

Dated: May 28, 2019

**U.S. EPA GREAT LAKES NATIONAL PROGRAM OFFICE
Great Lakes Restoration Initiative
2019 Request for Applications**

Federal Agency Name: Environmental Protection Agency
Funding Opportunity Title: See Below
Announcement Type: Request for Applications
Funding Opportunity Number: See Below
Catalog of Federal Domestic Assistance (CFDA) Number: 66.469

INTRODUCTION AND OVERVIEW

This Request for Applications (RFA) solicits applications from eligible entities for grants and/or cooperative agreements to be awarded pursuant to the Great Lakes Restoration Initiative Action Plan II (<https://www.glri.us/documents>). This RFA is EPA's major competitive grant funding opportunity under the Great Lakes Restoration Initiative ("GLRI" or "Initiative") for FY 2019 and FY 2020 and is one of several funding opportunities available through federal agencies and their funding recipients under the GLRI. EPA is seeking applications for funding to implement projects within the five funding opportunities listed below, each of which has a separate Funding Opportunity Number (FON) and is separately posted on www.grants.gov. Applicants must apply for the specific funding opportunity they are interested in. The five funding opportunities and associated FONs are:

- Funding Opportunity I.A. Riparian Restoration to Reduce Runoff to the Maumee River
 - EPA-R5-GL2019-RRM
 - Approximately \$4,000,000 available for 5 to 10 projects
- Funding Opportunity I.B. Green Infrastructure to Reduce Stormwater Runoff
 - EPA-R5-GL2019-GIU
 - Approximately \$2,000,000 available for 5 to 8 projects
- Funding Opportunity I.C. Manure Management to Reduce Nutrient Runoff from Farms
 - EPA-R5-GL2019-MMF
 - Approximately \$2,500,000 available for 5 to 8 projects
- Funding Opportunity I.D. Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education
 - EPA-R5-GL2019-ANM
 - Approximately \$4,000,000 available for 4 projects
- Funding Opportunity I.E. Water Quality Trading and other Market-based Approaches for Nutrient Reduction

- EPA-R5-GL2019-WQT
- Approximately \$1,500,000 available for 4 projects

Funding/Awards: Under this RFA, a total of approximately \$14 million may be awarded as grants and/or cooperative agreements for approximately 30 projects in the five funding opportunities listed above, contingent upon funding availability, the quality of applications received and other applicable considerations. If appropriations are delayed beyond the date for selection of projects or if the appropriation is less than expected, or for other reasons, the number, amount, and timing of awards could be affected. In addition, EPA expressly reserves the right to make no awards under a particular funding opportunity or to adjust the number of awards and the amounts originally anticipated under a specific funding opportunity.

Proposed project durations should be limited to the project durations identified for the respective funding opportunities. Awards may be fully or incrementally funded. Awards will be subject to the availability of funding, future appropriations, satisfactory performance of work, and other applicable considerations. Applicants: 1) may submit applications under each FON listed above, and 2) may submit multiple applications under a single FON as long as each application is for a different project. In addition, each individual project for which an applicant seeks funding must be covered by a separate application under the appropriate FON. An application cannot address more than one funding opportunity.

GLRI's statutory authority to award grants and cooperative agreements is contained in the Clean Water Act Section 118(c)(7) and includes authority to make awards for outreach and implementation projects in furtherance of the GLRI and the Great Lakes Water Quality Agreement (GLWQA). Governmental entities, including state agencies, interstate agencies, Indian tribes, local governments, institutions of higher learning (i.e., colleges and universities), and non-profit organizations (as defined at 2 CFR 200) are eligible to apply for funding under this RFA.

Individuals, foreign organizations and governments, nonprofit organizations exempt from taxation under Section 501(c)(4) of the Internal Revenue Code that engage in lobbying, and "for-profit" organizations are not eligible.

Important Dates:

- Thursday, June 6, 2019 at 1:00 p.m. Central Time/ 2:00 pm, Eastern Time – A webinar will be held to discuss the RFA. See Section IV for further information.
- Friday, July 12, 2019 –Applications must be submitted to EPA through <http://www.grants.gov> by 10:59 p.m. Central Time / 11:59 p.m., Eastern Time. See Section IV for further submission information.
- August 2019 (tentative) – EPA will begin notifying finalists.
- September 2019 (tentative) – EPA will begin making official awards.

Other Application Information: For your convenience, an RFA web page has been created at <https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2019-rfa> where you will find information relating to the RFA process as well as a link to frequently asked questions (FAQs). We encourage all applicants to sign up for our mailing list and register with us at <https://www.epa.gov/great-lakes-funding/great-lakes-news-email-list>. Further submittal information is described in Section IV.

**U.S. EPA Great Lakes Restoration Initiative
2019 Request for Applications**

CONTENTS

I. Application Information	5
A. Riparian Restoration to Reduce Runoff to the Maumee River	8
B. Green Infrastructure to Reduce Stormwater Runoff	11
C. Manure Management to Reduce Nutrient Runoff from Farms	14
D. Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education	17
E. Water Quality Trading for Phosphorus Reduction	19
II. Award Information	21
III. Eligibility Information	23
IV. Application and Submission Information	26
V. Application Review and Selection Process, including Criteria	44
VI. Award Administration	48
VII. Agency Contacts	51
VIII. Other Information	52
Appendix I – Budget Sample	I-1

U.S. EPA Great Lakes Restoration Initiative 2019 Request for Applications

I. APPLICATION INFORMATION

Background, Authority, and Funded Activities:

The Great Lakes Restoration Initiative (“GLRI” or “Initiative”) builds on the prior efforts of federal, state, and local agencies; Indian tribes; businesses; public interest groups; interested citizens; and others to develop a collaborative and comprehensive approach to restoring the Great Lakes. Information about the Initiative can be found at <http://glri.us/>.

This RFA is expected to result in the award of grants and/or cooperative agreements, as appropriate (hereafter collectively referred to as “grants”), to help implement the GLRI. EPA’s authority to make awards includes outreach and implementation projects in furtherance of GLRI and GLWQA. The statutory authority to carry out certain U.S. responsibilities under GLWQA and for GLRI funding is contained in the Clean Water Act Section 118(c)(7). The principal goal of GLWQA is the restoration and maintenance of the chemical, physical, and biological integrity of the Great Lakes ecosystem. Funded activities must advance protection and restoration of the Great Lakes ecosystem in support of: (i) GLRI Action Plan II (<https://www.glri.us/documents>) and (ii) EPA’s Strategic Plan.

The activities to be funded under this announcement support EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: Core Mission, Objective 1.2 of the EPA Strategic Plan: *Provide for Clean and Safe Water* (<https://www.epa.gov/planandbudget/strategicplan>). All applications must be for projects that support the goals and objectives identified above.

For projects with international aspects, the above statutes are supplemented, as appropriate, by the National Environmental Policy Act, Section 102(2)(F).

This RFA solicits applications from eligible entities for grants to be awarded pursuant to the statutory authorities referenced above and in accordance with GLRI Action Plan II. A total of approximately \$14 million may be awarded under this RFA for about 30 projects in the five funding opportunities described below contingent on the quality of applications received, funding availability, future appropriations, satisfactory performance of work, and other applicable considerations.

The anticipated award amounts and the relative allocations for the five funding opportunities are approximations that are subject to change based upon a number of considerations including, but not limited to, EPA’s determination that different amounts or allocations would better advance protection and restoration of the Great Lakes ecosystem, funding availability, and other

applicable considerations. However, EPA will not consider applications that request EPA funding amounts above the EPA-specified maximum individual project amounts identified in Section I for each funding opportunity. Applications for funding above these amounts will be rejected.

All projects will be evaluated as described in Section V which also highlights factors that may result in more favorable evaluations, including:

- immediacy and timeliness of project implementation;
- clear and direct benefits to **Great Lakes nearshore health**;
- project sustainability, *i.e.*, project plans and designs that are resilient to the effects of multiple stressors, including ecological change, extreme weather events, invasive species, and other variables;
- funding opportunity-specific elements as described in the funding opportunity descriptions in Section I.

Metropolitan Planning Organizations:

As they develop their proposals, applicants are encouraged to work with Metropolitan Planning Organizations that are working with local communities on site-specific land-use and economic development projects.

Minority Serving Institutions (MSIs):

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in Section III, including minority serving institutions (MSIs), to apply under this opportunity.

For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061). A list of these schools can be found at [Historically Black Colleges and Universities](#)
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#)
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#)

4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(a)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and

5. Predominantly Black Institutions (PBIs), as defined by the Higher Education Act of 2008 , 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominantly Black Institutions](#)

Multiple Applications:

Applicants: 1) may submit applications under each FON listed above, and 2) may submit multiple applications under a single FON as long as each application is for a different project. In addition, each individual project for which an applicant seeks funding must be covered by a separate application under the appropriate FON. An application cannot address more than one funding opportunity.

Subawardees and/or Contractors:

If you name subawardees/subgrantees and/or contractor(s), including individual consultants, in your application as partners to assist you with the proposed project, pay careful attention to the information in Section III regarding "Coalitions" and to the "Contracts and Subawards" provisions at: <https://www.epa.gov/grants/epa-solicitation-clauses> (incorporated by reference in Section IV).

RFA Terms:

For purposes of this RFA:

1. The term “**project sustainability**” refers to project plans and designs that are resilient to the effects of multiple stressors, including ecological change, extreme weather events, invasive species, and other variables. The term includes project stewardship to promote the sustainability and long-term benefits of projects.

2. 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 over the term of the grant funding period. As an example, an output for a nonpoint source implementation project could be the number of best management practices or the number of acres treated by a specific structural or management practice.

3. The term “**outcome**” means the result, effect or consequence that will be achieved by carrying out an environmental activity, effort, and/or associated work product that is related to an

environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, must be quantitative, and may not necessarily be achievable within a grant funding period. As an example, an outcome for an agricultural nonpoint source project could be reduction in the risk of nutrient losses during storm events, improvements in soil health, preventing creation of new legacy fields, changes in landowner willingness to adopt a practice, etc.

Funding Opportunities:

Applications are requested for the funding opportunities described below, each of which has a different FON. There are five separate FONs for which applicants can apply, and each one is separately posted on Grants.gov.

