

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “FY 2007 SCHOOLS CHEMICAL CLEANOUT CAMPAIGN (SC3) GRANT”

ACTION: Request for Initial Proposals (RFIP) - Initial Announcement

RFIP NO: EPA-OSWER-OSW-07-06

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

DATES: The closing date and time for receipt of Initial Proposals is March 14 2007, 5:00 pm EST. Applications submitted through <http://www.Grants.gov> must be received by March 14, 2007, 5:00 p.m. EST. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by March 14, 2007, 5:00 p.m. EST to receive consideration.

Final applications will be accepted, only, from those eligible entities whose Initial Proposal has been successfully evaluated and selected to submit a Final Application. EPA will notify applicants whose Initial Proposal have been successfully evaluated and selected to submit a Final Application not later than April 19, 2007. The closing date and time for submission or receipt of final applications is May 23, 2007, 5:00 p.m. EST.

SUMMARY: This notice announces the availability of funds and solicits proposals to support an innovative project that advances the goals of the “Schools Chemical Clean-out Campaign (SC3).” The proposed project should be a demonstration, training, outreach and/or education project that uses the lessons learned from other chemical management programs to develop a new or expand an existing program that makes available and improves chemical management in the K-12 schools of a community.

FUNDING/AWARDS: The total estimated funding for this cooperative opportunity is \$150,000. EPA anticipates award of 1 - 2 cooperative agreement(s) whose total estimated value shall not exceed \$150,000 resulting from this competitive opportunity. (*Refer to Section 2(B).*)

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Section 1 - Funding Opportunity Description

A. Background.

Across the country, outdated, unknown, or excessive amounts of chemicals are found in kindergarten through grade 12 (K-12) schools. Accidental spills of these chemicals endanger students and staff, result in school days lost, cost millions of dollars to clean up each year, and are, in many instances, preventable. These chemicals can be found in various places within a school, including maintenance areas, vocation shops, science laboratories, art classrooms, and nurse's offices. Mismanaged chemicals represent one of the critical environmental health and safety issues schools can address to improve the learning environment for children and provide a healthy workplace for teachers and staff.

In 2004 the Environmental Protection Agency (EPA) launched the Schools Chemical Cleanout Campaign (SC3), as part of the Resource Conservation Challenge (RCC). SC3 is intended to facilitate implementation of programs that promote removal of existing accumulations of outdated and dangerous chemicals from schools; raise national awareness of the potential risks posed to students and school personnel from mismanaged chemicals; and prevent future chemical mismanagement. The ultimate purpose of SC3 is to reduce chemical exposures and improve chemical management in K-12 schools.

At the national level, EPA is working with others who care about this issue to develop partnerships that assist schools with improving their chemical management. EPA is building a national network of industry and government partners that will make cleanout assistance and chemical management tools available to every school in the country. These partners include other federal agencies, state agencies, tribes, teachers' associations, school administrator organizations, chemical suppliers and other industry leaders.

Over the last three years, EPA has funded 18 demonstration projects focused on developing chemical management programs in schools throughout the United States. With this solicitation EPA would like to use the experiential knowledge gained from these demonstration projects and other programs across the nation and support a broader project that incorporates the lessons learned and best management practices into a community-wide SC3-type program aimed at improving chemical management in K-12 schools. The intent is to move beyond demonstration projects, by supporting a project that would set forth a process and demonstrate effectiveness for building an SC3-type program that reaches a large population of schools and can be sustained beyond the cooperative agreement period.

B. Project Description.

The objective of this funding opportunity is to support an innovative project that advances the goals of SC3, by using the recommendations gained from other chemical management programs to develop a new or expand an existing program for K-12 schools in a community.

The goals of SC3 are to:

- Remove and properly dispose of inappropriate, outdated, and unnecessary chemicals from K-12 schools;
- Raise national awareness of the potential risks posed to students and school personnel from mismanaged chemicals; and
- Prevent future chemical mismanagement.

