

Tribal Support for E-Enterprise for the Environment 2024-2029

Request for Applications Informational Webinar

September 20, 2023

Funding Opportunity Number: EPA-OCFO-OEE-23-02

RFA questions: Please submit to snyder.jessica@epa.gov.

EPA will develop a QA related to this RFA on our [web page](#).

We will **not** be answering questions during this webinar.

Agenda

- Welcome
- E-Enterprise Background
- RFA Overview
- Important Dates
- What's Next

Background on E-Enterprise for the Environment (RFA, page 3)

This cooperative agreement will enhance tribal participation in the E-Enterprise collaborative partnership through which EPA, states, and tribes work together to improve the way we protect the environment and human health. E-Enterprise relies on three key principles to improve environmental program implementation:

1. Early and meaningful dialogue with partners who make decisions together,
2. Streamline and simplify processes, and
3. Sharing of technology, where it makes sense, to optimize effectiveness.

E-Enterprise is governed by up to three groups: the E-Enterprise Leadership Council (EELC), the Management Board (MB), and the Interoperability and Operations Team (IOT). The roles and charge are outlined in the [2016 E-Enterprise Charter](#).

- ✓ View the [E-Enterprise Presentation via Prezi](#)
- ✓ Watch the [E-Enterprise 101 Webinar](#)
- ✓ Visit the E-Enterprise website: <https://e-enterprisefortheenvironment.net/>

Program Goals and Objectives (RFA, pages 4-5)

Section I of RFA

- The goal is to support and enhance tribal participation in E-Enterprise by providing tribes necessary research, training, and technical assistance (RTTA) as outlined in assistance listing [66.611: Environmental Policy and Innovation Grants](#).
- Scope of work is broad and may cross between many environmental program areas (commonly referred to multi-media or cross-media) including but not limited to air, climate, water, chemical safety, land clean-up and revitalization, enforcement and compliance, and environmental justice.
- Previous award went to a grantee to support technical assistance to tribes to deliver environmental results. Specific work outcomes are listed in the RFA.

Task 1: Support for and Participation in E-Enterprise Governance and Project Teams (RFA, pages 6-8)

The selected applicant will provide technical assistance and support to ensure federally recognized tribes can participate in E-Enterprise with the goal to work together through a shared governance process to streamline and modernize environmental programs.

Task 1a: Support to the Tribal EELC Representatives

Support and coordinate the implementation of the EELC meetings (for EELC meeting topics please read issue #18 of the [E-Enterprise Bulletin](#)):

- Support to 10 tribal representatives in the EELC meetings each year:
 - 2, in-person EELC meetings (3 days), including travel costs to/from the meetings
 - 2-4, 90-min teleconference calls
 - Tribal Caucus calls, as needed
- Support Tribal Co-Chair in 6-10, 30-min, teleconference calls with EPA Deputy Administrator and State Co-Chair to strategize, set meeting agendas, or discuss other significant matters.
- Attend 1 weekly, 60- min teleconference call with staff from EPA and the Environmental Council of States.

*Applicants may include their own costs to attend the above meetings in person.

Task 1b: Support Tribal Management Board and IOT

Support and coordinate for up to 4 tribal participants in the implementation of the Management Board and IOT (or equivalent) meetings:

- Support 2, in-person (3-day) Management Board/IOT meetings per year, including travel costs to/from the meetings for tribal representatives.
- Support up to 2, 60-min teleconference calls per month for Management Board and IOT tribal chairs (Governance Chairs), as needed
- Attend a weekly call with staff from EPA and the Environmental Council of States (same call as Task 1a).

*Applicants may include their own costs to attend the above meetings in person.

Task 1c: Support to E-Enterprise Project Teams

- Provide technical assistance to tribes in the implementation of strategic direction project portfolio by attending the virtual, hybrid or in-person workgroup meetings.
- Supporting tribes in the implementation of E-Enterprise projects.
- Provide support to tribal project team workgroup representatives, such as facilitating scheduling, note-taking, providing research, and conducting analysis, as well as communicating and providing outreach on project outcomes and supporting travel to in-person workgroup sessions.
- The selected applicant may choose to facilitate or lead a project team, in coordination with states and EPA, should the budget allow.

- ✓ View the [EE Project Portfolio](#)
- ✓ Watch the [EE Project Prezi](#)
- ✓ Read the [EE Strategic Direction](#)

Task 2: Training and Technical Assistance Resources for Federally recognized tribes related to E-Enterprise for the Environment (RFA, pages 8-10)

The selected applicant will provide technical assistance, outreach and communication, as well as training with the goal to increase awareness and gather further interest in E-Enterprise amongst all federally recognized tribes.

