

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: GHG Emission Factor Development Project for Selected Sources in the Natural Gas Industry

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OAR-CCD-07-05

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date for receipt of proposals is **July 16, 2007, 4:00 p.m., EDT**. 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.

SUMMARY: This notice announces the availability of funds and solicits proposals to undertake research and conduct measurement and monitoring studies to develop default methane (CH₄) emission factors for selected equipment and processes in the natural gas industry.

FUNDING/AWARDS: The total estimated funding available for this competitive opportunity is approximately \$500,000 EPA anticipates award of up to three cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals received.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

A. Background

Methane (CH₄) is a hydrocarbon and the primary component of natural gas. Methane is also a greenhouse gas (GHG), meaning that its presence in the atmosphere may contribute to climate change. Methane now accounts for 16 percent of all GHG emissions globally, with about 60 percent of total CH₄ emissions coming from anthropogenic (human-related) sources. The natural gas industry is the second largest source of CH₄ emissions in the United States.

The Climate Change Division (CCD) in EPA's Office of Atmospheric Programs works to assess and address global climate change and the associated risks to human health and the environment. One of the primary responsibilities of the Program Integration Branch (PIB) of CCD is the quantification and estimation of GHG emissions from sources and sinks in the United States. PIB also works with other countries and organizations in capacity building efforts to assist them in the quantification of emissions within their boundaries.

In the past decade there has been growing interest in better understanding CH₄ emissions sources from the natural gas industry. The seminal study, upon which much of current knowledge on CH₄ emission factors is based, is *Methane Emissions from the Natural Gas Industry (GRI/EPA 1996)*. In the United States, the GRI/EPA Study serves as the basis for most CH₄ estimates from natural gas systems in EPA's *Inventory of U.S. GHG Emissions and Sinks*, EPA's Natural Gas STAR Program, the American Petroleum Institute (API) Compendium, a transmission and distribution protocol by the Interstate Natural Gas Association of America (INGAA), as well as all of the organizations that reference these documents and programs in their individual work. The GRI/EPA Study is also currently being evaluated for its relevance for a separate effort to develop a transmission and distribution GHG accounting protocol by the California Climate Action Registry. Internationally, the GRI/EPA Study is the source for many of the emission factors included in the Intergovernmental Panel on Climate Change Guidelines for National Greenhouse Gas Inventories.

Although the GRI/EPA Study remains the cornerstone for estimating CH₄ emissions from the natural gas industry, the data on which the study is based is now over a decade old and not always reflective of current conditions in the United States. This funding opportunity seeks to support research and, as appropriate, measurement studies to update selected CH₄ emission factors from the 1996 Study. The results of these studies will provide fundamental data and information on the natural gas industry that can be referenced and incorporated into the work of industry, domestic and international organizations, as well as the general public. Updating this data will directly contribute to more accurate calculations of national, corporate and project-level GHG emissions inventories, as well as the quantification of emission reductions.

B. Scope of Work

Through this solicitation, EPA seeks proposals from eligible entities to undertake research and conduct measurement studies to develop CH₄ emission factors for select equipment and processes from the natural gas industry. Applicant's proposals should demonstrate an

understanding of the natural gas industry and climate change, sources of CH₄ emissions and the range of accepted practices and techniques for measuring emissions sources in the natural gas industry. An understanding of options for activity data to develop appropriate default CH₄ emissions factors that reflect conditions in the United States is another important component of the work.

This solicitation seeks proposals from eligible entities that will, in the course of the work, identify and synthesize all existing data and information available (both current and historical) that can be used to develop default CH₄ emission factors for selected processes and equipment in the natural gas industry. Where data are lacking or do not represent current practice, applicants will develop a plan to conduct measurement studies to supplement existing data. The objective of these tasks is to develop default CH₄ emission factors that are representative of current conditions in the United States. Table 1 highlights those emissions sources from the natural gas industry, as identified by industry and government, as being most in need of updating and the estimated timing for when that work would commence. This solicitation seeks proposals from eligible entities to develop default CH₄ emission factors for all of the emissions sources listed in Table 1.