Applicants: 1) may submit applications under each FON listed above, and 2) may submit multiple applications under a single FON as long as each application is for a different project. In addition, each individual project for which an applicant seeks funding must be covered by a separate application under the appropriate FON. An application cannot address more than one funding opportunity.

Funding Opportunity I.A. Riparian Restoration to Reduce Runoff to the Maumee River

Funding Opportunity Number: EPA-R5-GL2019-RRM

Funding Opportunity Title: Great Lakes Restoration Initiative - 2019 Request for Applications – Riparian Restoration to Reduce Runoff to the Maumee River

Background: The western basin of Lake Erie continues to show signs of severe stress from nutrients, including harmful or nuisance algal blooms. The primary source of these nutrients is the Maumee River. While many efforts are underway to prevent nutrient losses from farmland that drains to the Maumee, an expansion of streamside conservation practices is also necessary to collect, slow, and filter agricultural runoff before it reaches the river. For this funding opportunity, we seek to restore riparian areas in agricultural, rural, urban, and suburban communities by improving drainage ditches and streams through the implementation of nonpoint source management measures that promote infiltration, stabilize streamflows, and increase the capacity of the watershed to assimilate nutrients.

The Maumee River drains 6,568 sq. mi. in northwestern Ohio, southeastern Michigan and northeastern Indiana. Agricultural production dominates the watershed, which includes the very fertile drained lands of the pre-settlement “Great Black Swamp.” There is a notable shift in land use as the river enters the Toledo metropolitan area downstream of Waterville. Downstream of this point, the proportion of agricultural production reduces from 79 percent to 49 percent.

Healthy riparian areas benefit water quality in many ways. They capture nutrients and other pollutants that otherwise may flow into area waterways and Lake Erie; reduce flow rates by

slowing down and intercepting rainfall runoff; provide stream bank stability; and maintain cooler stream temperatures. Many riparian areas within the Maumee River drainage basin have been dramatically altered, drained, diked and channelized to support crop production, resulting in a loss of the water quality benefits that healthy riparian areas provide.

Request for Applications: EPA expects to provide approximately \$4,000,000 for **5 to 10** projects in this funding opportunity. The maximum amount of federal funds that will be awarded for any project in this funding opportunity is \$750,000.

Projects should implement nonpoint source management measures and practices to improve water quality consistent with a broader strategy for watershed protection or restoration.

Information to include in the description of “Project Design”:

Applicants should provide:

- A map that delineates the project boundaries within the Maumee River drainage basin and clearly identifies the areas where work will be implemented.
- An explanation of the project’s relevance to improving water quality in the watershed.
- Projections of size of the project and area of streambank or riparian zone to be restored.
- Ownership status of the land where the project will be implemented and long-term stewardship or maintenance needs.

This funding opportunity is intended to generate applications for riparian-based projects that combine the capabilities and tools of governmental entities and nongovernmental organizations working in concert as partners. An example would be cost sharing to restore headwater streams using natural stream channel design techniques, or restoring drainage ditches to 2-stage channels to allow for more natural stream function. Such projects may also include acquisition and protection of former cropland of marginal value along drainage ditches. If the project involves privately owned property, the land must be held in perpetuity by a Qualified Easement Holder¹ such as a land conservancy organization, local governments and/or local soil and water conservation districts.

¹ “Qualified Easement Holder” means a holder that is: a state agency or municipality; or an organization that is exempt from federal income taxation under Section 501(a) of the Internal Revenue Code of 1986, as an organization described by Section 501(c)(3) of that code and that is organized for the purpose of preserving agriculture, open space, or natural resources and has the ability to hold the easement in perpetuity. Nonprofit organizations must be accredited by the Land Trust Alliance to serve as a Qualified Easement Holder.

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include one or more of the following elements could be more favorably considered under the evaluation criteria for “Project Design”:

- Projects intercepting agricultural drainage waters or located in “hot spots” (areas of high phosphorus loading).
- Projects that are designed for long-term performance under a range of conditions, including intense rainfall or drought.
- Projects where construction can begin promptly (“shovel ready”).
- Projects that implement a state-approved nonpoint source watershed-based plan:
 - Illinois - <https://www2.illinois.gov/epa/topics/water-quality/watershed-management/watershed-based-planning/Pages/default.aspx>
 - Minnesota - <https://www.pca.state.mn.us/water/watershed-approach-restoring-and-protecting-water-quality>
 - New York - <https://www.dec.ny.gov/chemical/103264.html>
 - Ohio - <https://epa.ohio.gov/dsw/nps/index#120845160-9-element-nps-is>
 - Pennsylvania - <https://www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Plans.aspx>
 - Indiana - <http://www.in.gov/idem/nps/3180.htm>
 - Michigan - http://www.michigan.gov/deq/0,1607,7-135-3313_3682_3714---.00.html (Follow the NPS Approved and Pending Watershed Plans link.)
 - Wisconsin - <http://dnr.wi.gov/topic/nonpoint/9keyelementplans.html>

Information to include in the description of “Outputs and Outcomes”: Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include:

- Area of streambank or riparian zone stabilized (measured in miles).

Applicants must also demonstrate how their proposed project will contribute to one or more of the following outcomes:

- Achievement of the U.S.-Canada Great Lakes Water Quality Agreement Annex 4 targets.
- Reduced risk of nutrient runoff during spring storm events.
- Drawdown of legacy phosphorus levels in streambeds and floodplains.
- Nonpoint source pollutant impacts on water quality in the Great Lakes or tributaries minimized.
- Trophic status or biotic integrity of nearshore Great Lakes aquatic resources improved.
- Reduction in beach closures or algal blooms in nearshore areas of the Great Lakes.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

As part of the final grant report, selected applicants will be required to estimate the water quality benefits of the project using the Spreadsheet Tool for Estimating Pollutant Load (STEPL): <https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-step1>

STEPL employs algorithms to calculate the nutrient and sediment load reductions that would result from implementation of various best management practices.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III): Projects must restore riparian areas in agricultural, rural, urban, or suburban communities, by improving drainage ditches and streams with nonpoint source management measures that promote infiltration, stabilize streamflows, and increase the capacity of the watershed to assimilate nutrients. To be eligible for this funding opportunity, projects also must be within the Maumee River drainage basin in Ohio, Michigan or Indiana, and must contribute to the required output and one or more of the required outcomes.

- The Maumee drainage basin encompasses HUC codes 04100003, 04100004, 04100005, 04100006, 04100007, 04100008, and 04100009.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- Projects outside of the Maumee River drainage basin.
- Purchase of temporary (as opposed to permanent) easements.
- Wetland or floodplain creation specified as a required mitigation measure under a state, local, or federal permit for a specific project.

Funding Opportunity I.B. Green Infrastructure to Reduce Stormwater Runoff

Funding Opportunity Number: EPA-R5-GL2019-GIU

Funding Opportunity Title: Great Lakes Restoration Initiative - 2019 Request for Applications – Green Infrastructure to Reduce Stormwater Runoff

Background: Nonpoint source pollution is a primary contributor of excess nutrients and bacteria to the Great Lakes and their tributaries. In urban areas, polluted runoff can degrade nearshore water quality and result in beach closings. Implementation of green infrastructure practices that infiltrate and intercept runoff can have multiple benefits, including decreasing surface runoff with simultaneous reductions in runoff of soils, nutrients, pesticides, and other nonpoint source pollutants. Green infrastructure uses vegetation, soils, and other elements and practices to restore some of the natural processes required to manage water and create healthier urban environments.

Request for Applications: EPA expects to provide approximately \$2,000,000 for approximately **5 to 8** projects to reduce nonpoint source stormwater pollution to the Great Lakes. The maximum amount of federal funds that will be awarded for any project in this funding

opportunity is \$600,000. As a minimum for consideration in this funding opportunity, projects must be designed to infiltrate or capture at least 100,000 gallons of stormwater runoff.

Projects must implement nonpoint source management measures and practices to improve water quality consistent with a broader strategy for watershed protection or restoration.

Information to include in the description of “Project Design”: Applicants should provide:

- A map that delineates the project boundaries within the selected watershed. Identify the areas where work will be implemented and the drainage area for the specific management practices.
- An explanation of the project’s relevance to improving water quality in the watershed. Explain how the project is consistent with a broader strategy for watershed protection and restoration.
- Projections of size of the project and stormwater volume reductions anticipated.
- An explanation of how the long term maintenance needs of the project will be addressed.

Applicants must include in their application an estimate of the number of gallons of runoff that will be captured/retained in a typical year using EPA’s National Stormwater Calculator and provide the specific data used to calculate the gallons of runoff. Access the calculator here: <https://www.epa.gov/water-research/national-stormwater-calculator>

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include one or more of the following elements could be more favorably considered under the evaluation criteria for “Project Design”:

- Projects that are designed for long-term performance under a range of conditions, including intense rainfall or drought.
- Projects where construction can begin promptly (“shovel ready”).
- Projects that implement a state-approved nonpoint source watershed-based plan:
 - Illinois - <https://www2.illinois.gov/epa/topics/water-quality/watershed-management/watershed-based-planning/Pages/default.aspx>
 - Minnesota - <https://www.pca.state.mn.us/water/watershed-approach-restoring-and-protecting-water-quality>
 - New York - <https://www.dec.ny.gov/chemical/103264.html>
 - Ohio - <https://epa.ohio.gov/dsw/nps/index#120845160-9-element-nps-is>
 - Pennsylvania - <https://www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Plans.aspx>
 - Indiana - <http://www.in.gov/idem/nps/3180.htm>
 - Michigan - http://www.michigan.gov/deq/0,1607,7-135-3313_3682_3714---.00.html (Follow the NPS Approved and Pending Watershed Plans link.)
 - Wisconsin - <http://dnr.wi.gov/topic/nonpoint/9keyelementplans.html>

Information to include in the description of “Outputs and Outcomes”: Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include:

- Projected volume of untreated stormwater runoff captured or treated (in gallons).

Applicants must also demonstrate how their proposed project will contribute to achievement of one or more of the following outcomes:

- Nonpoint source pollutant impacts on water quality in the Great Lakes or tributaries minimized.
- Trophic status or biotic integrity of nearshore Great Lakes aquatic resources improved.
- Reduction in beach closures or algal blooms in nearshore areas of the Great Lakes.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

As part of the final grant report, selected applicants will be required to estimate the water quality benefits of the project using the Spreadsheet Tool for Estimating Pollutant Load (STEPL):

<https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-step1>

STEPL employs algorithms to calculate the nutrient and sediment load reductions that would result from implementation of various best management practices.