A critical first step in implementing a successful chemical management program is to remove inappropriate, outdated, and unnecessary chemicals from schools. Removing chemical accumulations from schools reduces the risk of chemical accidents, and is a necessary first step toward implementing a responsible chemical management program and measuring the effectiveness of newly implemented prevention practices. Without assistance, responsible cleanout, packing, and disposal of chemicals can be technically challenging and cost-prohibitive for schools. **Applicants are encouraged to leverage EPA funds to gain financial or in-kind assistance from other sources or partners to assist schools in conducting chemical cleanouts.**

EPA may fund a proposal to conduct outreach, education or technical training, or produce public documents, tools, databases or resource materials. Projects may include the following types of activities: training, education materials and programs, studies, and demonstrations. Demonstrations must involve new or experimental technologies, methods, or approaches. A project that is carried out through a routine or established practice is not a demonstration. **EPA funding through this solicitation may not be used to remove chemicals from schools.**

Successful applicants will demonstrate an understanding of the chemical management issues schools face, and an ability to engage community partners, especially partners that have the potential to have a national impact. Applicants are encouraged to use the recommendations described below to establish a model chemical management program that can be replicated in other communities across the country. The intended results of this project are to establish new or expand existing chemical management programs in a large number of schools in a community; evaluate the effectiveness of implemented prevention practices; and identify the factors that are critical to building the community infrastructure needed to support lasting responsible chemical management in schools. Potential deliverables may include a description of the extent of mismanaged chemicals in the community's schools; a detailed report examining the effectiveness of the policies and prevention practices incorporated into the chemical management program; a workbook for other communities to use to develop their own program; and/or guidance on how to decide which recommendations are critical to use in developing a new program.

The following recommendations may help inform the development of a successful chemical management program. These recommendations for building a successful chemical management program are based on an evaluation of existing programs and a number of demonstration projects funded by EPA. The recommendations include:

1. Program Development.

- a. Conduct scoping and needs assessments.
 - i. Assess how chemicals are managed in your community's schools. Evaluate each school's current chemical accumulations, and storage, use, and disposal practices. Determine the number of schools likely to participate and the amount and type of chemicals involved.
 - ii. Perform an initial assessment of interest levels and potential partners' capacities.
- b. Gain management support for SC3 goals.
 - i. Gain high-level support from school district officials and community leaders. This support can help mitigate resistance to change and raise the level of priority for SC3 activities.
- c. Set performance goals and develop measures.
 - i. All programs need a way to measure accomplishments and improvements and identify program deficiencies and corrective measures. Metrics can also be a useful tool for schools in budgeting; meeting larger school or community environmental goals; building support for funding decisions; and designing effective prevention practices.
 - ii. SC3 programs should set performance goals or targets, and develop performance measures for which data can be efficiently and cost-effectively collected. Developing and incorporating performance measures will help demonstrate the school's and program's accomplishments and improvements. For example, a program can measure the amount of chemicals removed; the number of teachers and staff trained; school populations protected or serviced; and the number of schools making commitments to reduce their chemical waste or other "beyond compliance" activities.
- d. Involve the local community stakeholders and form partnerships.
 - i. Creating an SC3 program requires an array of perspectives and expertise that may be difficult to achieve within one organization. Extending beyond the school system, local community partners may potentially include fire departments, emergency services, local businesses, colleges and universities, municipal solid waste districts, and others. Having the appropriate mix of partners who can offer technical expertise and financial resources throughout the SC3 program life-cycle can help create a robust program that offers a variety of benefits to schools.
- e. Develop strategies to mitigate resistance and reach out to the "hard to reach areas."
 - i. Some schools may resist participating in an SC3 program for a variety of reasons. It is important to develop a strategy to reach out to these schools to offer assistance with chemical management activities, illustrating the program benefits and incentives, as well as outlining necessary school resources and commitments up front.

