

COVID-19 Update: EPA is providing flexibilities to applicants experiencing challenges related to COVID-19. Please see the **Flexibilities Available to Organizations Impacted by COVID-19** clause in Section IV of [EPA’s Solicitation Clauses](#).

OVERVIEW

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “SUPPORTING ANAEROBIC DIGESTION IN COMMUNITIES”

ACTION: Request for Applications (RFA)

RFA NO: EPA-OLEM-ORCR-21-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CDDA) NO.: 66.808

DATES: The closing date and time for receipt of application submissions is **October 7, 2021**, 11:59 p.m. Eastern Time (ET). Applications must be submitted electronically through <https://www.grants.gov> by 11:59 p.m. ET on **October 7, 2021** to receive consideration. Applications received after 11:59 p.m. ET on **October 7, 2021** will not be considered.

SUMMARY: This notice announces the availability of funds and solicits applications that will demonstrate means of accelerating the development of new or enhance/increase existing anaerobic digestion capacity and infrastructure in the United States from food waste. This funding announcement supports the priorities detailed in President Biden’s [Executive Order 13985](#) titled *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government* and [Executive Order 14008](#) titled *Tackling the Climate Crisis at Home and Abroad*. Anaerobic digestion (AD) is the natural process in which microorganisms break down organic (plant and animal) materials. Food waste diverted from landfills and incinerators can be managed at AD facilities. The AD process generates renewable energy (biogas) and a product that can improve soil health (digestate). Food waste AD reduces landfill methane emissions. Methane is a potent greenhouse gas 28 to 36 times more effective than CO₂ at trapping heat in the atmosphere over a 100-year period.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$2,000,000. EPA anticipates awarding approximately one to two grants per EPA region in amounts ranging from \$50,000 - \$200,000 per award. Applicants should plan for projects to begin on February 1, 2022. Up to approximately \$800,000 of the estimated total will be set-aside specifically for awards to the following organizations:

- U.S. territories;
- Tribal governments;
- Tribal colleges and universities; or
- Eligible organizations (see *Section III.A*) located in persistent poverty counties (see *Section II.A*).

EPA may adjust the funding for the set-aside based on the quality of applications received, Agency priorities, and other relevant considerations. See *Section II- Award Information* for more detailed information on these issues. EPA reserves the right to reject all applications and make no awards.

NOTE: Prior to naming a “partner” in your application who will receive EPA funding as part of your project carefully review the guidance on contracts and subawards in [EPA’s Solicitation Clauses](#) as well as additional guidance in this RFA.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA supports diversion of food waste and other organic materials from landfills. Anaerobic Digestion (AD) is an alternative to landfilling that results in environmental benefits. The goal of this funding opportunity is to increase the use of AD to manage food waste. Another goal is to support the development of new AD infrastructure in the U.S.

AD is the natural process in which microorganisms break down organic materials. In this instance, “organic” means coming from or made of plants or animals. AD happens in closed spaces where there is no air (or oxygen). AD processes food waste feedstocks (e.g., food scraps, food residuals) into digestates, which may be used as soil amendments. Biogas is also produced throughout the AD process. Biogas is a renewable energy source that can be used to power engines, run alternative-fuel vehicles, and heat buildings.

The initials “AD” may refer to the process of AD or the built system where AD takes place, also known as a digester. The main categories of anaerobic digesters are stand-alone digesters, on-farm digesters, and digesters at water resource recovery facilities. All AD systems adhere to the same basic principles whether the feedstock is food waste, animal manures, or wastewater sludge. The systems may have some differences in design, but the process is basically the same.

The following materials are generally considered “organic” and can be processed in a digester:

1. Animal manure;
2. Food scraps;
3. Fats, oils, and greases;
4. Industrial organic residuals; and
5. Sewage sludge (biosolids).

EPA is interested in funding projects that increase anaerobic digestion capacity in the United States. Such projects may include enhancements of existing infrastructure or the acceleration of the development of new infrastructure. In September 2015, EPA, along with the U.S. Department of Agriculture (USDA), announced a domestic goal to reduce food loss and waste by 50% by the year 2030. In addition, in fiscal years 2019, 2020, and 2021 Congress provided EPA with funds to help public entities demonstrate community AD applications to municipal solid waste streams and farm needs, such as capturing excess phosphorus.

EPA, consistent with applicable law, allocates resources to address the historic failure to invest sufficiently, justly, and equally in underserved communities, as well as individuals from those communities. Consistent with Congressional direction, EPA will give priority consideration to applications that support AD in “...communities and/or States that have statutes mandating removal of food waste and similar organic material from municipal waste streams.” Senate Report 116-123.

Anaerobic digestion converts food waste into useful products (biogas, fertilizer, soil amendments). Anaerobic digestion allows communities to divert food waste from landfilling/incineration and supports the goals of sustainable materials management (SMM), which includes reducing greenhouse gas emissions that are contributing to climate change. The term sustainable materials management refers to a systematic approach to using and reusing materials more productively over their entire life

cycles. SMM represents a change in how our society thinks about the use of natural resources and environmental protection. By looking at a product's entire life cycle, we can find new opportunities to reduce environmental impacts, conserve resources and reduce costs. For more information about EPA's SMM program, see www.epa.gov/smm.

Minority Serving Institutions

EPA recognizes that it is important to engage all available minds to address the environmental challenges the nation faces. At the same time, EPA seeks to expand the environmental conversation by including members of communities which may have not previously participated in such dialogues to participate in EPA programs. For this reason, EPA strongly encourages all eligible applicants identified in *Section III*, including minority serving institutions (MSIs), to apply under this opportunity. For purposes of this solicitation, the following are considered MSIs:

1. Historically Black Colleges and Universities, as defined by the Higher Education Act (20 U.S.C. § 1061(2)). A list of these schools can be found at [Historically Black Colleges and Universities](#).
2. Tribal Colleges and Universities (TCUs), as defined by the Higher Education Act (20 U.S.C. § 1059c(b)(3) and (d)(1)). A list of these schools can be found at [American Indian Tribally Controlled Colleges and Universities](#).
3. Hispanic-Serving Institutions (HSIs), as defined by the Higher Education Act (20 U.S.C. § 1101a(a)(5)). A list of these schools can be found at [Hispanic-Serving Institutions](#).
4. Asian American and Native American Pacific Islander-Serving Institutions; (AANAPISIs), as defined by the Higher Education Act (20 U.S.C. § 1059g(b)(2)). A list of these schools can be found at [Asian American and Native American Pacific Islander-Serving Institutions](#).
5. Predominately Black Institutions (PBIs), as defined by the Higher Education Act of 2008, 20 U.S.C. 1059e(b)(6). A list of these schools can be found at [Predominately Black Institutions](#).

B. Scope of Work

EPA is soliciting applications for a wide variety of projects that are designed to increase the use of AD for the management of organic materials in the United States. It is anticipated that applications will include projects that create new AD capacity, optimize use of existing capacity, or identify strategies that otherwise result in an increase in management of organic materials through AD. EPA also recognizes and encourages applications that demonstrate the effective marketing and/or sale of AD products (e.g., biogas and digestate). Such projects are beneficial to the AD industry and can therefore build the foundation for the development of additional AD infrastructure.

In addition, EPA is seeking AD projects that address environmental justice concerns and focus predominantly on addressing the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect people/communities of color, low income, tribal, and indigenous populations, and if applicable other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions.

