



Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia

Notice of Funding Opportunity Webinar

Funding Opportunity Number: EPA-I-OLEM-ORCR-25-02

October 7, 2025

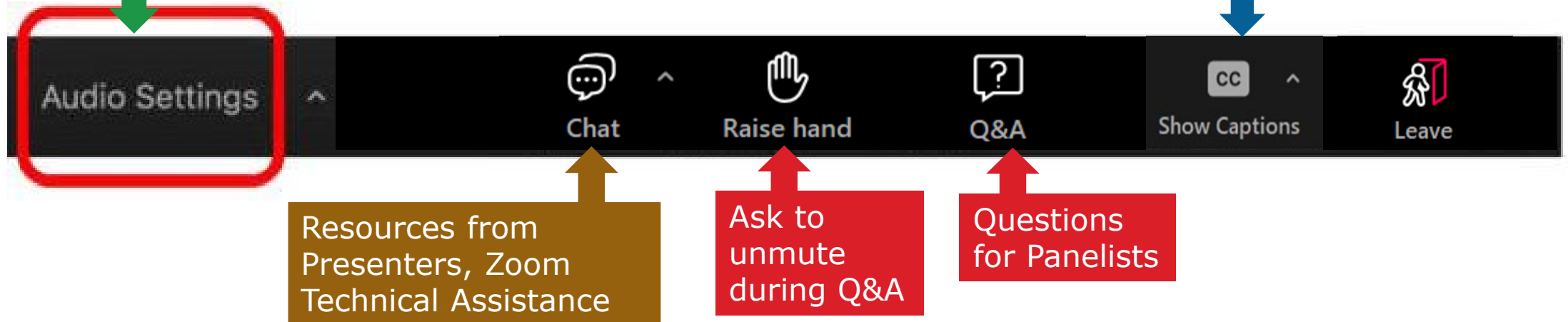
Resource Recovery Division

U.S. EPA Office of Resource Conservation & Recovery



Webinar Logistics

"Switch to Phone Audio"
if your computer's
microphone/speakers
are not working



- **To ask a question:** Type your question in the Q&A Box or ask to be unmuted using the raise hand feature.
- Autogenerated closed captions are available.
- **Technical difficulties:** If you are having technical difficulties, please send a message through the Chat Box or email Katonica.Kim@epa.gov.





Introduction

EPA-I-OLEM-ORCR-25-02



Agenda

- Overview of Current SWIFR Grants
- New Funding Opportunity Overview
- Eligibility Requirements
- Evaluating Applications
- Documents and Optional Resources
- Subawards & Procurement
- General EPA Requirements and Resources
- Cross-Cutting Federal Requirements
- Questions and Answers



Goals of the Webinar

1

Provide information on the Solid Waste Infrastructure for Recycling funding opportunity for **Tribes and Intertribal Consortia**

2

Clarify information and answer questions about the scope, requirements, evaluation criteria, optional resources, and other federal requirements



