

Exchange Network Grants Program FY 21 Solicitation Notice Webinar

Office of Mission Support
Office of Information Management
Information Exchange Partnership Branch

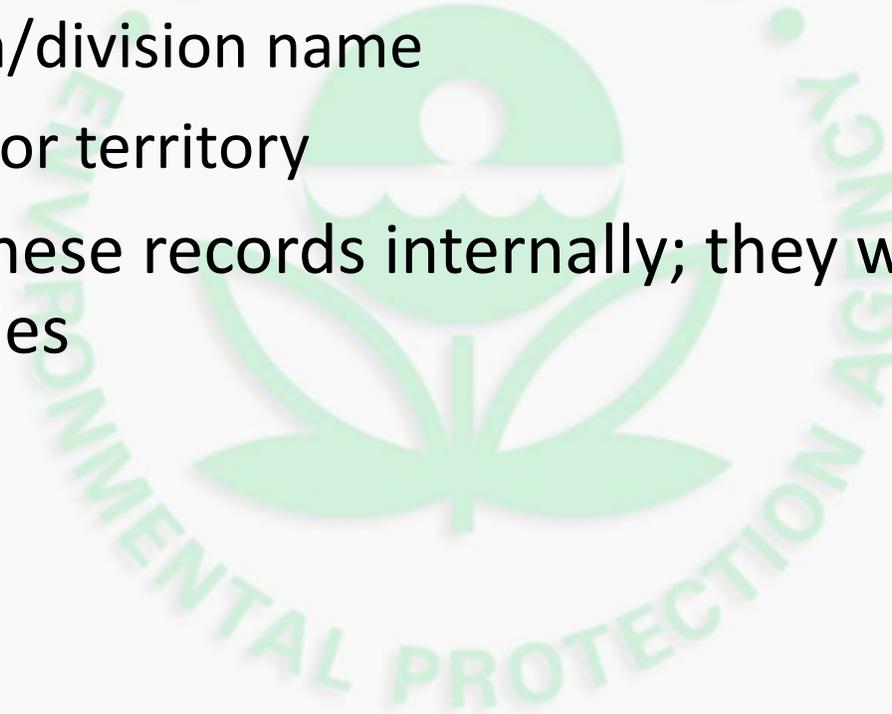
February 2021

www.epa.gov/exchangenetwork



Notes for Participants

- If you did not pre-register for this session by emailing Shela Poke-Williams, please enter the following into the TEAMS chat:
 - Your organization/division name
 - Your tribe, state, or territory
- EPA will maintain these records internally; they will not be shared with any third parties



Notes for Participants



= Muted



= Unmuted

- To maintain audio quality for all participants, **please keep yourself muted during the presentation**
 - *Note:* the webinar hosts may mute all or specific participants if background noise is present
- If you have a question about a particular slide or topic during the presentation portion, please type it into the TEAMS chat
 - These questions will be addressed in the 'Q & A' session
- During the 'Q & A' session, you may unmute yourself to ask a question or use the TEAMS chat feature
- All questions/answers will be added to our FAQs on the [EN Website](#)

Agenda

- I. Overview of the EN Grants Program
- II. Critical Elements of the Solicitation Notice
- III. Notable Changes from FY2020
- IV. Applicant Guidance and Resources
- V. Budget and Cost Overview
- VI. TOP 8: Common Applicant Mistakes to Avoid
- VII. Question and Answer (Q&A) Session



Overview of the EN Grants Program



Exchange Network (EN) Grant Purpose

- Facilitate sharing of environmental data
- Reduce burden and avoid costs
- Streamline data collection and exchanges
- Increase the quality and access to environmental data through discovery, publishing, outbound and analytical services
- Increase data and IT management capabilities to allow for full participation in the EN

EN Grant Program Funding Summary

- FY 2021 is the 20th year EPA will award competitive funding to eligible applicants
- Since 2002, the EN Grant Program has awarded 895 grants to states, tribes, and territories (approximately \$243 million)
- All 50 states and the District of Columbia, 83 tribes, and 5 territories have received EN grants
- In FY21, EPA expects to award about \$8,000,000 in 30-35 assistance agreements

Who is Eligible to Apply for EN Grants?

