

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** Implementation of Energy-Efficient Standards and Labeling Programs in Developing Countries

**ACTION:** Request for Proposals (RFP)

**RFP NO:** EPA-OAR-CCD-06-06

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date for receipt of proposals is **June 16, 2006, 4:00 p.m. EST**. All proposals, however transmitted, must be received in the Program Office or thru grants.gov by the closing date and time to receive consideration. No late proposals will be accepted.

Final applications will be accepted, only, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of "Intent to Apply" by May 19, 2006. Submission of Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

**SUMMARY:** This notice announces the availability of funds and solicits proposals to support effective energy-efficiency standards and labeling programs in developing countries.

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is approximately \$200,000-\$500,000. EPA anticipates award of one (1) cooperative agreement resulting from this announcement, subject to availability of funds and the quality of applications received.

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## **Section I - Funding Opportunity Description.**

### **A. Background**

In developing countries, improving energy efficiency before increasing national energy supplies is generally an economically efficient national strategy. As standards of living rise in developing countries, energy usage increases as more people can afford to buy household appliances, such as refrigerators, air conditioners, televisions, computers, clothes washers, and other appliances. These appliances assist the public by decreasing the physical labor of daily household chores and by providing entertainment and educational opportunities that would not be possible or as accessible without households and businesses attached to the electrical grid. It is projected that in the year 2020, 31% of energy use in developing countries is expected to occur in residential and commercial buildings. One cost-effective way to reduce energy inefficiency in this sector is the development and implementation of energy-efficiency standards and labels for appliances, lighting, and other products.

Standards and labeling (S&L) programs in the United States and other industrialized countries have demonstrated that consumers, the public and businesses, will invest in energy efficiency when they have the right information on cost-effective choices for their homes and businesses. These cost-effective choices help individuals and businesses to protect the environment through energy efficiency. Well-designed, mandatory energy-efficiency standards remove inefficient products from the marketplace, increasing the overall economic welfare of most consumers by decreasing household and business energy costs, without seriously limiting their choice of products. Well-designed and placed energy labels increase the market share of high quality energy-efficient products by enabling consumers to make informed choices about the products they buy and to manage their energy bills. Well-designed labeling and standards programs increase energy efficiency, thereby slowing growth in energy supply needs, and reducing greenhouse gas (GHGs) emissions and other environmental impacts in developing countries. This is especially true where these programs are combined with energy-efficiency policies, incentives, education and other components that reinforce each other and lead to transformation of the markets for key energy-using products.

USEPA is an international leader in the development of S&L programs through the ENERGY STAR® program ([www.energystar.gov](http://www.energystar.gov)). The International Capacity Building Branch's goal is to expand the availability of energy-efficient appliances, lighting fixtures, and other products that will make these products more cost-efficient for people in developing countries and also slow down the need for building additional power generation. Drawing on the expertise of ENERGY STAR®, the International Capacity Building Branch (ICBB), within the Office of Air and Radiation, works with international partners to encourage development, implementation and expansion of effective endorsement labeling in developing countries as the public's standard of living continues to rise resulting in more demand for appliances. The ICBB also works to promote a comprehensive approach to product energy efficiency, including: both voluntary and mandatory labels, standards and other related programs such as government procurement, consumer education, and financial incentives in coordinated, mutually reinforcing ways to transform markets for key energy-consuming products.

ICBB programs are coordinated with other international and regional organizations to increase their effectiveness and to reach more people in targeted countries and expand the impact of ICBB work to other peoples as well. Initially, the focus of these programs has been on technical assistance and capacity building to assist EPA's key developing country partners – notably China and India – in establishing or enhancing effective programs of energy-efficiency labeling and mandatory minimum standards. Over the past several years, considerable success has been achieved and experience gained in partner countries as citizens have been given greater opportunity to buy energy efficient products. Additionally, the consuming public has also been given opportunities to participate in product label development and design so that energy efficiency labels reflect the tastes of the specific country market. These partnerships are continuing.

