

**1. Workplan:** The Workplan is one of the most important parts of the application package and describes the work to be performed during the performance period. Under this RFA, applicants must submit a Workplan for a federal award that addresses how the applicant's Grantmaker will meet the objectives of this RFA, perform the activities and provide the services described in Section I of the RFA (the Eligible Services), and ensure that it addresses the evaluation criteria in Section V.A and any applicable threshold eligibility criteria in Section III. The Workplan must not exceed (25) single-spaced typewritten pages and be on letter size pages (8 1/2 X 11 inches). Any pages beyond twenty-five (25) pages will not be read by the review panel. It is recommended that applicants use a standard font (e.g., Times New Roman, Calibri, and Arial) and a 12- point font size. While these guidelines establish the acceptable type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application. Other attachments such as resumes, partnership letters, itemized budget template, sample draft subaward recipient proposal templates, and information on endowment size and/or yearly organizational budget can be submitted as attachments and are not included in the 25- page Workplan limit. Workplans must address the information described above. Make sure they also include the following information which is part of the 25-page Workplan page limit:

**a. Project Summary Page (one page)**

**Project Title:**

**Project Geographic Area:** Regional Geographic Area #4 includes EPA Region 4 (AL, FL, GA, KY, MS, NC, SC, TN, and 6 tribes)

**Applicant Information:** (name, address, main contact information)

**Brief Description of Applicant Organization:** Provide a brief description of the applicant's organization, including its mission and key ongoing projects/activities in which it is involved.

**Is your organization a qualifying Minority Serving Institution?** (Yes/No) (see page 6 of the [guidelines/RFA](#) for additional information)

**List of Community-based Nonprofit Partners:** (if applicable)

**Project Abstract:** Brief description of the main objective, activities, and outputs/outcomes of the project, including the specific geographic areas of focus.

**b. Partnerships, Collaborations, Participatory Governance, and Letters of Commitment**

Include partnerships and collaborations with stakeholders necessary for the completion of the project. Examples include interagency cooperative groups, laboratories, government entities or offices, or other project participating organizations. (Letters uploaded separately, see page 29 in the [guidelines/RFA](#))

Given the nature of this program and the requirements under CAA 138, partnerships and collaborations with other interested stakeholders in performance of the project will likely be necessary and, for certain entities, required to carry out the role of an Grantmaker. If an applicant is eligible without partners and believes they can effectively serve in the role of a Grantmaker without partners, then they must be able to convincingly demonstrate in their application how they can effectively perform the role of a Grantmaker without any partners or collaboration.

All letters of commitment for partnerships and collaborations must be submitted by the applicant with its application package by the submission deadline. The letters of commitment must be included as other attachments in the grants.gov application package (Section IV.A) and are not subject to the 25-page workplan limit. The letters of commitment should include information about the role and activities each partner will play in establishment and operation of the Grantmaker as well as any resources the partner will provide. The letters of commitment must be signed by the partnering organizations. Do not include generic letters of support or recommendation. Regardless of the source, generic letters of support will not be considered in evaluating applications. If no letters of commitment are included, then it will be assumed the applicant has no partners and they must demonstrate how they can effectively perform the project and operate as an Grantmaker without partners or collaboration.

For-profit organizations are not eligible for subawards under this grant program but may receive procurement contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 2 CFR Part 200 and/or 2 CFR Part 1500, as applicable. The regulations at 2 CFR 1500.10 contain limitations on the extent to which EPA funds may be used to compensate individual consultants. Refer to the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements for guidance on competitive procurement requirements and consultant compensation. Do not name a procurement contractor (including a consultant) as a “partner” or otherwise in your application unless the contractor has been selected in compliance with competitive procurement requirements.

Note: If you intend to fund a named or unnamed partner’s participation in the project your application must describe how the proposed financial transaction complies with applicable requirements in 2 CFR Part 200, EPA’s Subaward Policy, the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements or EPA Guidance on Participant Support Costs. Note that naming a

contractor (including a consultant) as a “partner” does not relieve the applicant from complying with competitive procurement requirements. EPA does not accept sole source contract justifications for professional services (including environmental consulting services and consulting services on preparing grant applications) that are available in the commercial marketplace.

**c. Schedule of Activities**

Include a table in the application to represent the timeframes for the initiation and completion of project activities (see Criteria 2.a. in Section V, page 43 in the [guidelines/RFA](#)).

Sample tables:

Task Description	Deadline	Responsible Party	<a href="#">Link to EPA Strategic Plan</a>

**OR**

Activities & milestones	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
Project initiation								
PID sign-off		*						
Design stage								
Design solution				*				

**Key**

Activity	
Milestone	*

Insert your activities and milestones here.

Select cells and right mouse click then select Borders and Shading>Shading to fill cells. Make sure that you only apply to: Cell.

Insert dates here...use units of weeks or months.

**OR**



## Budget Narrative

The budget narrative should be included in the body of the 25-page workplan and provide clear, explanatory detail about the itemized costs in the attached budget sheet. Both the itemized budget sheet and budget narrative should be specific and clear.

### Personnel Total

Brief statement about personnel expenses included in the budget

<Position Name>: explain the position scope of work for the project.

Year 1 Salary	% effort	Project Duration	Funds Requested
\$xx.xxx	x%	xx months	\$xx.xxx

<Position Name>: explain the position scope of work for the project.

Year 1 Salary	% effort	Project Duration	Funds Requested
\$xx.xxx	x%	xx months	\$xx.xxx

### Fringe Benefits Total

Fringe benefits - xx% of salaries and wages over xx years	Funds Requested
	\$xx.xxx

### Travel Total \$xx.xxx

<statement about anticipated travel>

### Supplies Total \$xx.xxx

<statement about anticipated supplies expenses>

### Equipment Total \$xx.xxx

<statement about anticipated Equipment expenses>

### Contractual Total \$xx.xxx

<include anticipated contracts to be made here for things like evaluation, advertising, etc. DO NOT include the name of the entity as sole source ID at time of application is not allowed>

**Other Total \$xx.xxx**

<this is where info about your subgrants will go. Remember a minimum of 80% of the total funds proposed to be awarded to the Regional Grantmaker pass through to Eligible Subrecipients. >

**Indirect Cost Total \$xx.xxx**

<Recipients that do not have a current negotiated indirect cost rate (with the federal government) under 10% are eligible for a de minimis rate of 10% of modified total direct costs for all Federal awards (see [EPA's IDC Policy](#) for full details).

- Subrecipients who do not have current negotiated indirect cost rates (with the federal government) may also use the 10% rate, but pass-through entities may not force subrecipients to use the 10% rate rather than their negotiated rate.>

**d. Past Performance**

Submit a list of federally and/or non-federally funded assistance agreements that your organization performed within the last three years. Assistance agreements include grants and cooperative agreements, but not contracts. NOTE – The funding amount of each assistance agreement, as well as the purpose of each assistance agreement should be included. Applicants are encouraged to list agreements similar in size, scope, and/or purpose to the Grantmaker awards. List no more than 5 agreements. For the agreements you list, 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.A, 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 your organization does not have any available past performance experience related to federal and/or non-federal assistance agreements, you should state this explicitly in your application (e.g., Our organization has no past grants experience.) Including this statement will ensure you receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). However, if you do not provide any response for these items, you may receive a score of 0 for these factors.

Funding Agency & Grant Program	Project Description: Purpose of assistance	Amount Awarded	Outcome/Status (milestones, close out, etc)	Proof (link to announcement) /Funder Contact)