

FISCAL YEAR 2026 EPA REGION 5 TRIBAL AIR FUNDING ANNOUNCEMENT

SUBJECT: Funding Announcement Guidelines for FY 2026 Tribal Air Funding

DATE: August 28, 2025

TO: All federally recognized Tribal governments and Tribal consortia located within Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin)

FROM: U.S. Environmental Protection Agency Region 5, Air and Radiation Division

SUMMARY

The Region 5 Air and Radiation Division is accepting proposals from federally recognized Tribal governments and Tribal consortia located within Region 5, which comprises Illinois, Indiana, Michigan, Minnesota, Ohio and Wisconsin. The Clean Air Act Amendments of 1990 established a funding mechanism for Tribes to address and prevent air pollution within their Bureau of Indian Affairs approved jurisdictional boundaries. The EPA anticipates awarding grants to Tribes and Tribal consortia for air quality activities under the CAA and the Indoor Radon Abatement Act amendments to the Toxic Substances Control Act.

KEY DATES

Announcement date:	August 28, 2025
Proposals due:	October 31, 2025
Projected Notification to Tribes:	December 12, 2025
Complete applications due in grants.gov:	January 30, 2026

Proposals must be received via email to R5ARD_Grants@epa.gov no later than 6:00pm, Central Time, October 31, 2025. (For more information about these dates, see the “Submission Information” section below.)

Late proposals will not be considered.

GRANT AUTHORITIES

Clean Air Act Grants

- *Section 103 of the CAA, 42 U.S.C. § 7403; Assistance Listing 66.038: Training, Investigations, and Special Purpose Activities of Federally Recognized Indian Tribes Consistent with the Clean Air Act, Tribal Sovereignty, and the Protection and Management of Air Quality.*

This authority provides that the EPA may award grants to support short-term projects aimed at conducting and promoting research, investigations, experiments, surveys, and

studies relating to the causes, effects (including health and welfare effects), extent, prevention and control of air pollution.

- In the past, these activities have included air quality characterization studies, identification and investigation of air pollution sources, air quality monitoring baseline studies, training, and community education and outreach projects. These are standalone grants.
- *Section 105 of the CAA, 42 U.S.C § 7405; Assistance Listing 66.001: Air Pollution Control Program Support.*

This authority provides that the EPA may award grants to implement programs for the prevention and control of air pollution or implementation of national primary and secondary ambient air quality standards. This includes any activities related to the planning, developing, establishing, carrying out, improving or maintaining of such programs.

Indoor Radon Abatement Act Grants

- *The Indoor Radon Abatement Act of 1988, 15 U.S.C. § 2666(b); Assistance Listing 66.032: State Indoor Radon Grants.*

This authority provides that the EPA may award grants through the State and Tribal Indoor Radon Grants Program through an annual appropriation aimed to reduce radon health risks in response to growing national concern over the threat of radon gas. Congress has appropriated funds for this program at a consistent level since it was first initiated in 1988.

- IRAA authorizes the EPA Administrator to award grants to SIRG recipients “for the purpose of assisting the state in the development and implementation of programs for the assessment and mitigation of radon.” In 2001, revisions to 40 CFR Part 35, State and Local Assistance (35.700 through 35.708) added Tribes and Intertribal Consortia to the State Indoor Radon Grants program as Environmental Program Grants.

AVAILABILITY OF FUNDS

This announcement is subject to availability of funds. The EPA reserves the right to partially fund submissions by funding discrete activities, portions or phases of the proposed project or program. If additional funding becomes available after original selections, the EPA reserves the right to make additional awards under this announcement, consistent with Agency policy. Additionally, the EPA reserves the right to reject all proposals and make no awards in response to this announcement.

Clean Air Act Sections 103 and 105

The total estimated funding for Region 5 Tribal project and program grants with FY 2026 funds is \$1,100,000 - \$1,500,000. The EPA anticipates awarding 12-17 grants, ranging from approximately \$40,000 to \$140,000.

State Indoor Radon Grants

The EPA anticipates awarding Region 5 Tribal SIRG program grants ranging from approximately \$15,000 to \$60,000 depending on the number of Tribal applicants.