Solid Waste Infrastructure for Recycling (SWIFR) Grant Program





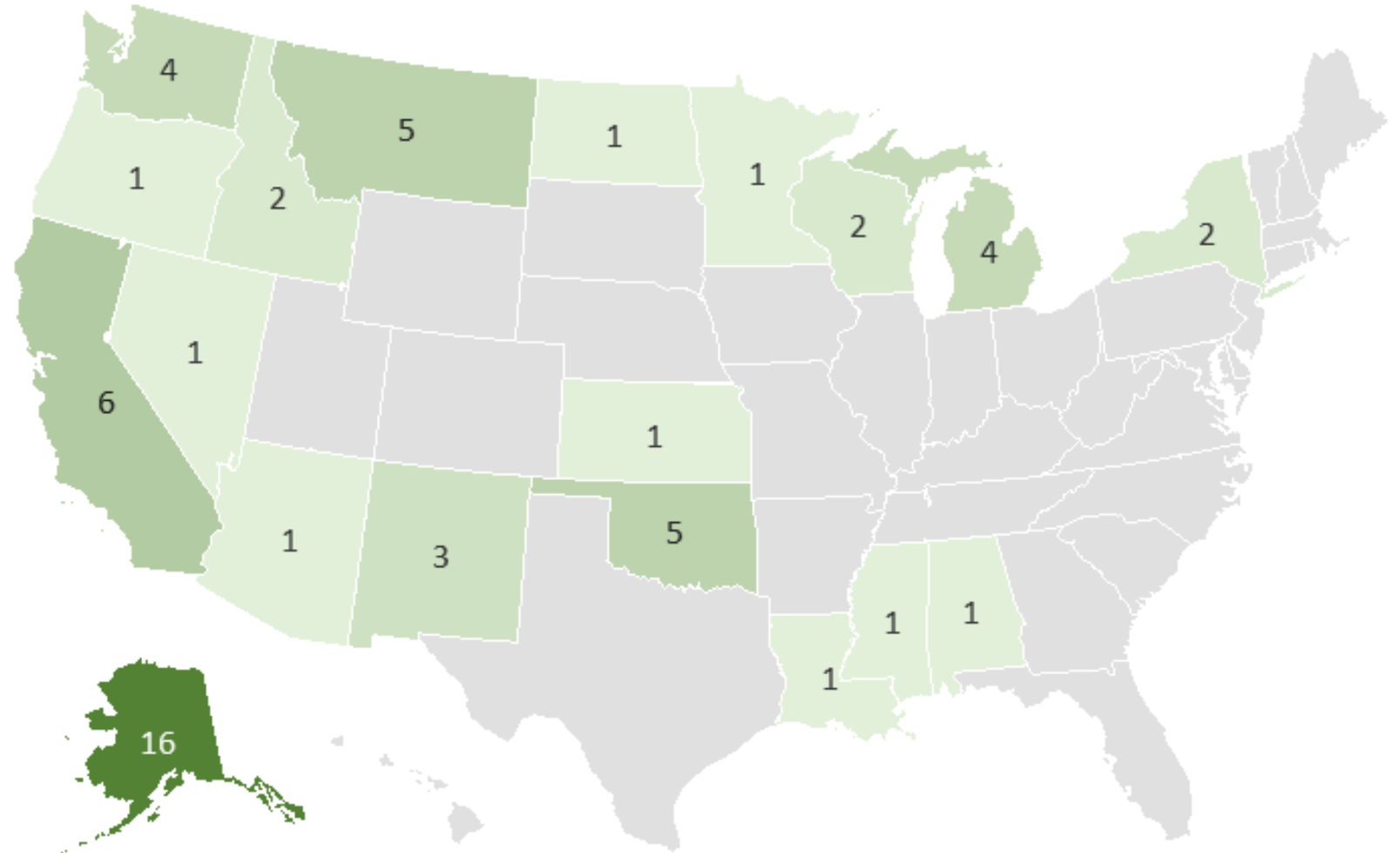
Current SWIFR Tribal Grants

Overview of Existing Grant Projects

SWIFR Tribal FY23: 58 Awards for a Total of \$60.8 Million in Funding

EPA received 84 eligible applications requesting a total of approximately \$83 million in funding.

Awarding 58 grants represents ~67% of the total funding requested.





New Funding Opportunity Overview

Funding Opportunity Overview

*Section 2.A of
the NOFO*

- **Estimated Funding:** Approximately **\$20,000,000**
 - \$100,000 (minimum) to \$1,500,000 (maximum) per award
 - Anticipate awarding approximately 20 assistance agreements, with at least one award per EPA Region (depending on quality and quantity of applications received)
- **Funding Structure and Period of Performance:**
 - Awards funded under this opportunity are expected to have a **three-year** project period. Projects located in Alaska may have up to a **five-year** project period.
 - Voluntary cost share will not be accepted or evaluated under this competition.
 - These grants are not PPG eligible.



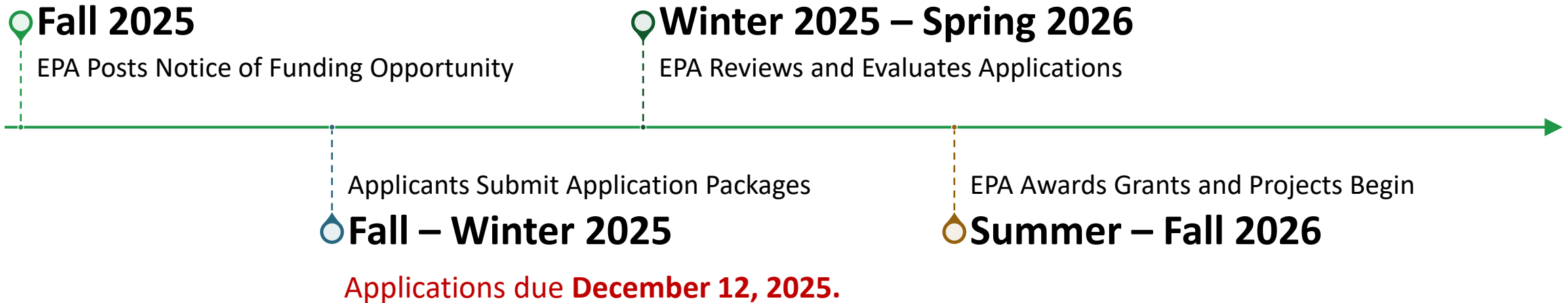
Funding Opportunity Overview

*Section 1.C of
the NOFO*

Anticipated Timeline:

Applications Due: December 12, 2025

Anticipated Award Date: Summer-Fall 2026



Funding Opportunity Overview

*Section
2.A and
Section 6.C of
the NOFO*

- **Eligible Entities:**

- **Indian Tribes** as defined in 33 U.S.C. 4201 and section 4 of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304), which includes **Alaskan Native Villages** and **Alaska Native Corporations**, and **Former Indian reservations in Oklahoma**, as determined by the Secretary of the Interior, and
- **Intertribal Consortia**, consistent with the requirements in 40 CR 35.504(a).

- **Current SWIFR Grantees:**

- Are eligible to apply, if they meet all other eligibility criteria.
- During final selections, the EPA may consider prioritizing applicants that:
 - have not previously received SWIFR grants, or
 - those that previously received SWIFR grants and have disbursed at least 25% of the funding for each SWIFR cooperative agreement they have with EPA **by November 28, 2025**.