Task 2a: Technical Assistance

- Work with Regional Tribal Operations Committee to solicit tribal representatives to participate in E-Enterprise Governance and Project Teams (EELC, Management and IOT, EE project teams) to ensure tribal perspectives, expertise, experience and interest allows shared governance to work effectively for EPA, states and tribes.
- Use and provide technical assistance for tribes accessing EPA's Microsoft Sharepoint site, retrieving files as necessary.

Task 2b: Communication and Outreach

Applicants should propose an outreach plan to increase awareness and interest in EE amongst all federally recognized tribes, specifying the number of outreach activities per calendar year and describing cost-effective approaches while leveraging existing forums.

Suggested activities include:

- Assist tribes in communicating and facilitating information discussed at the EELC, MB, IOT, and project team meetings, particularly ensuring that EPA RTOCs and other EPA [Tribal Partnership Groups](#) are aware of information, views and feedback amongst tribes regarding E-Enterprise.
- Applicants may also contribute articles to publish in the quarterly [EE Bulletin](#).
- Applicants will develop and share information with partners via a weekly email report.

Task 2c: National Meeting and Training

- Support tribes in their participation of an [E-Enterprise National Meeting](#) to ensure it is responsive to tribal needs. Applicant is NOT responsible for implementing the meeting. Examples of work include:
 - Provide travel support (i.e., travel reimbursements) to tribes attending
 - Ensure agenda is responsive to tribal needs
 - Seek tribal proposals that align with the meeting theme
- Support tribal participation in other national or regional meetings/relevant conferences to support tribes in being trained on EE (i.e., Tribal Lands and Environment Forum, Data Academy) and/or in providing valuable perspectives on EE-related efforts.

*Applicants may include their own costs to attend the above meetings in person.

Linkage to EPA Strategic Plan (RFA, page 10)

- Support the FY 2022-2026 EPA Strategic Plan's Cross-Agency Strategy 4: *Strengthen Tribal, State, and Local Partnerships and Engagement, specifically Strengthening the Nation-to-Nation Relationship with Sovereign Tribal Partners and Fostering Tribal, State, and Local Partnerships.*
- In addition to supporting the Cross-Agency Strategy work, the activities funded under this award may support aspects of Goals 1-7 of the FY 2022-2026 EPA Strategic Plan given projects are cross-media in nature.
- The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:
 - What are the measurable short-term and long-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?

Measuring and Reporting Results (RFA, pages 10-11)

Task 1: Samples of Long-term outcomes and Short-Term Outputs

Long Term Outcome for Task 1: Strengthen Tribal Participation in E-Enterprise Governance to improve collaboration in modernization and streamlining efforts.

- Coordination for 10 tribes to attend the 2 in-person/hybrid EELC meetings each year, including meeting preparation, travel assistance, and facilitation.
 1. Coordination for 10 tribes to attend up to 4 teleconference EELC meetings each year, including meeting preparation, travel assistance, and facilitation.
 2. Coordination for up to 4 tribes to attend the 2 in-person/hybrid MB/IOT or project team meetings each year, including meeting preparation, travel assistance, and facilitation.
 3. Support the implementation of one Tribal Related E-Enterprise Project.
 4. Attend 4 weekly staff calls per month.

Measuring and Reporting Results (RFA, pages 11-12)

Task 2: Samples of Long-term outcomes and Short-Term Outputs

Long Term Outcome for Task 2: Strengthen and increase E-Enterprise related training and support for federally recognized tribes to engage in E-Enterprise efforts.

- Participate in planning for the E-Enterprise National Meeting (every 2 years)
- Attend 4 tribal related meetings each year (RTOC, Tribal Conferences, etc) each year to share information and train tribes on E-Enterprise topics/ projects.
- Provide Sharepoint assistance, if needed, in coordination with EPA.

Long Term Outcome for Task 2: Increase communication and outreach so federally recognized tribes can improve participation in and knowledge of E-Enterprise

- Develop a tribal website or shared site (Sharepoint, Google drive) for information relevant to tribal co-regulators
- Development and electronic distribution of 3 E-Enterprise weekly updates per month and the quarterly Bulletin.
- Coordination with Regional Tribal Operations Committees to ensure all 10 tribal positions on the EELC are maintained and filled. Assist with onboarding new representatives in coordination with E-Enterprise Regional Coordinators.