Environmental justice (EJ) is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation and enforcement of environmental laws, regulations and policies. Fair treatment means no group of people should bear a disproportionate share of the negative environmental consequences resulting from industrial, governmental and commercial operations or policies. Meaningful involvement means people have an opportunity to participate in decisions about activities that may affect their environment and/or health; the public's contribution can influence the regulatory agency's decision; community concerns will be considered in the decision making process; and decision makers will seek out and facilitate the involvement of those potentially affected.

All applications must achieve one or more of the following objectives:

- Develop new or expand existing AD capacity for processing food waste.
- Demonstrate solutions and/or approaches for increasing food waste AD utilization that can be replicated by other communities, governments, or other entities.
- Support state, Tribal, and/or local government programs that seek to use AD to increase their food waste diversion rates.

Applications may include (but are not limited to) projects that:

- Increase the use of AD for management of organic wastes and biogas production;
- Maximize opportunities to utilize existing un-used capacity for digestion or co-digestion;
- Promote operational innovations to AD systems and processes;
- Develop solutions to barriers that prevent AD use or development;
- Overcome barriers associated with using the biogas produced via AD;
- Present logistical solutions to optimize processing of feedstocks via AD;
- Evaluate the economic value and marketability of digestate or biogas products;
- Evaluate feasibility for co-locating an AD facility near a composting operation to process digestate into finished compost;
- Increase the overall amount of food waste or other organic waste being processed via AD;
- Create a demand for organic waste feedstocks (especially food waste);
- Develop and/or improve feedstock (especially food waste) collection networks;
- Support the development of new AD infrastructure to the extent that the activities are eligible for funding under 42 U.S.C. 6982;
- Increase the quality of source separated food waste collected to ensure there is a low percentage of contamination (such as packaging) in the feedstock;
- Establish new or expand existing partnerships (e.g. public/private partnerships) that result in the development of new AD capacity for processing food waste or increase the utilization of existing AD capacity for processing food waste; or
- Reduce the barrier of cost in the development of AD systems.

Projects are awarded under the authority of the Solid Waste Disposal Act (SWDA), Section 8001 (42 U.S.C. 6981), and must include in the project conducting or promoting the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, or studies relating to solid waste. Projects may include (but are not limited to):

- Technology and process evaluations;
- Technical assistance, outreach and/or training to model or accelerate solutions;
- Outreach workshops;

- Demonstration projects for technology to improve the collection or quality of food waste feedstocks;
- Feasibility studies;
- Expanding processing capacity through technology demonstration projects or training and technical assistance; or
- Demonstration, training, or technical assistance projects for developing or improving feedstock collection networks.

For construction or equipment costs for improvements to AD facilities to be allowable, the project must qualify as a “demonstration” as defined by SWDA § 1004(2A), 42 USC 6903(2A). The statute defines “demonstration” as the initial exhibition of a new technology process or practice or a significantly new combination or use of technologies, processes, or practices, subsequent to the development stage, for the purpose of proving technological feasibility and cost effectiveness.

Demonstrations must involve **new or experimental** technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration.

These activities relate generally to the gathering or transferring of information or advancing the state of knowledge. Grant proposals should emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method. For example, a proposed project to expand the capacity of an AD facility by installing equipment that is in wide use or simply increasing the size of the facility would not qualify as a demonstration project.

EPA strongly recommends that applicants for demonstration project funding explain how the project meets the statutory definition of “demonstration” and describe how the results of the project will be evaluated and disseminated to researchers, AD facility operators, regulators and other parties interested in advancing AD technology.

NOTE: Ineligible Information Collection Activities.

The scopes of work may not include requests for EPA funding for a survey or other information collection of identical information from 10 or more parties. EPA funds may not be used for the design or administration of an information collection, and EPA personnel may not participate in such activities. Reasonable costs for analyzing independently collected information and publishing the results of such information collections may be allowable to the extent authorized in the EPA approved budget for this agreement.

C. EPA Strategic Plan Linkage

The activities to be funded under this announcement support EPA’s FY 2018-22 Strategic Plan. Awards made under this announcement must support one or more of the following: Goal 1 (Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety), Objective 1.1 (Improve Air Quality), Objective 1.2 (Provide for Clean and Safe Water), and Objective 1.3 (Revitalize Land and Prevent Contamination). Specifically, the activities to be funded under this announcement will be linked to EPA’s Strategic Plan consistent with EPA’s current

priorities for preventing contamination and helping communities, including local governments, to achieve goals. Applicants must explain in their applications how their project will further one or more of these objectives.

View EPA's Strategic Plan online at: <http://www.epa.gov/planandbudget/strategicplan>.

D. Measuring Environmental Results: Anticipated Outputs and Outcomes

Pursuant to EPA Order 5700.7 "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in the Project Narrative Application (see Appendix A).

1. **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 specified 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 demonstration projects, feasibility studies, etc. to be funded under this announcement may include but are not limited to the following:

- Pounds of food scraps and/or food residuals diverted from landfill and directed to AD;
- Number of individuals, state, and local governments, and/or businesses served by education, outreach, training, technical assistance, and/or tools related to AD;
- Number of recommendations made to businesses/facilities;
- Safety guidelines or standardized operating procedures created;
- Actions or recommendations implemented or adopted by businesses/facilities;
- Types of skills and abilities achieved by training participants;
- BTUs or cubic feet of energy produced;
- Dollars saved through the use of biogas produced via AD;
- Pounds of nutrients recovered and soil amendments and/or fertilizers produced;
- Total volume of biogas produced (standard cubic feet, or scf);
- Total volume of biogas used rather than flared (scf);
- Energy density of biogas produced (BTU/scf);
- Innovative technologies developed or improved under demonstration projects; and/or
- Reports on evaluations of demonstration projects.

Progress reports and a final report will also be a required output, as specified in *Section VI.C* of this announcement, "Reporting Requirement."

2. **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 qualitative and environmental, behavioral, health-related, or programmatic in nature. Applications must include a description of anticipated project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period. Include the quantitative target associated with the outcome, as appropriate.

Projects to be funded under this announcement should demonstrate how they will produce at least one of the following outcomes:

- Increased resources and technical assistance through education, outreach, and training to individuals and/or businesses on AD;
- Advances in AD technology through demonstration projects;
- Increased public and/or business understanding of AD opportunities and benefits;
- Improved capacity of businesses and/or facilities to use existing AD facility capacity through efficiencies achieved through technical assistance and training;
- Increased capacity of landfill(s) as a result of organics being directed to AD facility;
- Improved quality of feedstock for existing AD facility capacity;
- Measurable improvements to environment and/or ecosystem conditions related to AD operations for air, water, and/or waste;
- Increase in energy conserved or produced via AD;
- Tons of greenhouse gases reduced;
- Dollar value of biogas generated and captured for productive uses, such as in combined heat and power and renewable natural gas;
- Dollar value of digestate reused or processed;
- Dollars saved (e.g. avoided tipping fees) through waste diversion to AD.

E. Supplementary Information

The statutory authority for this action is the Solid Waste Disposal Act (SWDA), section 8001(a), which authorizes the Agency to make grants to eligible applicants to support the coordination and acceleration of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste management.

SECTION II – AWARD INFORMATION

A. What is the amount of available funding?

It is anticipated that a total of approximately \$2 million will be awarded under this announcement, depending on the availability of funds, quality of applications received, and other applicable considerations. EPA expects to award approximately \$800,000 of the estimated total specifically for awards to the following organizations:

- U.S. territories;
- Tribal governments;
- Tribal colleges and universities; or
- Eligible organizations (see *Section III.A, Eligible Entities*) located in persistent poverty counties.