Scope of Work

*Section 3.A.1 of
the NOFO*

All applications **must** address one or more of the following objectives:

- **Develop or update plans** focused on encouraging environmentally sound post-consumer materials management such as source reduction (e.g., repair clinics, reuse centers), collection, storage, transportation, composting, recycling, and/or markets for recyclables;
- **Develop, strengthen, and/or implement comprehensive data collection** efforts that demonstrate progress towards the National Recycling Goal and Food Loss and Waste Reduction Goal;
- **Establish, increase, or expand materials management infrastructure**, such as facilities for reuse, recycling or composting; collection and storage bins for recyclable or organic material, purchasing and maintaining equipment or supplies such as scales, crushers, balers, and sorting equipment, trucks, forklifts, and safety equipment);
- **Establish or identify end-markets** for the use of recycled materials; or
- **Demonstrate an increase in the diversion** recycling rate, and/or quality of materials collected.



Scope of Work

*Section 3.A.1 of
the NOFO*

Eligible materials and waste streams:

- Municipal solid waste (MSW), including plastics, organics, paper, metal, glass, etc.
- Electronic waste and batteries
- Household hazardous waste
- Tire scraps
- Construction and demolition (C&D) debris
- Disaster debris

Eligible management pathways:

- Source reduction, reuse, sending materials to material recovery facilities, composting, rendering, anaerobic digestion, and feeding animals



Ineligible Costs

Section 3.A.3 of
the NOFO

- Landfilling, incineration, burn units, waste-to-energy (except anaerobic digestion), gasification, chemical and thermal recycling, biofuels, and environmental cleanup are **not eligible for funding** under this solicitation. Food processing is only eligible when paired with recycling activities.
- Surveys: EPA funds **cannot be used to design nor administer the collection of identical information** from 10 or more parties (for example, through surveys or focus groups).
 - Reasonable costs for analyzing and publishing the independently collected information **are allowable** to the extent authorized in the EPA approved budget for this agreement.
- **All costs must meet the requirements for allowability** in 2 CFR Part 200, Subpart E and applicable provisions of 2 CFR Part 1500.





Eligibility Requirements

Eligibility Requirements

*Section 2.A.1 of
the NOFO*

1. Address at least one of the **mandatory grant objectives** in *Section 3.A.1: Scope of Work*.
2. **Eligible entity**, as described in *Section 2.A: Eligible Applicants*.
3. Federal funds requested must be **between \$100,000 and \$1,500,000**.
4. Funds awarded under this NOFO may not be used to carry out the same activities that are already funded or in the process of being funded under other EPA financial assistance programs such as the Indian General Assistance Program, Tribal Hazardous Waste Management Grant Program, and the Tribal Response Program Grants or financial assistance applicants receive from other Federal agencies. **Applicants must provide a statement that their proposed project(s) do not duplicate other Federally funded grants received.**
5. Substantially comply with the **application submission instructions** and requirements set forth in *Section 4: Application Contents and Format*.



Additional Requirements

*Section 5 of the
NOFO*

- Submit application through **Grants.gov** (except in limited circumstances where another mode of submission is specifically allowed for, as explained in *Section 5.D: Technical Issues with Submission*).
- Applications submitted outside of Grants.gov or after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can demonstrate it was due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues.





Evaluating Applications

Evaluation Criteria

*Section 6
of the NOFO*

- Eligible entities whose applications meet the Threshold Criteria will be reviewed according to the evaluation criterion set forth in the following slides.
- Each application will be rated under a points system, with a total of **100 points** possible.
- Applicants may, but are not required to, use the Optional Templates for the Summary Information Cover Letter, the Narrative Proposal and the Budget Table & Description.



Evaluation Criteria Weighting

*Section 6.B
of the NOFO*

Project Summary &
Approach
(40 pts)

Impactful Approaches
& Solutions
(25 pts)

Measuring
Environmental Results
(10 pts)

Programmatic
Capability & Past
Performance
(10 pts)

Budget & Expenditure
of Awarded Grant
Funds
(15 pts)



Criterion 1: Project Summary & Approach (40 points)

Section 6.B
of the NOFO

- a. The Narrative Proposal includes a clearly written description of the overall project.
- b. The project meets the requirements in *Section 3.A.1: Scope of Work*.
- c. The Narrative Proposal clearly identifies the goals and objectives of the project and includes an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives.
- d. The Narrative Proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.



Criterion 2: Impactful Approaches & Solutions (25 points)

*Section 6.B
of the NOFO*

- a. Describe how the project results will improve the environmental conditions of the Tribal community(/ies) in the short and long term, and any other community benefits associated with the anticipated project outcomes.
- b. Describe how the anticipated benefits of the project contribute to post-consumer materials management in Tribal communities.

Impactful projects may include, but are not limited to:

- Solving local challenges around collection of materials in rural or isolated areas;
- Conducting activities fostering environmentally sound materials management to multiple Tribes;
- Coordinating regional source reduction, recycling or backhaul services;
- Establishing or expanding a hub and spoke source reduction and/or recycling system;
- Implementing projects that will increase the long-term resilience of Tribal post-consumer materials management systems.



Criterion 3: Measuring Environmental Results (10 points)

*Section 6.B &
Section 3.A.2
of the NOFO*

- Propose strategies for **measuring and tracking** the expected outputs and outcomes described in *Section 3.A.2*.
- Outputs and outcomes must be **quantitative or qualitative**, and should be directly linked to a measure of environmental improvement and to project activities described in the Narrative Proposal.
- Please note that **all outputs and outcomes** listed in *Section 3.A.2* must be discussed to receive full points for this criterion (even if the anticipated result is “0” or “Not Applicable”).



