

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “UNDERGROUND STORAGE TANK COMPLIANCE ASSISTANCE AND TRAINING SUPPORT IN INDIAN COUNTRY”

ACTION: Request for Proposals (RFP) – Initial Announcement

RFP NO: EPA-OSWER-OUST-08-11

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.804

DATES: The closing date and time for receipt of proposals is November 3, 2008, 5:00 p.m. EST. Proposals submitted through <http://www.Grants.gov> must be received by November 3, 2008, 5:00 p.m. EST. Proposals submitted in hard copy, as described in *Section 4(C)* of this announcement, must be received in the EPA program office via hand delivery, U.S. Postal Service, or express mail service by November 3, 2008, 5:00 p.m. EST to receive consideration. Proposals received after the closing date and time of this announcement will be returned to sender without further consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail or courier service option to transmit their proposals to the EPA contact listed in *Section 7*.

SUMMARY: This notice announces the availability of funds and solicits proposals to promote the prevention of releases from federally-regulated underground storage tanks (USTs) in Indian country and the compliance of UST facilities in Indian country with federal regulations. Funding under this announcement shall be used for activities that support UST compliance in Indian country through education for owners and operators, training opportunities for tribal government personnel, and tribal UST compliance program development and collaboration. The goals of this cooperative agreement are to provide tribal governments and UST facilities in Indian country with training, compliance assistance, and collaborative opportunities.

FUNDING/AWARDS: The estimated funding available under this competitive opportunity is approximately \$2,000,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of one cooperative agreement resulting from this announcement. The cooperative agreement will be funded incrementally. In FY09, the maximum value shall not exceed \$400,000.

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Section 1 - Funding Opportunity Description

A. Background.

Over 2,600 active underground storage tanks (USTs) at approximately 1,100 facilities in Indian country in the United States contain petroleum or hazardous substances regulated by the U.S. Environmental Protection Agency (EPA). Approximately 200 federally-recognized Indian tribes (tribes) have active or closed USTs within the exterior boundaries of their reservations. EPA continues to implement the UST program in Indian country and is committed to strengthening partnerships with tribes.

Releases from USTs – e.g., from spills, overfills, or leaking underground storage tanks and piping – can potentially cause threats to human safety, contamination of groundwater, and adverse health effects from the contaminants and oxygenated fuel additives present in gasoline. The lack of proper operation and maintenance is one of the major causes of new releases from USTs.

EPA continues to support efforts to improve compliance with environmental regulations and prevent releases at UST facilities in Indian country. Compliance assistance is a tool EPA uses to improve a regulated community's compliance and refers to activities, tools, or technical assistance that provides clear and consistent information for helping the regulated community understand and meet its obligations under environmental regulations.

For more information on EPA's underground storage tanks program in Indian country, please go to: <http://www.epa.gov/oust/tribes>.

B. Project Description.

EPA's Office of Underground Storage Tanks (OUST) is soliciting proposals to promote the prevention of releases from federally-regulated USTs in Indian country through compliance assistance, training, and tribal program development. Funding under this announcement is for activities that support compliance assistance for UST owners and operators (owners/operators) in Indian country; training for tribal government and non-government personnel involved with tribal environmental programs (tribal personnel); tribal UST compliance program development; collaborative efforts among tribes and other government and non-government entities; and information exchange.

The goal of the proposed agreement is to provide tribes and UST owners/operators in Indian country with compliance assistance and training opportunities, including activities such as communication building, technical information exchange, and programmatic support.

A general description of activities associated with this project follows. There is no requirement that applicants include all of the possible types of activities or subject areas in their proposals. Applicants may propose additional or alternative subject areas that achieve the objectives of the project description for this RFP:

1. Targeted UST Compliance Assistance for Owners/Operators of UST Facilities in Indian Country

- Conduct targeted compliance training for owners/operators of facilities in Indian country that are not currently receiving technical assistance or training from other entities, such as a tribal government or tribal consortia. Explain and demonstrate to owners/operators the proper operation and maintenance of the UST equipment particular to their facility; identify and address existing compliance issues; and discuss the necessary testing, financial responsibility, and recordkeeping requirements as referenced in 40 CFR Part 280.
- Provide owners/operators with facility-specific UST compliance materials, such as information manuals, maintenance checklists, recordkeeping forms, and training CDs. Develop materials in coordination with EPA.
- Coordinate and collaborate with EPA and tribes to prioritize and schedule locations for on-site compliance assistance trainings.

