

Notice of Funding Opportunity

Applications Due: **Monday, December 2, 2024**



Office of Small and Disadvantaged Business Utilization

Management of the 507 Program's Collaboration and Communication Activities

Funding Opportunity Number: EPA-OA-OSDBU-25-01



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1. Basic Information

U.S. Environmental Protection Agency

Office of Small and Disadvantaged Business Utilization

Management of the 507 Program’s Collaboration and Communication Activities

[Resources and Reports from EPA's Asbestos and Small Business Ombudsman | US EPA](#)

A. Executive Summary:

The U.S. Environmental Protection Agency’s (EPA), Office of Small and Disadvantaged Business Utilization’s (OSDBU), Asbestos and Small Business Ombuds (ASBO) Program is seeking proposals to support the National 507 Program, which is composed of state Small Business Environmental Assistance Programs (SBEAP) from around the country. Managing the communication and collaboration of the 507 Program is an important way to assist small businesses in environmental compliance. The broad goals and objectives for this funding opportunity include, developing a strategy to manage the existing Nationalsbeap.org website and collaborative resources, keeping up to date the state SBEAP national contact list, planning and hosting service support for annual SBEAP training activities, as well as providing ongoing program communication and collaboration services for the National 507 program. Eligible entities to apply for this funding opportunity are limited to staff and programs as defined and established under Section 507 of the 1990 Clean Air Act Amendments (CAAA).

B. Key Information:

Opportunity Number:

EPA- OA-OSDBU-25-01

Assistance Listing:

66.610

Announcement Type:

Initial

Funding Available:

\$550,000

Number of Awards:

1

C. Key Dates:

November 1, 2024	Letter of Intent or Preapplication Materials Deadline
December 2, 2025 11:59 pm ET	Application Submission Deadline
May 2025	Anticipated Notification of Selection
June 2025	Anticipated Award Notification

D. Funding Details:

It is anticipated that **1** award for up to **\$550,000** will be made under this announcement depending on agency funding levels, the quality of applications received, agency priorities, and other applicable considerations. The award funded under this opportunity is expected to have up to five year project period.

E. Agency Contact Information:

Further information, if needed, may be obtained from the EPA contact(s) indicated below.

Technical Contact: **Elnora Thompson; 202-566-1808; Thompson.Elnora@epa.gov**

Eligibility Contact: **Paula Hoag; 202-566-2496; Hoag.Paula@epa.gov**

Electronic Submissions Contact: **Mari Grover, 202-564-8018, Grover.Mari@epa.gov**

F. Other Funding Considerations:

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process.

2. Eligibility

A. Eligible Applicants

Only these types of organizations may apply. Organization types are consistent with definitions at [2 CFR 200.1](#):

- Small Business Stationary Source Technical and Environmental Assistance Program as defined under the 1990 CAAA's 507 Program, also referred to as Small Business Environmental Assistance Program (SBEAP), which may be located within:
 - State & Local Governments, or
 - Institutions of Higher Education (IHEs)

Consistent with Assistance Listing No. **66.610** and the EPA's Policy for Competition of Assistance Agreements ([EPA Order 5700.5A1](#)), this funding opportunity is being limited to a subset of eligible applicants.

(1) Other Eligibility Requirements

Applications must meet the following threshold criteria to be considered eligible:

1. Applications must include activities taking place within U.S. States.
2. Applications must address at least 1 program priority listed in Section 3. A. Purpose, Priorities, and Activities
3. Applications must not request more than \$550,000.
4. Applicants may only submit 1 application under this opportunity. Applicants that submit more than 1 application will be contacted to determine which application to evaluate. The remaining application(s) will be deemed ineligible.

Please see [Section 6](#) for additional threshold criteria.

B. Cost Sharing

Cost sharing is not a requirement to be eligible to apply to this funding opportunity. Please note only Federal funds should be listed on the SF-424, SF-424A, and Budget Detail.

