

**U.S. EPA Great Lakes National Program Office
Intermediary Support for Ecological Protection and Restoration
Projects in the Great Lakes Basin**

Request for Application Packages

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Overview.

Federal Agency Name: U.S. Environmental Protection Agency,
Great Lakes National Program Office (GLNPO)

Funding Opportunity Title: Intermediary Support for Ecological Protection and
Restoration Projects in the Great Lakes Basin

Announcement Type: Request for Application Packages

Federal Opportunity Number: EPA-R5-GL2008-2

Catalog of Federal Domestic Assistance (CFDA) number: 66.469

Dates. A hard copy application package must be received by the Agency Submission Contact (see Section IV.G.2) by 4:30 PM Central Standard Time (CST) May 21, 2008, or by electronic submission through <http://www.grants.gov> (see Section IV.G.1) by 4:30 PM CST May 21, 2008. Application packages must be also submitted to State contacts for the 60-day governmental review process by 4:30 PM CST May 21, 2008 (See Section G). Questions about this Request for Application Packages must be submitted in writing via e-mail and must be received by the Agency General Contact identified in Section IV.H before April 21, 2008. Written responses will be posted on U.S. EPA’s website at: <http://www.epa.gov/grtlakes/fund/2008gsi/2008faq.html>. The expected date of the award decision is June 15, 2008. The expected project start date is October 1, 2008.

Following U.S. EPA’s evaluation of application packages, all Applicants will be notified regarding their status.

Summary. Through this Request for Application Packages, GLNPO seeks to identify an organization to act as grant servicing intermediary with a mission to support a sub-award

program, in coordination with federal agencies, foundations, and corporations, which will implement ecological protection and restoration activities throughout the Great Lakes basin.

Funding/Awards. GLNPO anticipates that a total of approximately \$3,000,000 in federal funds will be awarded incrementally over a five year period. GLNPO anticipates selecting only one Applicant for an award.

Leveraging will be considered as one of the criteria in Section V of this announcement. For informational purposes only: Note that although a match/cost share is not required, the Applicant selected for a similar award in 2003 provided approximately a 50% match/cost share.

Section I. Funding Opportunity Description

A. Background. Between 1992 and 2007, more than \$17 million was awarded by the Great Lakes National Program Office (GLNPO) and leveraged for more than 200 projects to protect, restore, inventory, assess, classify, monitor, and study the ecosystems of the Great Lakes basin. The GLNPO Ecological Protection and Restoration Program awarded assistance agreements for the projects, which were supported by numerous Federal, State, local, Tribal and non-governmental and academic partners. Brief descriptions of each project as well as results from many of the projects have been posted on the GLNPO website at www.epa.gov/glnpo/fund/.

Through this Request for Application Packages, GLNPO seeks to identify an organization to act as grant servicing intermediary with a mission to support a sub-grant program, in coordination with federal agencies, foundations, and corporations, which will implement ecological protection and restoration activities throughout the Great Lakes basin. The intermediary organization must have the following characteristics: ability to craft a request for proposals, manage a proposal review process, dispense awards, general knowledge of historic and current Great Lakes ecological protection and restoration needs and activities, experience in organizational development, demonstrated ability to work with a variety of organizations, history of successful performance as a Federal grant recipient, and ability to leverage additional resources.

Links to federal grant information are provided at the U.S. EPA GLNPO home page at: <http://epa.gov/greatlakes/fund/glf.html>.

B. Eligible Use of Funds. GLNPO seeks to award a cooperative agreement to fund an intermediary organization under Section 104b(3) of the Clean Water Act to make sub-awards (pursuant to Sub-award policy, Section 01) to state and local governments, interstate agencies or commissions, non-profit organizations, and academic institutions engaged in ecological protection and restoration activities. Sub-awards will be distributed and administrated by the intermediary organization and will support investigations, experiments, demonstrations, surveys, studies, training, and research (as allowed by Section 104b(3) of the Clean Water Act) that work towards the protection and restoration of the Great Lakes Ecosystem.

