

**Request for Applications**  
**Enhancing Air Quality Awareness: An Air Quality Advisory Board and Community**  
**Videos**  
**RFA # RFA-FY24-AQD-829**

**Appendix 7**

**Enclosed:**

- 1. Selected Narrative from DOEE's Application to EPA**
- 2. EPA Award # 95311901**

## Appendix 7 - Selected Narrative from DOEE's Application to EPA:

### Enhanced Air Quality Data with Storytelling to Advance Environmental Justice

To address environmental justice (EJ) and air quality in the District of Columbia (the District), this project will seek to (1) implement a shared governance structure for decision-making throughout the project, (2) empower residents and local governments to take quick actions to reduce exposure and respiratory distress during times of poor air quality, (3) provide residents in environmentally overburdened communities with localized data on air quality, (4) raise awareness on localized pollution and associated health and quality of life impacts to not only the EJ communities, but the District as a whole, and (5) set up a framework for building out a more robust EJ mapping tool.

- 1. Shared Governance:** Drawn from the success of EPA's E-enterprise model, this project will adopt a model of shared governance with community partners to ensure that residents are the main decision makers of the project itself and not service beneficiaries. Shared governance is a structure and process for partnership, equity, accountability, and ownership. It puts the responsibility, authority, and accountability for project-related decisions into the hands of the individuals who will be directly impacted by the decision. To facilitate this, DOEE will issue a subgrantee for an Air Quality Advisory Board (AQAB) made up of at least six community EJ representatives from Wards 1, 4, 5, 6, 7, and 8, as well as technical experts from local universities; the total number of participants will be 7-15 individuals. Based on conversations with partners, DOEE's role would be to organize semi-monthly meetings, note-taking, and provide online access to the meetings using WebEx. DOEE will use the AQAB to ensure that time and resources through this grant are allocated in a way that aligns with the needs of historically overburdened communities in the District. Specifically, the AQAB would determine where the monitors will be placed (with assistance from DOEE on what is technically feasible), what data is most important to communicate through the online tool and how to design the tool for community use, assist with identifying community members interested in sharing their stories on film, assist with disseminating and training on how to use the online tool once it is final, develop metrics to measure progress, and produce a final report with recommendations for next steps after the end of the project period.
- 2. Online EJ Mapping Tool and Community Dashboard:** At the direction of the AQAB, DOEE would create an online Air Quality EJ Mapping tool ("online tool"). This online tool will be used to communicate air quality data from DOEE's existing regulatory network, DOEE's mobile hyperlocal monitoring project, and the community air monitors proposed under this grant; display air quality alerts; and display community member stories. We plan for the online tool to provide users with the ability to receive location specific advisories of typical pollutant events and weekly pollution summaries. These messages will be timely and personalized to the area in which the website visitor resides. This will directly benefit communities impacted by poor air quality as they will be better informed about risks due to outdoor air and be educated to take action to minimize their risks. The tool would be used to empower communities disproportionately burdened by air pollution by making data more accessible and community friendly and by providing them with actionable, timely alerts about air quality in their neighborhood. The online tool would build upon existing work between DOEE and DC's Office of the Chief Technology Officer (OCTO) to display monitoring data from a reference monitor in an EJ community in the District (Buzzard Point); either OCTO or an outside vendor would take on the work to design the tool. The tool will be updated and refined based on feedback from the AQAB and meetings with community members, as resources are available. Training on and sharing of the tool will be led by the AQAB with support from DOEE.