Criterion 3: Measuring Environmental Results (cont.)

*Section 3.A.2
of the NOFO*

1. Number of infrastructure investments/enhancements made spanning the spectrum of collection through end market development (e.g., bins purchased, post-consumer materials management systems created, technology improvements made).
2. Tons of MSW/C&D collected, recycled, composted, or managed via each relevant management pathway in the community served by the project.
3. Tons of MSW/C&D generated per material type (e.g., plastic, food waste, etc.) and source in the community (e.g., household, school, or business) served by the project.
4. Number of temporary or permanent jobs created (including part-time).
5. Percentage of Tribes and Tribal members of intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.
6. Number of Tribes and member Tribes of intertribal consortia served as a result of establishing, increasing, expanding, or optimizing collection.



Criterion 4: Programmatic Capability & Past Performance (10 points)

*Section 6.B
and 4.B.b.iv
of the NOFO*

- a. **Past performance** in successfully completing and managing the assistance agreements identified in response to *Section 4.B.b.iv* of the NOFO.
 - a. *Section 4.B.b.iv* requires applicants to **submit a list of federally and/or non-federally funded assistance agreements** that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements).
- b. **History of meeting the reporting requirements under the assistance agreements** identified in response to *Section 4.B.b.iv*, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements.
- c. **Staff expertise/qualifications** (including organizational experience), staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

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 subfactors.

If you do not provide any response for these items, **you may receive a score of 0 for these factors.**



Criterion 5: Budget & Expenditure of Awarded Grant Funds (15 points)

*Section 6.B
of the NOFO*

Applications will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. The Agency will evaluate the proposed project budget and narrative to determine the extent and quality to which:

- a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes.
- b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity.
- c. The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

Provide the response to this criterion as part of your budget table and description. (See optional budget table and description spreadsheet resource provided on [EPA's Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia](#) webpage.)





Documents and Optional Resources

Application Materials

Section 4.A
of the NOFO

Mandatory

- ☐ Application for Federal Assistance (Standard Form 424);*
- ☐ Budget Information for Non-Construction Programs (Standard Form 424A);*
- ☐ EPA Key Contacts Form 5700-54;*
- ☐ EPA Pre-award Compliance Review Report Form 4700-4;*
- ☐ Project Attachment Form (Summary Information Cover Letter + Narrative Proposal + Budget Table and Description)
 - See optional resources for these materials on [EPA's webpage](#).

**You can find the first 4 forms listed here in the NOFO listing in Grants.gov, under the "Packages" tab: <https://grants.gov/search-results-detail/359870>*



Application Materials

*Section 4.A
of the NOFO*

Optional Documents

- ❑ Documentation demonstrating that the applicant is an eligible Intertribal Consortium (if applicable)
- ❑ Negotiated indirect cost rate agreement (if applicable)
- ❑ SWIFR Round 1 grantees: A copy of a financial record displaying the amount of previous SWIFR cooperative agreement funds drawn down (e.g., a report from the Automated Standard Application for Payments (ASAP) or general ledger entries).
- ❑ Milestones (see example posted on [EPA's Solid Waste Infrastructure for Recycling Grants for Tribes and Intertribal Consortia](#) webpage)

Documents that will not be considered during review

- The following documents will not be considered during the review process:
 - References/works cited, letters of support, staff CV/resumes, solid waste plans, engineering reports, or feasibility studies



Resources Available on EPA's Website

EPA has provided optional resources that can aid applicants in developing the following documents:

- **Project Narrative Attachment Form**, which includes:
 - Summary Information Cover Letter
 - Narrative Proposal
- **Budget Table and Description Spreadsheet** (*separate spreadsheet file*)

Additionally, EPA created the following optional resources to help with application submission:

- **Timeline and Milestones Example**
- **Application Submission Checklist**

These resources are available on EPA's website: <https://www.epa.gov/infrastructure/solid-waste-infrastructure-recycling-grants-tribes-and-intertribal-consortia#resources>

These resources are **optional**. Applicants who do not use these resources will not be penalized.



Project Narrative Attachment Form

*Section 4.B
of the NOFO*



SUMMARY INFORMATION
COVER LETTER

Maximum 1 page



NARRATIVE PROPOSAL

Maximum 10 pages



BUDGET TABLE AND
DESCRIPTION

*Spreadsheet with no
page limit, or up to 4
typed pages*



Project Narrative Attachment Form

*Section 4.B
of the NOFO*



SUMMARY INFORMATION
COVER LETTER

Maximum 1 page



NARRATIVE PROPOSAL



BUDGET TABLE AND
DESCRIPTION



Summary Information Cover Letter

*Section 4.B.a
of the NOFO*

- Should not exceed **1 page** in length.
- Must include:
 - i. Project Title
 - ii. Applicant Name
 - iii. Eligible Entity Type
 - iv. UEI Number
 - v. Project Summary
 - vi. Contact Information
 - vii. Project Location
 - viii. EPA Funding Requested
 - ix. Project Period
 - x. Program Objective Elements
 - xi. Statement of Non-duplication
 - xii. Cooperative Partners



Summary Information Cover Letter

- *Optional Resource:*
[SWIFR Project Narrative Attachment Form \(docx\)](#)
- Text that is italicized and bracketed should be deleted when submitting the application.