Table 1. Priority List of Emission Sources for the Development of Default Methane Emission Factors

Industry Segment	Emissions Sources	Estimated Timing of Work
Production	Well Clean Ups	2009-2011
	Completion Flaring	2009-2011
	Well Workovers	2009-2011
	Pipeline Leaks	2009-2011
Processing	Recip compressors (fugitive)	2007-2008
	Cent. Compressors (fugitive)	2007-2008
Transmission and Storage	Recip. Compressors (fugitive)	2007-2008
	Pneumatic Devices (vent)	2007-2008
	Cent. Compressor (fugitive)	2007-2008
	Cent. Compress (storage)	2007-2008
Distribution	Meter and Regulating Stations	2007-2008
	Residential customer meters	2009-2011
	Mains-plastic	2009-2011
	Services-plastic	2009-2011

Proposed activities and considerations that will fall under this cooperative agreement include, but are not limited to:

- Synthesis of the available data and information for the respective emission source categories. Potential references for consideration may include the 1996 GRI/EPA Study, *Methane Emissions from the Natural Gas Industry*, subsequent reports and studies undertaken by the natural gas industry or EPA, and any other background information or studies undertaken by other organizations that may assist in the development of default CH₄ emission factors.
- An assessment of any gaps in the existing data and default CH₄ emission factors that lead to those factors not being reflective of current conditions in the United States.
- Development and execution of a technical plan to collect data to address any identified gaps in data or information. This plan will include a detailed proposal for a field measurement study to supplement (or replace) the existing data, which will be carried out with the ultimate goal of developing new default CH₄ emission factors.
- Consideration of the range of potential activity data metrics that could be used for developing default emission factors for each source, and identification of the most appropriate metric.
- An assessment of the uncertainty associated with the developed default CH₄ emission factors, and how any potential sources of bias were identified and, where possible, eliminated.
- Dissemination of results of the study to non-federal audiences, including industry, domestic and international organizations, and the general public.

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 Emissions

In order to identify the methods, programs and/or initiatives to reduce GHG emissions, in accordance with Objective 1.5, it is imperative to have a solid understanding of the sources and magnitude of existing GHG emissions for a particular emissions source. The Program Integration Branch of CCD is responsible for a variety of analytical activities relevant to the quantification and estimation of GHG emissions.

The Tasks under this agreement support these objectives by gathering and producing data that will enable a better understanding of CH₄ emission factors from individual pieces of equipment and processes in the natural gas industry. This research, and subsequent measurement study, will result in the development of default CH₄ emission factors for the natural gas industry that will help industry, domestic and international organizations, and the general public, better estimate emissions from the industry and develop strategies for reducing these emissions, and will also

support EPA's Strategic Plan. This will lead to substantial environmental and human health benefits, as the first necessary step in reducing CH₄ emissions, a GHG 21 times more potent than carbon dioxide, from a particular source is the ability to accurately measure existing emissions. Because CH₄ is a clean energy source, reducing emissions can also increase the domestic natural gas supply.

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(s) to be funded under this announcement include, but are not limited to:

- Assessment of existing data sources
- Development of Technical Plan for conducting the actual measurement study, including quality assurance and quality control procedures to ensure that data are of a known and appropriate quality
- Report for each measurement study outlining methodological approach, results, discussion, documentation
- Default CH₄ emission factors for the selected sources in the natural gas industry
- Presentations at workshops and/or conferences
- Other tools to help provide access to information developed through this cooperative agreement
- Recommendations for future areas of study

Progress reports and a final report will also be a required output, as specified in Section VI (C) of this announcement, Reporting Requirement.

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.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

- Improved understanding of the processes and pathways that lead to CH₄ emissions from selected sources in the natural gas industry.
- Improved understanding of the geographical representativeness of existing CH₄ emission factors, and where appropriate, development of updated CH₄ emission factors to reflect current conditions in the United States.
- The development of default CH₄ emission factors for selected sources in the natural gas industry, including the identification for appropriate activity data for these emission factors (e.g., miles of pipeline, throughput, number of compressors, etc.).

- Improved understanding of the effects of the natural gas industry on greenhouse gas emissions and climate.

D. Supplementary Information.

The statutory authority for this action is the Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to activities that improve economic, technical and programmatic understanding of climate change. In addition, Section 102(2)(F) of the National Environmental Policy Act authorizes Agency support of initiatives and programs designed to maximize international cooperation to anticipate and prevent a decline in the quality of the world environment. Such activities include rendering technical services and providing financial assistance; as well as promoting analyses and studies to identify sources of GHG emissions that may contribute to climate change.

SECTION II – AWARD INFORMATION

A. Amount of Funding Available

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$500,000.