2. Outreach.

- a. Develop a clear and comprehensive program message.
 - i. The program message sets the tone for the program and reflects the program's goals. A good message is useful when recruiting schools and other community partners to participate in the program.
- b. Identify and leverage existing outreach and communication mechanisms.
 - i. Coordinate your program's outreach and communication events with existing conferences and meetings, such as: teacher in-service days, staff meetings, industry conferences, etc. Coordinating your outreach and presentations with existing training and events ensures a captive audience, leverages limited financial resources, and eases scheduling difficulties.

3. Prevention.

- a. Provide technical assistance throughout all the stages of a chemical management program.
 - i. Schools should not tackle chemical management problems on their own. They need to have personal technical assistance or access to informative technical resources. Providing schools with assistance will help ensure that they can find answers to their questions and receive guidance on developing their chemical management program.
- b. Develop training protocol for teachers and other school personnel with chemical management responsibilities.
 - i. Effective training in chemical management is a critical factor in preventing future chemical accumulations and mismanagement issues. It is important to provide practical information on responsible chemical management that is tailored to the audience. Providing training not only on conducting an inventory, cleanout, and instituting management practices, but also on "greener" purchasing and changes in curriculum to use fewer and safer chemicals is essential.
- c. Incorporate chemical management into curriculum, business practices, and budget development.
 - i. To prevent the need for future cleanouts, it is essential that responsible chemical management and prevention practices be incorporated into the way schools do business. Prevention practices might include:
 - 1. Establishing and implementing policies and regulations at the school or school district level to manage chemical use, storage, disposal, and purchasing. Creating policies that institutionalize a chemical management regime will help ensure that responsible management, environmentally friendly purchasing, and other practices remain even if schools experience teacher and staff turnover.
 - 2. Purchase less hazardous, smaller quantities, and more environmentally friendly chemicals at the school or school district level.

3. Centralize purchasing. Centralized purchasing allows for better tracking of the types and amounts of chemicals being purchased and brought into the school.
4. Contract with vendors who provide Chemical and Resource Management Services (CRMS).
5. Incorporate environmentally friendly activities into the curriculum. Create lessons and activities that do not require toxic or large amounts of hazardous chemicals. For example, using small scale or micro-scale chemistry techniques and lessons in sciences classes can reduce the amount of chemicals needed and create less waste.
6. Institute appropriate, regularly scheduled training for teachers and other school personnel. Give people the tools and resources to responsibly manage the chemicals they use in the classroom and school facilities. Ensure that new faculty and staff are aware of responsible chemical management practices.
7. Work with institutions of higher education to institute chemical management training for pre-service teachers.

For more information on the “Schools Chemical Clean-out Campaign (SC3), please visit: <http://www.epa.gov/SC3>.

C. EPA Strategic Plan Linkage.

The project selected for award through this competition will support progress towards EPA Strategic Plan 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). 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.

(View EPA’s Strategic Plan on the internet at: <http://www.epa.gov/ocfo/plan/plan.htm>.)

D. 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.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include:

- a. Reduced chemical use (including priority chemicals);
 - b. Reduced waste generation;
 - c. Improved chemical and waste management in K-12 schools;
 - d. Mitigated risk of chemical accidents or incidents;
 - e. Increased awareness of chemical management issues in schools and organizations impacting schools.
 - f. Reduction in school days lost due to chemical accidents or incidents; and
 - g. Healthier learning environments for children.
2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

EPA anticipates the outputs from the projects expected to be awarded under this announcement will include:

- a. Development or adoption of a system or program for responsibly managing chemicals in schools in a community;
- b. Guidance on how to decide which recommendations are critical to use in developing a new program;
- c. Quantitative description of the extent of mismanaged chemicals in the community's schools;
- d. Training for K-12 school administrators and personnel about chemical management systems;
- e. Implementation and evaluation of effective prevention practices that would prevent future build-up of large quantities of chemicals which have exceeded their shelf life;
- f. Development of management measures to prevent, reduce, or eliminate risks from unnecessary and potentially dangerous school chemicals; and
- g. A workbook for other communities to use to develop their own program.

