

3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#)
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#); and
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

I. ADDITIONAL PROVISIONS FOR APPLICANTS INCORPORATED INTO THE SOLICITATION

Additional provisions that apply to sections III, IV, V, and VI of this solicitation and/or awards made under this solicitation, can be found at [EPA Solicitation Clauses](#). These provisions are important for applying to this solicitation 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 contact the EPA point of contact listed in this solicitation (usually in Section VII) to obtain the provisions.

II. AWARD INFORMATION

A. AVAILABLE FUNDING AND PROJECT PERIODS AVAILABILITY

Up to **\$7,200,000** in EPA funding is expected to be awarded under this RFA for one project. The maximum award for this award is **\$7,200,000**. **Applications seeking more than \$7,200,000 of EPA funding will be rejected.** Under this competition, up to \$7,200,000 may be awarded for one cooperative agreement over an approximate six-year period. This RFA instructs applicants to submit all documentation required for a full and complete funding package so that their project could, if selected, proceed expeditiously. Applications must specify a start date of August 1, 2024, and must specify an end date for the cooperative agreement no later than November 30, 2030, that allows for the completion of analysis and final data reporting for samples collected from November 1, 2024, through December 31, 2029.

B. PARTIAL FUNDING PROVISION

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases 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, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. ADDITIONAL AWARDS

EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

D. FUNDING TYPE

EPA intends to award a cooperative agreement under this solicitation. Cooperative agreements provide for substantial involvement between the EPA Project Officer, EPA Technical Lead, and the selected applicant in the performance of the work supported, technical assistance, network guidance, use of the R/V *Lake Guardian* as appropriate, provision of historic data, evaluation of project progress, and quantification and reporting of results. 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:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. In accordance with 2 Code of Federal Regulations (CFR) § 200.317 and 2 CFR § 200.318, review of proposed procurement;

4. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

E. AWARD FUNDING AND INCREMENTAL/FULL FUNDING

Awards may be fully or incrementally funded, as appropriate, based on funding availability, future appropriations, satisfactory performance of work, and other applicable considerations.

Selection or award of funding under this RFA is not a guarantee of future funding.

III. ELIGIBILITY INFORMATION

NOTE: ADDITIONAL PROVISIONS THAT APPLY TO THIS SECTION CAN BE FOUND AT [EPA SOLICITATION CLAUSES](#).

A. APPLICANT ELIGIBILITY (ASSISTANCE LISTING NUMBER 66.469)

Qualified non-federal entities eligible to apply for grants include non-federal governmental entities, nonprofit organizations, and institutions. This includes state agencies; any agency or instrumentality of local government; interstate agencies; federally recognized tribes and tribal organizations; colleges and universities; non-profit organizations; and other public or non-profit private agencies, institutions, and organizations.

Individuals, foreign organizations and governments, nonprofit organizations exempt from taxation under Section 501(c)(4) of the Internal Revenue Code that engage in lobbying, and “for-profit” organizations are not eligible.

B. THRESHOLD ELIGIBILITY CRITERIA

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

1.
 - a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this solicitation or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the application, or parts thereof, pages in excess of the page limitation will not be reviewed. Applicants are advised that readability is of paramount importance and should take precedence in application format, including selecting a legible font type and size for use in the application.
 - b. In addition, initial applications must be submitted through [Grants.gov](#) as stated in Section IV of this solicitation (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 solicitation. Applicants are responsible for following the submission instructions in Section IV of this solicitation to ensure that their application is timely submitted. Please note that applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in Section IV, which include both the requirement to contact Grants.gov and email a full application to EPA prior to the deadline.

- c. Applications submitted outside of Grants.gov will be deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was due to EPA mishandling or technical problems associated with [Grants.gov](https://www.grants.gov) or [SAM.gov](https://www.sam.gov). An applicant's failure to timely submit their application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a submission outside of Grants.gov.
2. Proposed projects **must** either: (i) protect, enhance, and/or restore the Great Lakes and the connecting river systems of St. Marys River, St. Clair River, Lake St. Clair, Detroit River, Niagara River, and St. Lawrence River at the international boundary or upstream from the point at which this river becomes the international boundary between Canada and the United States; or (ii) protect Great Lakes ecosystem health, including human health. Applications for other activities will be rejected.
3. Applications **must** specify a start date of August 1, 2024, and must specify an end date for the cooperative agreement no later than November 30, 2030, that allows for the completion of analysis and final data reporting for samples collected from November 1, 2024, through December 31, 2029.
4. The application **must** include a budget narrative and a detailed workplan for the entire period of performance.
5. Applications **must** propose program activities that support the general goals of the program listed in Section I.C (Program Activities). These program activities must also support the objectives and the related requirements as described in Section IV. E.5 (Project Narrative).
6. Applications **must** include one or more of the following outputs and applications **must** link proposed outputs to the GLRI [Action Plan III](#) Measures of Progress or goals and objectives:
 - a. A quantification of persistent toxic chemicals in Great Lakes air and precipitation samples, with attention to continuity and consistency to retain comparability and continuity with historical IADN data.
 - b. An evaluation of the spatial and temporal trends of persistent toxic chemicals.
 - c. Co-author SOGL Toxic Chemicals in Air sub-indicator; an estimate of the atmospheric loadings of persistent toxic chemicals and select CMCs to the Great Lakes.
 - d. Surveillance of potential new and emerging chemical threats to the Great Lakes.
 - e. Development of Great Lakes scientists through the education of graduate and undergraduate students in Great Lakes ecosystem science and environmental chemistry.
 - f. Delivering quality assured data to EPA in specified timeframes.
 - g. Dissemination of results via peer-reviewed journal articles, scientific presentations, and other media.

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as e-Business (EBiz) point of contact email address and UEI. Organizations applying to this funding opportunity must have an active Grants.gov registration. Grants.gov registration is FREE. If you have never applied for a federal grant before, please review the [Grants.gov Applicant Registration](#) instructions. As part of the Grants.gov registration process, the EBiz point of contact is the only person that can affiliate and assign applicant roles to members of an organization. In addition, at least one person must be assigned as an Authorized Organization Representative (AOR). Only person(s) with the AOR role can submit applications in Grants.gov. Please review the [Intro to Grants.gov-Understanding User Roles](#) and [Learning Workspace - User Roles and Workspace Actions](#) for details on this important process.

