

## OVERVIEW SECTION

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

**TITLE:** “Servicizing in Schools Grant (FY06)”

**ACTION:** Request for Applications (RFA) - Initial Announcement

**RFA NO:** EPA-OSWER-OSW-06-05

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.808

**DATES:** The closing date and time for receipt of applications is June 19, 2006, 5:00 p.m. EDT. Applications submitted in hard copy (paper) and by electronic mail (e-mail) must be received in the Program Office by the closing date and time to receive consideration. Applications submitted through [Grants.gov](http://Grants.gov) must be received by [Grants.gov](http://Grants.gov) no later than June 19, 2006, 5:00 p.m. EDT.

**SUMMARY:** This notice announces the availability of funds and solicits applications from eligible entities that can help build upon a recent Lansing Public School District Chemical Management Services/Resource Management Pilot. Specifically, the solicitation seeks proposals on the creation of a workbook for school districts on how to go through the process of switching to servicizing, and conducting pilots to test the “servicizing” approach in much smaller and much larger school settings. The aim of this solicitation is to grow bundled servicizing as a viable approach to improving chemical and waste management in K-12 school districts and stimulate service provider interest in the K-12 school district sector.

**FUNDING/AWARDS:** The total estimated funding for this competitive opportunity is \$200,000. EPA anticipates award of one cooperative agreement resulting from this competitive opportunity. (*Refer to Section 2(B).*)

### **Contents by Section**

1. Funding Opportunity Description
2. Award Information
3. Eligibility Information
4. Application and Submission Information
5. Application Review Information
6. Award Administration Information
7. Agency Contacts

## **Section 1 - Funding Opportunity Description.**

### **A. Background.**

In February, 2005, EPA, the Michigan Department of Environmental Quality, Lansing Public School District (Michigan), Chemical Strategies Partnership, and General Motors partnered on a pilot project which would demonstrate whether combining the “servicizing” approaches of chemical management services (CMS) and resource management (RM) is a viable, least-cost solution for improving chemical and waste management in K-12 schools. The advantage to combining the approaches is to get the benefit of one, where the financial incentives are not present, through the financial incentives of the other. For example, with K-12 schools, the amount of chemicals purchased and the expenses related to their management may not be sufficiently attractive to a potential CMS provider. However, when combined with other products that eventually become waste, a financially attractive package can be created.

In general, CMS and RM are servicizing approaches shown to be cost-effective in resolving chemical and waste issues in many organizations. Fundamentally, they are innovative, market-based, pollution prevention programs. These approaches change the relationship between a customer and their supplier from one where profit is based on amount of product purchased (unit of product) to one based on quality of services received (unit of service). The supplier, referred to as a service provider, can cover the entire life-cycle: procurement, inventory (including removal of the old and excess), storage, application/use, internal distribution, collection, treatment, disposal, training, information technology, monitoring, and reporting. Servicizing approaches allow customers to use the expertise of their service providers to help them better manage their chemicals and wastes. Typically, for the customer, these approaches result in reductions in their chemical use and waste generation, and their recycling is increased.

The pilot was conducted with the Lansing, MI Public School District, a medium-to-large size school district in a mid-sized city. Lansing was selected because positive results from the pilot would be potentially more transferable to somewhat larger and smaller school districts. The pilot marked the first attempt to blend the CMS and RM approaches, and to try the effort with a school district.

The Lansing Public School District pilot recently signed a contract with a service provider. Through this pilot it is clear that a school district, at least the size of Lansing, can find this fundamental change in how it acquires and manages goods an economically and environmentally preferable way to go. The number of companies that appeared at the pre-bid meeting and the number of bids actually received demonstrate there is interest from the service provider community in this sector.

School districts nationwide are experiencing chemical and waste management issues, resulting in significant costs to the districts, state and local governments, and the federal government. The issues have risen to such a level of concern that several federal agencies met in January 2006 to discuss this nationwide problem. Of interest to this group is the Lansing Pilot and the potential

for servicizing to be a good approach school districts could use to improve their chemical and waste management.

