

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY
TITLE: ENVIRONMENTAL EDUCATION TRAINING PROGRAM
ACTION: Request for Proposals (RFP)
RFP NUMBER: EPA-EE-16-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.950

DATES: The closing date and time for receipt of proposal submissions is May 9, 2016 by 11:59 pm Eastern Time (ET) in order to be considered for funding. Proposal packages must be submitted electronically through grants.gov (<http://www.grants.gov>) no later than May 9, 2016, 11:59 pm ET in order to be considered for funding.

SUMMARY: The purpose of the Environmental Education Training Program is to deliver environmental education training and long-term support to education professionals across the U.S. in the development and delivery of environmental education and training programs and studies.

FUNDING/AWARDS: Only one cooperative agreement will be awarded to a U.S. institution of higher education, a not-for-profit institution or a consortium of such institutions. The total estimated funding for the first year of the program (FY 2017) is \$2,175,500. For planning purposes, funding for years two and three should be estimated to be \$2,175,500 per year, subject to the availability of funds.

COST-SHARING REQUIREMENT: Applicants must provide non-Federal matching funds, or in-kind contributions of at least 25% of the TOTAL cost of the project (a minimum of \$725,167).

PROJECT PERIOD: January 1, 2017 to December 31, 2017. The Agency intends, based on annual performance reviews and the availability of funds, to execute supplemental funding for up to four subsequent project periods.

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SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

1) What is the Purpose of this Announcement?

The purpose of this announcement is to invite eligible institutions to submit proposals to operate the National Environmental Education Training Program. This program is authorized under Section 5 of the National Environmental Education Act of 1990 (the Act) (Pub. L. 101-619).

2) What is Environmental Education?

Environmental Education (EE) is defined in the Act as: “educational activities and training activities involving elementary, secondary, and postsecondary students, as such terms are defined in the State in which they reside, and environmental education personnel, but does not include technical training activities directed toward environmental management professionals or activities primarily directed toward the support of non-educational research and development.” The Act also states that “The Office of Environmental Education shall...support development and the widest possible dissemination of model curricula, educational materials, and training programs for elementary and secondary students and other interested groups, including senior Americans.”

EPA further clarifies that environmental information and outreach may be important elements of EE projects, but these activities by themselves are not EE. By itself, environmental information only addresses awareness and knowledge, usually about a particular environmental issue. Outreach involves information dissemination and requests or suggestions for action on a particular issue (often without the critical thinking, problem solving and decision making steps in between). EE teaches individuals how to weigh various sides of an issue through critical thinking, problem solving and decision making skills on environmental topics. EE is a continuum that covers the range of steps and activities from awareness to action with an ultimate goal of environmental stewardship.

EE increases public awareness and knowledge about environmental issues and provides the participants in its programs the skills necessary to make informed environmental decisions and to take responsible actions. EE is based on objective and scientifically-sound information and does not advocate a particular viewpoint or a particular course of action. EE involves lifelong learning; its audiences are of all age groups, from very young children through senior citizens. EE can include both outdoor and in-classroom education, in both formal and non-formal settings.

3) What is EE Training and Long-Term Support?

Environmental education training refers to activities such as classes, on-line courses, workshops, seminars, and conferences which are designed to prepare education professionals to effectively teach about environmental issues. Long-term support refers to activities that support the actual training such as: the development and dissemination of environmental education guidelines; development and implementation of state educator certification programs; and access to information about quality programs and resources.

4) What is the History of the Program?

There have been five previous multi-year cooperative agreements awarded under this program. In 1992, the first award was made to a consortium headed by the University of Michigan entitled the "National Consortium for Environmental Education and Training (NCEET)." In 1995, the second award was made to a consortium headed by the North American Association for Environmental Education (NAAEE) entitled the "Environmental Education and Training Partnership (EETAP 1)." In 2000, the third award was made to the University of Wisconsin-Stevens Point (UWSP) also entitled the "Environment Education and Training Partnership (EETAP 2)." In 2005, the fourth award was made to the University of Wisconsin-Stevens Point, also entitled the "Environmental Education and Training Partnership (EETAP 3)." In 2011, the fifth award was made to Cornell University entitled the "Expanding Capacity in Environmental Education (EECapacity) Project."