Summary Information Cover Letter

ENVIRONMENTAL PROTECTION AGENCY (EPA)

Solid Waste Infrastructure for Recycling (SWIFR) Grants for Tribes and Intertribal Consortia

EPA-I-OLEM-ORCR-24-06

- Project Title.** *[Project title]*
- Applicant Name.** *[Name of organization]*
- Eligible Entity Type.** *[Identify the organization type from Section III.A: Eligible Applicants.]*
- Unique Entity Identification (UEI) Number.** *[UEI number.]*
- Project Summary.** *[Briefly describe your project in two to four sentences.]*
- Contact Information.** *[Include name, title, address, email address, phone number of the lead applicant. A primary and an administrative contact can be listed.]*
- Project Location.** *[Location where the project will take place. If project will occur in more than one location, indicate the city and state associated with the primary location.]*
- EPA Funding Requested.** *[Specify the dollar amount of funding requested from the EPA.]*
- Project Period.** *[Provide estimated beginning and ending dates.]*
- Program Objective Elements.** *[State the mandatory program objective elements addressed from Section I.E: Scope of Work.]*
- Statement of Non-duplication.** *[In response to Threshold Criterion #4.]*
- Cooperative Partners.** *[Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.]*



Project Narrative Attachment Form



SUMMARY INFORMATION COVER
LETTER



THE NARRATIVE
PROPOSAL

Maximum 10 pages



THE BUDGET TABLE AND
DESCRIPTION

Narrative Proposal

*Section 4.B.b
of the NOFO*

- Should not exceed **10 pages** in length.
- Must **explicitly describe** the applicant's proposed project and **specifically address** each of the evaluation criteria disclosed in *Section 6.B: Review Criteria* and the threshold eligibility criteria in *Section 2: Eligibility*.
- Applicants are encouraged to **use subheadings** under each criterion to aid the reviewers in effectively reviewing your application.
- Vague descriptions, redundancy, and failure to address each of the evaluation criteria will result in a **lower ranking**.



Narrative Proposal

- *Optional Resource:*
[SWIFR Project Narrative Attachment Form \(docx\)](#)
- Text that is italicized and bracketed should be deleted when submitting the application.

Narrative Proposal

[The Narrative Proposal should not exceed 10 pages. See Section IV.E and Section V.A of the NOFO for more details on each of the evaluation criteria. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]

Evaluation Criterion #1: Project Summaries and Approach. (40 points)

- A clearly written description of the overall project:
[Applicant's text goes here]
- Project meets the requirements in Section I.E: Scope of Work:
[Applicant's text goes here]
- Goals and objectives of the project and an effective, easily understood plan with well-reasoned steps and milestones to meet the stated objectives:
[Applicant's text goes here]
- Reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end:
[Applicant's text goes here]

Evaluation Criterion #2: Impactful Approaches and Solutions. (25 points)

- How the project results will improve the environmental conditions of the Tribal community(/ies) in the short and long term, and any other community benefits associated with the anticipated project outcomes:
[Applicant text goes here]
- How the anticipated benefits of the project contribute to post-consumer materials management in Tribal communities:
[Applicant text goes here]



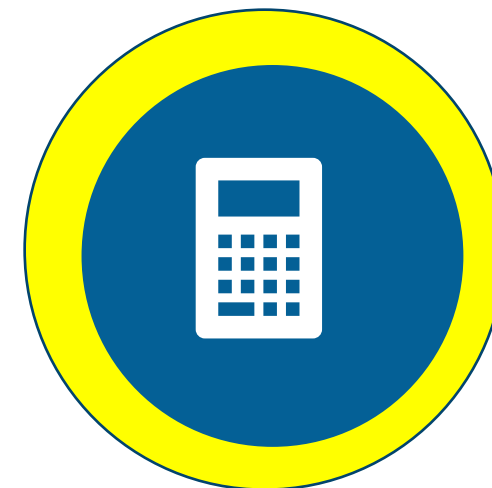
Budget Table and Description



SUMMARY INFORMATION COVER
LETTER



NARRATIVE PROPOSAL



BUDGET TABLE AND
DESCRIPTION*

**The Budget Table and Description is different from the SF-424A form.
Both must be submitted with your application or your application will not
pass the threshold screening review and be ineligible.*



Budget Table and Description

**Section 4.B
of the NOFO**

- The Budget Table and Description can be **up to 4 typed pages** (e.g., Word or pdf file) **OR** a **spreadsheet**. If you use a spreadsheet, there is no page limit.
- The detailed budget narrative should clearly explain how funds will be used.
- The successful applicant's budget description should identify:
 - Specific tasks for which EPA funding will be used
 - Costs associated with each task
 - What outputs will be produced as a result of each task
 - Refer to *Section 3.A.2 Measuring Environmental Results: Outputs and Outcomes* for a definition of outputs and outcomes.
- **Do not include cost-sharing or matching funds** anywhere in the application. Cost-sharing and matching funds will not be accepted or evaluated under this competition.



Budget Table and Description Overview

*Section 4.B.b.v
of the NOFO*

- Applicants must itemize costs related to:
 - Personnel
 - Fringe benefits
 - Travel
 - Equipment
 - Supplies
 - Construction
 - Contractual costs
 - Other direct costs, indirect costs, and total costs

For more information, please refer [to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#). (Note that this guidance is currently being updated.)