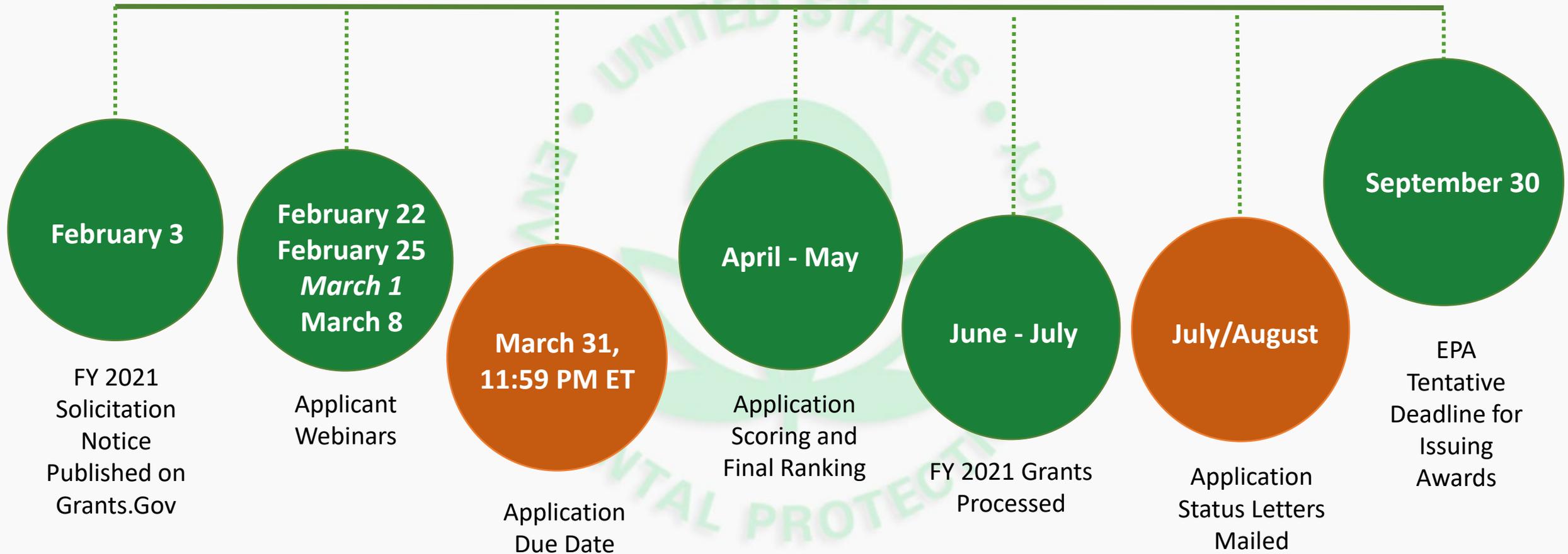
Entities Eligible for Funding (see SN Section III-A):

- States
- U.S. Territories
- Federally Recognized Tribes and Alaska Native Villages
- Inter-tribal Consortia of Federally Recognized Tribes
- Some other entities, if they are an agency or instrumentality of a state
 - Must include a letter from the appropriate state Attorney General certifying the applicant is an agency or instrumentality of the state

What are the Funding Thresholds for EN Grants?

- **Single Applicant Awards:** – may request up to \$200,000
- **Partnership Awards** – may request up to \$400,000
 - Partnership eligibility criteria (see [SN Section III-D](#)) must be met
- **Single Applicants Applying Under ‘Individual Capacity Building with Mentorship’** – may request up to \$215,000
 - Up to \$200,000 in project costs & \$15,000 in mentorship costs
 - Open to tribes and territories only
 - All opportunity requirements must be met (see [SN Appendix C, Page 70](#))

FY21 Grant Cycle*



*Tentative timeline

Critical Elements of the Solicitation Notice (SN)



SN I-B. EN Assistance Activities and Funding Areas

In FY21, there are three Exchange Network Funding Areas:

- **EN Funding Area 1:** Increased Data Access and Innovative Business Processes
- **EN Funding Area 2:** Eliminate paper submittals and expand e-reporting
- **Funding Area 3:** Augment the information management capacity of EN partners

(SN I-B) EN Funding Area 1

- Funding opportunities under EN Funding Area 1 are listed in [Appendix A](#)
- Projects in this area help agencies adopt innovative business processes, data management practices and services to support applicant workflows
- Funding opportunities include:

EN SERVICES	INNOVATIVE BUSINESS PROCESSES
Virtual Exchange Service (VES)	Continuous Water Quality Monitoring
Shared CROMERR Services (SCS)	Open Data Projects (including Geospatial Data)**
Substance Registry Services (SRS)	** <i>Expanded in FY21</i>