B. Scope of the Work

The purpose of this program is to provide environmental education training and long-term support to education professionals across the U.S. to enable them to effectively teach about environmental issues. Long-term support (e.g., the use of national guidelines that discuss what constitutes quality environmental education materials and what a student needs to know about the environment in grades K-12 to become environmentally literate) is as important as the training itself.

The intermediate outcome is better trained educators and the long-term outcome is a more environmentally literate public.

Training and support must:

- Be provided for both formal and non-formal educators (e.g., classroom teachers and faculty at colleges and universities as well as educators in museums, nature centers, and other non-formal venues);
- Occur in both pre-service (e.g., for students and faculty in colleges of education) and in-service settings (e.g., for classroom teachers and other practicing educators); and

- Reach geographically and culturally diverse audiences across the U.S. to the maximum extent possible.

A more environmentally literate public is better able to understand complex environmental issues and to make responsible decisions that minimize adverse impacts on the environment. This knowledge and understanding enables the public to take actions that prevent pollution and to become effective environmental stewards.

C. EPA Strategic Plan Linkages, Anticipated Outcomes and Outputs, and Performance Measures

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

1. Linkage to EPA’s Strategic Plan. Environmental education is an important non-regulatory tool the Agency uses to help meet its mission. As such, all proposals to the EE Training Program must support progress towards one or more of the following Strategic Goals addressed in EPA’s 2014-2018 Strategic Plan:

- Goal 1: Addressing Climate Change and Improving Air Quality
- Goal 2: Protecting America’s Waters
- Goal 3: Cleaning Up Communities and Advancing Sustainable Development
- Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution
- Goal 5: Protecting Human Health and the Environment by Enforcing Laws and Assuring Compliance

See EPA’s 2014-2018 Strategic Plan at <http://www2.epa.gov/planandbudget/strategicplan> for more information.

2. Outputs and Outcomes. The term “output” means an environmental education activity, effort, and/or associated work product related to an environmental and/or environmental education goal and objective that will be produced or provided over a period of time or by a specified date.

The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental education program or activity that is related to an environmental or environmental education or programmatic goal or objective. They may not necessarily be achievable within an assistance agreement funding period.

Because this is an education program, the outcomes should be geared towards educational outcomes (especially in the intermediate term). Outcomes may be qualitative and environmental, behavioral or programmatic in nature, but must also be quantitative. The long-term outcomes may have a broader impact that goes beyond improving educator training such as impacting the public's behavior that may affect environmental quality.

Expected outputs and outcomes from the project to be funded under this announcement should include, but are not limited to, the following:

OUTPUT 1: Delivering in-service educator training that builds on existing quality environmental education programs

OUTCOMES: -Better trained environmental educators
-A more environmentally literate public

OUTPUT 2: Delivering pre-service educator training that enables students and faculty in education departments at colleges and universities to effectively include environmental education in their teaching

OUTCOMES: -Better educated students (future educators) and faculty
-A more environmentally literate public

OUTPUT 3: Developing, promoting and/or providing training on the national environmental education guidelines that seek to improve the quality of environmental education. This refers to the guidelines produced by the National Project for Excellence in Environmental Education (see <http://www.naaee.org>).

OUTCOMES: -Better environmental education materials
-More environmentally literate students
-Better trained environmental educators
-Better non-formal education programming
-A more environmentally literate public

OUTPUT 4: Supporting state "infrastructure" that enables educators to effectively teach about environmental issues (referred to as "state capacity building").

OUTCOMES: -Environmental educators that are better equipped with the materials, resources, and support they need to teach
-Less duplication of efforts and better coordination among institutions and agencies so as to reduce costs for curriculum development, materials and such and therefore allow for more possibilities for EE to be conducted
-A more environmentally literate public

OUTPUT 5: Developing and institutionalizing a materials review process that identifies, evaluates, and promotes quality environmental education materials

OUTCOMES: -EE materials that are easier for teachers to introduce into their curriculum/program, more educationally sound, and more conducive to encouraging environmental stewardship
-Less duplication of efforts and better coordination among institutions and agencies so as to reduce costs for curriculum development, materials and such
-A more environmentally literate public

OUTPUT 6: Supporting accreditation efforts to include environmental education in college and university teacher preparation programs

OUTCOMES: -Students better prepared to be effective environmental educators
-A more environmentally literate public

OUTPUT 7: Supporting state educator certification efforts by assisting states that are developing their own certification programs

OUTCOMES: -Trained EE professionals who have a deeper knowledge and understanding of the EE field
-Increased professionalization of the EE field
-A more environmentally literate public

OUTPUT 8: Facilitating access to environmental education information and materials by building on existing Internet sites that provide broad electronic access

OUTCOMES: -Increased environmental educator access to quality resources
-A more environmentally literate public

OUTPUT 9: Progress reports and a final report will also be required outputs as specified in Section VI (C) of this announcement, "Reporting Requirement."

3. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients.

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

- i) What are the measurable short term and longer term results the project will achieve?

- ii) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Supplementary Information

Statutory Authority: This program is authorized under Section 5 of the National Environmental Education Act of 1990 (the Act) (Public Law 101-619).

SECTION II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected for year one of this cooperative agreement under this competitive opportunity is \$2,175,500. The Agency intends, based upon performance reviews, the availability of funds, and if consistent with Agency policy, to execute supplemental funding for up to four subsequent years. It is estimated that \$2,175,500 may be awarded for each additional year up to five years total. Total estimated funding is approximately \$11 million.

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

One award will be made to an eligible institution or consortium of such institutions.

C. What is the project period for awarding results from this solicitation?

The estimated initial project period for the award resulting from this solicitation will be January 1 to December 31, 2017. The project period may be extended with supplemental funding for up to a total of five years.

D. Funding Type

The successful applicant will be issued a cooperative agreement. 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 317 and 2 CFR 318, as appropriate, review of proposed procurements;
- reviewing qualifications of key personnel (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.);

- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance to CFDA 66.950, only U.S. institutions of higher education, not-for-profit institutions as described in Section 501 (C) (3) of the Internal Revenue Code of 1986 which are exempt from taxation pursuant to provisions of section 501 (a) of such Code, or a consortium of such institutions may apply to operate this program as specified under the Act. Because of the broad and diverse nature of this program, EPA encourages eligible institutions to form a consortium to operate this program. Eligible institutions may be a member of a consortium in more than one application. However, such institutions may not apply as the sole applicant or as the lead institution in a consortium in more than one application.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, 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 to apply.

B. Cost Sharing or Matching

Non-federal matching funds of at least 25% of the TOTAL cost of the grant project each year for up to 5 years are required for the award made under this announcement. The matching requirement is explained in detail in Section IV(C) (3) under Budget and Non- Federal Match (a minimum of \$725,167 for the first year).

The source of matching funds must be identified in the application and may be provided in cash or by in-kind contributions. In-kind contributions often include salaries and other verifiable costs. All in-kind contributions must be allowable and verifiable costs that are carefully documented. The matching non-Federal share is a percentage of the entire cost of the project. Proposals that do not include the required non-Federal match will not be considered for funding.

C. Threshold Eligibility Criteria

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

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

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

c. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their proposal through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Javier Araujo as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

D. Ineligible Activities

Environmental education funds cannot be used for:

- (1) Technical training of environmental management professionals
- (2) Environmental “information” and/or “outreach” projects that have no additional educational component, as described in Section I (A);
- (3) Advocacy promoting a particular point of view or course of action;
- (4) Lobbying or political activities as defined in 2 CFR Part 200.450;
- (5) Non-educational research and development; or
- (6) Construction projects—EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.

Partially Ineligible Activities: Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

SECTION IV. PROPOSAL AND SUBMISSION INFORMATION

A. Requirement to Submit Through Grants.gov and Limited Exception Procedure

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity. If an applicant does not have the technical capability to apply electronically through [Grants.gov](https://www.grants.gov) because of limited or no internet access which prevents them from being able to upload the required proposal materials to [Grants.gov](https://www.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 proposal materials through an alternate method.

Mailing Address:

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

Courier Address:

OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
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](https://www.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](https://www.grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission

deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2016, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2016). 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](https://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

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

B. Grants.gov Application Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with [Grants.gov](https://www.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](https://www.grants.gov), go to [Grants.gov](https://www.grants.gov) and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with [Grants.gov](https://www.grants.gov), please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on [Grants.gov](https://www.grants.gov), [SAM.gov](https://www.sam.gov) and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through [Grants.gov](https://www.grants.gov) and who’s 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](https://www.Grants.gov) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through [Grants.gov](https://www.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 on Grants.gov](https://www.Grants.gov/AdobeReaderCompatibilityInformation).