Example Budget Table and Description

Optional Resource: [SWIFR Budget Table and Description Spreadsheet \(xlsx\)](#)

SUMMARY OF BUDGET		
The values in this summary table are from		
Section A - Budget Summary		
		Federal
Year 1		\$250,000
Year 2		\$10,000
Year 3		\$0
Total		\$260,000
Section B - Budget Categories		
CATEGORY	Year 1	Year 2
a. Personnel	\$250,000	\$10,000
b. Fringe Benefits	\$0	\$0
c. Travel	\$0	\$0
d. Equipment	\$0	\$0
e. Supplies	\$0	\$0
f. Contractual		
Sub-recipient	\$0	\$0
Vendor	\$0	\$0
FFRDC	\$0	\$0
Total Contractual	\$0	\$0
g. Construction	\$0	\$0
h. Other Direct Costs	\$0	\$0
Total Direct Costs	\$250,000	\$10,000
i. Indirect Charges	\$0	\$0
Total Costs	\$250,000	\$10,000

Detailed Budget Justification

a. Personnel

INSTRUCTIONS - PLEASE READ!!!

1. List project costs solely for employees of the entity completing this form. All personnel costs for subrecipients and vendors must be identified by position title and not employee name. Enter the amount of time (e.g., hours or % of time) and the amount of cost (e.g., actual salary, labor distribution report, state civil service rates, etc.) must also be identified.
2. All personnel should be identified by position title and not employee name. Enter the amount of time (e.g., hours or % of time) and the amount of cost (e.g., actual salary, labor distribution report, state civil service rates, etc.) must also be identified.
3. If loaded labor rates are utilized, a description of the costs the loaded rate is comprised of must be included in the Additional Explanation column.
4. If a position and hours are attributed to multiple employees (e.g. Technician working 4000 hours) the number of employees for that position must be entered.
5. Each budget period is rounded to the nearest dollar.
6. Please fill out the "Project Narrative" column with roles and responsibilities for each position.

SOPO Task #	Position Title	Project Narrative	Year 1			Year 2		
			Time (Hrs)	Pay Rate (\$/Hr)	Total Budget Period 1	Time (Hrs)	Pay Rate (\$/Hr)	Total Budget Period 2
1	Sr. Engineer (EXAMPLE!!!)		2000	\$85.00	\$170,000	200	\$50.00	\$10,000
2	Technicians (2)		4000	\$20.00	\$80,000	0	\$0.00	\$0
					\$0			



Budget Best Practices

- Budgets are a critical piece of grant applications and are **highly scrutinized** during application review.
- EPA recommends you refer to these resources for developing robust budgets:
 - EPA's "How to Develop a Budget" Online Training Course:
<https://www.epa.gov/grants/how-develop-budget>
 - EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance:
<https://www.epa.gov/sites/default/files/2019-05/documents/applicant-budget-development-guidance.pdf>
 - *Note that this guidance document is currently being updated by EPA.*



General Principles for Cost Allowability

Costs must be:

- **Necessary** for the performance of the EPA award
- **Eligible**
 - Permitted by statute, program guidance, or regulations
- **Reasonable**
 - A cost is reasonable if it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

For more information, please refer [to EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#). (Note that this resource is currently being updated by EPA.)



General Principles for Cost Allowability (cont.)

- **Allocable**

- A cost is “allocable” to an assistance agreement if the cost is incurred either directly or indirectly to carry out the scope of work.
- Costs must be distributed in reasonable proportion to the benefits.

- **Allowable** under:

- The Uniform Administrative Requirements;
- 2 CFR Part 200 (commonly known as the Uniform Grant Guidance (UGG)); and
- EPA’s implementing regulations at 2 CFR 1500.



Timeline with Milestones

- Submitting a detailed timeline laying out project milestones is **optional**.
- Schedule indicating start times and completion dates of significant tasks and responsibilities under your program.
- Any format that clearly lists the milestones and timelines is acceptable.**

Timeline / Workflow	Year 1												Year 2												Year 3											
	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12	M 1	M 2	M 3	M 4	M 5	M 6	M 7	M 8	M 9	M 10	M 11	M 12
Accept Award																																				
Project Kick-Off Meeting																																				
Update Solid Waste Management Plan																																				
Planning and Organizing Logistics for Upcoming Training																																				
Attend Partner Monthly Meetings																																				
Purchase Wood-Waste Hauling Trailor																																				
Establish Recycling Bins at Tribal Households																																				
Collect, Compile, Analyze Data																																				
Draft Final Report																																				
Project Closeout																																				



Helpful Reminders Checklist

Optional SWIFR Grants for Tribes and Intertribal Consortia

Application Submission Checklist

Funding Opportunity Number (FON): EPA-I-OLEM-ORCR-25-02

Disclaimer: This optional checklist is intended to provide a streamlined representation of the Solid Waste Infrastructure for Recycling (SWIFR) Grants for Tribes and Intertribal Consortia Notice of Funding Opportunity (NOFO) to assist applicants with ensuring their application addresses the threshold and review criteria. This checklist does not supersede the requirements in NOFO. Applicants should ensure they address all criteria outlined in the NOFO.

Section numbers referenced throughout this checklist refer to the NOFO. This checklist is for your reference only – **you do not need to submit it with your application**. Check each box before you submit your application.