## **B. Scope of Work.**

Based upon findings of the Lansing pilot and, recognizing there are approximately 15,000 schools districts in the country, it is clear that other critical work is needed to facilitate servicizing becoming a real option for school districts nationwide to improve chemical and waste management. EPA anticipates school districts will need a user-friendly step-by-step manual tailored to school districts, with templates, that will guide them through the entire process. This manual should draw heavily from the experiences of the very successful Lansing Public School District Pilot. The workbook should cover a range of topics including (but not limited to): creating a cross-district team, getting by-in from the top, conducting the baseline work, crafting a servicizing program, and issuing an RFP and evaluating proposals. Since the servicizing approach should be considered an option a school district could pursue, the manual should also guide a school district on how to decide whether to pursue a servicizing program.

Similarly, although Lansing represents a good start in demonstrating that school districts of similar size can benefit from servicizing and that service providers are interested, it is not clear if the bundled approach would work in a very large urban setting or a tribal setting. Both scenarios are quite different and more complex. Accordingly, pilots are needed in each setting to help determine whether bundled servicizing can reach the full range of school districts within the country. In conducting the pilots, it is important that the subjects are selected to give the pilots a fair chance at testing the likelihood bundled servicizing could be a viable option.

The objectives of this cooperative agreement are: to help discover how broadly the bundled servicizing approach can be used across school district sizes (including the tailoring needed in different environs for it to work), develop the tools necessary to enable school districts to consider the bundled servicizing approach, raise school district awareness of the bundled servicizing approach, and stimulate service provider interest in the K-12 school sector.

To accomplish these objectives, applicants must have an understanding of the chemical and waste management problems schools face. Successful applications under this announcement will demonstrate an understanding of the details of the Lansing Public School District CMS/RM Pilot which will serve as the basis for the manual. The application must demonstrate experience working with school districts on servicizing projects and an understanding of the complexity of the decision making process of school districts. Additionally, the application should demonstrate experience in guiding organizations through the entire process toward obtaining a bundled servicizing contract.

### **C. Prohibited Use of Funds.**

Funds awarded under this announcement may not be used: (1) to purchase capital equipment (e.g. trucks, tractors, front loaders, etc.); fund construction or construction planning; or (2) for scientific research and other ineligible costs outlined in 40 CFR Parts 30 and 31, and applicable OMB Circulars.

### **D. EPA Strategic Plan Linkage.**

This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.2 (Healthier Indoor Air); Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling); and Goal 5 (Compliance and Environmental Stewardship), Objective 5.2 (Improve Environmental Performance through Pollution Prevention and Innovation), Sub-objectives 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business), and 5.2.4 (Environmental Policy Innovation), and 1.2 Healthier Indoor Air. Specifically, this project seeks to both reduce chemical use (including priority chemicals) and waste generation, as well as better manage chemicals and wastes using an innovate approach. In addition, this project, if successful, would contribute to creating healthier school environments.

### **E. Measuring Environmental Results: Anticipated Outcomes/Outputs.**

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed work plan.

1. **Outcomes.** Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

Through this project EPA anticipates outcomes may include, but are not limited to: reduced chemical use (including priority chemicals), reduced waste generation, increased recycling, improved chemical and waste management, broader awareness by school districts of the bundled servicizing approach, and interest in the K-12 schools sector by service providers.

2. **Outputs.** Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period.

The anticipated outputs for this project include, but are not limited to: (1) a step-by-step bundled servicizing manual to help K-12 school districts through the entire process; (2) effective education and outreach materials to reach targeted populations; (3) chemical and

waste management baselines and other products related to pursuing a bundled servicing contract for pilot subjects; and (4) depending on pilot subject's final decision, bundled servicing request for proposals.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfopage/plan/2003sp.pdf>.)

### **3. Supplementary Information.**

The statutory authority for this action is the Solid Waste Disposal Act, Section 8001, as amended; Resource Conservation and Recovery Act of 1976, as amended; Public Law 94 580, 42 U.S.C. 6901 et seq. Amending laws for SWDA and RCRA: Public Law 98-616 and Public Law 99-339.

#### **Section 2 - Award Information.**

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

The total estimated funding for this competitive opportunity is \$200,000.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months from the date of original selection decision.