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include the following elements could be more favorably considered under the evaluation criteria for “Outputs and Outcomes”:

- Projects that improve water quality at beaches.
- Projects that provide ancillary benefits to the community, such as improved pollinator habitat.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III):

Projects submitted for this funding opportunity must implement nonpoint source management measures and practices to improve water quality consistent with a broader strategy for watershed protection or restoration.

To be eligible under this funding opportunity, applications must demonstrate that the project will:

- Infiltrate or capture at least 100,000 gallons of stormwater runoff; and
- Contribute to the required output and one or more of the required outcomes.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- A project that includes, or is contingent on, development of a watershed-based plan.
- Purchase or distribution of rain barrels.

Funding Opportunity I.C. Manure Management to Reduce Nutrient Runoff from Farms

Funding Opportunity Number: EPA-R5-GL2019-MMF

Funding Opportunity Title: Great Lakes Restoration Initiative - 2019 Request for Applications – Manure Management to Reduce Nutrient Runoff from Farms

Background: Excess fertilizer (commercial or manure) applied to crops and fields, soil erosion and runoff from fields make agriculture the largest source of excess nutrients and sediment to the Great Lakes and their tributaries. Implementation of conservation practice systems addressing agricultural sources can reduce runoff and soil erosion and improve downstream water quality.

The rate of delivery of nitrogen and phosphorus to streams from land-applied fertilizer such as manure is dependent on the amount, timing, and placement of application, as well as conservation practices in place to minimize runoff from fields. When improperly managed, manure runoff from cropland and pastures or barnyards can pose significant environmental risks to surface and groundwater systems. Implementing a manure management plan is critical to optimizing manure application and protecting water quality. However, adequate manure storage and other manure management measures can be cost-prohibitive. Projects in this funding opportunity offer technical and financial assistance to assist livestock operators to improve their manure management. Concentrated animal feeding operations regulated by the National Pollutant Discharge Elimination System, or state or county ordinance are not eligible for funding under this funding opportunity.

Request for Applications: EPA expects to provide approximately \$2,500,000 for approximately **5 to 8** projects to reduce the risk of manure runoff to the Great Lakes or its tributaries. The maximum amount of federal funds that will be awarded for any project in this funding opportunity is \$750,000.

Projects must implement nonpoint source management measures and practices to improve water quality consistent with a broader strategy for watershed protection or restoration.

Information to include in the description of “Project Design”: Applicants should provide:

- An explanation of the project’s relevance to improving water quality in the watershed. Explain how the project is consistent with a broader strategy for watershed protection and restoration.
- Demonstration of the level of interest or need from the local farming community.

- Projections of volume of manure managed and phosphorus load reductions anticipated.

The applicant should explain the methodology used to estimate the phosphorus load reductions that would result from implementation of agricultural best management practices. A variety of tools may be used to estimate phosphorus load reductions for the proposal.

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include one or more of the following elements could be more favorably considered under the evaluation criteria for “Project Design”:

- Projects that are located within one of the following GLRI Priority Watersheds for Phosphorus Reduction: Maumee River, Saginaw River, Fox River, or Genesee River – or within 300 feet of streams that flow directly to Great Lakes beaches.
- Projects that emphasize whole farm planning to assure sustainable change over multiple years (including years beyond the grant performance period).
- Sites that are prioritized based on factors such as phosphorus loadings, risk of runoff and economic hardship.
- Projects wherein technical or financial assistance is directed to help small farms prepare for climatic extremes such as drought and increased frequency and intensity of storm events.
- Projects that implement a state-approved nonpoint source watershed-based plan:
 - Illinois - <https://www2.illinois.gov/epa/topics/water-quality/watershed-management/watershed-based-planning/Pages/default.aspx>
 - Minnesota - <https://www.pca.state.mn.us/water/watershed-approach-restoring-and-protecting-water-quality>
 - New York - <https://www.dec.ny.gov/chemical/103264.html>
 - Ohio - <https://epa.ohio.gov/dsw/nps/index#120845160-9-element-nps-is>
 - Pennsylvania - <https://www.dep.pa.gov/Business/Water/PlanningConservation/NonpointSource/Pages/Plans.aspx>
 - Indiana - <http://www.in.gov/idem/nps/3180.htm>
 - Michigan - http://www.michigan.gov/deq/0,1607,7-135-3313_3682_3714---.00.html (Follow the NPS Approved and Pending Watershed Plans link.)
 - Wisconsin - <http://dnr.wi.gov/topic/nonpoint/9keyelementplans.html>

Information to include in the description of “Outputs and Outcomes”: Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include both of the following:

- Projected reduction in phosphorus loads to Great Lakes tributaries and nearshore waters.
- Acres receiving technical or financial assistance on manure management.

Applicants must also demonstrate how their proposed project will contribute to one or more of the following outcomes:

- Reduced risk of nutrient losses from farmlands during storm events.
- Reduction in algal blooms or beach closures in nearshore areas of the Great Lakes.
- Nonpoint source pollutant impacts on water quality in Great Lakes tributaries minimized.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

As part of the final grant report, selected applicants will be required to estimate the water quality benefits of the project using the Spreadsheet Tool for Estimating Pollutant Load (STEPL): <https://www.epa.gov/nps/spreadsheet-tool-estimating-pollutant-loads-step1>

STEPL employs algorithms to calculate the nutrient and sediment reductions that would result from implementation of various best management practices.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III): Projects must implement nonpoint source management measures and practices to improve water quality consistent with a broader strategy for watershed protection or restoration.

To be eligible under this funding opportunity, applications must demonstrate that the project will:

- Implement proven technologies and management measures to minimize phosphorus losses from land application of manure.
- Contribute to both of the required outputs and one or more of the required outcomes.

Agricultural conservation practices and management measures must be implemented consistent with USDA or state agricultural standards and specifications. Projects must implement one or more of the following practices:

- Minimize P in livestock feed
- Test soil and manure to maximize P management
- Physically treat manure to separate solids from liquid
- Chemically treat manure to reduce P solubility by using, e.g., alum, flyash, and water treatment residuals
- Biologically treat manure, e.g., microbial enhancement
- Calibrate fertilizer and manure spreaders
- Apply proper application rates
- Use proper method for application, that is, broadcast, plowed in, injected, subsurface placement, or banding
- Carefully time application to avoid imminent heavy rainfalls
- Implement remedial management of excess P areas (spray fields and disposal sites)

- Compost or pelletize manures and waste products to provide alternate use
- Mine P from high-P soils with certain crops and grasses
- Fence streambank to keep livestock out of water course
- Protect wellhead to minimize bypass flow to ground water
- Manage grazing (pasture and range) to minimize erosion and runoff
- Restrict animals from certain sites
- Install and maintain manure handling systems (houses and lagoons)
- Manage barnyard storm water

Other agronomic and soil conservation practices, such as no-till farming and the use of cover crops, play a valuable role in supporting manure management. However, to maintain focus on nutrient management, other agronomic and conservation practices may only be funded if applied in combination with one or more of the above practices as a system.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- A project that includes, or is contingent on, development of a watershed-based plan.

Funding Opportunity I.D. Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education

Funding Opportunity Number: EPA-R5-GL2019-ANM

Funding Opportunity Title: Great Lakes Restoration Initiative - 2019 Request for Applications – Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education

Background: Excess fertilizer (commercial or manure) applied to crops and fields, soil erosion and runoff from fields make agriculture the largest source of excess nutrients and sediment to the Great Lakes and their tributaries. Implementing conservation practice systems can improve water quality by reducing the runoff of soils, nutrients, pesticides, and other nonpoint source pollutants. The building block of the system is effective nutrient management, which optimizes nutrient inputs with crop requirements.

Farmer surveys indicate that most producers are following the basics of nutrient management, such as routine soil testing. However, those that do not are likely contributing a higher proportion of the nutrient losses, and farmer surveys indicate additional outreach is needed to accelerate adoption. This funding opportunity solicits innovative proposals to advance the adoption of nutrient management through farmer-led outreach and education networks. A successful project would involve farmers educating and motivating other farmers to improve their nutrient management and would result in greater adoption of nutrient management and related conservation practices on the ground.

Request for Applications: EPA expects to provide approximately \$4,000,000 for up to 4 projects under this funding opportunity (one is expected in each priority watershed). The maximum amount of federal funds that will be awarded for any project for this funding opportunity is \$1,000,000. Projects must support farmer-led or farm focused organizations in a Great Lakes Agricultural Priority Watershed for Phosphorus Reduction (Maumee, Fox, Saginaw, and Genesee River watersheds).

Information to include in the description of “Project Design”:

Projects should include the following:

1. Novel or innovative techniques, methods, or approaches to improve adoption of on-farm nutrient management;
2. Collaboration with and among the farming community; and
3. Communication of the results to inform future farming decisions and to better understand (or ground truth) how nutrient management can affect water quality and quantity, as well as ancillary improvements of yields and farming costs.

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include one or more of the following elements could be more favorably considered under the evaluation criteria for “Project Design”:

- Past experience implementing programs and demonstration projects through collaboration with farmers that demonstrate success with measurable results, including improved water quality and increased farmer-to-farmer education, outreach, and mentorship.

Information to include in the description of “Outputs and Outcomes”: Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include:

- Acres receiving technical or financial assistance on nutrient management.

Applicants must also demonstrate how their proposed project will achieve one or more of the following outcomes:

- Change in willingness to adopt nutrient management.
- Reduced risk of nutrient losses from farmlands during storm events.
- Drawdown of soil phosphorus levels in legacy fields.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included (e.g. number of farmers participating in field days, focus groups, and the like).

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include the following elements could be more favorably considered under the evaluation criteria for “Outputs and Outcomes”:

- Projected reduction in phosphorus loads to Great Lakes tributaries and nearshore waters.

The applicant should explain the methodology used to estimate the phosphorus load reductions that would result from implementation of agricultural best management practices. A variety of tools may be used to estimate phosphorus load reductions for the proposal.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III): Projects must, through outreach and education, increase adoption of nutrient management in one or more of the following GLRI priority watersheds: Maumee, Fox, Saginaw, and Genesee River watersheds and contribute to the required output and one or more of the required outcomes.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- Projects outside of the GLRI priority watersheds.

