



# Regional Wetland Program Development Grants Training Workshop

**U.S. ENVIRONMENTAL PROTECTION AGENCY**

**REGIONS 1, 2, & 3**

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**FEBRUARY 25, 2021**

# Agenda

**February 25, 2021**

**10:00AM – 12:00PM**

**10:00 – 10:50**

- Introductions
- EPA's Wetland Program
- Wetland Program Development Grants
- Reading the Request for Applications
- Submitting to Grants.gov

**10:50 Break**

**11:00 – 11:30**

- Understanding Competitive Grants
- Application Forms, Budget, Match
- Grant Management Roles

**11:30 – 12:00**

- Questions





# EPA's Wetland Program

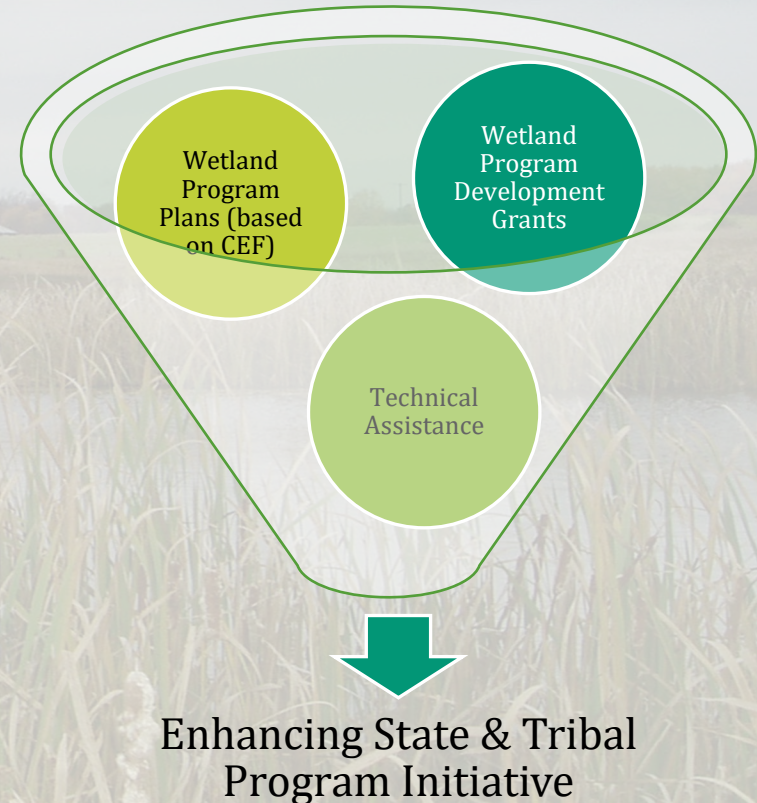
The goals of the EPA's wetland program include increasing the quantity and quality of wetlands in the U.S. by conserving and restoring wetland acreage and improving wetland condition. In pursuing these goals, the EPA seeks to **develop the capacity of all levels of government** to develop and refine effective, comprehensive programs for wetland protection and management.

# Enhancing State and Tribal Program Initiative

## CWA § 104 (b) (3)

In 2007, EPA launched the "Enhancing State and Tribal Programs" (ESTP) Initiative to:

- Increase dialogue between EPA and states, territories, and tribal nations on wetland program development
- Provide a clear articulation of program building goals and activities defined within the Core Elements Framework (CEF)
- **Align the Wetland Program Development Grants with program development activities in the CEF**
- Provide targeted technical assistance for states, territories, and tribal nations



