procedures for accounting, auditing, evaluating, and

reviewing any programs or activities receiving benefits from any consolidated grant.” . . . (emphasis added)

EPA regulations at 40 CFR Part 35.109(b) state that “[I]nsular areas that choose to consolidate environmental program grants may be exempted by the Regional Administrator from requirements of [40 CFR Part 35, subpart A] in accordance with 48 U.S.C. 1469a.

- **Reporting:** In accordance with the Monitoring and Reporting Program Performance of [2 CFR Part 200.329](#) and related EPA-specific regulations, recipients must provide progress reports meeting the terms and conditions of their grant. Recipient costs for complying with reporting requirements are an eligible expense under the grant. At a minimum, progress reports must include both a narrative discussion and performance data relating to the recipient’s accomplishments and environmental outputs and outcomes from *Section IX: Scope of Work* associated with the approved budget and workplan.

Reports must also provide an accounting of SWIFR Grant funding. Semiannual progress reports and a detailed final report will be required, including summaries of the project activity and status of outputs during the reporting period.

- Semi-annual reports will include information on grant activity comparing actual work performed to meet the objectives of the program compared to that described in the workplan for the period of performance. Reporting must include a description of project tasks, objectives, and accomplishments (including reporting on outcomes and outputs), a summary of expenditures to date, upcoming events/assistance required, and project challenges. Reasons why outputs/outcomes were not met must be provided. Semiannual reports are due 30 days after the end of the reporting period.
- The final report must include a summary of the work completed as part of the grant. It may take the place of the final semiannual report. It must include a description of project tasks, objectives, and accomplishments (including reporting on outcomes and outputs). In addition, any deliverables produced must be submitted to the EPA (e.g., new or updated plans, data reports). The final report shall be submitted to the EPA within 120 calendar days of the project/budget period end date.

XI. Award Process and Timeline

The EPA recognizes that there is a wide variation among states and is presenting this process to provide a general outline of the steps to be followed for state submissions. Dates are subject to change.

- **You must have a Unique Entity Identifier (UEI) in SAM.gov to apply for the grant.** As of April 2022, the federal government has stopped using the DUNS number to uniquely identify entities. For more information, please visit www.sam.gov/content/duns-uei.
- **By December 15, 2022,** applicants must submit a Notice of Intent to Participate to EPA Headquarters so that the EPA can determine the final base funding amount per state. The NOIP

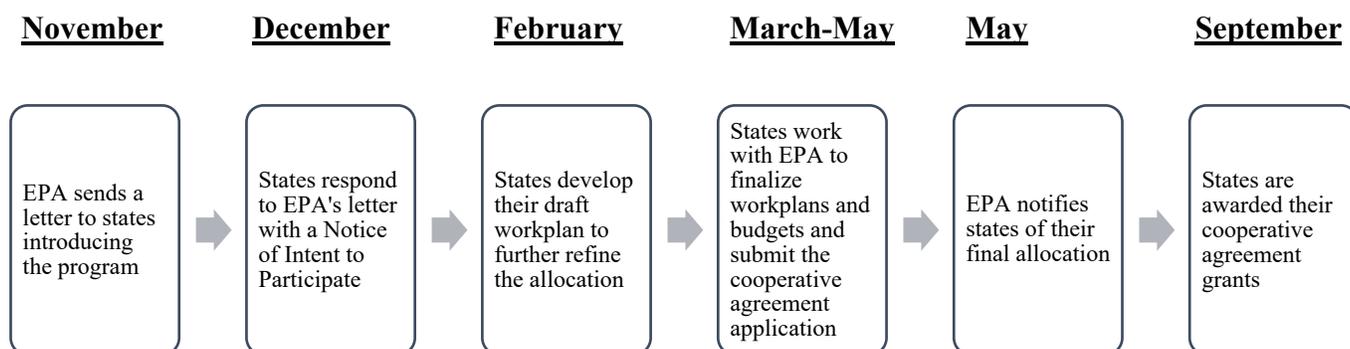
can be submitted by email to SWIFR@epa.gov. The NOIP must be from an official within the governor's office, the director of the designated agency, or other authorized official.