Funding Opportunity I.E. Water Quality Trading and other Market-based Approaches for Nutrient Reduction

Funding Opportunity Number: EPA-R5-GL2019-WQT

Funding Opportunity Title: Great Lakes Restoration Initiative - 2019 Request for Applications – Water Quality Trading and other Market-based Approaches for Nutrient Reduction

Background: EPA recently issued a memo that reiterates the agency’s support for water quality trading and other market-based programs to maximize pollutant reduction efforts and improve water quality. Significant investments have been made to date across the U.S. to develop the necessary infrastructure (pollutant reduction models, registries, and trading platforms) to administer market-based programs. A wealth of tools are available to calculate the cost-benefit of potential nonpoint source reduction practices, such as the USDA’s Nutrient Tracking Tool. EPA is working to modernize the agency’s water quality trading policies to leverage emerging technologies and facilitate broader adoption of market-based programs².

This funding opportunity solicits applications to advance nonpoint source nutrient reduction efforts in the Great Lakes basin through innovative, market-based approaches. In some parts of

² <https://www.epa.gov/nutrient-policy-data/collaborative-approaches-reducing-excess-nutrients#creating>

the Great Lakes, nutrient trading platforms already exist but are seldom used. A successful project would result in implementing nonpoint source phosphorus reductions through water quality trading or other market-based approaches (e.g. pay for performance models, innovative bond structures, reverse auctions, etc.) which maximize cost-effectiveness of phosphorus reductions. Applicants are encouraged to propose innovative approaches to identify or improve economic drivers for implementation of conservation practices on the ground.

Request for Applications: EPA expects to provide approximately \$1,500,000 for up to 4 projects under this funding opportunity. The maximum amount of federal funds that will be awarded for any project under this funding opportunity is \$500,000.

Information to include in the description of “Project Design”: Applications should include:

- Identification of regulatory and economic drivers that will spur water quality trades and/or phosphorus reductions from innovative market-based approaches.
- Demonstrated understanding of pragmatic and proven examples of some of the successful water quality trading programs or other market-based approaches for reducing nutrients in the U.S., and discussion on how those examples shape the proposed project.
- Communication of the results to inform future projects and to better understand what makes market-based programs successful long-term.
- The ability to measure, model or otherwise reasonably estimate environmental results using meaningful metrics or indicators.

Potential for higher score: During the evaluation process described in Section V for projects addressing this funding opportunity, applications that include one or more of the following elements could be more favorably considered under the evaluation criteria for “Project Design”:

- Novel or innovative techniques, methods, or approaches to maximize the cost-effectiveness of nutrient reduction practices.
- Past experience implementing water quality trading or other market-based approaches.
- Projects that will establish new drivers or incentives to participate in the market-based approaches being implemented in the project.
- Projects that will advance phosphorus reduction in one or more of the following GLRI priority watersheds: Maumee, Fox, Saginaw, and Genesee River watersheds.

Information to include in the description of “Outputs and Outcomes”: Projects will be assessed on the completeness and strength of their outputs and outcomes.

Outputs from the project must include at least one of the following:

- Projected reduction in phosphorus loads to Great Lakes tributaries and nearshore waters.
- New techniques or approaches for nutrient reduction tested or evaluated.

Applicants must also demonstrate how their proposed project will contribute to one or more of the following outcomes:

- Reduced risk of nutrient losses from farmlands during storm events.
- Nonpoint source pollutant impacts on water quality in Great Lakes tributaries minimized.
- Reduction in algal blooms or beach closures in nearshore areas of the Great Lakes.

Descriptions of other outputs and outcomes which may be accomplished as a result of project activities should also be included.

Additional Eligibility Criteria for projects under this FON (see also the threshold eligibility criteria in Section III): Projects must advance nutrient reduction efforts in the Great Lakes through innovative, market-based approaches to water quality trading.

To be eligible in this funding opportunity, applications must also demonstrate that the project will:

- Identify and minimize barriers to successful water quality trades, and/or maximize cost-effectiveness of phosphorus reductions through implementation of market-based principles; and
- Contribute to one or more of the required outputs and one or more of the required outcomes.

Ineligible projects and activities. The following projects and activities are ineligible under this funding opportunity:

- Development of new software, web applications, or databases.

II. AWARD INFORMATION

Amounts, Targets, and Number of Projects: Up to approximately \$14 million in EPA funding is expected to be awarded under this RFA for approximately 30 projects in the five FONs described in Section I.³ The number of projects EPA will fund as a result of this RFA will be based on the quality of applications received, the availability of funding, and other applicable considerations. These amounts are estimates only (except as noted below), and are being provided solely for application preparation purposes. **Please note, however, that the specified maximum amount in Section I that will be awarded for an individual project in any funding opportunity establishes a per-project limit for the EPA funding; applications seeking EPA funding in excess of that amount will be rejected. In addition, an application for a multi-phase project will be treated as a request for the full amount for all phases. If that combined amount exceeds the specified maximum, the application will be rejected.**

³ If an applicant submits multiple applications that are selected for award, one award may cover more than one proposed project if appropriate.

The actual award amounts and number of projects awarded under each of the funding opportunities in Section I may differ from what is estimated for many reasons, including the number of meritorious applications received and funding availability. In addition, EPA reserves the right to increase or decrease (including decreasing to zero) the total number and amount of awards under each funding opportunity, or change the ratio of assistance agreements it awards among the funding opportunities.

EPA reserves the right to reject all applications and make no awards under any or all of the funding opportunities identified in this RFA or make fewer awards than anticipated.

Anticipated Project Start and End Dates: This Request for Applications instructs applicants to submit certifications and other documentation required for a full and complete funding package so that their projects could, if selected, proceed expeditiously. Applications for the respective funding opportunities should specify start and end dates for projects with the following durations:

- Funding Opportunity I.A. Riparian Restoration to Reduce Runoff to the Maumee River – 24 months
- Funding Opportunity I.B. Green Infrastructure to Reduce Stormwater Runoff – 24 months
- Funding Opportunity I.C. Manure Management to Reduce Nutrient Runoff from Farms – 24 months
- Funding Opportunity I.D. Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education – 24-36 months
- Funding Opportunity I.E. Water Quality Trading for Phosphorus Reduction – 24-36 months

Additional Awards: EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

Award Funding: Awards may be fully or incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

Funding Type: Successful applicants will be issued a grant or cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have

substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. 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.

Future Funding: Selection or award of funding under this RFA is not a guarantee of future funding.

Partial Funding: In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases 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, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

III. ELIGIBILITY INFORMATION

Applicant Eligibility (CFDA 66.469): Qualified non-federal entities eligible to apply for grants include non-federal governmental entities, nonprofit organizations, and institutions. This includes state agencies; any agency or instrumentality of local government; interstate agencies; federally-recognized tribes and tribal organizations; colleges and universities; non-profit organizations; and other public or non-profit private agencies, institutions, and organizations. Non-profit organization means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. Non-profit 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 applicants. "For profit" organizations, federal agencies, and individuals are not eligible applicants. "For profit" organizations, federal agencies, and individuals are not eligible applicants.

Eligible Minority Serving Institutions, as described in Section I, are strongly encouraged to apply for funding under this competition.

Coalitions: Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this RFA; however, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subawardees of the recipient. Subawards and subgrants must be consistent with the definitions of those terms in 2 C.F.R. § 200.92. The recipient must administer

the grant, will be accountable to EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 2 C.F.R. § 200.331(d), subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for subawards. For-profit organizations are eligible to receive contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 C.F.R. § 200.319, as applicable. The regulations also contain limitations on consultant compensation. (Please see 2 C.F.R. § 1500.9, formerly at 40 C.F.R. § 30.27(b) or 31.36(j), as applicable.) For additional information, please review the following Federal Register: <http://edocket.access.gpo.gov/2004/pdf/04-7867.pdf>.

Eligible Activities: Unless specifically excluded under this RFA, assistance is available to eligible applicants for outreach and implementation projects in furtherance of the GLRI and GLWQA. Proposed projects must also either: (i) protect, enhance, and/or restore the Great Lakes, including projects impacting connecting waterways such as Lake St. Clair and the St. Lawrence River (at or upstream from the point at which the St. Lawrence River becomes the international boundary between Canada and the United States) and projects in the historic Great Lakes Basin, which includes the Chicago River watershed; or (ii) protect Great Lakes ecosystem health, including human health. Information about the GLRI can be found at <https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-glri>. Applications for other activities will be rejected.

Ineligible Activities: If an application is submitted that includes any ineligible activities, including those listed below and in Section I for a specific funding opportunity, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible. The following are ineligible activities:

- Traditional water or wastewater infrastructure projects that are eligible for funding from: 1) a state water pollution control revolving fund established under title VI of the Clean Water Act; or 2) a state drinking water revolving loan fund established under Section 1452 of the Safe Drinking Water Act (42 U.S.C. Section 300j-12). However, “green infrastructure”⁴ projects that improve habitat and other ecosystem functions in the Great Lakes are NOT excluded as ineligible activities by this clause

⁴ Green Infrastructure includes a wide array of practices at multiple scales that manage and treat stormwater and that maintain and restore hydrology by infiltrating, evapotranspiring and capturing and using stormwater. On a regional scale, green infrastructure is the enhancement and restoration of natural landscape features, such as forests, floodplains and riparian corridors, coupled with policies such as infill and redevelopment that reduce overall imperviousness in a watershed. On the local scale, green infrastructure consists of site- and neighborhood-specific practices, such as bioretention, trees, and porous pavements.

- Any activities/projects that are specifically required by a draft or final NPDES permit or by a consent decree.
- Research activities, meaning any systematic investigation principally for the purpose of expanding general knowledge or developing a new solution to a problem.
- Water quality monitoring activities, including any direct measurements of nonpoint source pollutants in waterbodies or performance of nonpoint source control technology and approaches.
- Development of a watershed-based plan.
- Projects the principal purpose of which is general operating support.
- Projects, including management actions necessary for removing beneficial use impairments at Areas of Concern, that EPA determines will be funded by EPA through a non-competitive state, tribal, or local government grant.
- Projects principally pertaining to contaminated sediment remediation.
- Projects where a significant portion of the work will be conducted on Federal property.