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

EPA anticipates award of one cooperative agreement resulting from this competitive opportunity.

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:

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. in accordance with 40 CFR 31.36(g) review proposed procurements;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient)
6. review and concur on project outputs.

### **C. Will proposals be partially funded?**

EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a 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.

EPA reserves the right to reject all applications and make no awards under this announcement.

### **D. What is the project period for award(s) resulting from this solicitation?**

The estimated start date for project(s) resulting from this solicitation is October 1, 2006. All projects must be completed within the negotiated project performance period, normally 12 to 24 months.

### **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 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. For profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

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 non profit organizations and governmental entities. **Recipients may only award subgrants to eligible entities as described in Section 3(A) below.** 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.

The recipient must make clear in any solicitation for funding that the recipient's organization, and not EPA, is seeking funding. The recipient may not imply that EPA endorses any fund-raising activities in connection with its project.

### **Section 3 - Eligibility Information and Threshold Criteria.**

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

Proposals will be accepted from State (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible. For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy.

#### **B. Cost-Sharing or Matching.**

Although cost-sharing or matching is not required, as a condition of eligibility, or otherwise, for proposals selected for award, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the "Resources" evaluation criterion of this solicitation. (*Refer to Section 5(A), Evaluation Criteria.*)

Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score under this criterion.

#### **C. Threshold Criteria.**

EPA must assure that an application selected for funding meets the following "threshold criteria," applied on a pass/fail basis. Applications which fail any one of the threshold criteria will not be considered further. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the "fail" determination. Applications which meet the threshold criteria, will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Proposals must address the scope of work described in *Section 1 (B), Scope of Work* in this announcement.
2. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
3. Applications must substantially conform to the outline and content detailed in *Section 4(B)*,

*Content and Form of Application* of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section 4(B), Content and Form of Application* of this announcement will not be reviewed.

4. Applications must be received by the EPA or through [Grants.gov](http://Grants.gov) on or before the solicitation closing date and time published in Section 4 of this announcement. Applications received after the published closing date and time will be returned to the sender without further consideration.
5. Applications exceeding the funding limits described herein will be returned without review.
6. All application materials must be submitted in English.

#### **Section 4 - Application and Submission Information.**

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

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

##### **B. Content and Form of Application.**

**The following documents are required for all applications, irrespective of the mode of submission.** All applications must contain a "Narrative Proposal," and one completed and signed "Federal Grant Application Package." The "Narrative Proposal," a maximum of 25 pages in length, must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*.

1. The "**Federal Grant Application Package**" application must substantially conform to the following outline and content:
  - a. Standard Form 424 (SF-424), Application for Federal Assistance, with original signature;
  - b. SF-424A, Budget Information for Non-Construction Programs;
  - c. SF-424B, Assurances for non-construction programs
  - d. Certification Regarding Lobbying
  - e. EPA Form 4700-4 Pre-award Compliance review report
  - f. EPA Form 5700-54, Key Contacts Form
  - g. SF-LLL, Disclosure of Lobbying Activities, if applicable
  - h. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.



Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>

2. The “**Narrative Proposal**” shall not exceed 25 pages and must substantially conform to the following outline and content:
  - a. Cover Letter (2 pages maximum). The cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
    - i. Project Title;
    - ii. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax, e-mail address, and DUNS number (*Refer to Section 6 (B)(4).*);
    - iii. Funding Requested. Specify the amount you are requesting from EPA;
    - iv. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October , 2006;
    - v. Cooperative Partnerships. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project:
  - b. Detailed Project Description (20 pages maximum). The project description must provide a concise overview of how the applicant will implement and conduct its operation and **discuss how the proposal addresses each of the selection criteria in Section 5 of this announcement**. The description must include:
    - i. **Project Work Plan**. Provide a description of all tasks, dates of completion, products and deliverables, and proposed budget. Include a discussion of specific actions and methods to be undertaken in developing the workbook and pilot(s) for the bundled “servicizing” approach in a very large urban or tribal setting, an estimated time line for each task, and the responsible parties.
    - ii. **Anticipated Outcomes and Performance Measurement**. Specify environmental outcomes as described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how project results will be evaluated and measured. (*Refer to Section 5(A), Evaluation Criteria, “Performance Measurement.”*)
    - iii. **Anticipated Outputs**. Identify specific outputs as described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Outputs, quantitative or qualitative, must be measurable during the project performance period.
    - iv. **Programmatic Capability**. Identify any federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project that your