B. Number of Awards

EPA anticipates award of up to three cooperative agreements resulting from this announcement, ranging in value from approximately \$75,000 to \$175,000 per year, subject to the availability of funds and quality of evaluated proposals. The total awarded amount is not expected to exceed \$500,000.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete activities, portions or phases of the proposed project. If EPA decides to partially fund the application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the 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 six months after the original selection date.

C. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation will begin in September 2007. Proposed project periods may be up to five years.

D. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. 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 will be:

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

E. Can Funding be Used to Acquire Services or Fund Partnerships?

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 EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance to fund partnerships provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by the procurement provisions of 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. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based on the firm's role in preparing the proposal.

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 from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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. .

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. Cost Sharing or Matching

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. Eligible and allowable voluntary contributions of funds and/or in kind contributions of resources will be treated as cost shares under 40 CFR 30.23. EPA will consider voluntary cost shares under Evaluation Criteria V.A.4, and if EPA selects an application proposing a voluntary cost share the terms and conditions of the award will require that the applicant must meet its cost share obligation.

C. Threshold Criteria

1. Proposals to fund projects under this announcement must demonstrate the ability to plan for, and undertake, measurement studies for all of the selected emissions sources, as listed in Table 1.

2. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.

3. Proposals must be received by the EPA or through www.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.

4. Proposals in which the applicant is requesting assistance funds in excess of \$500,000 will not be reviewed.

Note: Applicants whose proposals are deemed ineligible for funding consideration based on Section III will be notified within fifteen calendar days of the ineligibility determination.

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

EPA encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>. Applicants may also download individual grant application forms from EPA's Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm.

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of two ways*: 1) Electronically through the Grants.gov website, or 2) hard copy by express delivery service or U.S. Postal Service. All proposals must be prepared, and include the information as described in Section IV.C. below, regardless of mode of transmission.

1. Grants.gov Submission

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 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 AOR and ask that individual to begin the registration process as soon as possible.

To begin the 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 PureEdge viewer and obtain the application package for the announcement. 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-07-05, or the CFDA number that applies to the announcement (CFDA 66.034), 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 left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline

Your organization's AOR must submit your complete proposal package as described below electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 p.m. EDT on July 16, 2007**.

Proposal Materials

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

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal (as described in section IV.C)

-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. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the 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.

III. Narrative Proposal

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file and be prepared in accordance with Section IV.C of the announcement.

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

For documents I and II, 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 document number III, the Narrative Proposal, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV.C. of this announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your 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 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 file name should be no more than 40 characters long. If there 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.”

Once your proposal 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 <http://www.grants.gov/help/help.jsp> or contact Maurice LeFranc at (202) 343-9375 or lefranc.maurice@epa.gov.

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact **Maurice LeFranc at (202) 343-9375**. Failure to do so may result in your application not being reviewed.

2. 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 their proposal packages (SF 424, SF 424A and Narrative Proposal). Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) and four copies--no binders or spiral binding--to:

U.S. Postal Service

U.S. Environmental Protection Agency
Attn: Maurice LeFranc (Mail Code: 6207J)
OAR/OAP/CCD/PIB
1200 Pennsylvania Ave, NW
Washington, DC 20460

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

U.S. Environmental Protection Agency
Attn: Maurice LeFranc
OAR/OAP/CCD/PIB
1310 L Street, N.W. Suite 742
Washington, DC 20004-4113
Phone: (202) 343-9375

C. Content of Proposal Submission

All proposal submissions, regardless of mode of submission, must contain a completed and signed Standard Form (SF) 424, Application for Federal Assistance, a completed SF-424, Budget Information—Non Construction Programs, and a Narrative Proposal as described below. Submissions must conform to the outline below.

Narrative Proposal

The Narrative Proposal cannot exceed a maximum of 30 single-spaced typewritten pages, including the Summary Page. Pages in excess of 30 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 30-page limit.