3. **Air Quality Monitoring:** DOEE will install and maintain three new air quality monitors at locations determined by the AQAB. The monitors will measure PM2.5, Ozone, VOC, and NOx, along with meteorological conditions. The monitors will resemble the Village Green air quality monitors, one of which DOEE currently maintains at the National Zoo. Monitors will also have displays where residents and visitors can learn where the data is available online, as well as the purpose of the project.
4. **Storytelling:** Stories, and the qualitative data they provide, tend to be undervalued in both science and government. Generally, when discussing data, decision-makers lean on numbers, which means the lived experiences of people and the stories behind each data point may be overlooked. Stories provide valuable information that gives context to quantitative data. Numbers only give us a partial view of how people experience systemic issues like environmental injustice. This project takes inspiration from the West African concept of griots and W.E.B. DuBois' data project, which illustrated the impact of policy on Black citizens in 1900. Using these examples as a guide, DOEE plans to empower residents by giving them tools to amplify their voices and their experiences. The storytelling portion of this project will address a traditional data gap by collecting community member stories to include on the online tool. As part of this initiative, DOEE will work with the AQAB and other partners to identify individuals from geographically and racially diverse communities in the District who are interested in sharing their experiences with air quality. Research suggests that for many programs, participation in community science and similar efforts are not reflective of the demographics of the population of potential participants but instead is concentrated among more privileged groups. With guidance from the AQAB, the selection of participants in the project will align with the demographic makeup of the neighborhoods historically overburdened by poor air quality. Outreach to these individuals will occur at local Advisory Neighborhood Commission (ANC) meetings and other neighborhood gatherings. DOEE will work with partners and a subgrantee to develop and deliver workshops to DC residents to aid them in recalling and telling their stories on camera. The workshops will also occur at neighborhood and other stakeholder meetings and will include handouts and educational materials. The subgrantee will also work collaboratively with residents to build trust and work on capturing stories, observations, and experiences. In addition to interviews, students will gather archival assets from residents and from historical archives in order to compile a visual narrative of the historic retellings. The subgrantee will edit videos so that they are approximately 2-3 minutes each and will catalog the videos by location, including latitude/longitude data so that the videos can be incorporated into the online tool. The video series will also be edited and compiled into a short film to highlight the progress and remaining air quality challenges in the District. This film will be made available to the film festival circuit. The series of short videos will also be shown using the DC Humanities Truck at locations throughout the District such as the Anacostia Museum, Oxon Run Park, other parks, playgrounds and sports venues to raise awareness about air quality issues and engage the broader public in the project.
5. **Future EJ Screening Tool:** The online tool would create future opportunities for DOEE to embed our existing 311 App (which allows users to issue complaints directly to DOEE on potential Air Quality violations), air quality permitting/source data, health data, demographic data, climate data (flooding, urban heat islands), and other environmental indicators into the tool to better understand cumulative risk and identify EJ communities in the District. This dashboard will be part of a larger effort to develop a tool similar to EPA's EJ Screen, which would help decision makers understand cumulative risks in neighborhoods. Plans for this next phase will be led by the AQAB.

## Community Engagement

Community engagement works best where it is an ongoing cumulative process enabling relationships and trust to build and strengthen over time. This project will be planned and designed with this in mind by establishing a shared governance structure through the AQAB, which meets on a semi-monthly basis. Outside of the AQAB, community or voluntary groups may want to participate at a range of levels – from co-designing the mapping tool to undertaking only specific aspects of the engagement. We will create opportunities for involvement on specific topics by leveraging some of our existing outreach initiatives, including our “Clearing the Air” workshops. DOEE has held these semi-monthly workshops on a variety of air quality topics and recently released an RFA for additional outreach and support of this initiative from outside the agency. We currently have a mailing list that consists of 200 people interested in air quality issues across the District. We will also be able to leverage ongoing work like community walks, our hyperlocal mobile monitoring project, and our outreach on a potential EJ regulation as part of this project. DOEE, other government partners, and the AQAB will also be prepared to call on other existing partnerships, like local environmental groups (e.g., Sierra Club), other ANC members, universities, cultural event organizers (e.g., Broccoli City), and more to assist with sharing the online tool and air quality data. Both our workshops and our ongoing partnerships will allow for continuous data sharing throughout the course of the project and after this project period has ended. Most importantly, the tool will continue to be improved upon after the project period with more community input and data sets over the years to eventually build an EJ screening tool.

## Expected Project Outputs and Outcomes

Please see the table below for a summary of proposed outputs and outcomes.