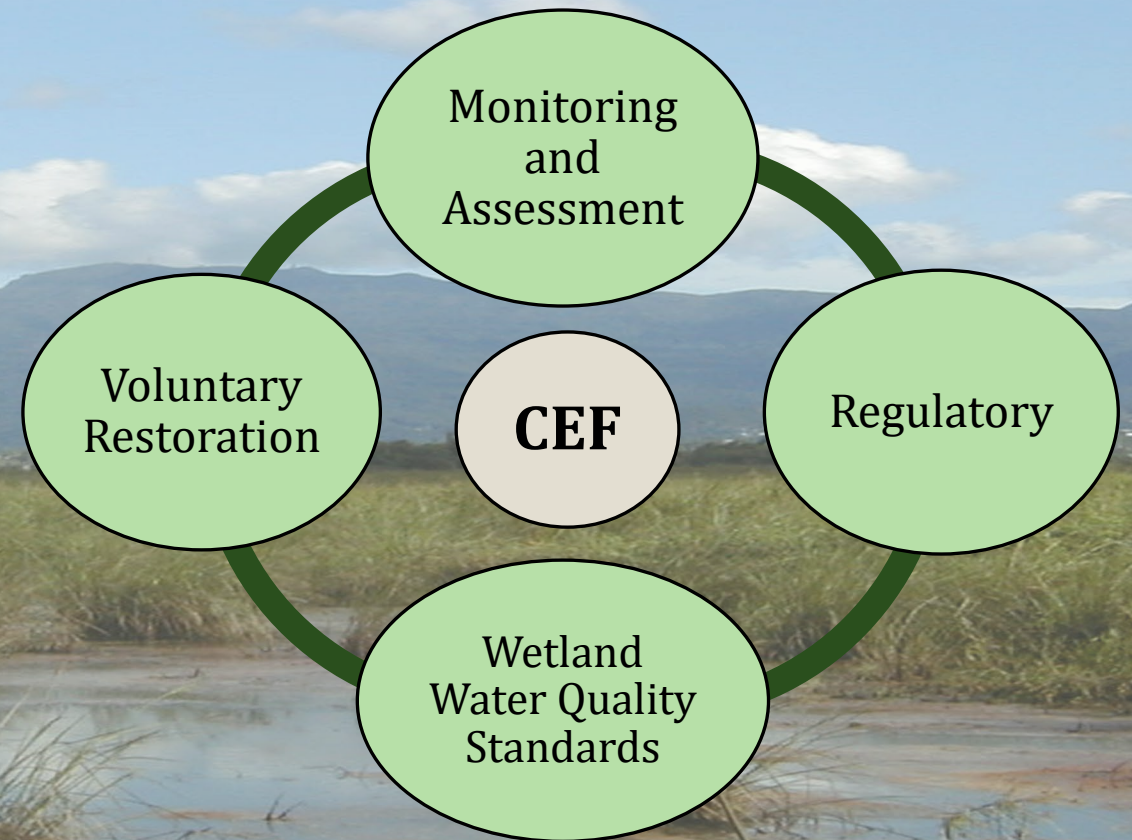


# ESTP Initiative: Key Components

- Core Element Framework (CEF)
- Wetland Program Plans (WPP)
- Technical Assistance
- Wetland Program Development Grants (WPDG)

# The Core Elements Framework (CEF)

- A foundation of the Enhancing State and Tribal Programs Initiative
- Provides a clarification and prioritization of activities
- Describes core program elements & provides a list of potential program building activities



ESTP Key Component: Provide a clear articulation of program building goals and activities defined within the CEF

# Wetland Program Plans

- 3-5 year plans developed by a State, Territory, or Tribal Nation
- A way to strategically plan and explain actions towards developing a wetland program
- Consistent with Core Elements Framework, but do not need to cover all 4 Core Elements
- Helps EPA prioritize and deliver technical/financial assistance



ESTP Key Component: Facilitate development of state, territory, and tribal wetland program plans.



# Wetland Program Development Grants CWA § 104 (b) (3)

*WPDGs provide a unique opportunity to develop and refine comprehensive state/territory/tribal/local government wetland programs.*



- Develop the capacity of state/territory/tribal/local governments to increase the quantity and quality of wetlands in the U.S. by conserving and restoring wetland acreage and improving wetland condition; and
- Use one or more of the “Core Elements” to achieve this goal.



ESTP Key Component: Align wetland program development grants with development actions and activities in the Core Elements Framework



# Wetland Program Development Grants

## The Basics

- Bi-annual regional competition – Spring 2021, 2023, every odd year
- Eligibility – states, territories, tribal nations, local governments, intertribal consortia, interstate agencies, and state universities
- \$1.4 to \$2.4 million (varies by size of region)
- Project funding amounts \$70k - \$800k
- 25% match requirement
- Typical project length is 2-3 years.