Persistent poverty counties are counties that have had poverty rates of 20% or greater for at least 30 years. The county poverty rates for 1999 and previous years are measured using decennial census data. For more recent years, either the Small Area Income and Poverty Estimates (SAIPE) or the American Community Survey (ACS) are used. Both of these Census Bureau data sources were first implemented in the mid-1990s and both provide poverty estimates no longer available from the decennial census. The data sources used, and the level of precision of rounding for the

poverty rate, affects the list of counties identified as persistent poverty counties, as will be described below. To be considered for this set-aside, the organization must be located in a persistent poverty county at the time of application submission. Please see <https://crsreports.congress.gov/product/pdf/R/R45100> for a listing of persistent poverty counties based on data from the 1990 Census, Census 2000, and the 2019 SAIPE estimates, and includes the 407 counties with poverty rates of 19.5% or greater (that is, counties with poverty rates that were at least 20% with rounding applied to the whole number).

EPA may adjust the funding for the set-aside based on the quality of applications received, Agency priorities, and other relevant considerations. EPA also reserves the right to reject all applications and make no awards.

EPA reserves the right to make additional awards under this solicitation, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

B. How many agreements will EPA award in this competition?

EPA anticipates awarding approximately one to two grants per EPA region in amounts ranging from \$50,000 - \$200,000 of federal funding per award, subject to availability of funds and the quality of the eligible applications received. Awards will range from \$50,000-\$200,000 of federal funding. Applicants may submit separate applications for one or more of the projects described in *Section I.B, Scope of Work*.

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement throughout the performance of the project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. The anticipated substantial federal involvement for these projects may include:

- Close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- Collaborating during performance of the scope of work;
- In accordance with 2 CFR 200.325, review of proposed procurements;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Reviewing and commenting on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

EPA reserves the right to reject all applications and make no awards under this announcement or, to make fewer awards than anticipated.

C. Will applications be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or

portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process. The applicant reserves the right to reject proposed partial funding.

D. What is the project period for award(s) resulting from this solicitation?

The estimated start date for projects resulting from this solicitation is **March 1, 2022**. All project activities must be completed within the negotiated project performance period of two years.

SECTION III – ELIGIBILITY INFORMATION

A. Eligible Entities

Applications will be accepted from States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals.

Individuals, for-profit organizations, and Federally Funded Research & Development Centers (FFRDCs) are not eligible. “Eligible applicants may enter into financial transactions with these ineligible organizations to the extent allowable by applicable regulations and EPA policy (see [Contracts and Subawards solicitation clause](#) referenced in *Section IV*).”

B. Leveraging or Matching

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under *Section V* of this announcement EPA will evaluate voluntary cost share as part of the budget evaluation.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See *Section IV* of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR 200.306).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during

grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR 200.

C. Threshold Eligibility Criteria

Applications must meet the following threshold criteria **when they submit their application. Applications that fail to meet any one of the threshold criteria will not be considered further.** Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination. Applications that successfully meet the threshold criteria will then be evaluated using the criteria described in *Section V.A, Evaluation Criteria*.

The threshold criteria are:

1. Applications must address one of the mandatory objectives described in *Section I.B, Scope of Work*, of this announcement.
2. Applications must be an eligible entity, as described in *Section III.A, Eligible Entities*, of this announcement.
3. Federal funds requested must not exceed \$200,000. Applications requesting federal assistance funding in excess of this value will not be considered.
4. The application must be for eligible activities under the authority of the Solid Waste Disposal Act (SWDA), Section 8001 (42 U.S.C. 6981), and must include in the project conducting or promoting the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, or studies relating to solid waste. Refer to *Section I.B* for additional information on eligible activities. If an application is submitted that includes any ineligible 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.
5. Applications must substantially comply with the application submission instructions and requirements set forth in *Section IV.B* of this announcement or else they will be rejected. This includes including all of the mandatory application materials. In addition, where a page limit is expressed in *Section IV.D* with respect to the application, pages in excess of the page limitation will not be reviewed.
6. Applications must be submitted through [Grants.gov](https://www.Grants.gov) as specified in *Section IV.B* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section IV.A*), on or before the application submission deadline published in *Section IV.B* of this announcement. Applicants are responsible for following the submission instructions in *Section IV.B* of this announcement to ensure that their application is timely submitted.
7. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was

late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or Grants.gov will not be considered an acceptable reason to consider a late submission. Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Chris Carusiello at 703-308-8757 or ADGrant@epa.gov. Failure to do so may result in your application not being reviewed.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. Requirements to Submit Through Grants.gov and Limited Exception Procedures

Applicants must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. 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 [here](#). 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. Issues with submissions with respect to this opportunity only are addressed in *Section C., Technical Issues with Submission* below.

B. Submission Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then go to the "Get Registered" link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE. Please see [RAIN-2021-G01](#) for information about EPA's implementation of the upcoming Government-wide transition from DUNS to Unique Entity Identifier (UEI).

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

To begin the application process under this grant announcement, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the top of the page and then "Apply for Grants" from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader](#)

[Compatibility Information on Grants.gov](#)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](#). Go to [Grants.gov](#) and then click on "Search Grants" at the top of the page and enter the Funding Opportunity Number, **EPA-OLEM-ORCR-21-02**, or the CFDA number that applies to the announcement (CFDA **66.808**), in the appropriate field and click the Search button.

Please Note: All applications must be submitted through [Grants.gov](#) using the "Workspace" feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](#).

Application Submission Deadline: Your organization's AOR must submit your complete application package electronically to EPA through [Grants.gov](#) no later than **October 7, 2021** 11:59 PM ET. Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Please submit *all* of the application materials described below using the Grants.gov application package accessed using the instructions above.

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

- 1. Standard Form (SF) 424, Application for Federal Assistance.** Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711. Please note, it may take several weeks to obtain a DUNS number.
- 2. Standard Form (SF) 424A, Budget Information for Non-Construction Programs.**
- 3. Project Attachment Form.** This includes the Narrative Proposal (see format detailed in *Appendix A: Optional Template for Narrative Proposal*) and Budget Table and Description (see format detailed in *Appendix B: Example Budget Table and Description*). The Narrative Proposal and Budget Table and Description should be combined into one PDF file. The Narrative Proposal should not exceed 11 pages (including the cover sheet) and the Budget Table and Description should not exceed 4 pages. Pages in excess of the identified limits will not be considered.
- 4. EPA Key Contacts Form 5700-54.**
- 5. EPA Form 4700-4 – Pre-award Compliance Review Report.**

Optional Documents:

- 1. Other Attachments, if applicable.** This includes Milestones (*See Appendix C for an example*). These may also include references/works cited, letters of support, CV/Resume (please combine each of these individual items into one PDF, e.g. all the letters of support should be in one combined PDF, all the references should be in another combined PDF).

Applications submitted through [Grants.gov](https://www.grants.gov) will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact **Chris Carusiello at 703-308-8757** or ADGrant@epa.gov. Failure to do so may result in your application not being reviewed.

C. Technical Issues with Submission

1. Once the application package has been completed, the "Submit" button should be enabled. If the "Submit" button is not active, please call Grants.gov for assistance at 1-800-518-4726. 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. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the "submit" button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in *Section IV* of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer turning the power off may be necessary and re-attempt the submission.

