

# Region 2 – On-Farm Mortality Composting Demonstration Project -- Request for Proposals

March 2007

## OVERVIEW:

**Federal Agency Name:** U.S. Environmental Protection Agency, Region 2, Division of Environmental Planning and Protection, Community and Ecosystems Protection Branch

**Funding Opportunity Title:** On-Farm Mortality Composting Demonstration Project

**Funding Opportunity Number:** EPA-R2DEPP-FO-07-04

**Announcement Type:** Initial Announcement

**Catalog of Federal Domestic Assistance (CFDA) Number:** 66.436 - Studies, Investigations, Demonstrations and Training Grants and Cooperative Agreements – Section 104(b)(3) of the Clean Water Act

## Action Dates:

Receipt of proposals	April 13, 2007
EPA review of proposals	April 20, 2007
Expected funding decision	May 14, 2007
Request for complete application	May 16, 2007
Expected grant award	September 30, 2007

## EXECUTIVE SUMMARY:

The Environmental Protection Agency's (EPA) Region 2, Division of Environmental Planning and Protection (DEPP), Community and Ecosystems Protection Branch is soliciting proposals from eligible organizations for a project that 1) installs two on-farm mortality compost projects to demonstrate how to effectively compost animals on the farm community and 2) implement a informational and educational program to showcase these projects to the farming. These two composting projects will be conducted New York State.

This funding opportunity supports the Regional Geographic Initiative (RGI) Program, which funds unique, geographically-based projects that fill critical gaps in the Agency's ability to protect human health and the environment. The proposed project must develop a cost-effective method to prevent water quality problems on the farm of composting dead animals that can be applied to other areas of New York State. The grantee should make efforts to engage local, state and federal partners in the project.

## I FUNDING OPPORTUNITY DESCRIPTION:

The Catalog of Federal Domestic Assistance (CFDA) 66.436 states that the intended use of these funds is to support the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects, extent, prevention, reduction and elimination of water pollution. Funding priorities may include but are not limited to: water quality improvement, watershed management, aquatic ecosystem restoration, pollutant trading, fish contamination and consumption and non-point source management. The statutory authority for this grant

program resides in the Clean Water Act (CWA) Section 104(b)(3). Proposed projects must focus on achieving the following strategic targets found in the 2003-2008 EPA Strategic Plan.

Under Goal 2 (Clean & Safe Water), Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Improve Water Quality on a Watershed Basis) one element is to reduce nonpoint pollution by implementing best management practices and providing educational and technical assistance.

This funding opportunity will enable the successful applicant to demonstrate the use of on-farm mortality composting as a tool for 1) effectively composting animals on farms and 2) designing a program for addressing and controlling those pollution threats of improper burial of animals. The EPA expects that project objectives will be best accomplished by limiting the project to two composting sites—but the approach will be transferable to the other farming areas of New York State.

**Anticipated Outcomes and Outputs:**

**Outcomes:** EPA expects the proposed project to demonstrate how on-farm composting of animals can be used to address water quality concerns from pathogens due to improper disposal of dead animals.

**Outputs:** The expected outputs of the proposed project are: 1) installation of two on-farm composting sites for animals; 2) a comprehensive educational plan that shows how improper burial can lead to potential water quality concerns due to pathogens; and, 3) demonstrate how the disposal method used can be cost-effective while reducing environmental concerns.

**II AWARD INFORMATION:**

For this competition, the Program anticipates awarding one grant for up to \$45,000 to an eligible applicant. The project and funding period under this grant will be two years. The suggested start date for the project is October 1, 2007. Please note that EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

EPA also reserves the right to reject all proposals and make no awards.

**III ELIGIBILITY INFORMATION:**

**A. Eligible Applicants**

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia); public and private universities and colleges; hospitals; laboratories; public or private nonprofit institutions; intertribal consortia; and individuals. Nonprofit 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. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 CFR 35.504 (66 FR 3782, January 16, 2001) (FRL-6929-5) and be a non-profit organization within the meaning of OMB Circular A-122. For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy.

**B. Cost-sharing or Matching**

There is no match or cost-sharing requirement. However, both the degree to which the project budget effectively uses EPA funds and leverages other funds will be considered as evaluation criteria. Matching funds can include cash or in-kind contributions (including labor) provided by your organization and/or other entities. Other federal money cannot be used as the match or cost share unless authorized by the

statute governing the award of the other federal funds. However, leveraging of other federal monies will be considered in evaluating a proposal. Any dollars counted towards a formal match must be for costs that U.S. EPA can fund. Allowable costs for non-profit organizations are defined in OMB Circular A-233; allowable costs for public entities are defined in OMB Circular A-87. If an application identifies matching funds from other sources, they should indicate if such funds are committed at the time of application, or when they will be available. All matching funds or other contributions provided by the grantee are subject to audits and all federal regulations.