2. UST Compliance Training for Tribal Personnel

- Conduct basic UST compliance training for tribal personnel on the proper operation and maintenance of UST equipment, financial responsibility, recordkeeping, and the federal UST requirements as referenced in 40 CFR Part 280. Include a “train-the-trainer” component that teaches tribal personnel to conduct on-site compliance assistance activities for other tribal personnel. Conduct specialized training, as needed, on specific UST-related topics such as automatic tank gauges and cathodic protection.
- Present trainings in various forms as appropriate, such as classroom education, interactive workshops, on-line, CD, and video trainings. Hold classroom trainings and workshops in centrally-located and/or accessible sites in or near Indian country in order to reach the widest possible audience.
- Coordinate and collaborate with EPA and interested tribes to prioritize and schedule training locations. Communicate training schedules to EPA, tribes, and other interested entities.
- Provide attendees with compliance training materials such as information manuals, guidance documents, checklists, workbooks, forms, and training CDs. Develop materials in coordination with EPA.
- Arrange training logistics and provide travel funding support, as needed, for tribal personnel to attend compliance trainings conducted by the recipient.

3. Tribal UST Compliance Inspector Training Program

- Provide education training for tribal personnel to assist them in conducting tribal UST compliance monitoring inspections in Indian country in accordance with applicable federal regulations as referenced in 40 CFR Part 280, on-site compliance assistance for

owners/operators, and UST program management. Develop the training program and course materials in coordination with EPA and interested tribes,

- Conduct program related administration activities such as course development, participant registration and progress tracking, course completion notification, and recordkeeping.
- Coordinate and collaborate with EPA and interested tribes to prioritize and schedule training locations. Communicate training schedules to EPA, tribes, and other interested entities.
- Arrange training logistics and provide travel funding support, as needed, for tribal personnel and speakers to attend inspector trainings conducted by the recipient.
- Provide travel funding support, as needed, for experienced tribal UST personnel to attend advance specialized trainings other than those provided by the recipient.

4. Tribal UST Program Development and Collaboration

- Facilitate UST program coordination and collaborative efforts among tribes, intertribal consortia, EPA, and other federal and state government and nongovernmental entities involved with USTs. This may include the development of, or participation in, meeting forums, workshops, seminars, and conference calls.
- Develop collaborative networks to improve tribal UST programs, increase involvement of tribes in UST-related activities, and improve UST compliance in Indian country. Where appropriate, assist in developing potential collaborative networks among tribes.
- Encourage and support accelerated tribal awareness, interest, and involvement in UST compliance and program management activities.
- Arrange event logistics and provide travel funding support, as needed, for tribal personnel to attend program development events facilitated by the recipient.

PLEASE NOTE THAT THE SUCCESSFUL APPLICANT MUST LIMIT THESE ACTIVITIES TO BUILDING THE CAPACITY OF TRIBES TO CARRY OUT THEIR UST PROGRAMS RATHER THAN ACTUAL IMPLEMENTATION OF TRIBAL UST PROGRAMS.

5. Communication Building and Information Sharing

- Communicate and disseminate relevant and up to date federal, tribal, and state UST program information to tribes.
- Solicit input from tribes, where possible, to encourage UST information exchange, increased communication, and continued improvements in compliance activities and training. Collect and disseminate tribal success stories and best practices to share with other tribes and EPA.

- Identify opportunities for tribal knowledge enhancement in relevant, focused topic areas. Identify areas where compliance assistance could be improved and develop suggestions for compliance projects, focus areas, or trainings.
- Attend appropriate conferences, meetings, workshops, and seminars on UST compliance and release prevention issues to gather and disseminate information to tribes during compliance assistance visits, trainings, and meetings.

PLEASE NOTE THAT THE SUCCESSFUL APPLICANT MUST LIMIT THESE ACTIVITIES TO BUILDING THE CAPACITY OF TRIBES TO CARRY OUT THEIR UST PROGRAMS RATHER THAN ACTUAL IMPLEMENTATION OF TRIBAL UST PROGRAMS.

C. EPA Strategic Plan Linkage.

The project selected for award under through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), and Sub-objective 3.1.2 (Manage Hazardous Waste and Petroleum Products Properly). Specifically, the recipient selected for award will conduct activities that promote the prevention of releases from UST systems and compliance with federal regulations. These activities will provide opportunities for tribes and for UST owners and operators across Indian country to learn how to properly operate UST systems and protect their lands from UST releases.