3. Program Description

A. Purpose, Priorities, and Activities

Purpose: The purpose of this funding opportunity is to provide support services for the regulated small business community with environmental compliance assistance. When businesses are better able to comply with environmental regulations the public benefits from improved environmental outcomes. The 507 Program website (www.NationalSBEAP.org), which was created and managed under an EPA cooperative agreement since 2015, is a comprehensive and collaborative web resource for the Small Business Environmental Assistance Programs (SBEAPs) to work together and support one another in providing environmental compliance assistance to small businesses across the country.

Program Office Priorities: The Office of Small and Disadvantaged Business Utilization's (OSDBU) mission to advocate for and advance industry, regulatory, and environmental compliance interests that impact small (and socio-economically) disadvantaged businesses through the implementation of procedures and oversight of small business programs. This funding opportunity supports the funding priorities of the Asbestos and Small Business Ombuds (ASBO) Program under OSDBU based on the ASBO Program's core functions, which include:

- Assisting the small business community on compliance questions and complaints.
- Improving access to federal and state environmental information and assistance.
- Assisting the small business community to provide input to EPA to facilitate better understanding of the small business perspective when considering regulatory impacts or enforcement issues.
- Advocating for and facilitating informal small entity engagement activities.
- Developing recommendations or reports for small businesses regarding EPA's asbestos and small business assistance programs.

Activities to Manage Under Proposed Workplan: The applicant must show in their proposed work plan how they will help the OSDBU Office and ASBO Program achieve (as described above) the Program's purpose and priorities through this funding opportunity in the following 3 project goals:

1. Communication and Information Sharing Support Services for 507 Program Members and Regulated Small Business Community
2. Maintaining the Nationlsbeap.org Website
3. The 507 Program Annual Training Conference Support and Collaboration

Outputs and Outcomes: Pursuant to Section 6a of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements with the agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, \[06\] Environmental Results under Assistance Agreements](#)).

Linkage to EPA Strategic Plan: Applications under this solicitation must clearly demonstrate support of the EPA 2022-2026 Strategic Plan as defined in [Section 3.B](#). The projects selected for award through this competition will support progress towards the following objectives as this cooperative agreement’s statutory authority stems from the Clean Air Act, under the 1990 Clean Air Act Amendment’s 507 Program to help address clean air and compliance assurance/assistance, as well as provide support for small business regulatory assistance and guidance under the Small Business Regulatory Enforcement and Fairness Act.

- EPA Strategic Plan Goal 3, Enforce Environmental Laws and Ensure Compliance, Objective 3.2: Detect Violations and Ensure Compliance, and
- EPA Strategic Plan Goal 4, “Ensure Clean and Healthy Air for All Communities”; Objective 4.1: “Improve Air Quality and Reduce Localized Pollution and Health Impacts.”
- View the [FY 2022-2026 EPA Strategic Plan](#).

Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the EPA Strategic Plan goals, objectives, and priorities described above.

Outputs: The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Expected outputs from the projects to be funded under this announcement include, but are not limited to:

- Support and development of webinar trainings or meetings,
- Management of state contact information and listserv communication tools,
- New or updated web content recourses and tools available on website, and
- Hosting of annual training events.

Outcomes: The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health related or programmatic in nature but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Expected outcomes from the projects to be funded under this announcement include, but are not limited to:

- Increased compliance rates of small businesses that have gained support through website or state programs that rely on website materials or webinar trainings,

- Improve businesses’ understanding of environmental compliance and what is expected from them to abide by EPA regulations.

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

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

B. Program Goals and Objectives

The activities to be funded under this funding announcement support [FY 2022-2026 EPA Strategic Plan](#). Awards made under this funding opportunity will support Goal 3. Enforce Environmental Laws and Ensure Compliance, and Goal 4., “Ensure Clean and Healthy Air for All Communities,” , Objective 3.2: “Detect Violations and Ensure Compliance” and Objective 4.1: “Improve Air Quality and Reduce Localized Pollution and Health Impacts” of the [Strategic Plan](#). All applications must be for projects that support the goals and objectives identified above.