organization has performed within the last three years (limit 6). Describe how you were technically able to successfully carry out and manage those agreements and, your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the project; 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 Reporting Environmental Results.** Identify any federally and/or non-federally funded projects that your organization has performed within the last three years (limit 6). 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 unable to make progress, please indicate whether, and how, you documented this status.

For purposes of evaluating applicants under the “**Programmatic Capability**” and “**Past Performance in Reporting Environmental Results**” factors in Section 5, EPA will consider the information provided by the applicant and may also consider other 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 have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for the elements of this factor under Section 5.

- vi. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group’s role will be in project staffing, funding, design and implementation.
- c. Budget (3 pages maximum). Provide a detailed itemized budget narrative which clearly explains how funds will be used for each of the following categories and how it relates to the objective of providing environmental training:
    - i. Personnel
    - ii. Fringe Benefits
    - iii. Contractual Costs
    - iv. Travel
    - v. Equipment
    - vi. Supplies
    - vii. Non-EPA Project Funding. Identify funding from other sources including any in-kind resources.
    - viii. Administrative Costs
    - ix. Total Indirect Costs (must include documentation of accepted indirect rate)
    - x. Total Cost (including EPA and Non-EPA Funds) Costs proposed in the budget must be linked directly to the proposal.

3. **Attachments.** The following documents should be included as attachments to the workplan and will not count as part of the 25 page limit.
  - a. **Key Personnel.** Submit a summary of the qualifications of key staff who will be significantly involved in the project. The summaries may be in the form of resumes.
  - b. **Auditing records.** Provide documentation of any adverse audit findings related to your organization.
  - c. **Letters of support** from any partners involved with the proposal.

Proposals must be concise and well organized, and must provide the information detailed in *Section 4(B), Content and Form of Application and Submission*, **including responses to all Section 3(C), Threshold Criteria and Section 5(A), Evaluation Criteria identified in this announcement.** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. Responses to criteria must include the criteria number and title but need not restate the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

Applicants are strongly advised to avoid submission of extemporaneous materials. Pages exceeding the maximum page limitation will not be reviewed. The maximum page length does not include the **Attachments** detailed in *Section 4(B)(3)*. All application materials must be completed in English.

### **C. Submitting an Application.**

Applicants may choose to submit applications either in hard copy (paper) format, by electronic mail (e-mail), or through [Grants.gov](http://Grants.gov) with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit proposals under this announcement is June 19, 2006, 5:00 p.m. EDT. Proposals submitted via electronic-mail (e-mail) or through [Grants.gov](http://Grants.gov) must be received by June 19, 2006, 5:00 p.m. EDT.

1. **Hard copy (paper) submission.** Submit a complete application including all of the documents identified in *Section 4(B)* of this announcement. **The complete application must be sent through regular mail, express mail, or courier to the EPA contact listed in Section 7,(Agency Contacts).** Paper submission must include one original signature document and two copies of the completed “federal grant application package” and “narrative proposal.”

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to transmit their application to the physical address of

the EPA contact listed in *Section 7, Agency Contacts*.

2. **Electronic mail (e-mail) submission.** Prepare your application in accordance with the instructions detailed in *Section 4(B), Content and Form of Application*. Submit the complete application including all of the documents identified in *Section 4(B)* directly to the e-mail address of the EPA contact listed in *Section 7, Agency Contacts*.
3. **Grants.gov submission.** Using [Grants.gov](http://www.Grants.gov), applicants may submit the complete application package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on [Grants.gov](http://www.Grants.gov) for this announcement. 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.

