



**OFFICE OF THE
CHIEF FINANCIAL OFFICER**
Office of Development and Grants

Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 1026
Detroit, Michigan 48226

Phone 313•628•1258
Fax 313•224•0542
www.detroitmi.gov

March 26, 2026

The Honorable Detroit City Council
ATTN: City Clerk Office
200 Coleman A. Young Municipal Center
Detroit MI 48226

RE: Request to Accept and Appropriate the FY 2026 Community Education Subaward Grant

The Michigan Recycling Coalition has awarded the City of Detroit Department of Public Works with the FY 2026 Community Education Subaward Grant for a total of \$7,500.00. This grant was awarded to the Michigan Recycling Coalition by the United States Environmental Protection Agency (EPA). The Federal share is \$7,500.00 of the approved amount. There is no match requirement. The total project cost is \$7,500.00.

The objective of the grant is to reduce contamination and encourage increased participation in recycling. The funding allotted to the department will be utilized to deploy a targeted mailer campaign as a low-cost strategy to encourage participation in the City's opt-in curbside recycling program. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21651.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:
Terri Daniels
4D2BEE23C8D489...

Terri Daniels
Director, Office of Development and Grants

CC:
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:
Donald R. Johnson
34F9071313554A4...

Office of Budget

DocuSigned by:
Cheryl Smith-Williams
B8CAE73E1C57487...

Agreement Approved as to Form
By the Law Department



Office of Development and Grants

RESOLUTION

Council Member _____

WHEREAS, the Department of Public Works is requesting authorization to accept a grant of reimbursement from Michigan Recycling Coalition, in the amount of \$7,500.00 to reduce contamination and encourage increased participation in recycling; and

WHEREAS, the Michigan Recycling Coalition has been awarded this grant by the United States Environmental Protection Agency (EPA); and

WHEREAS, the Law Department has approved the attached agreement as to form; and

WHEREAS, this request has been approved by the Office of Budget; now

THEREFORE, BE IT RESOLVED, that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit; and

BE IT FURTHER RESOLVED, that the Budget Director is authorized to establish Appropriation Number 21651, in the amount of \$7,500.00, for the FY 2026 Community Education Subaward Grant.

Leveling Up Recycling Education & Outreach in Michigan Subaward Agreement

Section I. Description of Subaward

Title: Community Education Grant FY 2026

Description: The Michigan Recycling Coalition (MRC) will provide Michigan communities with curated education and outreach tools, strategies, training, and resources, drawing on their EPA-funded model recycling program toolkit and other materials, combined with one-on-one technical assistance. Communities with existing programs ready for improvement or seeking to establish new recycling initiatives will receive direct support to implement effective outreach strategies. MRC will offer hands-on consulting and limited financial support to community-based staff to develop programming and deliver community-based education, with the goal of increasing material recovery and reducing contamination. Local program managers will create ready-to-implement educational materials as they enhance or launch recycling programs. Key activities include assessments to evaluate community capacity, supporting the development of community-driven educational plans, providing ongoing guidance through on-site or virtual meetings, and implementing education strategies such as printed and mailed campaigns, bin and cart labeling, web-based or multimedia outreach, and waste characterization studies. MRC will also assist in exploring additional funding opportunities and work with staff to collect program-specific data and metrics to measure the outcomes of educational plan implementation, ensuring communities are equipped to deliver effective, sustainable recycling education.

Research and Development: N/A

Section II. Federal Requirements.

A. Federal Award Identification

1. Subrecipient name--which must match registered name in the System for Award Management (SAM). If the subrecipient is not yet registered in SAM, then information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

City of Detroit

2. The subrecipient's "unique entity identifier" in SAM. The unique entity identifier currently is the subrecipient's Data Universal Numbering System (DUNS) number. DUNS numbers may be obtained without charge at <http://fedgov.dnb.com/webform>.