(SN I-B) EN Funding Area 2

- Funding opportunities under EN Funding Area 2 are listed in [Appendix B](#)
- Projects in this area are designed to eliminate paper submittals and expand e-reporting required as part of EPA programs
- Opportunities within [Appendix B](#) are created by EPA National Program Offices to help stakeholders submit and share programmatic data for fifteen EPA programs

(SN I-B) EN Funding Area 2

- Funding opportunities include:

AIR	Open Dump Data Exchange
Air Quality System (AQS)	WATER
Emission Inventory System (EIS)	eBeaches
Radon Data Exchange	Safe Drinking Water Information System (SDWIS)
Combined Air Emissions Reporting (CAER)	Water Quality Exchange (WQX)
ENFORCEMENT AND COMPLIANCE	Assessment TMDL Tracking And Implementation System (ATTAINS)
ICIS (Integrated Compliance Information System)	Drinking Water State Revolving Fund & Clean Water State Revolving Fund
(NPDES) National Pollutant Discharge Elimination System	Underground Injection Control (UIC)
WASTE	OTHER DATA EXCHANGES
Resource Conservation & Recovery Act (RCRA Info)	Facility Registry Service (FRS)

(SN I-B) EN Funding Area 3

- Funding opportunities under EN Funding Area 3 are listed in [Appendix C](#)
- Projects in this area are intended to support applicants in building the IT and data management capacity necessary to manage environmental programs and enable increased participation in the EN
- Opportunities in this area are only open to tribes and territorial applicants
- Funding opportunities include:

EN CAPACITY BUILDING	(EN CAPACITY BUILDING CONTINUED)
Individual Capacity Building	Individual Capacity Building with Mentorship**
Collaborative Capacity Building	** <i>New in FY21</i>

(SN I-B) Other Notes

- Within the 'Project Description' section of the project narrative, applicants should:
 - Specifically state which EN funding area(s) they are applying under
 - Specifically state which EN funding opportunit(ies) they are applying under (as fall under the named EN funding area(s))
- *Note:* Each funding opportunity (as listed in **SN Appendices A – C**) contains a table of suggested activities and associated costs
 - If your cost estimates exceed the provide estimates, you must provide an appropriate justification for the variation in cost
 - For any project goals not included in the cost estimates, you must provide a detailed cost rationale explaining how the costs were estimated and deemed appropriate for the work

(SN I-B) Proposing Projects Not Listed in the SN

- Applicants may propose projects that include activities other than the options listed in Appendices A, B, and C
 - These projects must conform to EN technologies, services, and specifications
 - If taking this approach, applicants should:
 - Specifically, state this in the project narrative
 - Provide all necessary project details, including specific cost rationales, in the project narrative
 - Identify the EN Funding Area(s) that will be supported

SN I-C. Environ. Results Supported by Assistance Activities

- Proposed EN grant projects must support EPA's FY 2018-21 Strategic Plan **Goal 3: Greater Certainty, Compliance, and Effectiveness, Objective 3.4: 'Streamline and Modernize'**
 - Applications may also support additional Strategic Plan goals and/or objectives
- Within the 'Project Goals, Outputs, and Outcomes' section of the project narrative, applicants should:
 - Explicitly state that the application supports Goal 3, Objective 3.4: 'Streamline and Modernize' & identify specific language which links to the proposed project outputs
 - Identify any other supported EPA strategic goals/objectives (see [page 6](#))
 - Include specific statements describing anticipated environmental results

SN III-B. Threshold Eligibility Criteria for Applications

- Applicants should read this section thoroughly (see [pages 10 – 11](#))
- Proposed projects must:
 - Lead to a completion of activities (brought into production)
 - Have a project period of 3 years
 - Not exceed the stated funding thresholds
 - Not request funds for previously funded activities or deliverables
- Applicants:
 - Must substantially comply with [Section IV](#)'s instructions and requirements
 - May not have more than four active Exchange Network assistance agreements with the Agency as of December 31, 2020

SN III-C. Funding Restrictions

- Applicants can not request EN grant funds for:
 - **Construction Costs**
 - **Operations and Maintenance**, including previous EN projects and flows
 - **Workshops and Conferences** not primarily benefitting the applicant/applicable partners or ones conducted primarily for EPA's benefit
 - **Pre-Award Costs**
 - **Management Fees**
 - **Development and deployment of physical nodes** implementing the Exchange Network protocol and specification

