U.S. EPA, Region 10
Regional Geographic Initiative
Request for Initial Proposals FY 2007

Addressing Global Climate Change through
Renewable Energy and Energy Efficiency

AGENCY NAME: U.S. Environmental Protection Agency, Region 10; Office of Ecosystems, Tribal and Public Affairs.

FUNDING OPPORTUNITY NAME: Regional Geographic Initiative (RGI)

ANNOUNCMENT NUMBER: EPA-R10-RGI-2007

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.115 Surveys, studies, investigations, training, demonstrations, and special purpose grants for EPA Region 10 Regional Geographic Initiative.

Overview

This notice is a Request for Initial Proposals for Projects that will be funded under EPA Region 10's Regional Geographic Initiative.

Proposals can be submitted by either: 1) mail to Environmental Protection Agency, Region 10, Regional Geographic Initiative (ETPA-086), 1200 6th Avenue, Seattle Washington, 98101; 2) hand delivery to EPA's service center on the 12th floor of the Park Place Building at 1200 6th Ave, Seattle, Washington, 98101or 3) electronically through grants.gov (see instructions below). Regardless of the method of delivery, all proposals must be received by 4 pm, pacific standard time, on March 9, 2007

Number of Awards: approximately four assistant agreements of up to $100,000 each.

Funding amount: approximately $400,000

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Section 1: Funding Opportunity Description

A. Purpose

U.S. Environmental Protection Agency (EPA) Region 10 seeks proposals for projects that use integrated, collaborative, or community-based approaches to reduce greenhouse gas emissions or prevent pollution by:

1) promoting the availability of renewable energy; 2) promoting the efficient use of existing energy sources; or 3) sequestering carbon. Applicants are encouraged to consider projects that incorporate smaller grants to community-based groups.

1) RGI proposals must utilize at least one of the following approaches:

- Developing strategic partnerships;
- working collaboratively and cooperatively with a range of stakeholders;
- building local capacity to solve environmental problems;
- promoting stewardship and individual responsibility;
- adopting integrated, comprehensive approaches to environmental management;
- helping local agencies and community groups to use data, information, and tools in environmental assessment, planning and problem solving;
- incorporating traditional ecological knowledge into planning, outreach, and education programs related to climate change, especially for areas for which the effects of climate change are expected to be more pronounced in the short term (e.g., Alaska).

> **Traditional Ecological Knowledge**
>
> "Traditional Ecological Knowledge" encapsulates the knowledge, practices, and belief systems of an indigenous people who have lived in a place for multiple generations. It includes long-term, multigenerational observations and experiences of a people through their direct interaction with a particular environment.

2) Proposals that provide a compelling means to measure progress against the goals outlined below will have a greater chance of funding. Examples of projects that could result in measurable outputs and outcomes for this solicitation include, but are not limited to:

- Promotion and dissemination of carbon footprint calculators as an educational tool.
- A small grant program to provide community level outreach, training, and education on approaches to increasing energy efficiency.
- Promotion of renewable fuels such as biodiesel in transportation and residential/commercial heating.
- An outreach program that outlines local and state incentives for either increasing energy efficiency (e.g., through insulation, efficient appliances, etc) or for installing solar energy systems (either passive, such as solar hot water, or photovoltaic panels).
- Promotion of community level efforts to address climate change.
- Promotion of energy efficient transportation options.
- Promotion of reduction in fuel emissions and fuel consumption associated with the use of fuel in transportation or construction.

B. Statutory Authority

RGI assistance agreements are awarded under various statutory authorities, depending on the nature of the project. (For example, an air quality project would be funded under a different authority than a watershed project.) Most RGI grants are awarded under Section 103(b)(3) of the Clean Air Act or Section 104(b)(3) of the Clean Water Act and therefore must qualify as a "survey, study, research, investigation, experiment, training or demonstration." Other granting authorities that may be used include the Solid Waste Disposal Act, The Safe Drinking Water Act, and the Toxic Substances Control Act.