Did you register on SAM.gov and Grants.gov?

Ensure you have your login information for SAM.gov and Grants.gov or Register in SAM.gov and Grants.gov – See Section IV.B. Submission Instructions of the NOFO.

1. Does your organization have an active SAM.gov registration? See Section 5.B: Unique Entity Identifier (UEI) and System for Award Management (SAM.gov) Registration Instructions.	☐
2. Once your SAM.gov account is active, has your organization registered with Grants.gov? See Section 5.B: Unique Entity Identifier (UEI) and System for Award Management (SAM.gov). Note: This process can take a month or more for new registrants, so be sure to register early.	☐

- Applicants can use the Helpful Reminders Checklist to keep track of some key application requirements.
- This checklist does not supersede the requirements in the Notice of Funding Opportunity (NOFO). Applicants should address all criteria outlined in the NOFO.
- **The Helpful Reminders Checklist should not be submitted with your application.**



Where can I find the resources on EPA's webpage?



<https://www.epa.gov/circulareconomy/solid-waste-infrastructure-recycling-grants-tribes-and-intertribal-consortia#resources>

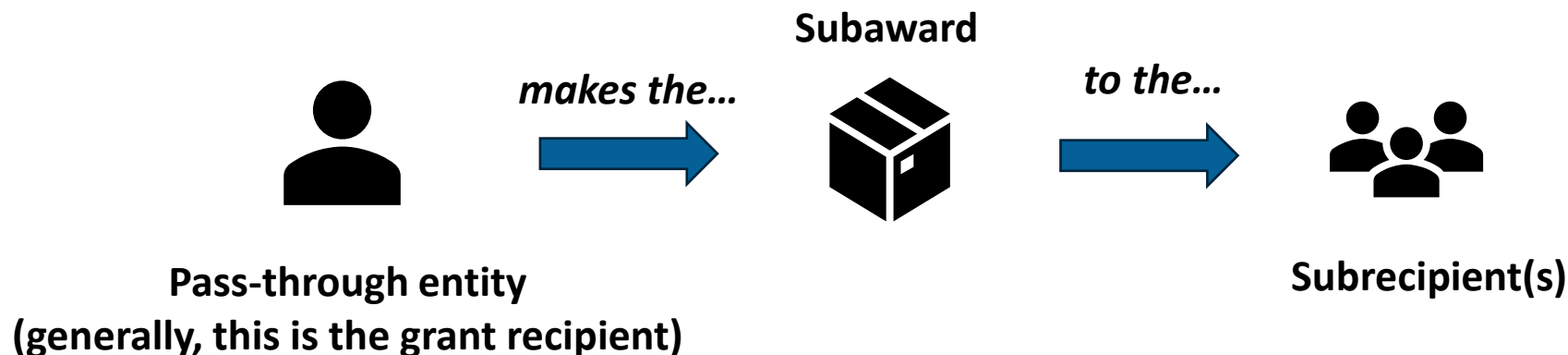


Subawards and Procurement

Subawards

**Section 4.B.b.v
of the NOFO**

- **Subrecipients (recipients of subawards)** only receive payment for their actual direct or approved indirect costs, such that they do not “profit” from the transaction.
- Subrecipients are subject to the same Federal requirements as the pass-through entity (i.e., the grantee).
- Subawards **must** be consistent with the definition of that term in 2 CFR Part 200.1 and comply with the [EPA’s Subaward Policy](#).
 - The pass-through entity that administers the grant and subawards will be accountable to the EPA for proper expenditure of the funds and reporting and will be the point of contact for the coalition.



Procurements

*Section 4.C
of the NOFO*

- **Procurement contractors** (including individual consultants) typically provide goods and services on commercial terms, operate in a competitive environment, and a reasonable profit is allowable.
- Recipients use procurement contracts to **acquire property** (including intellectual property such software licenses) **and services** needed to carry out the EPA funded project or program.
- As provided in [2 CFR Part 200.317](#), when procuring property and services under a federal award, a **Tribe must follow the same policies and procedures it uses for procurements from its non-federal funds.**
 - If such policies and procedures do not exist, Tribes must follow the procurement standards in [§§ 200.318](#) through [200.327](#).



Procurements (cont.)

*Section 9.A.5
of the NOFO*

In addition to its own policies and procedures, a State or Indian Tribe must also comply with the following procurement standards, as stated in [2 CFR Part 200.317](#):

- Good Faith Efforts ([200.321](#), [40 CFR Part 33 Subpart C](#), and [40 CFR Part 33.304](#))
- Domestic preferences for procurements ([200.322](#))
- Procurement of recovered materials ([200.323](#))
- Contract provisions ([200.327](#))





General EPA Requirements and Resources

General EPA Grant Requirements

*Section 5
of the NOFO*

- ***Register Now on SAM.gov!*** These registrations can take a month or more to complete!
- You must have an active SAM registration in www.SAM.gov to apply for the grant.
- Once your SAM.gov account is active, you must register in www.Grants.gov.



Tips for Preparing an Application

Start Early!

