AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Columbia River Basin Restoration Funding Assistance Program - Middle and Upper Columbia River Basin

FY 19/20 ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-R10-OW-CRBRP-2019-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.962

IMPORTANT DATES

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<th>Date Range</th>
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<tr>
<td>Friday, December 20, 2019</td>
<td>RFA CLOSES – APPLICATIONS DUE</td>
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<tr>
<td>February – September 2020</td>
<td>ANTICIPATED NOTIFICATION OF SELECTION</td>
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<td>April – December 2020</td>
<td>ANTICIPATED AWARD</td>
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The closing date and time of this announcement is **Friday, December 20, 2019, at 11:59 p.m. Eastern Time (ET)**. Application packages must be submitted electronically to EPA through Grants.gov (www.grants.gov) no later than **Friday, December 20, 2019, at 11:59 p.m. (ET)** to be considered for funding.

**SUMMARY:** The U.S. Environmental Protection Agency, Region 10 (EPA), is issuing a Request for Applications (RFA) from eligible entities to improve water quality in the Middle and Upper Columbia River Basin, through specific actions to reduce toxics, increase monitoring, and/or increase public education and outreach. The Columbia River Basin Restoration Program (CRBRP) will assist tribal, state and local governments; nongovernmental entities, and others as they implement the **Columbia River Basin Toxics Reduction Action Plan** and the **Lower Columbia River Estuary Plan - Comprehensive Conservation and Management Plan** and conduct activities to support EPA national goals for the Columbia River Basin.

Eligible projects must address at least one of the following project categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; monitoring to evaluate trends; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. Priority for funding will be given to projects which are consistent with federal fiscal years 2019 and 2020 (FY19/20) funding priorities as described in the RFA.

Eligible entities include state governments, tribal governments, regional water pollution control agencies and entities, local government entities, nongovernmental entities, or soil and water conservation districts. The work must be for the purpose of environmental protection and restoration activities within the Columbia River Basin and may include programs, projects and studies.

**Other Application Information:** For your convenience, an RFA website has been created at https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-
program where you will find information relating to the RFA process as well as a link to frequently asked questions (FAQs). Further submittal information is described in Section IV.

NOTE: If you intend to name a contractor (including an individual consultant) or a subrecipient as a project partner or otherwise in your application, EPA recommends that you carefully review, and comply with, the directions contained in the “Contracts and Subawards” clause that can be accessed under the Section V.D clause for “Additional Provisions for Applicants Incorporated Into the Solicitation.”

Summary of What EPA Will Fund

FUNDING / AWARDS

EPA anticipates awarding between $225,000 and $675,000 of Columbia River Basin Restoration Program (CRBRP) funding under this announcement. Awards will be issued and managed through EPA’s Region 10 Office. EPA anticipates awarding 3-10 cooperative agreements, ranging from $60,000 to $200,000 for the Middle and Upper Columbia River Basin portion of the Basin under this RFA, subject to the availability of funds, the quality of applications received, and other applicable considerations. Applicants may apply under both this RFA, and the Lower Columbia River Estuary RFA, which is issued separately, for basin wide projects.

- Minimum Application Amount: $60,000
- Maximum Application Amount: $200,000
- Total Available Funds: $225,000 and $675,000

TABLE OF CONTENTS

Contents

I. FUNDING OPPORTUNITY DESCRIPTION ................................................................. 3
   A. Background ........................................................................................................ 3
   B. Scope of Work: ................................................................................................. 5
      Project Categories ............................................................................................ 5
   FY19/20 Priorities ............................................................................................... 6
   Other EPA Interests ............................................................................................ 6
   C. EPA Strategic Plan Linkage, Anticipated Outputs/Outcomes and Performance Measures ................................................................. 7
   D. Statutory Authority .......................................................................................... 8

II. AWARD INFORMATION ...................................................................................... 8
   A. What is the amount of funding available? ....................................................... 8
   B. Incremental and Partial Funding ....................................................................... 9
   C. How many agreements will EPA award in this competition and what is the funding range? ............................................................. 9
   D. What is the project period for awards resulting from this solicitation? .............. 9
   E. Funding Type .................................................................................................. 10

III. ELIGIBILITY INFORMATION ........................................................................... 10
   A. Eligible Entities ............................................................................................... 10
   B. Cost-Sharing ................................................................................................... 11
   C. Threshold Eligibility Criteria .......................................................................... 12
IV. APPLICATION AND SUBMISSION INFORMATION ........................................... 13
    A. Requirement to Submit Through Grants.gov and Limited Exception Procedures ........................................... 13
    B. Grants.gov Application Submission Instructions (see Appendix A) ................................................................ 14
    C. Content of Application Submission .............................................................................................................. 15
    D. Submission Date and Time ........................................................................................................................... 16
    E. Funding Restrictions ...................................................................................................................................... 16
    F. Information Sessions ................................................................................................................................. 16
    G. Additional Provisions for Applicants Incorporated into the Solicitation ..................................................... 16
V. APPLICATION REVIEW INFORMATION ......................................................... 17
    A. Review and Selection Process .................................................................................................................. 19
    B. Other Factors ........................................................................................................................................... 20
    C. Additional Provisions for Applicants Incorporated into the Solicitation .................................................. 20
VI. AWARD ADMINISTRATION INFORMATION ................................................ 20
    A. Award Notices ........................................................................................................................................... 20
    B. Administrative and National Policy Requirements .................................................................................. 21
    C. Reporting Requirement ............................................................................................................................ 21
    D. Disputes .................................................................................................................................................... 21
    E. Additional Provisions for Applicants Incorporated into the Solicitation ................................................ 21
VII. AGENCY CONTACTS .................................................................................... 22
APPENDIX A - Grants.gov Application Submission Instructions ................................................................. 23
APPENDIX B – Project Narrative Instructions, Format, and Content ............................................................. 26
    Cover Page .................................................................................................................................................. 26
    Work Plan .................................................................................................................................................. 26
    Budget Detail .............................................................................................................................................. 29
    Attachments .............................................................................................................................................. 34
    Additional Resources ................................................................................................................................. 34
APPENDIX C – How to Fund Projects and Partnerships ................................................................................ 35
    Additional Resources ................................................................................................................................ 35
APPENDIX D - Application Submission Checklist ......................................................................................... 36
APPENDIX E – Project Location Description and Map .................................................................................. 37

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background
The Columbia River Basin is one of the world’s great river basins in watershed size, river volume, and environmental and cultural significance. Covering nearly 260,000 square miles – approximately the size of the state of Texas – the Columbia River Basin is the nation’s sixth largest watershed. The Basin drains portions of Canada’s British Columbia province and seven U.S. states, but mostly Montana, Idaho, Washington, and Oregon. Within its boundaries lies multiple tribal reservations and 45 million acres of tribally co-managed land. The Basin contains great geographic and land-use diversity, including alpine peaks, forested slopes, semi-arid grassland and rangeland, arable agricultural land, and an extensive estuary. From its source in the Canadian Rockies, the mainstem Columbia River flows more than 1,200 miles to the Pacific Ocean. Its average annual flow – 270,000 cubic feet per second – makes it the United States’ fourth largest river by discharge. Significant tributaries include the Kootenai, Pend Oreille, Spokane, Okanogan, Yakima, Snake, John Day, Deschutes, Willamette, and Cowlitz Rivers.