- **By February 3, 2023**, applicants must submit their draft workplan that includes their response to the five factors listed in *Section VII. Allocation of Funds*.
- **March 2023 – May 2023, Develop Workplans.** After being notified by EPA of the final funding amounts, states will continue to develop, and then submit to the EPA a draft workplan that describes their project. The EPA must be able to determine from the proposed workplans that activities are eligible under the grant program. The EPA Regional Representatives will work with the states to ensure that the workplan is designed to help achieve the goals and objectives of the grant program; includes costs that are eligible, reasonable, necessary, allowable and consistent with the grant program; and clearly identifies the specific outcomes, outputs, and other results that are linked to funding and includes target dates and milestones for achieving them.
- **By May 2023**, applicants will **Receive a Funding Amount** from the EPA.
- **By May 31, 2023**, applicants must submit final workplan and application materials through Grants.gov. These materials must contain all of the information listed in *Section IX: Scope of Work*.
- **By September 2023, EPA Regional offices will award and administer the grants.** The EPA will perform a merit review of the application and process the award. Once processed, states will be awarded their cooperative agreement and can begin work. For additional information, visit www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management.

States are strongly encouraged to begin their internal process as early as possible to identify activities for the grant award and to identify multiple potential projects in the event that one or more projects are ineligible. States are encouraged to talk with their EPA Regional Representatives to discuss proposed activities prior to submission of the draft workplan so that the subsequent submission can be reviewed and approved in a timely manner. The EPA encourages states to submit workplans to their EPA region as soon as possible if they believe that there are difficult issues that may arise (e.g., whether a proposed activity is legally fundable or meets mandatory criteria established by statute).

Timeline: Prior to beginning the award process, the EPA regional representatives will discuss with each state a schedule to ensure timely award of the grant. The EPA also intends to have multiple national webinars describing the program and assisting states with developing their workplan.

The general schedule and process is illustrated below (dates are estimates and subject to change):



XII. Statutory Authority

Section 302(a) of the Save Our Seas 2.0 Act, 33 U.S.C. 4282(a) or Public Law 116–224 (SOS 2.0 Act) authorizes the EPA to fund grants for improvements to local post-consumer materials management programs (including municipal recycling programs) and local waste management systems. Congress appropriated funding as part of the Infrastructure Investment and Jobs Act (IIJA) and additional funds were appropriated as part of the EPA’s annual appropriations in fiscal year 2022. Funding is provided through State and Tribal Assistance Grants (STAG) appropriation account.

As stated in Section 302 of SOS 2.0:

(a) POST-CONSUMER MATERIALS MANAGEMENT INFRASTRUCTURE GRANT PROGRAM. —

(1) IN GENERAL. — The EPA Administrator may provide grants to States to implement the strategy developed under section 301(a) and—

(A) to support improvements to local post-consumer materials management, including municipal recycling programs; and

(B) to assist local waste management authorities in making improvements to local waste management systems.

XIII. EPA Regional Representatives

Region	EPA Regional Representative	Email
Region 1: CT, ME, MA, NH, RI, VT	Frank Gardner Christine Beling	Gardner.Frank@epa.gov Beling.Christine@epa.gov
Region 2: NJ, NY, PR, VI	Dale Carpenter	Carpenter.Dale@epa.gov
Region 3: DE, DC, MD, PA, VA, WV	Melissa Pennington	Pennington.Melissa@epa.gov
Region 4: AL, FL, GA, KY, MS, NC, SC, TN	Barbara Alfano Alyssa Kuhn	Alfano.Barbara@epa.gov Kuhn.Alyssa@epa.gov
Region 5: IL, IN, MI, MN, OH, WI	Susan Mooney	Mooney.Susan@epa.gov
Region 6: AR, LA, NM, OK, TX	Jessica Miller	Miller.Jessica@epa.gov

Region	EPA Regional Representative	Email
	Amber Howard Renee Bellew	Howard.Amber@epa.gov Bellew.Renee@epa.gov
Region 7: IA, KS, MO, NE	Jim Callier Gayle Hubert	Callier.James@epa.gov Hubert.Gayle@epa.gov
Region 8: CO, MT, ND, SD, UT, WY	Virginia Till Patrick Wauters	Till.Virginia@epa.gov Wauters.Patrick@epa.gov
Region 9: AZ, CA, HI, NV, AS, GU, MP	John Katz Timonie Hood	Katz.John@epa.gov Hood.Timonie@epa.gov
Region 10: AK, ID, OR, WA	Melissa Winters Domenic Calabro	Winters.Melissa@epa.gov Calabro.Domenic@epa.gov

