

**Agency:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**Title:** “CLIMATE SHOWCASE COMMUNITIES”

**Action:** Request for Applications (RFA)

**RFA No.:** EPA-OAR-CPPD-09-08

**Catalog of Federal Domestic Assistance (CFDA) No.:** 66.041

**Dates:** The closing date and time for receipt of hard copy application packages is **July 22, 2009, 4:00 p.m. Eastern Daylight Time (EDT)**. All hard copies of application packages must be received by Jane Kurtz by **July 22, 2009, 4:00 p.m., EDT** in order to be considered for funding. Electronic submissions must be submitted to [ClimateShowcaseApplications@epa.gov](mailto:ClimateShowcaseApplications@epa.gov) and include the “Announcement title or #” – [name of applicant] in the subject line and be received **by July 22, 2009 4:00 p.m. EDT** in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by **July 1, 2009**. **Submission of Intent to apply is optional**; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Intents to Apply may be submitted via email to [ClimateShowcaseInquiries@epa.gov](mailto:ClimateShowcaseInquiries@epa.gov). We ask that the intent to apply include the applicant’s name, contact information, and a 2-3 sentence description of the intended project.

**Summary:** This notice announces the availability of funds and solicits applications from eligible entities to compete for financial assistance through the Climate Showcase Communities Grant Program. This program will assist local and tribal governments in developing plans, conducting demonstrations, and implementing projects that reduce greenhouse gas emissions while achieving additional environmental, economic, public health, and/or community benefits. The overall goal of the Climate Showcase Communities program is to create replicable models of sustainable community action that generate cost-effective and persistent greenhouse gas reductions while improving the environmental, economic, public health, or social conditions in a community.

**Funding/Awards:** The total estimated funding for this competitive opportunity is approximately \$10,000,000. Approximately \$500,000 of this amount will be awarded to tribal governments or tribal consortia under a tribal government set-aside. EPA anticipates awarding a total of approximately 20-30 cooperative agreements from this announcement, subject to availability of funds and the quality of applications received. EPA anticipates awarding up to 5 cooperative agreements of up to \$100,000 of requested federal funds and 19 -25 cooperative agreements ranging in value from \$300,000 to \$500,000 of requested federal funds. The maximum amount of requested federal funding shall not exceed \$500,000.

## CONTENTS BY SECTION

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contact
- VIII. Other Information

## I. Funding Opportunity Description

### A. Background

The Climate Protection Partnerships Division (CPPD) of EPA's Office of Air and Radiation is committed to reducing greenhouse gases (GHG) through energy and resource management, by employing cost-effective partnerships with all appropriate sectors of our economy—including local and tribal governments. Local and tribal governments can play a critical role in addressing climate change—both in reducing emissions of greenhouse gases and minimizing the negative impacts of future climate change. Local and tribal governments across the country have committed to taking action to reduce emissions of greenhouse gas emissions within their communities, but many struggle with meeting the goals and targets they have set. Differences in demographics, geography, economics, and other factors preclude a one size fits all approach to identifying solutions that balance climate change with other environmental, economic, health, and social concerns. In order to achieve wide-spread and sustainable greenhouse gas reductions, local and tribal governments require access to an array of models of action so that they can assess the best fit for their own unique circumstances.

CPPD offers a host of programs and activities to assist local and tribal governments assess their options for greenhouse gas reductions including:

- **State and Local Climate and Energy Program.** In this initiative EPA works with state, tribal, and local governments to promote clean energy policies and programs that reduce greenhouse gas emissions. The program coordinates with offices across EPA and other federal agencies to offer a comprehensive suite of resources and tools to state, local, and tribal governments.
- **ENERGY STAR Partnership Program.** Through this program EPA works with state and local governments in addition to many other stakeholders to promote energy-efficient solutions, making it cost effective while protecting the climate for future generations. EPA promotes the purchasing of efficient products, the assessment and improvement of energy efficiency in commercial and residential buildings, and the construction of efficient new buildings. Through the ENERGY STAR program, EPA has developed training, outreach materials, and cost-free tools and resources (such as the commercial building benchmarking tool Portfolio Manager) that local and tribal governments can use to assess and manage their energy use as well as support initiatives in the community.
- **Combined Heat and Power (CHP) Partnership.** Working with partners and stakeholders, EPA fosters development of cost-effective CHP applications through the CHP Partnership.
- **Green Power Partnership.** This program supports organizations interested in purchasing or installing green power products as a key component of their environmental strategies.

