

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

**TITLE:** Climate Economic Workshops

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

**RFP NO:** EPA-OAR-CCD-07-06

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

**SUMMARY:** Formal Agency responses to questions regarding the subject RFP

**DATE:** Revised July 18, 2007

### *Application Process*

***Q1: Does the funding agency have a preference between hard copy/electronic submission?***

**A1:** The Agency finds it more efficient to review electronic submissions. However, all proposals, whether submitted as a hard copy or as an electronic submission, will be reviewed and evaluated.

***Q2: I am having difficulties trying to download the application package.***

**A2:** You may request a paper copy of the EPA grant package through this website: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm#1](http://www.epa.gov/ogd/grants/how_to_apply.htm#1)

***Q3: When is the next deadline for competition expected?***

**A3:** At this time, EPA has not planned any future deadlines for competition.

### *Eligibility of Applicants*

***Q4: Do non-profits need to have had a pre-award administrative review PRIOR to submission of a proposal?***

**A4:** No.

***Q5: Do non-profits need to have submitted a Grants Management Office Administrative Capabilities form – PRIOR to proposal submission?***

**A5:** No.

***Q6: Is a Federally Funded Research and Development Center (FFRDC) eligible to apply? Furthermore, could a FFRDC be a collaborator for this type of grant?***

**A6:** If the national laboratory is operated by a for-profit contractor, it would be ineligible to receive a grant. If the laboratory is non-profit, then it would be eligible to receive funding.

Proposals submitted by for-profit companies will not be considered. Proposals will be accepted from States, local governments, territories, Indian Tribes, possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories and other public or private non-profit institutions.

For information on potential collaboration with eligible applicants, see Section II.E of the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

***Q7: Would a non-profit need to have been audited in the past several years to qualify? Are there other requirements that need to be fulfilled prior to submitting the proposal that we would be subject to as a non-for-profit? Do the requirements (if any) need to be met if the proposal is under \$200K?***

**A7:** No. There are no other requirements that a non-profit would need to fulfill prior to submitting the proposal, nor are there any requirements to be met if the proposal is under \$200,000. If your organization will be submitting a proposal please follow the instructions stated in the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

***Q8: We are a c6 non-for-profit organization and will be submitting a proposal. We are putting together a team that has private consultants. Please confirm that private consultants/private companies are able to be on project teams for this RPF.***

**A8:** Yes, private consultants/companies can partner with an eligible non-profit organization. For information on potential collaboration with eligible applicants, see Section II.E of the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

### Eligibility of Proposals

***Q9: Are matching funds required as a part of the proposal? Would an applicant that provides matching funds receive a competitive advantage?***

**A9:** No. There is no statutory or regulatory match requirement under this RFP. All proposals, regardless of whether matching funds or in-kind resources are included, will be reviewed and evaluated. However, EPA will evaluate whether costs are *reasonable and commensurate with activities proposed, along with the extent to which leveraged funds are proposed* under the Budget/Resources criterion, as set forth in Section V of the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

***Q10: I was reviewing the recent Climate Economic Workshop RFP and was not sure if the project required that the grantee disseminate economic findings that are developed by the CEB or if the grantee is to perform economic analysis as part of the workshop curriculum development. Any clarification you could give me would be helpful.***

**A10:** The grantee would not be required to perform economic analysis, but would work in collaboration with EPA to develop the workshop curriculum and to disseminate the economic findings of the workshops.

***Q11: Will you consider funding a program, parts of which have already been developed, or would you prefer to have an organization design their workshops specifically around the Climate Economics Workshops RFP?***

**A11:** EPA will consider funding programs that have already been partially developed provided they meet the eligibility requirements of the RFP. Applications will be evaluated according to the criteria listed in Section 5 of the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06. Programs that have already been partially developed should overlap with the Scope of Work and be adaptable to collaboration with EPA.

***Q12: Since the list of topics in Section B, Scope of Work, of the RFP does solely focus on mitigation, I wanted to explore with you at this early stage whether there is room to fund workshops that concentrate on adaptation (with its potential linkages to mitigation).***

**A12:** Proposed workshop plans should seek to enhance the understanding of various topics in climate economics. Such topics include, but are not limited to, the topics listed in the Scope of Work of the RFP. While the primary focus of topics listed is mitigation, there may be room to explore other topic areas in the workshops, including adaptation, as they are developed in collaboration with EPA.