<b>Table 1: Project Outputs and Outcomes</b>	
<b>Outputs</b>	<b>Outcomes</b>
<ul style="list-style-type: none"> <li>• Three community monitors deployed in EJ neighborhoods</li> <li>• Three DOEE staff members trained in how to educate on the function of local air monitors</li> <li>• Creation of a functional, interactive, and community informed AQ data dashboard display</li> <li>• Collection and organization of at least 25 video community stories within the dashboard</li> <li>• At least 5 and up to 8 workshops held with community members on how to share personal stories relating to their environment</li> <li>• Short film highlighting the progress and remaining air quality challenges in the District</li> <li>• Tool shared with community members, government staff, and other interested parties at a minimum of 10 community meetings, 5 government meetings, and 5 national or regional conferences or webinars, and shared as requested at other meetings or avenues for dissemination</li> <li>• Conduct at least 5 AQD inspections based on community stories in the dashboard</li> <li>• Collect at least 5 days of full data per week from each monitor deployed, uploaded to the dashboard for at least 12 months during the course of the project, and continually thereafter</li> </ul>	<p><b>Short-term outcomes</b></p> <ul style="list-style-type: none"> <li>• End users are aware of the significance of local air quality issues</li> <li>• Communities use air quality information to take preventative action to minimize personal exposure</li> <li>• Increased ability to leverage resources</li> <li>• Increased ability to speak about air quality issues affecting the community</li> <li>• Increased ability to cite data, current and historical, in discussing air quality issues</li> <li>• Increased ability of DOEE staff to discuss air quality and community impacts</li> <li>• Increased knowledge and awareness of historical EJ issues in DC for all residents and decision-makers</li> <li>• Improved local monitoring data</li> <li>• Improved ability to analyze local AQ trends</li> <li>• The community, government, and decision makers have access to the right AQ information, at the right time and at the right scale</li> <li>• Enhanced stakeholder engagement and collaboration on air quality</li> </ul> <p><b>Long-term Outcomes</b></p> <ul style="list-style-type: none"> <li>• Empowered partners</li> <li>• EJ and Equity-informed policy makers and leaders</li> <li>• Improved health outcomes for EJ communities</li> </ul>

<ul style="list-style-type: none"> <li>• Have at least 100 unique visits to the dashboard from resident and community users</li> <li>• Host 12-16 semi-monthly AQAB meetings to assess program progress, and plan for next steps in building a more robust EJ mapping tool</li> <li>• Completion of a report by the AQAB recommending next steps in the project after the project ends</li> </ul>	<ul style="list-style-type: none"> <li>• Develop methodologies to model air quality in regions without access to ground-based monitoring data</li> <li>• Changes in environmental health policies and regulations to align with community experiences and priorities</li> <li>• Increased collaboration with CBOs on external programs</li> <li>• Discussions with local stakeholders to determine the long-term direction of the project</li> <li>• More community input on issues which could affect AQ in their neighborhoods</li> </ul>
---	---


### Performance Measures and Plan

The AQAB will meet monthly to review progress along the expected timeline and through the proposal and logic model. The AQAB and DOEE will use this time to discuss challenges, discover additional opportunities for collaboration, create mutually agreeable timelines, and discuss ways to course correct. During meetings, DOEE and partners will summarize progress made regarding the outputs listed above and discuss additional metrics of interest to the AQAB. DOEE will provide progress reports on a quarterly basis to the AQAB on the development of RFPs and RFAs for monitoring equipment and the development of the online tool, along with any other updates required by the board. DOEE will present developments and provide demos at each meeting. The sub-grantee will also provide quarterly progress reports to the Board and DOEE about meeting its targets. DOEE and the AQAB will develop a feedback form for community members to share their perspectives on the usefulness and user experience with the online tool, which will be shared at ANC and other community meetings. These forms will be used to guide the development of the tool and make improvements.

<b>Table 2: Evaluation Matrix and Program Targets</b>			
<b>Indicator</b>	<b>Source</b>	<b>Partner</b>	<b>Goal</b>
Number of community monitors deployed and active in EJ neighborhoods	DOEE progress reports	DOEE, Vendor TBD	3 Monitors
Number of staff trained on how to educate on local air monitors	DOEE progress reports	DOEE, Vendor TBD	3 Staff members
Creation of a functional, interactive, and community informed AQ data dashboard display	DOEE and Vendor progress reports	DOEE, Vendor TBD	1 tool
Number of community stories collected	DOEE and Sub-grantee progress reports	DOEE, Sub-grantee, AQAB	>25 stories
Number of workshops on storytelling held	Sub-grantee	Sub-grantee, AQAB	5-8 community workshops
Number of meetings held to share the online tool	DOEE progress reports	DOEE, AQAB	10 community mtgs, 5 government mtgs, 5 conferences or webinars
Number of feedback forms collected on ease of use, usefulness, etc. From community members	DOEE progress reports	DOEE, AQAB	>30
Visits to online mapping tool	Vendor progress reports	DOEE, Vendor	>100
AQ data collected	DOEE progress reports	DOEE	>5 days of full data per week per monitor; uploaded for >12 months
Semi-monthly AQAB meetings held	DOEE progress reports	AQAB, DOEE	12-16
Number of AQAB members invited/nominated to Board	DOEE progress reports	AQAB, DOEE	At least 15, with at least 8 selected