GS94M2VMNMJ3

Note: Additional information regarding obtaining a DUNS number and registering in SAM is available in the "General Term and Conditions" (T&Cs), under the "Central Contractor Registration/System for Award Management and Universal Identifier Requirements" T&C, of the pass-through entity's agreement with EPA.

3. Federal Award Identification Number (FAIN): 84080601

4. EPA Award Date: 08/29/2024

5. Subaward Period of Performance Start and End Date: 5/01/2026 - 9/01/2026

6. Amount of EPA Funds Obligated: \$7,500

7. Total or cumulative amount of EPA Funds Obligated to the subrecipient under the initial subaward plus any subsequent funded amendments: \$7,500

8. Total Amount of the EPA Award(s) to the pass-through entity: \$1,821,886.00

9. Federal award project description: This agreement provides funding from the Infrastructure Investment and Jobs Act (IIJA). EPA's Consumer Recycling Education and Outreach (REO) Grant Program will fund a range of projects that will increase waste prevention activities, increase the collection of recyclable materials and program participation rates, and decrease contamination of the recycling stream, fund projects that focus on commonly recycled materials such as municipal solid waste (e.g., plastics, aluminum, paper, glass, etc.), including food waste and organics, and/or fund projects and provide tools and technical assistance that will lead to long-term, sustained change, benefits, and support beyond the life of the grant. The purpose of this award is to enhance the Michigan Recycling Coalitions' efforts to meet the REO grants elements. Specifically, the work plan outlined by the Michigan Recycling Coalition encompasses a comprehensive strategy to enhance recycling education and infrastructure across Michigan, with a focus on rural and disadvantaged communities. This involves offering professional development opportunities for materials management, including specialized training in composting and recycling, to improve skills and knowledge. Concurrently, the plan includes extensive community outreach and education efforts, such as developing and distributing educational materials, organizing workshops, and conducting outreach programs to increase recycling participation and reduce contamination. To assess progress, systematic data collection on recycling rates, contamination levels, and program participation will be implemented.

Additionally, the plan aims to create jobs by hiring new staff for the Michigan Recycling Coalition and supporting the establishment of recycling-related positions within Michigan. Collaboration with various stakeholders, including state agencies, local governments, and private organizations, will be essential to fostering a comprehensive approach to recycling education and infrastructure enhancement. These activities are designed to meet specific performance metrics, including increasing the quantity and quality of recycled materials, engaging a significant number of communities, particularly those that are disadvantaged, and ensuring sustainability and replicability beyond the grant period.

Michigan Recycling Coalition will perform the following activities; organizing and delivering professional training sessions for materials management, covering topics such as waste reduction, recycling, composting, and more. These training sessions will be conducted annually and will involve contracting services for facilitation, planning events, identifying locations, developing training materials, promoting the events, and evaluating their effectiveness. Additionally, specialized workshops will be held focusing on organics management topics, such as food waste services, compost site operations, and compost use and application. These workshops will also include contracting speakers, planning events, identifying locations, developing materials, promoting events, and offering scholarships for participants from rural and disadvantaged communities. Moreover, the Master Recycler and Master Composter programs will be updated and expanded, involving tasks such

as updating training manuals, engaging regional representatives, facilitating train-the-trainer workshops, and providing financial assistance for training delivery. Furthermore, the project will create educational resources and conduct outreach activities aimed at the commercial sector, including developing an educational library, organizing presentations, and promoting the use of educational resources. Throughout these activities, data collection and evaluation will be conducted to measure outcomes, such as changes in recycling rates, contamination levels, and community participation. Finally, efforts will be made to ensure project sustainability and replicability beyond the grant period, including hiring staff, collaborating with partners, and leveraging additional funding opportunities.