Please note that this process can take a month or more for new registrants. 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 application submission deadline.

Contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov to resolve technical issues with Grants.gov. 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. The Grants.gov Support Center is available 24 hours a day 7 days a week, excluding federal holidays.

3. Application Submission Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the red "Apply" button at the top of the view grant opportunity page associated with this opportunity.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal financial assistance. If the submit button is grayed out, it may be because you do not have the appropriate role to submit in your organization. Contact your organization's EBiz point of contact or contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose UEI is listed on the application is an AOR for the applicant listed on the application. Additionally, the UEI listed on the application must be registered to the applicant organization's SAM.gov account. If not, the application may be deemed ineligible.

4. Application Submission Deadline

Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **May 6, 2024, 11:59 PM ET**. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Applications submitted through Grants.gov will be time and date stamped electronically. Please note that successful submission of your application through Grants.gov does not necessarily mean your application is eligible for award. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

D. TECHNICAL ISSUES WITH SUBMISSION

If applicants experience technical issues during the submission of an application that they are unable to resolve, follow these procedures before the application deadline date:

1. Contact Grants.gov Support Center before the application deadline date.
2. Document the Grants.gov ticket/case number.
3. Send an email with the EPA-R5-GL2024-IADN in the subject line to GLRI-RFA@epa.gov before the application deadline time and date and must include the following:
 - a. Grants.gov ticket/case number(s)
 - b. Description of the issue
 - c. The entire application package in PDF format.

Without this information, EPA may not be able to consider applications submitted outside of Grants.gov. Any application submitted after the application deadline time and date deadline will be deemed ineligible and not be considered.

Please note that successful submission through Grants.gov or email does not necessarily mean your application is eligible for award.

EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit prior to the application submission deadline date because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of an application outside of Grants.gov.

E. APPLICATION MATERIALS

The following forms and documents are required under this announcement:

MANDATORY DOCUMENTS

1. Application for Federal Assistance (Standard Form [SF]-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54
4. EPA Form 4700-4 Preaward Compliance Review Report
5. Project Narrative Attachment Form: Use this to submit your Project Narrative, prepared as described in Section IV.E.5
6. Other Attachments Form - Resumes or *curriculum vitae* of Principal Investigators and Critical Staff

OPTIONAL DOCUMENTS

7. Other Attachments Form - Negotiated Indirect Cost Rate Agreement
8. Other Attachments Form - Letters of Support
9. Other Attachments, 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 30 days of the application deadline, please email GLRI-RFA@epa.gov with “EPA-R5-GL2024-IADN” in the subject line. Failure to do so may result in your application not being reviewed. All forms are available within the Workspace applicants generate in response to this opportunity in [Grants.gov](https://www.grants.gov).

1. APPLICATION FOR FEDERAL ASSISTANCE (SF-424)

Please complete the form. There are no attachments. Please note:

- The contact person you provide in Block 8.f. should be different than the Authorized Representative listed in Block 21.
- Your UEI must be included in Block 8.c. on the SF-424.

2. BUDGET INFORMATION FOR NON-CONSTRUCTION PROGRAMS (SF-424A)

Please complete the form. There are no attachments. Please note:

- The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A.
- If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (*i.e.*, a percentage), the base (*e.g.*, personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package.

- If the applicant proposes matching funds, the total amount of non-federal funding should be shown on line 5(f) and on line 6(k) of SF-424A.
- The budget section of the workplan must match the budget found in the SF-424A. See Appendix II for additional instructions on developing the budget section of the workplan.

3. KEY CONTACTS FORM (EPA FORM 5700-54)

Please complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box.

4. PRE-AWARD COMPLIANCE REVIEW REPORT (EPA FORM 4700-4)

Please complete the form.

5. PROJECT NARRATIVE (PROJECT NARRATIVE ATTACHMENT FORM)

This is the **only** file that should be submitted using the Project Narrative Attachment form.

The Project Narrative includes the summary information page; project design and workplan; maps, charts, and figures; programmatic capabilities and past performance; results; budget information; environmental and regulatory compliance information; and meeting/conference/workshop information.

The Project Narrative should include:

A. Summary Information Page (should not exceed one page):

Funding Opportunity Number. The RFA number is EPA-R5-GL2024-IADN.

- Project Title.** Please limit to 60 characters. EPA reserves the right to change the project title for its administrative convenience.
- Applicant Information.** Include applicant (organization) name, address, contact person, phone number, and e-mail address. *Do not include private information.*
- Proposed Funding Request.** The total dollar amount requested from EPA. Make sure it is within the limits specified or your application will be rejected.
- Project Duration.** Provide beginning and ending dates. See Section II.A.

- v. **Brief Project Description.** Summarize the proposed project in 100 words or less in a clear and succinct manner using PLAIN LANGUAGE, including expected outputs, outcomes and environmental benefits resulting from implementation of the project. Include environmental KEY TERMS that could be used as search terms (*e.g.*, water quality, toxins, mercury, *etc.*). Do not use acronyms. Should the proposal be selected, and a grant awarded, this description may be posted to the EPA Web. EPA reserves the right to make unilateral changes to conform to posting requirements. Examples can be found [here](#).
- vi. **Project Location.** Specify a single, representative project location within the Great Lakes basin, including 8- or 12-digit Hydrologic Unit Code (HUC) code available [here](#), and latitude and longitude specifying decimal degrees available [here](#), **even if the work will be done at multiple locations or by applicants who are located outside the Great Lakes basin. Please include the reason for the location you identify if that is not self-evident.**

B. Workplan. The workplan for each proposed project **must** explicitly describe how the proposed project meets the guidelines established in Sections I-III of this RFA (including the threshold eligibility criteria in Section III) and **must** address each of the evaluation criteria set forth in Section V. Each Workplan should be organized in the order and with the headings and information requested below. Details and associated point values for each section of the workplan are described in RFA Section V (Application Review) below.