In addition, the respective funding opportunities in Section I of the RFA describe certain projects and activities that are ineligible for those funding opportunities (but could be eligible elsewhere).

Match or Cost-Share: There is no cost-sharing or matching requirement as a condition of eligibility under this RFA.

Threshold Eligibility Criteria: These are requirements that if not met by the applicant by the time of application submission will result in elimination of the application from consideration for funding. Only applications for eligible activities from eligible entities (see above definitions of **applicant eligibility**, **eligible activities**, and **ineligible activities**) that meet these criteria by the time of application submission will be evaluated against the ranking factors in Section V of this RFA. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified by e-mail within 15 calendar days of the ineligibility determination.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is stated for the Narrative Proposal in Section IV, pages in excess of the limitation will not be reviewed.
 - b. In addition, initial applications 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 application 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 application is timely submitted.

c. Applications 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 application 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 application with Jennifer Conner (312-886-0201 / GLRI-RFA@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

2. Applicants may submit applications under each funding opportunity number described in Section I, and multiple applications per funding opportunity number, provided that each application is for a different project and is submitted separately under the appropriate FON.
3. Each application must address one, and only one, funding opportunity as described in Section I.
4. Applications must meet any additional eligibility requirements described in Section I that apply to the respective funding opportunity. This includes information in the Eligibility section of each funding opportunity description in Section I.
5. Applications seeking funding in excess of the specified maximum amount of EPA funding that may be requested for an individual project under any funding opportunity number will be rejected. Maximum funding amounts are specified in the funding opportunity descriptions in Section I. In addition, an application for a multi-phase project will be treated as a request for the full amount for all phases. If that combined amount exceeds the specified maximum, the application will be rejected.

Applicants should contact the applicable individuals listed in Section VII with any questions about the threshold eligibility requirements that may apply to a particular funding opportunity.

IV. APPLICATION 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. 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 application materials to Grants.gov the applicant must contact 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 application 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 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 application 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, 2019, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2019). 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, 2018 with a submission deadline of January 15, 2019, the applicant would need a new exception to submit through alternative methods beginning January 1, 2019. 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. Submission 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 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 unique entity identifier (e.g., 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 unique entity identifier (e.g., 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 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 Adobe Reader Compatibility Information at <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 Grants.gov. Go to Grants.gov and then click on “Search Grants” at the top of

the page and enter the Funding Opportunity Number⁵, or the CFDA number that applies to the announcement (CFDA 66.469), in the appropriate field and click the Search button.

NOTE: All applications must now be submitted through Grants.gov using the "Workspace" feature. Information on the Workspace feature can be found at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov no later than 10:59 p.m. Central Time / 11:59 p.m., Eastern Time on Friday, July 12, 2019. Please allow for enough time to successfully submit your application process 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 that you accessed using the instructions above. **All documents must be submitted as PDF files.**

Application Materials:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. EPA Key Contacts Form (5700-54)
5. EPA Form 4700-4 – Pre-award Compliance Review Report
6. Narrative Proposal-See Section IV.D for content-Project Narrative Attachment Form
7. Other Attachments Form - Resumes or *curriculum vitae* of Principal Investigators and Critical Staff
8. Other Attachments Form - Negotiated Indirect Cost Rate Agreement
9. Other Attachments Form - Letters of support
10. Other Attachments Form - Plan for which there is no Internet link (URL)

⁵ Use the Funding Opportunity for the category for which you wish to apply:

- Riparian Restoration to Reduce Runoff to the Maumee River (EPA-R5-GL2019-RRM)
- Green Infrastructure to Reduce Stormwater Runoff (EPA-R5-GL2019-GIU)
- Manure Management to Reduce Nutrient Runoff from Farms (EPA-R5-GL2019-MMF)
- Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education (EPA-R5-GL2019-ANM)
- Water Quality Trading and other Market-based Approaches for Nutrient Reduction (EPA-R5-GL2019-WQT)

1. Standard Form (SF) 424, Application for Federal Assistance. Complete the form. There are no attachments. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The contact person you provide in Block 8.f. should be different than the Authorized Representative listed in Block 21.

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.

2. SF-424A, Budget Information for Non-Construction Programs. Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.) If the applicant proposes matching funds, the total amount of non-federal funding should be shown on line 5(f) and on line 6(k) of SF-424A.

3. SF-424B, Assurances for Non-Construction Programs. Complete the form. There are no attachments.

4. EPA Form 5700-54, Key Contacts Form. Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

5. EPA Form 4700-4, Pre-Award Compliance Review Report. Complete the form.

6. Narrative Proposal. Includes **the Summary Information Page; Workplan; Detailed Budget Narrative; Maps, Charts and Figures; Environmental and Regulatory Compliance Information; and Meeting/Conference/Workshop Information.** Prepare as described in **Section IV.D.** of the announcement. This is the only file that should be submitted using the Project Narrative Attachment form.

7. Other Attachments Form - Resumes or curriculum vitae of Principal Investigators and critical staff. Use the “Other Attachments Form” to attach a copy of the resume or curriculum vitae of principal investigators and critical staff for the proposed project. Such documentation should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project. Please include the word “resume” in the filename.

8. Other Attachments Form – Negotiated Indirect Cost Rate Agreement. Use if indirect costs are included in the project budget. Use the “Other Attachments Form” to attach a copy of

your organization's Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs. Please include the words "cost agreement" in the filename.

9. Other Attachments Form – Support Letters. Use the "Other Attachments Form" to attach any relevant letters from collaborators or partners in support of the project. A letter of support may also be required for voluntary cost share. Specifically indicate how the supporting organization will assist in the project or what that organization supports, as applicable.

No other types of letters of support will be considered in the review of the application.

Please include the words "letters of support" or "LOS" in the filename.

10. Other Attachments Form – Plan. Use the "Other Attachments Form" to attach a copy of any applicable Plan for which there is no Internet link (URL). See RFA **Section IV.2.b.iii** for additional information. Please include the word "plan" in the filename.

Documents 1 through 7 listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For documents 1 through 5, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document 6, you will need to attach electronic files. Prepare your narrative proposal as described above and in Section IV.D. and save the documents to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the filename should be no more than 40 characters long. If there are other attachments to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Documents 7 through 10 are submitted using the Other Attachments form. You must submit document 7 – Resumes or curriculum vitae of Principal Investigators and critical staff. You are required to submit document 8 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You are required to submit document 9 – Support Letters – if necessary to confirm non-applicant cost share; however it may also be submitted to demonstrate evidence of collaboration and support. Document 10 is required for plans for which there is no applicable internet link. To attach documents 7-10, use the “Other Attachments Form”. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” Please submit each document from 7 through 10 as a separate file. Do not roll them all into one file.

Please note that applicants are limited to using the following characters in all attachment file names. Valid file names may only include the following UTF-9 characters: A-Z, a-z, 0-9, underscore(_), hyphen (-), space, period. **If applicants use any other characters when naming their attachment files their applications will be rejected by grants.gov.** Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY19 – Funding Opportunity – 1st Submission” or “Applicant Name – FY19 – Funding Opportunity – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY19 – Funding Opportunity– 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (*e.g.*, FY19), and the grant funding opportunity (see table in the footnote below). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or he/she may contact Jennifer Conner via email at: GLRI-RFA@epa.gov

Applications submitted through <http://www.grants.gov> will be time and date stamped electronically. If an applicant submits duplicate application packages, the application with the most recent time stamp will be reviewed. Older versions will not be reviewed.

C. 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 www.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 GLRI-RFA@epa.gov with the FON in the subject line. If you are unable to email, contact Jennifer Conner at 312-886-0201. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.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 Grants.gov, it is essential to call www.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 Jennifer Conner at 312-886-0201.

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 to GLRI-RFA@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 GLRI-RFA@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.

NOTE: Successful submission through [Grants.gov](https://www.grants.gov) or via email does not necessarily mean your application is eligible for award.

D. Narrative Proposal

Narrative Proposals (including the **Summary Information Page; Workplan; Detailed Budget Narrative; Maps, Charts and Figures; Environmental and Regulatory Compliance Information; and Meeting/Conference/Workshop Information**) must be no more than **twenty-five** single-spaced pages in length and include the items below in the requested order. **Excess pages will not be reviewed.** Maps, charts, pictures, and other figures must be included in the Narrative Proposal file. They may be included within the body of the workplan or as an appendix to the Narrative Proposal. In either case those items will be counted against the 25 page limit for the Narrative Proposal. **Maps, charts, pictures, and other figures that are submitted as a separate attachment will not be reviewed.**

Each Narrative Proposal must be formatted for 8½” x 11” paper and should use no smaller than an 11-point Times New Roman font with 1” margins. Do not use a “double column” (aka newspaper) format. Readability is of paramount importance. Do not include more than one application in any file. Please do not zip the file or use a zip extension for your file because it will not be accepted.

Do not include confidential business information in your application.

a. Summary Information Page (should not exceed one page):

- i. Funding Opportunity Number and FON.** Identify the funding opportunity from Section I to which the application relates by choosing one from among:
- Riparian Restoration to Reduce Runoff to the Maumee River (EPA-R5-GL2019-RRM)
 - Green Infrastructure to Reduce Stormwater Runoff (EPA-R5-GL2019-GIU)
 - Manure Management to Reduce Nutrient Runoff from Farms (EPA-R5-GL2019-MMF)
 - Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education (EPA-R5-GL2019-ANM)
 - Water Quality Trading and other Market-based Approaches for Nutrient Reduction (EPA-R5-GL2019-WQT)

Identify only one funding opportunity per application submission.

- ii. Project Title.** Please limit to 60 characters. EPA reserves the right to change the project title for its administrative convenience. Applicants who are submitting separate, complementary applications may wish to use an application title with the same first words followed by a hyphen and a unique project title.
- iii. Applicant Information.** Include applicant (organization) name, address, contact person, phone number, and e-mail address. *Do not include private information.*
- iv. Type of Organization.** Specify, consistent with your SF 424, one of the following:
- a) Local Government (includes County, Municipal, Inter-municipal organizations, Township, Special Purpose District and other entities defined as local governments at 2 C.F.R. § 200.64);
 - b) State Agency (includes Interstate);
 - c) Indian Tribe
 - d) College and University (includes private and state institutions);
 - e) Not for Profit/Non-profit
 - f) Other
- v. Proposed Funding Request.** The total dollar amount requested from EPA- make sure it is within the limits specified for the applicable funding opportunity/FON in Section I, or your application will be rejected.
- vi. Project Duration.** Provide beginning and ending dates. See “Anticipated Start and End Dates” in Section II.