In the next phase of ICBB's program, greater emphasis will be placed on technical support for regional projects to ensure that the experience, lessons learned and technical resources developed in individual country programs are incorporated to improve the effectiveness of emerging regional programs to promote S&L and market transformation replication on a wholesale basis to reach more people. A major focus will be to ensure that content on endorsement labeling is prominently included in standard approaches and menus of tools being offered to and implemented by participating countries.

Through this agreement, ICBB seeks to provide technical expertise, information, tools and training targeted to improve the effectiveness of larger programs, notable those supported or under consideration by the Global Environment Facility (GEF). These larger programs, such as the GEF, can disseminate lessons learned of the S&L programs, information, materials, and training and impact directly more people in a greater number of developing countries.

## **B. Scope of Work**

This solicitation seeks to support a proposal from eligible entities to work with developing countries to expand the availability of energy-efficient appliances, lighting and other products to people in these countries. The applicant must be able to build on existing bodies of technical information and experience to quickly support design and implementation of new projects, especially regional projects, to expand such programs to a larger set of developing countries so that the public will benefit quickly from these energy efficiency measures. An applicant who is not intimately familiar with the existing programs, lessons learned, and results of earlier related projects will not have the necessary background or resources to keep the project moving ahead on schedule.

This solicitation seeks eligible entities that will work in the following areas:

- 1) Train in the development and of energy-efficient standards and labels for appliances and other products for people in targeted countries;
- 2) Enhance institutional capacity of partners through training and outreach for implementing standards and labeling programs so that people in targeted countries can tailor programs to specific country needs; and

- 3) Develop and promote related programs, e.g., governmental procurement policies, incentives, that can enhance the market transformation impact of standards and labeling programs.

Applicants should also have experience managing internet-based technology information systems, and coordinating energy-efficiency projects and programs with international organizations. This experience will be instrumental in expanding the impact of the work done in targeted countries to a world-wide audience and spread the lessons learned to other people in developing countries.

The standards and labeling efforts the Agency intends to support may include:

- 1) Targeted technical support and advice to improve the quality of S&L programs individually or regionally and in expanding S&L programs to new countries or regions, including:
  - a. assessment of data needs; screening and selecting products; calculation of expected impacts of program implementation on targeted populations;
  - b. evaluation, enhancement and development of testing capabilities;
  - c. development of technical specifications for both standards and labels, and design of labels to communicate effectively to consumers so that they buy more energy-efficient, products that are more cost-effective;
  - d. establishment of compliance programs, (including certification, monitoring, and compliance) as well as measurement of effectiveness of S&L programs;
  - e. development and implementation of public education campaigns to inform consumers about the meaning and use of labels in their product acquisition decision-making process; and
  - f. establishment of state or national government procurement policies and other programs to promote market penetration of energy-efficient products.
- 2) Support of a central standards and labeling website to serve as a source of:
  - a. updated information on programs in countries and regions worldwide, including points of contact;
  - b. tools, guidebooks, case studies, and other materials to support implementation of S&L programs; and
  - c. easy access to information for people in both targeted countries and other developing countries.
- 3) Development of improved and simplified tools, data bases, training materials and other technical materials that can encourage rapid replication of successful experiences in country and regional programs.
- 4) Work with international and regional organizations, i.e., the Global Environmental Facility (GEF), to promote all S&L approaches, including endorsement labeling.

## C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

### 1. Linkage to EPA Strategic Plan.

Tasks under this agreement support the EPA Strategic Plan's Goal 1: Clean Air and Global Climate Change. Objective: 1.5 Reduce Greenhouse Gas Intensity

One of ICBB's goals is to demonstrate to developing country decision-makers that GHG reduction strategies can be integrated into the cost-effective achievement of other environmental, economic and social objectives. As the need for energy expands in developing countries, effective programs on energy-efficiency standards and labeling are among the most cost-effective approaches available for developing countries to reduce energy use in residential and commercial buildings and slow the building of additional power generation.

**2. Outputs:** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected *outputs* from the project to be funded under this announcement may include but are not limited to the following:, and

- Technical support for successful implementation of information label and endorsement labeling programs and product market transformation in China, India and other countries;
- Technical support, training and tools to ensure that regional GEF S&L projects underway or planned (e.g. Andean, Cono Sur, Arab States, Asia, Central America) are well-designed, effective and include an endorsement labeling component within an effective overall market transformation framework;
- A website and body of technical information and tools that serve as a major international focal point and source of technical assistance to GEF and other S&L projects.