Applicants should describe with specificity the nature of the proposed project including what will be done, by whom, how, and when it will be accomplished. Outline the steps to be taken and the significant milestones to be achieved to complete the proposed project as well as the estimated dates of these achievements, including the submittal of the final report. Applicants should directly and explicitly address these criteria as part of their project narrative, budget narrative, and application submission:

Applicants must propose plans to conduct activities in support of IADN program goals listed below and must also include other activities associated with conducting new and emerging chemical surveillance and special studies. The following provides a brief description of the goals and objectives that applicants must address when proposing project activities.

Applicants must propose program activities that support the following general goals of the program:

- Annually monitor atmospheric deposition of persistent toxic chemicals (in vapor, particulates and precipitation) to the Great Lakes;
- Assess atmospheric loadings and trends (both spatial and temporal) of persistent toxic chemicals to the Great Lakes;
- Identification of new or emerging chemical threats to the Great Lakes;

- Reporting of results to support Great Lakes ecosystem assessments.

Applicants must address each of the following objectives in accordance with requirements described below:

Sample Collection and Station Operation

Applicants must demonstrate their plans to collect vapor, particulates, and precipitation samples and perform meteorological measurements at the five U.S. IADN stations (Eagle Harbor, MI; Sleeping Bear Dunes, MI; Sturgeon Point, NY; Chicago, IL; and Cleveland, OH). This includes operation of sampling stations and equipment, review and optimization of field sampling methods as appropriate; preparation and shipping of sampling supplies and samples; maintenance and calibration of the sampling equipment; maintenance and calibration of meteorological equipment and archiving of meteorological data; and to maintain the overall site per the lease agreement with property owners (grounds, platform, fence, power supply, etc.).

Applicants must propose a plan for IADN station operations, which include sample preparation, collection, and shipping, as well as minor equipment maintenance. The current IADN grantee contracts local site operators for station operations, but other plans to perform station operations will be considered. Current IADN grantee SOPs specify air samples are collected for 24 hours every 12 days using a modified high-volume air sampler with XAD-2 resin cartridges and quartz fiber filters. Precipitation samples are collected once a month using an automated wet-only MIC sampler and XAD-2 resin. Separate modified MIC samplers are used for PFAS, and samples are collected biweekly. Meteorological measurements (wind speed, wind direction, air temperature, barometric pressure, relative humidity, and solar radiation) are made on a tower at each site, recorded on a data logger and transferred remotely. All sampling equipment at U.S. IADN stations is owned by EPA and available for use by the awardee under this request. Please see the sampling methods SOP developed by the current IADN grantee, which can be accessed at the [IADN RFA website](#).

Applications must specify an award start date of August 1, 2024, and must specify an award end date for the cooperative agreement no later than November 30, 2030.

Applicants must demonstrate their plans to begin IADN station operations, including sample collection, beginning November 1, 2024, and ending on December 31, 2029. Applicants may suggest modifications to current IADN sampling procedures with supporting rationale.

Sample Analysis

For the five U.S. IADN stations, applicants must demonstrate their plans to analyze all collected vapor, particulates, and precipitation samples for persistent toxic chemicals

currently on the IADN analyte list, including six groups of organic compounds in air and precipitation samples: 84 individual PCB congeners, 21 chlorinated pesticides, 16 PAHs, 20 polybrominated diphenyl ether flame retardants (PBDEs), 11 other flame retardants, and 24 PFAS. A list of required analytes to be analyzed is in Appendix I. Applicants may suggest modifications to the list of analytes if accompanied by a supporting rationale and demonstration that data will remain consistent and comparable to historic datasets.

Applicants must demonstrate their plans to analyze 12 precipitation samples per year and 10 vapor and particulates samples per year from the Point Petre station in Canada, which is operated by ECCC. These samples are collected and shipped by ECCC to the IADN awardee for analysis and are used for interlaboratory comparisons, ensuring US and Canadian data are comparable.

Applicants must detail all analytical methodologies they will employ to measure persistent toxic chemicals in collected samples. Applicants must identify all analytical equipment they intend to use to analyze samples, provide rationale for analysis methods, and be able to demonstrate how methods will still ensure comparability and consistency with historic datasets. The awardee will need to conduct a performance evaluation through the analysis of a standard reference and archived extracts provided by EPA prior to analyzing any environmental samples. Applicants must also demonstrate how they will store and archive sample extracts for the duration of the six-year agreement.

Please see the analytical method SOPs developed by the current IADN grantee, which can be accessed at the [IADN RFA website](#). The current IADN grantee SOPs specify that organic compounds are removed from the quartz fiber filters and XAD-2 absorbent media via separate Soxhlet extraction using 1:1 acetone/hexane. The extracts are then concentrated, fractionated, and cleaned up. Each fraction is spiked with internal standards for quantitation of analytes. Surrogate recovery standards are also used to estimate recovery efficiency of each compound in each sample.

Data Management and Quality Assurance

Applicants must demonstrate their plans to manage all data generated from sample collection and analysis and submit data to EPA in electronic format. With large quantities of data being generated, a comprehensive and efficient data management system is necessary. Applicants must demonstrate how they will submit quality-assured analytical results of analytes within 11 months of the end of the sampling calendar year to EPA (i.e., submit all data collected in calendar year 2025 by December 1, 2026). Once data are reviewed and approved by EPA they will be made publicly available on the Great Lakes Environmental Database (GLENDa) via EPA's Central Data Exchange (CDX) reporting site.

Applicants must demonstrate how they will develop, implement, and maintain a QAPP. The QAPP details project organization and responsibility, sampling procedures, sample custody, analytical procedures, data reduction, validation, internal quality control checks and preventative maintenance. Applicants must discuss their plans for ensuring the continuity and consistency of IADN measurements through reproducible quality assurance and quality control samples (e.g., field and laboratory duplicates, field and laboratory blanks, and matrix spikes). Please see [Specifications for Non-EPA Organizations](#) for more information.

Data Interpretation, Statistical Analysis, and Report Writing

Applicants must describe their plans to ensure that the monitoring and assessment information generated is made available to the Great Lakes community in a wide variety of formats, including peer-reviewed journals, scientific conference presentations, etc. Applicants must demonstrate how they will work with the EPA Technical Lead to integrate recent and historical data to provide interpretation of status and trends of persistent toxic chemicals in vapor, particulates, and precipitation, and contribute to EPA technical reports and the triannual [SOGL Report](#).