### C. Timeline and Milestones

<b>Table 3: Milestone Schedule</b>	
<b>Activity</b>	<b>Date</b>
Grant awarded	TBD
Partners invited and nominated to participate in AQAB; RFA released for Board and Storytelling/film portion	1 Month Post Award
Request for vender bid to develop online tool	3 Months Post Award
1 <sup>st</sup> AQAB meeting conducted; held approx. monthly thereafter	3 Months Post Award
Semi-Annual Report to EPA	6 Months Post Award
Sub-grant competitively awarded for online mapping tool	6 Months Post Award
Locations of monitors selected	6 Months Post Award
RFA released for monitoring equipment	6 ½ Months Post Award
Kick-off meeting conducted with partners and subgrantees to discuss goals and activities	6 ½ Months Post Award
First storytelling workshops held	7 Months Post Award
First community feedback on online tool collected; continuous	7 Months Post Award
Vendor selected for monitoring equipment	8 ½ Months Post
Online mapping tool finalized with existing AQ data	9 Months Post Award
Monitors installed and data online	10 Months Post Award
Training of DOEE staff on monitor maintenance, communication complete	11 Months Post Award
Begin analyzing and sharing new data at community meetings	11 Months Post Award
Semi-Annual Report submitted to EPA	12 Months Post Award
Stories from sub-grantee finalized and uploaded into mapping tool	12 Months Post Award
12 <sup>th</sup> AQAB meeting conducted	15 Months Post Award
Community, government, and other outreach meetings on the tool results begin	16 Months Post Award
Semi-Annual Report submitted to EPA	18 Months Post Award
Short film complete, begin sharing with DC community at parks, etc.	18 Months Post Award
Final Quarterly AQAB meeting conducted; recommendations for next steps complete	22 Months Post Award
All community and other outreach meetings complete	22 Months Post Award
Final Technical Report submitted to EPA	24 Months Post Award

	<b>U.S. ENVIRONMENTAL PROTECTION AGENCY</b>  <b>Grant Agreement</b>	<b>GRANT NUMBER (FAIN):</b> 95311901 <b>MODIFICATION NUMBER:</b> 0 <b>PROGRAM CODE:</b> 0X	<b>DATE OF AWARD</b> 06/01/2023
		<b>TYPE OF ACTION</b> New	<b>MAILING DATE</b> 06/06/2023
		<b>PAYMENT METHOD:</b> ASAP	<b>ACH#</b> 30122
		<b>RECIPIENT TYPE:</b> State	
<b>RECIPIENT:</b> District of Columbia Govt of dba Department of Energy and Environment 1200 First Street, NE Washington, DC 20002-3361 <b>EIN:</b> 53-6001131		<b>PAYEE:</b> District of Columbia Govt of dba Department of Energy and Environment 1200 First Street, NE Washington, DC 20002-3361	
<b>PROJECT MANAGER</b> KELLY CRAWFORD 1200 First Street, NE 5TH Floor Washington, DC 20002-3361 <b>Email:</b> KELLY.CRAWFORD@DC.GOV <b>Phone:</b> 202-724-7650		<b>EPA PROJECT OFFICER</b> Laura Boyette Four Penn Center, 1600 John F. Kennedy Boulevard, 3AD20 Philadelphia, PA 19103-2852 <b>Email:</b> boyette.laura@epa.gov <b>Phone:</b> 215-814-2083	
<b>EPA GRANT SPECIALIST</b> Khalia Thompson Grants Management Section, 3MD22 Four Penn Center, 1600 John F. Kennedy Boulevard Philadelphia, PA 19103-2852 <b>Email:</b> thompson.khalia@epa.gov <b>Phone:</b> 215-814-3348			
<b>PROJECT TITLE AND DESCRIPTION</b> DOEE Enchanted Air Quality Monitoring - ARP Competitive  See Attachment 1 for project description.			
<b>BUDGET PERIOD</b> 06/05/2023 - 06/04/2025	<b>PROJECT PERIOD</b> 06/05/2023 - 06/04/2025	<b>TOTAL BUDGET PERIOD COST</b> \$500,000.00	<b>TOTAL PROJECT PERIOD COST</b> \$500,000.00
<b>NOTICE OF AWARD</b>			
<p>Based on your Application dated 03/25/2022 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$500,000.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$500,000.00. Recipient's signature is not required on this agreement. The recipient demonstrates its commitment to carry out this award by either: 1) drawing down funds within 21 days after the EPA award or amendment mailing date; or 2) not filing a notice of disagreement with the award terms and conditions within 21 days after the EPA award or amendment mailing date. If the recipient disagrees with the terms and conditions specified in this award, the authorized representative of the recipient must furnish a notice of disagreement to the EPA Award Official within 21 days after the EPA award or amendment mailing date. In case of disagreement, and until the disagreement is resolved, the recipient should not draw down on the funds provided by this award/amendment, and any costs incurred by the recipient are at its own risk. This agreement is subject to applicable EPA regulatory and statutory provisions, all terms and conditions of this agreement and any attachments.</p>			
<b>ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)</b>		<b>AWARD APPROVAL OFFICE</b>	
<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 3 , US EPA Region 3, 3MD22 Four Penn Center, 1600 John F. Kennedy Boulevard Philadelphia, PA 19103-2852		<b>ORGANIZATION / ADDRESS</b> U.S. EPA, Region 3, Air and Radiation Division R3 - Region 3 Four Penn Center, 1600 John F. Kennedy Boulevard (3AD20) Philadelphia, PA 19103-2852	
<b>THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY</b>			
Digital signature applied by EPA Award Official  Lisa White			<b>DATE</b> 06/01/2023

## EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$0	\$500,000	\$500,000
EPA In-Kind Amount	\$0	\$0	\$0
Unexpended Prior Year Balance	\$0	\$0	\$0
Other Federal Funds	\$0	\$0	\$0
Recipient Contribution	\$0	\$0	\$0
State Contribution	\$0	\$0	\$0
Local Contribution	\$0	\$0	\$0
Other Contribution	\$0	\$0	\$0
<b>Allowable Project Cost</b>	<b>\$0</b>	<b>\$500,000</b>	<b>\$500,000</b>

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.034 - Surveys-Studies-Investigations-Demonstrations and Special Purpose Activities relating to the Clean Air Act	Clean Air Act: Sec. 103	2 CFR 200, 2 CFR 1500 and 40 CFR 33

Fiscal									
Site Name	Req No	FY	Approp. Code	Budget Organization	PRC	Object Class	Site/Project	Cost Organization	Obligation / Deobligation
-	2303MA0019	22	E1S7	03M2	000A04	4183	-	-	\$500,000
									\$500,000



Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$27,618
2. Fringe Benefits	\$6,656
3. Travel	\$0
4. Equipment	\$300,000
5. Supplies	\$0
6. Contractual	\$75,000
7. Construction	\$0
8. Other	\$81,246
9. Total Direct Charges	\$490,520
10. Indirect Costs: 0.00 % Base SEE Condition 17 of the Administrative General Terms and Conditions	\$9,480
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$500,000
12. Total Approved Assistance Amount	\$500,000
13. Program Income	\$0
14. Total EPA Amount Awarded This Action	\$500,000
15. Total EPA Amount Awarded To Date	\$500,000

## **Attachment 1 - Project Description**

This assistance agreement provides the District of Columbia Department of Energy and Environment's (DOEE) Air Quality Division funding to establish a shared governance structure to put air quality data and decision making in the hands of communities with technical and administrative support from the agency. DCDOEE will achieve this by installing three new air quality monitors in overburdened communities to monitor PM2.5 and Ozone, empower families living in neighborhoods historically overburdened by air quality to share their stories of environmental injustice and personal experiences with air quality in their environments, and map both new data sources (along with existing air quality data) in an online tool. DOEE will work with community organizations to create an air quality advisory board to provide guidance and make final decisions about the online tool, community outreach and engagement, and the location for air quality sensors.

These funds will be used to support community and local efforts to monitor their own air quality and to promote air quality monitoring partnerships between communities and tribal, state, and local governments that: leverage existing air quality expertise, expand use of community monitoring groups and other approaches that give the community a voice in the monitoring of the air quality, and build a foundation of trusting relationships and enhanced understanding from which sustainable solutions to community air pollution problems can be found. Specifically, the recipient will include establishing community partnerships, creating an online mapping tool for the community to utilize, installing, and maintaining three, brand new air quality monitors throughout the community, and updating their EJ Screening tool. Expected deliverables include purchasing continuous PM2.5 monitors to overburdened communities. Short term expected outcomes include full automation of PM2.5 monitors which will provide all communities fine particulate data of the same quality and allow them to compare continuous data streams in nearby areas and operation of PM2.5 or other NAAQS pollutants air monitoring in accordance with all EPA requirements leading to collection of quality assured ambient air quality data to help ensure that more Americans are living and working in areas that meet high air quality standards. Long term outcomes include increased community engagement, changes in health policies and regulations, and aligning community experiences with regulation. Direct beneficiaries of these activities are community residents who will have decreased risk of adverse health effects, including cancer and neurological effects, especially those in EJ and overburdened areas of the District of Columbia.

