

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, WATER, WETLANDS, AND PESTICIDES DIVISION – EPA-R7WWPD-05-006**

Federal Agency Name: **US Environmental Protection Agency, Region 7**  
Funding Opportunity Title: **Wetland Program Development Grants for Region 7**  
Announcement Type: **Request for Proposals**  
Catalog of Domestic Assistance Number: **66.461**

**Dates:**

**Proposal due date** - **June 2, 2005 (45 days from announcement)**  
**If selected, Application due date** - **August 2, 2005 or three weeks from notification of successful proposal**

**SUMMARY**

**Notice of Request for Proposals for Projects to be Funded from the Wetland Program Development Grants - Region 7 Allocation** (CFDA 66.461 - Wetland Program Development Grants). Wetland Program Development Grants (WPDGs) provide eligible applicants an opportunity to conduct projects that promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

**I. FUNDING OPPORTUNITY DESCRIPTION**

The goals of the Environmental Protection Agency's (EPA's) wetland program include increasing the quantity and quality of wetlands in the U.S. by conserving and restoring wetland acreage and improving wetland health. In pursuing these goals, EPA seeks to build the capacity of all levels of government to develop and implement effective, comprehensive programs for wetland protection and management.

The Wetland Program Development Grants (WPDGs), initiated in FY90, provide States, Tribes, local governments (S/T/LGs), interstate associations, intertribal consortia (hereafter referred to as applicants or recipients) an opportunity to carry out projects to develop and refine comprehensive wetland programs. The authority for the grant program is Section 104(b)(3) of the Clean Water Act (CWA) which restricts the use of these grant funds to improving wetland programs by conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specific date. The term "outcome" means an environmental 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.

For example, an expected output would be development of criteria for assessing the condition of headwater streams, while the expected outcome would result in increased knowledge of the condition of headwater streams. Another expected output could be development of a State monitoring assessment plan, while the expected outcome would be improved practices resulting in more effective way to document no net loss and a net gain of wetlands.

Environmental results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goal for the Wetland Program Development Grant is:

Goal 4: Healthy Communities and Ecosystems  
Objective 4.3: Ecosystems  
Sub-objective 4.3.2: Increase Wetlands

For more information on EPA's Strategic Plan go to: <http://www.epa.gov/ocfopage/plan/plan.htm>  
Therefore, all proposed projects must demonstrate how they will result in clean and safe water. As part of the proposal, you will be required to complete the "Environmental Results in Assistance Agreements" template (See Appendix A).

While Wetland Program Development Grants can continue to be used by recipients to build and refine any element of a comprehensive wetland program, emphasis through the competition process will be given to funding projects that address these four areas as identified by EPA: 1) strengthening State/Tribal comprehensive wetland programs, 2) developing a comprehensive monitoring and assessment program; 3) improving the effectiveness of compensatory mitigation; and 4) refining the protection of vulnerable wetlands and aquatic resources. The Region will target at least 80% of the competitive Wetland Program Development Grant funds to projects that focus on one or more of the National program priorities. Applicants are encouraged to develop Wetland Program Development Grant applications that address the four National program priorities, described in more detail in Appendix B.

### **NATIONAL PRIORITIES**

Please see Appendix B for the full description of each of the national priorities.

1. STRENGTHENING STATE/TRIBAL COMPREHENSIVE WETLAND PROGRAMS
2. DEVELOPING A COMPREHENSIVE MONITORING AND ASSESSMENT PROGRAM
3. IMPROVING THE EFFECTIVENESS OF COMPENSATORY MITIGATION
4. REFINING THE PROTECTION OF VULNERABLE WETLANDS AND AQUATIC RESOURCES

### **REGIONAL PRIORITIES**

EPA Region 7 FY 2005 priorities support the national priorities and the program areas established through the *State/Tribal Environmental Outcome Wetland Demonstration Program (WDP) Grant Pilot* (refer to Appendix B under Strengthening State/Tribal Comprehensive Wetland Programs).

In addition to the non-regulatory, regulatory, and other priorities, the projects should try to incorporate all or as many of the following into the scope of work as possible: the watershed approach; the improvement and understanding of isolated wetlands and headwater, intermittent or ephemeral streams; the understanding of the association of amphibian and reptile species that depend on aquatic resources; and study of the economic value of wetlands and aquatic resources.

### **NON-REGULATORY**

1. COMPREHENSIVE STATE / TRIBAL WETLANDS PROTECTION PLAN  
Development of a comprehensive state/ tribal wide plan, including a strategy for implementation of that plan, for wetland protection that effectively includes and ties together monitoring and assessment (including mitigation)(see Regional Priority #3), wetland restoration and protection (see Regional Priority #5), and outreach and education (should address funding and socio-economic values of wetlands) (see Regional Priority #6).
2. COMPREHENSIVE REGIONAL / LOCAL WETLANDS PROTECTION PLAN  
As described above. (See Regional Priorities #4, 5, and 6)

3. STATE / TRIBAL MONITORING ASSESSMENT

Development of a state/ tribal wide plan, and a strategy for implementation of that plan, for wetland monitoring and assessment that incorporates a goal of and methodology to document no net loss and a net gain of wetlands within State\Tribal boundaries (based on a watershed basis). This plan should include a baseline wetland inventory, identifying change detection in wetland resources, identifying potential restoration sites, refining wetland water quality standards, identifying methodologies and reference sites to use for monitoring, input of monitoring data into STORET, assessing the success of compensatory mitigation, and development of a tracking methodology for achieving no net loss and a net gain of wetlands. All portions should include public and private wetlands.

4. REGIONAL / LOCAL MONITORING ASSESSMENT

As described above.