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.Grants.gov). Go to [Grants.gov](https://www.Grants.gov) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, EPA-OEE-16-02, or the CFDA number that applies to the announcement (CFDA 66.950), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Package button at the top right of the synopsis page for the announcement on [Grants.gov](https://www.Grants.gov). To find the synopsis page, go to [Grants.gov](https://www.Grants.gov) and click "Browse Agencies" in the middle of the page and then go to "Environmental Protection Agency" to find the EPA funding opportunities.

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.Grants.gov) no later than May 9, 2016. 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](https://www.Grants.gov) application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the "Show Instructions" tab that is accessible within the application package itself.

C. Content of Proposal Submission

The required contents of the proposal package are described in detail below. The entire narrative portion of the Work Plan (which includes the Project Summary, Detailed Project Description, and Project Evaluation) shall not exceed 20 single-spaced pages. Pages in excess of the page limit will not be reviewed. "One page" refers to one side of a single-spaced typed page. The pages must be letter-sized (8 ½ X 11 inches). The Detailed Budget and Appendices (Timeline, Logic Model, Programmatic Capabilities and Past Performance, and Partnership Commitment Letters) are not included in the page limit. If references and/or citations are embedded as footnotes in the Work Plan, then they count in the page limit described previously. However, if a references and/or citations are attached separately, they do not count in the page limit previously described.

A complete proposal package **must** include the following mandatory forms and additional information outlined below:

- I. Standard Form (SF) 424, Application for Federal Assistance
- II. SF 424A Budget Information
- III. Narrative Proposal Work Plan (not to exceed 20 pages):
 1. Project Summary
 2. Detailed Project Description
 3. Evaluation Plan
- IV. Detailed Budget (no page limit)
- V. Appendices (no page limit)
 1. Timeline
 2. Logic Model
 3. Programmatic Capability
 4. Partnership Letters of Commitment (only if you have partner organizations making a commitment to the project---please, **NO** letters of endorsement or recommendation).

Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [Grants.gov](https://www.grants.gov)) within 30 days of the application deadline, please contact Javier Araujo. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call [Grants.gov](https://www.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](https://www.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](https://www.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](https://www.grants.gov). It is essential to allow sufficient time to ensure that your application is submitted to [Grants.gov](https://www.grants.gov) BEFORE the due date identified in Section IV of the solicitation.** The [Grants.gov](https://www.grants.gov) support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Javier Araujo with the FON in the subject line. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit 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 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 Javier Araujo.

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 Javier Araujo at RFP_Teacher_Training@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 Javier Araujo 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.

Completing Mandatory Documents:

I) Standard Form (SF) 424, Application for Federal Assistance

Complete the form (available at <http://www.epa.gov/grants/epa-grantee-forms>). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of

the Standard Form SF 424. 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.

II) Standard Form (SF) 424A, Budget Information

Complete the form (available at <http://www.epa.gov/grants/epa-grantee-forms>). 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, 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.

Note that additional budget information describing how the funds will be used for all major activities during the first year of the program is also required under the budget section of the work plan discussed below.

III) Narrative Proposal Work Plan

The Narrative Proposal Work Plan (**sections 1-3 below**) **cannot** exceed a maximum of 20 single-spaced typewritten pages, including the Summary Information Page(s). Supporting materials, such as appendices, resumes and commitment letters, can be submitted as attachments and are not included in the 20 page limit.

1. Project Summary (recommended not to exceed two pages)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number and email address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share and/or in-kind resources.
- e. Project Period. Provide beginning and ending dates.
- f. A Brief Synopsis of the Project. Include the goals, objectives, outputs, and outcomes of the program by the end of years one, two and three.
- g. Number Reached. Include the estimated number of education professionals to be reached as well as the expected demographics of the audiences reached.
- h. How the funds will be used. Specify how these funds will be used in the project.

2. Detailed Project Description

The detailed project description **must** explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including threshold eligibility criteria in Section III (C), and must address each of the evaluation criteria set forth in Section V.

