

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, AIR, RCRA, AND TOXICS DIVISION,
EPA-R7ARTD-04-003**

Notice of Request for Proposals for projects to be funded from the Source Reduction Assistance Grant Program - Region 7 allocation (CFDA 66.717 - Source Reduction Assistance)

Proposal due date - April 30, 2004

SUMMARY

The Environmental Protection Agency (EPA), Region 7, Air, RCRA and Toxics Division (ARTD) is soliciting proposals for the Source Reduction Assistance Grant Program. Region 7 is interested in supporting source reduction/pollution prevention and resource conservation projects that will provide an overall benefit to the environment by preventing the generation of pollutants at the source.

This Region 7 specific document supplements the national EPA announcement and outlines eligible organizations, special grant requirements, reporting and measurement criteria, regional evaluation criteria, and general procedures for application and award of FY04 multimedia pollution prevention grants and cooperative agreements through the source reduction program in EPA Region 7. This guidance should be used in conjunction with the federal solicitation, Request for Proposals to Support Source Reduction Assistance for FY 2004, found at: http://www.epa.gov/oppt/p2home/pubs/2004RFP_sourcereduction.htm,

Implementation of all projects must occur within the four states of EPA Region 7: Iowa, Kansas, Missouri, and Nebraska.

1. Funding Opportunity Description

EPA Region 7 is accepting proposals for Region 7 Source Reduction Program Grants. Up to \$100,000 may be available for distribution within EPA Region 7 to conduct and implement pollution prevention projects and activities. Grant criteria and eligibility requirements will be identical to the National Source Reduction Grant Program Solicitation, located at: http://www.epa.gov/oppt/p2home/pubs/2004RFP_sourcereduction.htm, with the following Region 7 specific exceptions:

- local governments and non-profit organizations are eligible to apply;
- Source Reduction Grants require a minimum of 25% in matching funds; and
- a maximum of \$50,000 federal funds will be available per proposal.

The goal of this grant program is to assist businesses and industries in identifying better environmental strategies and solutions for reducing waste at the source. Funds awarded under this grant program can be used to support pollution prevention programs that address the transfer of potentially harmful pollutants across all environmental media: air, water, and land. Programs should reflect comprehensive and coordinated pollution prevention planning and implementation efforts tribal, state, or region-wide.

Region 7 Priority Activities

EPA Region 7 has identified activities addressing Persistent, Bioaccumulative and Toxic Chemicals (PBTs) and Agriculture as regional priorities for FY04. These priorities complement the national areas of interest. Although incorporation of PBTs and/or Agriculture into a source reduction grant application is not a requirement for funding, applications which address PBTs and/or Agriculture may receive higher consideration for funding.

Persistent, Bioaccumulative and Toxic Chemical Reduction

EPA is seeking to reduce or eliminate PBT chemical exposure to the environment. Applicants are encouraged to incorporate projects or approaches into their grant proposals that will address the reduction of PBT chemicals. Applicants may address chemicals on the hazardous waste minimization priority chemical list (found at <http://www.epa.gov/epaoswer/hazwaste/minimize/chemlist.htm>) in addition to the PBT list found at <http://www.epa.gov/pbt/fact.htm>.

Agriculture

EPA Region 7 has identified agriculture issues as a priority for FY04. Applicants are encouraged to incorporate projects or approaches into their grant proposals which address pollution prevention within the agriculture sector.

2. Award Information

Amount of Funding Available

EPA Region 7 plans to award approximately \$100,000 in grant funds through a competitive process.

Number of Awards

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all proposals; and the total amount of federal funding available. A maximum of \$50,000 federal funds will be available per proposal.

Should additional funding become available for award, the Agency may award additional grants based on this solicitation and subsequent rankings, without further notice or competition.

Start Date

Within 30 days after grant award

Performance Period

Project period duration should not exceed one year from the on-set of grant funding.

Type of Assistance Instrument

Project Grant

3. Eligibility Information

A. Eligible Applicants

Assistance under this program is available to State governments, possessions of the U. S., including the District of Columbia, local governments, city or township governments, special district governments, federally-recognized tribal governments, interstate organizations, independent school district governments, state controlled institutions of higher education, non-profits other than institutions of higher education includes community action agencies and other organizations having a 501(c)(3) status with the IRS, private institutions of higher education, and community-based grassroots organizations.

B. Cost Sharing or Matching

There is a 25% cost share requirements for these projects.