EPA will assign each successful applicant with the appropriate statutory authority. Successful applicants shall

ensure that the final application is consistent with the statutory authority pertaining to that particular grant or cooperative agreement.

C. Alignment with EPA's Strategic Plan

This RGI request for proposals addresses three goals of EPA's strategic plan.

- Goal 1 of EPA's Strategic Plan: *"Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced. Reduce greenhouse gas intensity by enhancing partnerships with businesses and other sectors."* Objective 1.5 under Goal 1 is to "reduce greenhouse gas emissions." Two important routes to this goal are to either reduce energy use through efficiency or to increase the availability of renewable energy.

  Goal 4 of EPA's Strategic Plan: "*Protect, sustain or restore the health of people, communities, and ecosystems using integrated and comprehensive approaches and partnerships.*" Objective 4.2 under goal 4 is: "*Sustain, clean up, and restore communities and the ecological systems that support them."* This goal and its strategic objectives describe a collaborative approach to addressing a wide range of environmental issues relating to human and/or ecosystem health.

  Goal 5 of EPA's Strategic Plan: "*Protect human health and the environment through ensuring compliance with environmental requirements by enforcing environmental statutes, preventing pollution, and promoting environmental stewardship. Encourage innovation and provide incentives for governments, businesses, and the public that promote environmental stewardship and long-term sustainable outcomes."* Objective 5.2 under goal 5 is to "*Improve Environmental Performance Through Pollution Prevention and Other Stewardship Practices."* This goal describes EPA's interests and authorities with respect to preventing pollution, including the pollution associated with energy production, an important goal of this request for proposals.

Together these three goals describe the essence of this request for proposals. Goal 1 outlines the objective, which is to reduce greenhouse gases and other pollutants associated with energy production and to address climate change, and goals 4 and 5 describe means to these ends.

D. Measuring Environmental Results

In order to evaluate the effectiveness of a project, applicants are expected to describe how they intend to measure their deliverables (outputs such as: number of conferences held, number of demonstration projects, number of citizens agreeing to reduce energy use, number of commuters agreeing to try alternative transportation, etc.) and how they intend to measure the outcomes (renewable energy produced, energy saved, amount of pollution reduced, increase in use of public transport, decrease in the number of single occupancy vehicles, etc) of their activities. Outcomes are generally divided into short-term, intermediate, and long term timeframes. We have provided a WEB link that gives specific examples of how various types of proposals can measure outputs and outcomes (see box, below). The RGI application requires that you describe the measures that you intend to use. (See Sections III and IV for details). In addition, these outcomes and outputs should be included in a logic model, which is required by the application template provided in appendix B.

> **Measuring Environmental Results: Outputs and Outcomes**
> Beginning in early 2005, EPA has required that all grant recipients document outputs and "to the extent practicable" outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.
>
> 1. **OUTPUTS**: Output means 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

2. **OUTCOMES:** 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. 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.

- **Short-term outcomes** might include: increased knowledge, active stewardship program.
- **Medium-term outcomes** might include: documented widespread adoption of best management practices, documented reduction of pesticide use (3 of pounds of pesticides per acre no longer being used on 2000 acres).
- **Long-term outcomes** might include: documented reduction of nutrients in a lake, documented reduction in the number of children with asthma, documented improvement of indoor air quality, meeting water quality standards.

Medium and long-term outcomes can be costly, especially if monitoring, sampling and analysis are involved. In addition, it can take many years for the long-term impact of a grant to have a measurable effect on the environment. For small grants, we tend to focus on short and medium-term outcomes, but we want to see the grant in the context of long term goals and objectives.

