

Federal Agency Name: U.S. Environmental Protection Agency, Region 2 Division of Compliance Assistance and Enforcement

Funding Opportunity Title: Compliance Assurance and Enforcement Funds for Underground Injection Control Activities in New York State.

Announcement Type: Initial Announcement

Number: EPA-R2-DECA-07-002

Catalog of Federal Domestic Assistance (CFDA):
66.424 SURVEYS, STUDIES, DEMONSTRATIONS AND SPECIAL PURPOSE GRANTS - SECTION 1442 OF THE SAFE DRINKING WATER ACT

Action Date(s)

Proposal Due Date	March 16, 2007
Full Application Due Date	April 6, 2007
Expected Grant Award Notification	September 30, 2007

Executive Summary

The U.S. Environmental Protection Agency Region 2 is soliciting grant proposals from government entities in selected New York State counties to enhance the protection of drinking water and public health by implementing and by building local capacity to implement underground injection control. The required tasks include the inspection of Class V underground injection control (UIC) wells within the applicant's county, as well as closure verification and follow up referrals for Class V wells, as needed. The grant will also require the training of personnel to enable local agencies to conduct the aforementioned activities independently.

Required Actions

- Assemble maps of (1) the non-sewered areas of the county and (2) the source water protection areas. (Source water protection areas are areas over which water flows to a public water supply well or intake or which are served by private water wells.)
- Inspect selected facilities (based on NAIC-SIC codes) within the above areas to determine the presence or absence of Class V UIC wells. Facilities will include commercial/industrial facilities such as auto-repair shops, dry cleaners, funeral parlors and those with large septic systems (i.e., serving 20 persons or more) such as apartment complexes, camps, parks, etc.
- Provide compliance assistance to owner/operators of Class V UIC wells.

- Refer to EPA, in writing, potential violations of federal Class V UIC regulations.
- Observe and confirm the closure of Class V UIC wells, as appropriate
- Insure that the conduct of the activities above are accompanied by the training of local personnel, so that they understand the purpose and significance of the activities, and their relevance to public health, and are able to carry them out independently in the future.
- Provide EPA with a biannual report summarizing the numbers of inspections and confirmed closures and containing details about the personnel who have been trained to implement UIC procedures.
- Develop and propose local regulations, health codes, ordinances, or other appropriate mechanisms to enforce, at minimum, provisions of federal Class V UIC regulations while sustaining the local UIC program within your department.

Grants will be awarded under the following statute: [Safe Drinking Water Act](#), Section 1442(c)(3).

Funding Availability: Approximately \$100,000 total program funding is available for FY 2006. The Region expects to award 2 to 3 grants to eligible applicants

Eligibility: The solicitation is open only to the following County Government entities in New York State: Rockland, Lewis, St. Lawrence, Saratoga, Oneida, Nassau.

I. Funding Opportunity Description

EPA is offering capacity development Underground Injection Control (UIC) opportunities to selected counties in the State. Counties have been selected based on several criteria including prevalence of groundwater as a source of drinking water; potential for endangerment of the drinking water aquifer to contaminants introduced through Class V UIC wells; and existence of a County authority (e.g. Department of Health) likely to administer such a program or related programs.

EXPECTED OUTPUTS AND OUTCOMES

The funds available are provided in support of EPA's national Strategic Goal #2, Clean and Safe water. These funds are available to train Class V UIC well inspectors in EPA inspection procedures; travel to inspection sites for the purpose of conducting inspections; conduct inspections; prepare reports; enter data into data bases; refer potential violations to EPA; review closure plans and reports; witness selected closure operations, collect samples from Class V UIC wells or closure operations; other activities as warranted to develop local capacity to effectively perform UIC activities.

Anticipated outcomes expected from projects funded through this announcement include:

- Enhanced protection of public health as a result of the increased protection of local underground sources of drinking water.

- Increased awareness in the regulated community and compliance with EPA’s Class V UIC regulations as a result of outreach and education and an increase in the number of Class V inspections in the county.
- Increased oversight presence during Class V UIC well closures
- Sustained capacity of the county to maintain in the future the level of protection conferred by the current project, as a result of the training and other activities performed under this project.

The expected outputs are:

- Inspections
- Increased site closure
- Reviewed site closures
- Permits
- County UIC ordinances

These activities are authorized by the following statute:

- [Safe Drinking Water Act](#), Section 1442(c)(3) authorizes EPA to award grants to municipalities too develop and expand the capability of programs of municipalities to carry out the purposes of this subchapter, Safety of Public Water Systems (other than by carrying out State programs of public water system supervision or underground water source protection as defined in Section 1443(c) of the Safe Drinking Water Act.)