Note: Grants.gov issues a "case number" upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to ADGrant@epa.gov with the FON in the subject line. If you are unable to email, contact Chris Carusiello at 703-308-8757. Be aware that EPA will only consider accepting applications that were unable to transmit 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 timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call Grants.gov for assistance at 1-800-518-4726 before the application deadline. 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. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Chris Carusiello at 703-308-8757.

4. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to ADGrant@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
5. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to ADGrant@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

D. Content of Application Submission

In accordance with the mandatory documents listed in *Section IV.B*, all applications must contain the “Project Attachment Form” which includes the “Narrative Proposal” and “Budget Table and Description.” The “Narrative Proposal,” a maximum of 11 pages in length, must **explicitly** describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section V.A Evaluation Criteria*, and the threshold eligibility criteria in *Section III.C*. The “Budget Table and Description” portion of the “Project Attachment Form”, described in more detail in Section “c.” below, must not exceed 4 pages in length.

Narrative Proposal. Narrative proposals should be concise and well organized. The following requirements apply:

- It must not exceed 11 typed 8 1/2 x 11” pages which includes a one-page Summary Information Page (i.e. the one-page Summary Information Page is page 1 out of the 11 pages total.) This does not include the Budget Table and Description, which is limited to 4 pages.
- It must be single-line spaced, 12-point Times New Roman font, one column per page, and no indenting paragraphs.
- It must provide the information detailed in this section and **include responses to all *Section III.C, Threshold Criteria; Section V.A, Evaluation Criteria; as well as the information identified in Section I, Funding Opportunity Description.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your application. Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. **Vague descriptions, redundancy, and failure to address each of the evaluation criteria will result in a lower ranking.**

The Narrative Proposal (*Sections “a” and “b” below*) should be submitted in the format detailed in *Appendix A: Optional Template for Narrative Proposal*. The Narrative Proposal must substantially conform to the following outline and content:

- a. The **Summary Information Page** (maximum of one-page) must include:
- i. **Project Title.**
 - ii. **Applicant Name.** Identify the name of the organization submitting the application.
 - iii. **Eligible Entity Type.** Identify your organization’s organization type from *Section III.A, Eligible Entities*. In addition, if you qualify for the set-aside, indicate that here.
 - iv. **Project Type(s).** Identify the project type(s) that are covered for your project.
 - v. **DUNS Number.** List the organization’s DUNS number.
 - vi. **Project Summary.** Briefly describe the project in two to four sentences.
 - vii. **Contact Information.** Include name, title, address, email address, phone number. You can list both a primary and an administrative contact.
 - viii. **Project Location.** Include the location where the project will be taking place. If project will occur in more than one location, indicate the city and state associated with the primary location.
 - ix. **Total Project Cost.** Specify total cost of the project. Identify funding from other sources, including leveraging or in-kind resources.
 - x. **EPA Funding Requested.** Specify the amount you are requesting from EPA.
 - xi. **Project Period.** Provide estimated beginning and ending dates.
 - xii. **Program Objective Elements.** State the mandatory program objective elements addressed from *Section I.B, Scope of Work*.
 - xiii. **SWDA Relevancy:** Specify how this project falls under the authority of the Solid Waste Disposal Act (SWDA), Section 8001 (42 U.S.C. 6981), and must include in the project conducting or promoting the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, or studies relating to solid waste.
- b. **The Narrative Proposal.** Provide the information below on how the applicant will implement and conduct its project by addressing each of the evaluation criteria in *Section V* of this announcement. The Narrative Proposal must not exceed 11 pages. The Narrative Proposal Work-Plan must include:

- i. **Project Summary/Approach.** The summary shall contain the following components:

- o Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task.

A. Describe a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.B, Scope of Work*.

Applicants for demonstration project funding explain how the project meets the statutory definition of “demonstration” and describe how the results of the project will be evaluated and disseminated to researchers, AD facility operators, regulators and other parties interested in advancing AD technology.

B. Describe a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.C, EPA Strategic Plan Linkage*.

C. Describe a well-conceived strategy for addressing the requirements and plan for achieving project results in *Section I.D, Measuring Environmental Results: Anticipated Outcomes and Outputs*.

Anticipated Outcomes. Specify the expected environmental outcomes including those described in *Section I.D, Measuring Environmental Results: Anticipated Outcomes and Outputs* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. Include quantitative targets for outcomes when applicable (*Refer to Section V. A, Evaluation Criteria*).

Anticipated Outputs. Identify the expected project outputs, including those described in *Section I.D, Measuring Environmental Results: Anticipated Outcomes and Outputs* of this announcement and describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period. Include quantitative targets for outputs when applicable.

- **Clear and reasonable time schedule.** Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings). See *Appendix C* for an example you may wish to use.
- ii. **Environmental Justice.** The Applicant shall clearly describe how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect people/communities of color, low income, tribal, and indigenous populations, and if applicable other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions. Describe and characterize:
 - a. how the project benefits these communities and/or populations including those that have experienced a lack of resources or other impediments to addressing the impacts identified above; and (10 points)
 - b. the extent to which the project addresses engagement with these communities and/or populations, especially local residents, to ensure their meaningful participation with respect to the design, project planning, and performance of the project. (10 points)

Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such impacts, may result when greater pollution burdens or consequences, and the impact of them, are more likely to affect people/communities of color, low income, tribal and indigenous populations and vulnerable populations including those identified above. The impacts may result from

various factors including but not limited to being a function of historical trends and policy decisions.

Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation

- iii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) or other projects that did not have an assistance agreement component (can include projects that have been completed that your organization did receive assistance for) similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

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

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

- iv. **Effective Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design, and implementation. Mention the experience associated with the partners in working with the target audience (sectors, stakeholders). Please note that the procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 2 CFR Part 200 and Part 1500, as applicable. Naming a commercial vendor or consultant as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify sole source procurement. If an eligible applicant is partnering with a non-eligible

applicant (e.g. a non-profit organization is partnering with a for-profit organization), state how the organization came to be (e.g. describe the competitive process that was followed). **Refer to EPA’s [Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for additional information.** However, applicants may propose to fund the costs for AD facility participation in demonstration projects through non-competitive subawards or subsidies for equipment purchases to the extent allowable in EPA’s [Subaward Policy](#) and [Guidance on Participant Support Costs](#).

- v. **Congressional Direction.** Consistent with Congressional direction, the applicant should describe the extent to which the project supports a state or local mandate, policy, or community priority to remove food waste and organic materials from the municipal waste streams. Also, include an internet link to this as supporting justification, and describe exactly how the project would address the specifics in the mandate, policy, or priority.
 - vi. **Transferability.** Describe how the project is transferable to other communities. Include the process you will take to ensure that other communities can benefit from this funding agreement.
 - vii. **Project Sustainability.** Describe your organization’s plan to promote and continue efforts to support AD after EPA funding for this project has ended. Include how the project will continue to sustain the outcomes and outputs as well as any direction for future results.
 - viii. **Novel Approaches.** Describe how the proposed project includes innovative or novel approaches (e.g., not usual, routine, or established practices) to support the development of AD. Include robust descriptions about your approaches to justify them.
- c. **Budget and Expenditure of Awarded Grant Funds.** Describe your organization’s procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- **Budget Table and Description.** Include a detailed budget narrative which clearly explains how funds will be used. The budget table and description should not exceed 4 pages (*Refer to Appendix B: Example Budget Table and Description*). The successful applicant’s budget description should identify (1) specific tasks for which EPA funding will be used, (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. (*Refer to Section I.D, Measuring Environmental Results: Anticipated Outcomes/Outputs, for a definition and examples of outputs.*)

If the project budget includes any voluntary cost-share, the Budget Detail portion of the project narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. **If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding.** If the proposed cost-share is to be provided by a third-party, a letter of commitment is

required. Any form of cost-share included in the Budget Detail must also be include on the SF-424 and SF-424A. Please see *Section III.B* of this RFA for more detailed information on cost-share.

Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table (*see Appendix B, Example Budget Table and Description*) to complete the Budget Detail section of the work plan.

- **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), 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) or related to proposed project activities (e.g. attendance at meetings). Only include travel costs for employees in the travel category. Travel costs do not include: (1) costs for travel of contractors (including individual 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 EPA’s Office of International and Tribal Affairs prior to being taken.

- **Equipment - Identify each item to be purchased and owned by the applicant 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. Consistent with SWDA 8001, research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste management are eligible under this RFA. Equipment is an eligible cost for this RFA only if it is part of a demonstration project or necessary to carry out a training project. Equipment **does not** include:
 - (a) equipment planned to be leased/rented, including lease/purchase agreement; or
 - (b) 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 contractual category. Items with a unit cost of less than \$5,000 (including personal computers) should be categorized as *Supplies*, pursuant to 2 CFR 200.1. The budget detail must include an itemized listing of all equipment proposed under the project.
 - (c) Subsidies for the purchase of equipment that will be owned by program participants such as AD facility operators. These costs are classified as “Participant support costs” in the “Other” budget category.

Note: If your organization 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, occasional photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each type of proposed contract and specify its purpose and estimated cost.** Contractual services (including consulting services) are those services to be carried out by an individual or organization, other than the applicant, in the form of a

procurement relationship. 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.

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 \$10,000 must include a justification. Note that it is unlikely that EPA will accept proposed sole source contracts for goods and services (e.g. consulting) that are widely available in the commercial market. Refer to [EPA's Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) for EPA's policies on competitive procurements and encouraging the use of small and disadvantaged business enterprises.

- **Construction.** Construction for the purposes of the Solid Waste Disposal Act is defined at 42 U.S.C. 6903(2) as:

(A) the erection or building of new structures and acquisition of lands or interests therein, or the acquisition, replacement, expansion, remodeling, alteration, modernization, or extension of existing structures, and (B) the acquisition and installation of initial equipment of, or required in connection with, new or newly acquired structures or the expanded, remodeled, altered, modernized or extended part of existing structures (including trucks and other motor vehicles, and tractors, cranes, and other machinery) necessary for the proper utilization and operation of the facility after completion of the project; and includes preliminary planning to determine the economic and engineering feasibility and the public health and safety aspects of the project, the engineering, architectural, legal, fiscal, and economic investigations and studies, and any surveys, designs, plans, working drawings, specifications, and other action necessary for the carrying out of the project, and (C) the inspection and supervision of the process of carrying out the project to completion.

As noted above, construction costs are only eligible as part of demonstration projects. Costs for construction that the applicant itself intends to carry out are included in the Construction category. If the construction will be undertaken by a subrecipient (e.g. the AD facility operator) then the costs are included in the "Other" category with a notation that the subaward will include construction costs. Note also that acquisition of construction services by either recipients or subrecipients is subject to competitive procurement requirements of 2 CFR Part 200 and 2 CFR Part 1500 as applicable.

- **Other - List each item in sufficient detail for 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; occasional photocopying; participant support costs such as non-employee training stipends and travel; subsidies or rebates for purchases of pollution control equipment; 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.

Subawards (e.g. subgrants) are a distinct type of cost under this category. The term *Subaward* is defined in 2 CFR 200.1. 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 [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. In order for indirect costs to be allowable, the applicant must have a federal negotiated indirect cost rate (e.g. fixed, predetermined, final or provisional or 10% de-minimis). Additional information is available in [EPA’s Indirect Cost Guidance for Recipients of EPA Assistance Agreements](#). Examples of Indirect Cost Rate calculations are shown below:

- Personnel: $(\text{Indirect Rate} \times \text{Personnel}) = \text{Indirect Costs}$
- Personnel and Fringe: $(\text{Indirect Rate} \times \text{Personnel \& Fringe}) = \text{Indirect Costs}$
- Modified Total Direct Costs: $(\text{Indirect Rate} \times \text{Modified Total direct costs}) = \text{Indirect Costs}$
- Direct Costs minus distorting or other factors such as contracts and equipment: $(\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors})) = \text{Indirect Costs}$

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.

- **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 audit agency, or at the rate provided for by the terms of the agreement negotiated with 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 may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

EPA financial assistance under this RFA cannot be used for fundraising without prior approval. Therefore, any costs associated with fundraising may not be included in the budget for your application or charged to the resultant cooperative agreement.

(Optional) Other Attachments. The applicant can provide additional attachments such as references/works cited, milestones, letters of support, or CV/Resume. Letters of support should include the names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.

E. Pre-Application Assistance

The Office of Resource Conservation and Recovery will conduct a virtual webinar entitled “**Supporting Anaerobic Digestion in Communities**” to assist potential applicants under this competitive funding opportunity. The webinar will be held on **Monday, August 2, 2021 from 3:00pm – 4:00pm ET**. The webinar will review the funding opportunity, key sections of the application, and the application process. Potential applicants seeking funding under this competitive announcement (EPA-OLEM-ORCR-21-02) are encouraged to participate.

To access the virtual webinar, you must register online using the site below. After registration, you will receive a link with instructions on how to access/attend the webinar. For those unable to attend, the webinar will be recorded and posted on the Office of Resource Conservation and Recovery (ORCR) Sustainable Management of Food website and may be used as a reference, as needed.

For additional information on the webinar and other EPA Resources related to the food system, go to <https://www.epa.gov/sustainable-management-food/sustainable-materials-management-2021-anaerobic-digestion-funding>.

Additionally, questions and answers received via email about this funding opportunity will be posted on the EPA website, and linked to from <https://www.epa.gov/sustainable-management-food/sustainable-materials-management-2021-anaerobic-digestion-funding>.

SECTION V – APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Eligible entities whose applications meet the threshold criteria in *Section III* of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants must directly and explicitly address these criteria as described in *Section IV. D*. Please see Appendix A for an optional Template for Narrative Proposal (*Appendix A*). The information provided must be easily identifiable and clearly described to ensure the content of the application is clearly laid out for reviewers. Each application will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p>1. Project Summary and Approach. Under this criterion, the Agency will evaluate:</p> <ul style="list-style-type: none"> a. The extent and quality to which the narrative proposal includes a <u>well-conceived strategy</u> for addressing the requirements and plan for achieving project results in the following areas. <ul style="list-style-type: none"> i. <i>Section I, Part B</i> (Scope of Work) (10 points) ii. <i>Section I, Part C</i> (EPA Strategic Plan Linkage) (5 points) iii. <i>Section I, Part D</i> (Measuring Environmental Results: Anticipated Outcomes and Outputs). Outcomes and outputs must be quantitative or qualitative and must measure environmental improvement or should be directly linked to environmental improvement. Include quantitative targets as appropriate. (5 points) b. The extent and quality to which the narrative proposal sets forth a clear and reasonable time schedule and associated project tasks for achieving the project goals and objectives by project end. (5 points) 	25
<p>2. Environmental Justice. Applications will be evaluated based on the extent to which they demonstrate how the project will address the disproportionate and adverse (see below) human health, environmental, climate-related and other cumulative impacts, as well as the accompanying economic challenges of such impacts, resulting from industrial, governmental, commercial and/or other actions that have affected and/or currently affect people/communities of color, low income, tribal, and indigenous populations, and if applicable other vulnerable populations such as the elderly, children, and those with pre-existing medical conditions. As part of this evaluation, applications will be evaluated, as appropriate, on:</p> <ul style="list-style-type: none"> a. How the project benefits these communities and/or populations including those that have experienced a lack of resources or other impediments to addressing the impacts identified above. (10 points) b. The extent to which the project addresses engagement with these communities and/or populations, especially local residents, to ensure their meaningful participation with respect to the design, project planning, and performance of the project. (10 points) <p>Disproportionate and adverse environmental, human health, climate-related and other cumulative impacts, as well the accompanying economic challenges of such</p>	20