AWARD MECHANISM COST SHARE REQUIREMENTS

Standalone CAA 103 Grant

Proposals approved for funding under Section 103 of the CAA can be 100% federally funded; no cost share or match is required.

Standalone CAA 105 Grant

Standalone proposals under Section 105 of the CAA are required to provide a 40% match under 40 C.F.R. 35.573(b) and are subject to Maintenance of Effort requirements unless the Tribe is approved for Treatment in a Similar Manner as a State, in which a reduced match of 5% is required pursuant to 40 C.F.R. 35.573(a).

Standalone SIRG Grant

Tribes submitting proposals under IRAA are required to provide a match of 25% for the first year and 40% for the second year and each year thereafter.

Performance Partnership Grants

Tribes may direct the Air and Radiation Division to include their CAA and/or SIRG funding in a PPG. The EPA promulgated a Class Exception to the Cost Share Requirements for Tribal and Intertribal Consortia Performance Partnership Grants under 40 C.F.R. 35.536. The class exception applies to new Tribal or intertribal consortia PPGs and new funding awarded via supplemental amendments to Tribal or intertribal consortia PPGs awarded on or after October 1, 2021. Therefore, including either CAA 105 or SIRG funds will require no cost share.

ELIGIBLE PROJECT ACTIVITIES

Clean Air Act 103 and 105

Eligible activities for funding under Section 103 include but are not limited to: ambient (outdoor) and indoor air quality management research investigations, experiments, assessments, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. Eligible activities for funding under Section 105 include but are not limited to: implementing programs for the prevention and control of air pollution or implementation of National Ambient Air Quality Standards (for the purposes of this

section, “implementing” means any activity related to the planning, developing, establishing, carrying out, improving, or maintaining of such programs).

Examples of these activities include:

- Proposals to build Tribal air quality permit review and comment capacity related to energy production, mining, and other facilities of concern.
- Proposals to assist in building technical capacity in other areas, such as ambient air monitoring and dispersion modeling, which foster collaboration and enable leveraging of limited resources in Indian Country (building capacity includes but is not limited to the activities preceding; however, having a third party do the work is not considered building Tribal capacity).

The EPA will consider collaborative and individual proposals.

State Indoor Radon Grants

Eligible activities for SIRG funding consideration include but are not limited to:

- Educating Tribal members, Tribal Councils, Tribal housing authorities, builders, local building code officials, home inspectors, real estate professionals, medical professionals and others about radon.
- Providing training and technical support on radon testing and mitigation, as well as identifying and spreading best practices for building homes, schools and other buildings that are radon resistant.
- Encouraging a Tribal Council or other Tribal authority to adopt radon-resistant building codes.
- Promoting testing and mitigation in residential real estate transactions.
- Informing local school systems about radon exposure risk in schools and providing sample school testing and mitigation plans.

Proposals should indicate if funding for any proposed activity is also being sought under other EPA grant programs. For example, air quality related activities funded with General Assistance Program or Water Program funds cannot be again funded with Air Program funds. If similar activities also appear in the Tribe’s GAP, Air or any other EPA funded workplans, please specify how these activities differ from each other to avoid duplication of effort concerns.

FUNDING FACTORS

The EPA recognizes that each Tribe is unique and is at a different stage in developing an air program. Therefore, the funding priorities below are meant to allow for the varied projects and priorities that individual Tribes have, while still emphasizing overall regional goals throughout Indian Country.

Clean Air Act 103 and 105

1. *Air Quality Issues and Environmental Risk:*

The extent to which the project identifies significant air pollution problems relating to a specific source or pollutant (i.e., demonstrated high levels of air pollution relative to national standards and/or regional and local levels, recorded health related complaints to a Tribal office, suspected or documented pollution problem from a specific source, or Tribal lands are in a non-attainment designated area under the NAAQS).

If a project described has already achieved 3 years of monitoring or has generated sufficient data, the EPA will re-evaluate the project to determine if grant funds will be approved for continuous monitoring. Justification must be made for a project to be continued longer than 3 years, including a description of the results and if air monitoring data is being used for comparison to the NAAQS.