5. WETLAND RESTORATION AND PROTECTION

Development of wetland restoration and protection partnerships that includes a goal for wetland restoration and creation by wetland types, quantities and location; a strategy or plan to identify restoration needs and prioritize wetlands and adjacent lands for restoration\protection; a strategy or plan to implement restoration\protection goals including the use of wetlands for compensatory mitigation; and a tracking system to report on the quantity, quality, wetland type, and location of wetland losses and gains.

6. OUTREACH/EDUCATION

Development of an outreach and education program with a strategic plan that includes all of the following: a) providing outreach and education materials, meetings, trainings, etc. to one or more target audiences; b) evaluating the effectiveness of outreach\education activities; and c) identifying how the plan will protect vulnerable waters, including through the use of volunteer activities and technical assistance.

REGULATORY

7. STATE/TRIBAL COMPREHENSIVE REGULATORY STRATEGY AND PLAN

Development of a State or Tribal comprehensive strategy and implementation plan for a regulatory program for all waters within state/tribal boundaries. The plan may be integrated with the Section 401 Program and may include assumption of the Section 404 Program. The plan must cover activities at least as stringent as that of the Federal program and must include all of the following: a) a definition of wetlands, b) refinement of wetland water quality standards, and c) a state/tribal approach for assessing the success of compensatory mitigation.

8. ENVIRONMENTAL REVIEW CRITERIA

Development of environmental review criteria comparable to the Section 404(b)(1) Guidelines plan for implementation of the criteria (See the Section 404(b)(1) Guidelines at <http://www.epa.gov/owow/wetlands/regs/>).

9. COMPLIANCE AND ENFORCEMENT PROGRAM

Development of a compliance and enforcement program and a plan for implementation of that program.

OTHER

10. INTERMITTENT AND/OR EPHEMERAL STREAM ASSESSMENT

Focus must be on intermittent and/or ephemeral streams and include one or more of the following: a) development of reference sites and a monitoring strategy for intermittent and/or ephemeral stream

condition, b) data collection relevant to intermittent and/or ephemeral stream nutrient/sediment loads, intermittent and/or ephemeral stream restoration/mitigation techniques, and/or development of criteria for assessing (other than water chemistry) the condition of headwater streams. Intermittent and/or ephemeral streams should not currently be monitored by the state or tribe and the project should use protocols accepted by the state or tribe for streams.

## II. AWARD INFORMATION

EPA Region 7 anticipates approximately \$1,000,000 to be available for award of grants or cooperative agreements. Funding available to Region 7 is based on the allocation provided by EPA Headquarters. Historically, awards for projects typically range between \$25,000 and \$250,000. EPA typically receives requests for funding far in excess of available funds. Therefore EPA cannot provide grant funds to all applicants.

The number of applicants that will be requested to submit a complete application and the number of applications recommended for award depend on the quality of the proposals received and the relative amount of funding requests. The quality of the proposals will be evaluated according to the criteria and selection process noted below. Total funding available for award depends each year on the Wetlands Program's yearly fiscal appropriation. Eligible activities should be of a relatively short time frame, 1 to 3 years, with tangible results. EPA reserves the right to reject all proposals and make no awards.

Should additional funding become available for award, the Agency may award additional grants no later than 4 months after the final selection decision without further notice or competition. Awards will be based on this solicitation and will be in accordance with the final selection process.

## III. ELIGIBILITY INFORMATION

### A. ELIGIBLE APPLICANTS FOR COMPETITIVE PROCESS

States, Tribes, local government agencies, interstate agencies, and intertribal consortia are eligible. Typical wetland or wetland related agencies include, but are not limited to, wetland regulatory agencies, water quality agencies (Section 401 water quality certification), planning offices, wild and scenic rivers agencies, departments of transportation, fish and wildlife or natural resources agencies, agriculture departments, forestry agencies, coastal zone management agencies, park and recreation agencies, non-point source or storm water agencies, city or county, and other State/Tribal/Local Government agencies that conduct wetland-related activities.

In order to be eligible for Wetland Program Development Grant funds, Tribes must be Federally recognized, although "Treatment as a State" status is not a requirement. Intertribal consortia that meet the requirements of 40 CFR Part 35.504 is eligible for direct funding. Interstate agency and intertribal consortia projects must be broad in scope and encompass more than one State, Tribe, or local government.

Universities that are agencies of State government are eligible to receive grant funds from Region 7 through this competition. Universities must provide documentation acceptable to the EPA Region 7 to demonstrate that they function as a State agency. Universities that are not chartered as a part of State government are not eligible for direct funding from EPA Region 7.

### B. COST SHARING/MATCH REQUIREMENTS

**Non-federal matching funds of at least 25% of the total project cost of the project is required.** The match must be for an allowable cost and may be provided by the applicant or an eligible partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other verifiable costs and this value must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation. All grants are subject to Federal audit.

***Important:*** The matching non-federal share is a percentage of the *entire cost* of the project. For example, if the 75% federal amount is \$10,000, then the entire project should, at a minimum, have a budget of \$13,333, with the recipient providing a contribution of \$3,333. **To assure that your match is sufficient, simply divide the Federally requested amount by three.** Your match must be at least one-third of the requested Federal amount to be sufficient.

The final match requirement may be reduced for successful Tribal applicants if, upon selection, the proposal is placed in a performance partnership grant.

#### C. OTHER ELIGIBILITY CRITERIA

The primary implementation of all projects must occur within the four states of EPA Region 7 specifically Iowa, Kansas, Missouri, or Nebraska.