These activities relate generally to the gathering or transferring of information or advancing the state of knowledge of the Great Lakes Ecosystem. For investigations or demonstrations, activities must advance the state of knowledge or transfer of information. The statutory term "demonstration" can encompass the first instance of the application of a protection or restoration technique, or an innovative application of a previously used technique. The term "experiments" may include the application of a new method of protection and restoration that will include monitoring the success and progress of the method and sharing the knowledge with others.

C. U.S. EPA Strategic Plan Linkage. The intermediary organization selected and sub-awards it makes under this Request for Application Packages will advance protection

and restoration of the Great Lakes ecosystem in support of (i) Goal 4 (Healthy Communities and Ecosystems), Objective 3 (Ecosystems), Sub-objective 3 (Improve the Health of Great Lakes Ecosystems) of U.S. EPA's Strategic Plan (see <http://www.epa.gov/ocfo/plan/plan.htm>) and (ii) Clean Water Act §118 calling for the achievement of the goals in the Great Lakes Water Quality Agreement, the principal goal of that Agreement being the restoration and maintenance of the chemical, physical, and biological integrity of the Great Lakes basin.

D. Expected Outputs and Outcomes. GLNPO will enter into a cooperative agreement with the selected intermediary organization that will produce the following outputs and outcomes.

Outputs. The outputs of this project may include, but are not limited to:

- Write and advertise a request for proposals each year;
- Conduct an administrative review of applications;
- Coordinate federal, state, tribal and other funder review of proposals;
- Coordinate input from the reviews and seek agreement on funding priorities among participating funders;
- Seek additional supplemental funding from federal agencies;
- Seek additional contributions from foundations and corporations;
- Award and oversee sub-grants;
- Monitor sub-grants for completion of projects; and,
- Report on results and lessons learned.

Outcomes. The expected outcomes under this Request for Application Packages are appropriate for USEPA's Great Lakes National Program Office and will support protection and restoration of the chemical, physical, and biological integrity of the Great Lakes basin. Awards pursuant to the Request for Application Packages are expected to result in the following outcomes:

- Increased cooperation among federal and other organizations to fund Great Lakes Regional Collaboration ecological protection and restoration projects.
- Enhanced understanding of new and innovative ecological protection and restoration science and tools and techniques.
- Enhanced protection and restoration of the chemical, physical, and biological integrity of the Great Lakes basin.

Section II: Award Information

A. Funding/Awards. GLNPO anticipates that a total of approximately \$3,000,000 in federal funds will be awarded incrementally over a five year period. GLNPO anticipates selecting only one Applicant for an award.

Leveraging will be considered as one of the criteria in Section V of this announcement. For informational purposes only: Note that although a match/cost share is not required, the Applicant selected for a similar award in 2003 provided approximately a 50% match/cost share.

B. Funding Type. The successful Applicant will be issued a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. U.S. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. U.S. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 31.36(g), review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. U.S. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient. U.S. EPA reserves the right to reject all proposals and make no awards.

C. Partial Funding. In appropriate circumstances, U.S. EPA reserves the right to partially fund an application package by funding discrete portions or phases of the proposed project. If U.S. EPA decides to partially fund an application package, it will do so in a manner that does not prejudice any Applicants or affect the basis upon which the application package or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

Section III: Eligibility Information

A. Applicant Eligibility (CFDA 66.469). State water pollution control agencies, interstate agencies, other public or nonprofit private agencies, institutions, and organizations for the purposes stated in Section 104 (a)(1) of the Clean Water Act, 33 U.S.C. Section 1254(a)(1) are eligible to apply. "For profit" organizations are not eligible. Colleges and universities which are subject to 40 CFR 30 or 31 are eligible. For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy.

