

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: American Indian Air Quality Training Program

ANNOUNCEMENT TYPE: Initial Announcement

FUNDING OPPORTUNITY NUMBER: EPA-OAR-IO-24-05

ASSISTANCE LISTING NUMBER: 66.037

IMPORTANT DATES

September 24, 2024	Notice of Funding Opportunity (NOFO) Opens
October 7, 2024	Information Session
November 8, 2024	Final Date to Submit Questions
November 15, 2024	NOFO Closes – Application Deadline
December 15, 2024	Anticipated Notification of Selection
March 22, 2025	Anticipated Award

Application packages must be submitted electronically to the EPA through Grants.gov (www.grants.gov) no later than **November 15, 2024, at 11:59 p.m. Eastern Time (ET)** to be considered for funding.

NOTE: If you intend to name a contractor (including consultants) or subrecipient in your application as a “partner,” please carefully review Section IV.d. of the [EPA’s Solicitation Clauses](#) that are incorporated by reference in this announcement and discussed in relevant part here. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 2 CFR Part 200. Applicants are not required to identify subrecipients and/or contractors (including consultants) in their grant. For the purposes of this NOFO, the term “grant” refers to the cooperative agreement that the EPA will award to a successful applicant. However, if they do, the fact that an applicant selected for award has named a specific subrecipient, contractor, or consultant in the application the EPA selects for funding does not relieve the applicant of its obligations to comply with subaward and/or competitive procurement requirements as described in Section IV.d. of the EPA’s Solicitation Clauses. **Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the application solely based on the firm’s role in preparing the application or based on an assertion that the individual or firm has “unique qualifications.”**

The EPA will not consider the qualifications, experience, and expertise of named subrecipients and/or named contractor(s) during the application evaluation process unless the applicant provides documentation that it has complied with these requirements.

For additional guidance, applicants should review the [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#), the [EPA's Subaward Policy](#), and the [EPA's Subaward Policy Frequent Questions](#). The EPA expects recipients of funding to comply with competitive procurement contracting requirements in 2 CFR Parts 200 and 1500 as well as the EPA's rule on Participation by Disadvantaged Business Enterprises in the EPA Programs in 40 CFR Part 33. **The Agency does not accept justifications for sole source contracts for services or products available in the commercial marketplace such as consulting, data analysis, or project management.**

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background and Summary

This funding opportunity solicits applications from eligible entities to provide continuous and comprehensive air quality training, technical support, and outreach programs for the EPA's tribal partners and American Indian students considering pursuing environmental careers in the field of air quality. This training and outreach program is best administered as a comprehensive activity with multiple tasks, delivered by a single grant recipient. This approach allows for efficient delivery of programs through effective use of staff and management resources and expertise.

The purpose of the American Indian Air Quality Training Program is to provide continuous and comprehensive air quality training, technical support for Tribal environmental professionals, and outreach programs for the EPA's Tribal partner governments and American Indian students considering pursuing environmental careers in the field of air quality. The program includes five essential components:

- (1) The American Indian Air Quality Training Program, which provides in-person, workshop-style training for Tribal environmental professionals that is timely, relevant, high-quality, and culturally sensitive;
- (2) The Tribal Air Monitoring Support Center, which provides comprehensive, hands-on training and technical support for Tribal monitoring and related activities;
- (3) The Professional Assistance element supports Tasks 1 and 2 by providing additional technical resources that enhance and supplement the other tasks to support Tribal environmental professionals;
- (4) The Tribal Environmental Education, Outreach, and Support Program, which provides environmental outreach, education, and associated support to Tribal educators that will encourage Tribal students to develop interest, understanding, and abilities to pursue careers in the field of air quality management; and
- (5) The Internship Program, which provides practical environmental work experience as a complement to course work that will provide exposure to and perspective on the broad range of career opportunities available in air quality management.

American Indian Air Quality Training Program (AIAQTP)

The AIAQTP provides Tribal governments interested in air quality with training and support that would facilitate their interaction with the EPA and air quality programs. The mission of AIAQTP is to assist in building Tribal capacity to manage air quality through in-person, workshop-style training for Tribal environmental professionals that is timely, relevant, high-quality, and culturally sensitive. OAR has supports this activity through grant funding and by providing expertise and technical resources to support AIAQTP and Tribes have made meaningful gains in air quality management as a result.

The AIAQTP hosts up to 20 workshops annually. The scheduling and content of the workshops are based on a combination of air quality expertise and experience, coupled with feedback from participants and instructors and ongoing contact between the recipient and the Tribal environmental community. Close interactions with Tribal governments nationwide, as well as with the EPA, ensure courses are developed and offered to meet current ongoing needs of Tribal governments and their communities on an ongoing basis. In addition to the workshop courses, AIAQTP provides Tribal Environmental Resource Center and Professional Assistance program elements to ensure training activities are fully supported. These components, described later in this NOFO, include support activities that together form the comprehensive program by providing activities such as professional internships, programmatic meetings, supporting technical resources, and outreach.

Tribal Air Monitoring Support (TAMS) Center

The TAMS Center is physically housed within the EPA's National Center for Radiation Field Operations (NCRFO) facility, located in Las Vegas, NV. NCRFO is a part of the EPA under the Office of Radiation and Indoor Air (ORIA) within the Office of Air and Radiation (OAR). The TAMS Center provides unique scientific and technical support services related to indoor air, ambient air, and radon monitoring. The EPA manages the Center as well as an equipment loan program available to Tribes.

The TAMS Center is a model partnership between Tribes and the EPA. Its mission is to develop Tribal capacity to assess, understand air quality and prevent environmental impacts that adversely affect health, cultural, and natural resources through the provision of culturally specific training and technical support. It is the first technical learning center designed to specifically meet the needs of Tribes involved in air quality management in Indian country. The TAMS Center provides a centralized location where Tribal environmental professionals can obtain both hands-on air monitoring training and arrange for technical support from Tribal and other environmental professionals as well as the EPA. The TAMS Center also serves as a base for air quality outreach to Indian country. This NOFO includes requirements that address the recipient's staffing, co-management, and operation of TAMS Center activities in close cooperation with EPA staff and management.

Tribal Environmental Education, Outreach, and Support Program

OAR provides assistance to ensure Tribes receive appropriate support as they work to develop and implement air quality management programs. The Tribal Environmental Education Outreach and Support Program continues this support to ensure American Indian students, educators, and communities are properly informed and are provided with opportunities to participate and pursue environmental careers, particularly in the field of air quality management.

B. Program Goals and Objectives

The EPA is seeking applications from eligible entities to provide comprehensive training, technical support, and outreach to federally recognized Indian Tribes related to air quality management. The Tribal Training and Outreach Support for the AIAQTP is designed to build the capacity of interested Tribes to successfully implement effective and efficient air quality programs that address or operate under:

- (1) Tribal sovereign authority;
- (2) Tribal authority under 301(d) of the Clean Air Act (CAA) and the Tribal Authority Rule (40 CFR Parts 9, 35, 49, 50, and 81), which describe how the EPA delegates authority to authorized Tribes; and,
- (3) The EPA's policies, rules, and executive orders as well as the unique aspects of Tribal sovereignty and federal Indian law under the CAA.

For additional information, visit the [Tribal Air and Climate Resources EPA website](#).

Applicants must address in their applications how they will perform training, technical support, and outreach services as outlined in the five tasks described below.

Applicants must address each task individually, including a discussion of how much time will be devoted to each task. Clear and efficient use of resources to address all tasks is encouraged. In general, Tasks 1, 2, and 3 are expected to constitute a larger portion of the program than Tasks 4 and 5.

Applications must also describe how they will provide environmental outreach, education, and support to Tribes that will encourage Tribal students to develop interest, understanding, and abilities to pursue careers in the field of air quality management as described in Task 4.

Applicants may include in their applications additional tasks to those listed below; however, they must at a minimum address the five tasks in this announcement. While applicants must address each of the five listed tasks in their application, they have discretion in how to carry out the tasks based on the descriptions of each task below. These tasks are more fully described in Section IV.C.

Task 1: AIAQTP Workshops

Task 2: TAMS Center

2.A – Specialized and Individualized Training

2.B – Outreach

2.C – Logistical Support

2.D – Support for Participant Training Attendance

Task 3: Professional Assistance

3.A – Website

3.B – Information and Technical Assistance

- 3.C – Mentoring
- 3.D – Reference Documents Library
- 3.E – National Meetings
- Task 4: Tribal Environmental Education, Outreach, and Support Program
 - 4.A – Outreach to Tribal Schools, Students, and Communities
 - 4.B – Mentoring Programs
 - 4.C – Professional Assistance and Support
 - 4.D – Environmental Education Program Website
- Task 5: Environmental Education Internship Programs

C. Environmental Results and Strategic Plan Information

The EPA requires that grant applicants and recipients describe environmental outputs and outcomes to be achieved under assistance agreements (see [EPA Order 5700.7A1, Environmental Results under Assistance Agreements](#)). Applicants must include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the Strategic Plan goals listed below.

- 1. Linkage to the EPA Strategic Plan:** The activities to be funded under this announcement support the EPA’s Fiscal Year (FY) 2022-2026 Strategic Plan. Awards made under this announcement will support Goal 4, “Ensure Clean and Healthy Air for All Communities;” Objective 4.1, “Improve Air Quality and Reduce Localized Pollution and Health Impacts.” Under this objective, “The EPA will reduce air pollution on local, regional, and national scales to achieve healthy air quality for people and the environment.” All applications must be for projects that support the goals and objectives above. For more information see the [EPA’s FY 2022 - FY 2026 EPA Strategic Plan](#).
- 2. Outputs:** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided 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.