E. 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 available under this competitive opportunity is \$150,000.

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 1 - 2 cooperative agreements whose total estimated value shall not exceed \$150,000 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 include:

1. Close monitoring of recipient's performance to verify the results proposed;
2. Collaboration during performance of the scope of work;
3. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g),
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); and
6. Review and concurrence on project outputs for consistency with the EPA approved scope of work.

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

C. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process.

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

The estimated start date for the project resulting from this solicitation is September 10, 2007. All project activities 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.

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.

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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (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. While not considered to be “non-profit organization(s)” as defined by OMB-Circular A-122, colleges and universities; hospitals; state, local, and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under OMB Circular A-122 and this RFIP.

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.

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

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this voluntary 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 that 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 that 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), Project Description* of this announcement.
2. Proposed project total budget may not exceed maximum value of \$150,000. Proposals requesting assistance funding in excess of this value will not be considered.
3. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
4. 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* will not be reviewed.
5. Initial Proposals submitted through <http://www.Grants.gov> must be received by March 14, 2007, 5:00 p.m. EST. Initial Proposals submitted in hard copy, as described in *Section 4(B), Content and Form of Application* of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by March 14, 2007, 5:00 p.m. EST to receive consideration. Initial Proposals received after the closing date of this announcement will be returned to sender without further consideration.
6. All application materials must be submitted in English.

D. Prohibited Use of Funds.

Funds awarded under this announcement may **not** be used:

1. For removal and disposal of chemicals from schools;
2. To purchase capital equipment (e.g. trucks, tractors, front loaders, etc.);
3. To fund construction or construction planning;
4. For scientific research and other ineligible costs outlined in 40 CFR Parts 30 and 31, and applicable OMB Circulars.

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.

B. Content and Form of Application.

1. Initial Proposals.

The following documents are required for all Initial Proposals, irrespective of the mode of submission. All Initial Proposals must contain one completed and signed Standard Form 424 (SF-424), *Application for Federal Assistance*, a cover letter, a "Concept Proposal," and a detailed budget estimate. Hard copy (paper) submission must include one complete set of original signature documents and two copies.

The "Initial Proposal," a maximum of 12 typed, single-line spaced, 8 ½" x 11" pages in length (excluding the SF-424), must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section 5(A)(1)*, *Initial Proposal Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*. EPA will not consider or evaluate pages in excess of the maximum page limitation.

The Initial Proposal must substantially conform to the following outline and content:

- a. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.**

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

- b. **Cover Letter.** 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. Provide the name, full address, and DUNS number of the applicant applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
 - iii. Contacts. Provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed;
 - iv. Brief overview of project;
 - v. Funding Requested. Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$150,000;
 - vi. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of September, 2007), and;
 - vii. Description of experience related to the project proposal;
 - viii. Cooperative Partnerships. Provide names of individuals and organizations that have agreed to participate in the implementation of the project.
- c. The **“Concept Proposal”** must provide the information below on how the applicant will implement and conduct its operation and **discuss how the application addresses each of the evaluation criteria in Section 5(A)(1), Initial Proposal Evaluation Criteria of this announcement and the Section 3(C), Threshold Criteria.**
- i. **Project Description.** The project description must explicitly describe the applicant’s proposed project and include a discussion of: (1) the purpose of the project and how it will be implemented; (2) project goals, objectives, and anticipated achievements; (3) how the project relates to the scope of work described in *Section 1(B), Project Description* of this announcement; and (4) who will benefit from the project.
 - ii. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results.
 - iii. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your project results. Outputs, quantitative or qualitative, must be measurable during the project performance period.
 - iv. **Project Milestones.** Provide an overall schedule or time line for completing the proposed project. The project must be completed within the negotiated project performance period of 12 to 24 months.
 - iv. **Project Sustainability.** Describe how successes in meeting goals, objectives, and environmental outcomes will be sustained beyond the conclusion of this EPA

assistance agreement; and how participating schools will sustain successes in preventing chemical accumulations and exposures.