In 2007, the Local Climate and Energy Program (then known as the Clean Energy-Environment Municipal Network) was established to help local and tribal governments assess and adopt available policies and programs that effectively integrate clean energy into a low-cost, clean and reliable energy system. This program consolidated earlier programs that offered support to local and tribal governments on both clean energy and climate change, and also functions as a gateway to additional Agency programs and resources that target local and tribal government climate action either directly or indirectly. The program focuses on showcasing cost-effective best practices through case studies, peer exchange, tools, and guidance, and on documenting the co-benefits associated with reductions in

greenhouse gases (e.g. green job creation, improved transit access for disadvantaged communities, reduced stormwater runoff, reduction of co-pollutants produced concurrent with greenhouse gases, benefits to improved public health).

The Climate Showcase Communities grant program will extend EPA's capacity to share with the public best practices by funding projects that can serve as living laboratories of innovation and education. Projects are intended to build capacity within their own communities to create lasting change and serve as models for local and tribal governments across the nation who can learn from and adapt successful strategies as needed for their own communities.

## **B. Scope of Work**

The Climate Showcase Communities Program is providing funding for planning, demonstration, and/or implementation projects designed to address climate change by reducing greenhouse gas (GHG) emissions. The goal of this program is to implement programs, projects, and approaches, which demonstrate documentable reductions in greenhouse gases and are replicable elsewhere. The Office of Air and Radiation requests applications from eligible entities, as described in Section III, which will achieve reductions of greenhouse gas emissions through actions taken by local and tribal governments. Proposed activities must achieve reductions in GHG emissions by addressing one or more of the following priority areas:

- energy performance in municipal operations (including municipal energy, water, and wastewater utilities)
- energy performance in residential, commercial, agricultural, aqua-cultural, and/or industrial buildings
- land use, transportation, or community master planning
- reduction of vehicle miles traveled
- solid waste management
- agricultural, aqua-cultural, and natural resource management
- use or supply of green power products, on-site renewables, and other clean energy supply options
- heat island management
- removal of barriers for greenhouse gas management, through the development of effective programs, policies, or outreach
- other innovative activities which generate measurable reductions of greenhouse gases

In addition, applications submitted for consideration should: 1) achieve ongoing GHG reductions 2) build capacity within local and tribal agencies to address greenhouse gas emissions 3) build and leverage partnerships across multiple stakeholder groups; 4) link climate change initiatives with broader environmental, economic, health, and social co-benefits; 5) link funded activities to broader climate management; and 6) create models of success that are broadly replicable.

Applicants may link their efforts under proposed projects to broader climate management by describing how the project relates to "complementary activities" they have completed, in progress, or planned. Complementary activities include other policies, programs, or actions undertaken by a local or tribal government related to climate change management. Examples of complementary activities could include: completion of a greenhouse gas inventory or action plan, low-income weatherization programs, employing an energy, climate, or sustainability manager, or upgrading lighting systems in city buildings. Complementary activities must be separate from any efforts submitted as a cost-share or cost-match for Climate Showcase Communities funding.

In addition, to be eligible for funding consideration, applications must include activities that are within the statutory terms of EPA's financial assistance authority. Under the Climate Showcase Communities authorizing statute, Public Law 111-8, grants may be used to support direct costs of approved planning activities, demonstrations, and project implementation, as well as allowable indirect costs in accordance with established EPA policies and guidelines.

To encourage information sharing and help build capacity among grantees, EPA will make the following technical support and peer exchange opportunities available to all recipients of agreements under this announcement:

- **Training Workshop:** All Climate Showcase Communities cooperative agreement recipients will be required to have one person attend one annual training workshop each year of the grant. Training workshop objectives include: strategic planning, training on tools and resources, cooperative agreement management and reporting requirements, sharing of ideas and lessons learned from pilot projects, and opportunities to increase awareness and networking with other community representatives. **Expenses for one attendee at the annual training workshop (i.e., travel, lodging, etc.) must be included in the applicant's budget narrative proposal. The first training workshop will occur in Washington, DC in Spring 2010. Training workshop locations and dates for 2011 and 2012 have not yet been determined.** Applicants may include expenses for up to three people to attend the annual training workshops. Additional training opportunities may be available and expenses for such training may be included in the budget narrative. Such training must be for a purpose authorized under the statutory authority for the grant.
- **Peer Exchange Opportunities.** EPA will establish collaborative venues for funding recipients to exchange ideas, brainstorm on overcoming barriers, and learn from each other. These networks may include online forums, conference calls, or other mechanisms which are expected to be available at no cost to the grant recipients. Participation in peer exchange opportunities is voluntary and applicants will not need to include peer exchange opportunities costs in their budgets. Grantees may draw down grant funds for the time spent involved in these peer exchange opportunities.