Award Information (RFA, pages 12-13)

The total estimated amount of federal funding available under this announcement is approximately **\$1,000,000**, depending on Agency funding levels, the quality of applications received, Agency priorities, and other applicable considerations.

- This will be an cooperative agreement, meaning EPA will be involved.
- The selected applicant will support tribal representatives for **5-years** under this cooperative agreement.
- First year, EPA can award up to \$200K, EPA may exercise the option to extend and incrementally fund the cooperative agreement for up to 4 years.
- EPA anticipates making 1 award.

Eligibility Information (RFA, pages 13-15)

Assistance Listing 66.611

- Interstate
- Intrastate
- State
- Local (includes State-designated Indian Tribes, excludes institutions of higher education and hospitals)
- Public nonprofit institution/organization
- Federally Recognized Indian Tribal Governments
- U.S. Territories and possessions
- Individual/Family
- Private nonprofit institution/organization (includes institutions of higher education and hospitals).

- Cost sharing is not an eligibility requirement for applying to this solicitation and voluntary cost sharing will not be evaluated.
- Must meet threshold eligibility criteria provided (next slide).
- **Cannot** include in PPGs.

Threshold Eligibilities (RFA, page 15)

- Meet all Threshold Requirements (Section III.C for the full list of required threshold eligibility criteria).
- Not request more than \$1M over 5-years.
- Provide support to federally recognized tribes, not specific to one region.
- Address the agency's Strategic Plan goal and objective listed in Section I.C.
- Eligible organizations may NOT submit more than one application under this competition. Applications that address more than one will be contacted to determine which application to evaluate. The remaining application(s) will be deemed ineligible.

Submission and Application (RFA, pages 15-23)

Section IV of RFA

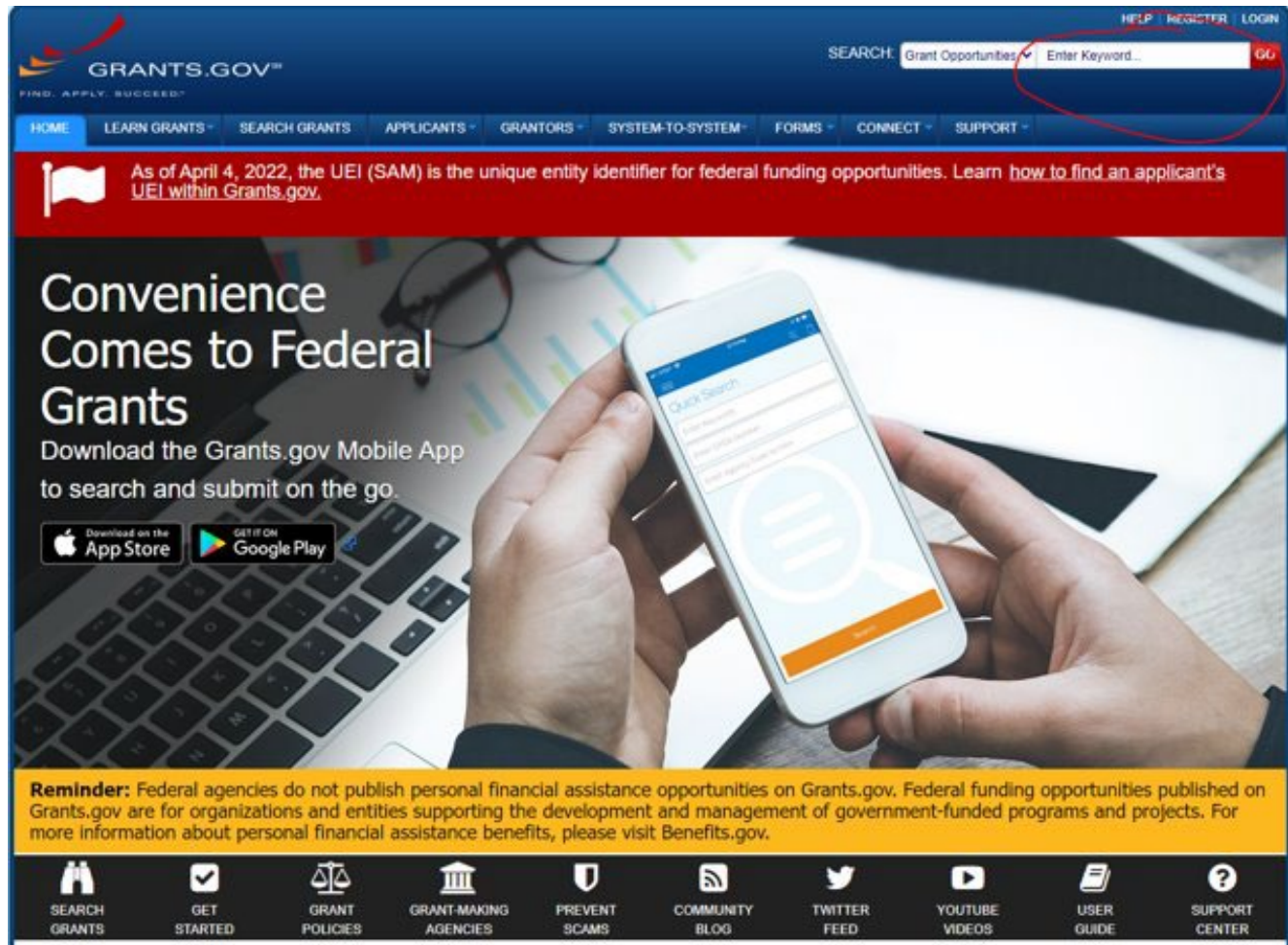
- Register with www.Sam.Gov
- Apply through www.Grants.Gov
- Develop project narrative and budget narrative
- Ensure all application materials/forms are completed