- vii. Brief Project Description.** Summarize the proposed project in 100 words or less in a clear and succinct manner in PLAIN LANGUAGE, including expected outputs, outcomes and environmental benefits resulting from implementation of the project. Include environmental KEY TERMS that could be used as search terms (*e.g.*, water quality, toxins, mercury, *etc.*). Do not use acronyms. Should the application be selected and a grant awarded, this description may be posted to the EPA Web. EPA reserves the right to make unilateral changes to conform to posting requirements. See <https://www.glri.us/projects/> for examples.
- viii. Project Location.** Specify a single, representative project location within the Great Lakes basin, including 8- or 12-digit HUC code (available from <http://water.usgs.gov/wsc/reg/04.html>) and latitude and longitude specifying decimal degrees (available from <http://apply.glnpo.net/map>). **Please identify a single, representative location within the Great Lakes basin even if the work will be done at multiple locations or by applicants who are located outside the Great Lakes basin. Please include the reason for the location you identify if that is not self-evident.**

In addition to the single best representative location, for projects with multiple locations, specify up to five cities, counties, states, zip codes, and congressional districts where work will be performed. If your project includes more than five locations, select the five that best represent the project.

b. Work Plan. The Work Plan for each proposed project must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this RFA (**including the information for the applicable funding opportunity in Section I and the threshold eligibility criteria in Section III**) and must address each of the evaluation criteria set forth in Section V. Each Work Plan should be organized in the order and with the headings and information requested below.

- i. Project Design:** Describe with specificity the nature of the proposed project including what will be done, by whom, how, and when it will be accomplished. **Outline the steps to be taken and the significant milestones to be achieved to complete the proposed project as well as the estimated dates of these achievements, including the submittal of the final report.**

State whether or not you expect to need to develop quality system documentation pursuant to RFA Section VI.C and explain why.

If your proposed project is for a funding opportunity that requires specific information described in Section I, include that information in this section.

- ii. **Results – Outputs and Outcomes:** Specify the estimated quantitative and qualitative expected results (outputs and outcomes) of the proposed project **including but not limited to those specifically identified in Section I for the applicable funding opportunity**, any other measurable outputs and outcomes, and the approach that will be used to track and measure your progress towards achieving the applicable outputs and outcomes. Demonstrate how the project will achieve the desired results. Include acreage, miles, gallons, nutrients, economic impacts, *etc.* Include an estimate of, *e.g.*, the amount of nutrients to be removed. Describe the anticipated accuracy of estimates, including applicable limitations. In addition, provide a timetable or schedule with target dates projected for major tasks, accomplishments and deliverables.

Include a statement of the project’s relevance to the Great Lakes, particularly how the results will address (1) the needs and priorities of GLRI Action Plan II (<https://www.glri.us/documents>) and (2) EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement will support Goal 1: Core Mission, Objective 1.2: Provide for Clean and Safe Water of the EPA Strategic Plan (<https://www.epa.gov/planandbudget/strategicplan>). (It is sufficient for the purpose of clause (2) to include a general statement of how the project will protect and restore the Great Lakes ecosystem.)

If your proposed project is for a funding opportunity that requires specific information described in Section I, include that information in this section.

- iii. **Collaboration and Plans:** Describe your approach for promoting and/or obtaining collaboration and support from the public and private sectors in performing the project. List the proposed groups that will be involved in the project and any related projects and studies, and what each of the groups’ roles will be in the project’s staffing, funding, design and implementation. Describe the type of collaboration/support proposed, how you will ensure that it will materialize during project performance, and what role it will play in the overall project. (Any letters demonstrating evidence of collaboration and support from the public or private sector should be attached as part of item 11 of the Application Materials listed in Section IV.) Describe how you will coordinate activities of the project with related or complementary projects and studies. **IF YOU INTEND TO PROVIDE EPA FUNDS TO ANY COLLABORATING ORGANIZATION, PLEASE CAREFULLY REVIEW PROVISIONS ON “CONTRACTS AND SUBAWARDS” at: <https://www.epa.gov/grants/epa-solicitation-clauses>**

Under this section, the applicant should explain their plans for making subawards, as necessary and appropriate (see Section IV.I) to enhance project effectiveness and/or efficiency. An example of a collaboration or partnership that would be considered under this criterion would be a proposal by an applicant (a single entity) to use GLRI funding to make subawards to one or more identified governmental or nonprofit subrecipients that would work collaboratively with the applicant to implement an overarching plan. Applicants, not EPA, will select their subawardees and the applicant must demonstrate in its proposal and/or through letters of support that the project partners are willing to accept the subaward and have the capacity to effectively administer and perform the agreement. Selected applicants who propose to make subawards must follow proper procedures in making subawards and will be expected to make the subawards consistent with their proposal. The award will include a term and condition requiring the applicant to make the subawards consistent with their proposal.

If you do not plan on collaborating with other groups in project performance, demonstrate how you will be able to effectively perform and complete the project without such collaboration.

If the project is part of any applicable plan for protection and restoration of an important Great Lakes place-based effort (*e.g.*, LAMPs, RAPs, state Great Lakes plans, and watershed management plans) describe the purpose and effect of the project in such plan. (Such plans may cross over one or more funding opportunities of activities.) Provide an active Internet link (URL) for that plan or, if a URL is not available, attach the plan as part of item 13 of the Application Materials listed in Section IV.

If your proposed project is for a funding opportunity that requires specific information described in Section I, include that information in this section.

- iv. **Programmatic Capability and Past Performance:** Submit a list of federally-funded assistance agreements⁶ (including but not limited to previous GLRI awards from EPA or other federal sources) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements) and describe: (1) whether, and how, you were able to successfully complete and manage those agreements and (2) 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

⁶ Assistance agreements include federal grants and cooperative agreements, but not federal or other contracts.

final technical reports under the agreements. For all EPA grants listed, include the EPA Grant Number. 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 and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).

NOTE: If you have previously received a GLRI award or awards, you should list the award(s) and provide the information described above. In addition, for EPA GLRI awards issued in 2010 to 2018 please provide an explanation of and documentation supporting your quarterly rate of expenditure on those prior GLRI projects up through the date of the applicant's submission under this solicitation.

If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (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.*

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. This information should be supported by resumes or curricula vitae for key staff as defined in document 8 of Section IV.

- v. **Outreach and Engagement.** Applicants should describe their plans to engage and communicate with stakeholders, such as local, state and tribal environmental managers, academia and/or other interested groups to enhance the effectiveness and/or efficiency of the project.

Explain the extent to which the project will address the needs and concerns of local communities, including any communities with environmental justice⁷

⁷ EPA defines “environmental justice” as the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair Treatment means that no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental, and commercial operations or policies. Meaningful Involvement means that: (1) people have an opportunity to participate in decisions about activities that may affect their environment and/or health; (2) the public’s contribution can influence the regulatory agency’s decision; (3) community concerns

concerns, and other interested parties, groups, or populations that are, or have been, affected by the environmental and/or other issues (including any adverse environmental impacts that have disproportionately affected them) that the project is intended to address⁸.

The applicant must also specify plans for timely information transfer, including presentations, data and reports for use by local, state and tribal environmental managers, academia and/or other interested stakeholders.

Applicants should describe how project results will be disseminated to interested stakeholders in the community and the potential of the project for transferability and applicability to other places in accordance with the application review criteria in Section V.

- vi. Permits and Environmental and Regulatory Compliance.** State whether any permits or approvals will be required for the project and whether you anticipate the need to: a) meet any requirements under the Clean Water Act and/or b) conduct any procedures under section 106 of the National Historic Preservation Act (NHPA) and/or section 7(a)(2) of the Endangered Species Act (ESA). Such requirements and procedures under the Clean Water Act, NHPA, and ESA shall be referred to as “Environmental and Regulatory Compliance.” Note that section 106 of the NHPA and implementing regulations at 36 C.F.R. § 800 require certain consultations in connection with federally-funded activities that have the potential to affect (e.g., that include ground-disturbing activities) historic properties. Section 7(a)(2) of the ESA and implementing regulations at 50 C.F.R. § 402 require certain consultations in connection with federally-funded actions that may

will be considered in the decision-making process; and (4) the decision makers will seek out and facilitate the involvement of those potentially affected. In the Agency’s implementation of environmental justice, EPA has expanded the concept of fair treatment to include not only the consideration of how burdens are distributed across all populations, but also how benefits are distributed.

⁸ Factors potentially indicating disproportionate impacts include: differential proximity and exposure to environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as genetic predisposition, age, chronic medical conditions, lack of health care access, or poor nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as language barriers, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.

affect federally-listed threatened or endangered species or the designated critical habitat of such species. If procedures under either of these statutes are anticipated, also describe your plan for how those requirements will be addressed. (See RFA Section VI.D for additional information.) Applicants should budget time and resources to comply with requirements pertaining to quality, permits, and approvals.

Please answer the questions to the best of your knowledge. If a question is not applicable to your project, please so indicate and explain why.