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

- 1. Linkage to EPA Strategic Plan.** All applications must support Goal 1, Clean Air and Global Climate Change; Objective 1.5: Reduce Greenhouse Gas Emissions of EPA's 2006-2011 Strategic Plan, which states, "By 2012, 160 million metric tons of carbon equivalent (MMTCE) of emissions will be reduced through EPA's voluntary climate protection programs." (see EPA [http://www.epa.gov/ocfo/plan/2006/goal\\_1.pdf](http://www.epa.gov/ocfo/plan/2006/goal_1.pdf)) Specifically, proposed activities will gather and produce data that will enable a better understanding of strategies to reduce greenhouse gas emissions from local and tribal government operations and community-based programs.

- 2. Outputs.** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following: number of buildings retrofitted, vehicle miles traveled reductions, kilowatt hours saved, number of feasibility studies conducted, number of educational material distributed in outreach events; number of people who attended conferences and training (or the number of conferences or training sessions held); creation of a program designed to improve community quality of life; progress toward environmental justice objectives; or adoption of a program, policy or activity that supports increased use of strategic energy and climate management practices.

Creation of progress and final reports will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.”

- 3. Outcomes.** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, social, or health-related, or programmatic in nature. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are required to document the following anticipated environmental outcome: the annual reduction in emissions of greenhouse gases from the funded local or tribal government climate initiative. They are also expected to produce one or more additional environmental, behavioral, health, social, or programmatic outcomes such as: reductions in emissions of air or water pollution, improvements in air or water quality, number of people who reduced their fossil energy use, green jobs created, creation of more walkable neighborhoods, or number of community members participating in or benefiting from a program.

- 4. Performance Measures** To be eligible for consideration for funding the applicant must develop performance measures they expect to achieve through the proposed activities. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include an estimate of greenhouse gas reductions including the assumptions used to make those estimates. If an applicant is unable to calculate greenhouse gas reductions, they may include estimates of other quantifiable outputs that have a direct relationship with greenhouse gas emissions. Examples of such outputs include kilowatt hour savings, vehicle miles traveled reductions, reduced engine idle time, or tons of waste diverted from a landfill.

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

- 1) What are the measurable short term and longer term results the project will achieve?

2) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

#### **D. Supplementary Information**

The statutory authority for this action is Public Law 111-8 which authorizes award of funding for planning, demonstration, and implementation projects designed to address climate change by reducing greenhouse gas emissions. The total funding authorized is \$10 million. As a policy matter, EPA may set aside five percent of this funding (\$500,000) for tribal governments-See Section V.

All applications will be reviewed to determine National Environmental Policy Act (NEPA) applicability. If necessary, additional environmental information may be required from Applicants in order to complete the NEPA review process. For more information, please visit EPA's NEPA site <http://www.epa.gov/compliance/nepa/>

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 considered a demonstration project. Implementation activities are eligible for funding under this announcement, but applicants are strongly encouraged to go beyond routine, traditional, and established practices by incorporating innovation or educational components into their implementation projects.

## **II. Award Information**

### **A. What is the amount of funding available?**

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$10,000,000. EPA intends to award approximately \$500,000 of this amount to tribal governments under a tribal government set-aside component (see Section V.B. for additional details). This tribal set aside may be increased or decreased subject to the number of meritorious tribal applications received and funding availability.

### **B. Partial Funding**

EPA expects to fully fund the successful applications. However, in appropriate circumstances, EPA may choose to partially fund certain applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application or portion thereof was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

### **C. How many assistance agreements will EPA award in this competition?**

EPA anticipates awarding a total of approximately 20 to 30 cooperative agreements from this announcement, subject to availability of funds and the quality of applications received. EPA anticipates awarding up to 5 cooperative agreements of up to approximately \$100,000 of requested federal funds

and approximately 19 to 25 cooperative agreements ranging in value from approximately \$300,000 to \$500,000 of requested federal funds. The maximum amount available for any award is \$500,000 in federal funds.