**\*\*Non-governmental organizations, non-profits, private consulting firms, private universities, are not eligible to apply for funding**



# Project Eligibility

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- Only program development or refinement activities are eligible. This includes demonstration projects but does not include implementation. Examples:

Mapping and Monitoring

Identification and prioritization of management areas

Wetland Program Plan development/refinement

Development of training/outreach materials

- Implementation projects, or projects designed to carry out a task rather than transfer knowledge, are **not eligible** under this program, such as:

Wetland creation/construction

Tasks required by a pending permit (CWA 404, 402, 401)

Purchasing vehicles, land or conservation easements

Restoration projects that do not qualify as demonstration



# Wetland Program Plans & WPDG

*EPA Regions 1, 2, and 3 distinguish submission of applications for consideration in either a Track 1 or Track 2 category.*

Track One	Track Two
<ul style="list-style-type: none"><li>▪ Applicants: States, Territories, Tribal Nations</li><li>▪ <u>Developing, updating, or refining a <b>Wetland Program Plan (WPP)</b></u> and carrying out actions that develop or refine a wetland program described in the CEF</li><li>▪ Carry out eligible actions from an existing <b>Wetland Program Plan</b></li></ul>	<ul style="list-style-type: none"><li>▪ Applicants: States, Territories, Tribal Nations, <b>PLUS</b> local governments, interstate agencies, intertribal consortia, state universities</li><li>▪ Carry out actions/activities from the Core Element Framework</li><li>▪ Applicants can reference one or more grant eligible action(s) from an EPA-approved State or Tribal <b>Wetland Program Plan</b></li></ul>



# The Request for Applications (RFA)

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information

**Federal Agency Name:** US Environmental Protection Agency, Region 2

**Funding Opportunity Title:** FY19 and FY20 Region 2 Wetland Program Development Grants

**Announcement Type:** Request for Applications (RFA)

**Catalog of Federal Domestic Assistance (CFDA) Number:** 66.461

**Funding Opportunity Number:** EPA-REG2-WPDG-19-20

**Dates:**

**Application submission**

All applications must be submitted electronically through Grants.gov as explained further in Section IV. Applications must be submitted by **June 14, 2019 at 11:59 P.M. EDT**. Late applications will not be considered for funding.



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# Selection Criteria

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*The RFA includes these criteria that will be used to evaluate and score applications by assigning a maximum of 100 points across the following criteria categories:*

- **Project Need**
- **Regional Priority**
- **Project Tasks**
- **Milestones**
- **Budget**
- **Transfer of Results**
- **Environmental Results**
- **Programmatic Capability/Technical**
- **Experience/Qualifications**
- **Partnerships**
- **Past Performance**

# Criteria: Project Need (15 points)

*Describe the need for the project as it pertains to developing or refining a wetland program. The description should include:*

- The threats affecting your aquatic resources
- The need for the actions that are proposed
- How outputs and outcomes will lead to an increase in the quality and quantity of wetlands
- Specific aspects of your geographic area, adverse issues your aquatic resources face and how this issue will be addressed





# Criteria: Regional Priority (5-10 points)

*Describe how your project will address the Regional Priority, and how it is consistent with (and complements) the core element(s) listed in the Core Elements Framework.*

## ■ **Examples of Regional Priorities:**

- Climate Change, including sea level rise, increased flooding, etc.
- Environmental justice
- Regional specific aquatic resources: mangroves, eelgrass, streams, vernal pools, etc.
- Development of Regional assessment tools for aquatic resources



# Criteria: Project Tasks (15 points)

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*Describe the projects tasks or components and the anticipated products/outputs associated with each task.*

- Define the steps you will take to meet your project outputs outcomes
- Include a description of the roles and responsibilities of your organization and other potential partners
- If development of a methodology is part of the proposed project, then describe the planned development steps need to develop and use the method



# Criteria: Milestones (10 points)

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- Provide a milestone schedule that covers each year of the entire project/budget period
- Include a breakout of the project tasks into phases with associated tasks and products/outputs; add interim milestones if possible
- Include the anticipated dates for the start and completion of each task
- Consider an approach to ensure that your awarded funds will be expended in a timely and efficient manner.



# Milestone Schedule Example

Tasks	Products/Milestones	Start	End
<b>1. Determine baseline conditions and identify appropriate restoration and management approaches</b>			
A) Identify priority sites and associated stressors	<ul style="list-style-type: none"> <li>Define criteria for identifying priority sites</li> <li>Using identified criteria, complete desktop analysis to locate priority sites</li> </ul>	January 1 2022	April 30 2022
Interim Goal:	<ul style="list-style-type: none"> <li>Define criteria for identifying priority sites</li> </ul>	January 1	February 28
B) Determine condition and identify management needs	<ul style="list-style-type: none"> <li>Using <b>*insert methodology*</b>, determine baseline condition of wetlands</li> <li>Complete field data collection and analysis</li> <li>Final Report – identification of stressors and management actions</li> </ul>	May 1 2022	September 30 2022