#### **Preliminary Eligibility Screening Requirements**

To be eligible for consideration, applicants must meet the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the proposal for funding consideration:

1. Be an applicant who meets all eligibility requirements in Section III A and C of this announcement;
  2. The proposal must address one or more of the priorities outlined in Section I;
- and
3. The proposal must comply with the directions for submittal contained in this notice in Section IV C Submission Dates and Times.

#### D. LOCAL AND TRIBAL FUNDING TARGETS

The Regional Office will support the local government initiative and Tribal efforts by targeting at least 15% of their Regional allocation to local government and Tribal applications. Tribes are encouraged to submit proposals which involve watershed-based wetlands and stream corridor projects. This supports the EPA's Program Activity Measure (IV-WD-3) as specified in the Fiscal Year 2005 National Water Program Guidance.

#### E. PERFORMANCE PARTNERSHIP GRANTS

A Performance Partnership Grant (PPG) is a multi-program grant made to a State, Tribe, interstate agency, or intertribal consortium from funds appropriated for many of EPA's environmental program grants. Local governments are not eligible for PPGs. PPGs are voluntary and provide recipients the option to combine funds from two or more environmental program grants into one or more PPGs. PPGs can provide administrative and/or programmatic flexibility.

Funds for a Wetland Program Development Grant may be included in a PPG. Under this competition, State proposals must first be selected under the competitive grant process and, in accordance with 40 CFR 35.138, the work plan commitments that would have been included in the Wetland Program Development Grant work plan must be included in the PPG work plan. Similarly, Tribal proposals must first be selected under this competitive grant process and in accordance with 40 CFR 35.535. States and Tribes may not use Wetland Program Development Grant funds for implementation of a wetlands program. For further information, see the final rules on Environmental Program Grants for State, Interstate, and local government Agencies at 40 CFR Part 35, Subpart A and Tribes at 40 CFR Part 35, Subpart B. The rules are also available on EPA's website at: <http://www.epa.gov/fedrgstr/EPA-TOX/2001/Day-09/t218.htm> (State) and at <http://www.epa.gov/fedrgstr/EPA-GENERAL/2001January/Day-16/g219.htm> (Tribal).

### IV. APPLICATION AND SUBMISSION INFORMATION

#### A. REQUEST FOR APPLICATION PACKAGES

Grant application forms, including Standard Forms SF 424 and 424A, are available at <http://www.epa.gov/region07/economics/appforms.htm> and by mail upon request by calling the

Grants Administration Division at (202) 564-5320 or by contacting the EPA Region 7 Grants Competition Advocate (see Section VII for Agency Contact Information). If you have questions, contact the Grant Coordinator (see Section VII for Agency Contact information).

Appendix C is a Checklist Tool for some of the required information for the RFP. The checklist is only a tool to check that the applicant has included some of the required information in their proposal. This is not the whole list of required information needed in the proposal.

## B. CONTENT AND FORM OF APPLICATION SUBMISSION

All proposals must include:

- 1) Completed Page 1 of Standard Form SF 424, Application for Federal Assistance. Please include organization fax number and e-mail address (Not counted in page limit) (SF 424 needs to be signed).
- 2) Completed Page 2 of Standard Form SF-424A, Budget Information - Section B. (See Funding Restriction section below for further explanation) (Not counted in page limit).
- 3) Detailed itemization of the amounts budgeted by individual Object Class Categories (see SF 424A) and included in the Budget section of the Statement of Work (See Funding Restriction section below) (Not included in page limit).
- 4) Statement regarding whether this proposal is a continuation of a previously funded project. If the proposal is a continuation, please provide the assistance number and status of the current grant/cooperative agreement (Not included in page limit).
- 5) Plan for tracking and measuring the progress in achieving expected outputs/outcomes as discussed by Section 1 Environmental Results. Complete Appendix A. (Not counted in page limit)
- 6) Statement of Work with all content as outlined below. (Limited to approximately 5 pages)

### STATEMENT OF WORK OUTLINE

**Proposals should be limited to approximately five pages and typewritten.** Pages should be double spaced in 12 point or larger print using a conventional font and 8.5 x 11 inch paper. Pages should be numbered for ease of reading. Please duplex if possible. One copy of the proposal is required. Statements of Work must include the information as listed below for funding assistance projects submitted to the Section 404/Wetlands Program. The contents may vary slightly with different types of projects. If a particular item is not applicable, clearly state this in the proposal.

If an assistance agreement application does not contain sufficient information or it is unclear, it is less likely to be selected for funding.

Statement of work plans **must** include:

1. Cover Page (Not counted in page limit) including
  - a. Project Title,
  - b. Name of Applicant,
  - c. Project Contact,
  - d. E-mail Address and/ or Phone Number,
  - e. Geographic Location (Hydrologic Unit Code level (HUC) and name of the watershed, within which the project occurs), and
  - f. Total project cost and dollars requested.
2. Project narrative containing (should be limited to approximately 5 pages)
  - a. Brief description of environmental issue(s) of concern;
  - b. Project Goals and Objectives (describe in measurable terms the environmental issue to be addressed);
  - c. Project Tasks (outline the steps you will take to meet the project goals); and
  - d. Schedule (when you expect to complete significant steps and milestones).
  - e. Describe how the project will address

- i. innovative approaches,
    - ii. one or more of the high priority areas of concern (See Sections I),
    - iii. state, local, and/or other stakeholder participation; and/or
    - iv. opportunities for leveraging other sources of funding.
  - f. Brief description of staffing and funding resources available to implement the proposed project including the number of workers and staff qualifications (no resumes are required).
  - g. Brief description of the applicant organization, experience related to the area of interest, and the organization's infrastructure as it relates to its ability to implement the proposed project.
3. Any support letters should specifically indicate how the supporting organization will assist the project. (Not counted in page limit).
  4. Confidential Business Information: Applicants should clearly mark information contained in their proposal which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR, 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 to the applicant.