If you wish to apply electronically via [Grants.gov](http://www.Grants.gov), the electronic submission of your proposal package must be made by an official representative of your institution who is registered with [Grants.gov](http://www.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](http://www.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, go to <http://www.Grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1; Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package [https://apply.Grants.gov/forms\\_apps\\_idx.html](https://apply.Grants.gov/forms_apps_idx.html). You may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OSW-06-05, or the CFDA number 66.808, 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 and then to go EPA opportunities).

**Application Submission Deadline.** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.Grants.gov>) no later than June 19, 2006 (5:00 p.m. EDT).

**Be sure to download and read the instructions and the application package at the [Grants.gov](http://www.Grants.gov) web site.**

**Application Materials.** The following forms and documents are required to be submitted by applicants using [Grants.gov](http://www.Grants.gov) under this announcement.

1. **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.
2. **SF-424A, Budget Information for Non-Construction Programs.** Complete the form. There are no attachments. The total amount of federal funding requested for the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for Document #7 below.)
3. **SF-424B, Assurances for Non-Construction Programs.** Complete the form. There are no attachments.
4. **Grants.gov Lobbying Form - Certification Regarding Lobbying.** Complete the form. There are no attachments.
5. **EPA Form 4700-4, Pre-Award Compliance Review Report.** Complete the form. There are no attachments
6. **EPA Form 5700-54, Key Contacts Form.** Complete the form. There are no attachments.
7. **SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying).** Complete the form if your organization is involved in lobbying activities..
8. **Other Attachments Form - Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget).** Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.
9. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on [Grants.gov](http://Grants.gov)). Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-OSW-06-05). The “**Narrative Proposal**” shall not exceed 25 pages and must

substantially conform to the outline and content detailed in Section 4(B)(2) of this announcement.

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

**Documents 1 through 6**, listed under Application Materials above, should appear in the “Mandatory Documents” box on the [Grants.gov](https://www.grants.gov) “Grant Application Package” page.

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

**Documents 7 and 8**, are listed in the “Optional Documents” box, but **please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.** You are only required to submit Document 6 “SF-LLL, Disclosure of Lobbying Activities,” if your organization is involved in lobbying activities. You are required to submit Document 7 “Negotiated Indirect Cost Rate Agreement,” if you have included any indirect costs in your proposed budget. To attach Document 7, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

**For Document 9**, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-OSW-06-05). Save the document 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 attach your “Narrative 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. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

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 - 1st 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 2nd submission should be changed to “Applicant Name - FY06 Assoc Prog Supp - 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through [Grants.gov](http://Grants.gov). Please advise your AOR to close all other software programs before attempting to submit the application package through [Grants.gov](http://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](http://Grants.gov) for assistance by phone at 1-800-518-4726, or email at [support@Grants.gov](mailto:support@Grants.gov), or contact Priscilla Halloran at 703-308-8802 or email [halloran.priscilla@epa.gov](mailto:halloran.priscilla@epa.gov).

Application/proposal materials submitted through [Grants.gov](http://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 Priscilla Halloran at [halloran.priscilla@epa.gov](mailto:halloran.priscilla@epa.gov). Failure to do so may result in your application not being reviewed.

#### **D. Confidential Business Information.**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications 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.

Under Public Law No. 105-277, data produced under awards resulting from this announcement is subject to the Freedom of Information Act.

**E. Data Universal Numbering System (DUNS).**

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>.

**Section 5 - Application Review Information.**

**A. Evaluation Criteria.**

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

| <b>Criterion</b>  | <b>Maximum Points per Criterion</b> |
|---|-------------------------------------|
| <p><b>Project Description.</b> Extent to which the Proposal effectively addresses the Scope of Work described in Section 1 of this announcement. The work plan included in the “Narrative Proposal” must present a clear and concise description of the proposed project. The proposal must:</p> <ul style="list-style-type: none"><li>• Effectively describe a well-conceived strategy to recruit pilot subjects.</li><li>• Specify sound criteria for selecting pilot subjects to ensure pilot has the greatest likelihood of success, i.e., potentially pursuing a servicizing contract.</li><li>• Clearly describe all steps required to bring the pilot subject through a process of obtaining a bundled servicizing contract.</li><li>• Clearly describe the important topics that need to be covered in the manual, and how those topics will be covered.</li><li>• Clearly, concisely and realistically present goals, tasks, and project milestones.</li></ul> | 30                                  |