# Criteria: Budget (5 points)

*A detailed budget that includes the estimated funding amounts for each project task is needed. EPA provides an example detailed budget in the RFA.*

- Describe proposed cost for each of the budget categories found in Form SF 424A
- Explain contribution of required cost share/match
- Provide a narrative description of the budget, including other costs and contracts
- Describe itemized costs in sufficient detail



# Criteria: Transfer of Results (10 points)

*Describe your plans for how to actively transfer your project results, lessons learned, and/or methods used to other states, territories, tribal nations, or local governments and agencies within and beyond your own organization*



- Presentations of results at forums, via webinar, or providing other outreach at relevant scientific conferences
- Submitting map data to the U.S. Fish and Wildlife Service for incorporation within the publicly available Wetlands Mapper; <https://www.fws.gov/wetlands/data/mapper.html>.
- Sharing and promoting results on a website
- Hosting field visits and site tours to partners and the public



# Criteria: Environmental Results & Tracking (15 points)

*Describe how the objective of the project (outcomes) and products (outputs) contribute to meet the EPA's most current Strategic Plan. Description should include a plan for tracking progress toward achieving the expected outputs and outcomes.*

➤ **Outputs (products/deliverables)**

Final Reports &  
Publications

Maps and GIS files

Resource  
Assessment Tools

➤ **Outcomes (objectives/environmental improvements)**

Increase in Public  
Awareness

Improved  
Regulatory  
Protections

Streamlined  
Permitting



# EPA FY 2018 – 2022 Strategic Plan

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## ***Goal 1 Core Mission:***

*Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety.*

## ***Objective 1.2 Provide for Clean and Safe Water –***

*Ensure waters are clean through improved water infrastructure and, in partnership with states and tribes, sustainably manage programs to support drinking water, aquatic ecosystems, and recreational, economic, and subsistence activities*



# Criteria: Programmatic Capability/Technical Qualification (7 points)

*Describe your organization's resources, or the ability to obtain them (through hiring, contracting, and/or other) to successfully achieve the goals of the project.*

- **Organizational Experience:**

- Provide a brief description of your organizational experience related to the proposed project, and your infrastructure, readiness and ability to implement the proposed project in a successful and timely manner

- **Staff experience/qualifications:**

- Provide a list of key staff, briefly describing their expertise/qualifications and knowledge relevant to the proposed project



# Criteria: Partnerships (10 points)

*Describe the agencies/organizations who will partner with you as appropriate and necessary to successfully conduct the project, to help accomplish outputs/products and to achieve the objectives/outcomes*

- Provide a clear description of the roles and responsibilities of specific partners in the project's components/tasks;
- If you are in the process of engaging a partner, you should describe how your plans to engage that partner and establish a working relationship to successfully complete the project.



# Criteria: Past Performance (8 points)

*Submit a list of federally and/or non-federally funded assistance agreements similar in size, scope and relevance to the proposed project that you performed within the last three years\*\**



- Describe whether, and how, you were able to successfully complete and manage those agreements.
- Describe your history of meeting the reporting requirements
- Describe the extent and quality to which you adequately and timely reported on progress towards achieving the expected outputs and outcomes

**\*\* If you do not have any past grants or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (4 pts).**

# Deciding to Apply?

Ask yourself these questions:

*Have I read the RFA completely and carefully? Do I understand it?*

*Is my organization eligible to apply, based on the eligibility criteria described in the RFA?*

*Does my organization have the technical expertise, personnel, and financial capacity to successfully implement the project goals and expectations?*