2. *Current Air Quality Program Activities:*

The extent to which the Tribal government demonstrates a long-term commitment to develop and implement an air program (i.e., developing air codes or regulations for Tribal lands, Clean Air Act program delegations, submitting a partial or whole Tribal Implementation Plan for approval, monitoring or other method of air quality assessment, compiling emissions inventories, developing pollution prevention strategies, fostering government to government relationships through partnering and outreach activities, etc.).

3. *Air Quality Outreach, Participation, and Collaboration:*

The extent to which the Tribal government/consortium demonstrates participation in environmental policy and planning through national/regional/Tribal workgroups or organizations (i.e., Regional Planning Organizations, the National Tribal Air Association, the Regional Tribal Operations Committee, the National Tribal Environmental Council, etc.) and disseminates relevant information to other Region 5 Tribes.

State Indoor Radon Grants

1. *Strength of Expected Programmatic Outputs and Outcomes:*

- Number of residences/schools/daycares/other buildings tested for radon
- Number of residences/schools/daycares/other buildings built with Radon Resistant New Construction
- Number of radon tests distributed
- Adoption of radon-reducing code language
- Number of individuals trained
- Number of publications, factsheets, flyers, brochures, etc. developed or created
- Number of press/media events held, or announcements issued

- The extent to which the Tribal government/consortium demonstrates participation in national/regional radon calls or workgroups and disseminates relevant information to other Region 5 Tribes.
- Educating Tribal members, real estate professionals, the medical community, Tribal housing authority and home inspectors, builders, Tribal Council and local building code officials, and others

All Submissions

1. *Programmatic Capability:*

Under this factor, the EPA will evaluate the applicant's programmatic capability to perform the work in the proposal. The EPA will consider:

- past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project performed within the last 3 years;
- history of meeting reporting requirements on prior or current federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements;
- organizational experience and plan for timely and successfully achieving the objectives of the project (staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project);
- demonstration of significant utilization of prior year funding.

For more information on what to include for this factor, please see the "Workplan Supplements" section.

2. *Environmental Results:*

Under this factor, the EPA will evaluate applicants based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outputs and outcomes) under federal agency assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.

Note: In evaluating applicants under this factor, the EPA 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). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor. If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal.

SUBMISSION INFORMATION

Proposal Submission Requirements

The closing date for submissions under this announcement is **October 31, 2025, 6:00 p.m., Central Time**. Proposals must be received via email by the closing date. Late proposals will not be considered. Please send an email containing **Microsoft Word** files of all required application materials to R5ARD_Grants@epa.gov. Please include **“FY 2026 Tribal Air Funding Announcement Proposal”** in the subject header.

Existing 105 Grantees Placeholder Request Requirements

If your Tribe is a recipient of a grant under CAA Section 105 authority or if your Air Pollution Control Program activities and funding are included in a PPG, you do not have to submit a proposal in response to this announcement. Please send a placeholder email for the amount received in a prior year to R5ARD_Grants@epa.gov by **October 31, 2025, 6:00 p.m., Central Time**. Please include **“FY 2026 Tribal Air Funding Announcement Placeholder”** in the subject header.

Existing 105 Grantees Placeholder Request Requirements

If a Tribe wishes to be considered for activities and funds beyond what the Tribe received in a previous year, the Tribe must submit a proposal at this time.

SIRG Requirements

Unlike CAA 105 grants, proposals for SIRG funding must be submitted at this time, regardless of PPG inclusion.

Award Information

The funding for selected projects will be in the form of a grant because the EPA will not be substantially involved during the performance of the contemplated activities beyond programmatic oversight and review and comment on agreement activities and products, as identified in the negotiated workplan. Please note that a budget for FY 2026 has not yet been approved. Therefore, extra funding beyond the previous year’s allocation is not guaranteed.

The EPA reserves the right to negotiate appropriate changes in workplans after the selection for further consideration and before the final award. The notification that an applicant’s proposal has been selected and is being recommended for award is not an authorization to begin

performance. The award notice signed is the authorizing document and will be provided via email. This process can take up to 60 days from the date of formal application receipt.