### **C. Threshold Criteria**

To be eligible, applicants and proposed projects will need to meet all of the following threshold criteria at the time of the proposal submission. Threshold criteria will be applied on a pass/fail basis. Failure to meet any of them will render a proposal ineligible; ineligible proposals will not be evaluated or considered. Applicants will be notified within 15 calendar days of ineligibility determination.

- 1. Geographic location:** The proposed project must be conducted in New York State.
- 2. Format, content and length of proposal:** Proposals must substantially comply with the submission instructions and requirements set forth in Sections IV A and IV B of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
- 3. Consistency with statute:** The proposed activities must be consistent with the allowable activities authorized under the statute, that is, the Clean Water Act Section 104(b) (3).
- 4. Submission on time:** Proposals must be received by the EPA no later than 5 PM, April 13, 2007. Proposals received later than that will be returned to the sender without further consideration.

## **IV APPLICATION AND SUBMISSION INFORMATION:**

### **A. General**

Application forms should not be submitted together with the proposal. The applicant whose proposal is selected will be invited to submit a full application for funding; the application kit is available either at [www.epa.gov/region02/grants.htm](http://www.epa.gov/region02/grants.htm) or by contacting the EPA staff member listed as contact in Section VII of this announcement. The completed application should be submitted to Mr. Roch Baamonde, Chief, Grants and Contracts Management Branch, US EPA – 27<sup>th</sup> floor, 290 Broadway, New York, NY 10007 and a copy submitted to the contact person in Section VII.

For the proposal the following page limit requirements apply: The Executive Summary is limited to one page and the Work Plan Narrative is limited to five pages.

### **B. Content of Proposal**

Proposals will be reviewed and ranked using the evaluation criteria noted below in Section V, Proposal Review Information. Submission of the proposal is the most significant phase in the competitive process and proposals must include information that addresses and corresponds to the criteria/ranking factors set forth in Section V of this announcement. In evaluating applicants for programmatic capability purposes, EPA will consider information provided by the applicant in the proposal, as well as information from other sources, including agency files. For proposed work plans that would collect environmental data, a quality assurance project plan is not required at the time of proposal submittal but will be required if and when you are invited to submit a complete application. Specific instructions for preparing the full application will be provided at that time.

### **Cover page:**

- a. Please provide the following required information:**

Title and Date of this Funding Opportunity Announcement:

Project Title:

Project Manager:

Organization:

Address:

Telephone:

Fax:

E-mail address:

b. **Total Project Cost:** Specify the total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

c. **Project Period:** Provide the anticipated beginning and ending dates. Funds will only be available to begin project activities on or after October 1, 2007.

**Executive Summary:** Include a one page summary, indicating what activities will be undertaken, what you expect to accomplish and how the project will promote the protection of the sources of drinking water for either, or both, of the two selected municipalities.

**Narrative Work Plan (Five-page limit):**

a. **Objectives:** State clearly the project objectives; in most cases, each goal can be stated in a single sentence.

b. **Approach and Methods:** Describe in detail how the project will be carried out and how the objectives stated above will be achieved.

c. **Outcomes:** Specify the expected quantitative and qualitative outcomes of the project, including what measurements you will use and how you will measure and evaluate the results of your project to demonstrate that you are achieving those outcomes. Pursuant to USEPA Order 5700.7 < <http://www.epa.gov/ogd/grants/award/5700.7.pdf> > on environmental results, "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Project outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

d. **Outputs:** Identify the specific outputs of the project and explain how they could be used to support the project objective. Pursuant to USEPA Order 5700.7 < <http://www.epa.gov/ogd/grants/award/5700.7.pdf> > on environmental results, "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Project outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Include a plan for tracking and measuring the outputs/outcomes as given in Section I.

e. **Collaborations or Partnerships:** Identify all proposed partnerships and /or stakeholder groups that may be involved in the project and what the roles of each would be.

**Appendices:**

a. **Timetable:** Please present a timeline that shows what will be accomplished under each of the project objectives and the estimated time of completion of each task (Appendix A).

b. **Applicant's Qualifications:** Should include i) past performance , within the past five years, in successfully completing federal and/or non-federally funded projects similar in size, scope and relevance to the proposed project, ii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations, such as submitting acceptable final technical reports with outputs and outcomes, iii) organizational experience and plan for successfully achieving the

objective of the project in a timely manner and iv) staff expertise/qualifications, staff knowledge and resources or the ability to obtain them, to successfully achieve the goals of the project. Applicants that do not have any past performance for programmatic capability must receive a neutral rating. (Appendix B)

**Environmental Results Past Performance:** Indicate the extent to which the applicant adequately documented and/or reported on progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years. If such progress was not made, indicate and document the reason(s).