Under the tribal set-aside, EPA expects to award 1-3 cooperative agreements ranging in value from approximately \$100,000 to \$500,000, for a total value of approximately \$500,000.

Awards are subject to the availability of funds and quality of evaluated applications. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection date.

#### **D. What is the project period for awards resulting from this solicitation?**

The estimated project period for awards resulting from this solicitation will begin January 1, 2010. Proposed project periods may be up to three years.

#### **E. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement under cooperative agreements as part of the award process, the anticipated substantial Federal involvement for these projects will be:

- Close monitoring of the successful applicants' performance to verify the results proposed;
- Collaboration during the performance of the scope of work;
- In accordance with 40 CFR 31.36(g), review of proposed procurements;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
- EPA approval of quality assurance plans for collecting and assessing data, if warranted.

### **III. Eligibility Information**

#### **A. Eligible Entities**

**Local governments**—a county, municipality, city, town, township, local public authority (including any public and Indian housing agency) school district, special district, intrastate district, council of governments, any other regional or interstate government entity, or any agency or instrumentality of a local government.

**Federally recognized Indian tribal governments**—the governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community (including Native villages) certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs as well as any organization or intertribal consortium that represents federally recognized tribes.

**Intertribal Consortium**-- an "intertribal consortium" is defined as a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under this program. Intertribal consortia are eligible to receive grants under this program only if the consortium demonstrates that all members of the consortium meet the eligibility requirements for the

grant and authorize the consortium to apply for and receive assistance by submitting to EPA documentation of (1) the existence of the partnership between Indian tribal governments, and (2) authorization of the consortium by all its members to apply for and receive the grant.

## **B. Cost-Sharing or Matching**

A 50% match is required for this program with the exception of tribal governments and intertribal consortia that are exempt from matching requirements. An applicant's budget and budget narrative must include how they will account for both federal funds and non-federal funds (cost share and/or match). Applicants must precisely describe in their budget narrative how they will contribute their cost share and/or match. See section IV.C.3 for more information. A sample budget and budget narrative are provided in Appendix A.

The cost share and/or match can be in the form of cash or as in-kind contributions, such as use of volunteers and/or donated time, equipment, expertise, etc. All matching funds are subject to the regulations governing matching fund requirements at 40 CFR 31.24. In-kind contributions often include salaries or other verifiable costs which must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. Cost share and/or match must be for eligible and allowable project costs. Cost share and/or match are considered part of the total grant funds and must be included in the total award amount. Cost share and/or match should be used for the reasonable and necessary expenses of carrying out the workplan. All grant funds are subject to federal audit. Any restrictions on the use of grant funds also apply to the use of cost share and/or match.

**Applicants (tribes and tribal consortia are exempt) that do not demonstrate how they will meet the minimum 50 percent cost share and/or match requirement in their application submittal will not be considered for funding.**

The minimum match is determined by dividing the total amount of requested EPA funding by two. EPA will use the following formula:

$$\frac{\text{Total Amount of Requested EPA (\$)}}{2} = \text{minimum match (\$)}$$

For example, if an applicant requests \$100,000 in Federal Funding, the applicant would be responsible for a \$50,000 contribution for the project. Therefore, in the above-mentioned example, the minimum total project costs would be \$150,000 (\$100,000 EPA Funding and \$50,000 cost share/match).

## **C. Threshold Eligibility Criteria**

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. 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.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.

- b. In addition, applications must be received by the EPA as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
  - c. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy or e-mailed submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Jane Kurtz as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
  - d. Hard copy applications will only be accepted via an **express delivery service**. EPA will not accept applications sent via standard first class U.S Postal Service or FAX.
- 2. Applications must support Goal 1 “Clean Air and Global Climate Change” of EPA’s Strategic Plan: “Reduce Greenhouse Gas Emissions: By 2012, 160 million metric tons of carbon equivalent (MMTCE) of emissions will be reduced through EPA’s voluntary climate protection programs.”
  - 3. Applications must be for projects that include one or more of the priority areas that would generate quantifiable greenhouse gas reductions as stated in Section I.B, Scope of Work, and applications must include performance measures that demonstrate how the proposed activity will generate quantifiable greenhouse gas reductions (see I.C.4 for details).
  - 4. Applications must demonstrate how the applicant will meet the 50% match (cost share and/or in-kind) requirement described in B. above. Federally recognized tribes and Intertribal consortia are exempt from a mandatory 50% match requirement.
  - 5. Applications requesting federal funding exceeding \$500,000 will be deemed ineligible and shall not be considered for award.