XIV. Resources

- *The EPA SWIFR Website:* www.epa.gov/rcra/bipartisan-infrastructure-law-transforming-us-recycling-and-waste-management
- *Best Practice Guide for Procuring Services, Supplies, and Equipment Under The EPA Assistance Agreements:* www.epa.gov/grants/best-practice-guide-procuring-services-supplies-and-equipment-under-epaassistance-agreements
- *The EPA Subaward Policy with attachments:* www.epa.gov/grants/grants-policy-issuance-gpi-16-01-epasubaward-policy-epa-assistance-agreement-recipients
- *The EPA Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance:* www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-development-guidance.pdf
- *The EPA Grants Policy Resources:* www.epa.gov/grants/epa-grants-policy-resources
- *The EPA Grants Management Training for Applicants and Recipients:* www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients
- *The EPA Information on QAPPs:* www.epa.gov/sites/default/files/2015-06/documents/g5-final.pdf ; www.epa.gov/sites/default/files/2016-06/documents/r5-final_0.pdf ; www.epa.gov/measurements-modeling/documents-about-measurement-competency-under-assistance-agreements

Appendix A: Optional Template of Key Workplan Elements

Instructions:

- Replace text in blue with your own text.
- Additional instructions are in *red italics* and can be deleted before workplan submission.

Optional Project Narrative Attachment Form Work Plan for the Solid Waste Infrastructure for Recycling (SWIFR) Grants for States and Territories

Note: States and territories may use other formats for their workplan

[Insert State/Territory Name]

State/Territory Point of Contact:

<i>Name</i>	
<i>Title</i>	
<i>Phone</i>	
<i>Email</i>	
<i>Address</i>	

Total Amount Requested *[should be equal to your state or territory's allocation]: \$XXX,XXX*

Period of Performance: October 1, 2023 through September 30, 2026 [Can end earlier if desired]

Section 1. Project Summary and Overall Approach

Summary Statement: EPA's Solid Waste Infrastructure for Recycling (SWIFR) grants for states and territories will fund activities that support long-term planning and data collection needs to demonstrate progress toward the National Recycling Goal and Food Loss and Waste Reduction Goal and advance a Circular Economy for materials, as well as support the state-led implementation of plans to advance post-consumer materials management. The purpose of this award is to enhance the [State/Territory's] efforts to meet the SWIFR grants elements. [State/Territory] will do [insert activities here, customize based on the work to be performed workplan.]

A. BACKGROUND: *[A description of the existing program and information on the five factors listed in Section VII. Allocation of Funds.]*

Description of Existing Program: *[A description of the existing program.]*

- a. Legislation in place that mandates solid waste management planning or a waste characterization report:
- b. Depth and breadth of a state’s data collection efforts:
- c. When a state’s solid waste management plan or waste characterization report was last updated:
- d. Available resources for implementing a solid waste management program (e.g., budget and personnel):
- e. Additional programmatic factors such as the level of environmental justice incorporated into a program, extent of focus on source reduction efforts, climate considerations, or the existence of other grant programs:

B. ACTIVITIES, TIMELINE, AND MILESTONES:

[State] will perform the following activities: [List activities]. [It also includes any additional activities]. The objective of this project is to [add objectives].

Timeline/Milestones: *[A timeline for the activities selected for funding, including milestones for specific tasks. Utilize the Activities Narrative Table below for timeframe for accomplishments, and you can add any additional relevant timeline/milestones here as well.]*

Eligible Activities/Use of Funding:

- *In the Activities Narrative Table below describe how the proposed project will utilize the SWIFR grant funding to support the eligible activities outlined in the [Program Guidance](#), including the three categories of activities listed below from the program guidance (in Task 2: Program Activities).*
- *Please utilize Table 1 in the Program Guidance (pasted below) for the **Results of Activities (Outputs)** and **Projected Environmental or Programmatic Improvement (Outcomes)** rows.*

Table 1: Outputs and Outcomes

Possible Activities	Measures
<i>Develop/Update plans</i>	<ul style="list-style-type: none"> • Number of stakeholders and communities involved in the plan development or implementation (including number of stakeholders involved from disadvantaged communities). • Number of plans developed or updated. • Number of counties or territorial equivalents served by the plans. • Number of disadvantaged communities (as defined in this Guidance) served by the plan. • Number of temporary or permanent jobs created.