New and Emerging Chemical Surveillance and Special Studies

Applicants must propose plans for identifying and assessing new and emerging chemicals of concern. Applicants must also discuss how additional special studies and/or enhancements to the long-term monitoring program will be implemented. Surveillance and special study activities could include but are not limited to: targeted and non-targeted screening for new chemicals; emerging chemicals research; analysis of persistent toxic chemicals from additional sites. Applicants must discuss how these activities contribute to the goals and objectives of IADN, the GLRI and the [GLWQA](#).

Measuring PFAS in atmospheric deposition is a focus for IADN. Currently, IADN measures PFAS in precipitation, as it has been shown to be the main component of atmospheric PFAS loadings. However, PFAS in particulates and vapor are not negligible. As a special study, applicants must propose plans and methods to monitor PFAS in particulates and vapor.

- C. Collaboration:** Describe the type of any collaboration/support proposed, how you will ensure that it will materialize during project performance, and what role it will play in the overall project. Any letters demonstrating evidence of collaboration and support from the public or private sector should be attached as part of Section IV.E, Application Materials. Describe how you will coordinate activities of the project with related or complementary projects and studies. IF YOU INTEND TO PROVIDE EPA FUNDS TO ANY COLLABORATING ORGANIZATION, PLEASE CAREFULLY REVIEW PROVISIONS ON “CONTRACTS AND SUBAWARDS” [HERE](#).

D. Results: Outputs and Outcomes: Specify the estimated quantitative and qualitative expected results (outputs and outcomes) of the proposed project including but not limited to those specifically identified in Section I in support of the [GLRI Action Plan III](#), Focus Area 5 (Foundations for Future Restoration Actions), Objective 5.2. Conduct comprehensive science programs and projects, and Measure 5.2.1 Annual Great Lakes monitoring conducted and used to prioritize GLRI funding decisions, and the approach and measurements that will be used to track and measure progress towards achieving the applicable outputs and outcomes. Demonstrate how the project will achieve the desired results. Provide a timetable or schedule with target dates projected for major tasks, accomplishments, and deliverables.

Include a statement of the project's relevance to the Great Lakes, particularly how the results will address the needs and priorities of the GLRI [Action Plan III](#) and/or the [GLWQA](#).

E. Programmatic Capability and Past Performance: Submit a list of Federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last five years and describe:

- i. whether, and how, you were able to successfully complete and manage those agreements;
- ii. your history of meeting the reporting requirements under those agreements including whether
- iii. you adequately and timely reported on your progress toward achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements; and whether journal publications or author manuscripts associated with the journal publications, and the associated underlying scientific research data and metadata, resulting from those agreements were made publicly accessible (and if not, explain why not; or explain why this requirement does not apply) to the extent permissible under applicable laws and regulations.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (*e.g.*, to verify and/or supplement the information provided by the applicant).

NOTE: If you or your institution have previously received a GLRI award or awards, list the award(s) and provide the information described above. In addition, for EPA GLRI awards received from 2019 to 2023, please provide an explanation of and documentation supporting the quarterly rate of expenditure on those prior GLRI awards up through the date of the applicant's submission under this solicitation.

If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). ***IF YOU DO NOT PROVIDE ANY RESPONSE FOR THESE ITEMS, YOU MAY RECEIVE A SCORE OF 0 FOR THESE FACTORS.***

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project.

Applicants should also demonstrate expertise in low-level persistent toxic chemical measurements using the methods proposed in their application. Demonstrated expertise should include publications in the literature relevant to Great Lakes monitoring, persistent toxic chemical research and analysis, and/or environmental health indicator assessments. Provide information on your organizational experience and your plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources (or the ability to obtain them) to successfully achieve the goals of the proposed project. This information should be supported by resumes or curricula vitae for key staff, contractor, and sub-awardee as defined in Section IV.

- F. Coalitions:** Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this RFA; however, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the grant and which eligible organization(s) will be subrecipients of the recipient (the “pass-through entity”). *Subawards* must be consistent with the definition of that term in 2 CFR 200.1 and comply with EPA’s [Subaward Policy](#). The pass-through entity that administers the grant and subawards will be accountable to EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition. As provided in 2 CFR 200.332, subrecipients are accountable to the pass-through entity for proper use of EPA funding.

For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless

the contractor has been selected in compliance with competitive procurement requirements.

G. Detailed Budget Narrative: Applicants should clearly explain how EPA funds and any voluntary cost-shares will be used. For guidance, see Appendix II. Use this section to provide a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants should use whole dollar amounts. Applicants should include costs for quality system documentation (*i.e.*, quality assurance project plans or quality management plans) and environmental and regulatory compliance (*e.g.*, costs for assisting EPA with compliance by conducting surveys and analysis to identify whether protected resources are in the project location and, if so, whether there will be any effects; costs associated with potential mitigation measures; etc.). Applicants that do not include such costs may have to fund these and other overlooked costs out of their own funds.

As part of the detailed budget narrative, applicants should explain their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. Please include an explanation of expenditure projections, with quarterly fiscal projections and milestones, for the life of the grant.

See [Appendix II – Budget Information](#) for more detailed information.

PAGE LIMIT

Narrative Proposals must be no more than 25 single-spaced pages in length, and include the items below, in the requested order. Excess pages will not be reviewed. Maps, charts, pictures, and other figures must be included in the Narrative Proposal file. They may be included within the body of the workplan or as an appendix to the Narrative Proposal. In either case those items **will** be counted against the 25-page limit for the Narrative Proposal. Applications may contain a Works Cited section, which **will not** be counted against the 25-page limit. Maps, charts, pictures, and other figures that are submitted as a separate attachment will not be reviewed.

The additional attachments (Other Attachment Forms 7-9) are not part of the Narrative Proposal and **will not** be counted against the 25-page limit.

PAGE FORMAT

Each Narrative Proposal must be formatted for 8½” x 11” paper and should use no smaller than an 11-point Times New Roman font with 1” margins. Do not use a “double column” (aka newspaper) format. **Readability is of paramount importance.** Do not include more than one application in any file. **Please do not zip the file or use a zip extension for your file because it will not be accepted.**

6. OTHER ATTACHMENTS FORM - RESUMES OR CURRICULUM VITAE (REQUIRED)

Please use the “Other Attachments Form” to attach a copy of the **resume or curriculum vitae of principal investigators and critical staff** for the proposed project. Such documentation should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project. Please include the word “resume” in the filename.