**3. Outcomes:** The term "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. 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.

Examples of environmental outcomes from the project to be funded under this announcement may include but are not limited to the following:

- The widespread development of capacity and application of standards and labeling programs in developing countries that reduce GHG emissions and address other sustainable development needs;
- Expanded/accelerated implementation of effective endorsement labeling, drawing on the lessons of ENERGY STAR®;

- Coordinated programs including endorsement labeling with Minimum Energy Performance Standards (MEPS), other government programs such as labeling procurement, incentives, leading to major increases in markets for efficient products and related GHG emissions reductions.

#### **D. Supplementary Information.**

The statutory authorities for this action are the Clean Air Act, Section 103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the prevention and control of air pollution; and the National Environmental Policy Act, Section 102(2)(F). To that end, this agreement will assist the governments and technical partners in developing countries to establish and/or improve the design, implementation and enforcement of mandatory minimum energy efficiency standards and information labeling (S&L) policies and programs for appliances, equipment and lighting products to improve the standard of living of people. This agreement will also support efforts to disseminate information, tools and case studies to a wide range of interested developing countries and stakeholders through a website, and to maintain connection of this web-based information with other international programs that promote greenhouse gas reductions, promote environmental protection, and improve the quality of life of people in both targeted and other developing countries.

#### **Section II - Award Information.**

##### **A. What is the amount of funding available?**

The total estimated funding available under this competitive opportunity is approximately \$200,000- \$500,000 subject to the availability of funds and quality of applications received.

##### **B. How many agreements will EPA award in this competition?**

EPA anticipates award of one (1) cooperative agreement resulting from this announcement with an estimated value of between \$30,000 to \$150,000 per year. However, under this announcement, EPA reserves the right to make no awards, multiple awards, or partial awards, subject to the availability of funds, and the quality of proposals submitted. If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process. In addition, EPA reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than 4 months after the original selection decisions.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the

anticipated substantial Federal involvement for this project may be:

1. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work;
3. approving substantive terms of proposed contracts;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and,
5. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

**C. What is the project period for awards resulting from this solicitation?**

The estimated project period for awards resulting from this solicitation is October 1, 2006 through September 30, 2009. All projects must be completed within the negotiated project performance period of 36 months.

**D. Are matching funds required?**

No.

**E. Can funding be used to acquire services or fund other partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with universities and non-profit organizations. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of "subaward" at 40 CFR 30.2(ff) or "subgrant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

### **Section III - Eligibility Information.**

#### **A. Eligible Entities.**

Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Non-profit organization, as defined by OMB Circular A-122, 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. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

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 Criteria.**

To be eligible for funding consideration under this announcement, proposals must meet the following threshold criteria. Failure to meet any of the following criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. Proposals that do not substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement will be rejected. Proposals must be received by the EPA or thru grants.gov on or before the solicitation closing date published in Section IV of this announcement. Proposals received after the published closing date will be returned to the sender without further consideration.
2. Proposals in which the applicant is requesting assistance funds in excess of \$500,000 will not be reviewed.
3. Proposals submitted under this competitive announcement must demonstrate experience in managing internet-based technology information systems, and coordinating energy-efficiency projects and programs with international organizations.



## **Section IV - Application and Submission Information.**

### **A. How to Obtain Application Package.**

Applicants may apply by sending a hardcopy submission to EPA or by applying electronically through Grants.gov as explained below in section E. Applicants must submit the information required below as part of their proposal and follow the stated guidelines. Section C below explains what is needed as part of the content and form of your proposal. Note that only the applicants tentatively recommended for award after the review of their proposals will be asked to submit a full grant application package for federal assistance. Further information on this process will be provided in the future to the selected applicants. Selected applicants may download individual grant applications forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipients roles and responsibilities from EPA's Grants and Debarment Website at: ([http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)). Potential applicants may request a paper copy of the application package by contacting the agency contact listed in Section VII of this announcement.