For more information and examples of appropriate outcome measures as well as a description of logic models, visit:
http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results

Following are examples of outcomes and outputs that could be used as the basis for measurements against the goals listed in Section I:

1) promoting the availability of renewable energy; example measures include:
    a. number of citizens informed about renewable energy incentive programs (output)
    b. number of citizens participating in energy incentive programs (output)
    c. outreach events to explain incentive programs (output)
    d. any other measure of increase in knowledge of or availability of renewable energy (output)

2) promoting the efficient use of existing energy sources;
    a. outreach efforts to promote energy efficiency (output)
    b. increase in use of transportation alternatives (outcomes such as increased use of buses, carpools, bicycling, etc.)
    c. number of homes that have upgraded insulation (outcome).
    d. Number of trucking companies that commit to reducing idling times (output).
    e. amount of carbon not emitted because of reduced idling times (outcome).
    f. any measure of increased energy efficiency in any sector (homes, transportation, offices, etc.)

    3) sequestering carbon
    a. outreach events to explain carbon sequestration incentives to farmers and others who may have the ability to sequester carbon (output).
    b. increase in the acreage of no-till farming (outcome).
    c. tons of carbon credit sold (outcome).
    d. tons of carbon credit under contract (output).
    e. any other measure that indicates progress towards carbon sequestration (output or outcome).

Applicants should develop measures that best fit their proposed project, and establish their applicability to this request for initial proposals through a logic model (see appendix B).

Section II. Award Information

A. Amount of Funding Available

The EPA Region 10 Regional Geographic Initiative grant program intends to award up to $400,000 to successful applicants through assistance agreements ranging in size up to $100,000 (total EPA federal share). The Agency will make assistance agreement awards based on the actual funding available.

B. Funding Type

The funding for selected projects is in the form of an assistance agreement (grant or cooperative agreement) awarded under the Regional Geographic Initiative. If a cooperative agreement is awarded, EPA's involvement will be detailed in the assistance agreement.

C. Total Number of Awards

EPA Region 10 expects to make approximately 4 awards. The number of awards will depend on individual proposal costs, and the total amount of Federal funding available.

D. Start Date/Project Duration

Award funds for the selected proposals are expected to be available between June and September 2007. Proposed project periods may be up to two (2) years.

E. Disclaimer

Award of funding through this year's competition is not a guarantee of future funding. Should additional funding become available, the Agency may make additional awards under this solicitation for up to four months from the date of original selections based on this solicitation in accordance with the final selection process and Agency policy, without further notice or competition. EPA reserves the right to reject all proposals and make no awards.

F. Partial Funding

EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of the proposed project. If EPA decides to partially fund the 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 that maintains the integrity of the competition and evaluation/selection process.

Section III: Eligibility Information

A. Who May Apply

Subject to any restrictions in the authorizing statutes, assistance under this program is generally available to States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; public and private universities and colleges; hospitals; laboratories; local governments; and other public or private nonprofit institutions. 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. Nonprofit organizations must be able to demonstrate that they are eligible through documentation of nonprofit status provided the U.S. Internal Revenue Service or their state of incorporation. However, 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.

B. Funding Restrictions and Requirements

EPA grant funds may only be used for the purposes set forth in the assistance 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, and may not be used to sue the Federal government or any other government entity.

C. Cost Sharing or Matching

There are no cost-share requirements for these projects nor are matching funds required. However, EPA encourages applicants to identify opportunities to leverage other sources of funding as much as possible. These financial resources need not be in the form of cost-share or matching funds. The applicant may demonstrate this through state, local and/or other partner participation. As an example, a potential project could demonstrate that EPA funds will supplement ongoing efforts currently or recently funded by the Farm Bill or other federal, state, local, or private partner participation.

D. Threshold Eligibility Criteria

Applications must be received by EPA on or before the date published in the Section IV of this announcement. Applications received after this date will be returned to the sender without further consideration.