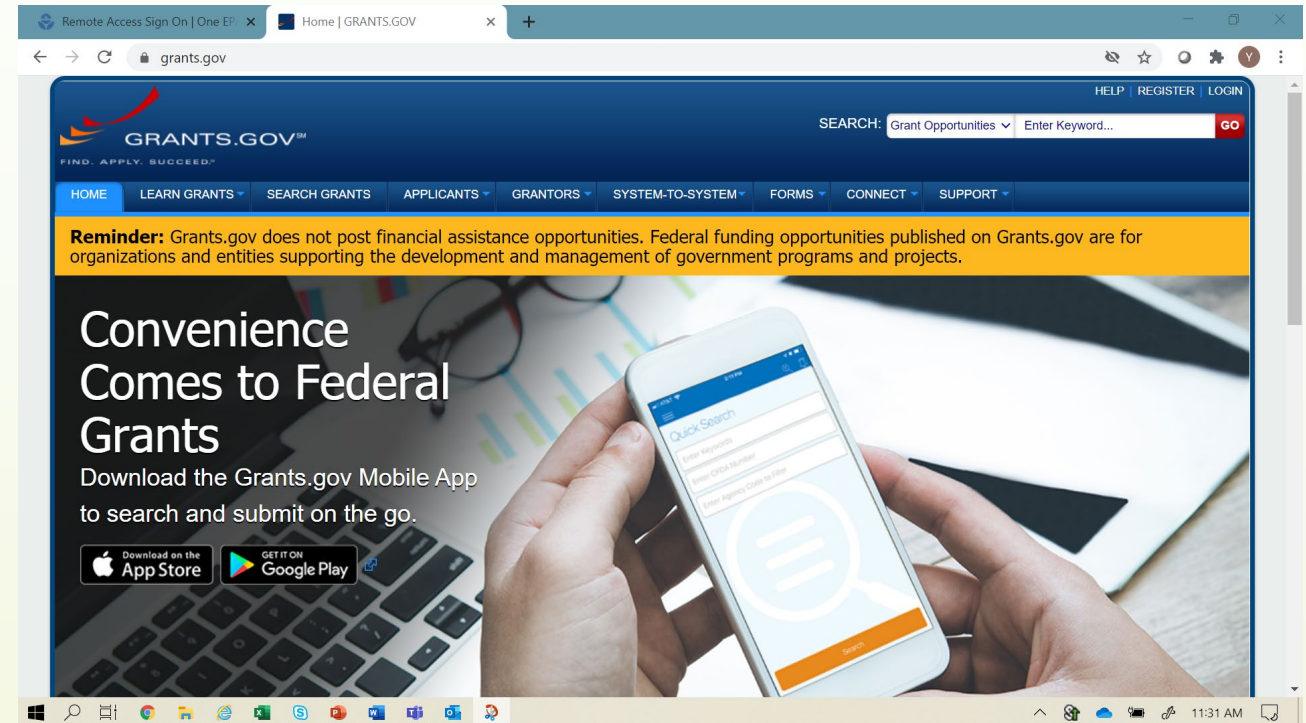
*Is my organization prepared to do what it takes to successfully implement the project within the budget we propose?*

*Do all stakeholders and leaders in my organization support applying for this grant?*

*Does my organization's mission align with the goals presented in the RFA?*

# Submitting to Grants.gov

1. Create account on Grants.gov
2. Complete application
3. Check for errors
4. Save and submit
5. Contact EPA Regional Grants Coordinator



[Grants.gov Frequently Asked Questions](#)

## WORKSPACE OVERVIEW

### GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

### APPLICANT RESOURCES

- » **Workspace Overview**
  - » Workspace Basic
  - » Workspace Intermediate
  - » Workspace Advanced
  - » Workspace Process
  - » Workspace Roles
  - » Custom Roles
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

## Get Started on Your Workspace Application

Workspace is the standard way for organizations or individuals to apply for federal grants in Grants.gov. Workspace allows a grant team to simultaneously access and edit different forms within an application. Plus, the forms can be filled out online or offline — your choice.

Grants.gov Workspace also allows applicants and organizations to tailor their application workflow. Here are three approaches that applicants can take when completing a Workspace application:

### Basic

+ Best for organizations with 1-2 registered Grants.gov users

+ Application forms are downloaded and emailed to collaborators before being uploaded back to the

### Intermediate

+ Best for organizations with 3-5 registered Grants.gov users

+ Applicant teams are typically comprised of an AOR who submits, as well as a Workspace Owner who

### Advanced

+ Best for organizations with external Grants.gov users, such as consultants

+ Workspace Owner manages form access

+ Workspace Owner adds

# Create Account on Grants.gov

- You must have a registered account to use Grants.gov. Allow up to 1 month for account creation. Must have DUNS # and SAM.gov registration.
- Look at the submission requirements (build in time for the submission, not just the application) of Grants.gov.
- Make sure that your designated person with a Grants.gov account will be available to submit the application on time (Authorized Organization Representative)



## Registering with Grants.gov

One account to manage all your profiles, applications, and subscriptions.

### Applicants

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

# Complete Your Application

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- Include all required forms, assurances, and certifications. When complete, save the application to your computer.
- Be sure that application elements (project narrative, required forms, etc.) are in the order specified in the RFA.
- Review the content and be sure you have addressed all the criteria that will be used to score your application.