**C. SUBMISSION DATES AND TIMES - REQUIRED**

EPA will consider all proposals which are received from the U.S. Postal Service, hand delivered, or include official delivery service documentation indicating EPA acceptance from a delivery service, **to arrive at EPA Region 7 on or before the deadline of 5 p.m., Central Standard Time, June 2, 2005.** Proposals received after the due date will not be considered for funding.

**Submission Address**

All proposals must be mailed or delivered to:

U.S. Environmental Protection Agency, Region 7  
 WWPD/ WPIB  
 Attention: Carl Stevens  
 901 N 5th Street  
 Kansas City, Kansas 66101

**D. INTERGOVERNMENTAL REVIEW**

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicants should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. Further information regarding this requirement will be provided if your application is selected for funding.

**E. FUNDING RESTRICTIONS**

Based on policy, regulation, and on experience gained from previous years, we offer the following comments/restrictions on funding eligibility.

- Any award recipients may award such entities contracts in accordance with 40 CFR 31.36, and subgrants in accordance with 40 CFR 31.37.
- Land grant schools do not automatically qualify for direct funding as an agency of a State because of their status as a land grant school.
- The State, Tribe, local agency, or national non-profit organization should not simply pass through funding to an organization that is not eligible to receive funding directly.
- Under the Wetland Program Development Grant competitive process, funds cannot be used for land acquisition or purchase of easements. However, it may support the coordination or acceleration of research, investigations, experiments, training, demonstrations, surveys, and study efforts directed at

identifying areas for acquisition, which would help address water pollution problems including wetlands protection and restoration.

- This competitive grant program cannot fund payment of taxes for landowners who have a wetland on their property.
- While contractual efforts can be a part of these grants, each Wetland Program Development Grant recipient must be significantly involved in the administration of the grant. EPA recommends that recipients use no more than 50% of the grant funds to contract with non-governmental entities. However, if the applicant wants to exceed this limit, the applicant may submit a written justification for greater involvement by non-governmental contractors as part of the grant application package or proposal. EPA will evaluate the need for greater contractual participation and may approve the request if there is adequate justification to exceed the 50% limit. If the contractual work is being done by another State/Tribal/Local Government agency, interstate agency, or intertribal consortia, these entities should be clearly indicated in the proposal.
- Inventory or mapping for the sole purpose of locating wetlands is not eligible for funding under this competition. A description of how mapping or inventory projects will directly develop or improve the eligible applicant's wetland protection programs must be included in the grant application for these types of projects to be considered for funding under this grant program.
- Under the competition, each grant must be completed with the initial award of funds. Recipients should not anticipate additional funding beyond the initial award of funds for a specific project. Eligible applicants should request the entire amount of money needed to complete the project in the original grant application.
- Each grant should produce a final, discrete product.
- Grant funds cannot be used to fund an honorarium under this competition.
- Any field work or research-type activities are limited to activities that have a direct, demonstrated link to program development or refinement included in the application.
- Purchase/lease of vehicles (including boats, motor homes) and office furniture is not eligible for funding under this program.
- Grant funds cannot be used to pay for travel by Federal agency staff.

#### F. OTHER SUBMISSION REQUIREMENTS

##### PRE-APPLICATION ASSISTANCE

Procedural and eligibility questions will be answered at any time. The contacts are listed below. Questions regarding clarification of this solicitation must be presented during a conference phone call on Wednesday, May 11, 2005 from 10:01am CDT – Noon. The call in number is 202-275-0170 access code is 1488# and only has 20 lines open. (Once you call into the EPA phone line; at the prompt all participants must enter the four digit conference access code followed by the “#” sign. If the is not entered properly, the caller will be given two more chances. If it is still unsuccessful he or she will be placed in our “Waiting Room” until an operator can provide assistance). Questions should be submitted in advance via email to [R7Watersheds@epa.gov](mailto:R7Watersheds@epa.gov), or telephone at 913-551-7311. Responses to advance questions will be given only in the conference phone call. If circumstances beyond control prevent the conference call from occurring at the scheduled time and call-in number, it will be rescheduled in a timely manner, and notice of the rescheduled date and time will be posted at [www.epa.gov/region07/economics/index.htm](http://www.epa.gov/region07/economics/index.htm). Notes from the conference call will be available upon request. Only questions regarding procedures, eligibility, or clarification of this solicitation will receive responses.

##### PUBLIC PARTICIPATION

EPA regulations require public participation in various Clean Water Act programs including grants (40 CFR Part 25). Each applicant for EPA financial assistance shall include tasks for public participation in their project's work plan submitted in the grant application (40 CFR 25.11). The project work plan should reflect how public participation will be provided for, assisted, and accomplished.



V. APPLICATION REVIEW INFORMATION

A. SELECTION CRITERIA

All proposals will be evaluated based on the following criteria and weight.

