

## OVERVIEW SECTION

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY

**TITLE:** Tribal Support for E-Enterprise for the Environment

**ACTION:** Request for Proposals (RFP)

**RFP NUMBER:** EPA-OCFO-OEE-18-02

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NOS.:** 66.611

**DATES:** The closing date and time for receipt of proposal submissions is March 16, 2018 by 11:59 p.m., Eastern Standard Time (EST) in order to be considered for funding. Proposal packages must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 16, 2018, 11:59 p.m. EST in order to be considered for funding.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from eligible organizations that are broadly representative of federally- recognized tribes and are familiar with tribal environmental issues, programs and data to provide outreach to increase and enhance tribal participation in the E-Enterprise for the Environment (E-Enterprise). The overall goal of this cooperative agreement is to enhance tribal participation in E-Enterprise. The recipient will promote discussion, collaboration and partnership among tribes, states and federal agency representatives.

**FUNDING/AWARDS:** EPA expects to award one cooperative agreement under this competitive opportunity. The total estimated funding expected to be available for award under this competitive opportunity is approximately \$625,000. In FY 2018, total funding is not expected to exceed \$125,000. EPA may exercise the option to extend and incrementally fund the cooperative agreement for up to four additional years. Funding beyond the initial FY 2018 amount is not guaranteed and depends on effective performance, the availability of funds, and EPA priorities.

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## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

E-Enterprise for the Environment (E-Enterprise) is a shared initiative of Tribes, States, Territories, and US EPA that accelerates the collaborative development, implementation, and improvement of environmental and public health protection programs. E-Enterprise uses innovative strategies, process streamlining, and technological solutions to deliver better outcomes for human health and the environment, often with lower costs and less burden, for the benefit of the public, the regulated community and government agencies. Additional information is available at <https://e-enterprisefortheenvironment.net>.

OCFO's primary goal under this RFP is to increase tribal participation in E-Enterprise, given their role as environmental co-regulators. The successful applicant will assist with facilitating a national dialogue among tribes, states and EPA for modernizing and streamlining the implementation of environmental programs. To fulfill this goal, the successful applicant will support tribal participation in the E-Enterprise Governance (the E-Enterprise Leadership Council (EELC) and the E-Enterprise Management Board (Management Board)), as well as provide training and technical assistance, including communication support for federally-recognized tribes to learn about E-Enterprise.

*A Governance Charter for E-Enterprise for the Environment* was finalized in 2016 (<https://www.epa.gov/sites/production/files/2016-12/documents/eenterprise-governance-charter.pdf>), which established the EELC, the Management Board and the E-Enterprise and Exchange Network Interoperability and Operations Team (IOT).

The EELC is comprised of ten senior EPA executives, ten Tribal leaders, or their designee, and ten State Commissioners, who are responsible to lead and oversee at a high level the adaptive management and implementation of E-Enterprise. The EELC sets strategic direction for E-Enterprise for the Environment. The Tribal members of the EELC are appointed from elected officers of Tribal governments or their designated employees, who reside on the Regional Tribal Operations Committees (RTOCs). RTOCs or equivalents in each EPA Region are invited to determine a method for selecting and to select a EELC member, considering appropriate talents, interests, program area responsibility and experience and other factors, as deemed relevant by the RTOC or equivalent for effective membership on the Leadership Council. Each EPA Regional Administrator will issue letters to the director of the American Indian Environmental Office and the Office of the Chief Financial Officer (OCFO) when a member is selected by the RTOC or resigns from the EELC. See <https://www.epa.gov/e-enterprise/leadership-e-enterprise-environment#Joint-Governance>, for more information. EPA's Chief of Operations, a state commissioner and a tribal leader, or designee, selected by the tribal EELC members are the EELC Co-Chairs. All EELC members are expected to participate regularly in calls and meetings, as indicated by the Charter.

The E-Enterprise Executive Committee was created by the EELC (pursuant to the Charter authority) to "charge and oversee ... other appropriate teams or committees as necessary". The

E-Enterprise Executive Committee is comprised on the three EELC co-chairs (Tribal, State and EPA), as well as the Management Board and Interoperability and Operations Team Leaders (one representative from EPA, State and Tribes).