# Check for Errors

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- Be sure to click the **Check for Errors** button
- Check your proposal for spelling, correct calculations, adherence to page limitations and font and file-type requirements.
- Have another staff member, ideally more than one, review the entire application package for errors



# Save and Submit

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- Save and Submit only after you have double-checked your application for accuracy, completeness, and compliance with the page limit.
- Your submission is final once you hit send in Grants.gov. You must resubmit your entire application if needed to correct omissions or mistakes.
- Make every effort to submit your application at least 48–72 hours before the application deadline.



# Confirm Submission



- Watch your email for submission confirmation and application tracking information
- Email your EPA Regional Grants Coordinator after you finalize submission of your application

## Region 1

**Donna Smith-Williams**

smith.donna@epa.gov

## Region 2

**Jaclyn Woollard**

woollard.jaclyn@epa.gov

## Region 3

**Danielle Algazi**

algazi.danielle@epa.gov

# Tips for a Strong Application

Describe the knowledge, staffing, and fiscal capacity that your organization has in order to carry out the proposed project and meet the goals of the grant program;

Include a budget using a realistic plan that aligns to the proposed goals and objectives. Include a narrative that justifies the costs;

Be concise and precise in describing your proposed grant activities; adhere to page limit in the RFA

Clearly showing how you plan to achieve the purpose of the grant program and, if possible, supporting info/data;

Include the need for the activity that the grant will support as well as your organization's track record in fulfilling such needs;



# Break

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A wide-angle photograph of a marshy landscape. The foreground is dominated by a shallow, reflective pool of water. The middle ground is a vast, flat expanse of marshland with various green and brown plants. In the background, a dense line of evergreen trees stretches across the horizon under a cloudy sky.

We will begin again at 11:00AM

**If you haven't already done so, please type your name and organization/affiliation into the chat box.**

**Thank you.**



# Understanding EPA Competition Requirements and Review





# Understanding Competition

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- Fair and open
- Full application
- Most are open for 45 day
- Published in Grants.gov
- Submitted through Grants.gov
- Emails, newsletters, and EPA's National website, etc.
- Criteria and points are carefully vetted and approved through EPA's Competition Advocate and the Office of General Counsel.
- Contact person available for questions
- Q and A available on EPA National Website <https://www.epa.gov/wetlands/frequently-asked-questions-about-wetland-program-development-grants>



# Review Panel

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- Minimum of 3 reviewers for each proposal but no more than 5
- Staff from water programs from any federal agency -but usually EPA
- Sign Conflict of Interest Form
- Do not share scores or applications with anyone
- Score each application based on the criteria identified
- Reviewers discuss scores together and with Panel Chair and discuss wide discrepancies
- Evaluate based on what is provided and links in the Application
- Request information from project officers regarding past performance



# Making Decision

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- Application funding requests greater than availability- depending on the Region, in can be 2 to 3xs more
- Decisions made between 3-6 months
- You may also be offered less funding then originally requested.
- Final Decisions are made at the Division Director level.
- Other considerations:
  - Geographic distribution of funds,
  - Diversity of projects, Availability of funds,
  - The distribution of awards between Track 1 and Track 2,
  - The similarity of a project to other projects already being funded by EPA.





# Recap Common Mistakes

Not Concise- stick to the points of the project

Not providing a substantive Purpose and Need

Link to the EPA strategic plan

Role and responsibility of partners not clear

Outreach does not include proactive activities

Missing information

Past experience Blank

Missing deadlines

Exceeding the page limit (over 20 pg. Will not be reviewed)

Recycling an older grant proposal w/o bothering to update it

Missing Forms- FULL APPLICATION

Budget not clear

Forgetting to address the required 25% match (either in the budget or the narrative).

Including ineligible costs (paying for construction, purchase of vehicles, etc).

Milestones without dates

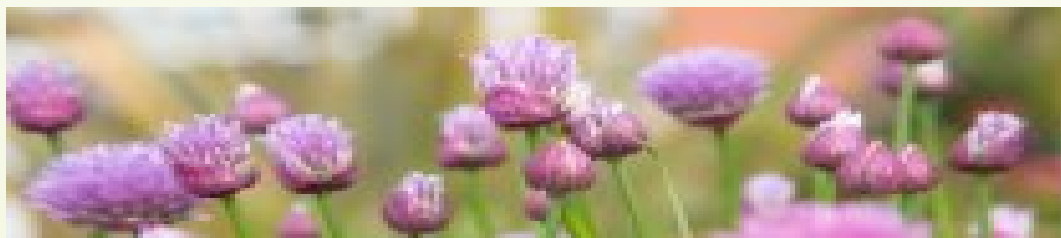
Milestones which do not include progress report submissions