“Non-profit organization,” as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Threshold Requirements. The following requirements, if not met by the time of application package is submitted, will result in elimination of the application package from consideration for funding. Only application packages that meet all of these threshold requirements will be evaluated against the evaluation criteria in Section V of this Request for Application Packages. Applicants deemed ineligible for funding consideration as a result of the threshold requirement review will be notified within 15 calendar days of the ineligibility determination. The threshold requirements are:

- Application packages must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement.
- Application packages must be received by the U.S. EPA or through <<http://www.grants.gov>> on or before the closing date published in Section IV.G of this announcement.
- Non-profit status Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3), however, the Applicant must present a letter of incorporation or other documentation demonstrating its non-profit or not-for-profit status.

Section IV: Application and Submission Information. This section contains the following information:

- A. How to obtain an application package.
- B. Content and application submission.
- C. Project narrative requirements.
- D. History of past performance
- E. Programmatic capability
- F. Description of public participation
- G. Requirements for submitting an application package
- H. Application assistance and communication
- I. Confidential business information
- J. Evaluation of sub-grantees and contractors

A. How to obtain an application package. Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from U.S. EPA's Grants and Debarment website by visiting: http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. Content and Application Submission. An application package, regardless the mode of submission, must include the following:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. U.S. EPA Key Contacts Form 5700-54
4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form (SF-LLL)
6. EPA Form 4700-4 – Pre-award Compliance Review Report
7. Project Narrative (description of work to be performed under the cooperative agreement) as described in C below.
8. Budget Narrative Attachment Form (Budget Detail) as described below.
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable.

There is no page limit for the Project Narrative component of the application package. Our experience is that applicants can generally provide sufficient information in six pages or less, including the cover page. Materials or attachments other than the single file containing your Project Narrative will not be reviewed or considered. A Project Narrative should be formatted for 8 1/2" x 11" paper. Do not include more than one Project Narrative in any file. Please do not zip the file, because we will not be able to open it and we will not consider it.

C. Project Narrative Requirements

1. **Cover Page:** We request that the cover page consist of no more than one side of one page and include:
 - a) **Name of Project.** (Please limit to 60 characters; U.S. EPA reserves the right to change the name for its administrative convenience.)
 - b) **Point of contact/s** (Individual and Organization Name. Business Address; Phone Number; Fax Number; E-mail Address; and, if the organization has one, DUNS number.)
 - c) **Type of Organization.** Choose from: State; Interstate Agency or Commission; Sub-state or special purpose district; County; Municipality; Federal Agency; College or University; Tribal Organization; Federally funded research and development center; or Other.
 - d) **Proposed funding request.** The dollar amount requested from U.S. EPA.
 - e) **Leveraging.** Identify leveraged (or voluntary matching funds) and the ratio of leveraged vs. requested funds.

2. **Brief project description (abstract).** Summarize the project in a manner understandable to the public. Include environmental KEY TERMS that could be used as search terms (e.g., water quality, toxins, mercury, etc.). Do not use acronyms. Should a project be selected and a cooperative agreement awarded, this description may be posted to the U.S. EPA web which has a 595 character limit to this field; U.S. EPA reserves the right to make unilateral changes to conform to posting requirements.

3. **Detailed Description of Proposed Work.** Though not a requirement, it is suggested that the detailed description be not more than six pages. Maps, charts or photographs may be included, but must be included in the document and cannot be submitted as separate attachments. Clearly describe the proposed work, including the following:
 - a) Grant servicing intermediary sub-award process project lead and management team (describe the members, their specialties, and what part of the sub-award program for which they will be responsible). Attach resumes and/or curricula vitae.
 - b) Proposed sub-award process including the time line for awards and procedures for announcement of sub-award selection.
 - c) Reporting mechanisms that would be used to track and report on the progress of the sub-awards, including interim and final reports, budget tracking, and quality assurance plans for projects with data collection.
 - d) Existing or proposed quality system documentation that addresses the applicant and the review and approval of quality assurance project plans for sub-awards which will need to be in place before sub-awards are made.
 - e) Applicant's experience with Great Lakes ecological protection and restoration needs, research, and projects.
 - f) How the proposed work fits with the applicant's mission.