Goals and Objectives achieved under EPA’s OSDBU and its ASBO Program are defined as “Cross-Agency Mission and Science Support” activities, which are objectives that provide support across the agency in meeting its mission to protect human health and the environment. As specified above, the ASBO Program, as well as this funding opportunity’s goals and objectives, are linked to EPA’s strategic plan. Broadly, the work intended to be accomplished under this cooperative agreement is to support the enforcement of environmental laws and ensure compliance for clean and healthy air for all communities, by detecting violations and ensuring compliance, as well as improving air quality and reducing localized pollution and health impacts.

The following are the program goals and objectives to be accomplished under this funding agreement:

1. Communication and Information Sharing Support Services for 507 Program Members and Regulated Small Business Community

- Applicants should describe efficient and cost-effective strategies to support communication and collaboration between State 507 Program Small SBOs, SBEAPs, and 507 CAP members, as well as other small business community stakeholders as needed. To this end, applicants should propose a plan to periodically maintain national 507 Program contact lists, meeting calendars, email listservs, and draft monthly SBEAP topics of concern/common questions to be included in the *SmallBiz@EPA* newsletter, “Ask SBEAP”. These activities will assure ongoing communication and technical referrals in support of nation-wide collaboration and outreach strategies.

- To conserve limited funding resources for the project areas defined below, applicants may seek to ensure they establish and/or manage communication systems for collaboration among the 507 Program members and small business community but are not required to host or facilitate their ongoing communication or collaboration activities.

2. Maintaining the Nationsbeap.org Website

- Applicants should their strategy to best organize, maintain and provide quality assurance to the 507 Program website, to house small business compliance assistance resources and service, including maintaining the website’s domain account, IT administrative needs, technical resources necessary to maintain efficient and ongoing website activity, and access to small business compliance assistance information.
- Provide clarity on how to ensure the effectiveness, promotion, and use of the websites, national resources and tools, including the use of the 507 Programs social media platforms, contact lists, and other related materials which help keep small businesses and state compliance assistance staff equipped and engaged with the necessary technical environmental information and resources. Applicants should include ways that the grantee will measure, report, and record on the website’s use and overall metrics and analytics.

3. The 507 Program Annual Training Conference Support and Collaboration

- Applicants should outline a strategy for how the cooperative agreement will provide event planning, hosting and facilitation support for the 507 Program (also referred to as the SBEAP) Annual Training and Conference. The applicant must outline how they intend to host the annual conference (on at least a biennial basis) during this 5-year grant to include but not limited to the years 2026, 2028, and 2030. If desired and deemed feasible within the budget, the applicant may propose spreading out the grant funding and hosting services for each year of the 5-year cooperative agreement (to include 2027 and 2029).

C. Statutory Authority

The statutory authority for this funding agreement is defined under Section 103(b)(3) of the Clean Air Act, 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.

507 Program activities, as defined in section 507 of the 1990 Clean Air Act Amendments, 42 U.S.C. § 7661f, meet the criteria of Section 103(b)(3) of the Clean Air Act. Congress enacted the 507 Program to help control air pollution by ensuring small businesses are provided compliance assistance to air regulations developed under the Clean Air Act. The 507 Program website helps states, territories, universities, small businesses, and EPA share environmental compliance assistance information and collaborate more efficiently and effectively across the country. The public also benefits from the 507 Program national website in pollution prevention since small businesses are more effectively complying with EPA regulations due to increased and successful outreach assistance from the website.

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.

D. Funding Type

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

Cooperative agreements provide for substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of the work supported. Although the EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for these projects may include:

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

The EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

4. Application Contents and Format

A. Application Forms

The following forms and documents are required under this announcement:

Mandatory Documents:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Project Narrative Attachment Form: use this to submit your Project Narrative

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) and **must address each of the evaluation criteria set forth in Section 5**. *The project narrative cannot exceed a maximum of 17 single-spaced typewritten pages, including the Summary Page — excess pages will not be reviewed.* Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 17-page limit.