To be eligible for funding, proposals must meet all of the threshold criteria. Only those proposals that are deemed eligible will be reviewed based on the evaluation criteria identified below. Applicants deemed ineligible based on the threshold criteria will be notified within 15 calendar days of this decision. The threshold criteria are:

1) The application must substantially comply with the submission instructions in Section IV. Proposals that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal/application and/or parts of the proposals/application, pages in excess of the page limitation will not be reviewed. Applications/proposals must be received by the EPA, by mail, in person (delivered to the EPA's service center on the 12th floor at 1200 6th Ave, Seattle, WA), or electronically through www.grants.gov on or before the solicitation closing date published in Section IV of this announcement. Applications/Proposals received after the published closing date will be returned to the sender without further consideration

2) The applicant must be an eligible organization (see Section III (A)).

3) The proposed project must address global climate change by addressing one or more of the following goals:
      a. decreasing greenhouse gas emissions
      b. improving energy efficiency
      c. preventing pollution associated with energy production
      d. increasing the production of renewable energy

4) RGI proposals must use at least one of the following approaches:

a. developing strategic partnerships

b. working collaboratively and cooperatively with a range of stakeholders

c. building local capacity to solve environmental problems

d. promoting stewardship and individual responsibility;

e. adopting integrated, comprehensive approaches to environmental management;

f. helping local agencies and community groups to use data, information, and tools in environmental assessment, planning and problem solving;

g. incorporating traditional ecological knowledge into planning, outreach, and education programs related to climate change, especially for areas for which the effects of climate change are expected to be more pronounced in the short term (e.g., Alaska).

5) Implementation of all projects must occur within one or more of the four states of EPA Region 10: Alaska, Idaho, Oregon, and Washington.

6) Funds requested cannot be greater than $100,000

Section IV: Application and Submission Information

A. Important Anticipated Dates

Initial Proposals must be received or electronically submitted no later than 4 PM, pacific standard time, on March 9, 2007.

B. Application Instructions for Initial Proposal

Applicants have the option of applying with the standard mail-in hard copy or electronically online using the Grants.Gov website with an electronic signature. The application requirements are the same for each method, however, the *procedures* for applying differ. The instructions are divided into three sections:

1. Application Requirements for hard copy and electronic submissions

2. Instructions for Hard Copy Submissions:

3. Instructions for Electronic Submissions Using Grants.Gov

1. Application Requirements for hard copy and electronic submissions

a. **Format**. All proposals must be formatted for 8 ½" x 11" paper using no smaller than 11 point Times New Roman font with 1" margins. For convenience, applicants may enter information directly onto the template provided (appendix B, below). You may delete the italic text from the template to save space.

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

c. **Application Materials**: The following forms and documents are required under this announcement. The application package *must* include all of the following materials:

1. Standard Form (SF) 424, Application for Federal Assistance. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must

be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866- 705-5711.

2. Budget Information for Non-Construction Programs (SF-424A)

3. Initial Proposal, using the application template (see appendix B)

d. Notification. Applicants will be notified by postcard or email upon receipt of their proposal.

Additional Information for applicants is available from the Region 10 Grants Application Handbook
http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants+Application+Handbook

2. Instructions for Hard Copy Submissions:

Hardcopy submissions and packages must be received no later than 4 PM, pacific standard time, on March 9, 2007. Proposals received after this date will not be considered for funding.

A complete hardcopy submission package consists of hard copies of their submission plus an electronic copy on either a 3.5" disk or CD using Microsoft Word on an IBM compatible computer.

Address submission packages to:

Karl Arne
RGI Initial Proposals
Ecosystems, Tribal, and Public Affairs, ETPA-086
US EPA, Region 10
1200 6th Avenue
Seattle, WA 98101

Or they may be hand carried to the EPA's service center on the 12th floor of the Park Place Building, which is at 1200 6th Ave in Seattle, WA, 98101.

A complete standard proposal package consists of two hard copies, <u>and</u> an electronic copy on disk:

The submission package *must* include all of the following materials as shown in section IV. B.1.C., above.

