

**OVERVIEW:**

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

**Funding Opportunity Title:** Compliance Assurance and Enforcement Project Funds for Activities in Indian Country: New York

**Announcement Type:** Initial Announcement

**Number:** EPA-R2-DECA-07-03

**Catalog of Federal Domestic Assistance (CFDA):**

[66.310 CAPACITY BUILDING GRANTS AND COOPERATIVE AGREEMENTS FOR COMPLIANCE ASSURANCE AND ENFORCEMENT ACTIVITIES IN INDIAN COUNTRY AND OTHER TRIBAL AREAS](#)

Action Date(s)

Proposal Due Date	5:00 p.m. EST March 20, 2007
<b>DEADLINE EXTENDED</b>	<b>5:00 p.m. EST April 4, 2007</b>
Full Application Due Date	April 27, 2007
Expected Grant Award Notification	September 30, 2007

**Executive Summary**

The U.S. Environmental Protection Agency Region 2 is soliciting proposals for project grants (1-2 years only) from tribes and intertribal consortia located in Region 2; and/or applicants that have access to Region 2 Indian country or other tribal areas. The proposals are for short-term projects involving **solid waste, pesticides and/or lead in drinking water management**. The project must consist of activities authorized under one or more of the following EPA grant authorities:

- [Safe Drinking Water Act](#), Section 1442(c)(3)(A),
- [Solid Waste Disposal Act](#), Section 8001(a),
- [Toxic Substances Control Act](#), Section 10(a) as amended by Public Law 106-74, and
- [Federal Insecticide, Fungicide, and Rodenticide Act](#), Section 20(a) as amended by Public Law 106-74

**I. Funding Opportunity Description**

EPA Region 2 under the National Tribal Compliance Assurance Priority (Tribal Priority) aegis is providing funding to new and continuing tribal environmental compliance assistance and enforcement programs that specifically focus on (1) solid waste or (2) pesticides management or (3) lead in drinking water management, specifically in schools. The Office of Enforcement and Compliance Assurance (OECA) announced the distribution of fiscal year (FY) 2007 funds to support compliance assurance and enforcement issues in Indian country and other tribal areas directly related to the National Tribal Compliance Assurance Priority (Tribal Priority). OECA's tribal funds are to be used to support activities directly related to the Tribal Priority. To that end, these funds are available to improve the quality of environmental data, train tribal environmental professionals, authorize tribal inspectors to conduct inspections, and address compliance issues associated with solid waste, tribal schools, and public water systems.

These resources are distributed as part of EPA's annual Operating Plan under Goal 5, Objective 5.1, improve environmental performance through compliance with environmental requirements, preventing pollution, and promoting environmental stewardship. Protect human health and the environment by encouraging innovation and providing incentives for governments, businesses, and the public that promote environmental stewardship. As indicated in EPA's Fiscal Year 2007 Budget, since adoption of the EPA Indian Policy in 1984, EPA has worked with Tribes on a government-to-government basis that affirms the federal trust responsibility that EPA maintains with federally recognized Tribes and Tribal government; in terms of strengthening partnerships with Tribes, under Federal environmental statutes, the Agency has responsibility for assuring human health and environmental protection in Indian Country.

The projects must:

- Improve the quality of environmental data,
- Train tribal environmental professionals on legal and technical aspects of compliance and enforcement issues,
- Enhance tribal inspector capacity through specialized inspector training, and
- Address compliance issues associated with solid waste, tribal schools, and public water systems.

Proposed projects must address one or more of the following goals and priorities:

**Solid Waste**

- Promote development of cleanup, closure, and post-closure programs for open dump waste sites on tribal lands (including development of dumping prevention and enforcement programs - no construction).
- Promote development and creation of enforcement approaches for on-reservation solid waste compliance, e.g. codes/ordinances, tribal court enforcement protocol, training on environmental law for tribal court officials,
- Conduct training, demonstrations, and public education programs related to solid and household hazardous waste management strategies that are protective of human health and the environment.

- Provide seed money for projects that create innovative solutions to barriers to sustainable tribal integrated solid waste management programs.
- Reduce the burning of residential waste (trash), through outreach, education, ordinance development and enforcement, provision of alternative solid waste disposal methods, or other innovative approaches.