- g) Federal grant, accounting, and peer review procedures.
4. **Budget Narrative/Detail.** Provide a detailed description of the proposed budget. The following costs must be addressed in the narrative:
- a) **Personnel/Salaries.** Identify each type of staff position by job title and the number of employees in each type of staff position. Enter the annual salary for each type of staff position, percentage of time assigned to the project, and total cost for the budget period. Do not include costs of consultants or personnel costs of sub-grantees or subcontractors.
 - b) **Fringe Benefits.** Enter the total cost of fringe benefits unless treated as part of an approved indirect cost rate. Provide break-down of amounts and percentages that comprised fringe benefit costs, such as health insurance, F.I.C.A., retirement insurance, etc.
 - c) **Travel.** Identify the number and purpose of trips for program activities; e.g., inspection, monitoring, enforcement, etc., and administrative activities; e.g., attendance at specific conferences, meetings, training, etc. Specify the cost for each activity and the basis for determining the cost. For example, list the number of trips and average cost per trip based on last year's data or specify the location, duration and estimated cost of attending an annual conference, based on air fare and applicant per diem rates. Enter the total cost for travel.
 - d) **Equipment.** Identify each item of equipment to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. An applicant may use its own definition of equipment provided that such definition would at least include all equipment defined above. Enter individual, as well as total, cost for equipment.
 - e) **Supplies.** List all tangible personal property other than "equipment" as defined above. The budget detail should be as descriptive as possible. Categories of supplies to be procured, e.g., laboratory supplies or office supplies, are acceptable, are acceptable if items cannot be reasonably separated. Enter individual, as well as total, cost of supplies.
 - f) **Contract costs.** Identify each proposed contract and specify its purpose, nature, period of performance and estimated cost. Do not include procurement contracts which are reflected in other object class categories such as equipment, supplies, etc. If funds allocated to this object class category include proposed expenditures not usually categorized as services to be procured at the market place, explanatory footnotes must be included. Enter total cost for contracts.
 - g) **Other Costs.** List each item of cost in sufficient detail for U.S. EPA to determine its reasonableness and whether it is allowed. Such costs, where applicable, may include, but are not limited to, insurance, space rental, equipment rental, printing, publication, computer use, training fees, utilities, telephone, and any cost an applicant customarily identifies as other cost. Enter individual, as well as total, cost for other.

- h) **Total Direct Charges.**
- i) **Indirect Charges.** Enter the total amount of indirect costs. (If indirect charges are budgeted, you will indicate the approved rate and its base on line 22 of section F when you submit your SF 424A. At that time, the organization must also provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate.
- j) **Total Cost.** Indicate overall figure of all direct and indirect costs.
- k) **Management Fees.** When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with U.S. EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under U.S. EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

5. **Project Goals/Outcomes/Benefits.** Specify the quantitative and qualitative outcomes of the project, including what measurements you will use and how you will measure and evaluate the results of your project to prove that you have achieved those outcomes. Pursuant to U.S. EPA Order 5700.7 <http://www.epa.gov/ogd/grants/award/5700.7.pdf> on environmental results, "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Project outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. The Applicant must address the outcomes described in Section I, as follows:

- a) **Project Benefits/Outputs.** Specify the estimated quantifiable environmental and economic outputs of the project. Pursuant to U.S. EPA Order 5700.7 < <http://www.epa.gov/ogd/grants/award/5700.7.pdf> > on environmental results, "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Project outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. The applicant must address the outputs described in Section I.D.
- b) **Project Eligibility.** Identify how the project will conduct and promote the coordination and acceleration of, research, investigations, experiments,

training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of pollution.