Story telling support. A subgrantee will develop and deliver workshops to DC residents to aid them

in recalling and telling their stories on film (\$8,000 to develop and staff workshops). The subgrantee

will also gather archival assets from residents and from historical archives. The subgrantee will edit

and catalog videos so that DOEE can use them in the air quality data dashboard (\$8,000). The series

of short videos will be shown using the DC Humanities Truck (\$11,000). The video series will be

edited and compiled into a short film (\$9,000 for editing/post-production, \$4,000 for outreach (supplies and advertisements)). Anticipated award: \$40,000

- AQAB members. We plan to issue a sub-grant to an organization to coordinate the AQAB up to 15

AQAB members with significant experience working with DC EJ communities. The members would

guide the work through an EJ lens, helping DOEE and other partners identify potential opportunities

to address and be sensitive to intersectional health and environmental equity issues. Additionally,

these members would help develop evaluation metrics for the project, develop a long-term plan to

carry the project into the next phase and help disseminate project results. Anticipated award: \$41,246.

## **Administrative Conditions**

### **National Administrative Terms and Conditions**

#### **General Terms and Conditions**

The recipient agrees to comply with the current EPA general terms and conditions available at:  
<https://www.epa.gov/grants/epa-general-terms-and-conditions-effective-october-1-2022-or-later>.

These terms and conditions are in addition to the assurances and certifications made as a part of the award and the terms, conditions, or restrictions cited throughout the award.

The EPA repository for the general terms and conditions by year can be found at:  
<https://www.epa.gov/grants/grant-terms-and-conditions#general>.

#### **A. Correspondence Condition**

The terms and conditions of this agreement require the submittal of reports, specific requests for approval, or notifications to EPA. Unless otherwise noted, all such correspondence should be sent to the following email addresses:

- Federal Financial Reports (SF-425): [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) and Khalia Thompson  
[thompson.khalia@epa.gov](mailto:thompson.khalia@epa.gov)
- MBE/WBE reports (EPA Form 5700-52A): [R3\\_MBE-WBE\\_Reports@epa.gov](mailto:R3_MBE-WBE_Reports@epa.gov)
- All other forms/certifications/assurances, Indirect Cost Rate Agreements, Requests for Extensions of the Budget and Project Period, Amendment Requests, Requests for other Prior Approvals, updates to recipient information (including email addresses, changes in contact information or changes in authorized representatives) and other notifications: Khalia Thompson; [thompson.khalia@epa.gov](mailto:thompson.khalia@epa.gov), Laura Boyette; [boyette.laura@epa.gov](mailto:boyette.laura@epa.gov)
- Payment requests (if applicable): [RTPFC-Grants@epa.gov](mailto:RTPFC-Grants@epa.gov)
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: Laura Boyette, [boyette.laura@epa.gov](mailto:boyette.laura@epa.gov)

## **Programmatic Conditions**

### **National Programmatic Terms and Conditions (as of 11/17/2022)**

#### **A. PERFORMANCE REPORTING AND FINAL PERFORMANCE REPORT**

##### **Performance Reports – Content**

In accordance with 2 CFR 200.329, the recipient agrees to submit performance reports that include brief information on each of the following areas: 1) A comparison of actual accomplishments to the outputs/outcomes established in the assistance agreement work plan for the period; 2) The reasons why established outputs/outcomes were not met; and 3) Additional pertinent information, including, when appropriate, analysis and explanation of cost overruns or high-unit costs.

Additionally, the recipient agrees to inform EPA as soon as problems, delays, or adverse conditions which will materially impair the ability to meet the outputs/outcomes specified in the assistance agreement work plan are known.

**For State Categorical Program Grants Only:** Interim performance and final progress reports must prominently display the three Essential Elements for state work plans: 1) Strategic Plan Goal; (2) Strategic Plan Objective; and (3) Workplan Commitments plus time frame.

(See [Grants Policy Issuance 11-03 State Grant Workplans and Progress Reports](#) for more information)

##### **Performance Reports – Frequency**

The recipient agrees to submit quarterly performance reports electronically to the EPA Project Officer within 30 days after the quarterly reporting period ends. The quarterly reporting period will begin upon the issuance of the award and will continue until project completion. The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

##### **Subaward Performance Reporting**

The recipient must report on its subaward monitoring activities under 2 CFR 200.332(d). Examples of items that must be reported if the pass-through entity has the information available are:

1. Summaries of results of reviews of financial and programmatic reports.
2. Summaries of findings from site visits and/or desk reviews to ensure effective subrecipient performance.
3. Environmental results the subrecipient achieved.
4. Summaries of audit findings and related pass-through entity management decisions.
5. Actions the pass-through entity has taken to correct deficiencies such as those specified at 2 CFR 200.332(e), 2 CFR 200.208 and the 2 CFR Part 200.339 Remedies for Noncompliance.