#### **Pesticides:**

- Identification and development of plans for remediation and pollution prevention and/or best management practices for future handling, particularly in schools.
- Promote development of survey of pesticide use patterns, both, residential and agricultural; the survey must include pesticide types (identified by EPA Registration number), quantities used, methods of application, applicator.
- Promote development of an Indian Nation-wide Pesticide Management program, based on the results of the Pesticide Use Survey.
- Develop issue-specific public outreach materials and conduct public education and training to ensure safe use of pesticides.
- Promote development of Integrated Pest Management (IPM) for the entire Indian Nation with emphasis on IPM-in-School program.
- Creating and implementing a system for the proper disposal of pesticides.

#### **Lead in Drinking Water:**

- Development of public education programs to raise awareness of the potential occurrences, causes, and health effects of lead in drinking water.
- Development and maintenance of plumbing profiles for each tribal school/day care center.
- Development of sampling plan(s) including locating where to take samples; collection procedures by outlet type; handling of sample containers; laboratory analysis; interpreting results; and the components of an effective general communication strategy.
- Conduct training on remedial actions that reduce or eliminate lead in the drinking water. Training must include: interpreting test results; identifying lead in the plumbing (i.e., from the distribution main in the street through the service connection and through the building); meeting the Safe Drinking Water Act “lead-free” requirements, compliance with NSF Standards; and best management practices if filters are used.
- Maintenance of effective flushing programs and maintaining flushing logs.

### **EXPECTED OUTPUTS AND OUTCOMES**

These funds are available to improve the quality of environmental data, train tribal environmental professionals on the legal and technical aspects of compliance and enforcement issues, enhance tribal inspector capacity through specialized inspector training, and address compliance issues associated with solid waste, tribal schools, and public water systems. Outputs and outcomes expected from projects funded through this announcement include:

## Outcomes

- improved information to help target pollution sources impacting all media in Indian Country, including targeting pollution prevention and reduction efforts;
- better informed and equipped tribal environmental staff with the capacity to effectively address compliance issues associated with solid waste, tribal schools and public water systems
- a better informed public in Indian Country about the health threats and hazards associated with burning of residential and other waste.

## Outputs

- reduced materials use through product and process redesign or other innovative approaches;
- number of inspections completed
- number of populace reached with compliance assistance and/or educational efforts

These activities are authorized by the following statutes:

- [Safe Drinking Water Act](#), Section 1442(c)(3)(A): develop, expand, or carry out a program (that may combine training, education, and employment) for training persons for occupations relating to the public health aspects of providing safe drinking water including underground injection control (UIC)
- [Solid Waste Disposal Act](#), Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).
- [Toxic Substances Control Act](#), Section 10(a) as amended by Public Law 106-74: conduct research, development, monitoring, public education, training, demonstrations, and studies on toxic substances.
- [Federal Insecticide, Fungicide, and Rodenticide Act](#), Section 20(a) as amended by Public Law 106-74: conduct research, development, monitoring, public education, training, demonstrations, and studies on pesticides.

## II. Award Information—Required

EPA Region 2 anticipates making approximately \$138,000 in 1-3 grants available this year for the Region 2 Compliance Assurance and Enforcement Funds for Activities in Indian Country: New York program. The awards may range from \$30-\$50,000.

Anticipated start dates will be October 1, 2007 for one-two years only. *These funds are for short-term discrete projects, not long-term project funding.*

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, or
- produce public documents, tools, or resource materials.

**EPA reserves the right to reject all proposals or applications and make no awards.**

### **III. Eligibility Information**

#### **A. Eligible Applicants**

Consistent with the Applicant Eligibility Section of CFDA No. 66.310 competition under this announcement is being limited to a subset of eligible applicants in New York State:

- tribes and intertribal consortia located in Region 2; and/or
- applicants that have access to Region 2 Indian country or other tribal areas .

#### **Non-Federal Match**

Matching funds are not required under this solicitation. All matching funds or other contributions provided by the grantee are subject to audits and all federal regulations.

However, both the degree to which the project budget effectively uses EPA funds and leverages matching funds will be considered as evaluation criteria in Section V. 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 nonprofit organizations are defined in [OMB circular A-122](#); allowable costs for public entities are defined in [OMB circular A-87](#). If an applicant identifies matching funds from sources other than itself, they must indicate if such funds are committed at the time of application, or when they will be available.

#### **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. Please note there are no limitations on the number of applications that an applicant may submit.