The Basin’s aquatic ecosystem is critical to supporting the fish and wildlife and over 8 million people who reside within the watershed and depend on its resources for their health and livelihood. There is concern
about the health of the Basin’s aquatic ecosystem and the potential risk to human health due to the
presence of toxics found in the fish, wildlife, water, and sediment. Toxic contamination is a human health
risk and key environmental justice issue for tribal people and other high fish-consuming populations.
Columbia River salmon and steelhead runs were once the largest in the world with as many as 16 million
fish returning annually to spawn in the Basin. Columbia River tribes have depended on native fish species,
including (but not limited to) salmon, steelhead, sturgeon, and lamprey for thousands of years for spiritual,
cultural, and nutritional sustenance. Human activities including hydrologic modifications for flood control
and power generation, industry, urban development, mining, and agricultural practices have affected fish
spawning and rearing habitat, blocked or impeded fish passage, and contributed toxic contaminants that
have impaired water quality. Many scientists believe that recovery of salmon, steelhead, and other fish
populations cannot be achieved without reducing toxics in water and sediment.

In 1992, the Environmental Protection Agency’s (EPA) National Study of Chemical Residues in Fish
found bioaccumulative toxics in Columbia River Basin fish tissue. Recognizing the historic importance of
fish in the diets of tribal people and the potential human health impacts of toxics, the Columbia River
Inter-Tribal Fish Commission (CRITFC) and EPA developed the 1994 Fish Consumption Survey of the
Umatilla, Nez Perce, Yakama, and Warm Springs Tribes of the Columbia River Basin which found that
tribal people were consuming 9 to 12 times more fish than the average US resident. EPA and CRITFC
followed up that study with the Columbia River Fish Contaminant Study 1996-1998 which found 92
pollutants in fish from 24 tribal fishing sites, including contaminants with human health impacts such as
polychlorinated biphenyls (PCBs), dioxin, mercury, dichlorodiphenyltrichloroethane (DDT), and furans.

EPA convened the Columbia River Toxics Reduction Working Group in 2005 to share information and
collaborate on toxics reduction in the Columbia River Basin. The Working Group led the development of the
2009 Columbia River Basin State of the River Report for Toxics which addressed four contaminants:
DDT, PCBs, mercury, and polybrominated diphenyl ethers (PBDEs) and the risk they pose to people, fish
and wildlife, and highlighted successful efforts to reduce those contaminants. The 2009 report was
followed by the 2010 Columbia River Basin Toxics Reduction Action Plan, which identified sixty-one
actions needed across five categories: increasing public understanding to reduce toxics; increasing toxics
reduction actions; conducting monitoring to identify sources and reduce contaminants; developing a
regional research program; and developing a shared data management system. In 2014, the Working
Group released its Strategy for Measuring, Documenting, and Reducing Chemicals of Emerging Concern,
providing an outline for a research and monitoring strategy and a characterization of the impacts of
chemicals of emerging concern on human health, aquatic life and terrestrial wildlife.

On December 9, 2016, Congress passed the Columbia River Basin Restoration Act (CRBRA) as part of
the Water Resources Development Act (WRDA), also known as the Water Infrastructure Improvements
for the Nation (WIIN) Act of 2016. The WRDA was signed into law by the President on December 16,
2016. The legislation focuses on the U.S. portion of the Columbia River Basin including the States of
Oregon, Washington, Idaho, and Montana. The newly created Section 123 of the Clean Water Act (CWA)
directs EPA to establish a Columbia River Basin Restoration Program which includes a Working Group
that is representative of states, tribal governments, industry, and other entities. Clean Water Act Section
123 (33 U.S.C. § 1275) also directs EPA to develop a voluntary, competitive grant program for
“environmental protection and restoration programs throughout the Basin” Fiscal Year (FY) 2019 is the
inaugural year of funding for this program.
B. Scope of Work:
The U.S. Environmental Protection Agency (EPA) is issuing this Request for Applications (RFA) for projects from eligible entities to improve water quality in the Middle and Upper Columbia River Basin, through specific actions to reduce toxics, increase monitoring, and/or increase public education and outreach. The Columbia River Basin Restoration Program (CRBRP) will assist tribal, state and local governments; nongovernmental entities, and others as they implement the Columbia River Basin Toxics Reduction Action Plan and the Lower Columbia Estuary Partnership Comprehensive Conservation and Management Plan and conduct activities to support EPA national goals for the Columbia River Basin.

Pursuant to CWA 123(b)(3)(C) and (d), eligible projects must address at least one of the following project categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; monitoring to evaluate trends; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. Priority for funding will be given to projects which are consistent with FY19/20 funding priorities as described below.

The work must be for the purpose of environmental protection and restoration activities within the Columbia River Basin and may include programs, projects and studies. Applicants can submit a total of three (3) applications overall under this solicitation so long as each one is separately submitted and for a different project. A single application must include activities in one or more of the following categories.

Project Categories

1. Eliminating or reducing pollution including strategies or projects to reduce toxics into streams of the Columbia River Basin, including agricultural best management practices such as Pesticide Stewardship Partnerships, stormwater and sediment management, and pesticide collection and take back programs.

2. Cleaning up contaminated sites including targeted small-scale clean-up actions at sites not receiving funding under EPA CERCLA funded programs (Brownfields and Superfund) where hazardous chemicals, oil, pollutants and/or mining related contaminants have been released into the Columbia River Basin.

3. Improving water quality to reduce toxics in the Columbia River Basin.

4. Monitoring to evaluate trends including monitoring current conditions such as the sampling and analysis of Columbia River Basin water, fish and sediment focused on toxics.

5. Reducing runoff through agricultural best management practices and/or sediment and stormwater runoff controls, including green infrastructure.