- c) **Great Lakes Ecosystem Implications.** Describe the issue that will be addressed and its relevance to the Great Lakes, particularly to needs and priorities in Sub-objective 4.3.3 (Improve the Health of Great Lakes Ecosystems) of U.S. EPA's Strategic Plan and to the Great Lakes Regional Collaboration Strategy (see <http://www.epa.gov/glnpo/collaboration/strategy.html> >).
- d) **Measuring Progress.** Describe your plan for measuring progress toward achieving the expected project outcomes and outputs.
- e) **Project Tasks/Schedule.** Outline the steps to be taken and the significant milestones to be achieved to complete the project as well as the estimated schedule of these achievements with dates. Include the date by which U.S. EPA would receive a final report on the project. This section should also include a discussion of a communication plan for distributing the project results to interested parties.

D. Past Performance. Submit a list of Federally funded assistance agreements performed within the last three years for which the proposed principal investigator (PI) was involved as a manager or principal investigator (identify no more than five agreements, and preferably U.S. EPA agreements—if there are more than five, include only the most recent five) and describe how the proposed PI documented and/or reported on progress towards achieving the expected results under those agreements. If progress was not being made, indicate how the proposed PI reported and/or documented on that lack of progress and whether the reasons for not making progress were adequately documented. In evaluating Applicants under this factor, U.S. EPA will consider the information provided by the Applicant and may also consider relevant information from other sources, including information from U.S. EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If there is no relevant or available past performance reporting history, please indicate this in the application package, and a neutral score will be given for this factor under Section V.A.

E. Programmatic Capability. Submit a list of federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five and preferably U.S. EPA agreements). If there are more than five, include the most recent five and describe (i) how the applicant was technically able to successfully carry out the proposed projects and (ii) the applicant's history of meeting the reporting requirements and submitting acceptable final technical reports and closeout documentation under these agreements. In evaluating Applicants under this factor, U.S. EPA will consider the information provided by the Applicant and may also consider other relevant information from other sources, including information from U.S. EPA files and from current and prior Federal agency grantors (e.g., to verify

and/or supplement the information provided by the applicant). If there is no relevant or available past performance and/or reporting history, please indicate this in the application package, and a neutral score will be given for these factors.

In addition, provide information on (i) your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, (ii) your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project, and (iii) for projects involving use or collection of environmental data, whether the applicant complies with current American National Standard Specifications and Guidelines for Quality Systems for Environmental Data Collection and Environmental Technology Programs, ANSI/ASQC E4-1994.

F. Description of Public Participation. Describe plans and status of collaboration amongst the public, private, and independent sectors. If the applicant or others are expected to contribute to the Project, then list the Name(s) of providers, amounts provided, and commitments made by each. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares.

Other Federal grants may not be used as matches or cost shares without specific statutory authority. Describe how the Applicant will obtain the leveraged resources and what role the requested funding will play in the overall project. Note: Applicants should also ensure that their application packages include any additional information, to the extent not identified above. Applicants should also ensure that their application package includes all information requested in the topic description.

G. Requirements for Submitting an Application Package. Applicants may choose to submit application packages either in hard copy (paper) format or through <<http://www.grants.gov>> with an electronic signature. Instructions for both methods are detailed below. Please use only one method. Hard copy application packages must be received by the Agency Submission Contact Lawrence Brail (see Section IV.G.2) by May 21, 2008 at 4:30 PM CST or by May 21, 2008 at 4:30 PM CST for electronic format. Application packages must also be submitted to State contacts pursuant to the Executive Order 12373 (see <http://www.whitehouse.gov/omb/grants/spoc.html>) for the 60-day governmental review process by 4:30 PM Central Standard Time (CST) May 21, 2008.

1. Instructions for Grants.gov Submissions

General Application Instructions. The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <<http://www.grants.gov>> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an

Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the viewer.

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA- R5-GL2008-2, or the CFDA number that applies to the announcement (CFDA 66.469), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <<http://www.grants.gov>> (to find the synopsis page, go to <<http://www.grants.gov>> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find U.S. EPA opportunities).