1) Program Area Emphasis – National Priorities (10 points)	Priority in the selection process will be given to projects which support: 1) strengthening state/tribal comprehensive wetland programs, 2) developing a comprehensive monitoring and assessment program; 3) improving the effectiveness of compensatory mitigation; and 4) refining the protection of vulnerable wetlands and aquatic resources.
2) Region 7 Priorities (65 points)	<p>Region 7 Priorities:</p> <p>Non-Regulatory:</p> <p>(18 points) 1. Comprehensive State / Tribal Wetlands Protection Plan  (5 points) 2. Comprehensive Regional / Local Wetlands Protection Plan  (8 points) 3. State / Tribal Monitoring Assessment  (5 points) 4. Regional / Local Monitoring Assessment  (7 points) 5. Wetland Restoration and Protection  (6 points) 6. Outreach / Education</p> <p>Regulatory:</p> <p>(8 points) 7. State / Tribal Comprehensive Regulatory Strategy and Plan  (2 points) 8. Environmental Review Criteria  (2 points) 9. Compliance and Enforcement Program</p> <p>Other:</p> <p>(4 points) 10. Intermittent and/or Ephemeral Stream Assessment</p>
2) Clarity of Workplan (70 points)	<p>The proposal should clearly describe an identified water quality issue and the importance of that issue to meeting federal, state, tribal, and community requirements, expectations, and needs. The work plan should include:</p> <ul style="list-style-type: none"> <li>✓ A summary of key goals, objectives, and final products;</li> <li>✓ A detailed description of project tasks, an explanation of environmental results, measurable outcomes, and how the project will contribute to water quality improvement;</li> <li>✓ A strategy for transferring the knowledge or techniques gained through this effort to other areas;</li> <li>✓ A schedule or time-line of activities for the project;</li> <li>✓ A budget and estimated funding amounts for each work plan component/task which corresponds to the SF424A Grant Application form budget categories. Total costs must include both federal and matching (non-federal) components. Identify the required match in the budget;</li> <li>✓ Description of roles and responsibilities of the recipient and major partners in carrying out the work plan commitments;</li> <li>✓ Demonstration of the ability to conduct and manage the grant or describe the approach to hire or obtain the requisite experience.</li> </ul>
3) Involvement/ Commitment of the applicant (15 points)	The project demonstrates applicant involvement/commitment through significant financial and/or personnel contribution. Involvement of partners is strongly encouraged.
4) Innovation & Transferability of Results and/or Methods (15 points)	The project presents innovative approaches or solutions. Proposal demonstrates the potential for replicability or transferability to other communities, locations, and/or sectors.

5) Incorporation of project into broad agency wetland goals (15 points)	Incorporation of project into broad agency wetland goals e.g., Government Performance Results Act (GPRA) Goals, EPA Strategic Plan ( <a href="http://www.epa.gov/water/waterplan/documents/wetlands-sip.pdf">http://www.epa.gov/water/waterplan/documents/wetlands-sip.pdf</a> and <a href="http://www.epa.gov/water/waterplan/pams/index.htm#wetlands">http://www.epa.gov/water/waterplan/pams/index.htm#wetlands</a> ), or Core Elements of a Comprehensive Wetland Program ( <a href="http://www.epa.gov/owow/wetlands/initiative/fy02elements.html">http://www.epa.gov/owow/wetlands/initiative/fy02elements.html</a> ). Describe the linkage between the work intended to be accomplished under the assistance agreement and EPA’s Strategic Plan/GPRA Architecture
6) Success of Previous Projects (10 points)	1) Success of Previous Projects - past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project. 2) Compliance with Reporting Requirements - History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting final technical reports and past performance in reporting outcomes. 3) Applicant with no previous performance will have a neutral score of 5 points. Note: If you have not previously received Federal funds, you may provide a history of your past performance with private funding, or funding awarded by state, tribal or local governments. Applicants who have not performed projects with outside financing may provide information regarding academic or community.

**B. REVIEW AND SELECTION PROCESS**

All proposals will be screened by EPA staff prior to review to determine if they are eligible, complete, and were submitted in accordance with the instructions provided in this notice. If any of the required elements of the application package are not submitted, EPA may choose to contact the applicant. Failure to include or provide any of the information requested could result in disqualification and removal from the review selection process.

A selected panel of EPA reviewers will review the proposals and select the most competitive projects for funding based on the evaluation criteria listed above. Both the quality and quantity of the applications will play a significant role in the selection of grants for funding.

The funding decision will be made from the group of top rated proposals based on the following additional factors:

1. Geographic distribution of funds;
2. Diversity of projects;
3. Watershed size; and
4. Cost of project.

**C. SELECTION OFFICIAL**

Final selection of proposals will be made by the Region 7 Water, Wetlands, and Pesticides Division Director.

**VI. AWARD ADMINISTRATION INFORMATION FOR COMPETITIVE PROCESS**

**A. AWARD NOTICES**

Applicant(s) will be notified by mail after final decisions have been made. This letter is not an authorization to begin performance except at the recipient’s own risk of EPA approving pre-award costs.

Successful applicant(s) will be invited to submit a complete application package prior to award (see 40 CFR 30.12 and 31.10) that will be due by **August 2, 2005** or three weeks after being notified. Required forms and instructions for preparing and submitting the completed application will be provided at that time.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award. All final work plans must include the information required in 40 CFR § 35.107 and 35.507.

An approvable work plan is required to include:

1. the work plan components to be funded under the grant;
2. the estimated work years and the estimated funding amounts for each work plan component;
3. the work plan commitments for each work plan component and a time frame for their accomplishment;
4. a performance evaluation process and reporting schedule in accordance with §35.115 of this subpart; and
5. the roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

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.

All completed applications must be addressed to:

U.S. Environmental Protection Agency, Region 7  
WWPD/ WPIB  
Attn: Carl Stevens  
901 N 5th Street  
Kansas City, Kansas 66101

Applicants that are not invited to submit a complete application will be notified by mail..

Upon receipt of a complete application, work plan, and budget, the recommendations for funding of the award will be made to the Division Director. When all funding decisions are complete, a grant award notification will be issued to the recipients. This is the conclusion of the competitive award process and begins the grant performance period.