Note: EPA Project Officers may customize this reporting requirement based on programmatic information needs.

## **B. Data Reporting**

Data and/or related observations must be shared publicly and in a practicable amount of time throughout the lifetime of the project and not only after the project is at or near completion.

## **C. Cybersecurity Condition**

### **State Grant Cybersecurity**

(a) The recipient agrees that when collecting and managing environmental data under this assistance agreement, it will protect the data by following all applicable State law cybersecurity requirements.

(b) (1) EPA must ensure that any connections between the recipient's network or information system and EPA networks used by the recipient to transfer data under this agreement, are secure.

For purposes of this Section, a connection is defined as a dedicated persistent interface between an Agency IT system and an external IT system for the purpose of transferring information. Transitory, user-controlled connections such as website browsing are excluded from this definition.

If the recipient's connections as defined above do not go through the Environmental Information Exchange Network or EPA's Central Data Exchange, the recipient agrees to contact the EPA Project Officer (PO) and work with the designated Regional/Headquarters Information Security Officer to ensure that the connections meet EPA security requirements, including entering into Interconnection Service Agreements as appropriate. This condition does not apply to manual entry of data by the recipient into systems operated and used by EPA's regulatory programs for the submission of reporting and/or compliance data.

(2) The recipient agrees that any subawards it makes under this agreement will require the subrecipient to comply with the requirements in (b)(1) if the subrecipient's network or information system is connected to EPA networks to transfer data to the Agency using systems other than the Environmental Information Exchange Network or EPA's Central Data Exchange. The recipient will be in compliance with this condition: by including this requirement in subaward agreements; and during subrecipient monitoring deemed necessary by the recipient under 2 CFR 200.332(d), by inquiring whether the subrecipient has contacted the EPA Project Officer. Nothing in this condition requires the recipient to contact the EPA Project Officer on behalf of a subrecipient or to be involved in the negotiation of an Interconnection Service Agreement between the subrecipient and EPA.

## **D. Competency Policy**

### **Competency of Organizations Generating Environmental Measurement Data**

In accordance with Agency Policy Directive Number FEM-2012-02, [Policy to Assure the Competency of Organizations Generating Environmental Measurement Data under Agency-Funded Assistance Agreements.](#)

Recipient agrees, by entering into this agreement, that it has demonstrated competency prior to award, or alternatively, where a pre-award demonstration of competency is not practicable, Recipient agrees to demonstrate competency prior to carrying out any activities under the award involving the generation or use of environmental data. Recipient shall maintain competency for the duration of the project period of this agreement and this will be documented during the annual reporting process. A copy of the Policy is available online at <https://www.epa.gov/sites/production/files/2015-03/documents/competency-policy-aaia-new.pdf> or a copy may also be requested by contacting the EPA Project Officer for this award.

## **E. Public or Media Events**

The Recipient agrees to notify the EPA Project Officer listed in this award document of public or media events publicizing the accomplishment of significant events related to construction projects as a result of this agreement, and provide the opportunity for attendance and participation by federal representatives with at least ten (10) working days' notice.

## **F. EPASS Security**

In accordance with Homeland Security Presidential Directive-12 (HSPD-12), "Policy for a Common Identification Standard of Federal Employees and Contractors;" Executive Order 13467, "Reforming Processes Related to Suitability for Government Employment, Fitness for Contractor Employees, and Eligibility for Access to Classified National Security Information;" and Executive Order 13488, "Granting Reciprocity on Excepted Service and Federal Contractor Employee Fitness and Reinvestigating Individuals in Positions of Public Trust," the recipient agrees to follow instructions from the EPA project officer to ensure compliance with the EPA Personnel Access and Security System (EPASS).

Prior to beginning work at an EPA facility, the recipient, or its employees or program participants, must complete either:

- A. A favorable fingerprint check for recipients (and their employees or program participants) who require six (6) months or less of unescorted physical access to EPA facilities; or
- B. A favorable background investigation and fingerprint check for recipients (and their employees or program participants) who require more than six (6) months of unescorted physical access to EPA facilities.