* SF 424 and Key Contacts Form can be downloaded at:
http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants+Application+Handbook

3. Instructions for Electronic Submissions Using Grants.Gov

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 authorized organization representative (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-R10-RGI-2007, or the CFDA number, 66.115, 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). Applications must be received no later than 4 PM, Pacific Standard Time, on March 9, 2007.

Please submit *all* of the proposal/application materials described below.

Proposal/Application Materials

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

> 1. Standard Form (SF) 424, Application for Federal Assistance
> 2. Budget Information for Non-Construction Programs (SF-424A)
> 3. Initial Proposal, using the application template (see appendix B)

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. Initial Proposal, using the application template which is attached to this solicitation (see appendix B). The document must be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows.

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 shown in the template provided in appendix B 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. When you have finished attaching the project narrative, 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 – FY07 – R10 RGI – 1st Submission" or "Applicant Name – FY 07 R10 RGI – 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 – FY07 R10 RGI – 2nd Submission."

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

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., Regional Geographic Initiative, Region 10). 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 Karl Arne at 206 553-2576.

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Karl Arne at 206 553-2576. Failure to do so may result in your application not being reviewed.

C. 2006 Region 10 RGI Proposal Template

Only the information outlined in this application template will be considered. Supplemental information, reports, or attachments will not be provided to the review team. Please note the page restrictions provided in the template. Reviewers will be instructed not to read beyond the page limits for each section.

D. Project Evaluation

In the "Outcomes, Outputs, and Measures" section of the proposal (see Section V.A., below), explain how you will ensure that you are meeting the goals, objectives, outputs, and outcomes of your project. Evaluation plans

may be quantitative and/or qualitative and may include, for example, evaluations tools, observation, or outside consultation. In this section, you must explain your plans for tracking and measuring progress on your outputs and your short-term outcomes as described in section I of the announcement. If your medium and long-term outcomes can also be measured within the project period, explain your plans for that evaluation as well.

E. Pre-proposal/Application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, 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. These questions should be directed to the agency contact provided in Section VII of this announcement.

Section V: Application Review Information

A. EPA Region 10 RGI Proposal Evaluation Criteria:

Initial proposals will be evaluated based on the criteria detailed below. Criteria are also listed in template, appendix B. Proposals may receive a maximum of 100 points.

Abstract, Problem Definition, and Justification…25 points
Outputs, Outcomes, and Measures…..…………35 points
Management and Program Capacity……………10 points
Outreach/Communication Plan……...................10 points
Logic Model…………………………………….10 points
Budget Narrative and Table……..……………10 Points

CRITERIA DETAILS:

Abstract, Problem Definition and Justification: 25 points

Abstract: Provide a <u>concise</u>, <u>easily understood</u>, <u>lay description</u> of the proposal and its objectives.

This abstract will be evaluated based on conciseness and clarity in describing your objectives to a non-technical audience.

Problem Definition and Justification

- How does the proposed project: reduce greenhouse gas emissions; reduce energy use; promote energy efficiency; increase the supply of renewable energy; or sequester carbon?
- What specific role will this project play in addressing these issues?
- What other groups are working to achieve these outcomes, and how are you working with them?
- What evidence is there that suggests that the project area community is willing and able to take on a significant role in addressing this issue?
- If you intend to fund smaller grants through this effort, describe that process. Include the target audience, the size of the grant(s), and the type of effort to be funded.
    This section will be evaluated on the basis of how clearly the project is described, and whether the project is practical and feasible.

Outputs, Outcomes, and Measures: 35 points

Submit a plan for tracking and measuring progress toward achieving the expected environmental outputs and outcomes of your project. Examples of outputs and outcomes are provided in Section I of this announcement; applicants are free to develop other outputs and outcomes relevant to the goals of this grant program. The plan should identify the major milestones and deliverables (outputs) for the project and describe their intended effects. This should include an estimate of the potential greenhouse gas reduction, pollution prevented, increase in renewable energy, or increase in carbon sequestration that could be achieved through this project. This section will be evaluated based on the clarity and comprehensiveness of your plan for achieving and measuring the intended outputs and outcomes of your project.