Proposal Notifications

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

- The EPA anticipates notification to successful applicants will be made via email by **December 12, 2025**. The notification will advise the applicants that their respective proposal has been successfully evaluated and recommended for award. The notice shall require submission of a final application. Successful applicants will have an opportunity to negotiate elements of their workplan and budget, have the draft reviewed by an assigned PO, and submit final applications, including all required assistance documents to grants.gov by **approximately January 30, 2026**.
- The EPA anticipates notification to *unsuccessful* applicant(s) will be made via email by **December 12, 2025**.

Administrative and National Policy Requirement

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants>.

CONTACT INFORMATION

All questions or comments should be emailed to R5ARD_Grants@epa.gov.

PROPOSAL SUBMISSION INFORMATION

The proposal must be written in English with one-inch margins, typed twelve-point font and shall not exceed five single-spaced pages in length for one-year workplans or seven single-spaced pages for multi-year workplans. Pages refer to one-side of a single-spaced typed page. Cover page is not included in the page limit. Pages in excess of the specified page limit will not be considered. Supporting materials, such as the budget narrative, are not included in the page limit. Note: **FULL APPLICATIONS ARE NOT TO BE SUBMITTED AT THIS TIME** (i.e., the SF-424, SF-424A, key contacts form, etc., should *not* be submitted). If applying for multiple programs (CAA 103, CAA 105 and/or SIRG), please include a separate budget narrative for each program.

Region 5 encourages Tribes who have successfully managed air grants for three or more years to submit proposals for two- or three-year grants. The intent is to reduce administrative burdens for the Tribe. If the Tribe submits a multi-year request, the Tribe should identify the amount of funds they are requesting for each year.

The proposal narrative must substantially comply with the specific instructions and content as defined in this Funding Announcement.

PROPOSAL ELEMENTS

Each proposal must include the following components:

A. Cover Page

Include the following information:

- Entity name
- Project title
- Document date
- Project Manager - the principal party responsible for accomplishing the activities outlined in the workplan
- Total cost
- Project period: April 1, 2026 through March 31, 2027 or 2028, depending on whether the Tribe submits one- or two-year workplan proposal. For CAA 105 and SIRG applicants with PPGs, the project period dates may coincide with that grant.

B. Workplan

Each narrative workplan must be less than **5 (for one-year workplans) or 7 (for two-year workplans)** pages in length. The narrative workplan must explicitly describe how the proposed project/program meets the purpose of this announcement and should consist of these elements:

Project Description: Illustrate the need for the project, with linkage to EPA Pillar 1: Clean Air, Land, and Water for Every American.

Include the following elements in the Project Description:

1. **Problem Statement:** Provide a well-supported statement or needs assessment of the problem to be addressed which demonstrates the reason your Tribe should receive funding support.
2. **Objectives:** Identify the project/program objectives. Objectives should be specific, measurable and clearly describe how they are related to and lead to the project/program goals and expected environmental results. They should include the “public” benefits to be obtained.
3. **Project Methods:** Outline in detail the necessary tasks and activities that will be conducted to accomplish the objectives. Describe why you have chosen these activities to obtain the desired environmental results. The tasks and activities should be realistic and achievable within the budget and project period of the grant. Include whether the activities will require a Quality Assurance Project Plan.