A listing of successful proposals will be posted on the EPA Region 7 website address

[http://www.epa.gov/region07/economics/r7\\_grant\\_opportunities.htm](http://www.epa.gov/region07/economics/r7_grant_opportunities.htm) at the conclusion of the competition. This website may also contain information about this announcement including information concerning deadline extensions or other modifications.

#### **B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS**

The general award and administration process for all Wetland Program Development Grants is governed by regulations at 40 CFR Part 31 (“Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”) and 40 CFR Part 35, Subpart A (“Environmental Program Grants for State, Interstate, and Local Government Agencies”) and Subpart B (“Environmental Program Grants for Tribes”).

#### **DISPUTE PROCESS**

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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Sabre Germano at (913) 551-7026.

#### **STATUARY AUTHORITY and APPLICABLE REGULATIONS**

Wetland Program Development projects are authorized under the Clean Water Act, Section 104 (b)(3). These projects are subject to EPA’s General Grant Regulations: 40 CFR Part 30 “Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations”; 40 CFR Part 31 “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments”; and 40 CFR Part 35 “State and Local Assistance”.

## DUNS NUMBER

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711.

## COPYRIGHTS

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) the copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

## C. REPORTING

Wetland Program Development Grants are currently covered under the following EPA grant regulations 40 CFR Part 31 (States, Tribes, interstate agencies, intertribal consortia and local governments) and 40 CFR Part 35, Subpart A (States, interstate agencies and local governments) and Subpart B (Tribes and intertribal consortia). These regulations specify basic grant reporting requirements; including performance and financial reports (see 40 CFR 30.51, 30.52, 31.40, 31.41, 35.115, and 35.515). In negotiating these grants, EPA will work closely with recipients to incorporate appropriate performance measures and reporting requirements into each grant agreement consistent with 40 CFR 30.51, 31.40, 35.115, and 35.515. These regulations provide some flexibility in determining the appropriate content and frequency of performance reports. At a minimum, however, the reporting schedule must require the recipient to report at least annually.

## VII. **AGENCY CONTACTS**

Region 7 Contacts are:

Melissa Bertelsen  
Grant Coordinator  
913.551.7352, Telephone  
913.551.9352, Fax  
[bertelsen.melissa@epa.gov](mailto:bertelsen.melissa@epa.gov)

Mandy Techau  
Grant Coordinator  
913.551.7311, Telephone  
913.551.9311, Fax  
[techau.mandy@epa.gov](mailto:techau.mandy@epa.gov)

Sabre Germano  
R7 Grants Competition Advocate  
913.551.7026, Telephone  
913.551.9026, Fax  
[germano.sabre@epa.gov](mailto:germano.sabre@epa.gov)

## VIII. **OTHER INFORMATION**

### A. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) and STORET

Quality Assurance /Quality Control and peer review are applicable to these grants (see 40 CFR 30.54 and 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include

information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. EPA can assist applicants determine whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. If the applicant has an EPA-approved quality assurance project plan or quality management plan and it covers the project in the application, then they need only reference the plan in their application. Contact the Regional Office Wetland Grant Coordinator (See Section VII for Agency Contact information) for referral to an EPA QA/QC staff.

Additionally, recipients of grants for wetland monitoring projects will be encouraged to submit all data from monitoring activities to STORET (short for STOrage and RETrieval) database. STORET provides an accessible, nationwide central repository of water information of known quality. Grantee submission of monitoring data into STORET or monitoring data made available in the Advisory Council for Water Information (ACWI) Core Monitoring Data Element Standard (or Data Exchange Template) will facilitate exchange of monitoring data between EPA and its partners. Information on STORET is at <http://www.epa.gov/storet> and information on the standard is at <http://www.epa.gov/edr>.

#### B. ANNUAL WETLANDS MEETING/TRAINING

EPA encourages State /Tribal /Local Governments to include travel plans for wetland personnel to attend at least one national wetland meeting in support of the project or for training each year (e.g., National EPA, State, Tribal, Local wetland meeting or wetland monitoring workshops). Applicants should account for travel plans and costs in the work plans and the project budget. EPA's Wetlands Program does not anticipate providing travel for State, Tribal or local government staff to attend meetings other than through this grant program. Examples of some of the Wetland Conferences in Region 7 include: ASWM (Association of State Wetlands Managers), Regional Wetlands and Water Resources Meeting, Society of Wetland Scientist Meeting, GIS Meetings, and HAAWG (Heart of America Association Work Group).

#### C. PEER REVIEW

Most documents or products prepared for and intended for public distribution under EPA Region 7 assistance agreements will be subject to the peer review process. Some products/documents produced under this grant program may be exempted from peer review process. Assistance agreement applicants should allow an eight-week time period in project schedules for each product which is subject to the peer review process. Concurrent review of multiple project products is possible. Scheduling preliminary submission of draft documents to the project officer throughout the project period will facilitate the peer review process.

#### D. DATA SHARING

All recipients of these assistance agreements will be required to share any data generated through this funding agreement as a defined deliverable in the final work plan.