6. Protecting habitat to reduce the impact of toxics on Columbia River Basin fish and wildlife.

7. Promoting citizen engagement or knowledge by increasing engagement and communication with individual community members (such as local, state and tribal environmental managers, and/or NGOs), creating bi-lingual outreach and education materials on the topic of toxics reduction, green chemistry pilot projects, and/or sharing examples of successful toxics reduction efforts.
**FY19/20 Priorities**

For the FY19/20 grant competition, evaluation points (under Section V) may be given to projects which address one or more of the following priorities, in addition to addressing one or more of the required project categories above; and, build off existing successful efforts in the Columbia River Basin to address toxics and that leverage or expand on existing partnerships. Evaluation scores will not depend on the number of priorities addressed but rather on the quality with which the priorities are addressed. Across all priorities, there is a focus on toxics and their impact on human health and fish and wildlife. See documents on the Columbia River Basin RFA website for reference.

1. Increased monitoring and access to data from monitoring in the Columbia River Basin with a focus on toxics with an impact on human health and fish and wildlife.

2. Reducing stormwater and agricultural runoff by using strategies such as green infrastructure to reduce the toxicity and/or quantity of runoff and/or implementing agricultural best management practices (BMPs) such as Pesticide Stewardship partnerships.

3. Promoting citizen engagement or education to promote pollution prevention, for example, increasing knowledge on pollution prevention strategies and actions that can be taken by communities, businesses and government to reduce toxics in the Basin.

4. Cleaning up contaminated sites including targeted small-scale clean-up actions at sites not receiving funding under EPA CERCLA funded programs (Brownfields and Superfund) where hazardous chemicals, oil, pollutants and/or mining related contaminants have been released into the Columbia River Basin.

Information on toxic contaminants covered by these priorities can be found on the grants website and include, but are not limited to, mercury, dichlorodiphenyltrichloroethylene (DDT), polychlorinated biphenyls (PCBs), polybrominated diphenyl ethers (PBDEs), the Columbia River Toxics Reduction Working Group list of priority pollutants [https://www.epa.gov/columbiariver/prioritization-toxics-columbia-river](https://www.epa.gov/columbiariver/prioritization-toxics-columbia-river) and the toxic pollutants listed by reference in Section 307(a)(1) of the Clean Water Act (see 40 CFR 401.15).

**Other EPA Interests**

EPA is also interested in projects that use or promote environmentally sustainable practices. The specific practices depend upon the technical and programmatic nature of the proposed project and may include, as appropriate, the following: 1. Implement sustainable water infrastructure practices, 2. Utilize clean energy or implement other energy efficiency practices, 3. Implement sustainable construction practices (green building), 4. Remediate contaminated sites with a reduced environmental impact, 5. Utilize fuel efficient vehicles, 6. Purchase or lease more sustainable equipment, supplies, and services, 7. Implement sustainable materials management practices (reduce, reuse, recycle), 8. Convene green conferences/meetings and alternatives to traditional travel; or 9. Any other practices that directly reduce water, materials, climate, energy, or air impacts.
C. EPA Strategic Plan Linkage, Anticipated Outputs/Outcomes and Performance Measures

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

1. Linkage to EPA 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, “Deliver a cleaner, safer, and healthier environment for all Americans and future generations by carrying out the Agency’s core mission,” Objective 1.2, “Provide for Clean and Safe Water.” And Objective 1.3, “Revitalize Land and Prevent Contamination”. Under these objectives, EPA will “…in partnership with states and tribes, sustainably manage programs to support drinking water, aquatic ecosystems, and recreational, economic, and subsistence activities” and “provide better leadership and management to properly clean up contaminated sites to revitalize and return the land back to communities.” Applicants must explain in their application how their project will further one or both of these objectives.

Please read EPA’s FY 2018-2022 Strategic Plan (www.epa.gov/planandbudget/strategicplan) for more information.

EPA also requires that grant applicants adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7A1, Environmental Results under Assistance Agreements, www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the priorities described above. Specifically, the proposed activities must have outputs and outcomes related to one or more of the seven program priorities: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; monitoring to evaluate trends; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge.

2. Outputs: The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable over the term of the grant funding period. Applications must include a description of project outputs and the way in which recipients will track project milestones throughout the grant period. Project output examples may include, but are not limited to, number of presentations made, number of participants at an event, and draft and final reports produced.
Progress reports and a final report will be required outputs, as specified in Section VI.C “Reporting Requirement,” of this RFA.

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

Outcomes expected as a result of the awards under this announcement may include, but are not limited to, the following:
- Pollutant and sediment load reductions, attainment of water quality objectives, or other numeric indicators of water quality improvement.
- Ecological and/or human health benefits achieved.
- Increases in the quantity or quality of monitoring on the Columbia River and its tributaries.
- Improvements to the local economy, social conditions, and the welfare of residents in such communities.

Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at: [https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf](https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf) and [https://www.epa.gov/sfbay-delta/application-assistance#results](https://www.epa.gov/sfbay-delta/application-assistance#results).

D. Statutory Authority

The Columbia River Basin Restoration Program (CRBRP) is authorized by 33 U.S.C. § 1275, amended by Pub. L. 115-270, title IV, § 4105, Oct. 23, 2018, 132 Stat. 3875. CRBRP authorizes the award of grants for environmental protection and restoration of the Columbia River Basin. EPA’s authority to obligate grant funds is subject to the availability of appropriated funds.

II. AWARD INFORMATION

A. What is the amount of funding available?

EPA anticipates awarding between $225,000 and $675,000 under this announcement, subject to the availability of funds, the quantity and quality of applications received, and other applicable considerations.

Applicants can submit a total of three (3) applications overall under this solicitation so long as each one is separately submitted and for a different project. If an applicant submits more than three (3) applications to EPA, the applicant will be contacted prior to EPA review of any of the applications to determine which application(s) the applicant will withdraw from the
B. Incremental and Partial Funding

EPA may incrementally fund applications by funding phases of proposed projects. If an applicant is selected for incremental funding, EPA and the applicant will negotiate a final workplan, timeline and budget which has clearly delineated activities or phases with separate budget estimates for each activity/phase of a project within the project period. A portion of the total requested funding will be awarded at the beginning of the project period for the specified activities/phases. Subject to the availability of funds, and other applicable considerations, additional funding may be awarded later as an incremental budget amendment to fund the remaining activities/phases of the project.

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

C. How many agreements will EPA award in this competition and what is the funding range?

It is anticipated that approximately 3-10 cooperative agreements, ranging from $60,000 to $200,000, will be made from this announcement subject to the availability of funds, the quantity and quality of applications received, and other applicable considerations.