C. Other Eligibility Criteria

To be eligible for funding, applicants **must address or meet** all of the following criteria, failure to address or meet these criteria will result in the proposal being disqualified for funding consideration:

1. Be an applicant who is eligible to receive funding under this announcement;
2. The proposal must meet the content requirements contained in this notice;
3. The proposal must comply with the directions for submittal contained in this notice; and
4. Implementation of all projects must occur within the four states of EPA Region 7: Iowa, Kansas, Missouri, and Nebraska.

The Agency reserves the right to reject all proposals and make no awards.

4. Proposal and Submission Information

A. Address to Request Applicable Forms

Standard Form 424 may be obtained from the following website;

<http://www.epa.gov/region07/economics/appforms.htm>. For more information about these forms contact Gary Bertram at 913-551-7533 or 1-800-233-0425.

B. Content and Form of Proposal Submission

Proposals must include the following:

1. Lead Agency (i.e., the agency applying for the grant funds) and Key Contact(s);
2. Other Involved Agencies (if any) and Key Contacts;
3. Background (including a statement of the problems or issues that the project will address and the current status of pollution prevention activities in the State);
4. Summary of the Project (including the project strategy, goals, objectives; expected environmental outcomes; and the evaluation criteria to be used/measurement criteria of project success);
5. Specification of Tasks and Deliverables;
6. Level of Funding Requested (including the percentage of the project that will be funded with federal dollars) This includes an itemization of the amounts budgeted by individual Object Class Categories (see Allowable Cost section below). (**Note: Region 7 has set maximum federal funding at \$50,000 per proposal.**);
7. Matching Resources for Project (requested federal money must be matched by at least 25% of the total project costs with funds and/or in-kind goods and services);
8. Schedule for Implementation (including a summary of deliverables and their due dates);
9. Statement of Experience/Capability (should include resumes or background statements for key project personnel and a description of organization's capabilities and experience as it relates to the proposed project); and,
10. Completed Standard Grant Application Form 424, Application for Federal Assistance, and 424A., Budget Information.

Measurement Criteria

For the FY04 P2 Grant year, EPA Region 7 will be asking that the applications include information on specific environmental measurement activities associated with the grant work.

EPA requires grantees to design individual measurement programs to follow up on assessments, to track technical assistance efforts, and to track action on web sites. The numbers can be confidentially obtained but should be combined for the final report.

Examples of information obtained for assessing technical service activities may include:

- number of requests for service;
- type of service requested, such as documents, training, technical assistance, on-site visit, web site, etc.;
- sector requesting the service, such as industry, commercial business, farmer, state or local government, non-profit, consultant, etc.; and,
- geographic calling area, such as county, state, EPA designated region, nation, or international.

Examples of information obtained from web pages and list serves to measure marketing efforts and the level of interest in the programs may include:

- numbers of web site hits and their implications if they can be determined; and,
- the number and type of responses to list serve requests (perhaps number of questions and answers may be adequate).

EPA also requires the documented environmental benefits that result from agency-awarded grants. This can be featured as an Environmental Performance Table (section 8) which includes, but is not limited to:

- reduced toxic emissions to air, water, or land;
- gallons of clean water saved;
- tons of solid waste eliminated from entering our landfills through recycling or source reduction (reported separately);
- million metric tons of CO₂ or CO₂ equivalent emissions reduced;
- energy saved in BTU's per year;
- number of firms served (at workshops, on the phone, at assessments, etc.);
- dollars saved through the programs; and,
- other measures that would be appropriate to specific proposals.

EPA stresses that we encourage individual grantees to develop their own measurement activities specifically tailored to meet the needs of their projects. EPA can provide assistance on conversion factors if needed.

C. Submission Dates and Times

EPA will consider all initial proposals which are post-marked by the U.S. Postal Service, hand-delivered, or electronically delivered to the Agency, or include official delivery service documentation indicating EPA acceptance from a delivery service, on or before the deadline published in the request for Initial Proposals. This due date is on or before **April 30, 2004**, 5 p.m. Central Time. Initial proposals received after the due date will not be considered for funding. Proposals must be submitted to:

Gary Bertram
ARTD/SWPP
U.S. EPA, Region 7
901 North 5th Street
Kansas City, Kansas 66101

Bertram.Gary@epa.gov

D. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

E. Funding Restrictions

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. Ineligible costs will be reduced from final grant award.

F. Other Submission Requirements:

An applicant whose initial proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in Federal assistance awards in accordance with 40 CFR Part 32.

Confidential Business Information

Applicants should clearly mark information contained in their proposals which they consider confidential business information. EPA reserves the right to make final confidentiality decision in accordance with Agency regulations at 40 CFR Part 2, Subpart B. If no such claim accompanies the proposal when it is received by the EPA, it may be made available to the public by EPA without further notice.