SN III-D. Eligibility Criteria for EN Partnership Applications

- EPA will consider an EN partnership award with a higher funding limit of \$400,000 for qualifying applicants
- *Note:* EPA will not consider partnerships formed from agencies within a single state, territorial, or tribal government as eligible
 - For example, a partnership between an environment and a health department within the same state is not an eligible partnership

SN III-F. Performance Partnership Grants (PPG)

- States, certain interstate agencies, and tribes can choose to combine two or more environmental program grants into a single PPG
 - *Note:* Local governments are not eligible for PPGs
- Territories can consolidate various environmental program grants into a single Consolidated Grant (CG)
- Applicants who wish to include awarded grant funds in a PPG/CG should:
 - Clearly state this in the cover letter and the 'Project Description' section of the project narrative
 - Include the PPG/CG number

SN V-A. Evaluation Criteria

- All applications are evaluated and scored on the following criteria:
 - **Project Outputs and Outcomes Leading to Environmental Results** (10 Points)
 - **Project Feasibility and Approach** (12 Points)
 - **Alignment with EN Funding Areas** (46 Points)
 - **Budget, Resources, and Key Personnel** (20 Points)
 - **Past Performance** (12 Points)
- Applicants who have never received an EN grant must explicitly state this in the 'Past Performance' section of the project narrative
- Ten points are now directly associated with an application's adherence to the E-Enterprise Digital Strategy (EEDS)

Notable Changes from FY2020



Notable Changes to the FY21 Solicitation Notice

- There have been many changes to the FY21 EN Solicitation Notice, including:
 - The renaming and streamlining (from 5 to 3) of the EN Funding Areas
 - An increased emphasis on the E-Enterprise Digital Strategy (EEDS)
 - Updated Evaluation Criteria (including new EEDS language)
 - New and updated EN funding opportunities, listed in [Appendices A–C](#)
 - New policy language (see [Section IV-C](#))
 - Updated Applicant Guidance in Appendices E & F
- Optional, fillable templates are available to applicants on the EN website

E-Enterprise Digital Strategy (EEDS)

- The EEDS was released in April 2020 and serves as a high-level framework for environmental enterprise
- As a living document, the EEDS will continue to evolve based on new technological developments and changing programmatic needs
- Contains three principles:
 - The 'Information Centric Approach'
 - The 'Shared Platform Approach'
 - The 'Customer Centric Approach'
- Access the EEDS full text here: <https://e-enterprisefortheenvironment.net/wp-content/uploads/2019/08/Interim-E-Enterprise-Digital-Strategy-V-2.0.pdf>

New Policy Language (see [Section IV-C](#))

- Flexibilities Available to Organizations Impacted by COVID-19
 - Applicants experiencing technical difficulties in applying because of SAM.gov registration issues or because of operational issues related to COVID-19 may request a waiver to submit applications via an alternative method
 - Contact Erika Beasley (Beasley.erika@epa.gov)
- Statutory Prohibition on Certain Telecommunications and Video Surveillance Equipment Services
 - Prohibits applicants from procuring or obtaining equipment, systems, or services produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities)

'Individual Capacity Building with Mentorship' Opportunity

- Open to tribal or territorial applicants who have never been awarded an Exchange Network (EN) grant
- Allows up to \$15,000 for mentorship support costs on top of the \$200,000 threshold for individual capacity building grants
 - Allows for a possible total of up to \$215,000
- Mentoring activities may take place by phone, over web conferencing, or in person, as needed
- All requirements of this opportunity must be met (see SN [pages 70 – 72](#))

'Individual Capacity Building with Mentorship' Requirements

- A mentor should be an EN tribe, state, or territory that:
 - has successfully completed an EN grant
 - currently reports or publishes data for one or more environmental programs using an EN node, Virtual Exchange Services (VES), or APIs
- Applicants under this funding opportunity should:
 - Clearly identify the mentor and include all relevant details in the project narrative
 - Include a mentor commitment letter in the application package
 - Follow all mentor subaward language detailed on SN [page 71](#)
- *Note:* Mentors will be required to submit semi-annual mentor reports

Individual Capacity Building with Mentorship – Mentor Duties

- Mentors cannot assist applicants in writing grant applications
- Duties of a mentor must be post-award and may include:
 - Demonstrating the mentor's implemented system
 - Fine-tuning/providing feedback on the grantee's project workplan
 - Providing technical assistance to set up data exchanges
 - Training on data entry, data analysis, and report generation
 - Giving ongoing support after installation
 - Addressing data and exchange questions
 - Providing guidance on report submittal and close-out activities
 - Offering guidance on EN participation