Criterion	Maximum Points per Criterion
<p>impacts, may result when greater pollution burdens or consequences, and the impact of them, are more likely to affect people/communities of color, low income, tribal and indigenous populations and vulnerable populations including those identified above. The impacts may result from various factors including but not limited to being a function of historical trends and policy decisions.</p> <p>Factors that may indicate disproportionate and adverse impacts as referenced above include: differential proximity and exposure to adverse environmental hazards; greater susceptibility to adverse effects from environmental hazards (due to causes such as age, chronic medical conditions, lack of health care access, or limited access to quality nutrition); unique environmental exposures because of practices linked to cultural background or socioeconomic status (for example, subsistence fishing or farming); cumulative effects from multiple stressors; reduced ability to effectively participate in decision-making processes (due to causes such as lack of or ineffective language access programs, lack of programs to make processes accessible to persons with disabilities, inability to access traditional communication channels, or limited capacity to access technical and legal resources); and degraded physical infrastructure, such as poor housing, poorly maintained public buildings (e.g., schools), or lack of access to transportation.</p>	
<p>3. Programmatic Capability and Past Performance. Under this criterion, applications will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account their:</p> <ul style="list-style-type: none"> a. Past performance in successfully completing and managing the assistance agreements identified in response to <i>Section IV. D.b.iii</i> of the solicitation, and their history of meeting the reporting requirements under the assistance agreements identified in response to <i>Section IV</i> of the solicitation 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. (5 points) b. Organizational experience that will contribute to the successful achievement of the objectives of the proposed project. This includes staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 points) <p>Note: In evaluating applications under item a. of this criterion, the Agency will consider the information provided by the application 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 application).</p>	10
<p>4. Effective Partnerships. Under this criterion, the Agency will evaluate the application based on the extent and quality to which:</p> <ul style="list-style-type: none"> a. The application describes how the quality of the partnerships and/or coalition currently in place will support the proposed project and why it is sufficient to 	10

Criterion	Maximum Points per Criterion
<p>complete the proposed project. If the partnership will be expanded, describe the additional members that will be engaged and/or recruited and the role that they will play. In addition, the application describes the role of each partner on the project and their experience working with the target audience and/or sectors addressed. (5 points)</p> <p>b. The application describes how organizations involved in the project are located in the community for which benefits will occur. (5 points)</p> <p>Applicants that do not plan on collaborating with other groups in project performance will be evaluated based on the extent to which they demonstrate how they will be able to effectively perform and complete the project without such collaboration.</p>	
<p>5. Budget and Expenditure of Awarded Grant Funds. Under this criterion, the Agency will evaluate the proposed project budget and narrative (including any voluntary cost share) to determine the extent and quality to which:</p> <p>a. Costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (3 points)</p> <p>b. The proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 points)</p> <p>c. The application conveys the approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (3 points)</p> <p>An application’s budget for the Standard Form 424 and budget narrative must account only for federal funds and any voluntary cost share.</p> <p>Please provide the response to this criterion as part of your budget table and description (see Appendix B for example)</p>	10
<p>6. Congressional Direction. Under this criterion, the Agency will evaluate the application based on the extend and quality which, consistent with Congressional direction, the project supports a state or local mandate, policy, or community priority (and provide an internet link to it) to remove food waste and organic materials from municipal waste streams.</p>	10
<p>7. Transferability. Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application identifies and explains how results from the project can be transferred to other communities.</p>	5
<p>8. Project Sustainability. Under this criterion, the Agency will evaluate the application based on the extent and quality to which the application continues to promote efforts to support AD after EPA funding for this project has ended.</p>	5

Criterion	Maximum Points per Criterion
9. Novel Approaches. Under this criterion, the Agency will evaluate the application based on the extent to which the application proposes a project that includes innovative or novel approaches (e.g., not usual, routine or established practices) to support the development of AD capacity and infrastructure.	5

B. Review and Selection Process

1) Threshold Eligibility Screening Process - All applications will be screened for Threshold Eligibility purposes (see *Section III.C*) by EPA staff from the Office of Resource Conservation and Recovery (ORCR).

2) Panel Review and Evaluation Process - All applications that meet the Threshold Eligibility Criteria after the screening review will be forwarded to the appropriate EPA Region (where the project will be performed) for technical review based on the criteria in *Section V*.

A ranking list will be developed by each review group. Those ranking lists will also clearly identify projects eligible for set-aside consideration, as described in *Section II.A*.

3) Final Selection Process and Other Factors – Final rankings and selection recommendations from the regional review panels based on the ranking lists will be presented to the Director of ORCR in Headquarters who will then make the final selections for award based on the ranking lists. EPA anticipates selecting one to two grants per EPA region. In addition to the ranking lists, the Director of ORCR may also consider any of the following other factors in making final selection decisions among the high-ranking applications from the regional lists:

- (1) Geographic Diversity – EPA may consider the mix of high-ranking projects located in urban and rural areas or different regions of the country when making final selections, as well as the geographical nature or impact of the project.
- (2) Programmatic Priorities – ORCR priorities that may focus on certain SMM, environmental, and/or public health issues. These overarching priorities may be considered when making final selections among high-ranking applications.
- (3) Diversity of Project Types – EPA may consider the mix of high-ranking project types when making final selections to ensure that project types vary among those being awarded.
- (4) Diversity of Organization Types – EPA may consider the mix of high-ranking projects from various different types of organizations when making final selections to ensure that project types vary among those being awarded.
- (5) Availability of funds.

After final selections are made, the EPA Regional Offices will then make the awards. While EPA expects to make awards of approximately \$2,000,000 total, including approximately \$800,000 for the set-aside, these amounts may be increased or decreased subject to the number of quality applications received and other relevant considerations. EPA reserves the right to reject all applications and make no awards under this announcement.

C. Additional Submission Provisions

The following list of provisions apply to this solicitation and/or awards made under this solicitation, include but are not limited to: Confidential Business Information, Contracts and Subawards under grants, and Management Fees. Additional provisions can be found at: [EPA Solicitation Clauses](#). Applicants are strongly encouraged to review these and other grant provisions when preparing applications for this solicitation. If there is difficulty in accessing the provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

NOTE: As indicated in the EPA Solicitation Clauses, if you believe your application contains confidential business information (CBI) you must clearly mark the portion of the application as CBI. Otherwise, EPA will determine that any CBI claims have been waived.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. Award Notices

EPA anticipates that notification of successful and unsuccessful applicant(s) will be made via email by **December 29, 2021**. Do not contact EPA if the announcement does not occur by the date listed in this paragraph. The notification will be sent to those listed on the Summary Information Page as well as the original signer of the SF-424, Application for Federal Assistance.