The Management Board, which is comprised of Tribal, State and EPA representatives (management and staff level), provide oversight and management of E-Enterprise projects, ensuring the work that is being done is readily visible to all E-Enterprise partners. The Management Board has a wide-array of duties, some of which include, implementing policy decision made by the EELC, identifying issues/agenda items for the EELC/Executive Committee, and identify E-Enterprise project recommendations. The Management Board is led by a Tribal, State and EPA co-chair. Management Board members are expected to participate regularly in calls and meetings.

The IOT reports to the Management Board and supports the design of all technical aspects of E-Enterprise.

In addition to the EELC, the Management Board and the IOT, there are also E-Enterprise Project Teams, which include tribal, State, and EPA representatives (<https://www.epa.gov/e-enterprise/e-enterprise-projects>). Project teams meet regularly, mainly through conference calls and webinars, but have also met in-person.

There are 576 tribal governments recognized as sovereign entities by the U.S. government. Tribal participation is sought at all levels of E-Enterprise governance, including the EELC, the Management Board, the IOT, as well as E-Enterprise Project Teams.

Members of the EELC, the Management Board, the IOT and Project Teams use an EPA SharePoint site (supported through Microsoft Outlook) to collaborate and share information. This provides information such as meeting agendas, calendars and documents. This Sharepoint site can be accessed by non-EPA employees, including the grant recipient, once permission is given by EPA.

## **B. Scope of Work**

EPA's primary goal under this RFP is to support the participation of tribes in E-Enterprise governance and projects. The activities under this cooperative agreement are also intended to make the E-Enterprise more responsive to tribal needs by ensuring that tribes have the necessary research, training and technical assistance (RTTA) support to effectively participate in E-Enterprise and have an opportunity to provide their input in a coordinated and comprehensive manner.

EPA is seeking proposals from eligible organizations to provide RTTA to tribes participating in E-Enterprise. The successful applicant will use RTTA to promote collaboration and information sharing and feedback among tribal stakeholders of E-Enterprise. This work correlates with EPA's Policy for the Administration of Environmental Programs on Indian Reservations in 1984, available at <http://www.epa.gov/indian/pdf/indian-policy-84.pdf>, which supports tribal governments having the primary authority and responsibility in matters affecting American Indian Reservations.

Applicants should include in their proposal a discussion of how they will address each of the tasks discussed below including a discussion of how much time will be devoted to each task. Efficient use of resources to address all tasks is encouraged. Please note that applicants may also propose other activities that they believe will effectively support tribal participation on the EELC.

**Task 1: Support for and participation in E-Enterprise Governance (E-Enterprise Leadership Council and Management Board)**

Working towards engaging tribal participation in E-Enterprise, the successful applicant will propose an effective plan to support tribal participation on the E-Enterprise Leadership Council (EELC) and Management Board. The successful applicant will provide assistance and coordination to facilitate effective participation of tribal representatives in E-Enterprise Governance. This includes incidental activities such as providing funding assistance to tribes so they can participate in EELC and Management Board meetings, as well as ensure that meetings are including and being responsive to the interests of tribal members. The grantee is invited to participate in meetings, to better support tribal interests.

**EELC:** Under the Governance *Charter*, all EELC members are expected to participate regularly in calls and in-person meetings throughout the calendar year. Success applicants will support up to ten tribal EELC member's participation in at least one EELC in-person meeting per calendar year, however the EELC has historically met bi-annually. The dates and location for this meeting are set by the EELC. The EELC in-person meetings have historically been one and half to two full working days. Prior to the full EELC meeting, tribes may caucus (tribal-only), which may extend the meeting length for tribal members. In addition to in-person meetings, the EELC members meet up to six times per calendar year and do not exceed 12 meetings per year. These meetings will be held via teleconference with additional technology, as needed, to share information. The applicant, in addition to tribal environmental professionals, may attend the EELC meetings to support the tribal member(s) with preparing for and participating in meetings.

In addition to the EELC, the E-Enterprise Executive Committee tribal member will attend a brief monthly conference call, which the applicant may also be able to participate in, if necessary, to support the tribal member(s) with preparing for and participating in meetings.