Applicant Guidance and Resources



E-Enterprise Community Inventory Platform (EECIP)

- Accessible at <https://www.eecip.net>
- EECIP is an online community and living project inventory for employees of federal, tribal, territorial and state environmental agencies to enter information about agency projects, technical environment and the professional interests of users
- Users can learn from and collaborate with colleagues and experts and discover, reuse or repurpose the work of others
- Site search includes projects, agencies, discussion topics and staff

Shared Services Resources Catalog (SSRC)

- Accessible at <https://sscatalog.epa.gov/sharedservicecatalog/search>
- The Shared Services Resource Catalog (SSRC) is:
 - Part of EPA's System of Registries
 - A catalog of EPA, state, tribal and territory services
 - A registry of XML schema, widgets, plug-ins, web services and many other resources all of which can be reused by others
- Users can search for existing data and IT assets, grouped by similar resource types, through the searchable interface
- SSRC does not require registration or a password

Previous EN Projects – EN Website

- Accessible at: <https://www.epa.gov/exchangenetwork/previous-exchange-network-grant-projects>
- This link provides records of all prior EN grant awards, listed by fiscal year
- Where available, these records also include links to reusable components registered in SSRC during grant close-outs
 - Registering the development and reuse of IT components in SSRC is a Term & Condition of all Exchange Network grants; see **Section VI-B**
- Click the hyperlink in the ‘Registered Components’ column to directly access the associated SSRC record

Optional, Fillable Templates

- In FY21, optional, fillable templates are available to applicants for:
 - the Cover Letter
 - the Project Narrative
 - the Budget Narrative Attachment Form
- Available as Word documents for ease of applicant access and editing
- The use of these templates is not required, nor do they guarantee a high application score and/or funding
 - These tools have been provided to applicants to help ensure all required information is appropriately captured in these required attachments

Optional, Fillable Templates (Continued)

- Available at: <https://www.epa.gov/exchangenetwork/exchange-network-grant-program#Resources>
- Applicants using the optional templates should feel free to expand and edit the suggested text as needed/desired
- Blue text enclosed in brackets signifies text to expand/edit
 - Change all text to black and remove brackets before submitting
 - Remove any sections of blue bracketed text that are not applicable to you
- Delete all template notes (1st page of each template doc) and all footnotes before submitting

Optional, Fillable Templates (Example)

The [State, Tribe or Territory Name] [Name of Department or Agency]'s [program] submits this application under ['insert funding opportunity name(s)']. If successful, this application will allow the [Department/Agency name or abbreviation] to [brief description of work to be accomplished]. This supports EN Funding Area(s) ['1', '2', and/or '3'] by [describe how the proposed work specifically supports one or more EN Funding Areas].

- The Narnia Department of Unicorn's Environmental Program (DUEP) submits this application under EN funding opportunities Open Data Projects (including Geospatial) and Individual Capacity Building. If successful, this application will allow the DUEP to develop an innovative drone monitoring system for Narnia's network of enchanted streams and to develop and implement a reporting system to submit this information to EPA. This supports EN Funding Areas 1 and 2 by building an innovative business process for stream monitoring and building the reporting capacity of DUEP.

Optional, Fillable Templates (Example)

The [State, Tribe or Territory Name] [Name of Department or Agency]'s [program] submits this application under ['insert funding opportunity name(s)']. If successful, this application will allow the [Department/Agency name or abbreviation] to [brief description of work to be accomplished]. This supports EN Funding Area(s) ['1', '2', and/or '3'] by [describe how the proposed work specifically supports one or more EN Funding Areas].

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Other Applicant Resources

- **Appendix E** of the Solicitation Notice contains:
 - An overview of the project narrative (see **pages 77-78**)
 - An overview of mandatory and additional application attachments (see **pages 80 – 82**)
 - Detailed instructions for submitting applications through Grants.Gov (see **pages 83 – 86**)
- **Appendix F** of the Solicitation Notice contains an optional pre-submission checklist for applicants
- The EN website contains detailed applicant FAQs (see <https://www.epa.gov/exchangenetwork/exchange-network-grant-program#Resources>)

Budget and Cost Overview



Where Do I Detail My Application Budget?