- v. **Organizational Experience.** Describe your organization's experience with facilitating or implementation of programs that promote removal of existing accumulations of outdated and dangerous chemicals; raising awareness of the potential risks from mismanaged chemicals; and preventing future chemical mismanagement.
- vi. **Detailed Budget Estimate.** Provide a detailed itemized budget estimate that clearly explains how funds will be used for each of the following categories:
 - A. Personnel.
 - B. Contractual Costs.
 - C. Travel.
 - D. Equipment.
 - E. Supplies.
 - F. Other Costs, if any. (Be specific.)
 - G. Total Direct Costs.
 - H. Total Indirect Costs. (Must include documentation of federally approved indirect cost rate percentage.)
 - I. Total Project Cost. (Total Direct + Indirect Costs) Costs proposed in the budget must be linked directly to the "Concept Proposal."
 - J. Non-EPA Project Funding. Identify funding from other sources including any in-kind resources.

2. Final Applications.

Final applications will be accepted, only, from those eligible entities whose Initial Proposal has been successfully evaluated and selected to submit a Final Application. Do not include these documents with the Initial Proposal.

Applicants who have been notified that their Initial Proposals have been evaluated and selected to submit a Final Application must submit one complete original signature Final Application and two copies. All application materials must be completed in English. **The Final Application must contain a Federal Grant Application Package, a Narrative Proposal, and any Attachments.**

- a. The **Federal Grant Application Package** must substantially conform to the following outline and content:
 - i. Standard Form 424A (SF-424A), Budget Information for Non-Construction Programs;
 - ii. SF-424B, Assurances for non-construction programs;
 - iii. Documentation of Non-Profit Status, if applicable;
 - iv. Certification Regarding Lobbying and SF LLL, if applicable;
 - v. EPA Form 4700-4 Pre-award Compliance review report;

- vi. Quality Assurance Narrative Statement, if applicable; and
 - vii. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
- b. The **Narrative Proposal** shall not exceed 18 typed, single-line spaced, 8 ½” x 11” pages and must substantially conform to the following outline and content:
- i. **Cover Letter.** 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:
 - A. Project Title;
 - B. Applicant Information. Provide the name, full address, and DUNS number of the applicant applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
 - C. Contacts. Provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed;
 - D. Brief overview of project;
 - E. Funding Requested. Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$150,000;
 - F. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of September, 2007), and;
 - G. Cooperative Partnerships. Provide names of individuals and organizations that have agreed to participate in the implementation of the project.
 - ii. **Detailed Project Description.** The detailed project description must provide a clear overview of how the applicant will design, implement and evaluate the project and discuss how the proposal addresses each of the selection criteria in *Section 5(A)(2)* of this announcement. The detailed project description must substantially conform to the following outline and content:
 - A. **Project Work Plan.** The project work plan should:
 - 1. Describe activities to be undertaken, including a detailed description of methods and materials to be used over the entire project period.
 - 2. Demonstrate the practicality and feasibility of the project.
 - 3. Identify intended audience and demonstrate that the project is appropriate for that audience.
 - 4. Demonstrate that collaborations and partnerships will be developed.
 - 5. Provide a time line of these activities, including milestones, as well as projected time-frames of outputs and outcomes for the entire project period.
 - B. **Programmatic Capability.** Submit a list of federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years (limit 5,

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 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section 5.