- a. **Summary Information Page (recommended not to exceed one page):**
 - i. Project Title

- ii. Applicant Information - include applicant (organization) name, address, contact person, phone number, fax and e-mail address
- iii. Funding Requested - specify the amount you are requesting from EPA
- iv. Total Project Cost - specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources
- v. Project period - provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
- vi. DUNS number

b. Project Summary/Approach. The summary shall contain the following components:

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task accomplished under the Program Goals and Objectives as defined in section 3.B.
- ii. Description of the associated work products to be developed as defined under section 3.B.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Explanation of SBEAP program support, website and hosting of annual event is addressed in the project narrative.
- v. Description of the roles of the applicant and partners, if any.
- vi. Description of the applicant's organization and experience related to the proposed project.
- vii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

c. Environmental Results—Outcomes, Outputs and Performance Measures:

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section 3A**), including what performance measurements, timeline of milestones,

or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

d. Programmatic Capability and Past Performance:

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available

past performance or reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

e. Voluntary cost share/match and leveraged funds (See Section 2.B.)

If applicable, demonstrate how you 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. Describe the amount and type of leveraged resources to be provided, how you 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 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.

f. Detailed Budget Narrative

This section provides an opportunity for a narrative description of the budget found in the SF424A. Clearly explain how EPA funds will be used. 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.

- i. Description of the budget and estimated funding amounts for each work component/task.
- ii. Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- iii. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. *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.
- iv. For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost share amount for each category of total project costs for each category. Include an explanation of how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200.
- v. For guidance and more information go to EPA's [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance.](#)
- vi. If considering the use of a subaward under this assistance agreement See section 4.D. "Coalition Coverage" and review [EPA Subaward Policy for EPA Assistance Agreement Recipients](#)

Optional Documents:

Attachments. These are optional and are not included in the 17-page limit:

- a. Negotiated Indirect Cost Rate Agreement. For guidance go to [Indirect Cost Policy and Guidance for Recipients of EPA Assistance Agreements](#)
- a. Biographical Sketch. Provide resumes or curriculum vitae for all Principal Investigators and any other key personnel.
- c. Quality Assurance Narrative Statement
- d. Support Letters – These should indicate how the supporting organization will assist in the project
- e. If applicable, approval letter to use alternate means to submit initial application

Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.

B. Applicants Using Contractors

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.

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. If an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application, it does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements.

The 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](#). The EPA expects recipients of funding to comply with competitive procurement contracting requirements in 2 CFR Parts 200 and 1500 as well as the EPA’s rule on Participation by Disadvantaged Business Enterprises in EPA Programs in 40 CFR Part 33.

C. Coalition Coverage

A coalition is formed when two or more eligible applicants coordinate to submit a single application. Coalitions must identify which single eligible organization will be the recipient of the grant and which eligible organization(s) will receive subawards from the recipient (the “pass-through entity”). 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. Subawards must be consistent with the definition of that term in [2 CFR 200.1](#) and comply with the [EPA’s Subaward Policy](#).

D. Other Program Specific Application Information

Applicants should provide their strategy to best organize, maintain and provide quality assurance to the 507 Program website, to house small business compliance assistance resources and service, including

maintaining the website’s domain account, IT administrative needs, technical resources necessary to maintain efficient and ongoing website activity, and access to small business compliance assistance information.

Provide clarity on how to ensure the effectiveness, promotion, and use of the websites, national resources and tools, including the use of the 507 Programs social media platforms, contact lists, and other related materials which help keep small businesses and state compliance assistance staff equipped and engaged with the necessary technical environmental information and resources. Applicants should include ways that the grantee will measure, report, and record on the website’s use and overall metrics and analytics.

5. Submission Requirements and Deadlines

A. Submission Dates and Times

November 1, 2024	Letter of Intent or Preapplication Materials Deadline
December 2, 2024 11:59 pm ET	Application Submission Deadline

Grants.gov creates a date and time record when it receives the application. If you submit the same application more than once, we will accept the last on-time submission.