1. Describe the measurable outputs or deliverables for which you can be held accountable at the conclusion of the project and how you propose to measure them.
2. Describe the measurable outcomes made possible by this work that you expect to see in the future (3 to 5 years and beyond). In addition, provide a means to measure any outcomes that may be measurable during the project period.

Management and Program Capacity: 10 points Describe your organization's program capabilities with regard to performing the proposed project. Describe who will be responsible for oversight and implementation of the proposal and their qualifications. (Finalists will be asked to provide more detail, including resumes.) This section will be evaluated based the ability of your organization to manage and implement the proposed project.

Outreach/Communication Plan: 10 points
Describe your plan for communicating the results, lessons learned, techniques developed, and information gathered to key partners and target audiences (e.g., scientists, agencies, policy-makers, the public, etc.) This section will be evaluated based on your ability to identify appropriate target audiences and methods for communicating with them.

Logic Model: 10 points (no more than two pages)
Examples of appropriate logic models may be found at:
http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results. The logic model will be evaluated based on its clarity and ability to show the role of the project in achieving long term objectives**.**

Budget: 10 Points (no more than two pages)
Provide a budget narrative explaining how government funds would be used to effectively achieve the goals and objectives of the proposed project and a detailed initial budget. For an example of a detailed initial budget, see appendix A. The budget narrative and detailed budget will be evaluated based on clarity, completeness and alignment with the project goals.

The detailed initial budget should be as specific as possible as possible in describing what will be accomplished under each category. You may elaborate on justifications in the budget narrative. **We recognize that adjustments to the initial budget may be needed for the full submissions from finalists.**

RGI Budget Categories include: Personnel, Fringe Benefits, Travel, Supplies, Equipment, Contractual, Other, Indirect Costs, Total Project Costs. The costs should be broken down by contributor: EPA Amount, Match, and Project Total.
Page Limitations
The narrative portion of the applications (Abstract, Problem Definition and Justification; Outputs, Outcomes, and Measures; Management and Program Capacity; and Outreach/Communication Plan) should be no longer

than four pages. The Logic Model should be two pages or less, and the budget also should also be two pages or less. Grant reviewers will be instructed to ignore any application material in excess of these page requirements.

B. Region 10 RGI Review Procedures/Final Proposal Evaluation:
Initial proposals will be evaluated by an EPA Region 10 review team consisting of staff from a cross section of EPA programs. Proposals will be evaluated based on the evaluation criteria above.

The review team will identify approximately five to ten finalists to submit full EPA Assistance Agreement Applications. The finalists will be asked to submit additional information such as detailed work plans, letters of recommendation, resumes, and information relating to the applicants programmatic capability to perform the proposed work and past performance in achieving environmental results. Finalists will be evaluated based on the scores received on the initial evaluation, plus scores for programmatic ability (10 points) and past performance in achieving environmental results (10 points).

Selection Official: The final selection of applicants for award will be made by the Region 10 Regional Administrator based on the evaluation of applications against the criteria identified above, the recommendations of the review team, and consideration of the following:

- Geographic distribution of finalist projects throughout the four Region 10 States, and/or
- Mix of urban, rural, and developing area representation, and/or
- Overarching benefit of project to human health and the environment for the Region.

Conflict of Interest: Reviewers will be required to sign a disclosure of conflict of interest form and will be removed from review of proposals where conflict of interest exists, or potentially exists and cannot be mitigated.

VI. Award Administration Information

A. Notification to Applicants

EPA will contact the applications selected for funding to request additional federal forms and other information as recommended by reviewers. If selected for an assistance agreement, an award package will be mailed to the recipient organization explaining the responsibilities of the grantee. Applicants whose submissions are not selected for further consideration will be informed of this decision by letter within 15 calendar days.