1. Will your project have collateral adverse impacts to the surrounding environment (*i.e.* soil [dust], air, water [quality and quantity], animal habitat, etc.)? If so, please explain the impacts and any steps that could be taken to minimize the impacts.
2. Endangered Species: Are you aware of any federally-listed endangered or threatened species or any designated critical habitat of such species in the project area? If so, describe whether your project may affect those listed species. In what way? Please include all possible effects.
3. Are there wetlands inside the project boundaries? If so, please estimate how many acres of wetlands there are, and describe any impact your project will have on the identified wetlands.
4. Historic Property: Are there any known “historic properties” located in your project area or is there a reason to believe there may be such properties in the proposed project area? If so, describe whether your project may affect those properties. In what way? Please include all possible effects. For purposes of the National Historic Preservation Act, a “historic property” is defined as any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion on, the National Register of Historic Places (National Register). See 36 C.F.R. § 800.16(l). Generally, historic properties must be 50 years or older; however, this requirement may be waived for exceptional resources less than 50 years old (*e.g.* some Cold War-era assets). Note that properties of religious and cultural significance to Indian tribes may be eligible for inclusion in the National Register (traditional cultural properties). Note also that, among other things, section 106 of the NHPA and its implementing regulations at 36 C.F.R. § 800 require delineation of the “area of potential effect,” which may be broader than the immediate project area. See 36 C.F.R. § 800.16(d). This may result in consideration of potential effects to nearby historic properties that may be directly or indirectly affected by

your project even though they are located outside of the immediate project area.⁹

5. **Archaeological Sites:** Are there any known archaeological sites in the proposed project area or is there a reason to believe there may be archaeological sites in the proposed project area? If so, describe whether your project may affect those sites. In what way? Please include all possible effects. Archaeological sites are included in the definition of Historic Property under the NHPA and applicable implementing regulations.¹⁰

- vii. Meetings/Conferences/Workshops.** If you plan to host meetings, conferences or workshops please include information such as: Who is initiating the meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage distribution of the persons attending (*i.e.*, percent federal government, tribal members, public participants, state, local)? Will you be preparing the proceedings or analysis and disseminate this information back to the appropriate community? Do you anticipate any program income being generated, including registration fees?

c. Detailed Budget Narrative: (Also see Appendix I, Budget Sample). Clearly explain how EPA funds and any voluntary cost-share will be used. Use this section to provide a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants should use whole dollar amounts. If applicable, applicants should include costs for quality system documentation (*i.e.*, quality assurance project plans or quality management plans) and environmental and regulatory compliance (*e.g.*, costs for assisting EPA with compliance by conducting surveys and analysis to identify whether protected resources are in the project location and, if so, whether there will be any effects; costs associated with potential mitigation measures; *etc.*). Applicants that do not include such costs may have to fund these and other overlooked costs out of their own funds.

- i. Management Fees:** The rules for including management fees and similar charges are at: <https://www.epa.gov/grants/epa-solicitation-clauses>.

⁹ Applicants may contact their applicable State or Tribal Historic Preservation Office (SHPO or THPO) for help in this determination and reference the results of that contact in their answer to questions (d) and (e). In addition to maintaining relevant cultural resources surveys, the SHPO or THPO maintains a list of cultural resource professionals who meet the Secretary of the Interior's professional standards.

¹⁰ See previous footnote.

- ii. **Expeditious Spending and Sufficient Progress in the use of GLRI Funds:** As part of the detailed budget narrative, applicants should explain their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. Include expenditure projections, with quarterly fiscal projections and milestones, for the life of the grant.

E. Other Attachments.

The additional attachments (Other Attachment Forms 7-10) listed in Section IV are not part of the Narrative Proposal and are not included in the 25 page limit.

F. Notification.

All applicants will be contacted following selections to tell them whether or not they have been selected. Selection information will also be posted to a page linked to:

<https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2019-rfa>.

G. Information provided to EPA.

Before applying for an award, applicants should be aware that under Public Law No. 105-277, data produced under an award, and any information provided to EPA, is subject to the Freedom of Information Act.

H. Communications.

See: <https://www.epa.gov/grants/epa-solicitation-clauses> for general provisions regarding communications with applicants. Submit questions using the form available from <https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2019-rfa>. EPA will respond to questions received through July 8, 2019, but cannot guarantee that it will respond to questions received thereafter.

EPA will also host a webinar during which EPA will discuss this RFA and respond to questions. Since all questions may not be able to be asked and answered during the scheduled time for the call, questions should be submitted in advance using the form available from <https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2019-rfa>. The webinar will be broadcast live and is expected to be archived for future playback. Pre-registration will be required for the webinar.

Webinar Schedule:

- Date: June 6, 2019 at 1:00 p.m. Central Time/ 2:00 pm, Eastern Time

Topic: EPA Great Lakes Restoration Initiative Request for Applications

Further details, including a link for the Webinar, will be available from:

<https://www.epa.gov/great-lakes-funding/great-lakes-restoration-initiative-2019-rfa>.

I. Additional Provisions For Applicants Incorporated Into RFA.

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 subawards under grants, and proposal assistance and communications, can be found at [EPA Solicitation Clauses \(https://www.epa.gov/grants/epa-solicitation-clauses\)](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.

V. APPLICATION REVIEW AND SELECTION PROCESS

A. Application Review:

Applications meeting the threshold eligibility criteria in Section III will be evaluated based on the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their Narrative Proposal, budget narrative, and application submission. Each submittal will be rated under a point system, with a total of 108 points possible. Applicants will be evaluated based on the quality and extent to which they address the criteria; the failure to provide applicable information in the application may affect the score assigned for a criterion.

- 1. Project Design - 36 points:** Applicants will be evaluated based on their strategic and technical approaches for performing the project including the soundness and logic of these approaches. Responses to Permits and Environmental and Regulatory Compliance and Meetings, Conferences, and Workshops as described in Section IV may be considered as a part of the evaluation under this criterion.

Applicants for **all** funding opportunities may score higher on this criterion to the extent they demonstrate in their Narrative Proposal one or more of the following elements:

- immediacy and timeliness of project implementation;
- consideration of the project sustainability, *i.e.*, project plans and designs that are resilient to the effects of multiple stressors, including ecological change, extreme weather events, invasive species, and other variables.

Applicants may also score higher on this criterion to the extent they demonstrate any applicable funding opportunity-specific elements described in Section I of this RFA for a specific funding opportunity. Applicants should refer to the **Information to include in the description of “Project Design”** section under the funding opportunity description in Section I for the FON to which they wish to apply for funding opportunity-specific criteria.

- 2. Results - Outputs and Outcomes – 18 points:**

Applicants will be evaluated based on their approach for demonstrating how they will achieve the expected and proposed project outputs and outcomes applicable to the funding opportunity to which the application relates including but not limited to those identified in Section I for the applicable funding opportunity.

Applicants for **all** funding opportunities may score higher on this criterion to the extent they demonstrate how their project will address the following element in their Narrative Proposal:

- clear and direct benefits to **Great Lakes nearshore health;**

Applicants may also score higher on this criterion to the extent they demonstrate the funding opportunity-specific elements described in Section I of this RFA. Applicants should refer to the **Outputs and Outcomes** section under the funding opportunity description in Section I for the FON to which they wish to apply for funding opportunity-specific criteria.

Applicants will also be evaluated based on their plan and approach for measuring and tracking their progress towards achieving the expected and proposed project outputs and outcomes including but not limited to those outputs and outcomes identified in Section I that apply to the applicable funding opportunity to which the application relates.

- 3. Collaboration and Plans (see Section IV.D.) – 18 points:** Applicants will be evaluated based on the extent to which they demonstrate that they will work in partnership with appropriate partners to effectively and efficiently implement the proposed project and whether their project is coordinated with and/or complements other projects or activities being performed by the applicant or others that will result in a greater positive environmental impact from the applicant's project. This includes evaluating the applicant's plans for obtaining collaboration and support from the public and private sectors in performing the project in order to expand its impact, the scope of the partnership (including the diversity/variety and number of partners), the type of collaboration proposed, the likelihood that it will materialize during project performance, and what role it will play in the overall project.

Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.

Applicants may score higher on this criterion to the extent the Narrative Proposal demonstrates the protection or restoration potential of the project as part of a comprehensive place-based plan including Lakewide Action and Management Plans; Remedial Action Plans; state Great Lakes plans; and watershed plans, including those which impact Areas of Concern.

4. Programmatic Capability and Past Performance – 12 points. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:

(a) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.D.5 of the announcement, and history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.D.5 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; **(6 points)** and

(b) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. **(6 points)**

NOTE: In evaluating applicants under item (a) 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 past reporting information, please indicate this in the application and you will receive a neutral score for this subfactor (item (a) 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 this item, you may receive a score of 0 for this factor.

NOTE: Points may be reduced from an applicant's score under item a, above, if it has previously been awarded GLRI funds and such funds, or a significant portion of them, have not been expended expeditiously as of the date of the applicant's submission without adequate explanation. Applicants must provide an explanation if they have failed to expeditiously expend previously awarded GLRI funds or a significant portion thereof.

NOTE: Points may be reduced from an applicant's score if the applicant, without adequate explanation, has not demonstrated an ability to timely comply with current American National Standard Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs, ANSI/ASQC E4-1994.

5. Outreach and Engagement – 12 points: Applicants will be evaluated based on (a) the extent to which the applicant will engage and work with stakeholders in the community, including communities with environmental justice concerns and local, state and tribal environmental managers, academia and/or other interested groups, to enhance the effectiveness and/or efficiency of the project; **(6 points)** and (b) the quality of the applicant's

plans to disseminate project results to interested stakeholders and the potential of the project for transferability and applicability to other places. **(6 points)**

6. Budget – 12 points:

(a) Applications will be evaluated based on the reasonableness, necessity and allowability¹¹ (of costs) of the proposed budget for the level of work proposed and for the expected benefits to be achieved. **(9 points)**

(b) Applicants will also be evaluated on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. **(3 points)**

An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (*e.g.*, any voluntary cost-share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost-share/match or other non-EPA funds and what role EPA funding will play in the overall project.

B. Selection Process:

1. Evaluation:

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above. Eligible applications will be evaluated based on the criteria above by review panels composed of federal agency staff. There will be separate review panels for evaluating eligible applications submitted under each funding opportunity described in Section I. Review panels will rank the applications based on the criteria above and develop preliminary funding recommendations for presentation to the selection official(s). Each funding opportunity/FON will have its own ranking list and funding recommendations. Information pertaining to proposed recommendations may be shared with appropriate governmental departments or agencies before selections are made in order to determine whether potential selections (a) are expected to be funded by another funding department or agency under GLRI or any other known funding source or (b) could be affected by permitting or regulatory issues.

Final funding decisions for each funding opportunity will be made by the selection official. In making the final funding decisions, the selection official will consider the review panel rankings and recommendations and may also consider the following factors: any duplicate funding issues or permitting or regulatory issues as discussed above; the amount of the organization's unliquidated obligations on previous GLRI grants; program priorities; funding availability; appropriate balances of geographic and jurisdictional

¹¹ As determined in accordance Cost Principles contained in Subpart E of 2 CFR 200).

distribution of projects (*e.g.*, appropriate geographic distribution can include balancing projects among LAMPs to address each of their priorities); and organizational diversity in terms of applicant type selected to receive awards (*e.g.*, local government, state agency, Indian Tribe, college and university, or other not for profit entity) in order to help ensure a broad representation of entity types receiving awards to promote program effectiveness.