Expected outputs from the project(s) to be funded under this announcement include, but are not limited to:

- Number of AIAQTP workshops conducted;
- Number of new AIAQTP workshop courses developed;
- Number of TAMS specialized and individualized trainings conducted;
- Number of TAMS Steering Committee meetings hosted annually;
- Development of a program website for the Tribal community in support of all Tribal training and technical support activities;
- Number of students mentored per year;

- Number of Tribes participating in virtual and in-person training and technical assistance;
- Number of Tribal documents documented in an online accessible library;
- Number of national meetings organized;
- Number of educational outreach visits to schools annually; and
- Development of environmental education internship program.

Progress reports and a final report will also be required outputs, as specified in [Section VI.B.](#) “Reporting Requirement,” of this NOFO.

- 3. Outcomes:** The term “outcome” means 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 but must also be quantitative. Not all outcomes will be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least three, and preferably all, of the following environmental outcomes:

- Increase the number of first-time attendees for classes and meetings to stimulate and encourage interest in the development of Tribal air programs that assess air quality and address air quality concerns in Indian country.
- Increase participation of Tribal governments in air quality management nationwide, including at the local and regional levels.
- Increase the number of tribes trained on the causes, effects, extent, prevention, and control of air pollution in Indian country.
- Increase the number of Tribal Emissions Inventories completed by Tribes and/or Tribes approved for Treatments in a Manner Similar to States (TAS).

D. Statutory Authority

The statutory authority for this action is the Clean Air Act, §103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to [Sections III, IV, V,](#) and [VI](#), 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 [Section VII](#) of this solicitation to obtain the provisions.

II. FEDERAL AWARD INFORMATION

A. Amount of Funding Available

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$8,000,000. Funding is dependent upon Agency appropriations, funding availability, Agency priorities, and other applicable considerations.

B. Number and Amount of Awards

The EPA anticipates awarding a total of approximately one cooperative agreement under this announcement, subject to the availability of funds, the quantity and quality of applications received, Agency priorities, and other applicable considerations. The award is expected to be approximately \$8,000,000 total for a 5-year project period.

The amount of federal funding requested by an applicant must not exceed \$8,000,000.00.

C. Partial Funding

In appropriate circumstances, the EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If the 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, thereby maintaining the integrity of the competition and selection process.

D. Additional Awards

The 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 selection is made. Any additional selections for awards will be made no later than 6 months after the original selection decision. In addition, the EPA reserves the right to reject all applications and make no awards under this announcement.

E. Award Funding and Incremental/Full Funding

Awards will be incrementally funded, as appropriate, based on funding availability, satisfactory performance, and other applicable considerations.

F. Period of Performance

The estimated period of performance for awards resulting from this solicitation will be up to 5 years. The estimated project start date for award will begin by April 1, 2025.

G. Funding Type

It is anticipated that cooperative agreements will be funded under this solicitation. The EPA awards cooperative agreements for those projects in which it expects to have substantial involvement/interaction with the recipient throughout the recipient's performance of the project. Although the EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process, the anticipated substantial federal involvement for cooperative agreements under this NOFO may include, but is not limited to:

- Close monitoring of the recipient's performance to verify compliance with the EPA-approved workplan and achievement of environmental results;
- Collaboration during the performance of the scope of work including participation in project activities, to the extent permissible under EPA policies;
- Reviewing proposed procurements in accordance with 2 CFR § 200.325, as well as the substantive terms of proposed contracts or subawards as appropriate. This may include reviewing requests for proposals, invitations for bids, scopes of work and/or plans and specifications for contracts over \$250,000 prior to advertising for bids;
- Reviewing the qualifications of key personnel (The EPA does not have the authority to select employees or contractors, including consultants, employed by the award recipient or subrecipients receiving pass-through awards); and
- Reviewing and commenting on quarterly and annual reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Eligible Entities

Consistent with Assistance Listing number 66.037 and the [EPA's Policy for Competition of Assistance Agreements \(EPA Order § 5700.5A1\)](#), competition under this solicitation is available to states (including the District of Columbia); local governments; United States territories and possessions; Indian Tribes; public and private universities and colleges, hospitals, and laboratories; and other public or private nonprofit institutions.

Consistent with the definition of nonprofit organization at [2 CFR § 200.1](#), the term nonprofit organization means any corporation, trust, association, cooperative, or other organization that is operated mainly for scientific, educational, service, charitable, or similar purpose in the public interest and is not organized primarily for profit; and uses net proceeds to maintain, improve, or expand the operation of the organization. The term includes tax-exempt nonprofit neighborhood and labor organizations. Note that 2 CFR § 200.1 specifically excludes Institutions of Higher Education from the definition of nonprofit organization because they are separately

defined in the regulation. While not considered to be a nonprofit organization(s) as defined by 2 CFR § 200.1, public or nonprofit Institutions of Higher Education are, nevertheless, eligible to submit applications under this NOFO. Hospitals operated by state, Tribal, or local governments or that meet the definition of nonprofit at 2 CFR § 200.1 are also eligible to apply as nonprofits or as instrumentalities of the unit of government depending on the applicable law. For-profit colleges, universities, trade schools, and hospitals are ineligible. Nonprofit organizations that are not exempt from taxation under section 501 of the Internal Revenue Code must submit other forms of documentation of nonprofit status; such as certificates of incorporation as nonprofit under state or Tribal law. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that lobby are not eligible for EPA funding as provided in the Lobbying Disclosure Act, 2 U.S.C. 1611.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Voluntary Cost Sharing or Matching Funds

No cost sharing/matching funds or leveraged resources are required as a condition of eligibility under this competition.

C. Threshold Criteria

All applications will be reviewed for eligibility and must meet the eligibility requirements described in [Sections III.A., B., and C.](#), to be considered eligible. The EPA may contact applicants to clarify threshold eligibility questions prior to making an eligibility determination. Applicants deemed ineligible for funding consideration due to the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Applications must substantially comply with the application submission instructions and requirements set forth in [Section IV](#) or else they will be rejected. However, where a page limit is expressed in [Section IV.C.](#) with respect to the application, or parts thereof, pages in excess of the 15-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.
2. All applications must be submitted through Grants.gov as stated in [Section IV.A.](#) of this announcement (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.B.](#) of this solicitation. Applicants are responsible for following the submission instructions in [Section IV.A.](#) of this solicitation to ensure that their application is timely and properly submitted. Please note that

applicants experiencing technical issues with submitting through Grants.gov should follow the instructions provided in [Section IV.A.](#), which include both the requirement to contact Grants.gov and email a full application to Pat Childers at childers.pat@epa.gov prior to the deadline.

The EPA will only consider accepting applications outside of Grants.gov from applicants that are able to demonstrate that they are unable to submit through Grants.gov due to Grants.gov or relevant 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. **NOTE: Registering in SAM.gov or Grants.gov can take a month or more. Applicants are advised to begin their registration process early, so it does not interfere with drafting the application near the deadline.**

3. Applications must address all tasks (Tasks 1 through 5) under [Section I.B.](#) of this NOFO.
4. Applications must support Goal 4 “Ensure Clean and Healthy Air for All Communities”; Objective 4.1: “Improve Air Quality and Reduce Localized Pollution and Health Impacts” of the EPA’s Strategic Plan described in [Section I.C.](#)
5. Applications which request EPA assistance funds in excess of \$8,000,000, as specified in [Section II.B.](#) of this NOFO, are not eligible and will not be reviewed.

D. Ineligible Activities and Other Considerations

Any of the following may lead to a portion or all of the application not being reviewed:

1. **Ineligible Costs or Activities.** If an application is submitted that includes any ineligible tasks or activities, that portion of the application will be ineligible for funding and may, depending on the extent to which it affects the application, render the entire application ineligible for funding. Activities must meet the following requirements to be eligible for funding:
 - a. All expenses must meet the allowability requirements in [2 CFR Part 200, Subpart E](#) and applicable provisions of [2 CFR Part 1500](#). To be considered eligible, costs must be necessary and reasonable to implement the measures described in the application. Applications that include measures that do not include components required in the application, may be considered ineligible for funding for this reason. Applicants may seek funding for projects outside the scope of this grant program by applying for federal grant programs better tailored to their needs. Federal Bipartisan Infrastructure Law (BIL) and Inflation Reduction Act (IRA) funding opportunities for which applicants to this program may be eligible can be found [here](#) or at Grants.gov.

2. Other Considerations:

- a. Where a page limit is expressed in [Section IV.C.](#) with respect to the project narrative, pages in excess of the page limitation will not be reviewed. The page limit of the project narrative is 15 pages.

IV. APPLICATION AND SUBMISSION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. How to Register to Apply for Grants under this Competition

Note: The registration process can take a month or more. We advise you to start the process as soon as possible so that it does not overlap or interfere with finalizing your application.

Applicants should visit [How to Register to Apply for Grants](#) for additional information. All EPA grant applications must be submitted online, except in limited circumstances. Organizations must be registered in two government systems to apply for EPA grants:

1. The System for Award Management (SAM.gov) registers organizations to conduct business with the U.S. Government, which includes federal grants.
2. Grants.gov is the official system for managing all federal grant applications.