Reviewers look at many proposals when scoring them, so providing information in the order listed prevents information from being overlooked. Additionally, the project description and work plan should use ordinary terms to provide reviewers with an understanding of the purpose and the expected outcomes of the project. A reviewer unfamiliar with the project should be able to read the work plan and understand it without further research.

The work plan should describe the goals, objectives, outputs and outcomes of the program. The work plan should indicate how the program will be managed, implemented and evaluated during the first year. The work plan is limited to 20 pages (not including the appendices). The work plan must also discuss in general terms what goals, objectives, and major outputs and outcomes will be for the second and third years of the program. The work plan is subject to final review, comment, and approval by the EPA Project Officer. The work plan **must** contain all sections discussed below.

- a. **Mission Statement.** A statement of the short (first year) and long-term (three to five year) goals, objectives, and expected outcomes of the program. Include a discussion about the needs of the environmental education and education communities and how these needs will be met.
- b. **Management and Implementation Plan.** A detailed plan of how the project will be managed and implemented in the first year of the program (plus a summary of the project in the second and third years).

Under the headings **WHAT, WHY, WHO** and **HOW** describe precisely:

- 1) **WHAT** your project will achieve in terms of proposed training and long-term support and identify all key outputs and outcomes of the project;
- 2) **WHY** the goals and priorities of the project were chosen;
- 3) **WHY** the project is important to the advancement of the field of EE by discussing how these activities will build upon existing national efforts and programs;
- 4) **WHO** it will reach;
- 5) **HOW** the project will achieve its goals, outputs and objectives; and
- 6) **HOW** it will serve as a model for advancing and strengthening the field of practice of environmental education; and
- 7) Describe the major responsibilities, qualifications, expertise and abilities of the Program Manager, and key staff as well as key partners where the applicant is a consortium to effectively manage and implement the program

3. Evaluation Plan

A detailed plan on how the effectiveness of the program will be evaluated. It is important that the applicant demonstrates how the outputs and outcomes of their program will meet the goals of the program as well as the needs of the environmental education and education communities.

In addition, applicants must discuss their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

The evaluation of the program must be conducted by an institution that has appropriate credentials and expertise in evaluating education programs and is independent of the applicant and key partners where the applicant is a consortium.

IV) Detailed Budget and Non-Federal Match Narrative (no page limit).

Create a detailed budget table with four columns titled "Line Item", "EPA Funds", "Non-EPA Funds", and "Total" to show how EPA funds and non-federal matching funds will be used. Make sure you demonstrate how you will meet the non-Federal match requirement described in Section III of this solicitation.

In the detailed budget, use the same order and headings listed on the Budget Form 424A. These cost categories are: personnel/salaries; fringe benefits; travel; equipment over \$5000; supplies; contract costs; other costs; and indirect costs, where appropriate, since not all applicants will use every cost category. Applicants must provide details for each expense, such as personnel (number of staff, title or role in project, hourly wage, and percentage of time spent on project), travel (reasons for travel, costs and locations of trips, and costs per mile for travel and per diem per person), and supplies (provide categories and detailed listings according to the project tasks in which they will be used). Make sure you factor in the costs for all proposed activities and clarify which will be paid by EPA or will be paid with matching funds.

Applicants are allowed to include indirect costs; such as expenses for rent, supplies and other administrative and office support costs on the "indirect costs" line of their proposed budget as long as they have a federally approved/negotiated indirect cost rate agreement in place. Usually organizations without a federally approved/negotiated indirect cost rate agreement must submit an indirect cost rate application to their cognizant Federal agency (with copy to EPA if EPA is not the cognizant agency) for approval within 90 days of the date of being awarded a cooperative agreement if they wish to be reimbursed for indirect costs. In such cases, recipients are not allowed to seek reimbursement for indirect costs until an approved indirect cost rate is obtained.

However, if the recipient is a non-profit and does not have a current negotiated indirect cost rate or application, and if EPA is the recipient's cognizant agency, EPA can allow the non-profit recipient to charge a flat indirect cost rate of 10% of salaries and wages (see 2 CFR Part 200,

Subpart E). Recipients that opt to use the 10% flat rate are obligated to use the flat rate for the life of the grant award. To find more information on indirect cost rate agreements, go to <http://www.epa.gov/grants/how-prepare-indirect-cost-rate-proposal-non-profit-organization>.