Application Submission Deadline. Your organization’s Authorized Organization Representative must submit your complete application electronically to U.S. EPA through Grants.gov <<http://www.grants.gov>> no later than May 21, 2008, at 4:30 PM CST.

Application Materials.

- a) **Standard Form (SF) 424, Application for Federal Assistance.**
Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- b) **SF-424A, Budget Information for Non-Construction Programs.**
Complete the form. There are no attachments. The total amount of federal funding requested for the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)
- c) **SF-424B, Assurances for Non-Construction Programs.** Complete the form. There are no attachments.
- d) **Grants.gov Lobbying Form—Certification Regarding Lobbying.**
Complete the form. There are no attachments.

- e) **EPA Form 5700-54, Key Contacts Form.** Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. See Section IV.B-E and Section V.A and B below for more details.
- f) **EPA Form 4700-4, Pre-Award Compliance Review Report.** Complete the form. There are no attachments.
- g) **Project Narrative** (as described above in Section IV.C)
- h) **Budget Narrative Attachment Form—Detailed Itemized Budget**
Prepare the Detailed Itemized Budget as described in Section IV.E and attach is by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.”
- i) **SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying).** Complete the form if your organization is involved in lobbying activities.
- j) **Other Attachments Form—Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget).** Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. See Section IV.B-E and Section V.A and B below for more details. You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.
- k) **Other Attachments Form—Biographical Sketches for the Project Manager(s).** Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

Application Preparation and Submission Instructions.

Documents 1 through 6 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For documents 7 and 8, you will need to attach electronic files. Prepare your Project narrative as described in Section IV.C and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your project narrative to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your project narrative (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.” Follow the same general procedures for attaching document 8—the Detailed Itemized Budget—using the “Budget Narrative Attachment Form.”

Documents 9 through 11 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9—SF-LLL, Disclosure of Lobbying Activities—if your organization is involved in lobbying activities. You are required to submit document 10—Negotiated Indirect Cost Rate Agreement—if you have included any indirect costs in your proposed budget. You must submit document 11—Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08—Assoc Prog Supp—1st Submission” or “Applicant Name—FY 08 Assoc Prog Supp—Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name—FY08 Assoc Prog Supp—2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>, or Agency Submission Contact (Lawrence Brail, 312-886-7474, brail.lawrence@epa.gov).

An Application Package submitted through grants.gov will be time/date stamped electronically. An Application Package received after the due date and time will not be evaluated or considered for funding.

If you have not received a confirmation of receipt from U.S. EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Agency Submission Contact Lawrence Brail at 312-886-7474 or brail.lawrence@epa.gov. Failure to do so may result in your application not being reviewed.

Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on grants.gov and are also available at <<http://www.epa.gov/grtlakes/fund/2008-1rfa02.html>>

If you have any technical difficulties while applying electronically, please refer to <<http://www.grants.gov/Customersupport>> or contact Agency Submission Contact Lawrence Brail at 312-886-7474, brail.lawrence@epa.gov.

Download materials needed for the Application Package from.

<http://www.epa.gov/grtlakes/fund/appforms.html>. Follow all instructions on each of the required forms included in an Application Package.

2. Instructions for hard copy submissions. Mail an original and two copies of the application package as described above in Section IV.B by paper and disk or thumb drive to the Agency Submission Contact:

Lawrence Brail
U.S. Environmental Protection Agency
Great Lakes National Program Office
77 W. Jackson, G-17J
Chicago, IL 60604
312-886-7474
Fax: 312-353-2018
brail.lawrence@epa.gov

Application Submission Deadline. A hard copy application package must be received by the above Agency Submission Contact by 4:30 PM CST, May 21, 2008

H. Application Assistance and Communications. In accordance with U.S. EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), U.S. EPA staff will not meet with individual Applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. An Applicant is responsible for the contents of his application package. However, consistent with the provisions in the Request for Application Packages, U.S. EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application package, and requests for clarification about the Request for Application Packages. Questions must be submitted in writing via e-mail to Agency General Contact Michael Russ (russ.michael@epa.gov) and must be received before April 21, 2008. Written responses will be posted on U.S. EPA's website at: <http://www.epa.gov/grtlakes/fund/2008gsi/2008faq.html>.