These two systems share information. Together, they provide access to everything needed to identify federal grant opportunities and to complete the online application process.

Note that individuals access both systems through a single user account set up in Login.gov. Creating a Login.gov account is easy. If you do not have a Login.gov account, you will be prompted to create one when you register with SAM.gov or Grants.gov. [Learn more about Login.gov](#).

If you have done business with the federal government previously, you can and should check your entity status using your government issued Unique Entity Identifier (UEI) to determine if your registration is active. SAM.gov requires you renew your registration every 365 days to keep it active. Organizations should ensure that their SAM.gov registration includes a current e-Business (EBiz) point of contact name and email address. The EBiz point of contact is critical for Grants.gov Registration and system functionality. If the point of contact has changed, you may need to contact the [Federal Service Desk](#) for help with your SAM.gov account: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

Please note that SAM.gov registration is different than obtaining a UEI only. Obtaining a UEI only validates your organization's legal business name and address. Please review the [Frequently Asked Questions](#) document for additional details.

Follow these steps to register to apply for the EPA grants. **Start the registration process early.** The process can take a month or more. Errors or inconsistencies in registration in the two systems can prolong the process. Applicants are encouraged to start the registration process **before you begin your application.**

Step 1. Register Your Organization in SAM.gov

Organizations must register with SAM.gov to obtain a UEI, which is a 12-character alphanumeric identifier assigned to each unique organization. There is no fee for registering with SAM.gov and registration must be renewed annually.

Registration in SAM.gov requires providing assertions, representations and certifications, and other information so that the federal government can verify the existence and uniqueness of the organization. Follow these steps to get started:

1. Go to the [SAM.gov Entity Registration](#) page. Review the “Before You Get Started” section and download the Entity Registration Checklist to help prepare.
2. Click the “Get Started” button when you are ready. You may be prompted to accept the usage terms and sign in through Login.gov. If necessary, click the “Get Started” button again after you sign in.
3. You will be prompted to choose what you want to do. Most grant applicants will select the option to “Register for Financial Assistance Awards Only.”
4. Select the appropriate option and click the Next button.
5. Proceed through the registration process by answering the questions and providing the necessary information.

Organizations will need to designate an E-Business Point of Contact (EBiz POC). The EBiz POC is likely to be your organization’s chief financial officer or authorizing official. There can be only one EBiz POC for each unique organization. The EBiz POC will:

- Manage the SAM.gov account and login.
- Set up the Grants.gov profile for the organization (see Step 2 below).
- Oversee all activities for the organization within Grants.gov.
- Assign all roles in Grants.gov for individuals from the organization who will be involved in applying for grants, including the Authorized Organization Representative (AOR), Expanded AOR roles, Workspace Manager, and Custom roles (see Step 3 below).

Note that the EBiz POC does not submit grant proposals for the organization. Proposals are submitted by the Authorized Organization Representative in Grants.gov. After the information submitted through the registration process is authenticated, the EBiz POC will receive an email from SAM.gov indicating that the registration is active.

Contact the [Federal Service Desk](#) for help with your SAM.gov account, to resolve technical issues or chat with a help desk agent: (866) 606-8220. The Federal Service desk hours of operation are Monday – Friday 8am – 8pm ET.

Once your SAM.gov account is active, you must register in Grants.gov. Grants.gov will electronically receive your organization information, such as EBiz POC email address and UEI.

Step 2. Create a User Account and Applicant Profile in Grants.gov

After obtaining a UEI, an organization must create an applicant profile in Grants.gov.

The EBiz POC will set up the applicant profile in 2 steps:

1. Create a user account in Grants.gov with the same email address used by the EBiz POC in SAM.gov. The email address is used to match the EBiz POC from SAM.gov to Grants.gov.
2. Create the applicant profile in Grants.gov using the UEI obtained from SAM.gov.

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 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. Applicants need to ensure that the 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.

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.

Step 3. Create Individual Grants.gov Accounts for Organization Members

There is no fee for registering with Grants.gov. Each member of the organization who will participate in the online grant application process needs to register an individual account on Grants.gov.

1. Go to the [Grants.gov registration](#) page.
2. Complete the form, which includes specifying a username and password. This username and password are used to create the Grants.gov account. You will be prompted to link the Grant.gov account to your Login.gov account.
3. Associate your individual account with the organization's UEI. You will also enter the organization's Profile Name and your Job Title.

The organization's EBiz POC can delegate administrative roles to other Grants.gov users associated with the UEI, as necessary. Learn more about [managing roles in Grants.gov](#)

Step 4. Learn How to Use Workspace in Grants.gov

Workspace is the application in Grants.gov that an organization's grant team uses when applying for federal grants. Workspace is a role-based tool, in which the user's assigned role controls permissions to perform specific actions, such as accessing and editing application forms. As noted in Step 3 above, the EBiz POC has the initial responsibility to assign roles to individuals.

The core roles include:

- Expanded AOR: has the most privileges.
- Standard AOR: allows user to submit the final application and perform other actions.
- Workspace Manager: the minimum role required to create a workspace and begin work on an application.

Custom roles can also be created. Becoming familiar with Grants.gov Workspace roles and understanding the process will help applicants be better prepared to submit applications. The videos [on this page](#) are just two of many Grants.gov training resources to help applicants get started.

If your organization has no access to the internet or access is very limited, you may request an exception for the remainder of this calendar year by following the procedures outlined in [Exceptions to the Grants.gov Submission Requirement](#) website. Please note that your request must be received at least 15 calendar days before the application due date to allow enough time to negotiate alternative submission methods.

B. Application Process

To begin the application process under this grant announcement, go to [Grants.gov](#) and click the "Search Grants" tab. Search the opportunity number associated with this opportunity: EPA-OAR-IO-24-05. Once the opportunity has been selected, click the red "Apply" button at the top of the view grant opportunity page.

The electronic submission of your application to this funding opportunity must be made by an official representative of your organization who has been registered as an AOR and is authorized by your organization 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 POC or contact [Grants.gov](#) for assistance at 1-800-518-4726 or support@grants.gov

Applicants need to ensure that the 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,

specifically on the SF-424. 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.

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's time and date deadline will be deemed ineligible and not be considered.

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:

- a. Contact Grants.gov Support Center **before** the application deadline date.
- b. Document the Grants.gov ticket/case number.
- c. Send an email with "American Indian Air Quality Training Program" in the subject line to Pat Childers at childers.pat@epa.gov **before** the application deadline time and date. The email **must** include the following:
 - i. Grants.gov ticket/case number(s)
 - ii. Description of the issue
 - iii. The entire application package in PDF format

Without this information, the 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 will **not** be considered.

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

The EPA will make decisions concerning acceptance of each application submitted outside of Grants.gov on a case-by-case basis. The EPA will only consider accepting applications that were unable to submit through Grants.gov due to [Grants.gov](#) or relevant [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.

Application Materials

The following forms and documents are required under this announcement.

Mandatory Documents:

- Standard Form 424, *Application for Federal Assistance*. Please note that the organizational UEI must be included on the SF-424. Applicants are advised to begin the SAM.gov registration process early so they have an active UEI prior to beginning this

step. Otherwise, progress can be delayed on other parts of the application. See [Section IV.A.](#) for information on SAM.gov registration.

- Standard Form 424A, *Budget Information for Non-Construction Programs*
- EPA Form 4700-4, *Pre-Award Compliance Review Report*
- EPA Form 5700-54, *Key Contacts Form*
- Project Narrative Attachment Form, *Project Narrative* – Prepared as described in [Section IV.B.](#) below.
- Grants.gov Lobbying Form

Optional Attachment Documents. Use the “*Other Attachments*” form identified under the Mandatory Documents tab to submit the following:

- Project Team Biographies
- Negotiated Indirect Cost Rate Agreement, note that this will be required if application is selected for funding
- Partnership Letter(s)

When saving application files, please ensure that the following characters are **not** included in the file names: ~ “ # % & * : < > ? / \ { | }. Including these characters can cause problems with application files. Please try to name files in a way that concisely indicates their contents.

Applications submitted through [Grants.gov](#) will be time and date stamped electronically. If you wish to confirm receipt of your application from the EPA (not from [Grants.gov](#)), please contact the Agency contact in [Section VII](#) within 30 days of the close of this solicitation.

Your organization’s AOR must submit your complete application electronically to the EPA through [Grants.gov](#) no later than **November 15th, 2024 at 11:59 PM ET**.

C. Project Narrative Instructions, Format, and Content

Instructions: The project narrative should substantially comply with the instructions, format, and content described below. It should also address the evaluation criteria in Section V.A. of the NOFO. The project narrative, including the cover page, workplan, and budget table and detail, must not exceed a maximum of 15 single-spaced typewritten pages. Pages in excess of the 15-page limit will not be reviewed.

Supporting materials, such as project team biographies, partnership letters, and negotiated indirect cost rate agreements can be submitted as attachments and are not included in the 15-page limit. Supporting materials should also be submitted using the Optional Attachments form, as described in [Section IV.B.](#) above.

Applicants should ensure that their project narratives are written clearly using understandable terms. Doing so will help ensure that the evaluation team members understand the purpose, outputs, and outcomes of the proposed project.

Applicants are not required, but are highly encouraged, to use the project narrative, including cover page, format below.