B. Unique Entity Identifier (UEI) and System for Award Management (SAM.gov)

SAM.gov

You must have an active account with SAM.gov. SAM.gov will provide a UEI for your organization, which is required to apply for grants using Grants.gov. To register, go to [SAM.gov Entity Registration](#) and click Get Started. From the same page, you can also click on the [Entity Registration Checklist](#) for the information you will need to register. Make sure you are current with SAM.gov and UEI requirements before applying for the award.

SAM.gov registration can take several weeks. [Begin that process today.](#)

Grants.gov

You must also have an active account with [Grants.gov](#). You can see step-by-step instructions at the Grants.gov [Quick Start Guide for Applicants](#).

Please visit [How to Register to Apply for Grants](#) for additional information.

C. Submission Instructions

You must submit your application through Grants.gov. See Section 5.B. above for information on getting registered.

Important tips:

- 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.
- See the Quick Start Guide for Applicants for instructions on how to submit.

- Make sure your application passes the Grants.gov validation checks.
- Do not encrypt, zip, or password protect any files.
- Your application must be submitted by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance.
- If you receive an error or the button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact Grants.gov for assistance at [1-800-518-4726](tel:1-800-518-4726) or support@grants.gov.
- See Grants.gov Errors for information on other Grants.gov errors.
- 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. 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:

- Contact Grants.gov Support Center before the application deadline date.
- Document the Grants.gov ticket/case number.
- Send an email with the **EPA-OA-OSDBU-25-01** in the subject line to Mari Grover, Grover.Mari@epa.gov before the application deadline time and date and must include the following:
 - Grants.gov ticket/case number(s)
 - Description of the issue
 - The entire application package in PDF format.

Without this information, the 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.

E. Intergovernmental Review

The application is not subject to Intergovernmental Review.

6. Application Review Information

A. Responsiveness Review

Applications must meet the threshold criteria requirements described in [Section 2](#) to be evaluated. Applicants not meeting these requirements will be deemed ineligible and will be notified within 15 calendar days of the determination.

- Applications must adhere to the page limit requirements. Any pages over the limit(s) expressed in [Section 4](#) will not be reviewed.
- Initial applications must be submitted *on or before* the application deadline through Grants.gov or through limited circumstances as expressed in [Section 5](#). An applicant's failure to submit their

application on time because they did not register in SAM.gov, Grants.gov, or receive pre-approval through limited exception will automatically render the application ineligible.

- *Technical difficulties applying:* Applicants having trouble applying must contact the Grants.gov hotline at 1-800-518-4726 and then must email a PDF of the full application to the EPA contact listed in [Section 1](#). The submission must be received prior to the application deadline for consideration.

B. Review Criteria

Criteria Name and Description	Points
Total Possible Points	100
<p>1. <u>Project Summary and Approach:</u> Under this criterion, EPA will evaluate applications based on the extent and quality of the applicant’s project summary and overall approach. Specifically, EPA will evaluate the extent and quality to which the project narrative:</p> <ul style="list-style-type: none"> a. (20 points) Includes a well-conceived strategy for addressing the requirements in Section 3.A and 3.B: <ul style="list-style-type: none"> i. Anticipated Outputs/Outcomes and Performance Measures ii. Linkage to EPA Strategic Plan Linkage iii. Goals and Objectives for the Program b. (20 points) Sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end. 	40
<p>2. <u>Environmental Results – Outputs, Outcomes and Performance Measures:</u> Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none"> a. (7 points) The 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 of this announcement. b. (8 points) The performance measures proposed by the applicant and how they will be used to help track and measure the applicant’s progress towards achieving the expected outputs and outcomes. 	15
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their:</p> <ul style="list-style-type: none"> 1. (5 points) Past performance in successfully completing and managing assistance agreements identified in the project narrative as described in Section 4. History of meeting reporting requirements under the assistance agreements identified in the project narrative as described in Section 4 of the announcement. 	15