- Of the seven mandatory attachments (as listed in Appendix E), three require detailed budget information (see yellow below):
 - (1) Cover Letter
 - (2) Project Narrative Attachment Form
 - (3) Budget Narrative Attachment Form
 - (4) Application for Federal Assistance (424 Form)
 - (5) Budget Information for Non-Construction Programs (424A)
 - (6) Key Contacts Form
 - (7) Pre-Award Compliance Review Report

What is the Budget Narrative Attachment Form?

- The budget narrative details the costs reflected on the 424A form
- The budget narrative:
 - explains in a clear and concise manner which of the nine budget categories are included
 - provides estimated costs by line item or category in the budget
- *Note:* This budget narrative is required to help the grants office process the award, should the project be selected
- *Note:* this form is separate from the Project Narrative

Budget Categories

a. Personnel

b. Fringe Benefits

c. Travel

d. Equipment

e. Supplies

f. Contractual

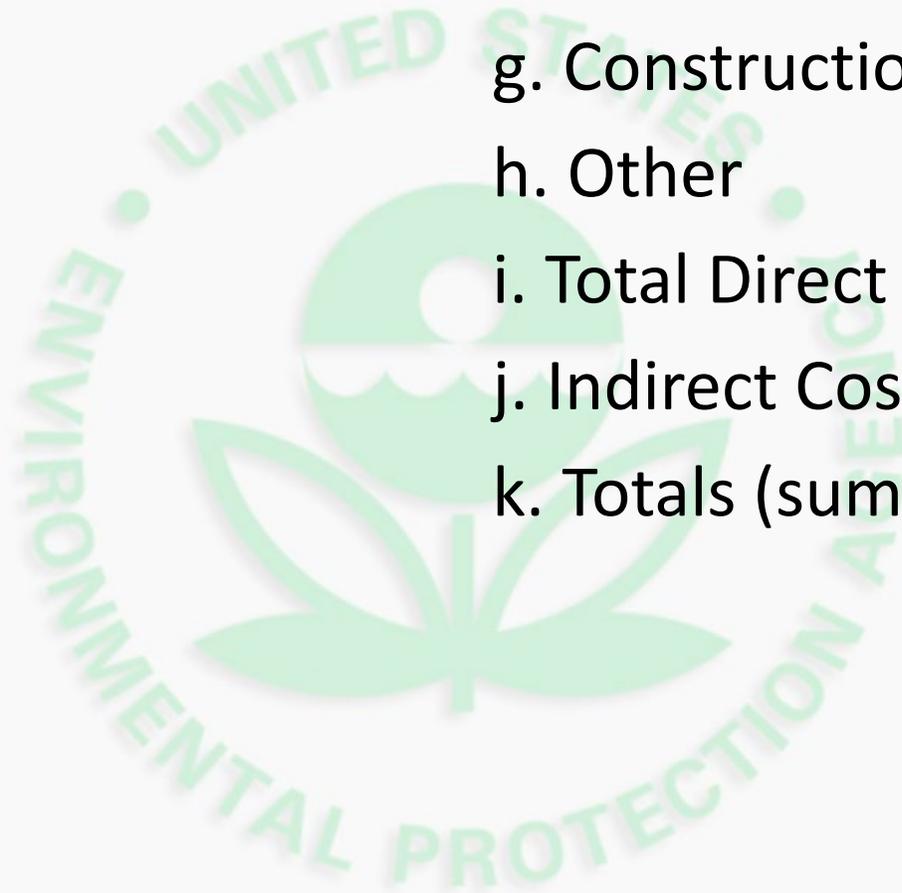
g. Construction

h. Other

i. Total Direct Costs (sum of a-h)

j. Indirect Costs

k. Totals (sum of i and j)



What is an Indirect Cost?

- Indirect costs represent the expenses of doing business that are not directly tied to a particular project function or activity
- Examples may include:
 - Overhead Expenses (for example, rent and utilities)
 - General and Administrative Expenses (for example, accounting department costs and personnel department costs)

Examples of Indirect Cost and Direct Cost

Indirect Costs	Direct Costs
<ul style="list-style-type: none">• Generic in nature and not readily identified with a particular direct project activity	<ul style="list-style-type: none">• Can be identified with a particular final cost objective associated with the program
<u>Examples:</u>	
Executive Management	Personnel
Human Resources	Fringe Benefits
Accounting	Travel
Legal	Supplies
Information Systems	Approved Equipment
Procurement	Contractual

What is an Indirect Cost Rate?