The objective of this project is to improve recycling education and outreach, reduce contamination in recycling streams, and increase recycling rates in Michigan communities. This will be achieved through professional training programs, community engagement, and strategic partnerships aimed at enhancing local recycling programs and promoting sustainable materials management practices. Anticipated deliverables from the Michigan Recycling Coalition workplan include professional training sessions on materials management, specialized workshops on organics management topics, updated Master Recycler and Master Composter programs, an educational library for the commercial sector, and outreach presentations. Expected outcomes encompass increased knowledge and skills among participants, improved waste management practices, reduced contamination in recycling streams, enhanced community engagement, and the creation of temporary and permanent jobs. The intended beneficiaries include professionals in the recycling and waste management sectors, community members interested in sustainability and environmental initiatives, businesses seeking to improve their recycling practices, and individuals from rural and disadvantaged communities.

A key component of the project are 50 subawards in the amount of \$7,500 to municipal institutions identified under Deliverable 2 Task 2.2 for work performed by the identified municipalities as described in Task 2.5 of the Project Narrative. The subaward will only be for fees associated with deliverables identified in task 2.5 and the municipal institutions federally approved indirect cost rate. These costs are reasonable because the compensation will not exceed that received for privately funded work and the indirect cost rate will be approved by the municipal institution's cognizant federal agency.

10. Federal awarding agency: U.S Environmental Protection Agency

11. Administering Organization of Subaward: Michigan Recycling Coalition

12. Subaward Primary Contact: Katie Fournier kfournier@michiganrecycles.org 517-258-1301

13. Catalog of Federal Domestic Assistance (CFDA) Number: 66.921 - Recycling Education and Outreach

12. Indirect cost rate: 10%

B. Requirements to ensure that the EPA award is used in accordance with Federal statutes, regulations and the terms of the EPA award. The subrecipient is accountable to the pass-through entity for compliance with Federal requirements.

These requirements include:

1. Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable.

In carrying out this agreement, the recipient must comply with: 1) Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, by entities receiving Federal financial assistance. 2) Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance; and 3) The Age Discrimination Act of 1975, which prohibits age discrimination by entities receiving Federal financial assistance. ii. iii. If the recipient is an education program or activity (e.g., school, college, or university) or if the recipient is conducting an education program or activity under this agreement, it must also comply with: 1) Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by entities receiving Federal financial assistance.

2. EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-dataoversight/pay-leave/salaries-wages/>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Information on how to calculate the maximum daily rate and the daily pay limitation is available at the Office Of Personnel Management's Fact Sheet: How to Compute Rates of Pay and Fact Sheet: Expert and Consultant Pay.

Specifically, to determine the maximum daily rate, follow these steps: (1) Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round \$18.845 to \$18.85). (2) Multiply the hourly rate by 8 hours. The product is the maximum daily rate.

4. EPA's prohibition on paying management fees. Management Fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. 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 which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

EPA provides general information on other statutes, regulations and Executive Orders on the Grants internet site at www.epa.gov/grants.

C. Additional requirements:

1. The subawardee will be responsible for submitting monthly reports demonstrating progress on project deliverables. A report template will be provided by the Michigan Recycling Coalition.
2. The subawardee will be required to receive prior approval from the MRC for the allocation of funds for project costs. Once a cost is approved the MRC will provide the funds for project costs through direct deposit. The subawardee must demonstrate project expenses through financial records that are submitted to the MRC monthly including invoices, receipts, and bank statements.

D. Subrecipient's Indirect Cost Rate. The indirect cost rate may be a rate negotiated and approved by the subrecipient's cognizant Federal agency. If the subrecipient does not have a Federal indirect cost rate, the pass-through entity may negotiate an indirect cost rate with the subrecipient that complies with 2 CFR Part 200, Subpart E or use the 10% de-minimis indirect cost rate described at 2 CFR 200.414(f).

E. Requirements for the subrecipient to provide access to subaward records so that the pass-through entity and Federal auditors may verify compliance with 2 CFR 200.331 as well as 2 CFR Part 200, Subpart D, Post Federal Award Requirements for Financial and Program Management, and 2 CFR Part 200, Subpart F, Audit Requirements. Examples of records include:

1. Subrecipient financial statements and reports;
2. Programmatic reports including information on environmental results
3. Audit findings

F. Additional Requirements imposed by the pass-through entity under 2 CFR 200.207 that reflect the pass-through entity's assessment of the subrecipient's risk of noncompliance with Federal statutes, regulations and the terms and conditions of the subaward based on the factors described at 2 CFR 200.331(b).