***Q13: Do you see any room for, and advantage in, explicit coordination with international research and related efforts in the context of the RFP?***

**A13:** Proposed workshop plans should seek to enhance the understanding of various topics in climate economics. There could be room for international coordination if this would enhance the understanding of climate economics, provided the proposals meet the eligibility requirements. Applications will be evaluated according to the criteria listed in Section 5 of the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

#### **Eligibility of Past Performance**

***Q14: Can my organization use a grant from National Fish and Wildlife Foundation in the Past Performance Section of our proposal in regards to grant opportunity EPA-OAR-CCD-07-06?***

**A14:** Yes. Because the National Fish and Wildlife Foundation grants are leveraged in part through federal funding, this would count towards relevant past experience.

#### **Budget**

***Q14: What types of expenses are eligible to include in the budget? For instance, could we include honoraria for speakers or for organizers? Can we include dinners or other food at the workshops? Can we include costs associated with publishing a conference volume of the papers presented at the workshops?***

**A14:** Yes, expenses such as honoraria, food and conference paper publication coordination can be included in the proposed budget. Guidance on preparing a budget can be found at: <http://www.epa.gov/ogd/recipient/tips.htm>. EPA may request additional, more specific budget information when final applications are requested from those entities/applicants whose proposals have been tentatively selected for award.

***Q15: Would a funding request for \$250,000 to be expended over a two-year period be acceptable?***

**A15:** EPA anticipates funding of approximately \$100,000 per year, subject to the availability of funds, and the quality of proposals submitted. While the \$100,000 is not a strict cap for annual funding, applicants should prepare their budget proposals using this annual amount as a guideline. A budget of \$250,000 over a two year period will be evaluated for its cost effectiveness against other proposals.

***Q16: Is the grant capped at \$100,000 or can the actual amount be slightly higher. The Grant call notes that three grants will be awarded from a \$500,000 pool.***

**A16:** The amount of the award is approximately \$100,000 each year for 5 years. While the \$100,000 is not a strict cap for annual funding, applicants should prepare their budget proposals using this annual amount as a guideline. EPA anticipates award of one to three cooperative agreements resulting from this announcement, subject to the availability of funds, and the quality of proposals submitted.

**Q17:** *Does the EPA Climate Workshops Grant allow for the billing of overhead costs?*

**A17:** Yes.

**Q18:** *What type of funding will the grant be? i.e., "year" or "no year" funds?*

**A18:** Funding for the project is awarded for a 5-year period, but the money is provided incrementally. Funding for the second year is contingent on the performance of the award recipient.

**Q19:** *Given that you will review the proposals and select a top tier -- and then request detailed proposals for these, do you anticipate funding being obligated in FY 07 or 08?*

**A19:** We anticipate obligating funds in FY07.

**Q20:** *If you grant the funds to a federal agency, under what authority will you obligate the funds? (I would like to know this, so that I can understand any restrictions in expenditures mandated through that authority).*

**A20:** Federal agencies are not eligible to compete under the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06.

### Deadline

**Q21:** *I realize we came to this late, but given the delay, would it be possible to submit our proposal either a week or two later (July 30 or August 6th)?*

**A21:** No. The closing date for receipt of proposals is July 23, 2007, 4:00 p.m., EDT. All proposals, however transmitted, must be received in the Program Office or through Grants.gov by the closing date and time to receive consideration. No late proposals will be accepted.

### Writing Guidelines

***Q22: Can you tell me if there is a general EPA proposal guide that provides guidelines for formatting the narrative? Specifically, we are interested in knowing if there are specific requirements for pagination, margins and spacing or font size and type.***

**A22:** There is no specific type, size font or margin requirements in the RFP for Climate Economic Workshops #EPA-OAR-CCD-07-06. However, the material should be in reasonable sizes, fonts and margins so reviewers can easily read the material.

The Narrative Proposal cannot exceed a maximum of 20 typewritten pages, including the Summary Page. Pages in excess of 20 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20page limit.