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# Applications, Budget and Management

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# Required Federal Application Forms

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SF424 (information on who, what, where, when, how)

SF424A (budget worksheet )

4700-4 (Pre-award Compliance Review Report, validates civil rights compliance

5700-54 (Key Contacts)

**6600-06** (Certification Regarding Lobbying, required for budgets > \$100k)

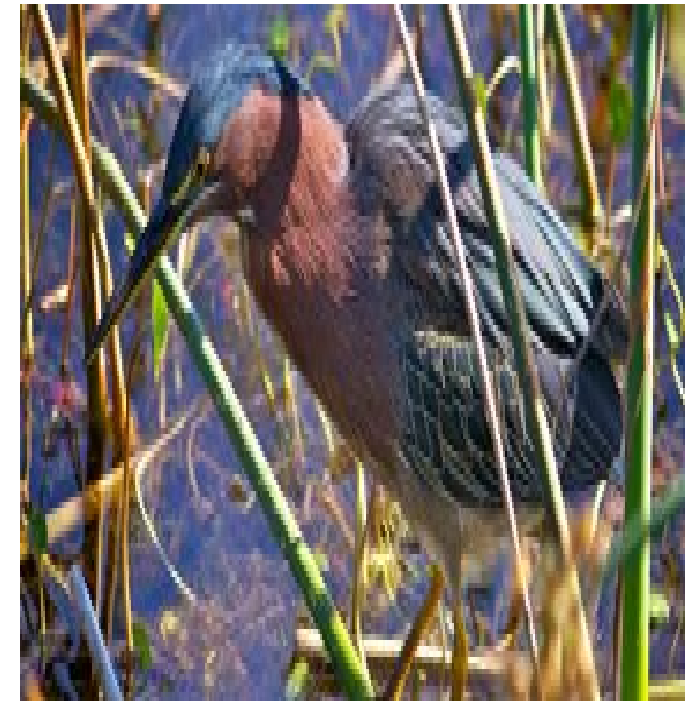
If applicable - LLL (Disclosure of Lobbying Activities)

SF424B (Assurances) NOT submitted in Grants.gov but in SAM

<https://www.grants.gov/web/grants/applicants/apply-for-grants.html>

EPA Grant Applicant/Recipient

Checklist: [https://19january2017snapshot.epa.gov/sites/production/files/2015-03/documents/epa\\_grant\\_recipient\\_checklist\\_2015.pdf](https://19january2017snapshot.epa.gov/sites/production/files/2015-03/documents/epa_grant_recipient_checklist_2015.pdf)





# SF424

- Must be signed and dated
- Include Match and Federal funding request
- Include title of project- use something descriptive
- zip codes in geographic locations (block 14)
- Block 19 starts a 60-day time period

18. Estimated Funding (\$):	
* a. Federal	451,470.00
* b. Applicant	150,802.00
* c. State	0.00
* d. Local	0.00
* e. Other	0.00
* f. Program Income	0.00
* g. TOTAL	602,272.00

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?

a. This application was made available to the State under the Executive Order 12372 Process for review on 05/11/2018 .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

14. Areas Affected by Project (Cities, Counties, States, etc.):

# 424a- Object Class Categories

Personnel

Fringe Benefits

Travel

Equipment

Supplies

Contractual

Construction

Other

If utilized, Indirect Costs,  
Program Income

U.S. ENVIRONMENTAL PROTECTION AGENCY



## SECTION B - BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) WDFG Federal	(2) WDFG State Match	(3)	(4)	
a. Personnel	\$ 267,000.00	\$ 89,400.00	\$	\$	\$
b. Fringe Benefits	47,366.00	28,864.00			
c. Travel	25,628.00	0.00			
d. Equipment	6,200.00	0.00			
e. Supplies	5,550.00	0.00			
f. Contractual	60,000.00	0.00			
g. Construction	0.00	0.00			
h. Other	875.00	0.00			
i. Total Direct Charges (sum of 6a-6h)	412,619.00	118,264.00			\$
j. Indirect Charges	38,851.00	32,538.00			\$
k. TOTALS (sum of 6i and 6j)	\$ 451,470.00	\$ 150,802.00	\$	\$	\$
Program Income	\$	\$	\$	\$	\$

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Standard Form 424A  
Prescribed by OMB (Circular A - 11)



# Personnel and Fringe

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- Personnel - direct costs for salaries of direct employees of grants
- Fringe – include detailed explanation. Fringe can be the cost of leave, employee insurance, pensions and unemployment, cell phone allowances, holiday bonuses, and similar benefits.