(1) Cover Page:

The cover page should not exceed one page. The cover page should include the following information:

- **Project Title** – one descriptive sentence only
- **Project Location:** List the primary location(s) where the project activities will take place and where the project benefits of the project will be realized
- **Applicant Information**
 - Applicant organization
 - Address
 - Primary contact name, phone number, and e-mail address
- **Funding Request:** Applicants should include the total federal amount requested. As noted in [Section II.A.](#) of the NOFO, while each application can request up to the full funding amount of \$8,000,000, the total amount of requested funding needs to be commensurate with the applicant’s proposed activities.
- **Project Period of Performance:** Provide beginning and ending dates of proposed project.
- **Short Project Description:** Briefly describe your project in one to three sentences only, especially noting the expected outputs and outcomes.

(2) Workplan:

Applicants should ensure that the workplan addresses the evaluation criteria in [Section V.A.](#) of the NOFO. Applicants should use the section and subsection numbers and headings below which correspond with the evaluation criteria in [Section V.A.](#) of the NOFO. The workplan should be written clearly using understandable terms.

Section 1- Project Summary and Approach (40 possible points from [Section V.A.](#) of the NOFO)

This section should contain a detailed project summary and description of the proposed activities to be undertaken, consistent with [Section I.B.](#) (Program Goals and Objectives) of the NOFO. Include details of every activity for which the applicant is seeking funding. This section should include details about how the activities will meet the goal of the program. Applications should only include information in Section 1.a. of their workplan that will not be covered by another section of their workplan.

Applicants must address in their applications how they will perform training, technical support, and outreach services as outlined in the five tasks described below. Applicants must address each task individually, including a discussion of how much time will be devoted to each task. Clear and efficient use of resources to address all tasks is encouraged. In general, Tasks 1, 2, and 3 are expected to constitute a larger portion of the program than Tasks 4 and 5.

The anticipated activities associated with providing the training and technical support services envisioned under this project have been divided into five major tasks. Applicants may include in their applications additional tasks to those listed below; however, they must at a minimum address the five tasks in this announcement. While applicants must address each of the five listed tasks in their application, they have discretion in how to carry out the tasks based on the descriptions of each task below.

Task 1: AIAQTP Workshops (10 points)

Applicants must offer at least 15 workshops for Tribal environmental professionals each year including tasks related to both AIAQTP and TAMS tasks. Workshop topics may change annually depending upon Tribal needs, material progression, and the EPA project officer analysis and approval. All trainings are expected to reflect an air quality community-based approach, be specific to Tribal air quality issues, and sensitive to Tribal culture while providing accurate technical information on how Tribes can address each target area of air quality. The target areas include ambient air, indoor air, climate change, toxics, mobile sources, and Clean Air Act rules and regulations. All workshops should include Tribal instructors, an established target area target area, and a curriculum/syllabus. A minimum of 8 of the 15 workshops per year shall be held at the EPA TAMS Learning Center in Las Vegas, Nevada.

Applicants should describe, in detail, their plan for implementing Task 1 including all information considered relevant to demonstrating air quality experience and capability to:

- Plan and schedule workshops;
- Recruit attendees and instructors;
- Provide expert air quality instructors;
- Develop course content that is culturally sensitive for Native Americans' air quality needs;
- Prepare workshop materials and support;
- Incorporate and use virtual component in workshops;
- Acquire training locations; and
- Successfully implement a full menu of annual training workshops.

Applicants are expected to include a level of travel costs for up to 100% of attendees in their application, due to the variations in Tribal air programs development levels and the anticipated participation of Tribes that are unable to fund their own travel. Please explain your approach in your application. Previous costs for AIAQTP workshops, including travel, tend to cost between \$20,000 and \$60,000 each. Applicants should develop their own travel/workshop costs to include in their overall project budget (see [Example Budget Table](#) for additional guidance). Applicants should also discuss a methodology to encourage cost sharing for Tribes that are able to share in the cost of attending workshops. Applicants should also identify their approach to including partnerships for Alaska-specific activities.

The funding awarded under this NOFO is expected to fully fund AIAQTP staff and fully support all associated activities. The recipient will provide adequate staffing to support all necessary tasks including administrative, management, workshop, and technical support functions. The EPA's participation in AIAQTP activities is voluntary.

The applicant should document how they take into consideration the current needs of Tribes in each year when deciding, in consultation with the EPA project officer, actual training needs.

All workshops should be continuously reviewed for quality and appropriateness and updated to reflect current air quality, Tribal, and EPA conditions prior to each presentation. The selected applicant is expected to work with Tribal, EPA, and grantee instructors to provide the appropriate air quality learning experience for attendees. Workshop development and implementation should be a major part of any application.

American Indian Air Quality Training Workshop Courses

(See [the Institute for Tribal Environmental Professionals Training webpage](#) for current course descriptions)

Below is a brief list of some of the workshop courses that have been offered as part of AIAQTP in recent years. Applications should specify a menu (number and topics) of workshops to be offered in the first year of the agreement. For proposed workshops, the applicant should include curriculum details and learning objectives. Note that the applicant should propose an approach to workshop training as appropriate and indicate the target area each workshop addresses. The following list is provided as background and the applicant is not restricted to the example subjects or number of annual workshops. Applicants are expected to offer the following or similar air quality-related workshop courses in a typical year.

1. Quality Assurance Project Plan (QAPP)
2. Meteorological Monitoring
3. Tribal Indoor Air Training
4. Air Toxics
5. Air Quality System (AQS)
6. Climate Change
7. Radiological Training
8. Gaseous Pollutant Monitoring
9. Introduction to Tribal Air Quality
10. Air Quality Computations
11. Air Pollution Technology
12. Management of Tribal Programs
13. Educational Outreach Program Design
14. The Clean Air Act and Permitting

Task 2: TAMS Center (8 points)

The mission of the TAMS Center is to provide specialized and individualized Tribal air quality training, air quality monitoring technical assistance, air quality outreach, set office hours at

their facility for either in-person or virtual individualized Tribal questions, and support activities in response to documented Tribal needs and requests. All TAMS Center activities are conducted through the TAMS Center and coordinated between the EPA and grant recipient staff. Applicants are required to use the existing facilities for TAMS Center activities, which is located at the EPA's NCRFO national laboratory in Las Vegas, Nevada.

The TAMS Center is managed by co-directors, one representing the grant recipient and one representing the EPA. Applicants should budget for TAMS staff consisting of one (1) co-director, one (1) administrative assistant, and at least four (4) technical specialists. The co-director, the administrative assistant, and at least one technical specialist (focused on equipment) shall operate out of the EPA TAMS Center in Las Vegas, Nevada. See the [Example Budget Table](#) in [Section IV.C.](#) for more information. The EPA staff currently consists of a co-director and one equipment manager.

Applicants should describe how they will undertake and accomplish each of the four activities (Subparts A-D) listed below. Applications should include descriptions of how the applicant will develop and conduct TAMS workshops and describe:

- Course content;
- Expert and Tribal instructors;
- Supplies;
- Interactions with Tribes, and EPA staff;
- Plans for responding to requests and providing technical support information and materials;
- Plans for maintaining and operating resource infrastructure as described in the outreach activity (Subparts B and C);
- Methodology for providing financial support to Tribal trainers and trainees;
- Locating TAMS workshops;
- Process for continually developing needs assessments based on workshop experience; and
- Any Alaska-specific activities, if included.

Task 2: Subpart A: Specialized and Individualized Training

Training is expected to be provided by Tribal instructors wherever possible, supplemented by non-Tribal professional staff. Applicants should describe how they will provide specialized and individualized training. Examples of training include but are not limited to:

- Provide training courses and workshops on appropriate technical topics related to air monitoring operation, data handling, and quality assurance as well as other tasks to be proposed to Tribal environmental professionals.
- Provide individualized training, office hours, and technical support as requested by Tribal government representatives involved in air quality management. Includes on-site visits as appropriate to resolve issues related to Tribal air monitoring activities, where assistance cannot otherwise be provided.

- Offer and coordinate specialized training courses in response to current Tribal needs for topics related to air monitoring and related subjects not provided through scheduled workshops as appropriate to meet Tribal needs.
- Coordinate on-site assistance by contracted experts or other appropriate staff to Tribes where monitoring related issues cannot be solved remotely or off-site.

Task 2: Subpart B: Outreach

Applicants should describe how they will provide outreach for the TAMS Center. Examples of outreach include but are not limited to:

- Receive and respond to requests for information through email, phone calls, fax, and personal contacts.
- Maintain and update TAMS Center Clearinghouse resources. Resources include hard copy as well as electronic materials and can be maintained in a location other than the TAMS center. Clearinghouse resources include a wide array of materials from guidance to sample documents that are maintained and made available to Tribes upon request.

Task 2: Subpart C: Logistical Support

Applicants should describe how they will provide logistical support for the TAMS Center. Examples of logistical support include but are not limited to:

- Convene up to two in-person TAMS Steering Committee meetings annually. The TAMS Steering Committee is an advisory Committee made up of seven Tribal environmental professionals representing various Tribes and geographical regions, EPA OAR representatives, and ex-officio members. Meeting logistics and support will be provided by the applicant, with at least 1 meeting to be held at the EPA TAMS Center in Las Vegas, and the other meeting may be held at a location of the applicant's choosing. Expenses of elected TAMS Steering Committee members should be included in the proposal (see the [Example Budget Table](#) for more information). for more information).
- Support and house AIAQTP and other Tribal training courses as needed.
- Develop, maintain, and coordinate database(s) and networks to support air quality programs.
- Develop, update, and maintain TAMS website.