(View EPA’s strategic plan 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 applicants and 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 workplan.

1. **Outcomes.** The term “outcome” refers to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include, but are not limited to the following:

- a. Improved understanding of UST regulations by owners/operators of regulated facilities in Indian country and tribal personnel, and a corresponding improvement in significant operational compliance rates of UST facilities in Indian country and a reduction in new UST releases.
- b. Increased understanding of UST regulations by tribal personnel resulting in improved

tribal environmental decision making, including how to respond to UST compliance needs and how to address and resolve noncompliance.

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

EPA anticipates the outputs from projects that may be awarded under this announcement will include but are not limited to the following:

- a. Development of training programs that demonstrate the effective transfer of skills.
- b. Increase in the number of UST owners/operators participating in compliance assistance activities per year.
- c. Increase in the number of tribal personnel completing UST compliance trainings per year.
- d. Increase in the number of tribal personnel completing tribal UST compliance inspector training courses per year.
- e. Increase in the number of tribal personnel attending advance specialized trainings through support from the recipient per year.
- f. Development of collaborative UST networks that contribute in a meaningful way to the protection of human health and the environment in Indian country.
- g. Distribution of UST-related compliance/prevention information to tribes and owners/operators.
- h. Identification of project and training areas where compliance assistance could be improved.

E. Supplementary Information.

The statutory authority for the assistance agreement awarded by EPA under this announcement is Public Law 105-276 for funds from the Agency's State and Tribal Assistance Grant appropriation. In future years, EPA may receive authority in its annual appropriation acts to use funds from the Leaking Underground Storage Tank Trust Fund for the same purposes as those specified in Public Law 105-276.

Section 2 - Award Information

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is approximately \$2,000,000, subject to the availability of funds and quality of proposals received.

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 six 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 announcement. The cooperative agreement will be funded incrementally. In FY09, the maximum value shall not exceed \$400,000.

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 any proposed changes to work plan and/or budget;
4. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g);
5. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concurrence on project outputs for consistency with the EPA approved scope of work.

C. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete activities, 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 of the competition and selection process.

EPA reserves the right to reject all proposals and make no awards under this announcement or, to make fewer awards than anticipated.

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

The estimated start date for projects resulting from this solicitation is January 1, 2009. All project activities must be completed within the negotiated project performance period of five years.

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

EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "co-applicants" or members of a "coalition" or "consortium." The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions

of the regulations at 40 [CFR](#) Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 [CFR](#) 30.2(ff) or subgrant at 40 [CFR](#) 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 [CFR](#) Part 30 or 40 [CFR](#) Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

F. How will an applicant's proposed subawardees or contractors be considered during the evaluation process described in *Section 5* of this announcement?

Section 5 of this announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 [CFR](#) Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
2. An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 [CFR](#) Part 30 or 40 [CFR](#) 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named

subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

Section 3 - Eligibility Information

A. Eligible Entities

Proposals will be accepted from Federally-recognized Tribes and Intertribal Consortia that must meet the requirements, as described in the Federal Register Notice, Vol. 67, No. 213, pp. 67181-67183, "Update to EPA Policy on Certain Grants to Intertribal Consortia."

B. Cost Sharing or Matching

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

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). Any form of proposed leveraging that is evaluated under a Section 5 ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

C. Threshold Criteria

Proposals from eligible applicants must meet the following "threshold criteria" **by the time of proposal submission. Proposals that fail to meet any one of the threshold criteria will not be considered further.** The Agency may, but is not required to, seek clarification of information relating to the threshold eligibility criteria. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the "fail" determination. Proposals 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 all elements of the project description as described in *Section 1(B)* of this announcement.
2. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4* with respect to the project proposals, pages in excess of the page limitation will not be reviewed.

3. The proposed project total budget may not exceed a maximum value of \$2,000,000, excluding any in-kind contribution or match. Proposals requesting federal assistance funding in excess of this value will not be considered.
4. Proposals must be received by EPA or through <http://www.Grants.gov>, as specified in *Section 4* of this announcement, on or before the proposal submission deadline published in *Section 4* of this announcement. Applicants are responsible for ensuring that their proposal packages reach the designated person/office specified in *Section 4* of the announcement by the submission deadline.

Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where *Section 4* requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Amanda Driggers at driggers.amanda@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

5. All proposal 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.

B. Content and Form of Application

The following documents are required for all proposal packages, irrespective of the mode of submission. All proposal packages must contain a "Narrative Proposal," one completed and signed Standard Form 424 (SF-424), "Application for Federal Assistance," and a budget narrative. The "Narrative Proposal," a maximum of 15 pages in length, must explicitly describe the applicant's proposed project and specifically address each of the applicable evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the relevant threshold eligibility criteria in *Section 3(C)*.

1. **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>.

2. **Narrative Proposal.**

Narrative Proposals must be concise, well organized, and not exceed 15 typed, single-line

spaced, 8 1/2 x 11” pages. The cover page, item “a” below, is included in this page limit. The Narrative Proposal must provide the information detailed in this section and **include responses to all Section 3(C), Threshold Criteria, Section 5(A), Evaluation Criteria, as well as the information identified in Section 1, Funding Opportunity Description, for each project proposal area.** 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 evaluation criteria should 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.

The Narrative Proposal (*Sections “a” and “b” below*) must substantially conform to the following outline and content:

- a. **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 and full address of the organization 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 Manager and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
 - iv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
 - v. **Funding Requested.** Specify the total amount you are requesting from EPA. The total funding requested amount may not exceed \$2,000,000, excluding any in-kind contribution or match. Proposals requesting federal assistance funding in excess of this value will not be considered.
- b. **Detailed Project Narrative.** The project description should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.
 - i. **Project Description.** Provide a description of how you will implement and conduct the proposed project activities as referenced in *Section 1(B), Project Description*, and program objectives. The description should demonstrate consideration of the activities that will be conducted to accomplish objectives of the project. The project

description should include: (1) the reason your proposal should receive funding support, including knowledge of, and experience with, underground storage tank regulations and compliance assistance and training in Indian country; (2) estimated timeline or schedule of expected target dates and milestones to achieve specific tasks and activities that will be conducted during the budget and project period; and (3) necessary tasks and activities that will be conducted to accomplish the project objectives. The tasks and activities should be realistic and achievable within the budget and project period of the grant.

- ii. **Programmatic Capability.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (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*. Failure to do so may result in a “0” score for those factors.

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.

Your organizational experience information should include: (1) knowledge of and experience with compliance assistance and training in Indian country both under federal and tribal environmental laws and regulations, including understanding of tribal and EPA roles and responsibilities to ensure compliance in Indian country; (2) knowledge of and experience with developing and managing similar training programs or workshops on tribal environmental and governmental programs, including the ability to recruit workshop instructors to support improved tribal compliance programs; and (3) knowledge of and experience working with and providing training for tribal personnel and tribal members in a manner that is respectful and understanding of tribal sovereignty, culture, traditional lifeways, and Federal Indian Law.

- iii. **Environmental Results Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) that your organization performed within the last three years (limit 5, and preferably EPA assistance 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*. Failure to do so may result in a “0” score for the factor.

iv. **Performance Measurement: Anticipated Outcomes and Outputs.**

Anticipated Outcomes: 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 towards achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)

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 progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- vi. **Leveraging.** Summarize the voluntary dollars or other resources leveraged for this project. In addition, demonstrate how you 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 that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a *Section 5* ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

- vii. **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. Please note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 [CFR](#) Part 30 or Part 31, as applicable. Naming a commercial vendor as a “partner” does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify sole source procurement.

3. Attachments. The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 15-page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.

a. **Budget Narrative.** Include a detailed budget narrative which clearly explains how funds will be used. The successful applicant’s budget narrative should identify (1) specific tasks for which EPA funding will be used; (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. (*Refer to Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs for a definition and examples of outputs.*) The budget should include information on each major task broken out using the following cost elements:

- i. Personnel;
- ii. Fringe Benefits;
- iii. Contractual Costs;
- iv. Travel;
- v. Supplies;
- vi. Other Costs (be specific);
- vii. Administrative Costs (other than Indirect Costs);
- viii. Non-EPA Project Funding. Identify funding from other sources including in-kind resources;
- ix. Total Direct Costs;
- x. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage); and
- xi. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

Following is a suggested format to summarize your proposed budget. Applicants are not limited to three Project Activities. Please expand (add more columns), as necessary, to include Activities listed in *Section 1(B)* of this announcement.