7. OTHER ATTACHMENTS FORM – NEGOTIATED INDIRECT COST RATE AGREEMENT (OPTIONAL)

This form is only required if indirect costs (IDCs) are included in your budget. You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if indirect costs are included in the project budget. Please use the “Other Attachments Form” to attach a copy of your organization’s Indirect Cost Rate Agreement. Please include “IDC” in the filename.

8. OTHER ATTACHMENTS FORM – LETTERS OF SUPPORT (OPTIONAL)

Use the “Other Attachments Form” to attach any relevant letters from collaborators or partners in support of the project. A letter of support (LOS) may also be required for voluntary cost share commitments. Specifically, indicate how the supporting organization will assist in the project or what that organization supports, as applicable.

No other types of letters of support will be considered in the review of the application. Please include “LOS” in the filename.

FILE NAMES

Please note that applicants are limited to using certain characters in all attachment file names. If applicants use any other characters when naming their attachment files their applications will be rejected by [Grants.gov](https://grants.gov). **Valid file names may only include the following Unicode Transformation Format (UTF)-9 characters:** A-Z, a-z, 0-9, underscore (_), hyphen (-), space, period.

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY24 – Funding Opportunity – 1st Submission” or “Applicant Name – FY24 – Funding Opportunity – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY24 – Funding Opportunity– 2nd Submission.”

V. APPLICATION REVIEW AND SELECTION

NOTE: ADDITIONAL PROVISIONS THAT APPLY TO THIS SECTION CAN BE FOUND AT [EPA SOLICITATION CLAUSES](#).

A. APPLICATION REVIEW

Applications meeting the threshold eligibility criteria in [Section III - Eligibility Information](#) will be evaluated based on the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their Project Narrative, budget narrative, and application submission. Further information and detailed instructions about Budget Information can be found in [Appendix II](#).

REVIEW CRITERIA

Workplan	72 points
Results	12 points
Programmatic Capability and Past Performance	22 points
Budget	14 points
.....	
Total	120 points

WORKPLAN - 72 POINTS

Project Design (10 points)

Applications will be evaluated based on the extent to which they:

- (1) **8 points** – describe what work will be done, by whom, how, and when it will be accomplished; and
- (2) **2 points** – include a milestones table with significant achievements, deliverables, and date.

Sample Collection (15 points)

Applications will be evaluated based on the extent to which they demonstrate effective plans to:

- (1) **5 points** – maintain and operate the five U.S. IADN stations, including managing site operators; and
- (2) **10 points** – collect air (vapor and particulates) and precipitation samples for IADN analytes and perform meteorological measurements at the five U.S. IADN stations.

Sample Analysis (15 points)

Applications will be evaluated based on the extent to which they demonstrate effective plans to:

- (1) **13 points** – analyze all collected vapor, particulates, and precipitation samples for persistent toxic chemicals currently on the IADN analyte list for samples collected at six IADN stations (five U.S. and one Canadian); and
- (2) **2 points** – store and archive sample extracts for the duration of the six-year agreement.

Data Management and Quality Assurance (12 points)

Applications will be evaluated based on the extent to which they demonstrate effective plans to:

- (1) **2 points** – develop, implement, and maintain a QAPP that uses reliable and reproducible quality assurance and quality control measures (e.g., sample collection protocols, training site operators, routine quality checks of data, etc.). Please see [Specifications for Non-EPA Organizations](#) for more information;
- (2) **4 points** – proactively and effectively manage large datasets;
- (3) **2 points** – submit final verified data to GLNPO within 11 months of sample collection year; and
- (4) **4 points** – retain comparability and continuity with historic IADN data.

Data Interpretation, Statistical Analysis, and Report Writing (6 points)

Applications will be evaluated based on the extent to which they demonstrate effective plans to:

- (1) **2 points** – integrate recent and historical data into reports and interpret changes in persistent toxic chemical deposition;
- (2) **2 points** – submit progress reports, and contribute to EPA technical reports and State of the Great Lakes reports; and
- (3) **2 points** – expediently provide monitoring and assessment information to Great Lakes stakeholders (local, state, and Tribal environmental managers and the scientific community) in a wide variety of formats, including journal articles, annual interpretive reports, conference presentations, and internet products.

New and Emerging Chemical Surveillance and Special Studies (10 points)

Applications will be evaluated based on the extent to which they demonstrate effective plans and methods to monitor PFAS in particulates and vapor, as well as identify new chemicals of concern or conduct special studies that would address significant knowledge gaps and contribute needed information for understanding and tracking persistent toxic chemicals in the Great Lakes.

Applicants should describe how the study will contribute to the overall understanding of atmospheric deposition of persistent toxic chemicals to the Great Lakes and any study proposed must contribute to the goals and objectives of the GLRI and the [GLWQA](#).

Collaboration (4 points)

Applications will be evaluated based on the extent to which they demonstrate how their approach to performing the project will promote collaborative efforts and generate support from other partners or environmental monitoring programs.

RESULTS – 12 POINTS

The significance of environmental outputs and outcomes the applicant expects to achieve will be considered under the evaluation criteria and must be addressed in the application.

Outputs (8 points)

Applications will be evaluated based on the extent to which they demonstrate:

- ability to achieve the required outputs described in Section I. E;
 - A quantification of persistent toxic chemicals in Great Lakes air and precipitation samples, with attention to continuity and consistency of those measurements.
 - Evaluation of the spatial and temporal trends of persistent toxic chemicals.
 - Estimation of the atmospheric loadings of persistent toxic chemicals and select CMCs to the Great Lakes.
 - Surveillance of new emerging chemical threats to the Great Lakes.
 - Development of Great Lakes scientists through the education of graduate and undergraduate students in Great Lakes ecosystem science and environmental chemistry.
 - Delivery of quality assured data to EPA in appropriate timeframes.
 - Coauthor the *Toxic Chemicals in Air* sub-indicator report for the 2025 and 2028 State of the Great Lakes reports.
 - Dissemination of results via peer-reviewed journal articles and other media.
- how the outputs will be achieved;
- effective plans for tracking progress towards achieving the outputs;
- how the project outputs support the GLRI [Action Plan III](#) (Focus Area 5, Objective 5.2), [EPA FY 2022-2026 Strategic Plan](#) (Goal 5, Objective 5.2), and 2012 [GLWQA](#); and effective, innovative approaches towards achieving the outputs.