### **B. Submission Requirements.**

Please note that you may choose to apply under this announcement in one of two ways. If you wish to apply with a hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under "Electronic Submission" below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>.

### **C. Content and Form of Proposal Submission.**

Applicants must submit one original proposal signed by an authorized representative. All proposals, regardless of how submitted, must not exceed 20 pages in length and must conform to the outline below. The maximum page limitation does not cover any pieces that may be submitted by a third party (e.g., references or letters confirming commitments).

1. **Cover Letter:** Describe your organization's qualifications for the project; it must be signed by an official with the authority to commit your organization to the project; and written on your organization's official letterhead.
2. **Summary Information Page:**
  - a. Project Title.
  - b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  - c. Funding Requested. Specify the amount you are requesting from EPA.
  - d. Total Project Cost. Specify total cost of the project (EPA funding and cost-share). Identify funding from other sources including any in-kind resources.
  - e. Project period. Provide beginning and ending dates (for planning purposes,

applicants should assume funds will be available in October 1, 2006).

### **3. Narrative Proposal:**

- a. The narrative workplan must explicitly describe how the proposed project meets the guidelines established in Section I(B), Scope of Work and, specifically, address each of the evaluation criteria disclosed in Section V(A), Evaluation Criteria.
  1. It must include a detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task
  2. The associated work products to be developed (e.g. partnership agreements, if any)
  3. An explanation of project benefits to the public
  4. An explanation of how project outcomes (e.g., energy efficiency and emissions benefits) will be designed for reinvestment
  5. A detailed explanation of how project success shall be evaluated
  6. A description of the roles of the applicant and partners if any
  7. Biographical information of the key personnel

b. Reporting Requirements: Agreements awarded under this solicitation will require submission of quarterly reports. Applicants are required to discuss how they intend to accomplish this requirement in their proposal.

c. Environmental Results: The proposal must include mechanisms for tracking and measuring progress toward achieving the expected environmental outputs and outcomes identified in Section I (C) of this announcement.

d Environmental Results Past Performance: Submit a list of federally funded assistance agreements that your organization performed within the last three years (**no more than 5, and preferably EPA agreements**), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you are not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

e. Programmatic Capability: Submit a list of federally funded agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe how you were (i) technically able to successfully carry out and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including

submitting acceptable final technical reports.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

**4. Detailed Itemized Budget.** Provide a budget for the following categories, specifying unit costs:

- Personnel
- Fringe Benefits
- Contractual Costs
- Travel
- Equipment
- Supplies
- Other
- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect rate
- Total Cost

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. Upon receipt, proposals will be reviewed for content. Proposals that do not conform to the specific outline and content detailed above may not be considered for award. **Incomplete proposals may not be considered for award.**

#### **D. Submission Dates and Times/Other Information**

1. To allow for efficient management of the competitive process, EPA requests eligible entities submit an informal notice of "Intent to Apply" by May 19, 2006, to the agency contact identified under Section VII, Agency Contact. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting "Intent to Apply" are still eligible to apply by the deadline. The written notice of "Intent to Apply" may be submitted via electronic mail. Please provide the name of your organization, a point of contact, phone number, email address, and the title of your project.

2. The closing date and time for receipt of Proposals is June 16, 2006, 4:00 p.m. EST. All

Proposals must be received in the Program Office or by Grants.Gov by the closing date and time to receive consideration. Proposals received after the closing date and time will not be considered for funding. Facsimile transmission will not be accepted.

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

#### **E. Electronic Submission Using Grants.Gov**

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/application must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.Grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) 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 AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.Grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using Grants.gov ([https://apply.Grants.gov/forms\\_apps\\_idx.html](https://apply.Grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the Funding Opportunity Number, **OAR-EPA-CCD 06-06**, or the CFDA number, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” 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 top of the page then go to EPA opportunities).

Proposal materials submitted through Grants.gov will be time/date stamped electronically.

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 included as Attachment A.

If you have any technical difficulties while applying electronically, please refer to <http://www.Grants.gov/Customersupport>, or call the toll free Contact Center at 1-800-518-4726 or contact Carole Cook at 202-343-9334 and/or e-mail at [cook.carole@epa.gov](mailto:cook.carole@epa.gov).