Task 2: Subpart D: Support for Participant Training Attendance

The EPA makes the TAMS Center location available to house a state-of-the-art training facility that is available to this grantee to utilize for Tribal training and meeting purposes. As stated previously, a minimum of 8 of the 15 trainings per year shall be held at the EPA TAMS Center in Las Vegas. In any instances where training may be offered in other locations besides the TAMS Center, justification must be submitted, and prior approval must be approved by the grant's EPA project officer. Regardless of location, the applicant should describe how they will provide financial support through the grant awarded under this NOFO to participants attending Tribal training and/or workshops. Financial support may only be provided under this grant for training directly related to Tribal training areas mentioned in either this NOFO or the final approved workplan. The recipient should provide a methodology for determining how feasible decisions

will be made for providing financial support to Tribal representatives. Applicants should propose how they would support Tribes to travel to training and how they would decide whether each individual will receive financial support. This support may cover all expenses for each individual. This proposal is subject to review and approval by the grant's EPA project officer. Additional information is available in the [Example Budget Table](#).

Task 3: Professional Assistance (8 points)

Applicants must describe how they will provide professional assistance to Tribal environmental professionals, including subparts A through E. The professional assistance program encompasses a number of responsibilities related to supporting and broadening the workshop training program with practical activities that expand the knowledge provided by classroom training into actual implementation assistance needed to properly support Tribal activities once trainees have completed a workshop. The activities, described below, are expected to be conducted with the appropriate level of cultural sensitivity and Tribal involvement, to facilitate the positive professional working environment within Tribes and between Tribes and the EPA. To be appropriately culturally sensitive, materials should be developed with specific reference to and incorporation of Tribal culture, customs, and the unique history and situation of Native Americans nationwide.

Task 3: Subpart A: Website

The recipient should develop, manage, and maintain a program website for the Tribal environmental professional community in support of all Tribal training and technical support activities included in this solicitation. The website is expected to provide an access point to information, contacts, staff, and other resources offered as part of the training program. Online registration should be considered as an option as part of this activity. Applicants should describe how the site will be maintained and updated, and the existing expertise available to carry out the task of ensuring the material accurately reflects the program's content and serves as an effective two-way communication tool.

Task 3: Subpart B: Information and Technical Assistance

Applicants should provide information and technical assistance. Information and technical assistance should be available on a one-on-one basis for any Tribe that contacts the professional assistance program. Tribes should be able to call during business hours and have requests responded to promptly. Information and technical assistance will be available on all aspects of air program activities and may rely on outside sources for assistance; however, most expertise should be available in-house. Applicants should describe how this activity will be structured to encourage and facilitate inquiries and respond to requests for information and materials in a timely, supportive, and personalized manner.

Task 3: Subpart C: Mentoring

Applicants should provide mentoring for professionals. Mentoring is an essential part of professional assistance and supports the Tribal program by supporting training and development of Tribal environmental professionals for careers in air quality management. The applicant should describe how they will establish, maintain, and document a program to ensure

that Tribes and others (including states and the EPA) with expertise in certain air quality areas are connected through a training program to Tribes seeking individualized one-on-one training in those same areas. The training program should catalog these areas of expertise so that matches can be made quickly to incoming requests. The applicant should propose to provide financial support through the grant awarded under this NOFO to support these activities for Tribes that are unable to provide their own funding. Applicants should describe how this activity will be funded, staffed, and structured, whether through a selective or competitive process to ensure that Tribal requests are expeditiously matched to Tribal capabilities, including where these activities will occur, and what kind of institutional and professional support is available.

Task 3: Subpart D: Reference Documents Library

Applicants should develop and maintain a library of Tribal documents so that Tribes can access completed work as a guide when their own activities duplicate completed activities of other Tribes. Information should be identified through the training website and available to every Tribe upon request. Applications should describe what topics will be included, how materials will be acquired, created (if necessary), inventoried, advertised, and made available in response to Tribal requests.

Possible information in the reference library can include, but is not limited to, the following examples or templates:

- Quality Assurance Project Plans
- Grant Workplans
- Standard Operating Procedures

Applicants shall describe how they plan to solicit Tribal documents to build the library. Furthermore, applicants must be prepared to redact information from documents if a Tribal organization does not wish to share the Tribal name in the shared document.

Task 3: Subpart E: National Meetings

Recognizing the importance of communications and networking, applicants should organize and promote one or more annual national and/or regional meetings for Tribes to meet and discuss current and future air issues. Applicants should describe how they will provide financial support through the grant awarded under this NOFO to Tribes unable to fund their own travel.

Applications should outline the process for providing this limited financial support to Tribes unable to fund their own travel. The meeting agenda and issues should be based on the applicant's expertise, Tribal feedback, and current national program initiatives. Attendance from all parts of Indian country is an AIAQTP program goal. Applications should describe how national meetings will be developed, planned, scheduled, and implemented in a manner that encourages interest and attendance by Tribal air programs, in coordination with public and private Tribal air program interests. Applicants should discuss how locations would be determined, and how they will ensure proposals for ensuring topics are current and of interest to the broadest audience.

Task 4: Tribal Environmental Education, Outreach, and Support Program (6 points)

The Tribal Environmental Education, Outreach, and Support Program supports American Indian students, educators, and communities to ensure they are properly informed and provided with opportunities to participate and pursue environmental careers, particularly in the field of air quality management.

Applicants should describe how they will undertake and accomplish each of the five activities (Subparts A-D) listed below to support this effort.

Task 4: Subpart A: Outreach to Tribal Schools, Students, and Communities.

Applicants should provide educational outreach to Tribal schools, students, and communities, including Tribal College and Universities, as appropriate to provide the requested outreach to Tribal youth and communities. The outreach can be in the form of visits, lectures, activities, demonstrations, and other proposed methods upon approval but should effectively build relationships and provide interactions to meet the program's objectives. The description should include types of outreach; staff and their qualifications and experience; and clearly identify the types and number of contacts planned. Applicants should include an explanation of how they will address the proposed activities and fulfill program objectives, and how they will measure and report accomplishments.

Task 4: Subpart B: Mentoring Programs

Applicants should include a mentoring program for young people as part of their application. Mentoring programs involve providing activities that allow young people to connect with and learn from experienced older people with backgrounds relevant to their interests, including but not limited to Tribal elementary, high school, and college students, and young environmental, and/or air quality professionals. Mentoring programs should encourage ongoing, structured, and supervised relationships that allow the mentor to help the protégé(s) understand professional/career options and make informed choices within the air quality environmental field. Training should also be part of the mentoring program providing assistance in identifying career objects, providing advice on how to meet them, and providing networking opportunities and forums for professional growth.

Applicants should describe how they will establish and conduct mentoring programs generally and specifically to Tribal Colleges and Universities. Applicants should include details on how mentors and protégés will be selected, trained, and matched. Applicants should also describe oversight, support, and methods for measuring success of the program task.

Task 4: Subpart C: Professional Assistance and Support to Tribal Schools, Students, and Community

Applications should describe how the applicant will provide professional assistance and support. The professional assistance and support aspect of the program provides assistance in ensuring that the activities described in this NOFO are properly supported by relevant materials, contacts, oversight, and other support to be described by the applicant. This project's

success lies in its ability to provide complementary and supplementary information on an ongoing basis, including but not limited to:

- Encouraging communication with relevant contacts through mail, phone, email, and the program website or other proposed means that support the program objectives;
- Oversight of activities with staff experienced both in air quality and working with Native American youth; and
- Provision of additional resources and expertise to encourage student participation.

Participants and educators should be able to call during business hours and have requests responded to within a reasonable amount of time.

The applicant should describe in detail how they intend to provide technical assistance and support to ensure that staff are available to ensure the education and outreach program has the depth and support to:

- answer questions quickly and comprehensively; and
- provide additional information and materials and access to broader resources (through contacts, references, and links) for both Tribal students and educators to ensure the program's success.

Task 4: Subpart D: Environmental Education Program Website

Applicants should describe how they will develop and maintain an environmental education program website for the use of both Tribal students and educators, in support of all training and technical activities. The website is expected to provide an access point to information, contacts, staff, and other resources offered as part of the training program. Online registration should be considered as an option as part of this activity.

Applicants should describe how the website will be maintained and updated, as well as the applicant's existing expertise available to carry out the task of ensuring the website material accurately reflects the program's content and provides an effective two-way communication tool.

Task 5: Environmental Education Internship Programs (8 points)

Applicants must describe how they will provide environmental education internship programs. This activity is not the same as professional internships described as part of Task 3: Subpart C. An important support element for training Tribes will be the availability of internship programs to enhance and solidify the learning experience and to offer a perspective of broader opportunities in air quality environmental careers. Internship programs should offer the opportunity for Tribal students to work in an air quality office and gain additional experience and insight into career opportunities.

Applicants should describe how the internship programs would be funded and structured, specifically addressing how individuals will be selected to give Tribal air quality environmental professionals and/or American Indian students access to internships that will enhance their professional development and/or experience and help them acquire skills and experiences

necessary to promote successful Tribal air quality and environmental programs. Applicants should identify the task category that each intern could work on and expected outreach to Tribal Colleges and Universities to promote the intern program.