The notification to successful applicant(s), which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work (funds may not become available to the applicant for a few months after the notification for award is made). The official notification of an award will be made by EPA's Grants and Interagency Agreement Management Division. Applicants are cautioned that only a Grants Officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding, or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant.

The award notice, signed by an EPA Grants Officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g. work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant may take 90 days or longer.

B. Administrative and National Policy Requirements

1. Applicants selected for award will be required to submit a final cooperative agreement proposal package to EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms. Programmatic terms and conditions will be negotiated with the selected recipient.
2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-

related and program-related requirements are met. Terms and conditions may be viewed at: [Grant Terms and Conditions](#). A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [Introduction to Regulations, Policies and Guidance for EPA Grants](#).

3. **Reimbursement Limitation.** If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

Intergovernmental Review Act

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found on the webpage below.

- [Office of Federal Financial Management Resources and Other Information](#)

EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

At the close of the grant, the successful applicant will submit a final technical report to the EPA Project Officer within 90 calendar days of completion of the period of performance. The final technical report shall include a summary of the project or activity, advances or goals achieved, and costs of the project or activity. In addition, the final technical report should discuss the problems, successes, and lessons learned during the project period.

D. Use of Funds

An applicant that receives an award under this announcement is expected to manage cooperative agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work plan in a timely manner. The cooperative agreement will include terms/conditions implementing this requirement. The Agency expects timely drawdown of

funds and a yearly financial report. In addition to quarterly reports, other required financial reports will provide the Agency with information regarding progress being made.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Grant Competition Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in *Section VII* of the announcement. Note, the FR notice references regulations at 40 CFR Parts 30 and 31 that have been superseded by regulations in 2 CFR parts 200 and 1500. Notwithstanding the regulatory changes, the procedures for competition-related disputes remains unchanged from the procedures described at 70 FR 3629, 3630, as indicated in 2 CFR Part 1500, Subpart E.

F. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, 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 communicate with the EPA contact listed in this solicitation to obtain the provisions.

SECTION VII – AGENCY CONTACT

Chris Carusiello, U.S. EPA, Office of Resource Conservation and Recovery (MC 5306P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone: 703-308-8757; or e-mail: ADGrant@epa.gov.

APPENDIX A: OPTIONAL TEMPLATE FOR NARRATIVE PROPOSAL

Instructions: All portions of the narrative proposal must substantially comply with the specific instructions, format, and content defined in the RFA. Page counts refer to one-side of a single-spaced typed page. Pages in excess of the identified limits will not be considered. The milestones, and budget table, and narrative have separate page limits and will be considered in the evaluation.

Template for Summary Information

[Instructions: The Narrative Proposal includes both a Summary Information page and Narrative Proposal Work-Plan and **should not exceed 11 pages**. The application's Summary Information page should follow the format below. The Summary Information should appear on the first page of the Proposal Narrative and should not exceed one-page. **Italicized and bracketed text should be deleted before submission.**]

ENVIRONMENTAL PROTECTION AGENCY (EPA)

Anaerobic Digestion Cooperative Agreement 2021

EPA-OLEM-ORCR-21-02

- i. Project Title: *[Project title]*
- ii. Applicant Name: *[Name of organization]*
- iii. Eligible Entity Type: *[Eligible entity type]*
- iv. Project Type: *[Project type]*
- v. DUNS Number: *[DUNS number]*
- vi. Project Summary: *[Briefly describe your project in 2-4 sentences]*
- vii. Contact Information: *[Include name of contact person(s), title, address, e-mail address, phone number. An administrative and a primary contact can be listed]*
- viii. Project Location: *[Location where the project will be taking place]*
- ix. Total Project Cost: *[Specify the total cost of the project]*
- x. EPA Funding Requested: *[Specify the amount of funding requested from EPA]*
- xi. Project period: *[Provide anticipated project start date and anticipated project completion date]*
- xii. Program Objective Elements: *[Mandatory program objective elements in Section I. B, Scope of Work]*
- xiii. SWDA Relevancy: *[Specify how this project falls under SWDA 8001]*

Template for Narrative Proposal Work Plan

[Instructions: Applicants may use the following template for their Narrative Proposal Work Plan. Text that is italicized and bracketed may be deleted when submitting the application. Applicants are encouraged to use subheadings under each criterion to aid the reviewers in effectively reviewing your application.]

Criterion 1: Project Summary and Approach (25 points)

- a. Scope of Work: *[Applicant's text goes here]*
- b. EPA Strategic Plan Linkage: *[Applicant's text goes here]*
- c. Measuring Environmental Results: Anticipated Outcomes and Outputs: *[Applicant's text goes here]*
- d. Time Schedule: *[Applicant's text goes here]*

Criterion 2: Environmental Justice (20 points)

- a. How the project benefits communities and/or populations that have experience a lack of resources or other impediments: *[Applicant's text goes here]*
- b. The extent to which the project addresses engagement with communities and/or populations to ensure meaningful participation with respect to the design, project planning, and performance of the project: *[Applicant's text goes here]*

Criterion 3: Programmatic Capability and Past Performance (10 points)

- a. Past Performance in Completing and Managing Projects: *[Applicant's text goes here]*
- b. Organizational Experience and Plan for Project Completion: *[Applicant's text goes here]*

Criterion 4: Effective Partnerships (10 points)

- a. Partnership Description: *[Applicant's text goes here]*
- b. Organization Location in the Community: *[Applicant's text goes here]*

Criterion 5: Budget and Expenditure of Awarded Grant Funds (10 points)

- a. Please see Budget Table and Description

Criterion 6: Congressional Direction (10 points)

[Applicant's text goes here]

Criterion 7: Transferability (5 points)

[Applicant's text goes here]

Criterion 8: Project Sustainability (5 points)

[Applicant's text goes here]

Criterion 9: Novel Approaches (5 points)

[Applicant's text goes here]

List of Attachments:

[List all attachments (budget table and description, timeline with milestones, letters of support) that are being submitted with this package.]

*[You **do not** need to list the following mandatory documents:*

- *Standard Form 424: Application for Federal Assistance,*
- *Standard Form 424A: Budget Information for Non-Construction Programs*
- *EPA Key Contacts Form 5700-54*
- *EPA Form 4700-4: Pre-Award Compliance Review Report]*

APPENDIX B: EXAMPLE BUDGET TABLE AND DESCRIPTION

Applications should include a detailed budget table and a detailed budget description, providing more detail than what is found in SF-424A. An applicant’s budget narrative must account for both federal funds and any non-federal federal funds (cost-share, etc.). Applicants must describe how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.

The budget description should clearly convey cost calculations, purpose of the costs, and correlate the costs to activities identified in the application. Where possible, the budget description should be keyed to tasks and deliverables from the proposal narrative. The Budget Table and Description **should not exceed 4 pages**.

The following budget tables and descriptions are provided as examples to follow. For additional guidance and examples, please see <https://www.epa.gov/grants/rain-2019-g02>. Other formats are also acceptable if total costs per category and specific descriptions of costs are included.

University X proposes to conduct research on improving the methane output of specific digester types. The university will partner with non-profit research institution Y to carry out a portion of the research project. University X will support non-profit research institution Y through a subaward.