If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned (the source of income – e.g., workshop fees), and how it will be used to enhance your project. When you do use program income on your project, it is important that you include the amount in your detailed budget.

Funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages each applicant to request reasonable amounts of funding for salaries and fringe benefits to ensure that the proposal is competitive.

Matching Funds Explanation: The required matching non-federal share is at least 25% of the TOTAL cost of the project for each year of the project up to 5 years. The match must be for allowable costs and may be provided by the applicant or a partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-monetary support. In-kind contributions often include salaries and/or other verifiable costs such as volunteer time and/or supplies/materials, and this value must be carefully documented. In the case of salaries or volunteer time, applicants may use fair market value for the locale. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation. All cooperative agreements are subject to federal audit.

Other Federal Funds: You may not use any federal funds to meet any part of the required 25% match described above, unless it is specifically authorized by statute. If you have already been awarded federal funds for some aspect of a project for which you are seeking additional support, you must indicate those funds in the budget section of the work plan and ensure that none of those funds are used toward your matching funds for this project. You must also identify the project officer, agency, office, address, phone number, and the amount of the federal funds. See Appendix A for additional information on budget details.

V) Appendices. Attachments to the work plan (not included in the 20 page limit) include:

1. **Timeline.** Include a timeline to link your activities to a clear project schedule and indicate at what point over the months of your budget period each action, event, milestone, product development, and evaluation will occur.
2. **Logic Model.** Provide a graphic display identifying all key goals, outputs, and outcomes and a schedule for conducting and completing the outputs and outcomes during the first year.

3. **Programmatic Capability and Past Performance.** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

4. **Partnership Letters of Commitment** (only if the applicant has partner organizations making a commitment to the project). If the applicant organization has partners, such as institutions of higher education and not-for-profit organizations, letters of commitment should be included from partners **explaining their role** in and/or funding of the proposed project. If no letters are included, it will be assumed the applicant has no partners. Applicants must be aware, however, that regardless of whether it is their partners or their own organization that proposes providing the matching funds, the applicant itself is responsible for meeting the cost share requirement described in Section III (B) of the announcement. If an applicant does not have partners for this project, the proposal should be clear about how the project will be completed effectively without partners.

Note: Do **not** include letters of endorsement or recommendation. All letters must be received by the close of the application period, preferably with the proposal. Regardless of the source, letters of endorsement or recommendation will **not** be considered in evaluating proposals.

D. Submission Dates and Times

Proposals must be submitted electronically through Grants.gov on or before May 9, 2016, 11:59 pm Eastern Time (ET). Proposals submitted after the closing date and time will not be considered for funding.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [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.

SECTION V. PROPOSAL REVIEW INFORMATION

A. Evaluation and Scoring.

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

Criteria	Max Points
Project Summary. Under this factor, proposals will be evaluated on the extent to which the project summary clearly and completely addresses the content described in Section IV (C)	5
Detailed Project Description: WHAT, WHY, WHO, HOW	
WHAT: Under this factor, proposals will be evaluated based on the substance, clarity, and completeness of the explanation of: 1) what the project will entail, the goals the project hopes to achieve; 2) how it will serve to advance and strengthen the field of environmental education. (5 points each)	10
WHY: Under this factor, proposals will be evaluated based on the substance, clarity and completeness of the explanation of: 1) the need for a project such as the one proposed; 2) why particular goals, priorities and audience(s) have been chosen (5 points each)	10
WHO: Under this factor, proposals will be evaluated based on: 1) how well the project identifies the target audience, numbers reached, why they were chosen and 2) how well the project reaches a diverse audience, including but not limited to minority, low income and tribal communities (5 points each)	10
HOW: Under this factor, proposals will be evaluated on the substance, clarity and completeness of the explanation of: 1) how the project will accomplish its goals, outputs and objectives; 2) how it will advance and strengthen the field of environmental education; 3) how it supports the EPA Strategic Plan (5 points each)	15