Quick Start Guide for
Getting a Unique Entity ID

Quick Start Guide for Getting a Unique Entity ID

- Applicants must register on [SAM.gov](https://sam.gov).
- All registrants will receive a free SAM-issued Unique Entity Identifier (UEI).
- Applicants must use their UEI, not their DUNS number, when filling out forms.
- Guide to Getting a Unique Entity ID available at [SAM.gov](https://sam.gov).
- All registration requirements must be met well in advance of the submission deadline.



Applications must be submitted electronically through www.grants.gov

Type into the search **EPA-OCFO-OEE-23-02** to find the opportunity.

The following are a list of mandatory documents to submit with your application on www.grants.gov

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4 Pre-award Compliance Review Report
- Narrative Proposal (prepared as outlined in Section IV.D) [RFA, Page 19](#)
- Budget Narrative Attachment Form (prepared as outlined in Section IV.D), [RFA, Page 19-20](#)

Project and Budget Narrative (RFA, pages 19-20)

- 1. Project Approach:** Project narratives should describe a strategy that demonstrates the ability to support task 1 and task 2
- 2. Results:** Concise and clear details to demonstrate the outcomes, outputs and performance measures as outlined in Section I.D.
- 3. Programmatic Capability and Past Performance:** List of federally and/or non-federally funded assistance agreements (not Federal contracts) that your organization performed within the last three years
- 4. Budget Narrative:** Describe and itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

Application Review Process/Selection (RFA, pages 21-25)

All eligible applications will be evaluated based on the evaluation criteria in Section V.

- 1. Project Summary Approach (40 points):** Project Summary, Project Implementation, Public Benefit
- 2. Results (20 points):** Outcomes, Outputs, and Performance Measures
- 3. Programmatic Capability and Past Performance (15 points):** Past performance, staffing and reporting requirements
- 4. Budget Narrative (25 points):** Budget details, reasonable costs, and expenditure of awarded funds

Administration Information/Reporting (RFA, pages 24-25)

Annual Progress and Financial Reports to Project Officer

- Summary of technical progress and progress in meeting outputs and outcomes; planned activities for next year.

Final Technical and Financial Reports to RTP and Project Officer

- Close out information is available online.
- Summary of the project, advances achieved and costs of projects.

Important Dates

- Closing date and time for applications is **Oct. 16, 2023, by 11:59 PM Eastern Time (ET)**
- Funding decisions will be made, and notifications of funding selections will be sent on **Jan. 2, 2024**
- Anticipate award by **Feb. 15, 2024**
- Questions about this RFA must be submitted in writing via e-mail to Jessica Snyder at snyder.Jessica@epa.gov

If your organization has no access to the internet or access is very limited, you may request an exception to applying electronically.

Please note that your request must be RECEIVED 15 days before the application due date to allow enough time to negotiate alternative submission methods.

 *Contact Jessica Snyder*

What's Next

- A recording of this webinar will be posted on the Tribal [EE RFA Website](#).
- Submit questions to Jessica Snyder at: snyder.Jessica@epa.gov for inclusion in the Q&A.
- EPA will post Q&A document on Tribal [EE RFA Website](#).
- Check the Tribal [EE RFA Website](#) often! <https://www.epa.gov/grants/request-applications-support-tribal-participation-e-enterprise-2024-2029>

THANK YOU FOR ATTENDING/WATCHING!