Sample Format for Budget

| Budget Categories (Required Field) | Project Activities | | | TOTAL (Required Field) |
|---------------------------------------|---------------------------|---------------------------|---------------------------|---------------------------|
| | Activity 1: (fill in) | Activity 2: (fill in) | Activity 3: (fill in) | |
| Personnel | | | | |
| Fringe Benefits | | | | |
| Contractual | | | | |
| Travel | | | | |
| Supplies | | | | |
| Equipment | | | | |
| Other Costs | | | | |
| Administrative | | | | |
| Total Direct | | | | |
| Indirect Costs | | | | |
| Non-EPA Project Funding | | | | |
| Total Project Cost | | | | |

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term “management fees or similar charges” refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as direct costs of carrying out the scope of work.

Under OMB Circulars, EPA financial assistance cannot be used for fund-raising. Therefore, any costs associated with fund-raising may not be included in the budget for your application, or charged to the resultant cooperative agreement.

- b. **Milestones.** Schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings, etc.).
- c. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at these organizations along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.
- d. **Documentation/evidence of current nonprofit status** under Federal, state or tribal law, if applicable.

C. Submitting a Proposal Package.

Applicants may choose to submit their proposal package, as described in *Section B* above, either in

hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Instructions for all methods are detailed below. Please select **only one** method. Proposals must be received by EPA or through grants.gov by November 3, 2008, 5:00 p.m. EST.

1. **Hard copy (paper) submission.** Submit a complete proposal package including all of the documents identified in *Section 4(B)* of this announcement. **The complete package must be sent through regular mail (U.S. Postal Service), express mail, or commercial delivery service to the EPA Headquarters Program contact listed below.** Paper submissions must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), the Narrative Proposal, and all Attachments. If possible, please include a CD-disk with electronic copies of all proposal package documents.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a package in hard copy use a commercial delivery service or express mail option to transmit their packages to the physical address of the EPA contact listed in *Section 7(A), Agency Contact*.

2. **Using <http://www.Grants.gov>,** applicants may submit their complete 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 call the 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 proposal package 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 Authorized Official Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications](#) are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-OSWER-OUST-08-11, or the CFDA number that applies to this announcement (66.804), in the appropriate field. Then complete and submit the proposal package as indicated. **You may also be able to access the proposal package by clicking on the “Application” button 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).

Proposal Submission Deadline. Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.Grants.gov>) no later than November 3, 2008, 5:00 p.m. EST. **Please submit all of the proposal materials described below.**

Proposal Materials. The following forms and documents are required under this announcement (*refer to Section 4(B) of this announcement*):

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal.
- C. Other Attachments

The proposal 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 Numbering 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. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.Grants.gov>). Prepare your Narrative Proposal in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement (EPA-OSWER-OUST-08-11). The Narrative Proposal shall not exceed 15 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.
- C. **Attachments.** The budget narrative, milestones, letters of support, and documentation of non-profit status if applicable as described in *Section 4(B)(3)* of this announcement shall be included as attachments to the narrative proposal. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**

Proposal Preparation and Submission Instructions.

Document A, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.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 Package” page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document B, 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-OUST-08-11). 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.

For Document C, the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments. 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 - FY08 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 08 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 - FY08 Assoc Prog Supp - 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through <http://www.grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), 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 <http://www.grants.gov> for assistance by phone at 1-800-518-4726, or contact Amanda Driggers at driggers.amanda@epa.gov.

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the proposal deadline, please contact Amanda Driggers at driggers.amanda@epa.gov. Failure to do so may result in your proposal not being reviewed.

D. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals/applications or portions of proposals/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 by visiting the D&B website at <http://www.dnb.com>.

F. 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. Questions received from applicants and EPA's responses will also be posted online at <http://www.epa.gov/oswer/grants-funding.htm>.

Section 5 - Application Review Information

A. Evaluation Criteria

Each eligible proposal, based on the Section 3 threshold eligibility review, will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their "Narrative Proposals." Each proposal will be rated under a points system,

with a total of 100 points possible.