##### Threshold Criterion 1: Geographic Focus

The project must take place in EPA Region 2 Indian Country (New York). Proposed work must take place in and address environmental issues (see list in Section I,) impacting one or more of the Region's federally-recognized Tribal Nations.

### Threshold Criterion 2: Allowable Activities

The project must consist of activities authorized under one or more of the following EPA grant authorities:

- [Safe Drinking Water Act](#), Section 1442(c)(3)(A),
- [Solid Waste Disposal Act](#), Section 8001(a),
- [Toxic Substances Control Act](#), Section 10(a) as amended by Public Law 106-74, and
- [Federal Insecticide, Fungicide, and Rodenticide Act](#), Section 20(a) as amended by Public Law 106-74.

Most of the above statutes authorize grants for research, investigations, experiments, training, demonstrations, surveys and studies. The project activities must advance the state of knowledge or transfer information. Grant proposals must emphasize a "learning" concept, as opposed to "fixing" an environmental problem via a well-established method. The term "demonstrations" can encompass the first instance of the pollution control or prevention technique, or an innovative application of a previously used method. The term "research" may include the application of established practices when they contribute to learning about an environmental concept or problem. See Section I above for additional information regarding eligible activities under each of these statutes.

### Threshold Criterion 3: Environmental Focus

The overarching focus must be on the statutory purpose of the applicable grant authorities, which in most cases is "to prevent or control pollution." In light of this, proposals relating to topics that are sometimes included within the term "environment" such as recreation, conservation, restoration, or habitat protection must describe the relationship of these topics to the statutorily required purpose of pollution prevention and/or control.

### Threshold Criterion 4: Serve a Public Purpose

Proposals must clearly demonstrate how the proposed activities will be of primary benefit to the applicant organization and the public at large. Proposals must clearly demonstrate how the proposed activities directly support the applicant organization's overall mission and long-term goals.

### Threshold Criterion 5: Applicant Eligibility

Assistance under this program is available to tribes and intertribal consortia located in Region 2; and/or applicants that have access to Region 2 Indian country or other tribal areas.

### Threshold Criterion 6: Complete Proposals That Are Submitted on Time and without electronic viruses

Complete proposals are due on April 4, 2007. Proposal submissions must strictly adhere to this deadline and electronic submittals must be free of electronic viruses, Trojan horses or other harmful programs.

If an applicant is found ineligible for this funding, EPA will contact the organization within 15 calendar days of the ineligibility decision.

Applications/Proposals must substantially comply with the application/proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal/application and/or parts of the application/proposal, pages in excess of the page limitation will not be reviewed.

In addition, applications/proposals must be received by the EPA [or "postmarked by" if applicable] or through [www.grants.gov](http://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.

#### **IV. Application and Submission Information**

##### **A. 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.

##### **B. 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, 20<sup>th</sup> Floor  
New York, NY 10007

Applicants applying through Grants.gov will find the entire application package by following the instructions listed in Section IV. G of this announcement.

##### **C. Content and Format of Proposal**

Applicants must address the ranking factor criteria in Section V 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) must be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

Pages must 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 no matter the mode of submission:

#### **I. Cover Page (Page 1)**

The cover page must 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):

#### **II. 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.

#### **III. Table of Contents (Page 3):**

**IV. Executive Summary (Page 4):** The Executive Summary must 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 must identify the **measurable environmental results** you expect including potential human health and ecological benefits. (See below, Proposal Narrative Part F for environmental results information).

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

- **Part A: Project Title.** Title of the proposed project.



- **Part B: 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 C: 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 must be numbered with a justification corresponding to each objective.
- **Part D: Project timeline** (provide an overall schedule, lasting no more than 60 months).
- **Part E: Approach and Methods.** Describe how the program will be carried out. Describe how the system or approach will support the program goals.
- **Part F: 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 G: 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.

## VI. Past Performance

Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V. In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff

knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Submit a list of federally funded assistance agreements that your organization performed within the last three years ( no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

#### **D. 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.

#### **E. Submission of Grant Proposals**

For electronic submission via [www.Grants.gov](http://www.Grants.gov) see Section IV, Part H. For Hard copy submittal guidance, see Section IV, Part I.

**All proposals must be postmarked or submitted via Grants.gov on or before 5:00 P.M. EST on April 4, 2007.** All proposals postmarked or submitted via Grants.gov **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.