II. Award Information—Required

EPA Region 2 anticipates making approximately \$100,000 in 1-2 grants available this year for the Region 2 for the Underground Injection Control Program. The awards may range from \$45-\$65,000 annually. Anticipated start dates will be October 2007. Grants will cover a 5 year period; however awards in future years will be based on the availability of funds.

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

III. Eligibility Information

A. Eligible Applicants

Consistent with the Applicant Eligibility Section of CFDA No. 66.424 and the EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), competition under this announcement is being limited to a subset of eligible applicants. EPA is soliciting proposals from the following five counties based on a statewide analysis of UIC activities within state-developed Source Water Protection Areas (NYS-DOH):

Lewis	Oneida,
St. Lawrence	Nassau
Saratoga,	Rockland

EPA will not fund proposals to

- purchase capital equipment (e.g., trucks, tractors, recycling bins, front-loaders); or
- fund construction or construction planning.

EPA will fund proposals to:

- support personnel for proposal objectives;
- conduct outreach, education or technical training.

Non-Federal Match

There are no match or cost-sharing requirements but matching funds or in-kind services such as laboratory analytical support are encouraged.

The degree to which the project budget effectively uses EPA funds and leverages matching 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. Any dollars counted towards a formal match must be for costs that U.S. EPA can fund. Allowable costs for public entities are defined in [OMB circular A-87](#). If an applicant identifies matching funds from sources other than itself, 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. (See Section III B for additional information regarding cost sharing or matching)

B. Other Eligibility Criteria

To be eligible, applicants and proposed projects will need to meet all of the following threshold criteria at the time of proposal submission. Threshold criteria will be applied on a pass/fail basis. Failure to meet any of them will render an application ineligible; ineligible applications will not be reviewed. **Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.**

Threshold Criterion 1: Geographic Focus/ Applicant Eligibility

The project must take place in New York State, and within the county of the applicant's jurisdiction. Proposed work must take place in, and address, the specific tasks and issues

identified in this RFP (see list in the Executive Summary).

Threshold Criterion 2: Allowable Activities

The project must consist of activities authorized under the following EPA grant authority:

Safe Drinking Water Act, Section 1442(c)(3). The Statute authorizes EPA to award grants to municipalities to develop and expand the capability of programs of municipalities to carry out the purposes of this subchapter, Safety of Public Water Systems (other than by carrying out State programs of public water system supervision or underground water source protection as defined in Section 1443(c) of the Safe Drinking Water Act).

The project must include training of personnel in UIC regulations and inspections.

Threshold Criterion 3: Environmental Focus

The project must address Class V Underground Injection Control (UIC) well inspections, well closure oversight, compliance referral to EPA, and development of local capacity to sustain the program.

Threshold Criterion 4: Serve a Public Purpose

Proposals must clearly demonstrate how the scale of the proposed work will assist in protecting Underground Sources of Drinking Water (USDW) through the activities outlined in this proposal. The proposed must indicate the number and expertise of staff that will be assigned to Grant supported activities. Proposals must clearly demonstrate how the proposed activities directly support the applicant organization's overall mission and long-term goals, such as protection of drinking water or public health.

Threshold Criterion 5: Complete Proposals That Are Submitted on Time and without electronic viruses

Complete proposals are due on March 16, 2007. Proposal submissions must strictly adhere to this deadline and electronic submittals must be free of electronic viruses, Trojan horses or other harmful programs. Late proposals will not be considered.

IV. Application and Submission Information

A. Address to Request Application Package

Blank application forms can be obtained at the following Internet address:

<http://www.epa.gov/region02/grants/kit.htm>

Hard paper copies of application forms can be obtained at the following address:

Environmental Protection Agency – Region 2
ATTN: Rebecca Jamison
Division of Compliance Assistance and Enforcement

Ground Water Compliance Section
290 Broadway, 20th Floor
New York, NY 10007

B. Content and Format of Proposal

Applicants must address the ranking factor criteria in Section 5 of this RFP. If you are applying via the hard copy method, one original hard paper copy and one electronic copy (CD, 3.5”disk, or e-mail attachment) are required. If you are applying via the Grants.gov method, no hard copy or electronic copy (CD, disk, or email attachment) is required. (see Section IV F “Other Submission Requirements” of this announcement for more information about applying via Grants.gov)

Proposals must be typewritten, double spaced in 12 point or larger print using an 8.5 x 11 inch paper with minimum 1 inch horizontal and vertical margins. The electronic copy (submitted either with hard copy submission or via Grants.gov submission) should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

Pages should be numbered in order starting with the cover page and continuing through the appendices.