| Criterion | Maximum Points per Criterion |
|--|------------------------------|
| <p>Project Description. Under this criterion, EPA will evaluate the extent to which the proposal effectively addresses the scope of work activities described in <i>Section 1(B)</i> of this announcement. Proposals will be evaluated based on the quality and extent to which the proposal:</p> <ul style="list-style-type: none"> • Clearly, concisely and realistically provides a description of the proposed project goals, activities, budget, and project milestones. (15 points) • Demonstrates a qualitative approach/contribution to overall UST compliance assistance and training for owners/operators and tribal personnel in Indian country. (10 points) • Demonstrates a qualitative approach/contribution to overall tribal UST compliance program development and collaboration for tribes. (10 points) | 35 |
| <p>Programmatic Capability. This criterion refers to the technical capability of an applicant or recipient to successfully carry out the proposed project taking into account such factors as the applicant’s:</p> <ul style="list-style-type: none"> • Past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years. (10 pts.) • History of meeting reporting requirements under federally and non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements. (5 pts.) • Organizational experience and plan for timely and successful achievement of the objectives of the project. (10 pts.) • Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (10 pts.) <p><i>NOTE: In evaluating applicants for programmatic capability purposes, EPA will consider information provided by the applicant in their proposal as well as relevant information from other sources including EPA agency files and prior/current grantors (i.e., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance and/or reporting history (the first two items above) will receive a neutral score for those elements of this criterion.</i></p> | 35 |
| <p>Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). Proposals will be</p> | 10 |

| | |
|---|----|
| <p>evaluated on the quality and extent to which they:</p> <ul style="list-style-type: none"> Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 pts.) 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 pts.) Describe how success in achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and, document achievement of expected/outputs identified in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 pts.) | |
| <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 Federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) 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 criterion, 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> | 10 |
| <p>Budget/Resources. This criterion refers to the proposed budget, in-kind goods and services, and other resources that the applicant outlines to carry out the proposed project. The package will be evaluated based on the extent that:</p> <ul style="list-style-type: none"> The applicant clearly describes the budget using appropriate categories; a detailed write-up; and appropriate funding amounts to achieve the project’s objectives. (1 pt.) The budget proposal demonstrates the ability to effectively sustain the proposed project. (1 pt.) The budget proposal includes cost estimates for each of the proposed project activities to be conducted using EPA funds. (1 pt.) The budget describes the applicant’s plan on managing the budget. (1 pt.) The budget proposal describes how the applicant will manage the budget within cost parameters. (1 pt s.) | 5 |
| <p>Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> The proposal demonstrates: (i) how the applicant will coordinate/leverage the use of EPA funding with other federal and/or non-federal sources of funds (i.e., project partners, including other federally-recognized tribes, surrounding communities, | 5 |

| | |
|--|--|
| businesses) to carry out the proposed project, and/or (ii) that EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. | |
|--|--|

B. Review and Selection Process.

All timely received proposals will first be reviewed to determine eligibility for funding based upon compliance with all threshold criteria listed in *Section 3(C)*. Only proposals determined to be eligible will be evaluated for technical merit. Each eligible proposal will be evaluated by a review panel for technical merit based on the evaluation factors detailed in *Section 5(A)* of this solicitation.

Upon completion of the technical merit evaluation, each proposal 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 proposal with the highest evaluated numerical score to the EPA Headquarters Selection Official for award.

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 November 26, 2008.

The notification to successful applicant(s) that their proposal 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 cooperative agreements with non-profit organizations and institutions of higher education are subject to 40 [CFR](#) Part 30 and OMB Circular A-122 (2 [CFR](#) Part 230) for non-profits and A-21 (2 [CFR](#) Part 220) for institutions of higher learning. Grants and cooperative agreements with governmental organizations are subject to 40 [CFR](#) Part 31 and OMB

Circular A-87 (2 [CFR](#) Part 225).

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 involved 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, as well as 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 Federal Register (FR) 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 Amanda Driggers at driggers.amanda@epa.gov.

E. Non-profit Administrative Capability

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

Section 7 - Agency Contact

A. CONTACT INFORMATION & ADDRESS FOR REGULAR MAIL (USPS):

Amanda Driggers, U.S. EPA, Office of Underground Storage Tanks (MC 5401-P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone 703-603-7156; or email driggers.amanda@epa.gov.

B. ADDRESS FOR ALL COMMERCIAL DELIVERY SERVICES (I.E., ALL SERVICES OTHER THAN THE US POSTAL SERVICE, INCLUDING HAND DELIVERY):

Amanda Driggers, U.S. EPA, Office of Underground Storage Tanks (MC 5401-P), Two Potomac Yard (North Building, 4th Floor) 2733 S. Crystal Drive, Arlington, VA 22202.

Section 8 - Other Information

1. All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted to the OSWER Grants/Funding webpage located at <http://www.epa.gov/oswer/grants-funding.htm>, bi-weekly, until the closing date for this announcement.
2. Applicants selected for award will be required to submit a final cooperative agreement application package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms.
3. **Exchange Network.** EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.