**APPENDIX A – ENVIRONMENTAL RESULTS MODEL WORK PLAN**

**MODEL WORK PLAN**

(Instructions for completion on reverse side)

Applicant Name: \_\_\_\_\_ Assistance Number: \_\_\_\_\_  
 Project Officer: \_\_\_\_\_ Budget & Project Period: \_\_\_\_\_

1 Stated Objective/Link to EPA Strategic Plan (Components)	2 Grant Funding/FTE's (Federal/Match)	3 Work Plan Activities & Time frame for Accomplishment (Commitments)	4 Results of Activities (OUTPUTS)	5 Projected Environmental Improvement (OUTCOME)	6 Established Baseline for Measurement
Objective of the Program/project....  Clean and Safe Water...	We use these resources...	For these activities....	To produce these outputs....	Which leads to this environmental change....	The criteria used to gauge program/project performance

## *Instructions*

**1. Stated Objective/Link to EPA Strategic Plan** - Please list the Objective of the Program/project and provide a Link to the EPA Strategic Plan. All grant funded activities are required to be linked to the U.S. Environmental Protection Agency (EPA) Strategic Plan. The Strategic Plan establishes goals, objectives, and sub objectives for accomplishing EPA's mission to protect human health and the environment. The five goals are:

- Goal 1: Clean Air and Global Climate Change
- Goal 2 - Clean and Safe Water
- Goal 3 - Land Preservation and Restoration
- Goal 4 - Healthy Communities and Ecosystems
- Goal 5 - Compliance and Environmental Stewardship

The EPA Region 7 Strategic plan and goal sub-objectives are located at: <http://www.epa.gov/ocfo/regionplans/region7/2004strategicplanreg7.pdf>

**2. Grant Funding** - Please list the anticipated amount of funding and the associated FTE's (Full Time Equivalent) needed to achieve the Program/project objectives for this grant. Please include any match or cost share requirement.

**3. Work Plan Activities & Time frame for Accomplishment (Commitments)** - Please list the activities required to accomplish the work plan goals (Stated Objectives) and a time frame for their accomplishment.

**4. Results of Activities (Outputs)** - List the products/results which are expected to be achieved from accomplishment of the work plan activities.

**5. Projected Environmental Improvement (Outcome)** - List what environmental improvements will be accomplished as a result of this program/project. These improvements are changes or benefits to the environment which are a result from the accomplishment of work plan commitments and outputs. These may be:

- Short term - Changes in learning, knowledge, attitude, skills
- Intermediate - Changes in behavior, practice or decisions
- Long-term - Changes in condition

**6. Established Baseline for Measurement** - Describe what baseline will be used to determine whether the program/project resulted in environmental improvement (i.e., current condition, new condition).

## **APPENDIX B – NATIONAL PRIORITIES DESCRIPTIONS**

### **A. STRENGTHENING STATE/TRIBAL COMPREHENSIVE WETLAND PROGRAMS**

EPA recently issued guidance for a new wetland grant program called the *State/Tribal Environmental Outcome Wetland Demonstration Program (WDP) Grant Pilot*. The purpose of the WDP grant pilot is to fund grants for demonstration projects designed to determine the extent to which wetland program implementation (both regulatory and non-regulatory) achieve positive environmental outcomes – in particular, no net loss, net gain and protection of vulnerable wetlands. The WDP has been designed to determine regulatory or non-regulatory wetland program maturity and determine which wetland programs would successfully demonstrate reporting on environmental outcomes. The first priority of the Wetland Program Development Grant is to support States/Tribes to develop mature comprehensive wetland programs. Therefore, EPA encourages Wetland Program Development Grant applications which support development of program areas identified in the new WDP grant guidance <http://www.epa.gov/owow/wetlands/grantpilot>.

### **B. DEVELOPING A COMPREHENSIVE MONITORING AND ASSESSMENT PROGRAM**

This solicitation seeks proposals that support the development of a comprehensive State/Tribal/Local Government wetland monitoring and assessment program. State and Tribal adoption of a wetland monitoring and assessment program is the primary goal of this solicitation (*i.e.*, projects that build State/Tribal/Local Government capacity to determine the causes, effects, and extent of pollution to wetland resources and develop pollution prevention, reduction, and elimination strategies). More information related to wetland monitoring and assessment can be found at

<http://www.epa.gov/owow/wetlands/facts/monitor.pdf> and  
<http://www.epa.gov/owow/wetlands/facts/devgrants.pdf>

EPA encourages the submission of proposals that will develop and demonstrate the use of wetland monitoring surveys to evaluate and report trends in wetland area and condition for specific watersheds and other local planning areas. These smaller scale projects should be conducted in such a manner that the data can be used for large scale assessments such as in a rotating basin design. Proposals should explain how resultant data from the demonstration project will contribute to coverage across a State or Tribal nation. Care should be given in project proposals to describe how acquired wetland monitoring and assessment information will be used to meet one or more of the following objectives:

1. Assessing the ecological consequences of a given regulatory action or group of actions;
2. Improving the evaluation and ranking of potential wetland sites for restoration or acquisition;
3. Developing design or performance standards for wetland restoration, including compensatory mitigation;
4. Evaluating the ecological effectiveness of wetland restoration projects, including compensatory mitigation in a watershed context;
5. Evaluating the cumulative effect of wetland loss and restoration in terms of change in the condition of wetlands and other waterbodies within a watershed;
6. Gathering information to develop or refine water quality standards or related administrative code to bring added protection to wetlands, including geographically isolated wetlands; and/or
7. Gathering information to develop management strategies to control the spread and adverse effects of non-indigenous, invasive wetland species.
8. Gathering information to develop a science-based approach to evaluate market -based trading programs that involve wetland restoration for pollution and pollutant (e.g., nutrient) reduction.

State and Tribal proposals to monitor and assess the quantity and condition of their wetlands and support the EPA's Program Activity Measure IV-WD-5 as specified in the Fiscal Year 2005 National Water Program Guidance should be given special consideration.

<http://www.epa.gov/water/waterplan/pams/index.htm#wetlands>

When preparing proposals care should be given to ensure that any data collected under the grant or cooperative agreement is of a known and documented quality. For this reason, proposals also may include tasks that



describe how an existing or developmental wetland assessment method used in the project will be refined as a project outcome.