Applicants should describe how they will provide financial assistance through the grant awarded under this NOFO to all interns to support this activity.

Section 2 - Environmental Results—Outcomes, Outputs and Performance Measures (20 possible points from [Section V.A.](#) of the NOFO)

a. Expected Project Outputs and Outcomes (10 possible points)

Identify the expected quantitative and qualitative outcomes and outputs of the project as defined in [Section I.C.](#) of the NOFO. Specific outputs and outcomes should be provided and may include short- and longer-term activities. In addition to a narrative discussion of the outputs and outcomes, the applicant is encouraged to include a table such as the following:

Example of Outputs and Outcome Table

<i>Anticipated Outputs and Outcomes</i>	
<i>Outputs</i>	<i>Outcomes</i>

b. Performance Measures and Plan (5 possible points)

Applicants should describe the proposed performance measures, which will be the mechanism to track, measure, and report progress towards achieving the expected outputs and outcomes. Applicants should describe their plan for tracking and measuring progress toward achieving the expected project outputs and outcomes and how the results of the project will be evaluated, as described in [Section I.C.](#) of the NOFO and [Section 3.b.](#) of the workplan.

c. Timeline and Milestones (5 possible points)

The applicant should include a detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation, and reports, along with estimated dates. Applicants should include scheduled time for quarterly and final report preparation into the project timeline.

Section 3 - Programmatic Capability and Past Performance (15 possible points from [Section V.A.](#) of the NOFO)

a. Past Performance (5 possible points)

Submit a list of up to five federally funded agreements that the applicant is performing or has performed within the last three years. Assistance agreements include federal grants and cooperative agreements but not federal contracts. These assistance agreements should be awards directly to the applicant. For each of the agreements, include:

- Project title
- Assistance agreement number
- Federal funding agency and assistance listing number (formally known as the CFDA number)
- Brief description of the agreement – no more than two sentences

Include a discussion of whether, and if so how, the applicant was able to successfully complete and manage the listed agreements.

b. Reporting Requirements (5 possible points)

For each of the assistance agreements listed, the applicant should describe their history of meeting the reporting requirements under the agreement(s). This should include:

- Whether the applicant submitted acceptable final reports under those agreements;
- The extent to which the applicant adequately and timely reported on its progress towards achieving the expected outputs and outcomes under those agreements; and
- If progress was not being made, whether the applicant adequately reported why not.

Note: In evaluating applicants under the past performance factors in [Section V.A.](#) and [B.](#) of the NOFO, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). 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, which is half of the total points available for these sub-criteria in [Section V.A.](#) of the NOFO. If the applicant does not provide any response for these items, a score of 0 for these factors may be received.

c. Staff Expertise (5 possible points)

Include information on the applicant's organization, including a description of the staff's knowledge, expertise, qualifications, and resources and/or the ability to obtain them, to successfully achieve the proposed project's goals. Biographical sketches, including resumes or curriculum vitae for key staff, managers, and any other key personnel can be included as an optional project team biography attachment, as listed in [Section IV.B.](#) of the NOFO; the optional attachment does not count towards the 15-page limit of the project narrative.

Section - 4 Budget (25 possible points from [Section V.A.](#) of the NOFO)

This section of the project narrative is a detailed description of the budget found in the SF-424A and must include a discussion of the applicant's approach to ensuring proper management of grant/cooperative agreement funds, a detailed budget narrative, as well as the itemized budget table below. An applicant's budget table and budget narrative must account for both federal funds and any non-federal voluntary cost share, if applicable. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award. Additional guidance for developing the applicant's budget is available in [RAIN-2019-G02, "Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance."](#)

a. Budget Detail (10 possible points)

This section of the project narrative provides a detailed breakout by funding type included in the proper budget category for each activity requesting funds. Applicants should consult the [EPA's Interim General Budget Development Guidance for Applicants and Recipients of EPA Financial Assistance](#).

Applicants should provide a detailed breakout by funding type included in the proper budget category for each activity requesting funds. Applicants should use the instructions, budget object class descriptions, and example table below to complete the detailed budget section of the project narrative. The budget detail and the budget table should be included in the project narrative and count towards the maximum 15-page limit. Additional budget documents, excluding the SF-424 and SF-424A forms, or project narratives pages in excess of the page limitation will not be reviewed, as listed in [Section III.C.](#) of the NOFO. Applicants should include applicable rows of costs for each budget category in their budget table to accurately reflect the proposed project budget. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, installation or labor supplies, contractual costs, other direct costs (i.e., subawards, participant support costs), indirect costs, and total costs. If providing a voluntary cost share, the budget detail must clearly specify the amount of federal funding and the cost share amount for each category. For applicants proposing to implement a participant support cost or rebate program, the rebates are appropriately listed under the "Other" budget category as "Participant Support Costs." See [Appendix A](#) for more information on participant support costs and [RAIN-2018-G05, "EPA Guidance on Participant Support 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 (paid employees of the applicant organization as reflected in payroll tax records). If the applicant organization is including staff time (in-kind services) as a cost-share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of contractors (including individual consultants), which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards or non-employee program participants (e.g., interns or volunteers), which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **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 may include, but are not limited to the cost of leave, employee insurance, pensions, and unemployment benefit plans. If the applicant’s fringe rate does not include the cost of leave, and the applicant intends to charge leave to the agreement, it must provide supplemental information describing its proposed method(s) for determining and equitably distributing these costs.
- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, 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); related to proposed project activities (e.g., attendance at meetings); or to a technical training or workshop that supports effective implementation of the project activities. Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including consultants), which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards and non-employee program participants (e.g., trainees), which are included in the “Other” category. Further, travel does not include bus rentals for group trips, which would be covered under the contractual category. Finally, if the applicant intends to use any funds for travel outside the United States, it must be specifically identified. All proposed foreign travel must be approved by the EPA’s Office of International and Tribal Affairs prior to being taken.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment

operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts that are not included in the purchase price for the equipment. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR § 200.1, “Equipment.” The budget detail must include an itemized listing of all equipment proposed under the project. If installation costs are included in the equipment costs, labor expenses shall be itemized with the detailed number of hours charged and the hourly wage. If the applicant has written procurement procedures that define a threshold for equipment costs that is lower than \$5,000, then that threshold takes precedence.

- **Supplies - “Supplies” means 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). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual services (including 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 [EPA’s Subaward Policy and supplemental Frequent Questions](#) has detailed guidance available for differentiating between contractors and subrecipients. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The EPA does not require applicants to identify specific contractors. The applicant should list the proposed contract activities along with a brief description of the anticipated scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known. Any proposed non-competed/sole-source contracts in excess of \$3,500 must include a justification. Note that it is unlikely that the EPA will accept proposed sole source contracts for goods and services (e.g., consulting) that are widely available in the commercial market. Refer to the [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for the EPA’s policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.
- **Other - List each item in sufficient detail for the EPA to determine the reasonableness and allowability of its cost.** 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; participant support costs such as non-employee training stipends and travel, subsidies or rebates for purchases of pollution control equipment (such as a

specified amount of funding for residential woodstove changeouts or truck owners to purchase cleaner trucks); and subaward costs. Applicants should describe the items included in the “Other” category and include the estimated amount of participant support costs in a separate line item. Additional information about participant support costs is contained in [RAIN-2018-G05, “EPA Guidance on Participant Support Costs.”](#)

Subawards (e.g., subgrants) and participant support costs are a distinct type of cost under 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 even if the agreement is referred to as a contract. Rebates, subsidies, and similar one-time, lump-sum payments to program beneficiaries for purchase of eligible emission control technologies are considered participant support costs. Please refer to [Appendix A](#) for detailed guidance on funding projects and partnerships and how to correctly categorize these costs in the workplan budget. “Other” 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. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work as a separate line item in the “Other” category, and a description of the types of activities to be supported. Refer to the [EPA’s Subaward Policy and supplemental Frequent Questions](#) for additional guidance.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project and are not readily assignable to specific cost objectives or projects as a direct cost. 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, less distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Additional indirect cost guidance is available in [RAIN-2018-G02, “Indirect Cost Guidance for Recipients of EPA Assistance Agreements.”](#)

Example Budget Table (Required, part of the 15-page limit)

Line Item & Itemized Cost	EPA Funding ¹	Non-Federal Cost Share ²
Personnel		

Line Item & Itemized Cost	EPA Funding ¹	Non-Federal Cost Share ²
(1) Project Manager @ \$40/hr x 40 hrs/wk x 260 wks	\$416,000	
(2) Project Staff @ \$35/hr x 40 hrs/wk x 260 wks (x 3 staff)	\$1,092,000	
(3) Part time Project Staff@ \$25 x 80 hrs/wk x 260 wks (3-10 staff)	\$520,000	
TOTAL PERSONNEL	\$2,028,000	
Fringe Benefits		
20% of Salary and Wages @ 20% x Total Personnel - Retirement, Health Benefits, FICA, SUI	\$405,600	
TOTAL FRINGE BENEFITS	\$405,600	
Travel		
Travel for Project Manager and Staff	\$126,500	
TOTAL TRAVEL	\$126,500	
Equipment		
	\$0	
TOTAL EQUIPMENT	\$0	
Supplies		
Outreach Materials and Supplies/Office supplies to support training	\$32,000	
TOTAL SUPPLIES	\$32,000	
Contractual		
Support service contract for tasks 1-5	\$2,000,000	
TOTAL CONTRACTUAL	\$2,000,000	
Other		
Participant support costs through travel support for trainees	\$3,000,000	
TOTAL OTHER	\$3,000,000	
Indirect Charges		
(Federal Negotiated Indirect Cost Rate = 20%)		
Federal Indirect Cost Rate x Personnel = Indirect Costs	\$405,600	
TOTAL INDIRECT	\$405,600	
TOTAL FUNDING	\$7,997,700	
TOTAL PROJECT COST³		\$7,997,700

¹ EPA Funding amount must be included on the SF-424 in Section 18.a and SF-424A in: cell 5(e) under Section A – Budget Summary; and Column (1) under Section B – Budget Categories.