5. **Proposal Review Information**

A. Criteria

All responsive proposals will be evaluated using the following criteria:

- ◆ **Promote multimedia pollution prevention.** Applicants should identify how projects will encourage source reduction to actively prevent pollution across all environmental media: air, water and land. Projects should reflect comprehensive and coordinated pollution prevention planning and implementation efforts. [15 points]
- ◆ **Demonstrate how activities will complement State environmental goals or address local issues.** Applicants should demonstrate how the proposed pollution prevention activities will complement the State's environmental goals or address local environmental concerns. [10 points]
- ◆ **Demonstrate how successful activities will be communicated.** The work plan needs to include identifiable activities which incorporate media relevant information back to the affected regulatory program or other interested parties (publishing success stories in media-specific newsletters, setting up semiannual meetings with media directors, etc.). [10 points]
- ◆ **Demonstrate Partnerships.** Applicants must include a letter of agreement between the applicant and at least one other environmental assistance provider in the State. This letter should describe how the two (or more) organizations will work together to deliver complementary services. Applicant may select any established environmental assistance provider, including State Technical Assistance Program, Pollution Prevention Resource Exchange centers (P2Rx); National Institute of Science and Technology Manufacturing Extension Program centers (NIST MEP); Small Business Development Centers (SBDCs); Small Business Assistance Programs (SBAPs); EPA Office of Enforcement and Compliance Assurance (OECA) Compliance Assistance Centers; or university cooperative extension programs. EPA will give preference to applicants that develop joint proposals with these organizations. [15 points]
- ◆ **Identifiable measures of success.** For each of the activities identified in the application, the applicant must identify how and what criteria they are using to track the effectiveness of the activity. EPA is requesting grantees, where possible, identify and measure the environmental benefits of the activities to be conducted in the application. Measures of success should be either measures of environmental improvement, or they should be directly linked to such measures. [20 points]

- ◆ **Use of the Regional Pollution Prevention Resource Exchange.** A priority that EPA considers important to strengthen State pollution prevention activities and aid the formation of partnerships with other business assistance providers is the Pollution Prevention Resource Exchange (P2Rx). EPA would like the grantees to use the resources available through their regional P2Rx center throughout the entire grant process. [10 points]
- ◆ **Regional Priorities.** The proposal incorporates elements of a PBT reduction effort or addresses the agriculture sector. [20 points]

B. Review and Selection Process

EPA Region 7 will be awarding grants through a competitive process in which an EPA Region 7 panel will review and rank the proposals.

The final selection will be made by the Region 7 Air, RCRA and Toxics Division Director.

C. Anticipated Announcement and Award Date

Region 7 anticipates announcing the successful proposal within 90 days after the closing date of this announcement. Project award is anticipated no later than 90 days after receipt of the complete funding package and receipt of regional allocation funds from Headquarters.

The Agency reserves the right to reject all proposals and make no awards.

6. Award Administration Information

A. Award Notices

Once proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the success of their proposal. Successful applicants will be required to complete additional application documents, including but not limited to; EPA Form SF-424B (Assurances - Non-Construction Programs).

A listing of the successful proposals will be posted on the R7 EPA website address, http://www.epa.gov/region07/economics/r7_grant_opportunities.htm at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

B. Administrative and National Policy Requirements

Dispute Resolution Process

Procedures at 40 CFR Parts 31.70 or 30.63, as appropriate, apply.

C. Reporting

Grantees will be required to submit, either electronically or by paper, one copy of each of the semi-annual progress reports and the final report of the grant deliverables to the Region 7 Pollution Prevention Program in Kansas City (Address #1); the Regional Pollution Prevention Resource Information Center (Address #2); and the Pollution Prevention Division in Washington D.C. (Address #3).

Address #1:

Gary Bertram
ARTD/SWPP
U.S. EPA Region 7
901 North 5th Street
Kansas City, KS 66101

Address #2:

Rick Yoder
P2RIC
NBDC
1135 M Street, Suite 200
Lincoln, NE 68508

Address #3:

P2 Grant Products
Pollution Prevention Division (7409)
Environmental Protection Agency
401 M St., SW
Washington, DC 20460

7. Agency Contacts

For more information or questions about this solicitation or the FY04 pollution prevention grant program in EPA Region 7, please contact Gary Bertram at (913) 551-7533, or toll-free at (800) 223-0425, or by mail:

Gary Bertram
ARTD/SWPP
U.S. EPA, Region 7
901 North 5th Street
Kansas City, Kansas 66101

Bertram.Gary@epa.gov

8. Other Information

Environmental Performance Table

Select aspects and measures from this table on which you will be reporting as a result of your activities.