1. Risk factors may include:

- (a) Prior experience with same or similar subawards;
- (b) Results of previous audits;
- (c) Whether new or substantially changed personnel or systems, and;
- (d) Extent and results of Federal awarding agency or the pass-through entity's monitoring.

2. Examples of additional requirements authorized by 2 CFR 200.207 include:

- (a) Requiring payments as reimbursements rather than advance payments;
- (b) Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance within a given period of performance;
- (c) Requiring additional, more detailed financial reports;
- (d) Requiring additional project monitoring;
- (e) Requiring the non-Federal entity to obtain technical or management assistance, and;

(f) Establishing additional prior approvals.

G. Terms and conditions concerning the close out of the subaward: Upon completion of the agreed upon project plan the Michigan Recycling Coalition will disperse final payment. The subawardee will submit a final report to the MRC summarizing all activities, outcomes, evaluation, and key findings. Additionally, all financial transactions must be reconciled at the time of close-out. Any unspent funds or outstanding financial matters must be addressed prior to Agreement closure. The MRC will review the final report and financial records to confirm that all contractual obligations have been met.

Section III.


Anti-discrimination policy: The Michigan Recycling Coalition does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients. We strongly encourage women and minority-owned businesses to apply.

Signature of Subawardee

Date

Signature of MRC

Date

	U.S. ENVIRONMENTAL PROTECTION AGENCY Cooperative Agreement	GRANT NUMBER (FAIN): 84080601 MODIFICATION NUMBER: 0 PROGRAM CODE: 4Y	DATE OF AWARD 08/29/2024
		TYPE OF ACTION New	MAILING DATE 09/04/2024
		PAYMENT METHOD: ASAP	ACH# 50235
		RECIPIENT TYPE: Not for Profit	
RECIPIENT: MICHIGAN RECYCLING COALITION PO Box 10070 LANSING, MI 48901 EIN: 38-2466754		PAYEE: MICHIGAN RECYCLING COALITION PO Box 10070 LANSING, MI 48901	
PROJECT MANAGER Katherine Fournier 602 W. Ionia St. LANSING, MI 48933 Email: kfournier@michiganrecycles.org Phone: 989-780-7456		EPA PROJECT OFFICER Demarcus Starks 1200 Pennsylvania Ave NW Washington, DC 20460 Email: starks.demarcus@epa.gov Phone: 202-566-2493	
		EPA GRANT SPECIALIST Hazeletta Burgess OGD-GIAMD, 3903R 1200 Pennsylvania Ave NW Washington, DC 20460 Email: Burgess.Hazeletta@epa.gov Phone: 202-564-1533	
PROJECT TITLE AND DESCRIPTION Leveling Up Recycling Education and Outreach In Michigan See Attachment 1 for project description.			
BUDGET PERIOD 09/01/2024 - 08/31/2027	PROJECT PERIOD 09/01/2024 - 08/31/2027	TOTAL BUDGET PERIOD COST \$ 1,821,886.00	TOTAL PROJECT PERIOD COST \$ 1,821,886.00
NOTICE OF AWARD			
Based on your Application dated 02/15/2023 including all modifications and amendments, the United States acting by and through the US Environmental Protection Agency (EPA) hereby awards \$ 1,821,886.00. EPA agrees to cost-share 100.00% of all approved budget period costs incurred, up to and not exceeding total federal funding of \$ 1,821,886.00. 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.			
ISSUING OFFICE (GRANTS MANAGEMENT OFFICE)		AWARD APPROVAL OFFICE	
ORGANIZATION / ADDRESS Environmental Protection Agency, Grants and Interagency Agreement Management Division 1200 Pennsylvania Ave, NW Mail code 3903R Washington, DC 20460		ORGANIZATION / ADDRESS Environmental Protection Agency, Office of Resource Conservation and Recovery OLEM - Office of Land and Emergency Management 1200 Pennsylvania Ave, NW Mail code 3903R Washington, DC 20460	
THE UNITED STATES OF AMERICA BY THE U.S. ENVIRONMENTAL PROTECTION AGENCY			
Digital signature applied by EPA Award Official for Keva R. Lloyd - Acting Chief, Grants Management Branch by Keva Lloyd - Award Official Delegate			DATE 08/29/2024