Budget Table:

I. Salary and Wages for University X Employees (Monthly Rate x Months x FTE)						
Name	Hourly Rate	Yr 2 Hours	Yr 2 Hours	Year 1	Year 2	Total
PI University X	\$59.76/hr	200	150	\$11,934	\$8,950	\$20,885
GRA	\$18.00/hr	100	50	\$1,800	\$900	\$2,700
TOTAL SALARY AND WAGES				\$13,734	\$9,850	\$23,584
II. Fringe Benefits	Fringe Rate			Year 1	Year 2	Total
PI & GRA	28%			\$3,845	\$2,758	\$6,604
TOTAL FRINGE BENEFITS				\$3,845	\$2,758	\$6,604
III. Travel				Year 1	Year 2	Total
See budget justification				\$1,000	\$1,000	\$2,000
TOTAL TRAVEL				\$1,000	\$1,000	\$2,000
IV. Equipment				Year 1	Year 2	Total
Bioreactor				\$10,000	\$0	\$10,000
TOTAL EQUIPMENT				\$10,000	\$0	\$10,000
V. Supplies				Year 1	Year 2	Total
See budget justification				\$2,000	\$2,000	\$4,000
TOTAL SUPPLIES				\$2,000	\$2,000	\$4,000

VI. Contractual		Year 1	Year 2	Total
See budget justification		\$20,000	\$20,000	\$40,000
TOTAL CONTRACTUAL		\$20,000	\$20,000	\$40,000
VII. Other		Year 1	Year 2	Total
Tuition Remission		\$5,000	\$5,328	\$10,328
Participant support costs (stipends for students)		\$10,000	\$10,000	\$20,000
Subaward to non-profit research institution Y		\$60,000	\$0	\$60,000
TOTAL OTHER		\$75,000	\$15,328	\$90,328
TOTAL DIRECT		\$125,579	\$50,936	\$176,516
INDIRECT	38.00%	\$15,214	\$8,261	\$23,475
TOTAL		\$140,793	\$59,197	\$199,991

Budget Description:

TOTAL PROJECT COST: \$199,991

TOTAL EPA FUNDING REQUESTED: \$199,991

I. Senior Personnel:

The PI has requested 200 hours for Yr. 1 and 150 hours for Yr. 2. These costs are reasonable because the university pays the PI at the same rate for activities that are not federally funded, and the PI's salary is consistent with the market rates for researchers with PhDs in STEM fields.

	Personnel	Rate	Hours	Total
Year 1	PI	\$59.76/hr	200	\$11,934
Year 2	PI	\$59.76/hr	150	\$8,950

Other Personnel:

Funds are requested to provide compensation for one graduate assistant for 16.5 months of the project (1 year and one long semester) and will be co-mentored by the PI. These costs are reasonable because the university pays all graduate assistants this rate regardless of the source of funding.

	Personnel	Rate	Hours	Total
Year 1	GRA	\$18.00/hr	100	\$1,800
Year 2	GRA	\$18.00/hr	50	\$900

TOTAL PERSONNEL: \$23,584

II. Fringe Benefits:

Fringe benefits (to cover insurances, social security, and retirement) are requested at 28% of PI and graduate assistant salary.

	Personnel	Total Salary	Fringe Rate	Fringe
Year 1	PI & GRA	\$13,734	28%	\$3,845
Year 2	PI & GRA	\$9,850	28%	\$2,758

TOTAL FRINGE: \$12,372

III. Travel

Travel funds requested are for trips to X and Y. These funds include daytrips and overnight trips. Travel will allow us to complete Tasks (*insert task number or description here*) and the deliverables (*insert deliverables name/number here*).

Purpose	Location(s)	Item	# of Travelers	Rates	Cost
2 daytrips to research XXX: Task 1 and 2	Insert locations here	Mileage	1	\$0.545/mile x 606 miles	\$330
2 overnight trips to conduct XXX: Task 3, Deliverable 1	Insert locations here	Lodging Mileage Per diem	4 4 4	\$91/night x 2 trips (3 rooms) \$0.545/mile x 222 miles x 2 trips \$42/day x 2 days	\$1,092 \$ 242 \$ 336

TOTAL TRAVEL: \$2,000

IV. Equipment

The equipment costs to purchase a bioreactor is necessary because X.

	Item	Cost
Year 1	Bioreactor	\$10,000
Year 2	N/A	\$0
Total		\$10,000

V. Supplies

Funds are requested for supplies in the amount of \$2,000 for Year 1 and \$2,000 for Year 2. Supplies will be utilized for Tasks (*insert task number or description here*) and the following deliverables (*insert deliverables name/number here*). These costs are reasonable because X.

TOTAL SUPPLIES: \$4,000

VI. Contractual

\$20,000/year is requested for contractual. University X will hire a consultant to provide technical assistance to the PI on biogas testing for methane quality. These costs are reasonable because the consulting contract will be awarded competitively under the university's small purchase procedures. Price will be one factor in determining which consultant offers the best value for the project. We understand that the consultant rate must comply with the restrictions on consultant fees described in [2 CFR 1500.10](#).

Year 1	Contractual	\$20,000
Year 2	Contractual	\$20,000
Total		\$40,000

TOTAL CONTRACTUAL: \$4,000

VII. Other

Other costs include tuition remission for one undergraduate student based on the established tuition rate at University X. Additionally, stipends will be paid to students who will participate as interns in the project at a rate that is consistent with minimum wage requirements.

A key component of the project is a subaward in the amount of \$30,000 per year to non-profit institution Y for work performed by the co-PI in partnership with University X's PI. The subaward will only be for personnel compensation and the non-profit institution Y's federally approved indirect cost rate. The compensation for the co-PI will be at the same rate paid for non-federal work at institution Y. These costs are reasonable because the compensation does not exceed that the co-PI received for privately funded work and the indirect cost rate has been approved by non-profit institution Y's cognizant federal agency.

	Tuition Remission	Participation Support	Subaward	Total Cost
Year 1	\$5,000	\$10,000	\$60,000	\$75,000
Year 2	\$5,328	\$10,000	\$0	\$15,328
Total	\$10,328	\$20,000	\$60,000	\$90,328

TOTAL OTHER: \$90,328

VIII. Indirect

Indirect costs are rate of 38% of the Modified Total Direct Costs (MTDC). The cognizant agency for the F&A rate for the *(insert name here)* is the *(insert name here)*. The indirect cost rate will not be applied to tuition remission or tuition support costs and limited to the first \$25,000 of the subaward to research institution Y. These costs are reasonable because X.

	Total Direct Costs	Total Indirect Costs	Total Costs
Year 1	\$125,579	\$15,214	\$176,516
Year 2	\$50,936	\$8,261	\$23,475
Total	\$140,793	\$59,197	\$199,991

TOTAL INDIRECT COSTS: \$23,475

APPENDIX C: MILESTONES

*[Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. The following table is an example of a format applicants may wish to use in listing milestones. Other formats that clearly list the milestones and timelines are also acceptable. The Milestones **should not exceed one page. This Milestones page does not count towards the 11-page limit.**]*

Timeline and Milestones:

Timeline / Workflow New actions for this Project Existing program actions into which this project will be incorporated 	Winter 2018	2019												2020								
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	
Outreach to businesses to participate in Cohorts																						
EcoData Tracking Workshops																						
Cohort site visits + technical assistance/P2 recommendations + assessment for tanks & supplies																						
Permit guidance created																						
BMP toolkits produced (incl. Metrics Calculator)																						
Issue tanks RFP																						
Contracts issued for tanks																						
Permit assistance																						
Training on tracking waste stream impacts																						
Cohort Meetings																						
Cohort tracking and implementation period																						
Asset management training																						
3 training videos; 1 of which will be on side-streaming																						
Reimbursements for tanks																						
Cohort follow-up site visits																						
Green Manufacturing training																						
Results analysis, review, & report writing																						