4. **Environmental Results:** In keeping with the mission of protecting human health and the environment, the EPA awards numerous assistance agreements to support these goals. Applicants must discuss anticipated environmental outputs and outcomes in proposed workplan objectives and performance measures.
 - a. **Specific Environmental Outputs:** Identify the specific outputs. These include deliverables of an environmental activity, effort and/or associated work products related to an environmental goal or objective, which will be developed over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Potential outputs include, developing an air quality management plan, developing an emissions inventory, producing raw and summarized air monitoring data, submitting progress reports on a quarterly or semi-annual basis, creating indoor air quality reporting metrics, and submitting data to the Air Quality System or in conjunction with another air agency.
 - b. **Desired Environmental Outcomes:** Articulate the desired environmental outcomes. They are the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period. Potential outcomes include, “significant number of community members with increased awareness of air quality issues” or “increased number of Tribal residents breathing cleaner air.”
5. **Target Dates and Milestones:** Include an estimated timeline or schedule of expected target dates and milestones (a marker of reaching an identifiable stage in any task) to achieve specific tasks and accomplishments during the budget and project period. An estimated completion date is needed for each task. Do not use “ongoing” as a milestone. Quarterly, monthly, etc. are acceptable timeframes if there is not a definitive end point for the task.
6. **Performance Measures:** Provide a detailed explanation of how the project/program shall be evaluated (through quantitative means, if possible). Applicants must develop criteria to evaluate progress and results by tracking and measuring outputs and outcomes. Evaluation must occur during and after the project/program activities are conducted to ensure appropriate adjustments can be made along the way, if necessary. For example, if permit review is one of your objectives, provide an estimate of the number of permits you plan to review.
7. **Program Manager/Contact(s):** Identify all individuals or parties who will be involved in the project/program activities and include a description of their respective roles/responsibilities.
8. **Quality Assurance:** If the project/program involves collection/compilation or use of environmentally related data or data generation, a Quality Assurance Project Plan is

required. A QAPP describes the activities of an environmental data operations project involved with the acquisition of environmental information whether generated from direct measurements activities, collected from other sources, or compiled from computerized databases and information systems.

9. **Performance Reporting Requirements:** Discuss your commitment to provide quarterly or semi-annual reports and a detailed follow-up final report. Applicants are further required to make a commitment to share all data generated, collected or compiled with the EPA for assessment on a regional level. Additionally, a final report is due 120 days after the grant end date.

C. Workplan Supplements

(NOTE: THE SUPPLEMENTS ARE NOT PART OF THE PAGE LIMIT)

Programmatic Capability: 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 three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

The EPA places significant emphasis on the utilization of prior years' funding. When submitting your request for funds, the following information must be submitted: For those Tribes and Tribal consortia with active grants awarded under CAA 103, you must provide by agreement number, the amount of funds that have not been requested for reimbursement (i.e., those funds that remain in the EPA's Financial Data Warehouse and are not shown as a "draw down") and a detailed justification as to why such funds should not be considered in the funding allocation process. The EPA regional staff will review the EPA's Financial Database Warehouse to confirm the amount of outstanding funds reported. If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal.

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.

Note: All ambient, emissions, and compliance data obtained using these funds must be entered in the corresponding national data base (i.e., National Emissions Inventory and Air Quality System). This data is available to the public. Tribal Emission Inventory Software Solutions is available to Tribes from the Institute of Tribal Environmental Professionals. The TEISS provides guidance on what type of data to enter, conducts calculations and unit conversions, and creates

clear reports and maps that support the needs of Tribal air quality activities related to emissions inventories.

Budget Narrative: Provide a detailed itemized budget proposal, including a narrative statement justifying the expenses for each of the following categories being performed within the grant/project period. *Indicate whether the budget is for one or two years, provide the cost break down for each year and clearly indicate the total cost of the project for the entire project period.*

Assistance awarded under the authorities described in this funding announcement may not be used to fund the purchase or construction of real property, mediation activities, or personnel that are not actively involved in implementing said air quality project or its program elements. The EPA will not fund activities through this announcement that are funded through other announcements and programs. **Additionally, the EPA will not fund radon mitigation activities through this announcement.** Please note that vehicle purchases and leases will not be funded via Section 103 or 105 grants; however, mileage reimbursement is allowable and must include the number of trips, miles per trip, and use the federal mileage reimbursements rate, which for 2025 is 70 cents per mile.