|  |    |
|--|----|
| <p><b>Programmatic Capability.</b> Under this factor, EPA will evaluate the applicant’s technical ability to successfully carry out the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under this factor, 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 (items i and ii above), will receive a neutral score for those elements of this factor.</p> | 20 |
| <p><b>Project Outreach.</b> Extent to which project describes how the manual and results from successful pilots will be spread across the nation and build partnerships to continue to foster growth. The proposal should:</p> <ul style="list-style-type: none"> <li>• Clearly describe a well-conceived strategy to promote the bundled servicing approach to other school districts throughout the nation, including engaging additional school districts to consider going through the process to consider a bundled servicing contract.</li> <li>• Provide a description for building private and/or public sector partnerships to assist in bringing the manual and bundled servicing to school districts.</li> </ul>  | 15 |
| <p><b>Performance Measurement: Anticipated Outcomes and Outputs.</b> Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> <li>• Clearly specify anticipated environmental outcomes (e.g., reduced chemical use, reduced waste, increased recycling) and outputs as described in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>.</li> <li>• Clearly describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured.</li> </ul>   | 15 |

|  |    |
|--|----|
| <p><b>Resources.</b></p> <ul style="list-style-type: none"> <li>• Is the budget clearly stated, detailed, and appropriate to achieve the project’s objectives?</li> <li>• Does applicant propose other sources of funding for the project (including use of in-kind goods and services)?</li> <li>• Have resources been committed by other project stakeholders?</li> <li>• The proposal demonstrates (i) how the applicant 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 complement 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).</li> </ul> | 10 |
| <p><b>Past Performance in Reporting Environmental Results.</b> Quality and extent to which the applicant adequately documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally funded agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported this status.</p> <p>Note: In evaluating applicants under this factor, 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 reporting history will receive a neutral score for this factor.</p>  | 10 |

**B. Other Factors.**

The EPA selection Committee, as described below, may consider the following other factors, in addition to the evaluation results based on the criteria above, in making final funding recommendations: geographic equity, balance of targeted community type (e.g. rural, urban, low-income, disadvantaged, etc.), and demonstration of a variety of technical approaches.

**C. Review and Selection Process.**

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with all *Section 3-Eligibility Information and Threshold Criteria*. Only applications determined eligible will be

evaluated for technical merit.

Each eligible application will be evaluated by a review panel of EPA staff, for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation. Upon completion, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the application with the highest evaluated numerical score, to the EPA Headquarters Hazardous Waste Minimization and Management Division selection official, for award.

The final funding decision will be made by the EPA Headquarters Hazardous Waste Minimization and Management Division selection official. The decision will be based upon the recommendation of the review panel and consideration of “Other Factors” detailed in *Section 5(B)* of this announcement.

## **Section 6 - Award Administration Information.**

### **A. Award Notices.**

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by July 7, 2006.

The notification to successful applicant(s) that their application has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency’s Competition Policy ([EPA Order 5700.5A1, Section 11](#)). 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 90 days from the date of selection.

### **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 application 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 application and not all states require such a review.

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

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. 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 will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

### **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, 2005) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in Section 7 of this announcement.

### **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](#), EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards.

### **Section 7 - Agency Contact.**

#### **FOR FURTHER INFORMATION CONTACT:**

Priscilla Halloran, U.S. EPA, Office of Solid Waste (MC 5302W), 1200 Pennsylvania Ave., N.W., Washington, DC 20460; Phone: 703-308-8802; or email: at [halloran.priscilla@epa.gov](mailto:halloran.priscilla@epa.gov).

#### **Mailing Addresses**

##### **For USPS:**

Priscilla Halloran, U.S. EPA, Office of Solid Waste (MC 5302W), 1200 Pennsylvania Ave., N.W., Washington, DC 20460;

**For courier delivery:**

Sue Priftis, U.S. EPA, Office of Solid Waste and Emergency Response, 1301 Constitution Avenue, N.W., Room 4402, Washington, D.C. 20004.