- Minimum Application Amount: $60,000 in Federal funds
- Maximum Application Amount: $200,000 in Federal funds
- Total number of awards: 3-10 cooperative agreements
- Total Available Funds: $225,000 and $675,000 in Federal funds

Applicants may apply under both this RFA and the Lower Columbia River Estuary RFA, which is issued separately, for Basin wide projects.

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

In addition, EPA reserves the right to reject all applications and make no awards under this announcement or to make fewer awards than anticipated.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is 24 months. The projects are expected to begin between April and September 2020, with an expected project completion date of 24 months after award.
E. Funding Type

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

- close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Under this solicitation, only the following entities are eligible to apply for assistance, in accordance with 42 U.S.C. 16131 and CFDA 66.962:

State governments, tribal governments, regional water pollution control agencies and entities, local government entities, nongovernmental entities, or soil and water conservation districts.

For the purposes of this announcement, EPA has determined that nongovernmental entities must be nonprofit organizations to be eligible for funding. Non-profit organization, as defined by 2 CFR 200.70, means any corporation, trust, association, cooperative or other organization that: (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.

Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a “non-profit organization(s)” as defined by 2 CFR 200.70, institutions of higher education are, nevertheless, eligible to submit applications under this RFA to the extent they fall within the definition above. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply. For-profit colleges, universities, trade schools, and hospitals are not eligible to apply.

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.

For the purposes of this RFA, tribal government includes “intertribal consortium” which is defined as a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under this program. Intertribal consortia are eligible to receive assistance under this program only if the consortium demonstrates that all members of the consortium meet the eligibility requirements for the program and authorize the consortium to apply for and receive assistance by submitting to EPA documentation of (1) the existence of the partnership between Indian tribal governments, and (2) authorization of the consortium by all its members to apply for and receive the assistance.

B. Cost-Sharing

1. Mandatory Cost Share Requirement: Projects under this RFA are subject to the following funding limitations and mandatory cost share requirements provided in CWA 123(d)(2):
   a. For non-tribal applicants EPA will fund up to 75% of the cost of the overall project (i.e. applicants are responsible for cost-sharing at least 25% of the cost with non-federal funds).
   b. For tribal applicants EPA will fund up to 75% of the cost of the overall projects (i.e. tribal applicants are responsible for cost-sharing at least 25% of the cost with either non-federal and/or federal funds).

2. Any form of cost share must be included in the Budget Detail portion of the Work Plan, and the application must describe how and when the applicant will obtain the cost share and how the cost share funding will be used. Applicants may use their own funds or other sources for cost share if the standards of 2 CFR 200.306, are met. If the proposed cost share is to be provided by a named project partner, a letter of commitment is required. Only eligible and allowable costs may be used for cost share. Unless the applicant is a tribal government other federal grants may not be used as cost share under this RFA unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant. Please note: CRBRP funds may not be used to meet mandatory cost-sharing requirements for projects funded with environmental mitigation funds. Further, environmental mitigation funds may not be used to meet non-federal mandatory cost share requirements of any CRBRP grant.

3. Applications that include projects to which these mandatory cost share requirements apply must demonstrate, by the application submission date, on the SF-424 Application for Federal Assistance, on the SF-424A Budget Information, and in the Project Narrative how the applicant will be able to meet these minimum mandatory cost share requirements if they are selected for an award, or the application may be disqualified during the threshold eligibility review. Specifically, the mandatory cost share funds must be indicated in at least one of the following blocks in Section 18, Estimated Funding, on the SF-424: b. Applicant; c. State; d. Local; or e. Other. The mandatory cost share funds must also be indicated in Section A, Section B line 6.d, and Section C of the SF-424A.
C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible applicants (see Section III.A of this RFA) that meet these threshold eligibility criteria will be evaluated against the ranking criteria in Section V.A of this RFA. If necessary, EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration because of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

a. Application Content and Submission
   i. Applications must substantially comply with the application submission instructions and application content requirements set forth in Section IV and Appendix B of this RFA or else they will be rejected.
   ii. Where a page limit is expressed in Section IV and Appendix B of this RFA with respect to the Project Narrative, pages in excess of the page limitation will not be reviewed.
   iii. 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 and properly submitted.

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.

b. Eligible projects must address at least one of the following project categories: eliminating or reducing pollution; cleaning up contaminated sites; improving water quality; monitoring to evaluate trends; reducing runoff; protecting habitat; or promoting citizen engagement or knowledge. (See Section 1.B.)

c. Applicants must request funding for activities that will be implemented in the Middle and Upper Columbia River Basin portion of the Basin. The Middle and Upper Columbia River Basin is defined as the mainstem of the Columbia River from the Bonneville Dam to the Pacific Ocean and tidally influenced portions of tributaries of the Columbia River in that region. (See Map in Appendix E).

d. Applications which request EPA assistance funds above or below the amounts specified in Section II.C of this RFA are not eligible and will not be reviewed.
e. Applicants can submit a total of three (3) applications overall under this solicitation. Each application must be for a different project and must be submitted separately. An applicant cannot submit two applications that both request funding for the same project in the same geographic area. If an applicant submits more than three (3) applications to EPA, the applicant will be contacted prior to EPA review of any of the applications to determine which application(s) the applicant will withdraw from the competition.

f. Applications that do not demonstrate compliance with the mandatory cost share requirements described in Section III.B.1 of this RFA are not eligible and will not be reviewed.

g. Ineligible activities: If an application is submitted that includes any ineligible tasks or activities, 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 for funding.

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 and Appendix A. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to Grants.gov, the applicant must contact OMS-ARM-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 Unique Entity Identifier (e.g., DUNS)
- Organization’s Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request – all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding application 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, 2019 with a submission deadline of January 15, 2020, the applicant would need a new exception to submit through alternative methods beginning January 1, 2020.

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

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

Your organization’s authorized official representative (AOR) must submit your complete application electronically to EPA through Grants.gov (www.grants.gov) no later than Friday, December 20, 2019 by 11:59 p.m. Eastern Time (ET).

We recommend that you try to submit your application to Grants.gov at least three days prior to the deadline. It is essential to allow sufficient time to ensure that your application is properly submitted to Grants.gov BEFORE the due date.
Please see Appendix A for full Grants.gov submission instructions.

C. Content of Application Submission

The application package must include all of the following materials:

1. **Grant Application Forms.** Please complete the forms as appropriate.
   a. **Standard Form 424, Application for Federal Assistance.** 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.
   b. **Standard Form 424A, Budget Information – Non-Construction Programs**
   c. **Standard Form 424B, Non-Construction Programs**
   d. **EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance**
   e. **Key Contacts Form**

   EPA has issued [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) to assist applicants in classifying costs on the Standard Form 424A budget.