**Management Board:** Management Board representatives are expected to participate regularly in monthly calls and up to two in-person meetings per calendar year. The successful applicant will support up to two tribal environmental professionals to participate in bi-annual Management Board in-person meetings. The dates and locations for these meetings are determined by the Management Board co-chairs. The Management Board in-person meetings have historically been one and half to two full working days. The applicant, in addition to the tribal environmental professionals, may attend Management Board meetings to support the tribal member(s) with developing agendas, meeting summaries/meeting minutes and communication.

Examples of components of an effective plan to support tribal participation in both EELC and Management Board meetings, include provisions for paying program participation support costs such as travel (transportation, hotel, M&IE, conference fees, if necessary). The successful applicant, rather than EPA, will decide which EELC tribal members and tribal Management Board members receive travel assistance.

Other examples of effective plan components include providing tribal EELC members and tribal Management Board members with research support through studies of issues of importance to tribes and technical assistance to better prepare for the discussions at the meetings. This technical assistance may include ensuring tribes are prepared for meetings, as well as record meeting/develop summaries, as well as establish means for collaborating and sharing information, such as documents and report-outs for the tribal EELC members and tribal Management Board members. Applicants may also propose other research and technical assistance tasks.

In the event that the grantee budget allows, applicants may also support tribal participation in E-Enterprise Project Team workgroup activities.

## **Task 2: Training and Technical assistance resources for federally-recognized tribes about E-Enterprise**

The successful applicant will also provide and coordinate technical assistance and training to assist with communication to tribal environmental co-regulators about E-Enterprise activities. To improve communication about E-Enterprise to tribal co-regulators, applicants should propose a training/outreach plan to increase awareness and interest in E-Enterprise, amongst all federally-recognized tribes. This plan should specify the number of outreach activities the applicant proposes (per calendar year), as well as provide a description of a cost-effective approaches (e.g. webinar, newsletter/listservs, training, roundtable, or presentation at a national conference or forums) so that tribes may become more knowledgeable and kept abreast of E-Enterprise activities.

The applicant will assist tribal members of E-Enterprise governance bodies in communicating and facilitating information discussed at EELC and Management Board meetings, particularly ensuring that EPA RTOCs and other EPA Tribal Partnership Groups (<https://www.epa.gov/tribal/tribal-partnership-groups>) are aware of information, views, and feedback amongst tribes regarding E-Enterprise.

In addition to the Governance boards, there are a number of E-Enterprise Projects, which tribes can participate in as workgroup members. Applicants should be able to provide technical assistance, such as solicitation of key tribal representatives, including tribal environmental professionals (e.g. EPA Tribal Partnership Group members) that could help support the E-Enterprise projects, given their important perspectives, experience, interest, and expertise. This level of participation is essential for shared governance to function effectively for EPA, states, and tribes.

The successful applicant should be prepared to use an E-Enterprise Sharepoint website, which is a (non-public) on-line Microsoft Outlook site that all members of the EELC, Management Board, IOT, and Project Teams use to collaborate and share information for project management. While EPA hosts the site, non-EPA employees can access and utilize Sharepoint, once access is granted by EPA. EPA provides access to the grantee and tribal members. However, Tribal members of the EELC governance bodies may need assistance for how to use SharePoint site to support E-Enterprise governance groups and activities. The grantee should be prepared to assist tribes if needed use this site

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

Pursuant to Section 6a of EPA Order 5700.7A1, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, [http://www.epa.gov/sites/production/files/2015-03/documents/epa\\_order\\_5700\\_7a1.pdf](http://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf)).

**1. Linkage to EPA Strategic Plan.** EPA’s draft Strategic Plan is available at <https://www.epa.gov/planandbudget/strategicplan.html>. The activities to be funded under this announcement are intended to further EPA’s current priorities for Cooperative Federalism and enhancing shared accountability by improving environmental protection through joint governance and compliance assistance among state, tribal, local, and federal partners. This project supports EPA efforts to encourage and facilitate involvement of tribal governments in E-Enterprise for the Environment. Applicants must explain in their proposal how their project will further these current priorities.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <https://www.epa.gov/grants/epa-order-57007a1-epas-policyenvironmental-results-under-epa-assistance-agreements>). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above.

