

FEDERAL PROCUREMENT RESOURCES

DEVELOPED IN COLLABORATION WITH:





Resources

EPA PROCUREMENT GUIDANCE

- ❖ [EPA: Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements](#) – This guide describes the financial transactions covered by the competitive contracting requirements and other rules you must follow when awarding and administering EPA funded contracts.
- ❖ [EPA: Procurement, Subawards, and Participant Support Costs Webinar](#) – Topics include best practices for contracts, consultants, equipment, and supply purchases; review of subawards; and participant support costs.

EPA SUBAWARD GUIDANCE

- ❖ [Information on Requirements That Pass-Through Entities Must “Flow Down” to Subrecipients](#) – A list of statutory, regulatory, and Executive Order requirements to assist recipients of EPA funding identify potential federal requirements applicable to subrecipients on EPA funded projects.

EPA DAVIS-BACON AND RELATED ACTS GUIDANCE

- ❖ [EPA: Davis-Bacon Grant Term and Condition Webinar](#) - March 28, 2024 – This training discusses EPA’s Davis-Bacon Term and Condition that is required for certain programs that involve construction activities.
- ❖ [EPA: Davis-Bacon & Related Acts \(DBRA\) Requirements for Subrecipients](#) – This includes requirements for subrecipients of EPA awards entering into and managing DBRA covered contracts in excess of \$2,000, including oversight of any subsequent subawards.

BUILD AMERICA, BUY AMERICA

- ❖ [Build America, Buy America Act \(BABA\) Domestic Preference Overview](#) – This EPA fact sheet includes guidance on BABA application, waivers, and product lists.
- ❖ [Build America Buy America and Domestic Content: A Primer for the Greenhouse Gas Reduction Fund Solar for All \(SFA\) Program](#) – This explainer from the Clean Energy States Alliance (CESA) answers questions about the BABA Act and the domestic content bonus tax credit program requirements for awardees of the Greenhouse Gas Reduction Fund Solar for All program. This guidance also applies broadly to EPA grant projects implementing solar PV and battery storage installations on residential and commercial buildings.

GRANT PROGRAM-SPECIFIC RESOURCES

- ❖ [Community Change Grants Program \(CCGP\) Frequently Asked Questions \(FAQ\), 5/21/24, Procurement Section](#) – EPA addresses questions from CCG applicants on compliance with procurement requirements.

PROCUREMENT STANDARDS GUIDANCE IN CODE OF FEDERAL REGULATIONS (CFR)

- ❖ [2 CFR 200.318 General Procurement Standards](#) – CFR section outlining how recipients of federal funds must conduct procurement activities when purchasing goods and services under a federal award.
- ❖ [2 CFR 200.319 Competition](#) – CFR section outlining the federal requirements for ensuring full and open competition in procurement processes when using federal grant funds.
- ❖ [2 CFR 200.320 Procurement Methods](#) – CFR section outlining the five allowable procurement methods that federal grant recipients, including non-profits, must follow when purchasing goods and services using federal funds.

TEMPLATES FOR SUBRECIPIENT CONTRACTS

- ❖ [Sample Subaward Agreement with DBRA, BABA, and Termination and Suspension Language](#) – This subaward template outlines the terms and conditions under which a recipient (grantee) provides funding and oversight to a subrecipient (sub-awardee) for a federally funded program and includes provisions for grant agreement compliance and termination based on available funding.
- ❖ [EPA: Davis-Bacon & Related Acts Contract Provisions for Contractors and Subcontractors](#) – Links to contract provisions that must be included in all DBRA-covered contracts, including contracts up to \$100,000 and over \$100,000.

GUIDANCE FROM OTHER FEDERAL AGENCIES

- ❖ [Office of Justice Programs' Procurement Guide Sheet](#) – This resource outlines procurement standards and methods, emphasizing the importance of documented procedures and conflict-of-interest policies in federal grant procurement.
- ❖ [Health Resources and Services Administration \(HRSA\) FAQ on Procurement with Federal Grants](#) – The HRSA provides a detailed FAQ document addressing common questions about procuring goods and services with federal grants, outlining applicable regulations and best practices.
- ❖ [Resource Library: Purchasing Under a FEMA Award](#) – This library offers guidance for private non-profits and religious organizations to ensure adherence to federal procurement requirements when utilizing FEMA grant funds. It includes fact sheets on informal procurement methods and compliance checklists.

WRITTEN PROCUREMENT POLICIES FOR NON-PROFITS

- ❖ [Sample Non-Profit Procurement Policy](#) – A sample procurement policy from the HUD Exchange that outlines standards and guidelines for the procurement of supplies, equipment, construction, and services.
- ❖ [Uniform Guidance Required Policies](#) – Guidance on the three required written procurement policies per the Uniform Guidance/CFR: cash draws and federal payments, cost allowability, and procurement.

GUIDANCE ON MANAGING THE REQUESTS FOR PROPOSAL (RFP) PROCESS

- ❖ [Nonprofit RFPs: The Ultimate Guide with Templates and RFP Generator](#) – These resources are aimed at non-profits procuring tech services but can be adapted to fit other goods and services in other sectors. These resources include templates, an RFP decision matrix, questions to ask a potential vendor, and an RFP generator to streamline the process.
- ❖ [RFP Evaluation Criteria: Everything You Need to Know](#) – An overview of developing and utilizing an RFP scoring system. The resource explains how to assign point values and weights to evaluation criteria, ensuring a fair and transparent vendor selection process.