EPA Funding Information

FUNDS	FORMER AWARD	THIS ACTION	AMENDED TOTAL
EPA Amount This Action	\$ 0	\$ 1,821,886	\$ 1,821,886
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
Allowable Project Cost	\$ 0	\$ 1,821,886	\$ 1,821,886

Assistance Program (CFDA)	Statutory Authority	Regulatory Authority
66.921 - Recycling Education and Outreach	Infrastructure Investment and Jobs Act (IIJA) (PL 117-58) Sec. 70402	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
-	2431MRP033	23	E1SD	31M	000D11X82	4183	-	-	\$ 244,716
-	2431MRP033	24	E1SD	31M	000D11X82	4183	-	-	\$ 1,577,170
									\$ 1,821,886

Budget Summary Page

Table A - Object Class Category (Non-Construction)	Total Approved Allowable Budget Period Cost
1. Personnel	\$ 457,080
2. Fringe Benefits	\$ 159,978
3. Travel	\$ 18,732
4. Equipment	\$ 0
5. Supplies	\$ 16,565
6. Contractual	\$ 542,051
7. Construction	\$ 0
8. Other	\$ 508,040
9. Total Direct Charges	\$ 1,702,446
10. Indirect Costs: 10.00 % Base MTDC	\$ 119,440
11. Total (Share: Recipient <u>0.00</u> % Federal <u>100.00</u> %)	\$ 1,821,886
12. Total Approved Assistance Amount	\$ 1,821,886
13. Program Income	\$ 0
14. Total EPA Amount Awarded This Action	\$ 1,821,886
15. Total EPA Amount Awarded To Date	\$ 1,821,886

Attachment 1 - Project Description

This agreement provides funding from the Infrastructure Investment and Jobs Act (IIJA). EPA's Consumer Recycling Education and Outreach (REO) Grant Program will fund a range of projects that will increase waste prevention activities, increase the collection of recyclable materials and program participation rates, and decrease contamination of the recycling stream, fund projects that focus on commonly recycled materials such as municipal solid waste (e.g., plastics, aluminum, paper, glass, etc.), including food waste and organics, and/or fund projects and provide tools and technical assistance that will lead to long-term, sustained change, benefits, and support beyond the life of the grant. The purpose of this award is to enhance the Michigan Recycling Coalitions' efforts to meet the REO grants elements. Specifically, the Michigan Recycling Coalition will The workplan outlined by the Michigan Recycling Coalition encompasses a comprehensive strategy to enhance recycling education and infrastructure across Michigan, with a focus on rural and disadvantaged communities. This involves offering professional development opportunities for materials management, including specialized training in composting and recycling, to improve skills and knowledge. Concurrently, the plan includes extensive community outreach and education efforts, such as developing and distributing educational materials, organizing workshops, and conducting outreach programs to increase recycling participation and reduce contamination. To assess progress, systematic data collection on recycling rates, contamination levels, and program participation will be implemented. Additionally, the plan aims to create jobs by hiring new staff for the Michigan Recycling Coalition and supporting the establishment of recycling-related positions within Michigan. Collaboration with various stakeholders, including state agencies, local governments, and private organizations, will be essential to fostering a comprehensive approach to recycling education and infrastructure enhancement. These activities are designed to meet specific performance metrics, including increasing the quantity and quality of recycled materials, engaging a significant number of communities, particularly those that are disadvantaged, and ensuring sustainability and replicability beyond the grant period. Michigan Recycling Coalition will perform the following activities; organizing and delivering professional training sessions for materials management, covering topics such as waste reduction, recycling, composting, and more. These training sessions will be conducted annually and will involve contracting services for facilitation, planning events, identifying locations, developing training materials, promoting the events, and evaluating their effectiveness. Additionally, specialized workshops will be held focusing on organics management topics, such as food waste services, compost site operations, and compost use and application. These workshops will also include contracting speakers, planning events, identifying locations, developing materials, promoting events, and offering scholarships for participants from rural and disadvantaged communities. Moreover, the Master Recycler and Master Composter programs will be updated and expanded, involving tasks such as updating training manuals, engaging regional representatives, facilitating train-the-trainer workshops, and providing financial assistance for training delivery. Furthermore, the project will create educational resources and conduct outreach activities aimed at the commercial sector, including developing an educational library, organizing presentations, and promoting the use of educational resources. Throughout these activities, data collection and evaluation will be conducted to measure outcomes, such as changes in recycling rates, contamination levels, and community participation. Finally, efforts will be made to ensure project sustainability and replicability beyond the grant period, including hiring staff, collaborating with partners, and leveraging additional funding opportunities.