All proposals must contain the following with the corresponding page numbers:

1. **Standard Form SF 424 – Application For Federal Assistance** (no page number):
Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

2. **Standard Form SF 424A – Budget Information** (no page number):

* If you are submitting a hard copy proposal, blank SF-424 and SF-424A forms can be found at <http://www.epa.gov/region02/grants/kit.htm>
**If you are submitting via grants.gov, the forms will be included in the electronic application package.

3. **Cover Page** (Page 1)

The cover page should list the following information with your letterhead:

- Project Title:
- Project Coordinator:
- Organization Name and Address:
- Dunn & Bradstreet Number:
- Telephone No.: Fax No.: Email Address:
- Project Duration (including Starting Date and Ending Date):
- First Year Funding Request:
- Second - Fifth Year Funding Requests, if applicable:
- Total Funding Request (for the entire project):

4. **Budget/Resources** (Page 2):

Please submit a detailed budget with your proposal, linking the cost of each objective with the budget. Include information on other funding sources (leveraged funds), if any. Describe how leveraged resources will be obtained and what role EPA funding will play in the overall project.

5. **Table of Contents** (Page 3):

6. **Executive Summary** (Page 4): The Executive Summary should be a stand alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring or movement toward achieving project goals. This summary should identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See Section I. D. for environmental results information)

7. **Proposal Narrative** (Includes Parts I – VI): Parts I – VI listed below should not exceed **twelve (12) pages**. Pages beyond page 12 will not be considered in the evaluation process.

- **Part I: Project Title.** Title of the proposed project.
- **Part II: Objectives.** A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence.
- **Part III: Justification.** For each objective listed in Part II above, discuss the potential outcome in terms of environmental, human health, and/or use reduction or pollution prevention. This section should be numbered with a justification corresponding to each objective.
- **Part IV: Project timeline** (provide an overall schedule, lasting no more than 60 months).
- **Part V: Approach and Methods.** Describe how the program will be carried out. Describe how the system or approach will support the program goals.
- **Part VI: Performance Measures and Expected Outputs and Outcomes.** Please state how you will evaluate the success of the program in terms of **measurable environmental results**. The work plan must include performance measures that demonstrate the progress or environmental benefits of the project. Include specific milestones and how you will measure improvements to human health, the ecosystem, or quality of life. **EPA will measure the grant progress against this workplan and required semi-annual reports. Include your plan for tracking and measuring your progress towards achieving the expected project outputs and outcomes including those identified in Section I.** Any project surveys are required to provide **measurable outputs and outcomes**.

- **Part VII: Review of Ranking Criteria applicability from RFP Section V.**
Applicants must include information in their application/proposal that specifically addresses and corresponds to the ranking factors in Section V of this RFP.

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

C. Submission of Grant Proposals

All proposals must be postmarked or emailed before 5:00 P.M. EST on March 16, 2007. All proposals postmarked or submitted **after** this due date will **not** be considered for funding.

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of award from EPA, awardees will be provided with instructions and a due date for submittal of the final application package.

D. Funding Restrictions

Award will not allow for the reimbursement of pre-award costs. Indirect costs will not increase the \$100,000 maximum funding amount.

Allowable Costs: EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate.

E. Other Submission Requirements

Please note that you may choose to apply *one of two ways*. If you wish to apply with a hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically you may submit the grant application proposal to Rebecca Jamison at Jamison.rebecca@epa.gov

Hard Copy Submission

Applicants must submit a hard copy of their proposal along with an electronic version. The electronic copy should be emailed as an attachment to Jamison.rebecca@epa.gov or submitted on a CD-ROM or a 3.5” disk, IBM compatible and readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows to the address indicated below. The electronic copy should be consolidated into a single file.

CD-ROMs or disks will be checked for computer viruses. Proposals that are submitted with viruses will be disqualified. All hard copy proposals should be sent or delivered to:

Environmental Protection Agency – Region 2
ATTN: Rebecca Jamison
Division of Compliance Assistance and Enforcement
290 Broadway, 20th Floor
New York, NY 10007
Email address: Jamison.rebecca@epa.gov

G. Submission Dates and Times

Proposal Due Date	March 16, 2007
Full Application Due Date	April 6, 2007
Expected Grant Award Notification	September 30, 2007

EPA Notifies Finalists: After the proposals are ranked by EPA, we will attempt to notify finalists by March 15, 2007.