2. **Project Narrative.** The project narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C) and must address each of the evaluation criteria set forth in Section V.A. The Project Narrative includes the Cover Page and Work Plan and cannot exceed a maximum of 10 single-spaced typewritten pages—excess pages will not be reviewed.

   The Project Narrative must substantially comply with the specific instructions, format and content as defined in Appendix B.

3. **Cost Share Commitment Letters:** Project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost share. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA. This information does not count towards the page limit.

4. **Partnership Letters** Letters that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. Note the requirements for providing EPA funds to project partners under subawards and contracts described in Section IV. G. when making partnership arrangements. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA. This information
Please refer to the Application Submission Checklist in Appendix D to ensure that all required information is included in your application package.

D. Submission Date and Time

The closing date and time for submission of applications is **Friday, December 20, 2019 by 11:59 p.m. Eastern Time (ET)**. Applications submitted after the closing date and time will not be accepted.

E. Funding Restrictions

1. Federal Matching Funds: No funds awarded under this RFA shall be used for matching funds for other federal grants unless expressly authorized by statute. Likewise, a non-tribal government recipient may not use federal funds as cost share funds for projects under this RFA.

2. Expenses Incurred Prior to the Project Period: Except for eligible pre-award costs as defined in 2 CFR 200.458 and as authorized by 2 CFR 200.309 and 2 CFR 1500.8, no funds awarded under this RFA shall be used to cover expenses incurred prior to the project period set forth in any assistance agreement funded under this RFA. Additionally, except for eligible pre-award costs as defined above, expenses incurred prior to the project period set forth in any assistance agreement funded under this RFA are not eligible as a cost share.

F. Information Sessions

EPA will host two Information Sessions regarding this Request for Applications via teleconference/webinar, based on the schedule below. EPA will attempt to answer any appropriate questions in these public forums. Information for the webinars can be found at: [https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program](https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program).

Sessions (please confirm on the website)
Thursday, November 7, 2019 at 10:00 a.m. (PST)
Monday, November 25, 2019 at 1:00 p.m. (PST)

Questions and answers from these webinars will also be posted in the FAQ document located at need to create a CRBRP Grant web page [https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program](https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program).

G. 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 application assistance and communications, can be found at [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
applications 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 INFORMATION

Only eligible entities whose applications meet all the threshold criteria in Section III of this RFA will be evaluated according to the evaluation criteria set forth below. Applicants must explicitly address these criteria as part of their application package submittal, following the content requirements set forth in Appendix B. Each application will be rated using a point system.

**Evaluation Criteria:** Applications will be evaluated based on a total of 110 points possible

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Possible Points</strong></td>
<td>110</td>
</tr>
<tr>
<td><strong>1. Project Summary and Approach:</strong> Under this criterion, applications will be evaluated based on the extent and quality of the applicant’s project summary and overall approach. Specifically, EPA will evaluate:</td>
<td></td>
</tr>
<tr>
<td><strong>A. (5 points)</strong> Whether the application includes a detailed project description, roles and responsibilities, and timeline and milestones as described in Appendix B of the RFA.</td>
<td></td>
</tr>
<tr>
<td><strong>B. (5 points)</strong> Whether the application includes a well-conceived strategy for achieving the anticipated results associated with the project.</td>
<td></td>
</tr>
<tr>
<td><strong>C. (5 points)</strong> Whether the application sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.</td>
<td></td>
</tr>
<tr>
<td><strong>D. (5 points)</strong> Whether the application demonstrates multiple and diverse partnerships and builds on existing efforts in the Columbia River Basin.</td>
<td></td>
</tr>
<tr>
<td><strong>E. (5 points)</strong> The extent to which the project addresses one or more of the CRBRP program categories as stated in Section I.B of this RFA.</td>
<td></td>
</tr>
<tr>
<td><strong>F. (20 points)</strong> The extent to which the application addresses EPA’s FY19/20 grant funding priorities as stated in Section I.B of this RFA.</td>
<td></td>
</tr>
</tbody>
</table>
### 2. Project Sustainability

Under this criterion, applications will be evaluated based on whether the applicant and/or its project partners:

**A. (5 points)** Show a commitment to identify and address water quality and environmental restoration and protection activities in the affected Middle and Upper Columbia River Basin, or the implementation of other strategies to promote and continue efforts to reduce toxics that goes beyond the project period.

**B. (5 points)** Have developed in the past five years or have a documented commitment to developing before the end of the project period a publicly available long-term water quality and/or ecosystem restoration and protection plan with goals, or refinement of an existing water quality plan for the Middle and Upper Columbia River Basin.

**C. (5 points)** Have developed in the past five years or have a documented commitment to developing before the end of the project period, a publicly available report or education/outreach materials for meaningful engagement of the affected communities or entities regarding either the environmental and/or other issues that the project is intended to address.

### 3. Environmental Results – Results, Outputs and Outcomes

Under this criterion, applicants will be evaluated based on:

**A. (10 points)** The extent and quality to which the applicant identifies and quantifies expected project outputs and outcomes, including those identified in Section I.C.2 and 3 of the RFA.

**B. (5 points)** The effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes.

### 4. Programmatic Capability and Past Performance

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project considering their:

**A. (5 points)** Past performance in successfully completing and managing the assistance agreements identified in the Project Narrative as described in Appendix B of the RFA;

**B. (5 points)** History of meeting the reporting requirements under the assistance agreements identified in the Project Narrative as described in Appendix B of the RFA, 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;

C. (5 points) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project.

D. (5 points) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: In evaluating applicants under items A and B of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these sub-factors (items A and B above—a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these sub-factors.

8. Budget: Under this criterion, applicants will be evaluated based on:

A. (5 points) Their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

B. (5 points) Whether costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes.

C. (5 points) Whether the proposed budget provides a detailed breakout of the approximate funding used for each major activity.

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

A. Review and Selection Process

Applications will be reviewed by a review panel and assistance agreements funded under this announcement will be awarded and managed by EPA Region 10.

Applications will first be evaluated against the threshold factors listed in Section III.C of this RFA. Only those applications which meet all of the threshold factors will be evaluated by the review panel using the evaluation criteria listed above. Each application will be given a numerical score and will be rank-ordered by the review panel.
Preliminary funding recommendations will be provided to the EPA Selection Official based on these reviews and rankings.

**B. Other Factors**

Final funding decisions will be made by the EPA Region 10 Selection Official based on the rankings and preliminary recommendation of the review panel. In making the final funding decisions, the Selection Official may also consider CRBRP priorities, geographic diversity, number and size of awards, and Agency priorities.