**F. Hard copy Submission**

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit hard copy proposals. Please provide one original proposal and four copies (no binders or spiral binding). Proposals must be prepared in 12 point or larger print using an 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins. The submission must be addressed to:

Regular Mail Delivery Address (U.S. Postal Service)

U.S.EPA  
Attn: Carole Cook (Mail Code: 6207J)  
OAR/OAP/CCD/ICBB  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Phone: 202-343-9334

Express Delivery Address (FedEx, UPS, DHL, etc.)

U.S.EPA  
Attn: Carole Cook  
OAR/OAP/CCD/ICBB  
U.S. Environmental Protection Agency  
1310 L Street, NW Suite 802C  
Washington, DC 20005-4113

Phone: 202-343-9334  
Fax: 202-343-2342  
e-mail: cook.carole@epa.gov

**Section V - Application Review Information.**

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each application will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria.**

Criteria	Points
<b><u>1. Demonstrated significant technical expertise in energy-efficiency standards and labeling policy and program development and implementation with experience in, and commitment to, promoting S&amp;L programs in developing countries:</u></b> The extent to which the applicant’s proposal demonstrates its experience and familiarity with the U.S. and international S&L efforts and ongoing activities including: development of	35

<p>technical specifications; testing procedures and capacity development; consumer education campaigns; establishment of certification, monitoring, and compliance programs; role of endorsement labeling in developing and transition countries, and the broad market transformation perspective needed to ensure maximum impact of S&amp;L programs.</p>	
<p><b><u>2. Capability to establish and maintain information systems, databases and tools to provide ready access to national and regional organizations in design and implementation of S&amp;L programs:</u></b> The extent to which the applicant’s proposal demonstrates knowledge and familiarity with existing electronic information, tools and networks related to existing S&amp;L programs worldwide that provide technical support to established programs and promote expansion and replication of same; experience in managing internet-based technology information systems.</p>	<b>20</b>
<p><b><u>3. Organization’s Involvement in International Fora:</u></b> The applicant’s capability to establish and promote international development and implementation of S&amp;L programs. The applicant’s ability to partner effectively with international organizations and programs working in this area. The applicant’s demonstrated ability to develop and maintain trust and respect of developing countries, international institutions, other affected stakeholders and the public.</p>	<b>15</b>
<p><b><u>4. Ability to Leverage Larger Programs:</u></b> The applicant will be evaluated based on its ability to maximize the effective use of EPA’s limited funding through integration with existing programs and networks relating to deployment of effective S&amp;L programs and transformation of product markets to reduce energy consumption, GHG emissions, and other environmental impacts in developing countries.</p>	<b>10</b>
<p><b><u>5. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs:</u></b> Effectiveness of applicant’s plan for tracking and measuring progress toward achieving expected outputs and outcomes identified in Section 1 of this announcement.</p>	<b>10</b>
<p><b><u>6. Programmatic Capability:</u></b> Under this criterion, applicant’s will be evaluated based on their: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project, (ii) history of meeting reporting requirements on prior or current federally funded assistance agreements and submitting acceptable final technical reports under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project., (v) past performance in adequately documenting and/or reporting on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress</p>	<b>10</b>

was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under subfactors (i), (ii), and (v), 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 supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for these factors.	
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**B. Review and Selection Process.**

Each proposal will be evaluated by a team chosen to address a full range of effective energy-efficiency standards and labeling programming from development to implementation and compliance. The Evaluation Team will base its evaluation solely on the criteria referenced in this notice (See Section III(B), Threshold Criteria; and Section V(A), Evaluation Criteria). Once the Evaluation Team has completed evaluations, the Team will forward its recommendations to the Agency Approving Official for final decision. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official(s).

The Office of Atmospheric Programs expects to complete the Evaluation/Selection process and make recommendations to the Grants Office by July 21, 2006. All applicants will be notified after final selection, regarding their application's status.

**Section VI - Award Administration Information.**

**A. Award Notices.**

Following final selections, all applicants will be notified regarding their application's status.