B. Responsible Officials

Projects must be performed by the applicant or by a person satisfactory to the applicant and EPA. All proposals must identify any person other than the applicant who will assist in carrying out the project. These individuals are responsible for receiving the grant award agreement from EPA and ensuring that all grant conditions are satisfied. Recipients are responsible for the successful completion of the project.

C. Incurring Costs

Grant recipients may begin incurring allowable costs on the start date identified in the EPA grant award agreement. Activities must be completed and funds spent within the time frames specified in the award agreement. EPA grant funds may be used only for the purposes set forth in the grant agreement and must conform to Federal cost principles contained in OMB Circulars A-87; A-122; and A-21, as appropriate. Ineligible costs will be deducted from the final grant award.

D. Reports and Work Products

Specific financial, technical, and other reporting requirements to measure the grant recipient's progress will be identified in the EPA grant award agreement. Grant recipients must submit formal quarterly or semi-annual progress reports, as instructed in the award agreement. Also, two copies of a final report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the budget period. This submission will be accepted as the final requirement, unless the EPA project officer notifies you that changes must be made or that tasks are incomplete.

E. Dispute Resolution

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in [70 FR (Federal Register) 3629, 3630](http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm) (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.

F. Programmatic Review for Non-Profit Organizations

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.

G. Regulatory References

Further information regarding EPA's administration of this grant program can be found in the general assistance regulations: 40 CFR Part 31 applies to state, local, and Indian Tribes governments, and 40 CFR Part 30 applies to all other applicants such as nonprofit organizations.

VII. Agency Contact

Karl Arne
EPA Region 10
Office of Ecosystems, Tribal and Public Affairs
1200 6th Avenue
Seattle, WA 98101
206 553 2576
arne.karl@epa.gov

Appendix A: Example of a Budget
The budget narrative for the project should correspond to the project goals and performance plan. This is only one example and is for illustrative purposes only.

Personnel $_____

Fringe Benefits (tied to any personnel costs identified above) $_____
Overhead Rate $_____

Travel
     Meetings with Partners ___miles @ .45/mile $____
     National Training Workshop
        Airfare Estimated $550
        Hotel 2 nights @$150 = $300
        Per Diem 3 days @$46 = $138
               Total $988
Total Estimated Travel $_____

Equipment (only items over $5,000 should be included)

Supplies

To complete tasks for project goal (s) ____ to do _____requiring office supplies such as pens,
staplers, notebooks, etc.
     Paper $____
     Computer and Printer Supplies $____
     Envelopes $____
     Pencils/Pens $____
     Folders $____

Educational brochures on environmental issues related to project goal _____ to do____
     5,000 brochures @ $____ each $_____

Total Supplies $_____

Other

Printing ___environmental education signs for project goal ___ to do____ $_____

Postage for 2500 mailings (issues of newsletter plus meeting announcements, other literature,
and required documents) @ .37 each $_____

Telephone charges to conduct outreach for project goal _____ $_____

Total Other Costs $_____

Contractual

ABC Solar Systems support project goal_____ $_____
Efficiency, Inc. Company to conduct ____ to support project goal ____. $_____

Total Contractual Costs $_____

     Total Project Estimate $_____

US EPA Region 10 Regional Geographic Initiative
FY 2007 Initial Proposal
Proposal Template

You may delete the text in italics to save space.
Answer each question in sequence.
You must format for 8.5" X 11" paper, margins of 1' or greater,
Times New Roman font, 11 points or greater.

Only the information requested in this template will be considered.

<u>Part I</u>   Narrative (no more than four pages)

Title:
Easily understood descriptive Project Title (use lay terms)

RGI Funds Requested: $_____
Funding requests may not exceed $100,000.00 for FY 2007.
Would you be willing to accept fewer dollars? Yes   No

Project Location:
Provide a brief description of the project location(s).