#### **F. Funding Restrictions**

Award will not allow for the reimbursement of pre-award costs. Indirect costs will not increase the \$138,000 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.

### **G. Submission Requirements**

Please note that you may choose to apply under this announcement in *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 via Grants.gov, please follow the appropriate instructions under “Electronic Submission” below. EPA encourages applicants to submit their application/proposal materials electronically through <http://www.grants.gov>.

### **H. Electronic Submission**

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

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R2-DECA-07-03, or CFDA 66.310, in the space provided. Then complete and submit the application package as indicated. 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 go to EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

**Please be sure to view the additional instructions for applying electronically under this announcement through use of grants.gov that are available for download on Grants.gov.**

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

### **I. Hard Copy Submission**

Applicants must submit a hard copy of their proposal along with an *electronic* version. All hard copy proposals must be sent or delivered to:

Environmental Protection Agency – Region 2  
 ATTN: Rebecca Jamison  
 Division of Compliance Assistance and Enforcement  
 290 Broadway, 20<sup>th</sup> Floor  
 New York, NY 10007  
 Email address: [Jamison.rebecca@epa.gov](mailto:Jamison.rebecca@epa.gov)

The electronic copy must be 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 must 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.

### **J. Submission Dates and Times**

Proposal Due Date	5:00 p.m. EST March 20, 2007
Full Application Due Date	April 20, 2007
Expected Grant Award Notification	September 30, 2007

**Full Application Due Dates:** Final applications must be submitted to EPA by April 20, 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)
  - o The proposal must 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.

2. Project Objective/Goals (15 points)
  - How well does the proposal meet one or more of the objectives listed under the authorizing Statutes defined in Section I?
  - The proposal must specify realistic goals and objectives that deal with the environmental problems or issues identified.
  - The goals and tasks must be clear and concise?
  - The tasks, budget, time line etc. must be realistic?
  - The applicant must appear qualified to successfully accomplish the proposed project.
3. Project Benefits (20 points)
  - The project must include a well-conceived strategy to achieve goals and objectives?
  - The project must 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 '07
4. [Measurability of Environmental Project Results](#) [PDF]/ Tracking/Measuring Progress (25 points)
  - The project must lead to measurable environmental improvements, e.g., amount of pollution prevented, waste reduced, reused, recycled or resources conserved. (See attached guidance "Demonstrating Measurable Results ")
  - The methods by which the grantee will measure progress on the grant, quarterly, biannually, yearly must be clearly stated.
5. Budget/Leveraging Resources (10 points) Under this criteria, applicants will be evaluated based on the extent they demonstrate:
  - (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or
  - (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants .
6. Past Performance (25 Points)
  - Environmental Results Past Performance: Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and

outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor. Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;

- history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;

Applicants will be evaluated based on the extent their proposals demonstrate that they possess or have the ability to acquire the requisite capabilities, staff, resources, and equipment to successfully perform the project. The following factors will be considered in this evaluation:

- organizational experience and plan for timely and successfully achieving the objectives of the project; and,
- staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.

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

For this competition, the Program anticipates funding one to three 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 recommended. The Division Director for the Division of Enforcement and Compliance Assistance will make the final selection.

The applicant organization whose proposal is selected will be notified **via telephone and/or e-mail on or by April 4, 2007** and the applicants not selected will be notified either by e-mail or by phone.

## **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, 2007. Successful applicants will be notified via mail or e-mail by this date.

Applicants must 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> [EXIT disclaimer ►](#). Copies of these procedures may also be requested by contacting Rebecca Jamison at 212-637-3948 or [Jamison.rebecca@epa.gov](mailto:Jamison.rebecca@epa.gov)

### **E. 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](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.

## **VII. Agency Contact(s)**

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

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

### **Attachment: Electronic Submission Information**

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

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement.. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R2-DECA-07-03, CFDA 66.310, in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Application Submission Deadline:** Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 4, 2007.

### **Proposal/Application Materials**

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

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

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

#### **I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

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



## **II. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

## **III. Narrative Proposal**

See the RFP Section IV.C content and format for guidance on the Narrative Proposal.

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

## **Application Preparation and Submission Instructions**

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

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

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

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later

if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

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

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or Rebecca Jamison, 212-637-3948 or [Jamison.rebecca@epa.gov](mailto:Jamison.rebecca@epa.gov)

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 Rebecca Jamison. Failure to do so may result in your application not being reviewed.