#### **IV. Application and Submission Information**

##### **A. How to Obtain Application Package**

Applicants may download individual grant application forms from EPA’s Office of Grants and Debarment website at: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

##### **B. Form of Application Submission**

Applicants have the following options to submit their application packages: 1) Hard copy by express delivery service to the specified EPA contact below or 2) electronically through email to the specified EPA contact below. Applications will not be accepted via fax or standard 1<sup>st</sup> class mail delivery by U.S. Postal Service. All applications must be prepared and include the information as described below in Section IV.C, “Content of Application Package Submission,” regardless of mode of transmission.

## 1. Hard Copy Submission

Please provide one original of the application package (including signed and completed SF-424 and SF424A forms) and four copies—no binders or spiral binding—to:

### **Hard Copy via Express Delivery Address (FedEx, UPS, DHL, USPS Express Mail, etc)**

U.S. EPA  
Attention: Jane Kurtz  
OAR/OAP/Climate Protection Partnerships Division  
1310 L Street, NW, #1005F  
Washington, DC 20005  
Phone: (202) 343-9304

### **Hard Copy Application Submission Deadline**

All hard copies of application packages must be received by Jane Kurtz by **July 22, 2009 at 4:00 p.m., EDT**.

## 2. E-mail Submission

E-mail submissions must be submitted to [ClimateShowcaseApplications@epa.gov](mailto:ClimateShowcaseApplications@epa.gov) and be received by **July 22, 2009 at 4:00 p.m., EDT**. All required documents listed in Section IV.C of the announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their application materials through e-mail should confirm receipt of the materials with Jane Kurtz as soon as possible after submission.

## C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain completed and signed original grant application forms, as well as a Narrative Proposal, as described below.

**Grant Application Forms.** Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/forms/forms.htm>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form LLL, *Pre-Award Disclosure of Lobbying Activities*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (**including sections 1-3 below**)

## Narrative Proposal

The Narrative Proposal (including sections 1-3 below) cannot exceed a maximum of 15 single-spaced typewritten pages, including the Summary Information Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15-page limit.

1. Summary Information Page (recommended to not exceed one page)
  - a. Project Title
  - b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  - c. Funding Requested. Identify federal and non-federal (cost share and/or in-kind) funds.
  - d. Total Project Cost. Specify total (both federal and cost share and/or in kind) cost of the project.
  - e. Project period. Provide beginning and ending dates. (Projects are anticipated to begin January 2010 and end no later than January 2013.)
  - f. Estimate of potential greenhouse gases reductions or other outputs that demonstrate quantifiable greenhouse gas reductions.

## 2. Narrative Proposal Work-Plan

The narrative proposal work-plan must include the information set forth below, explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and address each of the evaluation criteria set forth in Section V.

- a. Project Summary/Approach: This shall contain the following components:
  - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including associated work products and an estimated time line for each task.
  - ii. Discussion of how the project addresses one or more of the priority areas identified in Section I.B.
  - iii. Discussion of how the proposed project addresses the following elements (as applicable) in Section I. Part B Scope of Work:
    - reduced emissions of greenhouse gases;
    - capacity-building within local and tribal agencies;
    - ability of the project to achieve ongoing reductions;
    - linkages with broader environmental, economic, health, and social co-benefits;
    - partnerships across multiple stakeholder groups;
    - replicability; and
    - links to complementary activities
  - iv. Explanation of project benefits to the public, potential audience(s) served.
  - v. Description of the applicant's organization and experience related to the proposed project, and plan for achieving the project objectives.
  - vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. *Example; Expertise in managing local*

*government environmental education programs, training in energy or climate management, or other relevant programmatic experience.*

- vii. Budget description of federal and non-federal (cost share and/or match) funding amounts for each work component/task. A sample budget is provided in Appendix A.

\*Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency.

#### b. Environmental Results—Outcomes, Outputs, and Performance Measures

Identify the expected quantitative and qualitative outcomes of the project (See Section I.C.3), including what performance measurements will be used to track your progress towards achieving the expected outcomes (greenhouse gas reductions and one or more additional environmental, behavioral, social, health or programmatic benefit) and how the results of the project will be evaluated. Identify the expected project outputs (See Section I.C.2) including environmental activities, efforts and work products; progress reports; and final report that will be achieved during the funding period and how progress towards achieving the expected outputs will be tracked and measured.