<p>Further, the applicant should provide detail about acceptable final technical reports produced in past assistance agreements, the extent to which the applicant adequately and timely reported progress towards achieving expected outputs and outcomes under those agreements, and if such progress was not being made whether the applicant adequately reported why not;</p> <ul style="list-style-type: none"> b. (5 points) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. c. (5 points) Staff expertise, qualifications, knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <p>Note: In evaluating applicants under items A and B of this criterion, the agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these sub-factors (items A and B above- a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these sub-factors.</p>	
<p>4. Budget: Under this criterion, EPA will evaluate applicants based on:</p> <ul style="list-style-type: none"> b. (5 points) Whether costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and a. (5 points) Whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity. <p>Note: An applicant’s budget and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their Budget Narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.</p>	10
<p>5. Expenditure of Awarded Grant Funds: Under this criterion, EPA will evaluate applicants based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	10
<p>6. Leveraging/Cost Sharing: Under this criterion, EPA will evaluate applicants based on the extent they demonstrate that they will leverage additional funds/resources or cost sharing, 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-</p>	10

<p>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 or cost sharing they are able to be provided, how they will obtain the leveraged resources or funds to be shared, the likelihood the leveraging or funds will materialize during grant performance, the strength of the leveraging or cost sharing commitment, and the role the leveraged funds/resources will play to support the proposed project activities.</p>	
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Applicants will be evaluated based on the extent and quality to which they demonstrate that they have the capabilities, staff, resources, and equipment to successfully perform the project as described in [Section 3](#) of this funding opportunity.

Only eligible entities whose applications meet the threshold criteria in [Section 2](#) of this announcement 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.** Each application will be rated using a point system. Applications will be evaluated based on a total of 100

C. Review and Selection Process

Each application will be given a numerical score and will be rank-ordered by the review panel, which is composed of subject matter experts, as well as EPA staff with a general awareness of the program project. The final selection official is made by EPA’s Office of Small and Disadvantaged Business Utilization’s Office Director. Preliminary funding recommendations will be provided to the EPA approving or selection official based on these reviews and rankings.

Other Evaluation Factors

Final funding decisions will be made by the selection official. In making the final funding decisions, the selection official may also consider the following factors: based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the approving or selection official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

D. Risk Review

Before making decisions in the risk review required by § 200.206 the EPA will consider any comments by the applicant, along with information available in the responsibility/qualification records in SAM.gov.

7. Award Notices

The EPA anticipates notification to successful applicants will be made by the EPA evaluation team. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification is not an authorization to begin work. The official notification of an award will be made by EPA’s Grants and Interagency Agreements Management Division (GIAMD). Selection does not guarantee an award will be made. Statutory authorization, funding, or other issues during the award process may affect the ability of the EPA to make an award. 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, 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.

8. Post-Award Requirements and Administration

A. Administrative and National Policy Requirements

The recipient and any sub-recipient must comply with the applicable [General Terms and Conditions](#). These terms and conditions are in addition to the assurances and certifications made as part of the award, terms and conditions, and restrictions reflected on the official assistance award document.

Awards issued as a result of this funding opportunity are subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title [2 CFR Part 200](#) and [2 CFR Part 1500](#).

B. Reporting

[EPA's General Terms and Conditions](#) in the Notice of Award will have information on performance and financial reports, including:

- How often you will report.
- Any required form or formatting.
- How to submit them.

C. FFATA and FSRS Reporting

The [Federal Financial Accountability and Transparency Act](#) (FFATA) requires:

- Data entry at the FFATA Subaward Reporting System (FSRS) for all subawards and subcontracts you issue for \$30,000 or more.
- Reporting executive compensation for both recipient and subaward organizations.

9. Other Information

A. Additional Provisions for Applicants

Additional provisions that apply this funding opportunity and/or awards made under this funding opportunity, can be found at [EPA NOFO Clauses](#). If you are unable to access these provisions electronically at the website above, please contact the EPA point of contact to obtain the provisions.