IMPORTANT: Applicants who receive an assistance agreement under this funding opportunity may not use funds from other federal assistance agreements/programs to fund the same activities proposed under this Funding Announcement notice.

a. Personnel:

Indicate salaries and wages, by job title, of all individuals who will be supplemented with these funds. For example:

Air Quality Specialist @ \$15/hr x 40 hrs/wk x 52/wks = \$31,200

Total = \$31,200

b. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds and if sick leave and annual leave are included. For example:

Health Insurance - 1 FTE @ \$35/month x 12/months = \$420 Dental - 1 FTE @ \$40/mo x 12/months = \$480

Total = \$900

c. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel. For example:

Air Quality Training

Air Fare $\$750 \times 1 \text{ FTE} = \750

Per Diem @ $\$43 \text{ day} \times 3 \text{ days} \times 1 \text{ FTE} = \129 Hotel @ $\$100 \text{ day} \times 2 \text{ days} \times 1 \text{ FTE} = \200

Air Conference

Local Travel Mileage - $1000 \text{ miles} \times \$0.70 = \$700$

Total = $\$1779$

d. Equipment:

Identify items to be purchased such as air quality related instruments used in support of workplan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. EPA policy defines equipment as items costing \$10,000 or greater. Indicate if your Tribe/organization's definition differs.

For example:

Ozone Analyzer	-	\$10,000
Ozone Calibrator	-	\$12,000

Total = $\$22,000$

e. Supplies:

Indicate any items to be purchased that will be used in support of air project/program workplan objectives. For example:

General office supplies (pens, notebooks, paper clips, CD ROMs, etc.)

Total = $\$500$

f. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Examples of contractual items include sample analysis, and rental or lease of property being utilized in support of workplan objectives. For example:

Total mercury analysis - ABC Lab

[52 samples @ $\$100 = \5200] Shipping costs (site to lab)

[$\$15.00 \text{ per sample} = 15 \times 52 = \780]

Total = \$5,980

g. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan. For example:

Office needs (postage, phone, fax, etc.) = \$560

Office space -utilized for air-related project/program staff (\$120/months x 12/months = \$1440)

Total = \$2,000

h. Total Direct Charges:

Summary of all costs associated with each object-class category. For example:

* Total = \$64,359

i. Total Indirect Costs:

Tribe/organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if Tribe/organization is in negotiations with appropriate federal agency to obtain a new agreement (note that the new de minimis rate is 15%). For example:

IDC Rate is 15% of total direct charges = \$9,653

j. Total Cost:

Indicate overall figure of all direct and indirect costs. For example:

Total Budget Year 1 = \$74,012

* If you propose a multi-year project, in a similar manner, provide projected budget for year two. Further, add both years to reflect budget totals for each category and overall project cost.

Budget Tips:

1. Use only whole numbers on all forms.
2. Non-federal cost share calculation (for 105 and SIRG applicants):

Determine total federal funds available: \$74,012

Divide total federal funds available by maximum federal % allowed (federal 95%, non-federal 5%)

$$\$74,012 / (0.95) = \$77,907$$

Subtract federal amount from the total project costs

Total Project Costs	\$74,012
Federal Amount	-\$77,907
Cost Share:	\$3,895

3. Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with the EPA. The term "management fees or similar charges" refers to expenses added to the direct costs to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.
4. If grant funds are to be used for staff training, education, outreach, or conferences and meetings (and any associated travel costs), include these activities as a separate task. Explain the purpose for taking the training or attending the conferences and how it relates to the grant objectives. To the extent you know of specific courses, conferences or events, list those in the workplan along with intended staff to participate. Additional details for training or conferences involving travel are required in the budget narrative.
5. Equipment: Does not include: 1) equipment planned to be leased/rented, including lease/purchase agreements; or 2) equipment service or maintenance contracts. These types of proposed costs should be included in the "Other" category. Provide the name/type equipment to be purchased, estimated costs of each piece of equipment, why the equipment is needed/or required, and which workplan task the new equipment will help support. The budget narrative must include an itemized listing of all equipment proposed under the agreement.
6. Contractual: For each planned contract, 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 non-competitive), if known. Also, provide a basis for all cost calculations (e.g., number of samples and price per analysis, average hourly rate and estimated hours, etc.).

Confidential Business Information: In accordance with 40 C.F.R. 2.203, applicants may claim all or a portion of their proposal as confidential business information. The EPA will evaluate confidential claims in accordance with 40 C.F.R. Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, the EPA is not required to make the inquiry to the applicant otherwise required by 40 C.F.R. 2.204 (c) (2) prior to disclosure. Note: under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

Disclaimer: Anything in your proposal is subject to public record review.