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

Expected outputs from the project(s) to be funded under this announcement include documented travel assistance for tribal EELC members, development of training and technical assistance materials targeted to tribes about E-Enterprise, a tribal E-Enterprise website, an updated SharePoint site and required reports as specified in Section VI(C) of this announcement, “Reporting Requirement.”

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

Projects to be funded under this announcement are expected to produce at least one, preferably all, of the following environmental outcomes: continued and increased tribal participation in E-Enterprise governance; greater tribal capacity to participate in E-Enterprise project teams; and more tribes aware of E-Enterprise.

**4. Performance Measures.** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include the following: sustained or increased levels of participation by tribal members in E-Enterprise governance meetings, groups and projects; speed and accuracy in delivering technical assistance and meeting minutes to tribal members in support of governance meetings; and effectiveness of and satisfaction in training.

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

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

#### **D. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103; Toxic Substances Control Act, Section 10; Safe Drinking Water Act, Section 1442; Marine Protection, Research and Sanctuaries Act, Section 203; Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Clean Water Act, Section 104(b)(3); Solid Waste Disposal Act, Section 8001; and Public Law 105-174.

## **II. AWARD INFORMATION**

### **A. What is the amount of funding available?**

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$625,000, subject to the availability of funds and quality of proposals received. In FY 2018, EPA expects that total funding is not expected to exceed \$125,000. EPA may exercise the option to extend and incrementally fund the cooperative agreement for up to four additional years. Funding beyond the initial FY 2018 amount is not guaranteed and depends on effective performance, the availability of funds, and EPA priorities.

### **B. How many agreements will EPA award in this competition?**

EPA anticipates an award of one cooperative agreement under this announcement whose annual value is not expected to exceed \$125,000 for FY 2018. The cooperative agreement awarded under this competition will be funded incrementally subject to the availability of funds and satisfactory performance. The total estimated value for the cooperative agreement is \$625,000.

In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selection. Any additional selections for awards will be made no later than six months from the date of the original selection.

### **C. What is the project period for awards resulting from this solicitation?**

The estimated project period for the initial award resulting from this solicitation may begin as early as March 30, 2018 and may end after 12 months. Additional project periods for subsequent incremental funding may be up to four consecutive years.

### **D. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- 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 200.324, review of any proposed procurement;
- reviewing qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on the content of printed or electronic publications prepared. (The final decision on the content of reports rests with the recipient.)

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Entities**

In accordance with CFDA 66.611, proposals will be accepted from States and local governments, territories and possessions, foreign governments, international organizations, Indian Tribes, interstate organizations, intrastate organizations, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and individuals. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. For profit organizations are not eligible for funding under this announcement.

National laboratories funded by Federal Agencies (Federally-Funded Research and Development Centers, "FFRDCs") may not apply. FFRDC employees may cooperate or collaborate with



eligible applicants within the limits imposed by applicable legislation and regulations. They may participate in planning, conducting, and analyzing the research directed by the applicant, but may not direct projects on behalf of the applicant organization. The institution, organization, or governance receiving the award may provide funds through its grant from the EPA to an FFRDC for research personnel, supplies, equipment, and other expenses directly related to the research. Federal Agencies may not apply. Federal employees are not eligible to serve in a principal leadership role on a grant, and may not receive salaries or augment their Agency's appropriations in other ways through grants made by this program.

## **B. Cost Sharing or Matching**

This grant does not require cost sharing or matching of funds by applicants.

## **C. Threshold Eligibility**

These are requirements, that if not met by the time of proposal submission, will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see Section III.A above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.

In addition, initial proposals must be submitted through Grants.gov as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted. c.

Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission.

Applicants should confirm receipt of their proposal with Jessica Snyder ([snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov), 202-564-1478 as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

2. Proposals must support Draft EPA Strategic Plan Goal 3, “Cooperative Federalism” and address both tasks (See Section I).

3. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
4. Proposals with budgets of more than \$125,000 in the first year or \$625,000 for all five years will not be considered.

#### **IV. PROPOSAL AND SUBMISSION INFORMATION**

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

Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the Grants.gov instructions in this announcement and Appendix A. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required proposal materials to Grants.gov, the applicant must contact [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their proposal materials through an alternate method.

Mailing Address:

OGD Waivers  
c/o Jessica Durand  
USEPA Headquarters  
William Jefferson Clinton Building 1200 Pennsylvania Ave., N. W. Mail Code: 3903R  
Washington, DC 20460

Courier Address:

OGD Waivers  
c/o Jessica Durand  
Ronald Reagan Building  
1300 Pennsylvania Ave., N.W.  
Rm # 51278  
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and

further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2018, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2018). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2017 with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

## **B. Grants.gov Application Submission Instructions (see Appendix A)**

Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<https://www.grants.gov>) on or before 11:59 p.m. EST on March 16, 2018.

## **C. Content of Proposal Submission**

The proposal package *must* include all of the following materials:

- **Standard Form (SF) 424, Application for Federal Assistance**  
Complete the form.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- **Standard Form (SF) 424A, Budget Information**  
Complete the form.
- **Narrative Proposal**

The Narrative Proposal (**sections 1-5 below**) cannot exceed 10 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 10 page limit.

**1. 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.

**2. Narrative Proposal Work-Plan**

The narrative proposal work-plan 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 V.

**3. 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 time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any.
- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. For example: specific experience and expertise of the organization and key staff in working collaboratively with EPA and Native American Indian Tribes.

**a) Environmental Results—Outcomes, Outputs and Performance Measures**

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I**), 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.

**b) 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 proposal 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.

**4. Detailed Budget Narrative (See Appendix B. Budget Sample)**

- 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.

**5. Attachments**

These are optional and are not included in the 10-page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

- i. Biographical Sketch. Provide resumes or curriculum vitae for all Principal Investigators and any other key personnel.
- ii. Support Letters. These should indicate how the supporting organization will assist in the project.

**D. Submission Dates and Times**

The closing date and time for submission of proposals is March 16, 2018 at 11:59 p.m., EST. Proposals submitted after the closing date and time will not be considered for funding.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and sub awards under grants, and proposal assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. **EPA strongly encourages applicants to carefully review the “Partnerships, Contracts and Subawards” solicitation clause before naming project partners, contractors (including consultants) or subrecipients in applications.** These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

## **V. PROPOSAL REVIEW INFORMATION**

Only eligible entities whose proposals meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

### **A. Evaluation Criteria**

<b>CRITERIA</b>	<b>POINTS</b>
<p><b>1. <u>Project Summary/Approach</u>:</b> Under this criterion, the Agency will evaluate the following factors: (i) (15 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) (15 pts) the extent and quality to which the narrative proposal sets forth an approach for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end, (iii) (10 pts) extent and quality to which the application narrative sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).</p>	40
<p><b>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures</u>:</b> Under this criterion, the Agency will evaluate 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. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p>	10
<p><b>3. <u>Programmatic Capability and Past Performance</u>:</b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <p><b>I. (7 pts)</b> past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement,</p>	30

<p><b>II. (7 pts)</b> history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,</p> <p><b>III. (7 pts)</b> organizational experience and plan for timely and successfully achieving the objectives of the proposed project,</p> <p><b>IV. (9 pts)</b> staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items I and II 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 proposal and you will receive a neutral score for these sub-factors (items I and II 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 factors.</p>	
<p><b>4. Budget:</b> Under this criterion, the Agency will evaluate the proposed project budget to determine the extent to which,</p> <p><b>I. (5 pts)</b> costs are allowable and reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,</p> <p><b>II. (5 pts)</b> the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p>	10
<p><b>5. Expenditure of Awarded Grant Funds:</b> Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	10

## B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

### **C. Other Factors**

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at EPA Solicitation Clauses (<https://www.epa.gov/grants/epa-solicitation-clauses>). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain *the provisions*.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

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

#### Proposal Notifications

1. EPA anticipates notification to successful applicants will be made via e-mail or postal mail. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Grants & Interagency Management Division of the Office of Grants and Debarment.