Outcomes (4 points)

Applications will be evaluated based on the extent to which they demonstrate:

- ability to achieve the required outcomes described in Section I. E;
 - Increased understanding of the spatial and temporal trends of atmospheric deposition of persistent toxic chemicals to the Great Lakes.
 - Increased understanding of the sources and loadings of persistent toxic chemicals delivered to the Great Lakes via air deposition.
 - Increased understanding of the impacts of persistent toxic chemical reduction strategies.
 - Increased understanding of emerging toxic chemicals in the Great Lakes.
- how the outcomes will be achieved;
- effective plans for tracking progress towards achieving the outcomes;
- how the project outcomes support the GLRI [Action Plan III](#) (Focus Area 5, Objective 5.2), [EPA FY 2022-2026 Strategic Plan](#) (Goal 5, Objective 5.2), and 2012 [GLWQA](#); and
- effective, innovative approaches towards achieving the outcomes.

PROGRAMMATIC CAPABILITY AND PAST PERFORMANCE - 22 POINTS

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

- (1) **3 points** – past performance in successfully completing and managing the assistance agreements identified in response to Section IV of the solicitation;
- (2) **3 points** – history of meeting the reporting requirements under the assistance agreements identified in response to Section IV of the solicitation, including whether the applicant submitted acceptable final technical reports under those agreements, the extent to which the applicant adequately and timely reported on their progress toward achieving the expected outputs and outcomes under those agreements, and if such progress was not being made whether the applicant adequately reported why not;
- (3) **2 points** – organizational experience and plan for timely and successful achievement of the objectives of the proposed project;
- (4) **6 points** – staff, subrecipient³, consultant, and contractor⁴ expertise/qualifications (as applicable), knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Particularly, expertise in environmental chemistry through previous publications;
- (5) **6 points** – Chemical monitoring expertise, qualifications, and proven ability to sample and analyze persistent toxic chemicals, such as by providing a record of relevant publications; and
- (6) **2 points** – Applications will be evaluated based on the extent to which they describe their history of expending funds in a timely, efficient manner, proportional to the rate of progress.

Note: In evaluating applications under items (1) and (2) 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 the applicant does not have any relevant or available past performance or past reporting information, please indicate this in the application and **they will receive a neutral score for these subfactors** (items (1) and (2) above – a neutral score is half of the total points available in a subset of possible points). **If the**

³ Subrecipients will be evaluated if the applicant demonstrates that the subaward will be properly awarded consistent with the applicable regulations in [2 CFR Part 200](#) if an award is received. For example, applicants must not use subawards to obtain commercial services or products from for profit firms or individual consultants. EPA will not consider the qualifications, experience, and expertise of named subrecipients during the evaluation process unless the applicant complies with these requirements.

⁴ Contractors will be evaluated if the applicant demonstrates that the contract will be properly selected and awarded consistent with in compliance with the competitive Procurement Standards in [2 CFR 200.317-326](#). For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace. EPA will not consider the qualifications, experience, and expertise of named contractor(s) during the evaluation process unless the applicant complies with these requirements.

applicant does not provide any response for these items, they will receive a score of 0 for items (1) and (2) of this criterion.

BUDGET - 14 POINTS

Detailed Budget Narrative (10 points)

Applications will be evaluated based on the extent to which the budget section:

- clearly and sufficiently describes and justifies the proposed budget;
- properly categorizes costs according to the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#);
- includes costs which are eligible, reasonable, allowable, necessary, and proportional to the proposed benefits;
- provides a sufficient narrative description of budget categories;
- accounts for both federal funds and any proposed non-federal funds (*e.g.*, any voluntary cost-share/match if applicable);
- adequately describes how any proposed non-federal funds will be accounted for; and
- clearly demonstrates the role EPA funding will play in the overall project.

Timely Expenditure of Awarded Grant Funds (4 points)

Applications will be evaluated based on:

- their approach, procedures, and controls for ensuring funds are expended in a timely and efficient manner; and
- the extent and quality to which they describe quarterly fiscal expenditure projections for the duration of the project.

B. SELECTION PROCESS

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by a review panel composed of federal agency staff. 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.

Final funding decisions will be made by the selection official. In making the final funding decision, the selection official will consider the review panel rankings and recommendations and may also consider program priorities.

VI. AWARD ADMINISTRATION

NOTE: ADDITIONAL PROVISIONS THAT APPLY TO THIS SECTION CAN BE FOUND AT [EPA SOLICITATION CLAUSES](#).

A. AWARD NOTIFICATION

All applicants will be contacted following selection to notify them as to whether or not they have been selected. Selection information will also be posted to the [IADN RFA site](#).

EPA anticipates that notification to successful applicants will be made via telephone or electronic or postal mail by June 2024. 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 EPA Region 5 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 an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (*e.g.*, work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

B. COMBINING APPLICATIONS INTO ONE AWARD

If an applicant submits applications for multiple tasks/activities under this competition, and is selected for multiple tasks/activities, EPA may award a single assistance agreement that combines separate applications for different tasks/activities.

C. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENT

The successful applicants will be required to adhere to federal grants requirements, particularly those found in applicable Cost Principles ([2 CFR Part 200 Subpart E](#)), Administrative Requirements ([2 CFR Parts 200](#) and [1500](#)), and Audit Requirements ([2 CFR Part 200 Subpart F](#)). This includes government wide requirements pertaining to accounting standards, lobbying, minority, or woman owned business enterprises, publication, meetings, construction, and disposition of property. Additional EPA regulations are codified in [Title 40 of the Code of Federal Regulations](#). A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at [EPA Policies and Guidance for Grants](#).

D. QUALITY SYSTEM DOCUMENTATION

Quality system documentation (*i.e.*, quality assurance project plans or quality management plans) is required for grants involving the use or collection of environmental data. EPA **must** have this documentation within 90 days of award and it **must** be approved **before grantees commence activities associated with the use or collection of environmental data**. Applicants should budget time and resources for developing quality system documentation. **Applicants that do not do so may have to fund the quality system documentation and any necessary project changes out of their own funds**. A significant percentage of EPA's previously awarded GLRI grants required quality system documentation. Please review [Specifications for Non-EPA Organizations](#).