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

- C. **Environmental Results Past Performance Reporting.** Submit a list of Federally and/or non-Federally funded projects that your organization performed within the last three years (limit 5, 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 5, 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 5.
- D. **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.
- E. **Sustainability and Replication.** Provide an explanation of:
 - 1. The applicant's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement;
 - 2. The impacted audience's ability to sustain their efforts beyond the conclusion of the EPA assistance agreement;
 - 3. The applicant's ability to demonstrate that activities are replicable and can yield large-scale impacts.
- F. **Detailed Itemized Budget.** Provide a detailed itemized budget narrative that

clearly explains how funds will be used for each of the following categories and how it relates to the objectives of the project.

1. Personnel.
2. Fringe Benefits.
3. Contractual Costs.
4. Travel.
5. Equipment.
6. Supplies.
7. Other Costs, if any. (Be specific.)
8. Total Direct Costs.
9. Total Indirect Costs.(must include documentation of federally approved indirect cost rate (percentage).
10. Total Project Cost. (Total Direct + Indirect Costs) Costs proposed in the budget must be linked directly to the “Concept Proposal.”
11. Non-EPA Project Funding. Identify funding from other sources including any in-kind resources.

The budget narrative should include an approximation of the percent of the budget used for each major activity proposed. For example:

Training for school personnel = 15% of budget allotted
Development of training materials = 15% of budget allotted
Schools outreach = 25% of budget allotted

iii. **Attachments.** The following documents should be included as attachments to the Narrative Proposal. **These documents will not count as part of the 18 page limit and do not have an individual page limitation.**

- 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 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 extraneous materials. Pages exceeding the maximum page limitation will not be considered. The maximum page length does not include the Attachments detailed in *Section 4(B)(2)*. All application materials must be completed in English.

C. Submitting an Application Package.

Applicants may choose to submit Initial Proposals either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for both methods are detailed below. Please select one method. The closing date and time for applicants to submit Initial Proposals under this announcement is March 14, 2007, 5:00 P.M. EST. Initial Proposals submitted in hard-copy, as described below, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by March 14, 2007, 5:00 p.m. EST to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete Initial Proposal including all of the documents identified in *Section 4(B)(1)* of this announcement. **The complete Initial Proposal must be sent through regular mail, express mail, or courier to the EPA contact listed below.** Paper submission must include one complete set of original signature documents and two copies.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to transmit their Initial Proposal to the physical address of the EPA contact listed below. (*Refer to Section 7(A), Agency Contact.*)

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

U.S. EPA
Attn: Kristina Meson
1200 Pennsylvania Avenue, NW (Mail Code 5302P)
Washington, DC 20460

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

U.S. EPA
Attn: Kristina Meson
6th Floor, Room N-6948
Two Potomac Yard (North Building)
2733 South Crystal Drive
Arlington, VA 22202

2. **Grants.gov submission.** Using <http://www.grants.gov>, applicants may submit the complete Initial Proposal package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on <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 toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via <http://www.grants.gov>, the electronic submission

of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on **“Get Registered” on the left side of the page.** *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an 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 “Apply for Grants” 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-OSWER-OSW-07-06, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field. 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 left side of the page and then go to Search Opportunities/Browse by Agency feature to find EPA opportunities).**

Application Submission Deadline: Your organization’s AOR must submit your complete Initial Proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 P.M. EST, March 14, 2007.

Please submit *all* of the Initial Proposal materials described below.

Initial Proposal Materials. The following forms and documents are required for Initial Proposals under this announcement:

- A. Standard Form 424 (SF-424), Application for Federal Assistance
- B. Concept Proposal (including Cover Letter)
- C. Other Attachments, if applicable

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

- A. **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.
- B. **Concept Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>.) Prepare your “Concept Proposal” in accordance with the

instructions detailed in *Section 4(B)(1)(c), Content and Form of Application Submission* of this announcement (EPA-OSWER-OSW-07-06). The “Concept Proposal” shall not exceed 12 pages and must substantially conform to the outline and content detailed in *Section 4(B)(1)* of this announcement.