<u>Categories</u>	<u>Aspects</u>	<u>Measures</u>
<u>ENERGY USAGE</u>	<u>Total Energy Usage</u>	<u>BTU, MMBTU</u>
<u>WATER USAGE</u>	<u>Total Water Usage</u>	<u>gallons</u>
<u>MATERIALS USAGE</u>	<u>Total Materials Usage</u>	<u>tons, metric tons</u>
	<u>Hazardous Materials Usage</u>	<u>tons, metric tons</u>
	<u>Recycled/Re-Used Materials Usage</u>	<u>tons, metric tons</u>
<u>AIR EMISSIONS</u>	<u>Emissions of Greenhouse Gases</u>	<u>tons, metric tons carbon-equivalent of CO₂, CH₄, N₂O, and halo-carbons</u>
	<u>Emissions of Ozone-Depleting Chemicals</u>	<u>pounds, tons</u>
	<u>Emissions of VOCs</u>	<u>tons, metric tons</u>
	<u>Emissions of NO_x</u>	<u>tons, metric tons</u>
	<u>Emissions of Sulfur Dioxide</u>	<u>tons, metric tons</u>
	<u>Emissions of Particulate Matter</u>	<u>tons, metric tons PM₁₀ and PM_{2.5}</u>
	<u>Emissions of Carbon Monoxide</u>	<u>tons, metric tons</u>
	<u>Emissions of Toxics</u>	<u>pounds of chemicals listed as toxic under CAA, TRI and State statutes, also HPV and PBT list</u>

<u>Categories</u>	<u>Aspects</u>	<u>Measures</u>
<u>WASTE</u>	<u>Total Solid Waste</u>	<u>tons, metric tons (including production scrap, if not recycled/reused)</u>
	<u>Hazardous Solid Waste</u>	<u>tons, metric tons</u>
	<u>Toxic Releases to Land</u>	<u>tons, metric tons TRI, HVP, PBT chemicals</u>
<u>DISCHARGES TO WATER</u>	<u>COD Discharges to Water</u>	<u>pounds</u>
	<u>BOD Discharges to Water</u>	<u>pounds</u>
	<u>Discharges of Toxics to Water</u>	<u>pounds of chemicals listed under CWA, TRI, HPV, PBT, State statutes</u>
<u>ACCIDENTAL RELEASES</u>	<u>Release History</u>	<u>number, quantity of RQ, accidental releases reportable under EPCRA</u>
	<u>Vulnerability and Potential for Releases</u>	<u>size of Vulnerable Zone per Off-Site Consequence Analysis</u>
		<u>volume of Extremely Hazardous Substances in inventory</u>
<u>PRESERVATION/RESTORATION</u>	<u>Habitat Impacts</u>	<u>destruction, degradation, creation, or enhancement of habitat, including wetlands, riparian areas</u>
<u>PRODUCT PERFORMANCE</u>	<u>Expected Lifetime Energy Use of Product</u>	<u>KWh, BTU</u>
	<u>Expected Lifetime Waste (to air, water, land) of Product</u>	<u>tons, metric tons, by aspects in air, waste, water categories above</u>
	<u>Packaging Materials Used in Product</u>	<u>tons, metric tons</u>
	<u>Waste to Air, Water, Land from Disposal or Recovery of Product</u>	<u>tons, metric tons, by aspects in air, waste, water categories above</u>

The following acronyms are used in the *Environmental Performance Table*

BOD	=	Biological Oxygen Demand
CAA	=	Clean Air Act
COD	=	Chemical Oxygen Demand
CWA	=	Clean Water Act
BTU	=	British Thermal Units
EPCRA	=	Emergency Preparedness and Community Right-to-Know Act
HPV	=	High-Production Volume Chemicals (a list of chemicals covered by HPV is available at http://www.epa.gov/chemrtk/hpvchmlt.htm)
KwH	=	Kilowatt Hours
PBT	=	Persistent, Bioaccumulative and Toxic Chemical
MMBTU	=	Million Metric British Thermal Units
PM10	=	Particulate Matter less than 10 microns
PM2.5	=	Particulate Matter less than 2.5 microns
RQ	=	Reportable Quantity under the Comprehensive Environmental Responsibility and Cleanup Act (CERCLA)
TRI	=	Toxic Release Inventory (a list of chemical covered by TRI is available at http://www.epa.gov/tri/chemical)
VOC	=	Volatile Organic Compounds