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

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

**VI. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

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

1. **Successful Applicants:** EPA anticipates notification to successful applicants will be made via electronic or postal mail between February and September 2020. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award is not an authorization to begin work. The official notification of an award will be made by the Regional Grants Management Office.

   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 the applicant. The award notice, signed by the EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g. work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

2. **Unsuccessful Applicants:** EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail between February and September 2020. The notification will be sent to the original signer of the Standard Form 424, Application for Federal
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: www.epa.gov/grants/policy-regulations-and-guidance-epa-grants.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final report shall be submitted to EPA within 90 calendar days of the completion of the period of performance. The final report must include: summary of the project or activity, outputs, outcomes, environmental results, advances achieved and costs of the project or activity. In addition, the final report shall 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 the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and project progress 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 Grant Competition Dispute Resolution Procedures. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

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, subrecipients and contractors (including individual consultants), can be found at 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 applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.
VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Viccy Salazar
1200 Sixth Ave., Suite 155
Seattle, WA 98101

Phone: (206) 553-1060
Email: ColumbiaRiverBasinGrant@epa.gov

All applicants are encouraged to review the Frequently Asked Questions (FAQ) document posted at https://www.epa.gov/columbiariver/columbia-river-basin-restoration-funding-assistance-program for further clarification of this Request for Applications. EPA will respond to additional questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about any of the language or provisions in the announcement through the FAQ document.

Applicants may email written questions to: ColumbiaRiverBasinGrant@epa.gov. Please type “RFA Question” in the subject line of your email. All questions submitted via email by 4:00 p.m. ET each Friday during the RFA open period will be answered and posted in the FAQ document the following week. The deadline for submitting questions via email is Friday, December 13, 2019 at 4:00 p.m. ET. The estimated final posting of the FAQ document will be Wednesday, December 18, 2019 at 4:00 p.m. ET.
APPENDIX A - 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 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 www.grants.gov and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a Unique Entity Identifier (e.g. DUNS number) and a current registration with the System for Award Management (www.SAM.gov) 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 Software Compatibility Information on Grants.gov.

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 Number, EPA-R10-OW-CRBRP-2019-02, or the CFDA number, CFDA 66.962, in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through Grants.gov using the “Workspace” feature. Information on the Workspace feature can be found at the Grants.gov Workspace Overview Page.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov no later than Friday, December 20, 2019 by 11:59 p.m. ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

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

The following forms and documents are required under this announcement, as described in Section IV.C and Appendix B of the RFA:

Mandatory Documents:
- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Standard Form 424B, Non-Construction Programs
- EPA Form 4700-4 – Pre-award Compliance Review Report
- EPA Key Contacts Form
- Project Narrative, including Budget Detail (Project Narrative Attachment Form)

Optional Documents:
- Cost Share Commitment Letters (Other Attachments Form if applicable)
- Partnership Letters (Other Attachments Form if applicable)
- Resumes (Other Attachments Form if applicable)

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 5 working days of the application deadline, please contact the Columbia River Basin Grants Team at ColumbiaRiverBasinGrant@epa.gov. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission
1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation. The 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 the Columbia River Basin Grants Team at ColumbiaRiverBasinGrant@epa.gov with the FON in the subject line. If you are unable to email, contact Viccy Salazar at (206) 553-1060. Be aware that EPA will only consider accepting applications that were unable to transmit due to Grants.gov or relevant www.SAM.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

a. If you are experiencing problems resulting in an inability to upload the application to 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 the Columbia River Basin Grants Team at ColumbiaRiverBasinGrant@epa.gov.

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, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to ColumbiaRiverBasinGrant@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 package 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 the Columbia River Basin Grants Team at ColumbiaRiverBasinGrant@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Please note that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.
**APPENDIX B – Project Narrative Instructions, Format, and Content**

**Instructions:** The Project Narrative must substantially comply with the instructions, format and content defined below. It must also address the evaluation criteria in Section V.A of the RFA.

The Project Narrative, including the Cover Page (which is recommended not to exceed one page) and Workplan as described below, must not exceed a maximum of 10 single-spaced typewritten pages. Pages in excess of the 10-page limit will not be considered.

**Cover Page**

It is recommended that the cover page does not exceed one page. The cover page must include the following information:

- **Project Title**
- **Applicant Information**
  - Applicant (Organization) Name
  - Address (Street, City, State, Zip)
  - Office Phone and Fax Numbers
  - Contact Name, Email address and Website (if applicable)
  - DUNS number
- **Eligible Entity**: Using the criteria outlined under Section III.A of this RFA, explain how you are an eligible entity.
- **Budget Summary**: Summarize the information in the Budget Detail portion of this Project Narrative:

<table>
<thead>
<tr>
<th>EPA Funding</th>
<th>Mandatory Cost Share</th>
<th>Total Project Cost</th>
<th>Other Leveraged Funds (not required)</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

- **Short Project Description**: Briefly describe your project (1-2 sentences), indicating which one or more of the CRBRP priorities listed in Section 1.B. your project will cover.
- **Project Location**: Briefly describe the primary area(s) where the activities and/or programs will be implemented or where benefits will be realized.

**Work Plan**

Each workplan should include the following sections:

**Section 1, Project Summary and Approach**

This section of the work plan should contain a detailed project description, including the following information:

A. **ACTIVITIES, PROGRAMS, OR STUDIES**: A description of the relevant activities, programs or studies.

B. **ROLES AND RESPONSIBILITIES**: A discussion of the roles and responsibilities of the Applicant organization and any other project partners, contractors, or subgrantees.
C. TIMELINE AND MILESTONES: A detailed timeline for the project including milestones for specific tasks or deliverables; such as: bidding, procurement, obtaining permits, field sampling work, community outreach events, and progress and final reports. Applicants should schedule time for final report preparation into the project timeline.

D. PROJECT LOCATION: This section of the work plan should include a discussion of the geographic location(s) that will benefit from the assistance agreement. The work must benefit a portion, or all of the Columbia River Basin covered by this RFA.

E. PARTNERSHIPS: A detailed description of partnerships and how this application builds on existing efforts in the Columbia River Basin.

F. PROGRAM CATEGORIES: A detailed description of how the project addresses one or more of the CRBRP program categories as stated in Section I.B of this RFA.

G. FY19/20 GRANT FUNDING PRIORITIES: A detailed description of how the application addresses one or more of EPA’s FY19/20 grant funding priorities as stated in Section I.B of this RFA.