#### c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) 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). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

### 3. Detailed Budget Narrative

Clearly explain how EPA funds and cost share and/or match funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, training expenses, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants should include costs associated with attending annual training workshops in their budget narrative, for more details see section I.B. For applicants required to provide a cost share and/or match (tribes and inter tribal consortia are exempt), the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of how the required match

described in Section III.B will be met. All matching funds are subject to the regulations governing matching fund requirements at 40 CFR 31.24. A sample budget narrative is provided in Appendix A.

**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 applicants 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.

4. Attachments (optional). These are not included in the 15-page limit. These supporting documents are not required and applicants will not be penalized if they are not included.

- a. Resumes. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
- b. Support Letters. Specifically indicate how the supporting organization will assist in the project.

#### **D. Can funding be used to acquire services or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the application solely based on the firm's role in preparing the application.

Successful applicants may not use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#) , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31 and cannot use a subaward/subgrant as the funding mechanism.

**E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application evaluation process unless the applicant complies with these requirements.

**F. Submission Dates and Times**

The closing date and time for receipt of application submissions, regardless of mode of submission, is **July 22, 2009, 4:00 p.m., Eastern Daylight Time (EDT)**. All hard copies of application packages must be received by Jane Kurtz by **July 22, 2009, 4:00 p.m.** Electronic submissions must be addressed to [ClimateShowcaseApplications@epa.gov](mailto:ClimateShowcaseApplications@epa.gov) and include, "Announcement title or #" – [name of applicant] in the subject line and must be received **by July 22, 2009, 4:00 p.m. EDT**. Applications received after the closing date and time will not be considered for funding.

**G. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

**H. Pre-application/Application Communications and Assistance**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are

responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Any questions should be submitted to [ClimateShowcaseInquiries@epa.gov](mailto:ClimateShowcaseInquiries@epa.gov). Answers will be posted bi-weekly until the closing date for this announcement at the OAR Grants/Funding website [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)

Applicants are responsible for the content of their application, and for ensuring that their application is submitted as specified in Section IV of the announcement.

## V. Application Review Information

### A. Evaluation Criteria

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly and fully address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

Criteria	Points
<p><b>1. <u>Project Summary/Approach:</u></b> Under this criterion, the Agency will evaluate the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements and objectives stated in <b>Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)</b> related to <b>(i) (15 pts)</b> estimated reduction of GHG emissions and ability of the project to achieve ongoing GHG reductions by addressing one or more of the priority areas identified in Section I.B.; <b>(ii) (10 pts)</b> capacity-building within communities, municipalities, and/or local and tribal agencies and partnerships across multiple stakeholder groups; <b>(iii) (10 pts)</b> linkages with broader environmental, economic, health, and social co-benefits and linkages to complementary activities. <b>(iv) (15 pts)</b> the extent to which the applicant clearly demonstrates how they will ensure timely and successful completion of the project, whether the application sets forth a reasonable time schedule for the execution of the tasks associated with the project(s), and whether the project is replicable.</p>	<b>50</b>
<p><b>2. <u>Environmental Results-Outcomes and Outputs:</u></b> Under this criterion, the Agency will evaluate: <b>(i) (10 pts)</b> the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes related to greenhouse gas reductions including those identified in Section I.C of this announcement; and <b>(ii) (5 pts)</b> the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes related to co-benefits (environmental, economic, health, or social benefits)</p>	<b>15</b>
<p><b>3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u></b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s: <b>(i) (5 pts)</b> past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement, <b>(ii) (5 pts)</b> history of meeting the reporting requirements under the assistance agreements identified in</p>	<b>20</b>

<p>the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, <b>(iii) (5 pts)</b> organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and <b>(iv) (5 pts)</b> staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under subsections i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p><b>4. Budget/ Resources:</b> The Agency will evaluate the proposed project budget to determine whether, <b>(i) (8 pts)</b> costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes, <b>(ii) (7 pts)</b> the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant’s budget and budget narrative must account for both federal funds and non-federal funds (cost share and/or match). Applicants must precisely describe in their budget narrative how they will account for their cost share and/or match. This requirement regarding cost share and/or match is not applicable to tribal governments or intertribal consortia.</p>	<p><b>15</b></p>

**B. Review and Selection Process**

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by EPA evaluation teams. Local government applicants and tribal government/tribal consortia applicants will be reviewed, based on the criteria above, by separate review panels. Each application will be given a numerical score and will be rank-ordered according to the numerical score within their group (i.e. tribes/tribal consortia will be ranked against tribes/tribal consortia and local governments against local governments). Preliminary funding recommendations will be provided to the Approving Official based on this ranking. While EPA expects to make awards of approximately \$500,000 under the tribal set-aside, this amount may be increased or decreased subject to the number of meritorious tribal applications received and funding availability.