- C. **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 Initial Proposal package if your proposed budget includes indirect costs. .

Application Preparation and Submission Instructions.

Document A, listed under Application Materials above, should appear in the “Mandatory Documents” box on the Grants.gov “Grant Application Package” page.

For Document A, 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 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 B, you will need to attach electronic files. Prepare your “Concept Proposal” in accordance with the instructions detailed in *Section 4(B)(1)(c), Content and Form of Application Submission* of this announcement and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. 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.”

Document C, is 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 required to submit Document C – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach Document C, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the document, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – 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. 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 Kristina Meson at 703-308-8488.**

Applications submitted through Grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Kristina Meson, Grant Program Manager, at 703-308-8488. 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. Pre-proposal/Application Assistance and Communications.

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.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. All questions and answers will be posted at the OSWER Grants/Funding website <http://www.epa.gov/oswer/grants-funding.htm>, bi-weekly, until the closing date for this announcement.

Section 5 - Application Review Information

A. Evaluation Criteria

Each application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their proposals. Each Initial Proposal and Final Application will be rated under a points system, with a total of 100 points possible.

1. Initial Proposal Evaluation Criteria.

Criterion	Maximum Points per Criterion
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<p>Project Description: Activities; Methods; Materials; and Time-line. Extent to which the application effectively addresses the requirements described in Section 1(B) of this announcement. The “Concept Proposal” must clearly, concisely and realistically present a description of the proposed project including goals, tasks, and project milestones. This criterion will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The project relates to the scope of work and incorporates the recommendations described in <i>Section 1(B), Project Description</i>. (11 points) • The proposal clearly describes the steps required to implement a comprehensive chemical management program in K-12 schools. (11 points) • The proposal demonstrates the development and utilization of innovative and effective collaborations/partnerships to achieve the project’s goals, objectives, and measurable environmental outcomes. (7 points) • The proposal effectively describes a well-conceived strategy to recruit schools to participate in a chemical management program, and the proposed project will positively impact a large number of schools. (7 points) • The proposal clearly and concisely describes the activities, methods, and time-line. (6 points) 	42
<p>Project goals and objectives. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The proposed project goals and objectives demonstrate the ability to achieve realistic, substantial and measurable outputs and environmental outcomes. (8 points) • The proposed project goals and objectives align with SC3 and EPA’s Strategic Plan goals as described in <i>Section 1(C), EPA Strategic Plan Linkage</i> of this announcement. (7 points) 	15
<p>Project Sustainability. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The proposed project addresses how the applicant will sustain successes in meeting goals, objectives, and environmental outcomes beyond the conclusion of the EPA assistance agreement. (7 points) • The proposed project addresses how the participating schools will sustain successes in preventing chemical accumulations and exposures beyond the conclusion of the EPA assistance agreement. (7 points) 	14

<p>Performance Measurement: Anticipated Outcomes and Outputs. 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"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/ Outputs</i>. (3 points) • Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 points) • Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. (3 points) 	9
<p>Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. The budget narrative demonstrates how the proposed budget will effectively sustain your project. (7 points) • 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. (7 points) <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criterion for leveraging. However, applicants may choose to demonstrate leveraging by pledging 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. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that 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).</i></p>	14

<p>Organizational Experience. Under this criterion, EPA will evaluate the extent of your organization’s experience with:</p> <ul style="list-style-type: none"> • Facilitating or implementation of programs that promote removal of existing accumulations of outdated and dangerous chemicals. (2 points) • Raising awareness of the potential risks from mismanaged chemicals. (2 points) • Preventing future chemical mismanagement. (2 points) 	6
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2. Final Application Evaluation Criteria.