Criteria	Max Points
<p>Project Evaluation. Under this factor, you must explain:</p> <p>1) Your plans for meeting the goals and objectives for your project and for tracking and measuring your progress; (4 points)</p> <p>2) Your evaluation of your medium- and long-term outcomes, if they can be measured within the project period; (3 points)</p> <p>3) Your approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)</p>	10
<p>Budget. Under this factor proposals, will be evaluated on:</p> <p>1) Consistency and Accuracy—how well the budget information clearly, consistently, and accurately shows how funds will be used and</p> <p>2) Return on Investment—whether the funding request is reasonable given the activities proposed and demonstrates a good return on investment (5 points each)</p>	10
<p>Timeline. The extent to which the timeline links educational and environmental activities to a clear project schedule and clearly indicates realistic goals, objectives and timing of each action, event, milestone, product development, and evaluation activity.</p>	5
<p>Logic Model. The extent to which the logic model graphic displays both educational and environmental outputs and outcomes developed through the project, including outputs and outcomes that directly relate to the development of the project.</p>	5
<p>Partnership Letters of Commitment. Proposals will be evaluated based on the extent to which the applicant will engage with other partners to help effectively develop and implement the project as a model to advance and strengthen the field of environmental education. If the applicant has partners, then letters of commitment from the partners should be provided. A letter of commitment should provide details about the partner’s role in the project, including any matching funds they are providing for the project. If no letters of commitment are provided, it will be assumed the applicant has no partners for the project. If the applicant does not intend to have partners, then the proposal should explain how the project will be effectively conducted without partners.</p>	5
<p>Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account the applicant’s:</p> <p>(a) Past performance in successfully completing and managing the assistance agreements identified in response to Section IV(C)(2)(d) of the announcement. (3 points)</p> <p>(b) History of meeting the reporting requirements under the assistance agreements identified in response to Section IV(C)(2)(d) 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</p>	15

Criteria	Max Points
<p>outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. (2 points).</p> <p>(c) Organizational experience and plan for the timely and successful achievement of the objectives of the proposed project. (5 points).</p> <p>(d) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 points)</p> <p>Note: In evaluating applicants under items (a) and (b) of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items (a) and (b) above). A neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
TOTAL	100

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. The evaluation team will include reviewers knowledgeable in the field of environmental education and will be comprised of EPA staff and external peer reviewers approved by EPA. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score and the scores and rankings will be provided to the EPA Headquarters Selection Official for this solicitation for final funding decisions.

C. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notification

EPA anticipates notification to successful applicants will be made via e-mail or postal mail. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal (line #21 of the SF 424). This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's Grants and Interagency Agreements Management Division (GIAMD).

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

B. Administrative and National Policy Requirements

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

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the application and not all states require such a review. A listing of state Point of Contacts (SPOC) may be viewed at: https://www.whitehouse.gov/omb/grants_spoc.

C. Progress Reports and Work Products

Specific financial, technical, and other reporting requirements to measure the grant recipient's progress will be identified in the EPA grant award agreement. Grant recipients must submit periodic formal progress reports, as instructed in the award agreement. Also, two copies of a Final Technical Report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the project period.

Quarterly and annual progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. Annual reports summarizing technical progress, planned activities for the next year and a summary of expenditures are required. The final

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

D. Disputes

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

E. Additional Provisions For Applicants Incorporated Into The Solicitation:

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [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.

SECTION VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Javier Araujo
WJ Clinton North, Room 1426
1200 Pennsylvania Ave., NW
Washington, DC 20460
RFP_Teacher_Training@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the mailbox listed above (RFP_Teacher_Training@epa.gov.)

Appendix A. Budget Details

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.

Since the project budget includes any cost-share, mandatory or voluntary, 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 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 include on the SF 424 and SF 424A. Please see Section III (B) of this RFP 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.

- **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; or (2) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits.** Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel.** Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g. workshops) 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.

- **Equipment.** Identify each item to be purchased which has an estimated acquisition cost of **\$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project.

- **Supplies.** “Supplies” means all tangible personal property other than “equipment”. The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.

- **Contractual.** Identify each proposed contract and specify its purpose and estimated cost. Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.

- **Other.** 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 under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible sub-recipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not 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:

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

• **Income.** If the applicant anticipates earning program income as a result of the EPA award, show the estimated amount, explain how it is to be earned (the source of income), and how it will be used to enhance the project. When program income is used on the project, it is important that it is included in the detailed budget.

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

Detailed Budget Table Template

LINE ITEM	EPA FUNDS	MATCHING FUNDS	TOTAL PROJECT COST
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Indirect Cost			
Income			
TOTAL INDIRECT			
TOTAL FUNDING			
TOTAL PROJECT COST			