The objective of this project is to improve recycling education and outreach, reduce contamination in recycling streams, and increase recycling rates in Michigan communities. This will be achieved through professional training programs, community engagement, and strategic partnerships aimed at enhancing local recycling programs and promoting sustainable materials management practices. Anticipated deliverables from the Michigan Recycling Coalition workplan include professional training sessions on

materials management, specialized workshops on organics management topics, updated Master Recycler and Master Composter programs, an educational library for the commercial sector, and outreach presentations.

Expected outcomes encompass increased knowledge and skills among participants, improved waste management practices, reduced contamination in recycling streams, enhanced community engagement, and the creation of temporary and permanent jobs.

The intended beneficiaries include professionals in the recycling and waste management sectors, community members interested in sustainability and environmental initiatives, businesses seeking to improve their recycling practices, and individuals from rural and disadvantaged communities.

A key component of the project are 50 subawards in the amount of \$7,500 to municipal institutions identified under Deliverable 2 Task 2.2 for work performed by the identified

municipalities as described in Task 2.5 of the Project Narrative. The subaward will only be for fees associated with deliverables identified in task 2.5 and the municipal institutions federally approved indirect cost rate. These costs are reasonable because the compensation will not exceed that received for privately funded work and the indirect cost rate will be approved by the municipal institution's cognizant federal agency.

Administrative Conditions

A. 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-1-2023-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>.

B. Correspondence Condition (updated 06/21/24)

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 and **EPA Grants Specialist**
- MBE/WBE reports (EPA Form 5700-52A): DBE Coordinator, OMS-OGD-MBE_WBE@epa.gov and **EPA Grants Specialist**.
- 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: **EPA Project Officer** and **EPA Grants Specialist**
- Payment requests (if applicable): **EPA Project Officer**
- Quality Assurance documents, workplan revisions, equipment lists, programmatic reports and deliverables: **EPA Project Officer**

C. Prompt Payment

In accordance with Section 2(d) of the Prompt Payment Act (P.L. 97-177), Federal funds may not be used by the recipient for the payment of interest penalties to contractors when bills are paid late nor may interest penalties be used to satisfy cost sharing requirements. Obligations to pay such interest penalties will not be obligations of the United States.

D. Payment to Consultants

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule (formerly GS-18), to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. As of January 1, 2024, the limit is \$735.60 per day and \$91.95 per hour. This rate does not include transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices). Contracts and subcontracts with firms for services which are awarded using the procurement requirements in Subpart D of 2 CFR 200, are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection,

direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See 2 CFR 1500.10.