Section 2. Project Sustainability

This section of the work plan will describe how water quality and environmental restoration and protection activities in the affected community or location, or the implementation of other strategies to promote and continue efforts to reduce toxics will go beyond the project period. It should include a detailed discussion of the applicant’s and/or project partner’s ability to promote and continue efforts after EPA funding for this project has ended. It should provide documentation of past commitment for the work and/or should describe how a publicly available commitment to continue the work will be demonstrated before the end of the project. Applications will be evaluated based on whether the applicant and/or its project partners have demonstrated a documented commitment to continue to identify and address water quality, ecosystem and human health in the affected community, or the implementation of other strategies to promote and continue efforts to advance environmental restoration and protection in the Middle and Upper Columbia River Basin portion of the Basin.

Applications will also be evaluated on whether the applicant and/or its project partners have developed in the past five years or have a documented commitment to developing before the end of the project period, a publicly available “Community Engagement Plan” for meaningful engagement of the affected communities regarding either the environmental and/or other issues that the project is intended to address, or to specifically inform the policies, specifications, inventories, commitments, and other strategies outlined above.

Where appropriate, please provide URLs to where materials may be found online.

Section 3. Environmental Results—Outputs, Outcomes and Performance Measures

A. OUTPUTS AND OUTCOMES: This section of the work plan must include a discussion of the outputs and outcomes of the project as defined in Section I.C.2 and 3 of the RFA. Specific outputs and outcomes should be included.
Example Outputs and Outcome Table

<table>
<thead>
<tr>
<th>Activities</th>
<th>Outputs</th>
<th>Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>xxxxx</td>
<td># of xxxxx</td>
<td>Annual Improvements = xxxxx lbs contaminants reduced</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lifetime Contaminant Reduction = 500 lbs of contaminant x</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lifetime Total Project Cost Effectiveness = $235,837/lbs contaminant reduced</td>
</tr>
</tbody>
</table>

B. PERFORMANCE MEASURES: In this section of the workplan applicants must describe what performance measurements, timeline of milestones, and/or other means will be used to track, measure and report progress towards achieving the expected outputs and outcomes and how the results of the project will be evaluated.

C. PERFORMANCE PLAN: In this section of the workplan applicants must describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes.

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

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

Section 4. Programmatic Capability and Past Performance

A. PAST PERFORMANCE: This section of the work plan must include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. Please reference no more than three assistance agreements. EPA agreements are preferred. For each agreement listed, include:

- Project Title
- Assistance Agreement Number
- Funding Agency and CFDA Number

This section of the workplan should include a discussion of whether, and how, the applicant was able to successfully complete and manage the listed agreements.

B. REPORTING REQUIREMENTS: This section of the workplan should include a discussion of the applicant’s history of meeting the reporting requirements under the agreements listed.
above, including submitting acceptable final technical reports and how the applicant documented and/or reported on whether it was making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If the applicant was not making progress, please indicate whether, and how, the applicant documented its reason for the lack of progress.

C. ORGANIZATIONAL EXPERIENCE: This section of the work plan must include information on your organizational experience for timely and successfully achieving the objectives of the proposed project.

D. STAFF AND RESOURCES: This section of the work plan should include information on your staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) unless certain conditions/requirements are met. For additional information see Section IV.G of this RFA.

Section 5. Budget Narrative and Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a discussion of the applicant’s approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant’s Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any mandatory or voluntary cost share if applicable).

A. EXPENDITURE OF AWARDED GRANT FUNDS: Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

B. BUDGET NARRATIVE:

- Description of the budget and estimated funding amounts for each work component/task.
  For applicants that provide a mandatory and/or voluntary cost share, the Budget Narrative must include a detailed description of how the applicant will obtain the cost share and how the cost share funding will be used. Funds are subject to the regulations governing cost share fund requirements at 2 CFR Part 200. Any form of cost share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFA for more detailed information on cost share.
- If a proposed cost share is to be provided by a named third-party, a letter of commitment is required.
- There are several ways CRBRP recipients may implement projects and fund project partners depending on the roles and responsibilities of each. These include direct implementation, subawards, and participant support costs. Please refer to Appendix B of this RFA for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.

Budget Detail
Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget. In addition, EPA has issued Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance to assist applicants in classifying costs.

- Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, installation (labor) supplies, contractual costs, other direct costs (subawards, participant support costs), indirect costs, and total costs.
- For applicants that provide a mandatory and/or voluntary cost share, the Budget Detail must clearly specify the amount of federal funding and the cost share amount for each category. Any form of cost share included in the Budget Detail must also be included on the SF 424 and SF 424A.
- For applicants proposing to implement a rebate program, the rebates are appropriately listed under the Other budget category as “Participant Support Costs.” Please see Appendix E for more information on Participant Support Costs.

**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 (paid employees of the applicant organization as reflected in payroll tax records). 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 contractors (including consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g. interns or volunteers), 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 may include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.

**Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g. trainees),
which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States (including to Canada), the travel must be specifically identified. All proposed foreign travel must be approved by EPA’s Office of International and Tribal Affairs prior to being taken. Recipients may obtain OITA blanket approval for routine, frequent travel by motor vehicle for sampling and similar purposes.

**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 that are not included in the purchase price for the equipment. 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 200. 94. The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

**Note:** If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than $5,000 then that threshold takes precedence.

**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 occasional photocopy services, and rental costs should be included in the “Other” category.

**Contractual** - Identify each type of proposed contract and specify its purpose and estimated cost. Contractual services (including 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. EPA’s Subaward Policy and supplemental Frequent Questions has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. If installation costs are included in the contractual costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage.

Any proposed non-competed/sole-source contracts in excess of $10,000 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

**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; participant support costs (i.e. rebates) and subaward costs.

Subawards (e.g., subgrants) and Participant Support Costs are each 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 subrecipient even if the agreement is referred to as a contract. Please refer to Appendix C of this RFA for detailed guidance on funding projects and partnerships and how to correctly categorize these costs in the workplan budget. “Other” 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 or Participant Support Costs as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to EPA’s Subaward Policy and supplemental Frequent Questions and Interim EPA Guidance for Participant Support Costs (added link) for additional guidance.