1. Summary Information Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount being requested from EPA.
- d. Total Project Cost. Special total cost of the project. Identify funding from other sources, including any in-kind resources.

e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of September 2007)

2. **Narrative Work Plan**

The Narrative must explicitly describe how the proposed project meets the guidelines established in Sections I—III (including the threshold eligibility criteria in Section III.C) of this announcement, and address each of the evaluation criteria set forth in Section V.

a. Project Summary/Approach: The summary shall contain the following components:

--A detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task

--A description of the associated work products to be developed

--An explanation of project benefits to the public, and specifically the potential audiences served

--A description of the roles of the applicant and partners if any

--A description of the organization's experience and plan for achieving the objectives of the proposed project, including the ability to plan for, and conduct measurement studies to supplement existing data

--A description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Demonstrate that staff have expertise in techniques and technologies to measure CH₄ emissions from the natural gas industry, including identification of appropriate activity data to develop default emission factors for use by analysts interested in estimating CH₄ emissions. Demonstrate that staff have the ability to identify and synthesize existing data and information (both current and historical) in order to develop default CH₄ emission factors for the selected processes and equipment.

b. Environmental Results—Outcomes and Outputs: Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what measurements will be used to track your progress towards achieving the expected project outcomes (including those identified in Section I.C) and how the results of the project will be evaluated. Identify the expected project outputs (including those identified in Section I.C) and how progress towards achieving them will be tracked and measured.

c. Past Performance

i. Programmatic Capability: Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete 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 this factor under Section V.

ii. Reporting on Environmental Results--Outcomes and Outputs: Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5 agreements, 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 were 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.

3. Detailed Budget Narrative/Funds Leveraging

Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs and total costs. Applicants shall also describe their ability to leverage funds.

D. Submission Dates and Times

The deadline for receipt of hard copy proposal packages is **July 16, 2007, 4:00 p.m., EDT**. All hard copies of proposal packages must be received by Maurice LeFranc by 4:00 p.m., EDT on July 16, 2007 in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by **July 16, 2007, 11:59 p.m., EDT**. Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection

E. 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 confidentiality 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. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

F. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), 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. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Applicants are responsible for the content of their proposal, and for ensuring that their proposal is submitted as specified in Section IV of the announcement.

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 proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u></p> <p>Under this criterion, the Agency will evaluate the following factors: (i) the extent and quality of the project description and overall approach, including the staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Staff will be evaluated on their expertise in techniques and technologies to measure CH₄ emissions from the natural gas industry, including identification of appropriate activity data, to develop default emission factors (20 points), (ii) the technical approach to measuring CH₄ emissions from the selected gas industry sources, including the identification of potential activity data, and the approach to quantification of uncertainty of the resulting default CH₄ emission factors (20 points), (iii) the extent and quality to which the proposal demonstrates knowledge regarding existing studies on CH₄ emissions from the natural gas industry (5 points), and (iv) the effectiveness of the approach outlined for disseminating research results to non-federal audiences (5 points).</p>	<p>50</p>

<p>2. Past Performance--Programmatic Capability and Reporting on Environmental Results: Under this criterion, the Agency will evaluate the applicant’s ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years (10 points), (ii) its history of meeting reporting requirements on federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements (5 points), and (iii) its past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded projects similar in size, scope and relevance to the proposed project within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not (5 points).</p> <p>NOTE: In evaluating applicants under this criterion, the Agency 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 this criterion.</p>	<p>20</p>
<p>3. Environmental Results—Outcomes and Outputs: Effectiveness of the applicant’s plan for tracking and measuring the progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement.</p>	<p>15</p>
<p>4. Budget/ Leveraging: EPA will review the budget narratives to determine if costs are reasonable and commensurate with activities proposed (7 Points). Under leveraging, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of 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 EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. 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 (e.g. HUD's Community Development Block Grants). (8 Points)</p> <p>NOTE: Applicants that do not propose or address leveraging will receive a neutral score for this criterion.</p>	<p>15</p>

B. Review and Selection Process

A review team will evaluate all eligible proposals using the criteria above. Each proposal will be given a numerical score, with a total of 100 points possible, and will be rank ordered according to the numerical score. The review team will develop preliminary funding recommendations for the Approving Official based on this ranking.

Final funding decisions will be made by the Approving Official based on the recommendation of the review team. In making the final funding decisions, the Approving Official may also consider: programmatic priorities and geographical diversity of awards. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

All applicants, including those who are not selected for funding, will be notified once decisions have been made. Final applications will be requested from those entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

B. Administrative and National Policy Requirement

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.

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.

Programmatic terms and conditions will be negotiated with the selected recipient

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.

C. DUNS Number

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>.

D. 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. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes

Assistant 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) located on the web at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

Copies of these procedures may also be requested by contacting Maurice LeFranc (see Section VII for contact information).

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office, the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
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All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage (http://www.epa.gov/air/grants_funding.html).