Full Application Due Dates: Final applications must be submitted to EPA by April 6, 2007.

V. Application Review Information

A. Criteria

Proposals meeting the threshold criteria articulated in Section III will be evaluated and ranked against the following criteria:

1. Project Description (5 points)

- Does the proposal present a clear description of the priority environmental problem(s) or issue(s) which the project will address and how the project will address the problems(s) or issue(s)?
2. Project Objective/Goals (10 points)
- How well does the proposal meet one or more of the objectives listed under the Program Categories as defined in Section I?
 - Does the proposal specify realistic goals and objectives that deal with the environmental problems or issues identified?
 - Are the goals and tasks clear and concise?
 - Are the tasks, budget, time line etc. realistic?
 - Does the applicant appear qualified to successfully accomplish the proposed project?
3. Project Benefits (10 points)
- Does the project include a well-conceived strategy to achieve goals and objectives?
 - Does the project make effective and judicious use of the requested federal grant funds? Does the project take a creative, innovative approach and/or implement successful models from other areas?
 - Will the project deliverables be transferable or useful to others?
 - Scale up of past successful projects, consistent with state/tribal and regional priorities, is strongly encouraged for grant applications in FY '06
4. [Measurability of Project Results](#) [PDF]/ Tracking/Measuring Progress (25 points)
- Will the project lead to measurable environmental improvements, e.g., reduction in contaminants to underground sources of drinking water, increased inspections and increased UIC presence in County (see attached guidance "Demonstrating Measurable Results ")
 - How will the grantee measure progress on the grant, quarterly, biannually, yearly?
 - Does the applicant have a sound plan for tracking and measuring their progress towards achieving the expected outputs and outcomes including those identified in Section I.
5. Budget/Leveraging Resources (10 points)
- Does the budget use funds efficiently?
 - Is it appropriate to complete the tasks proposed?

- Does the budget support the expected outcomes and outputs of the project?
- Although matching funds are not required, can the project leverage other sources of funds (if matching funds are to be considered, they and their sources must be identified in the core proposal and documented in a letter from the contributing organization). Resources can also be leveraged by using volunteer personnel and services provided by another entity.

6. Programmatic capability/Past performance (40 points)

- Does the project show a plan to incorporate the work into the County's overall health/environmental program (10 points)?
 - The applicants past performance in successfully completing federally and/or non-federally funded agreements similar in size, scope, and relevance to the proposed project within the last 3 years and history of meeting reporting requirements on these agreements including submitting acceptable final technical reports (10 points);
 - The applicants organizational experience and plan for timely and successfully achieving the objectives of the project (5 points);
 - The applicants staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project (5 points).
 - Applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not (10 points)

Note: In evaluating applicants under the second and fifth items of this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

B. Review and Selection Process

For this competition, the Program anticipates funding one to two proposals. A panel comprised of EPA staff will evaluate each proposal based upon the criteria outlined in this RFP. The applicant(s) who receives the highest total number of points as described in the criteria outlined in this RFP will be selected to receive an award.

EPA reserves the right to reject all proposals or applications and make no awards. These awards are project grants. Future funding is expected, and project periods can therefore extend for more than one year, preferably for five years.

VI: Award Administration Information

A. Award Notices

Successful applicants will receive an official notice of award from EPA's grants management office. U.S. EPA anticipates that awards will be announced by September 30, 2006. Successful applicants will be notified via mail or e-mail by this date. Applicants who do not meet any one of the threshold criteria, i.e. the threshold screen, will be notified by this same date as well.

Applicants should be aware that they are not authorized to begin performance on a project until they have received their official award document from the EPA's grant office. No pre-award costs may be incurred without EPA approval; pre-award costs are undertaken at the recipient's risk.

B. Administrative and National Policy Requirements

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 3). All recipients must have a Dunn and Bradstreet Data Universal Numbering System (DUNS) number on their formal SF424 applications. A DUNS number can be obtained by calling 1-866-705-5711. A DUNS number is not required until full application is submitted.

C. Reporting

Recipients will be required to submit semi-annual progress reports and will have to participate in annual reviews of their projects with their U.S. EPA project officer. A project officer will be designated at the time of the award of the grant agreement.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm> [E.O. 11 disclaimer](#). Copies of these procedures may also be requested by contacting Rebecca Jamison at 212-637-3948 or Jamison.rebecca@epa.gov

VII. Agency Contact(s)

If you have questions about this solicitation, please contact: Key Contacts:

- EPA R2 DECA: Rebecca Jamison (jamison.rebecca@epa.gov) (212) 637-3948 phone, (212) 637-3953 fax