E. REPORTING REQUIREMENTS

Applicants selected for funding shall provide narrative technical progress reports addressing financial and work progress. Applicants will be required to submit data to GLNPO for incorporation into GLENDA or other persistent toxic chemical databases developed for the purpose of collecting and reporting information about GLRI. Special conditions requiring financial and progress reporting and a detailed final technical report will be added to awards. Applicants should budget time and resources for these activities.

NOTE: If selected, applicants may be asked to revise their anticipated fiscal expenditure projections on a quarterly basis in order to monitor the progress of the awarded project. These projections should be submitted as a part of the fiscal and technical reporting.

F. OTHER PROGRAMMATIC REQUIREMENTS

Additional applicable programmatic terms and conditions will be included in grant agreements, including provisions for: signage for on-the-ground projects, and conference participation. Applicants should budget time and resources for these activities.

VII. AGENCY CONTACTS

Please send any questions via email to GLRI-RFA@epa.gov and put **“EPA-R5-GL2024-IADN” in the subject of the email**. Please provide your full name and explain the reason for your email. For your convenience, EPA will post updates to the RFA and a question and answer (Q&A) document to the [Integrated Atmospheric Deposition Network 2024 RFA website](#).

GLNPO staff will respond to general inquiries, including administrative and eligibility-related questions. Derek Ager, Physical Scientist, will respond to technical inquiries about the Integrated Atmospheric Deposition Network (EPA-R5-GL2024-IADN) funding opportunity.

We encourage all applicants to sign up for our mailing list and register with us at [Great Lakes News Email List](#).

APPENDIX I –

ANALYTES AND METEOROLOGICAL PARAMETERS TO BE ANALYZED

Analytes and meteorological parameters to be analyzed in air deposition in support of IADN. PCB congeners are only analyzed in vapor and precipitation samples. Pesticides are analyzed in vapor and precipitation samples at all stations, and also in particulates at the two satellite stations. PFAS and PAHs are measured in all phases.

PCBs		PBDEs	PAHs	PFAS
4+10	85	BDE-15	Fluorene	PFBA
5+8	87	BDE-17	Phenanthrene	PFPeA
6	89	BDE-28	Anthracene	PFHxA
7+9	91	BDE-47	Fluoranthene	PFHpA
11	95	BDE-49	Pyrene	PFOA
12	97	BDE-66	Retene	PFNA
13	99	BDE-85	Benz[a]anthracene	PFDA
15+17	100	BDE-99	Triphenylene+Chrysene	PFUdA
16	101	BDE-100	Benzo[b]fluoranthene	PFDoA
18	105+132+153	BDE-139	Benzo[k]fluoranthene	PFTTrDA
19	110	BDE-140	Benzo[e]pyrene	PFTeDA
22	114	BDE-154+BB-153	Benzo[a]pyrene	PFHxDA
26	118	BDE-183	Indeno[1,2,3-cd]pyrene	PFPrS
28	119	BDE-197	Dibenz[a,h]anthracene	PFBS
31	123	BDE-201	Benzo[ghi]perylene	PFPeS
32	126	BDE-203	Coronene	PFHxS
33	128	BDE-206	Total PAHs	PFHpS
37	131	BDE-207		PFOS
41+71	135+144	BDE-208	Pesticides	PFNS
42	138+163	BDE-209	HCB	PFDS
45	149	Total PBDEs	alpha-HCH	4:2 FTS
47	156		beta-HCH	6:2 FTS
48	167	*nBFRs	gamma-HCH	8:2 FTS
49	169	HBB	Heptachlor Eepoxide	FBSA
52	170+190	TBE	alpha-chlordane	Total Ionic PFAS
49	169	HBB	Heptachlor Eepoxide	
52	170+190	TBE	alpha-chlordane	Meteorological parameters
53	171+202	syn-DP	gamma-chlordane	Temperature
56+60	172	anti-DP	Oxychlordane	Wind speed
64	174	EHTBB	Octachlorostyrene	Wind direction
66	180	BEHTBP	trans-Nonachlor	Solar radiation
70+76	194	PBBZ	Endosulfan I	Relative humidity
74	199	pTBX	Endosulfan II	Barometric pressure
77	201	PBEB	Endosulfan sulfate	
81	205	DBDPE	p,p'-DDT	Other parameters
83	206	HBCE	p,p'-DDE	Total suspended particles
84+92	207	Total BFRs	p,p'-DDD	
	Total PCBs		o,p'-DDT	
			o,p'-DDD	
			Aldrin	
			Endrin	
			Diieldrin	

(* Hexabromobenzene (HBB), 1,2-bis(2,4,6-tribromophenoxy)ethane (TBE), syn-Dechlorane Plus (syn-DP), anti-Dechlorane Plus (anti-DP), 2-ethylhexyl-2,3,4,5-tetrabromobenzoate (EHTBB), bis(2-ethylhexyl)tetrabromophthalate (BEHTBP), 1,2,3,4,5-Pentabromobenzene (PBBZ), 2,3,5,6-Tetrabromo-p-xylene (pTBX), Pentabromoethylbenzene (PBEb), Decabromodiphenylethane (DBDPE), and 1,2,5,6,9,10-hexabromocyclododecane (HBCD). Note that Total BFRs is the summation of total PBDEs and nBFRs.

APPENDIX II – BUDGET INFORMATION

The budget section of the workplan must match the budget found in the SF-424A. The budget section must include a detailed description of how EPA funds will be used. **Both** a budget narrative and budget table should be included in the budget section. Please refer to the [Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#) (January 12, 2023) for detailed budgetary guidance.

BUDGET NARRATIVE

The budget information must account for both federal funds and any non-federal funds (*e.g.*, any voluntary cost-share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost-share/match or other non-EPA funds and what role EPA funding will play in the overall project.