**C. Other Factors**

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation teams. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of applicants. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

## VI. Award Administration Information

### A. Award Notices

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

#### Application Notifications

1. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail **September 30, 2009**. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail by **September 15, 2009**. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

### B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: [www.whitehouse.gov/omb/grants/spoc.html](http://www.whitehouse.gov/omb/grants/spoc.html)

All applications recommended for funding under this solicitation will be subject to review for applicable quality assurance standards. Applicants selected for funding may be required to submit an approved Quality Assurance plan to the EPA Project Officer within 60 days of the acceptance of award agreement. No work involving direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technology shall be initiated under this project until the EPA Project Officer, in concert with the EPA Quality Assurance Manager, has approved the quality assurance documentation (see 40 CFR 30.54 or 31.45 as appropriate). Further instructions for winning applications will appear in the terms and conditions of the award agreements. Additional information on these requirements can be found at the EPA Office of Grants and Debarment Web Site: <http://www.epa.gov/ogd/grants/assurance.htm>.

### C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a

DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

#### **D. Reporting Requirement**

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule and format for submission of quarterly reports will be established by EPA, after award.

EPA intends to develop a website to profile (“Showcase”) the successful applicants, share results, and distribute lessons learned. Elements of the recipients’ quarterly and final reports will be included on this public website, and recipients will be encouraged to share additional information about their projects at their discretion.

#### **E. Exchange Network**

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency’s connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

#### **F. Disputes**

Assistant 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) located on the web at: [http://frwebgate.access.gpo.gov/cgi-in/getpage.cgi?position=all&page=3629&dbname=2005\\_register](http://frwebgate.access.gpo.gov/cgi-in/getpage.cgi?position=all&page=3629&dbname=2005_register)

### **VII. Agency Contact**

Agency contact:

U.S. Environmental Protection Agency  
Attn: Jane Kurtz (Mail Code 6202J)  
OAR/OAP/Climate Protection Partnerships Division  
1200 Pennsylvania Avenue, NW,  
Washington, DC 20460  
Phone: 202-343-9304  
Fax: 202-343-2202  
E-mail: [kurtz.jane@epa.gov](mailto:kurtz.jane@epa.gov)

All questions while this funding opportunity is open should be e-mailed to [ClimateShowcaseInquiries@epa.gov](mailto:ClimateShowcaseInquiries@epa.gov). Answers will be posted bi-weekly until the closing date for this announcement at the OAR Grants/Funding website [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)

**VIII. Other Information**

None.

**APPENDIX A**

**A. Sample Budget**

	Total Federal Funding Requested		Total Cost Share or Cost Match		Total	Total	Grand Total
	Year 1	Year 2	Year 1	Year 2	Year 1	Year 2	(Years 1 and 2)
<b>Personnel</b>							
Salary	\$55,000	\$55,000	\$65,000	\$65,000	\$120,000	\$120,000	\$240,000
Fringe Benefits	\$7500	\$7500	\$10,000	\$10,000	\$17,500	\$17,500	\$35,000
<b>Contractual costs</b>	\$50,000	\$50,000			\$50,000	\$50,000	\$100,000
<b>Training Expenses</b>	\$2500	\$2500			\$2500	\$2500	\$5000
<b>Travel Expenses</b>	\$4000	\$6000			\$4000	\$6000	\$10,000
<b>Equipment (\$5000 or more)</b>	\$8000				\$8000		\$8000
<b>Supplies</b>	\$1000	\$1000			\$1000	\$1000	\$2000
<b>Other Direct Costs</b>	\$25,000	\$25,000			\$25,000	\$25,000	\$50,000
<b>Indirect Costs (include federally approved IDC rate)</b>							
<b>TOTAL COSTS (federal and match)</b>	<b>\$153,000</b>	<b>\$147,000</b>	<b>\$75,000</b>	<b>\$75,000</b>	<b>\$228,000</b>	<b>\$222,000</b>	<b>\$450,000</b>