² Non-Federal Cost Share funding amount must be included on the SF-424 in Section 18.b-e and SF424A in: cell 5(f) under Section A – Budget Summary; columns (2) and (3) under Section B – Budget Categories; and Section C – Non-Federal Resources.

³Total Project Cost must be included on the SF-424 in Section 18.g and SF-424A in: cell 5(g) under Section A – Budget Summary; and column (5), Row k under Section B – Budget Categories.

Note on Management Fees: When formulating budgets for 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 federal 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 in order 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 cannot 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 work plan.

b. Expenditure of Awarded Funds (10 possible points)

Applicants should provide a detailed written description of the applicant’s approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

c. Reasonableness of Costs (5 possible points)

The EPA will evaluate the reasonableness of the applicant’s budget based on the applicant’s narrative description of the budget and detailed breakout of requested funding for each work component or task. Provide a detailed description of every itemized cost, including how every cost relates to the project narrative and specific emission reduction activities. Instructions for what to include in the Budget Detail are described in [Section 4.a.](#) above.

Applicants must itemize the cost categories as listed below and the SF-424A form: personnel, fringe benefits, contractual costs, travel, equipment, supplies, contractual costs, other direct costs (subawards, participant support costs), indirect costs, and total costs. Round up to the nearest dollar and do not use any cents.

For applicants that provide a voluntary cost share/match or leveraged resources as described in [Section III.B.](#) of the NOFO and [Section 4](#) above, the budget narrative must include a detailed description of how the applicant will obtain the cost share and leveraged resources and how the cost share funding and leveraged resources will be used. Proposed voluntary cost share included in the budget detail must also be included on the SF-424 and SF-424A. Leveraged resources should not be included in the SF-424 or SF-424A.

Recipients may issue subawards, contracts, or participant support costs to implement projects. Please refer to [Appendix A](#) for detailed guidance on these funding options and how to correctly categorize these costs in the workplan budget.

Section 5 - Attachments (As listed in [Section IV.B.](#) of the NOFO; this information does not count towards the project narrative 15-page limit):

Project Team Biographies: Optional. Provide resumes or curriculum vitae for key staff, managers, and any other key personnel. If submitted, this should be referenced under [Section 4](#) “Budget” of the workplan.

Negotiated Indirect Cost Rate Agreement: Optional. The applicant will be required to submit this agreement if their application is selected for funding.

Partnership Letters: If applicable, letters of support that demonstrate strong, long-term involvement throughout the project from a variety of project partners are encouraged. Letters should specifically indicate how project partners and supporting organizations will participate in or directly assist in the design and performance of the project, or how obtaining support from project partners will allow the applicant to more effectively perform the project. Letters should be addressed to the applicant organization and included as attachments to the application. Please do not ask partners to submit letters directly to the EPA.

D. Coalition Coverage

Groups of two or more eligible applicants may choose to form a coalition and submit a single application under this NOFO; 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 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. 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.

E. Releasing Copies of Applications

In concert with the EPA’s commitment to conducting business in an open and transparent manner, copies of applications submitted under this NOFO may be made publicly available on [Office of Air and Radiation](#) website or other public website for a period of time after the selected applications are announced. The EPA recommends that applications not include trade

secrets or commercial or financial information that is confidential or privileged, or sensitive information, if disclosed, that would invade another individual’s personal privacy (e.g., an individual’s salary, personal email addresses, etc.). However, if such information is included, it will be treated in accordance with [40 CFR § 2.203](#). (Review EPA clause IV.a., Confidential Business Information, under [EPA Solicitation Clauses](#).)

Clearly indicate which portion(s) of the application you are claiming as confidential, privileged, or sensitive information, or state ‘n/a’ or ‘not applicable’ if the application does not have confidential, privileged, or sensitive information. As provided at 40 CFR § 2.203(b) if no claim of confidential treatment accompanies the information when it is received by the EPA, it may be made available to the public by the EPA without further notice to the submitter.

V. APPLICATION REVIEW INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

Only eligible entities whose application(s) meet the threshold criteria in [Section III.C](#). of this NOFO will be evaluated according to the criteria set forth below. **Applicants should explicitly address these criteria as part of their application package submittal in the project narrative, following the content requirements set forth in Part IV.** Each application will be rated using a point system. Applications will be evaluated based on a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
Total Possible Points	100
<p>1. <u>Project Summary and Approach:</u> Under this criterion, the EPA will evaluate applications based on the extent and quality of the applicant’s project summary and overall approach. Specifically, the EPA will evaluate the extent and quality to which the project narrative includes a well-conceived strategy for addressing the requirements of the following tasks under Section I.B.:</p> <ul style="list-style-type: none"> a. Task 1 (10 Points): American Indian Air Quality Training Program Workshops b. Task 2 (8 Points): Tribal Air Monitoring Support (TAMS) Center c. Task 3 (8 Points): Professional Assistance d. Task 4 (6 Points): Tribal Environmental Education, Outreach, and Support Program e. Task 5 (8 Points): Environmental Education Internship Programs 	40
<p>2. <u>Environmental Results – Outputs, Outcomes, and Performance Measures:</u> Under this criterion, the EPA will evaluate:</p> <ul style="list-style-type: none"> a. Expected Project Outputs and Outcomes (10 points): The extent and quality to which the applicant identifies and proposes outputs and outcomes, as described in Section I.C.2. and 3. 	20

<p>b. Performance Measures and Plan (5 points): The quality of the proposed performance measures and effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I.C. of this announcement.</p> <p>c. Timeline and Milestones (5 points): The reasonableness of the proposed timeline including key milestones for specific tasks and the likelihood of completion of the project’s goals and objectives by project end.</p>	
<p>3. Programmatic Capability and Past Performance: Under this criterion, the EPA will evaluate applicants based on their ability to successfully complete and manage the proposed project considering their:</p> <p>a. Past Performance (5 points): Past performance in successfully completing and managing the assistance agreements identified in the project narrative as described in Section IV.B. of the announcement.</p> <p>b. Reporting Requirements (5 points): History of meeting the reporting requirements under the assistance agreements identified in the project narrative as described in Section IV.B. of the announcement, 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 and if such progress was not being made whether the applicant adequately reported why not.</p> <p>c. Staff Expertise (5 points): Organizational experience, including staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items A. and B. of this criterion, 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). If the applicant does not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for sub-criteria A. and B. (a neutral score is half of the total points available in a subset of possible points). If the applicant does not provide any response for these items, you may receive a score of 0 for these sub-criteria.</p>	15
<p>4. Budget: Under this criterion, the EPA will evaluate applicants based on the extent and quality to which:</p> <p>a. Budget Detail (10 points): The proposed budget provides a detailed breakout by funding type in the proper budget category for each activity the applicant is requesting funding.</p> <p>b. Expenditure of Awarded Funds (10 points): The proposed costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes; and</p> <p>c. Reasonableness of Costs (5 points): The applicant’s approach, procedures, and controls will ensure that awarded grant funds will be expended in a timely and efficient manner.</p>	25

An applicant’s SF-424, SF-424A, and budget detail must account for both federal funds and any non-federal funds, if proposing cost share (see Section III.B.). Applicants must precisely describe in their budget detail how they will account for any required or voluntary cost share/match, if applicable. Leveraged resources should not be included in the budget forms but should be discussed in the narrative portion of the budget detail; see Section 4 under Section IV.C.	
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B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in [Section III.C.](#) of this NOFO. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. 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 EPA headquarters selection official based on the rankings and preliminary recommendations of the EPA evaluation team and the other factors listed in [Section V.C.](#) below.

C. Other Factors

In making the final funding decisions, the EPA headquarters selection official may also consider programmatic priorities. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA award official.

D. Anticipated Announcement and Federal Award Dates

The EPA anticipates it will announce selection decisions in December 2024 and tentatively plans to issue awards by March 2025.

VI. AWARD ADMINISTRATION INFORMATION

Note: Additional provisions that apply to this section can be found at [EPA Solicitation Clauses](#).

A. Award Notices

The EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by Pat Childers at childers.pat@epa.gov. 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 the Office of Grants and Debarment at the EPA. 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 the 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., workplan), which must be approved by the 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. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter, and a summary of expenditures are required. The final report shall be submitted to the EPA within 120 calendar days of the completion of the period of performance. The final report must include a summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by the EPA, after the grants are awarded. Award recipients may be provided with additional information and guidance on reporting performance measures and project progress after award.

Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful processes and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will directly relate to the project outcomes and outputs (see [Section I.C.](#)). The description of the performance measures will directly relate to the project's outcomes and outputs, including but not limited to:

- Overseeing subrecipients, and/or contractors and vendors;
- Tracking and reporting project progress on expenditures and purchases; and
- Tracking, measuring, and reporting accomplishments and proposed timelines/milestones.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?
- What are the expected locations of activities and benefits of the outputs and outcomes?

VII. CONTACT INFORMATION

Further information, if needed, may be obtained from the EPA contact indicated below. Information regarding this NOFO obtained from sources other than these Agency Contacts may not be accurate. Email inquiries are preferred.

Contact: Pat Childers, 202-564-1082, childers.pat@epa.gov

Questions and answers will be posted until the closing date of this announcement at the [OAR Grants/Funding webpage](#).

APPENDIX A – Further information Regarding Contracts, Subawards, and Participant Support Costs

I. Background

The Standard Form 424A (SF-424A) includes a separate row for “contractual” costs and “other” costs. As noted in [Section 4](#) under [Section IV.C.](#), the “Other” cost category on the SF-424A should be used to cover both subawards and participant support costs. Depending on the project, these costs may be applicable to an American Indian Air Quality Training Program grant. This appendix helps clarify these differences. Additional information about participant support costs is contained in [RAIN-2018-G05, “EPA Guidance on Participant Support Costs.”](#)

II. Contracts

As described in 2 CFR § 200.331, a contract is for the purpose of obtaining goods and services for the recipient’s own use and creates a procurement relationship with the contractor. Characteristics indicative of a procurement relationship between the recipient and a contractor are when the contractor:

- Provides the goods and services within normal business operations;
- Provides similar goods or services to many different purchasers;
- Normally operates in a competitive environment;
- Provides goods or services that are ancillary to the operation of the federal program; and
- Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

Grant recipients that enter into procurement contracts, must comply with the applicable procurement provisions in 2 CFR § 200.317 through 200.327.

NOTE: If you intend to name a contractor (including an individual consultant or equipment vendor) or a subrecipient as a project partner or otherwise in your application, the EPA recommends that you carefully review, and comply with, the directions contained in the “Contracts and Subawards” clause that can be accessed at [EPA Solicitation Clauses](#). Refer to the [EPA’s Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) and the [EPA’s Subaward Policy](#) and supplemental Frequent Questions for additional guidance. Applicants must demonstrate that named contractors (including individual consultants and equipment vendors) were selected in compliance with the competitive requirements of the Procurement Standards in 2 CFR Part 200 as interpreted in EPA guidance and/or that named subrecipients meet the eligibility requirements in the EPA’s Subaward Policy for the EPA to consider their qualifications and role in the proposed project.

III. Subawards

Additional details are provided in [Grants Policy Issuance 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients](#). Under 2 CFR § 200.1, subrecipient means a non-federal entity that receives a subaward from a grantee to carry out part of a federal program but does not

include program beneficiaries receiving participant support costs; see [Section IV](#) of this appendix below. Grant recipients may make subawards to subrecipients to carry out a portion of the grant project; in such case, the grant recipient is also known as a “pass-through entity.” Subawards establish a financial assistance relationship under which the subrecipient’s employees and contractors implement programs and projects to accomplish the goals and objectives of the grant. It is important to bear in mind that subrecipients are subject to the same federal requirements as the pass-through entity.

Under this competition, a non-federal entity is eligible to receive a subaward even if it is not eligible to receive a grant from the EPA directly. While there may be some situations in which a subaward to an individual may be appropriate, those situations are rare.

Subrecipients only receive reimbursement for their actual direct or approved indirect costs and do not “profit” from the transaction. For-profit entities participating in grant activities are typically contractors rather than subrecipients.

The EPA’s Award Official must approve subawards to for-profit entities and individuals on the basis of either a precise description of the subaward in the EPA approved budget and project narrative, or on a transaction-by-transaction basis.

The applicant’s project narrative and budget narrative should include detailed descriptions of any proposed subawards and include cost estimates for subawards as line items under the “Other” budget category in the SF-424A; see [Section 4](#) in [Section IV.C](#). Should a recipient decide to make a subaward that was not described in the approved project narrative and budget, the recipient must obtain prior written approval from the EPA’s Award Official for the subaward.

If a recipient chooses to pass funds from its grant to other entities through subawards, the recipient must comply with applicable subaward provisions of 2 CFR Part 200, the EPA Subaward Policy, and the EPA’s National Term and Condition for Subawards. Note that under 2 CFR § 200.331 through 200.333, there are extensive requirements for subrecipient monitoring and management that apply to pass-through entities.

Many of the federal administrative grant regulations in 2 CFR Part 200 and 2 CFR Part 1500, as well as the grant terms and conditions in the assistance agreement, “flow down” to subrecipients receiving a subaward. Such requirements need to be identified in the written subaward agreement between the recipient and the subrecipient. Additionally, if a subrecipient intends to procure goods or services using targeted airshed grant funds, the subrecipient must comply with the applicable federal procurement standards in 2 CFR Part 200, 2 CFR Part 1500, and 40 CFR Part 33 as these requirements also “flow down” to subrecipients.

There is no requirement for recipients to compete subawards under this NOFO; however, pass-through entities may choose to select subrecipients competitively provided this practice is consistent with applicable statutes, regulations, and the terms and conditions of their targeted airshed grant.

Recipients may use the subaward template contained in Appendix D of the EPA's Subaward Policy to assist them in complying with the "subaward content" requirements; however, the EPA does not mandate the use of this template.

IV. Participant Support Costs

Recipients may provide participant support costs (PSCs) to program beneficiaries to enable beneficiaries to participate in the recipient's program or project. PSCs include rebates, subsidies, stipends, or other payments to program beneficiaries by a grantee, subrecipient, or contractor. For example, PSCs might be used for the purchase of eligible technologies. Program beneficiaries, rather than the grant recipient, would own the new technology.

PSCs differ from subawards in that the beneficiary is participating in the grant recipient's project or program instead of implementing their own project or program. Program beneficiaries may include but are not limited to individual owner/operators, private or public fleet owners, or residents in the applicable area; however, program beneficiaries are not employees, contractors or subrecipients of the grant recipient. The following are examples of PSCs:

- Stipends for interns, fellows, trainees, or attendees at community meetings including registration fees, training materials, and travel costs when the purpose of the trip is to participate in the project activity.
- Travel assistance to non-employee program beneficiaries (e.g. travel assistance that nonprofit "co-regulator" organizations provide to state and tribal workgroup members).
- Stipends and other incentives paid to participants

Recipients may also use PSCs to make purchases on behalf of program beneficiaries. In some situations, this approach allows grant recipients to achieve economies of scale and/or take advantage of existing purchase contracts. Competitive procurement requirements apply to the grant recipient when the recipient takes this approach.

The federal administrative grant regulations in 2 CFR Part 200 and 2 CFR Part 1500, as well as the grant terms and conditions in the recipient's grant agreement, generally do not "flow down" to program beneficiaries receiving PSCs except that costs must be reasonable and incurred within the grant project period. Requirements for compliance with civil rights laws and ensuring that program beneficiaries are eligible to receive federal financial assistance are applicable as explained in the [EPA Guidance on Participant Support Costs](#). In addition, program beneficiaries must abide by requirements to ensure that the funds are used only for authorized purposes.

If a grantee, subrecipient, or contractor is issuing PSCs, it must have a written agreement in place. The written agreement should not be structured as a subaward agreement and should not refer to program beneficiaries as subrecipients consistent with 2 CFR § 200.1, "Subrecipient." In addition, the written agreement should not include language requiring the program beneficiary to comply with the federal grant regulations at 2 CFR § Part 200, 2 CFR §

Part 1500, or the terms and conditions found in the award between the EPA and the recipient, other than requiring that the costs must be reasonable, necessary, and allocable. The written agreement should also include the following:

- A description of the activities and amounts that will be supported by the PSCs;
- The program and/or statutory requirements that the program beneficiary must abide by in order to ensure that the funds are used only for authorized purposes;
- Source documentation requirements to ensure proper accounting of the PSCs; and
- Any reporting that must be submitted by the program beneficiary.

The EPA's Award Official must approve PSCs on the basis of either a precise description of the PSCs in the EPA approved budget and work plan, or on a transaction-by-transaction basis. The applicant's project narrative and budget narrative should include detailed descriptions of any proposed PSCs and include cost estimates for PSCs as line items under the "Other" budget category. Should a recipient decide to issue PSCs that were not described in the approved work plan and budget, the recipient must obtain prior written approval from the EPA's Award Official. Moreover, after a grant is awarded, should a recipient decide to modify the amount approved (upwards or downwards) for PSCs, prior written approval from the EPA's Award Official is also required.

When creating budgets, applicants/recipients must exclude PSCs from Modified Total Direct Costs for calculation of indirect costs as required by 2 CFR § 200.1, "Modified Total Direct Costs."

Resources:

[RAIN-2018-G05, "EPA Guidance on Participant Support Costs."](#)

[Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#)

[Grants Policy Issuance 16-01: EPA Subaward Policy for EPA Assistance Agreement Recipients,](#) with attachments, includes:

- EPA Subaward Policy
- Appendix A: Distinctions Between Subrecipients and Contractors
- Appendix B: National Term and Condition for Subawards
- Appendix C: Model Programmatic Subaward Reporting Requirement
- Appendix D: Subaward Agreement Template