I. Confidential Business Information. In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. U.S. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications they claim as confidential. If no claim of confidentiality is made, U.S. EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

J. Contracts and Sub-awards.

a. Can funding be used for the applicant to make sub-awards, acquire contract services, or fund partnerships?

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

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient

complies with applicable requirements for sub-awards or sub-grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify sub-awardees/sub-grantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee/sub-grantee, contractor, or consultant in the proposal/application U.S. EPA selects for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a sub-award/sub-grant as the funding mechanism.

b. How will an applicant's proposed sub-awardees/sub-grantees and contractors be considered during the evaluation process described in Section V of the announcement?

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

(i) An applicant's named sub-awardees/sub-grantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use sub-awards/sub-grants to obtain commercial services or products from for profit firms or individual consultants.

(ii) An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an

applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. U.S. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

U.S. EPA will not consider the qualifications, experience, and expertise of named sub-awardees/sub-grantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

Section V. Application Review Information.

A. Evaluation Criteria. Only those Applicants who meet the threshold requirements listed in Section III.B will be evaluated based on the criteria below (*100 total point scale*). Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed in the application. The maximum points for each element are indicated below.

- Extent and quality to which the application package describes the Applicant's success in achieving the expected project outcomes and outputs identified in Section I, including how outcomes will be tracked and measured. *Maximum score: 15 points.*
- History of successful performance as a Federal grant recipient, including knowledge of Federal assistance agreement regulations, quality assurance procedures, and project tracking; demonstrated technical ability to successfully complete and manage the proposed project, including past performance in successfully completing and managing assistance agreements; history of meeting reporting requirements; and, past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs under Federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years. *Maximum score: 15 points total.* Under this criterion, Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the:
 - (i) Applicant's past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope, and relevance to the proposed project performed within the last three years. (*5 points*)
 - (ii) Applicant's history of meeting reporting requirements under federally and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope, and relevance to the proposed project performed within the last three years and submitting acceptable final technical reports under those agreements. (*5 points*)
 - (iii) Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) under Federal and/or non-Federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (*5 points*)

Note: In evaluating applicants under this factor, U.S. EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including Agency files and prior/current grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance and/or reporting history will receive a neutral score for each of these factors (i.e., 2.5 points).

- Demonstrated ability to write and advertise a request for application packages, and conduct an administrative review of applications. **Maximum score: 15 points.** Under this criterion, proposals will be evaluated based on the extent and quality to which the project approach demonstrates the Applicant's ability to:
 - Prepare and advertise a Request for Proposals, establish criteria for evaluating and selecting sub-grantee proposals for protection and restoration projects that: 1) include a variety of partners; 2) incorporate ecological benefits; 3) be part of a watershed or community-based plan; and 4) demonstrate on-the ground protection and restoration. *Maximum score: 6 points*
 - Oversee and monitor sub-grantees for completion of protection and restoration projects. *Maximum score: 3 points*
 - Provide technical support to sub-grantees for completion of protection and restoration projects. *Maximum score: 3 points*
 - Qualitatively and quantitatively measure and report on the environmental results of the protection and restoration projects accomplished through the sub-grants. *Maximum score: 3 points*

- Demonstrated ability to coordinate application package review input from federal, state, and tribal reviewers and seek agreement on funding priorities. **Maximum score: 15 points.**

- Leveraging. **Maximum score: 10 points.** Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of U.S. EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that U.S. EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the U.S. EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If U.S. EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving U.S. EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g.