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 an application to the cognizant federal or state agency. Examples of Indirect Cost Rate calculations are shown below:
<table>
<thead>
<tr>
<th>Line Item and Itemized Cost</th>
<th>Total Cost</th>
<th>EPA Requested Funds</th>
<th>Mandatory Cost Share</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) Project Staff @ $30/hr x 40 hrs/wk x 40 wks</td>
<td>$48,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>TOTAL PERSONNEL</td>
<td>$48,000</td>
<td>$24,000</td>
<td>$24,000</td>
</tr>
<tr>
<td>20% of Salary and Wages</td>
<td>20% (48,000)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Retirement, Health Benefits, FICA, SUI</td>
<td>$9,600</td>
<td>$5,000</td>
<td>$4,600</td>
</tr>
<tr>
<td>TOTAL FRINGE BENEFITS</td>
<td>$9,600</td>
<td>$5,000</td>
<td>$4,600</td>
</tr>
<tr>
<td>Mileage for PM: 100 mi/mo @ $0.17/mi x 12 mo</td>
<td>$204</td>
<td>$204</td>
<td></td>
</tr>
<tr>
<td>Mileage for Staff: 200 mi/mo @ $0.17/mi x 12 mo</td>
<td>$408</td>
<td>$408</td>
<td></td>
</tr>
<tr>
<td>TOTAL TRAVEL</td>
<td>$612</td>
<td>$612</td>
<td>$0</td>
</tr>
<tr>
<td>Sampling Unit</td>
<td>$20,000</td>
<td>$20,000</td>
<td></td>
</tr>
<tr>
<td>Boat</td>
<td>$11,603</td>
<td>$11,603</td>
<td></td>
</tr>
<tr>
<td>TOTAL EQUIPMENT</td>
<td>$31,603</td>
<td>$31,603</td>
<td>$0</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>$1,000</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>TOTAL SUPPLIES</td>
<td>$1,000</td>
<td></td>
<td>$1,000</td>
</tr>
<tr>
<td>Laboratory Services</td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>TOTAL CONTRACTUAL</td>
<td>$10,000</td>
<td></td>
<td>$10,000</td>
</tr>
<tr>
<td>TOTAL OTHER</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)</td>
<td>$4,800</td>
<td></td>
<td>$4,800</td>
</tr>
<tr>
<td>TOTAL INDIRECT</td>
<td>$4,800</td>
<td></td>
<td>$4,800</td>
</tr>
<tr>
<td>TOTAL FUNDING</td>
<td>$105,615</td>
<td>$76,015</td>
<td>$29,600</td>
</tr>
<tr>
<td>% of total</td>
<td>72%</td>
<td>28%</td>
<td></td>
</tr>
</tbody>
</table>

**Other Leveraged Funds** (a description of other funds that are being used to support this project, not required)

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

EPA Funding amount must be included on the SF-42 in Section 18.a and on the SF-424A in: Cell 5(e) under Section A – Budget Summary; and Column (1) under Section B – Budget Categories.

Voluntary and Mandatory Cost Share funds be included on the SF-424 in Section 18.b-e and on the SF424A in: Cell 5(f) under Section A – Budget Summary; Columns (2) and (3) under Section B – Budget Categories; and Section C – Non-Federal Resources.

Total Project Cost must be included on the SF-424 in Section 18.g and on the SF-424A in: Cell 5(g) under Section A – Budget Summary; and Column (5), Row k under Section B – Budget Categories.

Other Leveraged Funds should NOT be included in the SF424 and SF424A.

Attachments
(This information does not count towards the page limit):

Cost Share Commitment Letters: If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost share. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.

Partnership Letters: Letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to EPA.

Resumes: Optional. Provide resumes or curriculum vitae for principal investigators (if any) and any other key personnel.

Additional Resources
Additional information on how to apply for and manage grants can be found at:
https://www.epa.gov/grants/how-apply-grants

APPENDIX C – How to Fund Projects and Partnerships

There are several ways CRBRP recipients may implement projects and fund project partners depending on the roles and responsibilities of each. In addition to the information provided below, also refer to the “Partnerships, Contractors and Subawards” guidance in Section IV E of the General Solicitation Provisions.

Subawards: CRBRP grant recipients (i.e. pass-through entities) may make subawards to subrecipients to carry out a portion of the CRBRP funded program or project. Subawards establish a financial assistance relationship under which the subrecipient’s employees and contractors implement programs and projects to accomplish the goals and objectives of the CRBRP grant. Note that with very few exceptions for profit firms are not eligible to receive subawards. Refer to Appendix A in EPA’s subaward policy for examples of situations in which a for profit firm may be eligible for a subaward.

If a recipient chooses to pass funds from its CRBRP grant to other entities through subawards, the recipient must comply with applicable provisions of 2 CFR Part 200, the EPA Subaward Policy, and EPA’s National Term and Condition for Subawards. Note that under 2 CFR 200.331 there are extensive requirements for subrecipient monitoring and management that apply to pass-through entities. Additionally, Federal requirements including the 2 CFR Part 200 Procurement Standards “flow down” to subrecipients. By accepting a CRBRP grant, the recipient is certifying that it either has systems in place to comply with the regulatory and EPA policy requirements specified in these provisions, or that the recipient will refrain from making subawards with EPA funding until the required systems are designed and implemented.

There is no requirement for recipients to compete subawards under CRBRP, however pass-through entities may choose to select subrecipients competitively provided this practice is consistent with applicable statutes, regulations and the terms of their CRBRP grants. Recipients may use the subaward template contained in Appendix D of the Subaward Policy to assist them in complying with the “subaward content” requirements, however EPA does not mandate the use of this template.

Additional Resources

- EPA Subaward Policy
- Appendix A: Distinctions Between Subrecipients and Contractors
- Appendix B: National Term and Condition for Subawards
- Appendix C: Model Programmatic Subaward Reporting Requirement
- Appendix D: Subaward Agreement Template
APPENDIX D - Application Submission Checklist

The application package must include all of the following materials. Use this checklist to ensure that all required materials have been included in your application package.

☐ Standard Form SF-424, Application for Federal Assistance
☐ Standard Form SF-424A, Budget Information
☐ Standard Form 424B – Non-Construction Programs
☐ EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants
☐ Key Contacts Form
☐ Project Narrative
  ☐ Cover Page
  ☐ Work Plan
    ☐ 1. Project Summary and Approach
    ☐ 2. Project Sustainability
    ☐ 3. Environmental Results – Outputs, Outcomes and Performance Measures
    ☐ 4. Programmatic Capability and Past Performance
    ☐ 5. Budget Narrative and Detail
☐ Optional Documents
  ☐ Cost Share Commitment Letters, if applicable
  ☐ Partnership Letters, if applicable
  ☐ Resumes, optional
APPENDIX E – Project Location Description and Map

Applications for this RFA must support activities in the Middle and Upper Columbia River Basin portion of the Basin.

The Middle and Upper Columbia River Basin is defined as the mainstem of the Columbia River from the Bonneville Dam to the Canadian Border and tributaries of the Columbia River in that region (see map to the right).

For reference, the Lower Columbia Estuary is defined as the mainstem of the Columbia River from the Bonneville Dam to the Pacific Ocean and tidally influenced portions of tributaries of the Columbia River in that region. There is another RFA covering this area. Please see the Columbia River Basin RFA website for more information.