Abstract, Problem Definition, and Justification: 25 points

Abstract: *Provide a <u>concise</u>, <u>easily understood</u>, <u>lay description</u> of the proposal and its objectives. This abstract will be evaluated based on conciseness and clarity in describing your objectives to a non-technical audience.*

Problem Definition and Justification

- *How does the proposed project: reduce greenhouse gas emissions; reduce energy use; promote energy efficiency; increase the supply of renewable energy; or sequester carbon?*
- *What specific role will this project play in addressing these issues?*
- *What other groups are working to achieve these outcomes, and how are you working with them?*
- *What evidence is there that suggests that the project area community is willing and able to take on a significant role in addressing this issue?*
- *If you intend to fund smaller grants through this effort, describe that process. Include the target audience, the size of the grant(s), and the type of effort to be funded.*
        This section will be evaluated on the basis of how clearly the project is described, and whether the project is practical and feasible.

Outputs, Outcomes, and Measures: 35 points

Submit a plan for tracking and measuring progress toward achieving the expected environmental outputs and outcomes of your project. Examples of outputs and outcomes are provided in Section I of this announcement;

applicants are free to develop other outputs and outcomes provided that these are relevant to the goals of this grant program. The plan should identify the major milestones and deliverables (outputs) for the project and describe their intended effects. This should include an estimate of the potential greenhouse gas reduction, pollution prevented, increase in renewable energy, or increase in carbon sequestration that could be achieved through this project. This section will be evaluated based on the clarity and comprehensiveness of your plan for achieving and measuring the intended outputs and outcomes of your project.

1. Describe the measurable outputs or deliverables for which you can be held accountable at the conclusion of the project and how you propose to measure them.
2. Describe the measurable outcomes made possible by this work that you expect to see in the future (3 to 5 years and beyond). In addition, provide a means to measure any outcomes that may be measurable during the project period.

Management and Program Capacity: 10 points
Describe your organizations program capabilities with regard to performing the proposed project. Describe who will be responsible for oversight and implementation of the proposal and their qualifications. (Finalists will be asked to provide more detail, including resumes.) This section will be evaluated based the ability of your organization to manage and implement the proposed project.

Outreach/Communication Plan: 10 points
Describe your plan for communicating the results, lessons learned, techniques developed, and information gathered to key partners and target audiences (e.g., scientists, agencies, policy-makers, the public, etc.) This section will be evaluated based on your ability to identify appropriate target audiences and methods for communicating with them.

Part 2　　　Logic Model*: 10 points (no more than two pages)*

Examples of appropriate logic models may be found at:
http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results
The logic model will be scored based on its clarity and ability to show the role of the project in achieving long term objectives.
Budget: 10 Points (no more than two pages)

Part 3　　　Budget: 10 Points *(no more than two (2) pages)*

Provide a budget narrative explaining how government funds would be used to effectively achieve the goals and objectives of the proposed project and a detailed initial budget. For an example of a detailed initial budget, see appendix A. The budget narrative and detailed budget will be evaluated based on clarity, completeness and alignment with the project goals.

*The detailed initial budget should be as specific as possible as possible in describing what will be accomplished under each category. You may elaborate on justifications in the budget narrative. **We recognize that adjustments to the initial budget may be needed for the full submissions from finalists.***

RGI Budget Categories include: Personnel, Fringe Benefits, Travel, Supplies, Equipment, Contractual, Other, Indirect Costs, Total Project Costs. The costs should be broken down by contributor: EPA Amount, Match, and Project Total.

Additional Examples of detailed budgets can be found at:
http://yosemite.epa.gov/r10/ecocomm.nsf/bd5af81c438305ea88256b58006146ea/1c7dddf4982a1fa988256f350069a827!OpenDocument

Part 4   Map: *(No more than two (2) pages)*

Using the map provided, please indicate the approximate project boundaries and location(s) within the state/region. In addition, you may use your own map using EnviroMapper, MapQuest, Google Maps or a similar mapping program to provide greater detail if you wish.