Programmatic Conditions

Grant Specific Programmatic Terms and Conditions

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, grantees must report the following outputs and outcomes as a result of activities funded with the grant in quarterly performance reports required under 2 CFR 200.329:

Number of outreach campaigns or projects implemented (e.g., public service announcements delivered, informational materials and education and outreach campaigns executed, toolkits for municipal and commercial recycling programs produced, labeling and signs created, etc.).

Total tons of MSW collected, recycled, composted, or managed via other management pathways as a result of the activities funded with the grant, including the percentage change from the baseline and GHG emissions reduced (in MTCO_{2e}).

Percentage change in participation rate of the recycling or composting program.

Reduction of contamination in the recycling stream.

Number of communities reached through outreach activities, including disadvantaged communities (as defined by this solicitation).

Number of temporary or permanent jobs created.

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.

Performance Reports - Frequency

The recipient agrees to submit quarterly performance reports electronically to the EPA Project Officer within 90 days after the annual reporting period ends on May 31 of each project year. The recipient must submit the final performance report no later than 120 calendar days after the end date of the period of performance.

1. If **quarterly or semi-annual** performance reports are required, they are to be submitted electronically to the EPA Project Officer within 30 days after the reporting period (every three). The reporting periods are:

- **Project Year 1.** June 1, 2024 - August 31, 2024; September 1, 2024 - November 31, 2024; December 1, 2024 - February 28, 2025; March 1, 2025 - May 31, 2025.
- **Project Year 2.** June 1, 2025 - August 31, 2025; September 1, 2025 - November 31, 2025; December 1, 2025 - February 28, 2026; March 1, 2026 - May 31, 2026.
- **Project Year 3.** June 1, 2026 - August 31, 2026; September 1, 2026 - November 31, 2026; December 1, 2026 - February 28, 2027; March 1, 2027 - May 31, 2027.

Subaward Performance Reporting

- **Project Year 1.** June 1, 2024 - August 31, 2024; September 1, 2024 - November 31, 2024; December 1, 2024 - February 28, 2025; March 1, 2025 - May 31, 2025.
- **Project Year 2.** June 1, 2025 - August 31, 2025; September 1, 2025 - November 31, 2025; December 1, 2025 - February 28, 2026; March 1, 2026 - May 31, 2026.
- **Project Year 3.** June 1, 2026 - August 31, 2026; September 1, 2026 - November 31, 2026; December 1, 2026 - February 28, 2027; March 1, 2027 - May 31, 2027.

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.

B. 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

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.

C. 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.

D. Geospatial Data Standards

All geospatial data created must be consistent with Federal Geographic Data Committee (FGDC) endorsed standards. Information on these standards may be found at <https://www.fgdc.gov/>.

E. 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

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 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.

1. 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's [Quality Assurance Project Plan \(QAPP\) Standard](#),

iii. Submit the document for EPA review, and

iv. Obtain EPA Quality Assurance Manager or designee (hereafter referred to as QAM) approval.

For Reference:

- [Quality Management Plan \(QMP\) Standard](#) and EPA's [Quality Assurance Project Plan \(QAPP\) Standard](#); 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](#).
- (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. Program Income

In accordance with 2 CFR Part 200.307(e)(2) and 2 CFR 1500.8(b), the recipient is hereby authorized to

retain program income earned during the project period.

The program income shall be used in one of the following ways:

1. Added to funds committed to the project by EPA and used for the purposes and under the conditions of the assistance agreement.

The recipient must provide as part of its Quarterly, Semi-annual or Annual and Final performance report, a description of how program income is being used. Further, a report on the amount of program income earned during the award period must be submitted with the Quarterly, Semi-annual or Annual and Final Federal Financial Report, Standard Form 425.

In accordance with 2 CFR 200.307(b) costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the EPA award. The recipient must retain adequate accounting records to document that any costs deducted from program income comply with regulatory requirements.