Possible Activities	Measures
<i>Develop and Enhance data collection and measurement</i>	<ul style="list-style-type: none"> • Tons of MSW/C&D collected, recycled, composted, or managed via other management pathways in the state. • Tons of MSW/C&D generated per material type and source in the state as a result of the grant (e.g., plastic and food waste). • GHGs reduced (in MTCO₂e) from collection, recycling, composting, or management via other management pathways in the state. • Number of temporary or permanent jobs created.
<i>Implementation of the Plan</i>	<ul style="list-style-type: none"> • Tons of MSW/C&D collected, recycled, composted, or managed via other management pathways in the state. • Tons of MSW/C&D generated per material type and source in the state (e.g., plastic and food waste). • GHGs reduced (in MTCO₂e) from collection, recycling, composting, or management via other management pathways in the state. • Number of disadvantaged communities (as defined in this Guidance) served because of plan implementation. • Number of temporary or permanent jobs created.

Activities Narrative Table

Activities Narrative	Timeframe for Accomplishment (FFY Quarter)	Results of Activities (Outputs)	Projected Environmental or Programmatic Improvement (Outcomes)
Task 1: Cooperative Agreement (CA) Oversight			
Activity 1: Program Management and Supervision			
Supervise and manage the SWIFR grant to meet program goals. Conduct periodic project status meetings with staff to discuss project issues and priorities.	Ongoing annual activities	Performance Management Program (PMP) Evaluations	Maintain effective work force to meet work plan commitments
Submit semi-annual reports and fulfil other reporting requirements in a timely and accurate manner	Semi-annually	Semi-annual reports	Improved implementation of SWIFR program, increased organization of information to better assist review
Activity 2: Cooperative Agreement Administration			
Ensure that CA work plan is developed in accordance with State and EPA policies. Ensure that budget and administrative aspects of application requests conform to State and EPA policies. Review new and revised CA agreement guidance and serve as a resource for staff.	Annually	CA work plans, budgets, and federal assistance forms	Effective CA applications, expedited processing, improved awareness of EPA guidance
Maintain current Quality Management Plan	Annually	Signed Quality Management Plan	Grant compliance

Activities Narrative	Timeframe for Accomplishment (FFY Quarter)	Results of Activities (Outputs)	Projected Environmental or Programmatic Improvement (Outcomes)
Administer project closeout activities.	Within 120 days of grant expiration	Final semi-annual performance report, financial status report	Project closeout
Activity 3: Cooperative Agreement Legal Assistance			
Review and provide interpretation of State laws and regulations to ensure effective implementation of the SWIFR program.	As necessary	Legal review	Improved implementation of the SWIFR program
Activity 4: Fiscal and Contract Management			
Track the status of deliverables for contracted projects	As projects progress through program	Semi-annual Report	Efficient contracting activity, ensure work plan commitments are met
Task 2: Program Enhancement			
Activity 1: Enhance Program			
Participate in meetings, conference calls, and other events with EPA and other states to exchange information regarding best practices, program updates, and the like.	As new learning opportunities occur	Identification of best practices	Established Networks for information exchanges
Evaluate perceived roadblocks to utilizing the SWIFR Program, reevaluate existing program and incorporate steps to streamline the program and increase its use. Institutionalize changes. Engage in dialogue with EPA regarding program changes.	Fiscal years 2024 - 2026	Updates to program	Increase use of the program
Task 3: Program Activities			

Activities Narrative	Timeframe for Accomplishment (FFY Quarter)	Results of Activities (Outputs)	Projected Environmental or Programmatic Improvement (Outcomes)
Activity 1: Develop or update plans to advance post-consumer materials management. <i>[Delete this activity and renumber if it is not an activity your grant is being used for]</i>			
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Activity 2: Develop, strengthen, and/or implement comprehensive data collection efforts that demonstrate progress towards the National Recycling Goal and Food Loss and Waste Reduction Goal. <i>[Delete this activity and renumber if it is not an activity your grant is being used for]</i>			
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).

Activities Narrative	Timeframe for Accomplishment (FFY Quarter)	Results of Activities (Outputs)	Projected Environmental or Programmatic Improvement (Outcomes)
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Activity 3: Support the state-led implementation of plans <i>[Delete this activity and renumber if it is not an activity your grant is being used for. Note that the territories and DC can include equipment and construction activities here.]</i>			
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).
Add activities related to the work being proposed in your project.	Add timeframe related to the work being proposed in your project.	Add outputs related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).	Add outcomes related to the work being proposed in your project (e.g., the measures in Table 1 in the SWIFR Program Guidance).