1. EPA anticipates notification to successful applicant will be made via telephone, electronic or postal mail by within 15 days of selection. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 15 days of selection decisions. In either event, the notification will be sent to the original signer of the application.

**B. Administrative and National Policy Requirements.**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm)

2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.
4. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.
5. Programmatic Terms and conditions will be negotiated with the selected recipient.

### **C. Reporting Requirement.**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include:

1. Narrative of the activities performed by country, region or international institution, list of contacts, lessons learned, list of tools;
2. Publications, fact sheets with electronic copies;
3. A final spreadsheet of the activities performed including by: year, country, list of participating organizations, funding;
4. Website status narrative;
5. Summary.

The schedule for submission of quarterly reports will be established by EPA, after award.

While the Agency will negotiate precise terms and conditions relating to substantial involvement



as part of the award process, EPA expects to closely monitor the successful applicant performance, collaborate during the performance of the scope of work, approve the substantive terms of proposed contracts, approve the qualifications of key personnel, review and comment on reports prepared under the cooperative agreement, and evaluate the engineering improvements on an EPA demonstration project. EPA will not select employees or contractors employed by the recipient and the final decision on the content of reports rests with the recipient.

#### **D. Disputes.**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/05-1371.htm>. Copies of these procedures may also be requested by contacting (insert PO name)

#### **E. Pre-Award Administrative Capability Review.**

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8. Depending on the size of the award, the applicant may be required to complete and submit, with supporting documentation, an "EPA Administrative Capability Questionnaire."□

#### **Section VII - Agency Contact.**

FOR FURTHER INFORMATION CONTACT:

U.S.EPA  
Attn: Carole Cook (Mail Code: 6207J)  
OAR/OAP/CCD/ICBB  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460  
Phone: 202-343-9334  
Fax: 202-343-2342  
e-mail: [cook.carole@epa.gov](mailto:cook.carole@epa.gov)

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted, weekly, until the closing date of this announcement at the OAR Grants/Funding webpage ([http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)).

#### **Section VIII - Other Information.**

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

## Attachment A – Grants.gov Instructions

### A. General Application Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance.. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs”(Authorized Organization Representative) 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 AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package for the announcement ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OAR-CCD-06-06**, or the CFDA number that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” 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 top of the page and then to go EPA opportunities).

**Proposal Submission Deadline:** Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 16, 2006**.

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

### B. Proposal Materials

**The following forms and documents are required to be submitted under this announcement:**

- I. Standard Form (SF) 424, Application for Federal Assistance
- II. Narrative Proposal
- III. Detailed Itemized Budget

The proposal package *must* include all of the following materials:

## **I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

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.

**II. Narrative Proposal.** The narrative proposal must be prepared in accordance with the instructions and requirements in Section IV, including those in Paragraphs C (1)-(4) of the announcement.

**III. Detailed Itemized Budget.** The proposal must include a detailed budget prepared in accordance with the instructions and requirements in Section IV, Paragraph C(4) of the announcement, and clearly explain how funds will be used for the following categories (if applicable):

- a. Personnel
- b. Fringe Benefits
- c. Contractual Costs
- d. Travel (include specifics as to reason for travel, destination, number of travelers, duration, etc)
- e. Equipment
- f. Supplies
- g. Other
- h. Total Indirect Cost (must include documentation of accepted indirect rate)
- i. Total Cost

## **C. Application Preparation and Submission Instructions**

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

For document I, click on the 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 the 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 II and III, you will need to attach electronic files. Prepare your narrative proposal and budget narrative as described above and in Section IV of the announcement and

save them to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your narrative proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (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. For the budget narrative, 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.”

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 – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> 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., FY06), 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 [support@grants.gov](mailto:support@grants.gov) or contact Carole Cook at 202-343-9334 and/or e-mail at [cook.carole@epa.gov](mailto:cook.carole@epa.gov).

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from [support@grant.gov](mailto:support@grant.gov)*) within 30 days of the application deadline, please contact [cook.carole@epa.gov](mailto:cook.carole@epa.gov). Failure to do so may result in your application not being reviewed