Any final selections made out of rank order must be documented and justified based on the factors listed above. Once selections have been made, a funding recommendation will be developed and forwarded to the EPA approving and awarding official.

2. Conflict of Interest:

All reviewers will be required to sign a disclosure of conflict of interest statement and will be removed from the review of applications where an actual or potential conflict of interest (that cannot be mitigated) exists. The selection official(s) will also sign a conflict of interest statement.

C. Additional Provisions Incorporated By Reference

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 on the EPA Solicitation Clauses (<https://www.epa.gov/grants/epa-solicitation-clauses>) page. 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

A. Award Notices and Status: Following evaluation of applications, all applicants will be notified regarding their status, as follows:

EPA anticipates notification to *unsuccessful* applicants will be made via email or postal mail to the original signer of the application or the project contact listed in the application.

EPA anticipates that notification to *successful* applicants will be made via email to the original signer of the application or the project contact listed in the application. The notification will advise them that their proposed project has been evaluated and forwarded to the EPA approving official for further consideration and possible award. This notification, which advises finalists that their proposed project has been forwarded to the approving official, **is not and should not be considered** as an authorization to begin performance. Applicants are cautioned that only the EPA award official 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 the EPA award official is the authorizing document and will be provided through postal mail. The applicant may need to prepare and submit additional documents and forms, which must be approved by EPA, before the grant can officially be awarded. The time between notification to finalists and award of a grant can take up to 90 days or longer.

B. Administrative and National Policy Requirement: The successful applicants will be required to adhere to federal grants requirements, particularly those found in applicable Cost Principles (2 C.F.R. § 200 Subpart E), Administrative Requirements (2 C.F.R. § 200 and 1500), and Audit Requirements (A-133). This includes government-wide requirements pertaining to accounting standards, lobbying, minority or woman business enterprise, publication, meetings, construction, and disposition of property. Additional EPA regulations are codified in Title 40 of the Code of Federal Regulations. A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at:

<https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.

C. Quality System Documentation: Quality system documentation (i.e., quality assurance project plans or quality management plans) is required for grants involving the use or collection of environmental data. EPA must have this documentation within 90 days of award and it must be approved before grantees commence activities associated with the use or collection of environmental data. Applicants should budget time and resources for developing quality system documentation. Applicants that do not do so may have to fund the quality system documentation and any necessary project changes out of their own funds. For specific guidance on GLNPO's quality requirements please see <http://www.epa.gov/greatlakes/quality/index.html>.

D. Environmental and Regulatory Compliance. Awards must comply with applicable Federal, State, and local environmental, historic, cultural, and archaeological resource protection laws, regulations, and executive orders. These may include, but are not limited to: (i) sections 106 and 110 of the National Historic Preservation Act (NHPA), which requires consideration of impacts to historic properties and consultation with relevant entities such as the appropriate State and/or Tribal Historic Preservation Office (SHPO and/or THPO) or other designated Tribal representatives and (ii) sections 7 and 9 of the Endangered Species Act (ESA), which prohibit certain impacts on federally-listed threatened or endangered species and their designated critical habitats and may require consultation with the U.S. Fish and Wildlife Service and/or National Marine Fisheries Service. An award recipient may not begin any ground disturbing activities (including grading, clearing, and other preliminary activities) on a project prior to the completion (by the recipient, EPA, and/or others) of applicable environmental and regulatory compliance requirements. Please keep in mind that NHPA and ESA compliance may take up to six months or more, depending on the project type and location, the affected environmental and historic, cultural, and archaeological resources, and any listed species considerations. The grantee will

assist EPA in meeting NHPA and ESA compliance requirements that may be applicable to the grant award. Applicants should budget time and resources for these activities.

E. Reporting Requirements: Applicants selected for funding shall provide narrative technical progress reports addressing financial and work progress. Special conditions requiring quarterly and semi-annual financial and progress reporting and a detailed final technical report, will be added to awards. Applicants should budget time and resources for these activities.

PLEASE NOTE: If selected, applicants may be asked to revise their anticipated fiscal expenditure projections on a quarterly basis in order to monitor the progress of the awarded project. These projections should be submitted as a part of the fiscal and technical reporting.

F. Other Programmatic Requirements: Additional applicable programmatic terms and conditions will be included in grant agreements, including provisions for: signage for on-the-ground projects, and EPA pre-approval of subcontracting and of conference participation. Applicants should budget time and resources for these activities.

G. Negotiating Fair Share Objectives/Goals and Disadvantaged Business Enterprises (DBE) Annual Reporting: The requirements of 40 C.F.R. § 33 apply to all assistance agreements awarded under this RFA - Participation by disadvantaged business enterprises in United States Environmental Protection Agency Programs). Applicants who do not already have negotiated DBE goals in place will be required to negotiate DBE fair share objectives/goals with the Region 5 DBE Coordinator. The recipient will be required to submit proposed DBE objectives/goals based on an availability analysis, or disparity study, of qualified DBE in their relevant geographic buying market for construction, services, supplies and equipment. In addition, recipients will be required to submit annual DBE Reports to the DBE Coordinator.

Whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, the recipient of GLRI funds must undertake good faith efforts to, and ensure that subrecipients, loan recipients, and prime contractors undertake good faith efforts to:

- (1) Ensure that DBEs are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For tribal, state and local government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- (2) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- (3) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For tribal, state and local government recipients, this will include

dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

(4) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.

(5) Use the services and assistance of the SBA and the Minority Business Development Agency of the Department of Commerce.

(6) If the prime contractor awards subcontracts, require the prime contractor to take the steps in paragraphs (1) through (5) of this section.

Records documenting compliance with the required good faith efforts shall be retained.

H. Issuance of Awards: EPA reserves the right to negotiate appropriate changes in project terms and amounts (*i.e.*, changes that do not affect the integrity of the competition or materially change the application) consistent with EPA Order 5700.5A1 and other applicable policies, before making final decisions and awards. EPA reserves the right to reject all applications and make no awards. Applicants may be asked to include greater detail and specificity for their work plans before final awards are issued. Applicants may also be requested to satisfy data quality or peer review requirements before or shortly after the awarding of grants.

I. Additional Provisions For Applicants Incorporated Into RFA. 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 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.

VII. AGENCY CONTACTS

General RFA Contacts: (For administrative, eligibility, and other general RFA questions):

- Jennifer Conner at 312-886-0201 / GLRI-RFA@epa.gov

Technical Contacts:

- Riparian Restoration to Reduce Runoff to the Maumee River (EPA-R5-GL2019-RRM)
 - Danielle Green, 312-886-7594, green.danielle@epa.gov
- Green Infrastructure to Reduce Stormwater Runoff (EPA-R5-GL2019-GIU)
 - Danielle Green, 312-886-7594, green.danielle@epa.gov
- Manure Management to Reduce Nutrient Runoff from Farms (EPA-R5-GL2019-MMF)

- Santina Wortman, 312-353-8319, wortman.santina@epa.gov
- Accelerating Adoption of Nutrient Management through Farmer-led Outreach and Education (EPA-R5-GL2019-ANM)
 - Santina Wortman, 312-353-8319, wortman.santina@epa.gov
- Water Quality Trading and other Market-based Approaches for Nutrient Reduction (EPA-R5-GL2019-WQT)
 - Santina Wortman, 312-353-8319, wortman.santina@epa.gov

VIII. OTHER INFORMATION

GLNPO will send an e-mail announcement of these and any of its funding opportunities to all who register at <https://www.epa.gov/great-lakes-funding/great-lakes-news-email-list>

Appendix I 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.

If the project budget includes any voluntary cost share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Sections III and Section IV.C.2.B.iii of this RFA for more detailed information on cost-share.

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

☐ **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 subrecipients under subawards, 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 and international (include specific international locations), 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 subrecipients under subawards, 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 C.F.R. § 200.33. 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 noncompetitive), if known.

Other - 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 subaward costs. Subawards (*e.g.*, subgrants) are a distinct type of cost in this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. 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 subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward 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:

- o Personnel (Indirect Rate x Personnel = Indirect Costs)
- o Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
- o Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
- o Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding	Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(5) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$244,000	
TOTAL PERSONNEL	\$244,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20%(\$244,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$48,800	\$4,160
TOTAL FRINGE BENEFITS	\$48,800	\$4,160
Travel		
In State travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
Out of State (IL, WI, IA)Travel for Project Staff: 20 trips per month x \$2,500 per trip	\$600,000	
SOLEC Meeting (Toronto, Canada) Travel for Project Manager: 2 trips/year x \$3,500 each	\$7,000	
TOTAL TRAVEL	\$610,300	
Equipment		
Transducer, coupling, and software package	\$25,700	
Electrofishing boom shocker (2 x \$7,500each)	\$15,000	
1 Project Vehicle	\$25,000	
1 Project Boat	\$15,000	
TOTAL EQUIPMENT	81,100	
Supplies		
Office and related supplies to support training	\$400	
Office computer and printer	\$2,500	
TOTAL SUPPLIES	\$2,900	
Contractual		
ABC Support Services Contract	\$100,000	
XYZ Land & Water Conservation	\$66,400	

TOTAL CONTRACTUAL	\$166,400	
Other		
Travel for 3 representatives to attend workshop training – 100 trips x \$1,000 each	\$100,000	
Travel for 4 representatives to attend workshop training – 200 trips x \$2,000 each	\$400,000	
TOTAL OTHER	\$500,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs; as negotiated)	\$26,480	
TOTAL INDIRECT	\$26,480	
TOTAL FUNDING	\$1,679,580	\$24,960
TOTAL PROJECT COST	\$1, 704,540	

** Any voluntary cost-share funds, while not required under this RFA, must also be included on the SF-424A as detailed in Section IV of this RFA. Federal funds are not allowed to be used for cost share; please identify the source of the cost share in your budget narrative.

Expeditious Spending and Sufficient Progress in the use of GLRI Funds: Include an explanation of how, if the applicant is awarded a grant, they will ensure that the funding will be used expeditiously.