If applicable, applicants should include costs for quality system documentation (*i.e.*, quality assurance project plans or quality management plans) and environmental and regulatory compliance (*e.g.*, costs for assisting EPA with compliance by conducting surveys and analysis to identify whether protected resources are in the project location and, if so, whether there will be any effects; costs associated with potential mitigation measures; *etc.*). Applicants that do not include such costs may have to fund these and other overlooked costs out of their own funds.

Describe how the funds will be used, and why the costs are necessary to achieve the project objectives. List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost. **Only use whole dollar amounts and itemize** costs for each object class category:

Budget Object Class Categories:

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies,
- Contractual costs
- Other direct costs
- Indirect costs; and
- Total 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 (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs.

The budget detail must identify the personnel category type by (1) Full Time Equivalent (FTE), including percentage of FTE for part-time employees, (2) number of personnel proposed for each category, and (3) the estimated funding amounts.

Personnel costs do not include:

- Costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category;
- Costs for employees of subrecipients under subawards, which are included in the “Other” category; or
- Any effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate.

FRINGE BENEFITS

Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include but are not limited to: the cost of leave, employee insurance, pensions and unemployment benefit plans.

TRAVEL

Specify the mileage, per diem, estimated number of trips in-State and out-of-State and international (include specific international locations), 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).

Travel costs do not include:

- Costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category;
- Travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

EQUIPMENT

The budget detail must include an itemized listing of all equipment proposed under the project. Equipment includes any items that cost \$5,000 or more (per unit) and have a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational.

Equipment costs do not include:

- Items with a unit cost of less than \$5,000.⁵
- Equipment planned to be leased/rented, including lease/purchase agreement; or equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category.

SUPPLIES

Supplies are 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).

Supplies do not include:

- Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs. These should be included in the “Other” category.

CONTRACTUAL

Identify each proposed contract and specify its purpose and estimated cost.

Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or noncompetitive), if known.

Contractual costs do not include:

- Leased or rented goods (equipment or supplies). These costs should be included in the “Other” category.

See the Procurement Standards in [2 CFR 200.317-326](#) for more information.

OTHER

This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs.

Subawards (*e.g.*, subgrants) are a distinct type of cost in 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. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations.

⁵ These items should be categorized as supplies, pursuant to [2 CFR 200.33](#).

Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

INDIRECT CHARGES

If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are incurred by the grantee for a common or joint purpose and benefit more than one cost objective or project. Indirect costs are not readily assignable to specific cost objectives or projects as a direct cost.

In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (*e.g.*, fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant federal or state agency.

Examples of Indirect Cost Rate calculations are shown below:

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

Expeditious Spending and Sufficient Progress in the use of GLRI Funds

As part of the detailed budget narrative, applicants **must** explain their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. Include quarterly fiscal expenditure projections for the duration of the project.

EXAMPLE BUDGET TABLE

Object Class Category	EPA Funding
TOTAL PERSONNEL	\$244,000
Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$244,000
TOTAL FRINGE BENEFITS	\$48,800
15% of Salary and Wages	\$36,600
Retirement, Health Benefits, FICA, SUI	\$12,200
TOTAL TRAVEL	\$610,300
In-State travel: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300
Out of State Travel: 20 trips per month x \$1,250 per trip x 2 years	\$600,000
Meeting Travel for Project Manager: 2 trips/year x \$3,500 each x 2 years	\$14,000
TOTAL EQUIPMENT	\$81,100
Transducer, coupling, and software package	\$25,700
Electrofishing boom shocker (2 x \$7,500each)	\$15,000
1 Project Vehicle	\$25,000
1 Project Boat	\$15,400
TOTAL SUPPLIES	\$2,900
Office and related supplies to support training	\$400
Office computer and printer	\$2,500
TOTAL CONTRACTUAL	\$166,400
ABC Support Services Contract	\$10,000
XYZ Land & Water Conservation	\$156,400
TOTAL OTHER	\$409,600
Subaward agreement ABCD to implement XX activities	\$399,600
Equipment Insurance	\$10,000
TOTAL INDIRECT	\$26,480
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs; as negotiated)	\$26,480
TOTAL FUNDING	\$1,589,580

OTHER BUDGET REQUIREMENTS

RESTRICTIONS ON USE OF FEDERAL FUNDS

All costs incurred under this program must be allowable under [2 CFR Part 200 Subpart E](#). In accordance with applicable law, regulation, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (*i.e.*, lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts). For example, see [2 CFR 200.450](#).

Funds generally cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. The applicant must also review the solicitation for any other programmatic funding restrictions applicable to this program.

If awarded funding, the recipient must refer to the terms and conditions of its award for other funding restrictions applicable to its award. It is the responsibility of the recipient to ensure compliance with these requirements.

PRE-AWARD COSTS

In accordance with [2 CFR 200.458](#), pre-award costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award. Eligible pre-award costs may be incurred at the start date of the project period and not the award date. **EPA does not guarantee the payment of pre-award costs.** Applicants incur pre-award costs at their own risk and EPA is under no obligation to reimburse applicants for pre-award costs.

Under certain circumstances, the applicant may be reimbursed for eligible, allowable, allocable, and reasonable costs that are incurred up to 90 days before grant award without prior EPA approval if:

1. The applicant includes the pre-award costs in its proposal and the workplan negotiated with EPA;
2. EPA agrees that the costs are eligible and allowable when the Agency approves the scope of work for the grant; and
3. Any procurement contracts that are funded with pre-award costs comply with the competitive procurement requirements within the grant.

Please note an applicant **must obtain prior EPA approval from the Award Official to incur pre-award costs more than 90 days before award.** Applicants selected for award will need to discuss any pre-award costs incurred greater than 90 days before award with their EPA Project Officer to discuss the process for getting these costs approved.

COST SHARE

Any voluntary cost-share funds, while not required under this RFA, must also be included in the SF-424A. Please identify the source of the cost share in your budget narrative; federal funds **cannot** be used for cost share.

If the project budget includes any voluntary cost share, include a detailed description of how you will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. A letter of commitment is required if the proposed cost-share is to be provided by a third-party. Any form of cost-share included in the Budget Detail must also be included on the SF-424 and SF-424A.⁶

MANAGEMENT FEES

The rules for including management fees and similar charges can be found at [EPA Solicitation Clauses](#).

⁶ See also [2 CFR 200.306](#) for more information about cost sharing or matching.