Criterion	Maximum Points per Criterion
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<p>Project Description. Extent to which the application effectively addresses the requirements described in Section 1(B) of this announcement. The “Narrative Proposal” must clearly, concisely and realistically present a description of the proposed project including goals, tasks, and project milestones. This criterion will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The narrative proposal relates to the scope of work and incorporates the recommendations described in <i>Section 1(B), Funding Opportunity Description</i>. It clearly describes the steps required to implement a comprehensive chemical management program in K-12 schools. (10 points) • The narrative proposal demonstrates the development and utilization of innovative and effective collaborations/partnerships to achieve the project’s goals, objectives, and measurable environmental outcomes. (8 points) • The narrative proposal effectively describes a well-conceived strategy to recruit schools to participate in a chemical management program, and the proposed project will positively impact a large number of schools. (6 points) • The proposed project goals and objectives align with SC3 and EPA’s Strategic Plan goals as described in <i>Section 1(C), EPA Strategic Plan Linkage</i> of this announcement. (5 points) • The proposed project goals and objectives demonstrate the ability to achieve realistic, substantial and measurable outputs and environmental outcomes. (4 points) • The narrative proposal effectively describes a well-conceived strategy to achieving project goals, objectives, and measurable environmental outcomes. (5 points) • The narrative proposal clearly and concisely describes the activities, methods, and time-line that will be used to achieve each goal and objective. (5 points) • The project time-line specifies quarterly and final reports, as well as appropriate proposed milestones, and projected time frame for programmatic outputs and outcomes. (4 points) 	47
<p>Project Sustainability and Replication. Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none"> • the applicant’s ability to sustain their efforts beyond the conclusion of the EPA assistance agreement; (5 points) • the impacted audience’s ability to sustain their efforts beyond the conclusion of the EPA assistance agreement; (5 points) • the applicant’s ability to demonstrate that activities are replicable and can yield large scale impacts without additional federal funds. (5 points) 	15

<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their 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 and/or non-federally funded assistance 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 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, (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><i>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 (items i and ii above), will receive a neutral score for those elements of this criterion.</i></p>	17
<p>Cooperative Partnerships. Under this criterion, EPA will evaluate the extent to which the proposal:</p> <ul style="list-style-type: none"> • Identifies all proposed partnerships and stakeholder groups that will be involved in the project. (8 points) • Describes what each group’s role will be in project staffing, funding, design and implementation. (8 points) 	16
<p>Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements or non-federally funded projects (e.g., state grants, contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>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.</i></p>	5

B. Other Factors.

The EPA Headquarters Selection Official may consider the following factor, in addition to the evaluation results based on the criteria above, in making the final funding decision: (1) program priorities.

C. Review and Selection Process

1. Initial Proposals.

All Initial Proposals 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)(1), Initial Proposal Evaluation Criteria* of this announcement. Upon completion of the technical merit evaluation, 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 Initial Proposal(s) with the highest evaluated numerical score(s) will be selected to submit Final Applications.

2. Final Applications.

Applicants selected to submit Final Applications for review will receive further instructions for submitting final applications and will be advised what, if any, further information must be included in the final application package in addition to the information identified in Section 4(A)(2) of this announcement.

Each Final Application will be evaluated by a review panel of EPA staff for technical merit, based on the evaluation factors detailed in *Section 5(A)(2), Final Application Evaluation Criteria* of this announcement. The EPA Headquarters Selection Official will make the final funding decision. 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 June 20, 2007.

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.
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.
3. 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.
4. Programmatic terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement.

Quarterly progress reports and a detailed final report will be required. 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 Kristina Meson at meson.kristina@epa.gov.

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:

Kristina Meson, U.S. EPA, Office of Solid Waste (MC 5302P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone 703-308-8488; or email: at meson.kristina@epa.gov.

FOR EXPRESS MAIL DELIVERY (Courier, FedEx, UPS, DHL):

Kristina Meson, U.S. EPA, Office of Solid Waste (MC 5302P), Two Potomac Yard (North Building), 6th floor, 2733 South Crystal Drive, Arlington, VA 22202