To support a proposed project, applicants may also request funds to host technical training workshops, establish regional or State interagency wetland monitoring and assessment workgroups, develop volunteer monitoring programs, and improve wetland inventories (e.g., use of hydrogeomorphic (HGM) wetland classification system). Examples of case studies illustrating wetland monitoring and assessment methods can be found at <http://www.epa.gov/owow/wetlands/bawwg/case.html> and <http://www.epa.gov/region01/eco/wetland/index.html>. Many of the case studies listed on those websites were funded by Wetland Program Development Grants.

### C. IMPROVING THE EFFECTIVENESS OF COMPENSATORY MITIGATION

State/Tribal/Local Governments should consider projects that improve the capacity to ensure ecologically effective compensatory mitigation for unavoidable impacts to aquatic resources under the Federal CWA Section 404/401 program or State/Tribal regulatory programs. For example, Wetland Program Development Grants can be used to develop mitigation performance standards. They also can be used to develop and verify assessment methods and/or tracking (reporting) systems that document:

1. the technical adequacy of compensatory mitigation project plans (e.g., plan review standards);
2. the ecological suitability of proposed compensatory mitigation project sites, taking into account a watershed context;
3. the compliance of mitigation projects at various stages of implementation including long-term mitigation site management (perpetual stewardship); and
4. the adequacy of compensatory mitigation for managing cumulative wetland impacts under the Federal CWA Section 404/401 program.

The National Wetlands Mitigation Action Plan, released in December 2002 by EPA and the U.S. Army Corps, describes seventeen action items that the Federal agencies will complete by 2006 in order to improve the ecological performance and results of compensatory mitigation. The tasks identified in the Plan convey the major areas of interest regarding mitigation that are being supported by the Federal agencies. Proposed projects that support such endeavors at the State/Tribal/Local Government level are encouraged. A copy of the Plan and related documents can be found at: <http://www.MitigationActionPlan.gov>.

Background information describing concepts and methods for improving the effectiveness of compensatory mitigation can be found in a National Academy of Science publication entitled “Compensating for Wetland Losses Under the Clean Water Act.” The document can be found at <http://www.nap.edu/books/0309074320/html/>

Wetland program grant funds can only be used for research, investigations, experiments, training, demonstrations, surveys, and studies to support (or to improve or develop) mitigation programs; they cannot be used for specific mitigation activities (e.g., implementation of individual mitigation projects, mitigation banks, or in-lieu-fee mitigation programs).

### D. REFINING THE PROTECTION OF VULNERABLE WETLANDS AND AQUATIC RESOURCES

While all wetlands provide important ecological functions on a watershed and landscape scale, some are more vulnerable than others. For example, geographically isolated wetlands and other waters may be particularly at risk, and wetlands may be subject to impact from activities other than the discharge of dredged or fill material. Information regarding geographically isolated wetlands can be found at <http://www.epa.gov/owow/wetlands/guidance/SWANCC/index.html#studies>

State/Tribal/Local Governments wishing to develop comprehensive wetland protection programs to protect such vulnerable waters from a variety of potential impacts are encouraged to do so, and are also encouraged to incorporate wetland issues into broader watershed planning and watershed management goals. Efforts can include, but are not limited to, information dissemination, data exchange, studying State/Tribal/Local

Government regulatory improvement opportunities, and surveying opportunities for land acquisition, conservation easements, and tax incentive provisions. Research, investigation, and studies which support the inclusion of vulnerable wetlands in comprehensive wetland and watershed restoration and protection programs are also encouraged. Funds received through the Wetland Program Development Grant competition cannot be used to fund activities to implement a wetlands program, or fund the purchase of land or conservation easements.

**APPENDIX C – CHECKLIST TOOL**  
**WETLANDS PROPOSAL SUBMISSION CHECKLIST**

**SUBMISSION REQUIREMENTS**

- √ Application delivered to EPA by U.S. Postal Service, hand delivered, or include official delivery service on or before 5 p.m., Central Standard Time, June 2, 2005. Submit application to:
  - U.S. Environmental Protection Agency, Region 7
  - WWPD/ WPIB
  - Attention: Carl Stevens
  - 901 N 5th Street
  - Kansas City, Kansas 66101

**FORMS**

- √ Completed Page 1 of Standard Form SF-424, Application for Federal Assistance (DUNS number and original signatures required)
- √ Completed Page 2 of Standard Form SF-424A, Budget Information-Section B
- √ Detailed itemization of the amounts budgeted by individual Object Class Categories
- √ Statement regarding whether this proposal is a continuation of a previously funded project. If so, please provide the assistance number and status of the current grant/cooperative agreement.
- √ Cost Share Determination: non-Federal match of 25% of the total project cost is required
- √ Environmental Results Work plan Model – Appendix A

**WORKPLAN REQUIREMENTS (5 page limit)**

- √ Cover Page (Not counted in page limit) including:
  - a. Project Title,
  - b. Name of Applicant,
  - c. Project Contact,
  - d. E-mail Address and/ or Phone Number,
  - e. Geographic Location (Hydrologic Unit Code level (HUC) and name of watershed, within which the project occurs), and
  - f. Total project cost and dollars requested.
- √ Project Narrative including (should be limited to approximately five pages):
  - a. Brief description of environmental issue(s) of concern,
  - b. Project Goals and Objectives,
  - c. Project Tasks, and
  - d. Schedule.
  - e. Describe how the project will address
    - i. innovative approaches,
    - ii. one or more of the high priority areas of concern (see Section I),
    - iii. state, local, and/or other stakeholder participation; and
    - iv. opportunities for leveraging other sources of funding.
  - f. Description of staffing and funding resources available to implement the proposed project including the number of workers and staff qualifications.
  - g. Description of the applicant organization.
- √ Any support letters (Not counted in page limit).