C. ROLES AND RESPONSIBILITIES: *[A discussion of the roles and responsibilities of the state and any other project partners/stakeholders, contractors, or subrecipients.]*

Section 2: Programmatic Priorities and Strategic Plan Goals

The activities described in this workplan support the grant Programmatic Priorities and EPA’s FY 2022-2026 Strategic Plan *[indicate which of the following goals you project supports]:*

- Goal 1: Tackle Climate Change,
 - a. Objective 1.1: Reduce Emissions that Cause Climate Change,
- Goal 2: Take Decisive Action to Advance Environmental Justice and Civil Rights,
 - a. Objective 2.1: Promote Environmental Justice and Civil Rights at the Federal, Tribal, State, and Local Levels.
 - b. Objective 2.2: Embed Environmental Justice and Civil Rights into the EPA’s Programs, Policies, and Activities.
- Goal 6: Safeguard and Revitalize Communities,
 - a. Objective 6.1: Clean Up and Restore Land for Productive Uses and Healthy Communities.
 - b. Objective 6.2: Reduce Waste and Prevent Environmental Contamination.

Section 3. Environmental Results—Outputs and Outcomes

[This section of the workplan includes a discussion of the outputs and outcomes of the project/activities, as described in Section IX: Scope of Work. In addition to the outputs and outcomes listed above. You can reference the items listed in the table above.]

[State/Territory] will [list anticipated deliverables and expected outcomes, and intended beneficiary(ies), customize based on the deliverables, expected outcomes, and intended beneficiary(ies). Use the information from the Activities Narrative Table Above for this section.]

Section 4. Budget Narrative

[This section of the workplan is a description of the budget and includes estimated funding amounts for each work component/task.]

Proposed Budget

	Task 1: Cooperative Agreement Oversight Amount	Task 2: Program Enhancement Amount	Task 3: Program Activities Amount	Total
Personnel				
Fringe ([%] of Personnel)				
Travel				
Equipment (territories and DC only)				
Supplies				
Contractual				
Construction (territories and DC only)				
Other (Subawards, Participant Support Costs)				
Indirect				
TOTAL				

Notes:

- The budget must be in accordance with the guidelines of the SWIFR Grants for States and Territories and the 2 CFR Part 200 Uniform Grant Guidance.
- Ineligible costs must not be included in the budget.

Budget Description *[This section of the workplan is a description of the budget and includes estimated funding amounts for each work component/task.]*

[Provide a detailed justification for each budget category listed in the table above, including the personnel, equipment, supplies, contractual services, and other costs associated with the project. Explain how each budget item is necessary for the performance of the grant award and how it supports the objectives of the SWIFR Grant Program.]

Describe any subrecipient activities (if applicable).

Describe any participant support cost activities (if applicable).

Describe any procurement contracting activities (if applicable).

Build America, Buy America Act: *[Territories and DC purchasing equipment or doing construction should include a statement either confirming that all iron, steel, manufactured products, and construction materials used are produced in the US or that indicates that they wish to pursue a waiver.]*

NEPA: *[Territories and DC performing construction activities must explain whether the project will be funded by other state or federal agencies, and if environmental reviews are required by other state or*

federal agencies, explain whether they have been started or not. Briefly describe additional funding and applicable environmental reviews.

Appendix B: Changes to December 2022 Program Guidance

Description	Location
Added allowable costs for the District of Columbia to include equipment and construction.	Pg. 3, 12
Changed the contact email address from SWIFR@epa.gov to SWIFRST@epa.gov	Pg. 9
Clarified and revised key dates of the schedule and timeline.	Pg. 5, 20-21
Updated URLs where needed.	Pg. 9
Included additional elements of the EPA’s FY2022-FY2026 Strategic Plan relevant to the funding opportunity.	Pg. 14
Clarified that outputs and outcomes in Table 1 are all required based on the category of activity funded.	Pg. 16
Added reference to the Office of Land and Emergency Management Buy America Build America FAQs.	Pg. 16
Updated the Labor Standards information pertaining to the Davis-Bacon Act	Pg. 18
Revised Appendix A: Optional Template of Key Workplan Elements.	Pg. 23
Added Appendix B: Changes to December 2022 Program Guidance.	Pg. 33