## OTHER:

- Compensation for program participants (e.g. stipends or other allowances) such as interns **who are not employees of the recipient organization** are participant support costs, classified as “Other”.
- Costs for employees of subrecipients/subawardees include in the “Other” budget category in the line item for subawards.



# Travel

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- For employees of grant only
  - reasons for travel,
  - # employees traveling,
  - destinations
  - estimated transportation costs, rental vehicles
  - Lodging
  - per diem (subsistence), internet access, phone calls and similar expenses allowed under the recipients travel policies
- Per diem = Local Meals + Local Incidental (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
- Mileage - <https://www.gsa.gov/travel/plan-book/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement-rates>
- OTHER- Travel for non-employees and conference registration fees are Participant Support Cost



# Supplies

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- Supplies are tangible personal property other than equipment with a per item acquisition cost of less than \$5,000
- The budget narrative should briefly explain supplies
- Within/under the object class category “Supplies” it is helpful to organize costs by type, such as “Office” or “Field,” and include estimated costs
  
- More info can be find in 2 CFR Section 200.94  
<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-94>
  
- OTHER- Leasing and renting services are categorized as “Other”





# Equipment

- Tangible, non-expendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit
- Budget narratives need to address equipment, include explanations for purchase, and why short-term renting is not a viable option
- Procurement procedure should be included
- Equipment in the budget will need a condition in the grant for deposition

For more information on Equipment see 2 CFR section 200.33

<https://www.govinfo.gov/app/details/CFR-2014-title2-vol1/CFR-2014-title2-vol1-sec200-33>



# Contracts

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- Contractual are services (including consultants) established by a procurement contract
- Contracts are with a PRIVATE for profit firm/company
- Contracts may cover services such as long-term printing, water quality analysis by a laboratory, hosting a conference, or acquiring property (including intellectual property/software licenses)
- Contracts are not with other non profit or state organizations
- Other- Rentals/leases and occasional copying are placed in “Other”



# Other- Everything else!

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- Telephone and internet services and utilities
- Conference registration fees
- Occasional services - document copying or legal services
- Rental/lease of equipment, office space, or conference facilities
- Participant support costs (for example, travel costs for non-employees such as interns)
- Subawards- to agencies, universities via MOUs and other types of agreements

Subawards (subaward vs contract: [https://www.epa.gov/sites/production/files/2016-02/documents/gmc\\_subaward\\_policy\\_appendix\\_a\\_subrecipient\\_v\\_contractor\\_distinction\\_0.pdf](https://www.epa.gov/sites/production/files/2016-02/documents/gmc_subaward_policy_appendix_a_subrecipient_v_contractor_distinction_0.pdf))

# Developing the Budget

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- Narrative of the budgets must be included in the Application Work Plan
- Budget must reflect the scope of work and match the SF424A Object Class Categories
- Further breakout is required for detailed costs e.g. conference space rentals and printer paper, travel flights, etc.
- WPDG Request 25% Match Total Project Cost= \$100/4 Match is \$25
- Cost must be reasonable and necessary to do the work
- Volunteer services can count as match if the service is an integral and necessary part of an approved project and are categorized as “Other.”



# EPA Guidance, Policy, and Regulations

EPA Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance (**Appendix has sample budgets**) issued May 2019  
<https://www.epa.gov/sites/production/files/2019-05/documents/applicant-budget-development-guidance.pdf>

RAIN (Recipient/Applicant Information Notice) policies for grantees: <https://www.epa.gov/grants/>

General Administrative T&C  
<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-november-12-2020-or-later>

Catalog of Federal Domestic Assistance (CFDA)  
<https://beta.sam.gov/>



# Grant Management Roles

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- Grants Specialist – Administrative, review administrative requirements, budgets
- Project Officer – work plan, programs and project, develops funding recommendation and commitment notices





# It's all about the aquatic resources

- **The project narrative is one of the most important parts of your grant application!**
- **Tell your story, how does this project build your program and improve resources?**
- **Consider having a few people review your final draft!**

## **Region 1**

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## **Region 3**

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# QUESTIONS

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PLEASE TYPE QUESTIONS INTO THE CHAT BOX OR USE THE  
“RAISE HAND” TOOL AT THE TOP OF YOUR SCREEN

PLEASE STATE YOUR NAME AND ORGANIZATION/AFFILIATION