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

c. **Project Budget:** Provide a budget table similar to the blank table below. Identify how the requested funds and other funding, if any, are to be used in this project. Please include an indirect cost rate, if applicable. If your proposal is selected for funding, you will be requested to submit a copy of your current negotiated indirect cost rate agreement covering the grant proposed-period (Appendix C).

d. **Letters of support:** If a party or parties other than the applicant plan to provide funding, expertise, or significant effort in support of the proposed project, the planned contributions should be clearly described in a letter signed by an official within the organization (Appendix D).

**Project Period:** From: October 01, 2007 to: September 30, 2009

Budget Category	Grant Funding	Other Funding	Total Funding
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Indirect Cost			
Other (give details)			
<b>Total</b>			

**C. Submission Requirements:**

Please note that you may choose to apply under this announcement in one of two ways: hard copy or grants.gov submission.

**Hard-copy submission:** Please mail or deliver two complete, unbound copies, two-sided if possible, as described in Section IVB, where the work plan narrative is five pages in length, to:

Christopher Dere  
 Division of Environmental Planning and Protection  
 U. S. EPA Region 2 - 24<sup>th</sup> floor  
 290 Broadway  
 New York, NY 10007

Grants.gov submissions: The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package and Instructions" to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA EPA-R2DEPP-FO-07-04, or the CFDA number that applies to the announcement (CFDA 66.436), in the appropriate field. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5 PM, April 13, 2007.

Proposal/Application Materials

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

- I. Application for Federal Assistance (SF-424)**
- II. Budget Information for Non-Construction Programs (SF-424A)**
- III. Narrative Proposal/Work Plan/Project Proposal, See Section IVB for proposal requirements**

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

- I. Standard Form (SF) 424, Application for Federal Assistance  
Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- II. Standard Form SF 424A – Budget Information:  
Complete the form. There are no attachments.  
The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

- III. Narrative Proposal: The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file. Refer to Section IV.B for proposal requirements.

Application Preparation and Submission Instructions

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

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

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IVB and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> 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 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> 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 Mr. Christopher Dere at 212-637-3828.

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

EPA will consider all proposals that are submitted via grants.gov, hand-delivered, or received by EPA no later than 5:00 PM, EST, April 13, 2007. A confirmation email will be sent (*not from grants.gov*) from Mr. Christopher Dere of receipt of application. If you have not been notified with 7 days, contact Mr. Christopher Dere at 212-637-3828. Proposals received later than that will be returned to the sender without further consideration.

**D. Submission Dates and Times:**

The following is the schedule of deadlines for this grant opportunity:

Receipt of proposals	April 13, 2007
EPA review of proposals	April 20, 2007
Expected funding decision	May 14, 2007
Request for complete application	May 16, 2007
Expected grant award	September 30, 2007

**E. Intergovernmental Review:**

Applications may be subject to Executive Order 12372, "Intergovernmental Review of Federal Programs".

**F. Confidential Business Information:**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information, EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2.

Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

**G. Funding Restrictions:**

Allowable costs for non-profit organizations are defined in OMB Circular A-122; allowable costs for public entities are defined in OMB Circular A-21. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable.

Due to restrictions imposed by EPA's Appropriations Act, recipients may not use EPA grant funds to pay consultant salaries that exceed the "daily equivalent of the rate paid" federal employees at Level IV of the federal executive schedule ("the consultant fee cap"). The consultant fee cap is implemented at 40 CFR §30.27(b) for grants to non-profit organizations and universities, and grants to governmental bodies are covered by 40 CFR §31.36(j). These regulations provide additional information regarding the scope of the consultant fee cap and the costs subject to the cap. The fact that an applicant identified a consultant in its competitive grant proposal does not exempt the grantee from complying with the consultant fee cap. OMB Circular A-21, Educational Institutions (8/8/00)

OMB Circular A-87, State and Local Governments (5/4/95, amended 8/29/97)

OMB Circular A-122, Non-profit Organization (5/19/98)

**V PROPOSAL REVIEW INFORMATION****A. Criteria:**

Only those proposals that meet the threshold criteria listed in Section III will be evaluated against the criteria below. Maximum score: 100 points.

**1. Programmatic capacity (15 points)**

- The applicant describes past performance, within the past five years, in successfully completing federal and/or non-federally funded projects similar in size, scope and relevance to the proposed project. (2 points)
- The applicant presents a history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations, such as submitting acceptable final technical reports with outputs and outcomes. (3 points)
- The applicant has organizational experience and has a plan for successfully achieving the objective of the project in a timely manner. (5 points)



- The applicant has the expertise/qualifications, knowledge and resources (or the ability to obtain them) to successfully achieve the goals of the project. (5 points)

Applicants not having any past performance for programmatic capability will receive a neutral rating for the factor which is half the point value.