HUD's Community Development Block Grants). Any form of proposed leveraging that is evaluated under a Section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role U.S. EPA funding will play in the overall project.

- Demonstrated ability to award sub-awards and monitor sub-awards for completion of projects and report on results and lessons learned. **Maximum score: 10 points.**
- General knowledge of current and historic Great Lakes ecological protection and restoration activities. **Maximum score: 10 points.**
- Experience in organizational development. **Maximum score: 10 points.**

B. Review and selection process. Staff from the Great Lakes National Program Office (GLNPO) shall first determine whether an application package meets the eligibility factors in Section III.A and B. Application packages that meet all of the eligibility factors identified in Section III.A and B will be evaluated by GLNPO staff based on the evaluation criteria stated in Section V.A. The application packages will be ranked and funding recommendations made to the Director of GLNPO, who will make the final selection.

C. Conflict of Interest. Reviewers will be required to sign a disclosure of conflict of interest form and will be removed from review of application packages where an actual or potential conflict of interest (that cannot be mitigated) exists.

Section VI. Award Administration Information

A. Notification. GLNPO will confirm application package submission receipt within one week of the due date. Contact Agency Submission Contact Lawrence Brail at 312-886-7474 or brail.lawrence@epa.gov if you do not receive a confirmation. GLNPO will contact all Applicants to tell them whether or not they have been selected for an award.

B. Pre-award Review for Administrative Capability. Non-profit Applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with paragraphs 8.b, 8.c, and 9.d of U.S. EPA Order 5700.8 (see http://www.epa.gov/ogd/grants/award/5700_8.pdf).

C. Issuance of Awards. U.S. EPA reserves the right to negotiate appropriate changes in projects (that do not affect the integrity of the competition or basis of the evaluation/selection) before making final decisions and awards and reserves the right to reject all applications and make no awards.

D. Administrative and Reporting Requirements. The successful Applicant will be required to adhere to the Federal grants requirements, particularly those found in applicable Office of Management and Budget (OMB) circulars on Cost Principles (A-21, A-87, or A-122), Administrative Requirements (A-102 or 110), and Audit Requirements (A-133) available from <http://www.whitehouse.gov/omb/grants/>. This includes government-wide requirements pertaining to accounting standards, lobbying, minority or woman business enterprise, publication, meetings, construction, and disposition of property. U.S. EPA regulations governing assistance programs and recipients are codified in Title 40 of the Code of Federal Regulations. Those requirements, GLNPO-specific requirements currently in effect, and the application materials that will be needed by applicants ultimately selected in this process can be found at <http://www.epa.gov/grtlakes/fund/projreqs.html> > and <http://www.epa.gov/grtlakes/fund/appforms.html> >. Applicants should also consider the Federal requirement that projects involving data use or collection require an approved Quality Assurance Project Plan prior to commencing environmental data collection.

E. Dispute Resolution Provision. Assistance agreement competition-related disputes involving any applicant, including Federal applicants, will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm> >.

Copies of these procedures may also be requested by contacting Agency Submission Contact Lawrence Brail at 312-886-7474 or brail.lawrence@epa.gov.

Section VII. Agency Contacts

GLNPO contacts may provide appropriate assistance to help potential Applicants determine whether the Applicant itself or the Applicant's proposed project is eligible for funding and to respond to requests for clarification of the announcement. Potential Applicants are solely responsible for the content of their submission. The following contacts are also available to assist with these questions:

General Contact:

Michael Russ
U.S. Environmental Protection Agency
Great Lakes National Program Office
77 W. Jackson, G-17J
Chicago, IL 60604
312-886-4013
Fax: 312-353-2018
russ.michael@epa.gov

Submission Contact:

Lawrence Brail
U.S. Environmental Protection Agency
Great Lakes National Program Office
77 W. Jackson, G-17J
Chicago, IL 60604
312-886-7474
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brail.lawrence@epa.gov