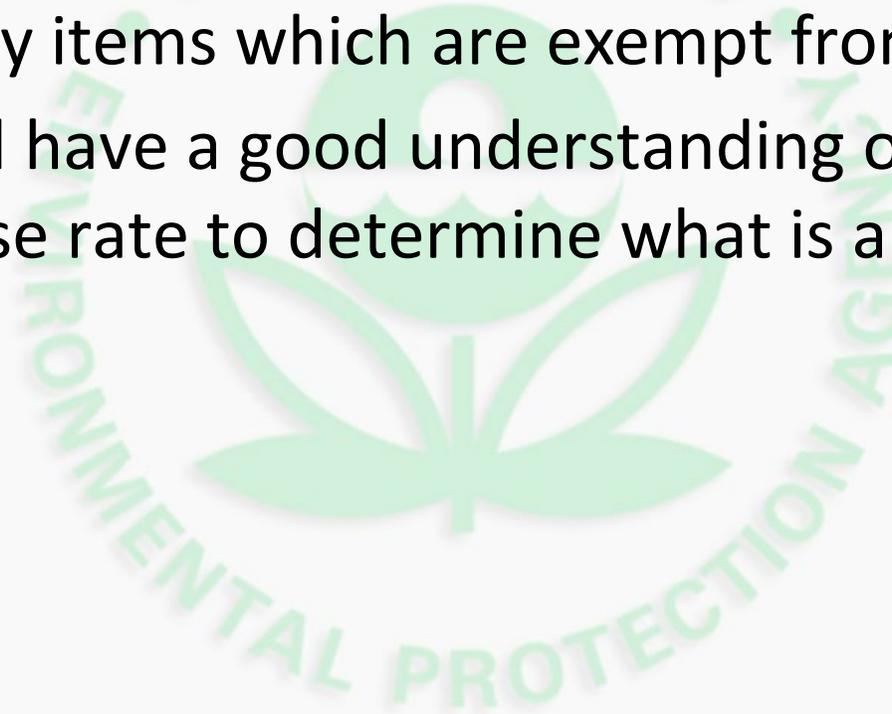
- An indirect cost rate (ICR) is a mechanism for determining what proportions of an organization's administration costs each program should bear
- Types of indirect cost rates include:
 - Provisional/Final
 - Predetermined
 - Fixed with carry forward
 - The type of indirect cost rate that is applicable to your organization will be listed on your ICR agreement
 - De minimis or 10 percent flat rate (available to all applicants)

What Documents Are Required to Charge Indirect Cost?

- If you wish to include indirect costs in your proposed budget, you must provide a copy of your current approved indirect cost rate agreement in your application package
- Your cognizant agency is responsible for negotiating your indirect cost rate and issuing the appropriate ICR Agreement
 - Cognizant agency means the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals on behalf of all Federal agencies
- Please refer to the list of cognizant agencies published on the OMB website to determine your organization's cognizant agency

Indirect Cost Calculation

- **(Base Amount) x (Indirect Cost Rate) = Total Indirect Costs**
- A Base Budget Amount is determined by adding together all direct costs (-) minus any items which are exempt from IDC costs
- Applicants should have a good understanding of their organization's base rate to determine what is allowable under their ICR agreement



Indirect Cost Rate Example

Section I: Rates

Type	Effective Period		Rate	Locations	Applicable To
	From	To			
Fixed Carryforward	07/01/19	06/30/20	19.20%*	All	1/
Fixed Carryforward	07/01/19	06/30/20	10.68%**	All	2/

1/ All Other Programs except Fire Suppression

2/ Land and Water Conservation Fund (LWCF) grants

*Base: Total direct salaries and wages, including fringe benefits. The rate applies to all programs administered by the non-federal entity. To determine the amount of indirect costs to be billed under this agreement, direct salaries and wages and related fringe benefits should be summed and multiplied by the rate. All other program costs should be eliminated from the calculation.