I. 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 [Insert Recipient or subrecipient NAME] 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>

J. Paperwork Reduction Act

Notwithstanding any references to collection of information in the recipient's application or proposal for EPA funding, the scope of work for this cooperative agreement does not include a survey or other information collection of identical information from 10 or more parties. No EPA funds (directly paid by EPA or from the recipient's cost share) may be used for the design or administration of such an information collection, and EPA personnel may not participate in such activities. Reasonable costs for analyzing independently collected information and publishing the results of such information collections are allowable to the extent authorized in the EPA approved budget for this agreement.

K. 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) of the institution's determination.

L. Substantial Involvement

EPA will be substantially involved in this agreement. Substantial involvement by the EPA Project Officer, or other EPA personnel designated by the EPA Project Officer, may include:

- 1.) monthly telephone calls and other monitoring,
- 2.) reviewing project phases and providing approval to continue to the next phase,
- 3.) reviewing and commenting on any documents, web content, or other materials developed under this agreement (the recipient will make final decisions on these matters),
- 4.) approving substantive terms included in contracts or subawards (EPA's Project Officer will not suggest, recommend or direct the recipient to select any particular contractor or subrecipient except to the extent permitted in Section 10 of EPA's Subaward Policy).
- 5.) reviewing and commenting on the programmatic progress reports
- 6) Consultation with EPA regarding the selection of key personnel (EPA's involvement is limited to reviewing the technical qualifications of key personnel and the recipient will make the final decisions on selection. EPA's Project Officer will not suggest, recommend or direct the recipient to select any individual).
- 7.) Joint operational involvement, participation, and/or collaboration between EPA and the recipient.
- 8.) As part of EPA's substantial involvement, recipients shall provide EPA's project officer final copies of all outreach materials, education materials, and other documents developed using EPA funded as directed by the project officer for general use under the General Terms and Conditions *Copyrighted Material and Data*.
- 9.) Provide notice of media events to the EPA project officer of scheduled events no less than 7 business days before the scheduled event.

M. National Programmatic Term and Condition for Fellowship, Internship Programs and Similar Programs Supported by EPA Financial Assistance

1. EPA funds for this program may only be used for participant support cost payments, scholarships, tuition remission and other forms of student aid for citizens of the United States, its territories, or possessions, or for individuals lawfully admitted to the United States for permanent residence.
2. The recipient and program participants are responsible for taxes, if any, on payments made to or on behalf of individuals participating in this program that are allowable as participant support costs under 2 CFR 200.1 or [2 CFR 200.456](#) and scholarships and other forms of student aid such as tuition remission under [2 CFR 200.466](#). EPA encourages recipients and program participants to consult their tax advisers, the U.S. Internal Revenue Service, or state and local tax authorities regarding the taxability of stipends, tuition remission and other payments. However, EPA does not provide advice on tax issues relating to these payments.
3. Participant support cost payments, scholarships, and other forms of student aid such as tuition remission are lower tiered covered Nonprocurement transactions for the purposes of [2 CFR 180.300](#) and EPA's Suspension and Debarment Term and Condition. Recipients, therefore, may not make participant

support cost payments to individuals who are excluded from participation in Federal Nonprocurement programs under [2 CFR Part 180](#). Recipients are responsible for checking the eligibility of program participants in the System for Award Management (SAM) or obtaining eligibility certifications from the program participants.

See [EPA Guidance on Participant Support Costs](#).

N. Statutorily Prohibited Uses of Grant Funding

As provided in Section 70402(b)(6) of the Infrastructure Investment and Jobs Act (IIJA), no funds may be awarded under the [REO} grant program for a residential recycling program that—

(A) does not provide for the separate collection of residential solid waste (as defined in section 246.101 of title 40, Code of Federal Regulations (as in effect on the date of enactment of [IIJA])) from recycled material (as defined in that section), unless the funds are used to promote a transition to a system that separately collects recycled materials; or

(B) promotes the establishment of, or conversion to, a residential collection system that does not provide for the separate collection of residential solid waste from recycled material (as those terms are defined under subparagraph (A)).