Recipients, their employees, or program participants may not be permitted access to EPA facilities until meeting these requirements.

Recipients may initiate the appropriate check through the following link: <https://cdx.epa.gov>

Failure of a recipient, their employees, or program participants to receive a favorable fingerprint or background check, whichever is applicable, shall result in the termination of the recipient, the employees, or program participants from continued enrollment in the program.

## **G. Quality Assurance (Updated 01/31/2023)**

Authority: Quality Assurance applies to all assistance agreements involving environmental information as defined in [2 C.F.R. § 1500.12](#) Quality Assurance.

The recipient shall ensure that subawards involving environmental information issued under this agreement include appropriate quality requirements for the work. The recipient shall ensure sub-award recipients develop and implement [a/the] Quality Assurance (QA) planning document[s] in accordance with this term and condition; and/or ensure sub-award recipients implement all applicable approved QA planning documents.

### **Quality Management Plan (QMP)**

- a. Prior to beginning environmental information operations, the recipient must:
  - i. Submit a previously EPA-approved and current QMP,
  - ii. The EPA Quality Assurance Manager or designee (hereafter referred to as QAM) will notify the recipient and EPA Project Officer (PO) in writing if the QMP is acceptable for this agreement.

- b. The recipient must submit the QMP within 90 days after the grant has been awarded.
- c. The recipient must review their approved QMP at least annually. These documented reviews shall be made available to the sponsoring EPA organization if requested. When necessary, the recipient shall revise its QMP to incorporate minor changes and notify the EPA PO and QAM of the changes. If significant changes have been made to the Quality Program that affect the performance of environmental information operations, it may be necessary to re-submit the entire QMP for re-approval. In general, a copy of any QMP revision(s) made during the year should be submitted to the EPA PO and QAM in writing when such changes occur. Conditions requiring the revision and resubmittal of an approved QMP can be found in section 6 of EPA's [Quality Management Plan \(QMP\) Standard](#). (QAM or PO may add another specification).

## 2. Quality Assurance Project Plan (QAPP)

- a. Prior to beginning environmental information operations, the recipient must:
- i. Develop a QAPP,
  - ii. Prepare QAPP in accordance with the current version of [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#),
  - iii. Submit the document for EPA review, and
  - iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.
- b. The recipient must submit the QAPP within 90 days after the grant has been awarded.
- c. The recipient shall notify the PO and QAM when substantive changes are needed to the QAPP. EPA may require the QAPP be updated and re-submitted for approval.
- d. The recipient must review their approved QAPP at least annually. The results of the QAPP review and any revisions must be submitted to the PO and the QAM at least annually and may also be submitted when changes occur (QAM or PO may add additional specifications).

### For Reference:

- [Quality Management Plan \(QMP\) Standard](#) and [EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans](#); contain quality specifications for EPA and non-EPA organizations and definitions applicable to these terms and conditions.
- [EPA QA/G-5: Guidance for Quality Assurance Project Plans](#), Appendix C provides a QAPP Checklist.
- (QAM and/or PO may insert QA references that inform or assist the recipient here).
- [EPA's Quality Program](#) website has a [list of QA managers](#), and [Non-EPA Organizations Quality Specifications](#).
- The Office of Grants and Debarment [Implementation of Quality Assurance Requirements for Organizations Receiving EPA Financial Assistance](#).

## H. Use of Logos

If the EPA logo is appearing along with logos from other participating entities on websites, outreach materials, or reports, it must **not** be prominently displayed to imply that any of the recipient or subrecipient's activities are being conducted by the EPA. Instead, the EPA logo should be accompanied with a statement indicating that the District of Columbia The



Department of Energy and Environment (DOEE) received financial support from the EPA under an Assistance Agreement. More information is available at: <https://www.epa.gov/stylebook/using-epa-seal-and-logo#policy>

#### **I. DURC/iDURC**

The recipient agrees to not initiate any life sciences research involving agents and toxins identified in Section 6.2.1 of the [United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern](#) (*iDURC Policy*) until appropriate review and clearance by the recipient institution's Institutional Review Entity (IRE). The recipient also agrees to temporarily suspend life sciences research in the event that, during the course of the research project, the IRE determines that the life sciences research meets the definition of DURC in the iDURC Policy, and the recipient agrees to notify the EPA Institutional Contact for Dual Use Research (ICDUR) ([DURC@epa.gov](mailto:DURC@epa.gov)) of the institution's determination.

00 0493 App 7 to RFA - EPA applic.pdf