## **2. Environmental Results Past Performance (5 points)**

- Applicants will be evaluated based on the extent 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 performed within the last three years, and if such progress was not being made, whether the applicant adequately documented and/or reported a reason. 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). (5 points)

Applicants with no relevant or available past performance reporting history will receive a rating for the factor which is half the point value.

## **3. Justification and adequacy of the proposal (10 points)**

- Consistency of applicant's proposed project with Goal 2 (Clean & Safe Water), Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Improve Water Quality on a Watershed Basis) to reduce nonpoint pollution by implementing best management practices and providing educational and technical assistance. The project demonstrates that it fills a critical gap in the protection of the environment. (5 points).
- The degree to which the proposed project is likely to facilitate subsequent implementation of on-farm composting projects. (5 points)

## **4. Feasibility (5 points)**

- Potential difficulties have been recognized and solutions have been proposed that are likely to be effective. (5 points)

## **5. Project Strategy and Approach (20 points)**

- The proposal includes a well-conceived comprehensive strategy to achieve the project goals and a reasonable schedule for completion of the required tasks. (10 points)
- The applicant has described, in sufficient detail, the procedures for completing the tasks required for a successful project. (10 points)

## **6. Measurement of Environmental Results (10 Points)**

- The proposal contains a clear plan for tracking and measuring environmental results (e.g., outcomes and outputs), using either quantitative or qualitative approaches, as appropriate. (5 points)
- The applicant adequately explains how success of the project will benefit the environment. (5 points)

## **7. Innovation (5 points)**

- The applicant has an innovative approach to showcase the project and educate other farmers to increase the potential of attaining the project objective of having other farmers implement on-farm mortality composting projects. (5 points)

#### **8. Partnerships (10 points)**

The proposal makes effective use of partnerships, leveraging either other organizations' funding and expertise or making use of significant activities or efforts by other parties. Prospective partners must provide a letter of support from an official within the organization, specifying and confirming their planned contributions to the project.) (6 points)

Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants

- The applicant identifies key stakeholders who will be involved in the project and/or will benefit from it. (4 points).

#### **9. Outreach (15 Points)**

- Proposals will be evaluated on how the applicant plans to communicate the results to partners, stakeholders, state, county and local government. (15 points)

#### **10. Financial Integrity (5 points)**

- The evaluation will examine the adequacy of the budget information provided and whether the budget is reasonable and clearly presented. (5 points)

### **B. Review and Selection Process**

For this competition, EPA anticipates funding one proposal. A panel comprised of at least three EPA staff members will evaluate each proposal based upon the criteria outlined in this RFP and rank them for consideration by the Director of the Division of Environmental Planning and Protection (DEPP). The final selection will be made by the Director.

## **VI AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

The applicant whose proposal is selected will be notified via telephone and/or e-mail by May 16, 2007, and the applicants not selected will also be notified either by e-mail or by phone.

The successful applicant whose final application has been selected and approved can expect to receive an award document which constitutes an agreement between EPA and the recipient organization and sets forth the terms and conditions of the financial assistance. Since the assistance agreement is a legal document, an authorized representative of the organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 2 Grants Office. Specific instructions will be provided with the award document.

## **B. Administration and National Policy Requirements**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 79 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

Copies of these procedures may be requested from the EPA Contact listed in Section VII of this announcement.

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](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.

Applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (see Section I).

## **C. Reporting**

**Progress Reports:** Reports describing tasks accomplished, results achieved to date, including any problems encountered and how they were overcome, and a summary of funds expended will be required on a quarterly basis, as stated in 40 CFR §31.40 and 40 CFR §30.51. Reports should be submitted electronically, if possible.

**Final Report:** This will be required at the completion of the project, as stated in 40 CFR §31.40 and 40 CFR §30.51. The report will include any agreed-upon work-product(s) resulting from the project and copies of materials generated in connection with project activities (e.g., maps, workshop announcements, sign-up sheets, newspaper/newsletter announcements, articles or releases, press packet, pamphlets, etc.) Any additional requirements will be stated in the Special Conditions of the Award document.

**Financial Status Reports (FSRs):** These are required on an annual basis, as stated in 40 CFR §30.52 and 40 CFR §31.41, as applicable. A Final FSR is required at the completion of the project.

## **VII AGENCY CONTACT**

Christopher Dere  
Division of Environmental Planning and Protection  
U.S. EPA Region 2  
290 Broadway -- 24<sup>th</sup> floor  
New York, NY 10007  
Tel. (212) 637-3828  
Fax: (212) 637-3889  
E-mail: [dere.christopher@epa.gov](mailto:dere.christopher@epa.gov)