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

2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

### **B. Administrative and National Policy Requirement**



A listing and description of general EPA guidance and regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.

Executive Order 12372, *Intergovernmental Review of Federal Programs*, may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372. This review is not required with the Initial Application and not all states require such a review. A SPOC list may be viewed at: [http://www.whitehouse.gov/omb/grants\\_s poc/](http://www.whitehouse.gov/omb/grants_s poc/).

### **C. Reporting Requirement**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

### **D. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

## **VII. AGENCY CONTACTS**

For further information, contact:

Jessica Snyder  
E-Enterprise for the Environment

Office of the Chief Financial Officer  
U.S. Environmental Protection Agency  
William Jefferson Clinton Building - North  
1200 Pennsylvania Avenue, NW  
Mail Code: 2732A  
Washington, DC 20460

Room 4442E  
(202) 564-1478 Phone  
(202) 501-0648 Fax  
[snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov)

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. The deadline for submitting questions or comments is March 1, 2018, 11:59 p.m. EST. Questions and answers will be posted until the closing date of this announcement at the E-Enterprise for the Environment webpage <http://www.epa.gov/grants/e-enterprise>.

## **Appendix A. Grants.gov Submission Instructions**

### **Grants.gov Proposal/Application Instructions**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to <https://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. 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 submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE. Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to <https://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html>.

You may also be able to access the application package for this announcement by searching for the opportunity on <https://www.grants.gov>. Go to <https://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OCFO-OEE-18-02, or CFDA 66.611, in the appropriate field and click the “Search” button.

Please Note: All applications must now be submitted through [Grants.gov](https://www.grants.gov) using through the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](https://www.grants.gov/web/grants/workspace-overview.html).

**Application Submission Deadline:** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) on or before 11:59 p.m. EST on March 16, 2018. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the Grants.gov Application package accessed using the instructions above.

## **Proposal/Application Materials**

The following forms and documents are required under this announcement:

Mandatory Documents:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Narrative Proposal (Project Narrative Attachment Form)-prepared as described in Section IV of the announcement

Optional Documents-See Section IV.C of announcement: Use ‘other attachments’ form.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Jessica Snyder at 202-564-1478 or [snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov). Failure to do so may result in your application not being reviewed.

### **Technical Issues with Submission**

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. 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. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal holidays. A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.
3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to [snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov) with the FON in the subject line. If you are unable to email, contact Jessica Snyder at 202-564-1478. Be aware

that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a) If you are experiencing problems resulting in an inability to upload the application to [www.Grants.gov](http://www.Grants.gov), it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. 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. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Jessica Snyder at 202-564-1478.
- b) Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message [snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c) Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to [snyder.jessica@epa.gov](mailto:snyder.jessica@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Please note that successful submission through [www.Grants.gov](http://www.Grants.gov) or via email does not necessarily mean your application is eligible for award.

## **Appendix B. Budget Sample**

### **Budget Detail**

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

### **Example Budget**

- i. Personnel;
- ii. Fringe Benefits;
- iii. Contractual Costs;
- iv. Travel;
- v. Supplies;
- vi. Other Costs (be specific);
- vii. Total Direct Costs;
- viii. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage); and
- ix. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of sub-recipients under sub-awards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the

purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of sub-recipients under sub-awards, which are included in the “Other” category.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other Costs- List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and sub-award costs. Sub-awards (e.g., sub-grants) are a distinct type of cost under this category. The term “sub-award” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible sub-recipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not sub-awards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as sub-award work and a description of the types of activities to be supported.
- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or

projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

- Personnel ( $\text{Indirect Rate} \times \text{Personnel} = \text{Indirect Costs}$ )
- Personnel and Fringe ( $\text{Indirect Rate} \times \text{Personnel \& Fringe} = \text{Indirect Costs}$ )
- Total Direct Costs ( $\text{Indirect Rate} \times \text{Total direct costs} = \text{Indirect Costs}$ )
- Direct Costs minus distorting or other factors such as contracts and equipment ( $\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$ )

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