B. Sample Budget Narrative (Year 1 only in example, break out by year in application)

1. Personnel:

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

For example:

	EPA Grant	Applicant
1 FTE Energy Manager @ \$55,000/yr	\$55,000	\$0
0.5 FTE Outreach Coordinator @ \$45,000/yr	\$0	\$22,500
0.25 FTE IT Specialist @ \$80,000/yr	\$0	\$20,000
1 FTE Summer Intern @ \$1500/month x 3 months	\$0	\$4500
0.5 FTE Climate Specialist @ \$36,000/yr	\$0	\$18,000
<b>Total</b>	<b><u>\$55,000</u></b>	<b><u>\$65,000</u></b>

2. Fringe Benefits

Indicate all mandated and voluntary benefits to be supplemented with these funds. For example:

	EPA Grant	Applicant
Energy Manager @ 13.6% of salary	\$7500	\$0
Outreach Coordinator @ 17% of salary	\$0	\$3825
IT Specialist @ 16% of salary	\$0	\$3200
Climate Specialist @ 16.5% of salary	\$0	\$2975
<b>Total</b>	<b><u>\$7500</u></b>	<b><u>\$10,000</u></b>

3. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. For example:

	EPA Grant	Applicant
100 residential energy audits @ \$500 per audit	\$50,000	\$0
<b>Total</b>	<b><u>\$50,000</u></b>	<b><u>\$0</u></b>

4. Training:

Indicate number of individuals attending training, number of trainings, and nature of each training expense. For example:

	EPA Grant	Applicant
Registration for 2 staff members to attend 3 LEED training courses @ \$345 per course	\$2070	\$0
Copies of 2 LEED course manuals @ \$150 each	\$300	\$0
Webcast registration fees, 2 @ \$65 each	\$130	\$0
<b>Total</b>	<b><u>\$2500</u></b>	<b><u>\$0</u></b>

5. Travel:

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

	EPA Grant	Applicant
Travel for 2 staff to attend Climate Showcase Communities Training Conference		\$0
Airfare: 2 @ \$350 round trip	\$700	
Per Diem: 2 staff X 4 days @ \$50/day	400	
Hotel: 2 staff X 3 nights @ \$200/night	1200	
Local Mileage		\$0
Energy Manager, 50 mi/mo @ \$0.54/mi x 12 mo	\$325	
Outreach Coordinator, 100 mi/mo @ \$.54/mi x 12 mo	650	

Intern, 50 mi/mo @ \$0.54/mi x 3 mo	80	
Travel for staff to attend LEED Training Course		\$0
Amtrak train fare, 2 staff x 3 trips @ \$107.50/trip	645	
<b>Total</b>	<b><u>\$4000</u></b>	<b><u>\$0</u></b>

6. Equipment:

Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. Note if the piece of equipment costs more than \$5000, EPA has additional requirements for designating who will own the equipment after the conclusion of the grant. For example:

	EPA Grant	Applicant
Thermal Imaging Camera, 1 @ \$8000	\$8000	\$0
<b>Total</b>	<b><u>\$8000</u></b>	<b><u>\$0</u></b>

7. Supplies:

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

	EPA Grant	Applicant
50 reams of copy paper for outreach materials @ \$5	\$250	\$0
Miscellaneous office supplies for staff	\$750	\$0
<b>Total</b>	<b><u>\$1000</u></b>	<b><u>\$0</u></b>

8. Other:

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

	EPA Grant	Applicant
Postage	\$1000	\$0
Space rental for community workshops, 6 workshops @ \$2000	\$12,000	\$0
USGBC Membership	\$1000	\$0
Energy Efficiency Journal Subscription	\$500	
Printing and Publication Fees		
Outreach Brochure	\$2500	
Energy Upgrade Manual for Homeowners	8000	
<b>Total</b>	<b><u>\$25,000</u></b>	<b><u>\$0</u></b>

Total Direct Charges

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

	EPA Grant	Applicant
<b>Total</b>	<b><u>\$153,000</u></b>	<b><u>\$75,000</u></b>

9. Total Indirect Costs:

Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate. For example:

	EPA Grant	Applicant
* IDC Rate is 00% of total direct charges	\$0	\$0
<b>Total</b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>

10. Total Cost:

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

Total Direct Costs  
Total Indirect Costs  
**Total Budget**

EPA Grant  
\$153,000  
\$0  
**\$153,000**

Applicant  
\$75,000  
\$0  
**\$75,000**