ICRs for Tribal Applicants:

- The following options are available specifically for tribal applicants:
 - Submitting a draft version of the applicant's ICR agreement, as submitted to DOI/BIA
 - Requesting a Regulatory Exception to continue to use an expiring/expired fixed rate with carry-forward
- *Reminder:* Tribal applicants (like all applicants) may elect to use the De Minimis Rate of 10% of modified total direct cost
 - A tribal organization may opt to use this option if their ICR agreement is expired and the new agreement will not be released before the grant period of performance start date

TOP 8: Common Applicant Mistakes to Avoid



#8

Including Penny Amounts in your Budget (Amounts < \$1)

- Do not include any monetary amounts **less than one dollar** in your application budget amounts
- \$13,369.67 → \$13,370
- Round these amounts up or down to the nearest whole dollar amount and recalculate your budget(s) (in the project narrative & on all budget forms) before submitting

#7

Incorrect Period of Performance Dates

- The Exchange Network grant period of performance is three years
 - List the **project start date** as:
October 1st, 2021
 - List the **project end date** as:
September 30, 2024
- Include realistic and generous scheduled completion dates which stretch over the entire 3-year period of performance

#6

Budgeting for Travel, But Not Including Key Details

- Applicants who are requesting funds for travel must include:
 - Bulleted list of all planned in-state and out-of-state travel
 - Number of travelers per event
 - Calculated cost per traveler
 - Mileage
 - Per diem
 - Purpose of Travel

#5

Confusion on Contracts vs. Subawards

- With subawards: the subawardees(s) would get something for themselves by carrying out their portion of the proposed work
 - All cost associated with a subaward should be capture in the “Other” category of the 424A and budget narrative
- With contracts: a contract entails the hiring of person(s) to complete a set tasks
 - These cost should be captured in the “Contractual” category

#4

Missing Critical Information in the Project Narrative's Detailed Project Plan

- Applicants should outline a detailed project plan, which includes:
 - 1) *Each project goal & its cost*
 - 2) *Output(s) per goal, total cost per output, & output scheduled completion date*
 - 3) *Outcome(s) affiliated with the goal/outputs*
- Include rationales for costs and schedule dates
- Include supported business needs
- *Note:* An optional table format is available in the optional project narrative template

Optional Project Plan Table Format

(From the
Optional, Fillable
Project Narrative
Template)

Goal ⁴	Output ⁵	Output Scheduled Completion Date	Output Budget	Outcome(s)	Business/Admin. Need(s) Addressed
Goal 1: [Name] Goal Scheduled Completion Date: [mm/dd/yyyy]	1.1 [Output Name] 1.2 [Output Name] 1.3 [Output Name]	[Enter Date]	1.1 \$ [Amount] 1.2 \$ [Amount] 1.3 \$ [Amount]	[Enter outcome(s) from this goal/the outputs listed]	[List supported administrative and/or business needs]
				Total Budget for Goal One:	\$ [Amount]
				Sum of Goal Costs:	\$ [Amount]
				Sum of Other Project Costs⁶ (not included in the goal costs):	\$ [Amount]
				Total Direct Costs:	\$ [Amount]
				Total Indirect Costs:	\$ [Amount]
				Total Project Budget:	\$ [Amount]

#3

Incorrect or Out-of-Date Key Contact Names and Addresses

- Applicable to the 424 form and the Key Contacts Attachment Form
- Key contacts include:
 - Authorized Representative (AOR)
 - Payee
 - Administrative Contact (POC)
 - Project Manager
- If any changes in key personnel occur, please reach out to Erika Beasley (Beasley.erika@epa.gov) ASAP with an updated Key Contact Form

#2

Invalid or Incorrectly Calculated Indirect Cost Rates (ICRs)

- Applicant ICR rates should be valid, at a minimum, through the award period
 - *Note:* All applicants may elect to use the De Minimis Rate of 10% of modified total direct cost
- Applicants should reference their organization's base rate to ensure they are only charging to appropriate categories

#1

Mismatching Budget Amounts Across the Application

- Coordination between the project office and administrative/budget office is important
- Ensure that the budgets captured on the following forms match exactly before submitting your application:
 - *Project Narrative* (Sections 2 & 7)
 - *Budget Narrative Attachment Form*
 - *424 and 424A Forms*
- Check the indirect cost rate and calculations across your budget objects

Stay Connected

- Subscribe to [EN Alerts](#)
- Participate in EN Stakeholder conference calls
- Visit our exchange network website for the latest information!
- <http://www.epa.gov/exchangenetwork>



Contact Us

Erika Beasley

Program Manager – Exchange Network Grant Program

Office of Information Management

Information Exchange Partnership Branch

Phone: (202) 566-2530

beasley.erika@epa.gov





Questions?

Please feel free to ask questions over the phone or through the TEAMs chat

Click the microphone icon to unmute yourself



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