Clearly demonstrate
the eligibility
requirements and
evaluation criteria

Provide detailed
descriptions of
proposed work

Double-check that
you include all
required documents

Review the optional
resources on [EPA's
webpage](#)

Reach out to
SWIFRTribal@epa.gov
with questions about
eligibility



Pre-Application Assistance



[SWIFR Tribal
webpage](#): link to the
NOFO in Grants.gov,
and optional resources
for applicants



[SWIFR Tribal
NOFO Webinar](#):
Recording and
slides



[Questions and
Answers](#): SWIFR
Grants for Tribes and
Intertribal Consortia



Useful Links

How to Prepare for a Grant Application

Prepare for a Grant Application website

<https://www.epa.gov/rcra/prepare-grant-application>

Instructions for Registering on SAM.gov

<https://www.epa.gov/infrastructure/prepare-grant-application#01>

Tips for Proofreading your Next Grant Application

<https://grantsgovprod.wordpress.com/category/learngrants/grant-writing-basics/>

How to Develop a Budget

<https://www.epa.gov/grants/how-develop-budget>

EPA Grants Management Training for Applicants and Recipients

www.epa.gov/grants/epa-grants-management-training-applicants-and-recipients

EPA Grants Policy Resources

<https://www.epa.gov/grants/epa-grants-policy-resources>

Best Practices Guide for Procuring Services, Supplies, and Equipment

<https://www.epa.gov/sites/default/files/2021-03/documents/best-practice-guide-for-procuring-services-supplies-equipment.pdf>





Cross-Cutting Federal Requirements

Build America, Buy America Act (BABA) Waiver

*Section 9.A.6
of the NOFO*

- The EPA, along with other federal agencies, issued a **five-year** [General Applicability Public Interest Waiver to Indian Tribes](#) on January 10, 2025. The waiver applies to the following:
 - **Awards and subawards provided to Tribes at or below \$2.5 million will be exempt from BABA requirements under the following conditions:**
 - The total prime federal award or subaward does not exceed \$2.5 million;
 - The Federal award or subaward amount does not exceed \$2.5 million for the life of the award.
 - **Manufactured Products:** In addition, for Federal financial assistance to Tribes obligated between the effective date and September 30, 2026, recipients will be permitted to purchase non-compliant manufactured products, regardless of the Federal financial assistance amount.
- If the General Applicability Public Interest Waiver to Tribes is not applicable, the recipient may, when supported by rationale provided in [IIJA Section 70914](#), submit a waiver to the EPA. The recipient should request guidance on the submission instructions of an EPA waiver request from the EPA Project Officer.



Davis-Bacon Act

*Section 9.A.7
of the NOFO*

- The Davis-Bacon Act applies to SWIFR grants as required by 33 U.S.C. 4282(e)(1) & (2).
- The Davis-Bacon Act gives the U.S. Department of Labor the responsibility for determining **prevailing wages** and issuing regulations and standards to be observed by federal agencies that award or fund projects.
- EPA must ensure that all laborers and mechanics employed on **construction projects** funded directly, **or assisted in whole or in part**, by a SWIFR grant be **paid wages at rates not less than those prevailing on projects** of a character similar in the locality as determined by the Secretary of Labor.
- A **term and condition** specifying Davis-Bacon Act compliance requirements will be included in SWIFR cooperative agreements that fund construction activities.
 - The Davis-Bacon Act applies to contractors and subcontractors performing work on federally-funded or assisted **construction contracts in excess of \$2,000.**



National Environmental Policy Act (NEPA)

*Section 9.A.8
of the NOFO*

- The National Environmental Policy Act (NEPA) applies as a general matter to federal actions, including actions funded by federal agencies.
- The SWIFR grants are **subject to compliance** with NEPA.
- While EPA as the funding agency is responsible for NEPA compliance, recipients will likely need to provide information to support this process.
- **EPA will address NEPA compliance with selected applicants** as part of the negotiation of the selectee's final workplan and budget.
- The level of NEPA review required for a proposed action will vary depending on the potential for significant environmental effects. For the SWIFR grants, it is anticipated that construction activities may require a **Categorical Exclusion (CATEX)** determination or may be covered under **SWIFR's Programmatic Environmental Assessment (PEA)**.
- NEPA requirements must be met **before any construction, fixed equipment, or ground disturbance activities can occur**, per 40 CFR Part 6. NEPA requirements **may take 3-6 months to complete**, and applicants should account for this when developing their project timeline.



Quality Assurance Project Plans (QAPPs)

*Section 9.A.10
of the NOFO*

- In accordance with 2 C.F.R. 1500.12, projects that include the generation or use of environmental data are required to submit a QAPP.
- A QAPP describes how environmental information operations are planned, implemented, documented, and assessed during the life cycle of a project.
- EPA Project Officers will work with all selected recipients on quality assurance (QA) requirements.
- Selected applicants cannot begin environmental information operations until EPA approves the QAPP.



Audit Requirements

From [EPA's General Terms and Conditions](#), page 17:

19. Audit Requirements:

- In accordance with 2 CFR 200.501(a), the recipient hereby agrees to obtain a single audit from an independent auditor, if their organization expends \$1,000,000 or more in total Federal funds in their fiscal year for that year.
- The recipient must submit a single audit report within 9 months of the end of the recipient's fiscal year or 30 days after receiving the report from an independent auditor. The single audit report **MUST** be submitted using the Federal Audit Clearinghouse available at: <https://fac.gov/>.
- For complete information on how to accomplish the single audit submissions, the recipient will need to visit the Federal Audit Clearinghouse Web site: <https://fac.gov/>





Questions?

SWIFRTribal@epa.gov

THANK YOU!

