

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: "FY 2009 TRIBAL SOLID WASTE MANAGEMENT ASSISTANCE PROJECT"
ACTION: Request for Proposals (RFP) - Initial Announcement
RFA NO: EPA-OSWER-ORCR-09-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: For EPA assistance under the Office of Solid Waste, 66.808 - Solid Waste Management Assistance; for Bureau of Indian Affairs assistance under the Division of Environmental and Cultural Resources Management, 15.041 - Environmental Management Indian Programs; for Department of Agriculture assistance under the Rural Development (RD), 10.760 - Water and Waste Disposal Systems for Rural Communities; for Indian Health Service projects and Department of Defense, assistance under the Native American Land Environmental Mitigation Program, CFDA is not applicable.

DATES: The closing date and time for receipt of proposals is April 20, 2009, 5:00 p.m. EDT. Applications submitted through <http://www.grants.gov> must be received by April 20, 2009, 5:00 p.m. EDT. Proposals submitted in hard copy, as described in *Section 4(C)* of this announcement, must be received in the EPA Headquarters Program Office via hand delivery, U.S. Postal Service, or commercial delivery service by April 20, 2009 p.m. EDT to be considered. Proposals received after the closing date and time of this announcement will be returned to sender without further consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a commercial delivery service or express mail option to transmit their applications.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities for the Tribal Solid Waste Management Assistance Project. Eligible entities may apply for funding under one of four categories: (1) proposals to characterize/assess open dumps; (2) proposals to develop integrated solid waste management (ISWM) plans and tribal codes and regulations; (3) proposals to develop and implement alternative solid waste management activities/facilities (including equipment acquisition); and (4) proposals to develop and implement cleanup, closure, and post-closure programs for open dumps in Indian Country.

FUNDING/AWARDS: The estimated funding available under this competitive opportunity is \$1,000,000, subject to the availability of funds and quality of proposals received. The Tribal Solid Waste Interagency Workgroup (Workgroup) anticipates selection of approximately 10 proposals for further development. Estimated award values shall range from a minimum of \$10,000 to a maximum of \$500,000. (*Refer to Section 2(B).*)

CONTENTS BY SECTION:

1. Funding Opportunity Description
2. Award Information
3. Eligibility Information
4. Application and Submission Information
5. Application Review Information
6. Award Administration Information
7. Agency Contact
8. Other Information

EPA-OSWER-ORCR-09-02

Section 1 - Funding Opportunity Description

A. Background

The Tribal Solid Waste Interagency Workgroup (Workgroup) was created to coordinate federal assistance to tribes to help them comply with the municipal solid waste landfill regulations (40 CFR Part 258), establish integrated solid waste management programs, and to close open dumps. Since fiscal year 1999, the Workgroup has funded over 175 projects valued at approximately \$24 million. Fiscal Year 2009 is the eleventh year of the project.

The Workgroup members include representatives from the U.S. Environmental Protection Agency (EPA); the U.S. Department of the Interior, Bureau of Indian Affairs (BIA); the U.S. Department of Health and Human Services, Indian Health Service (IHS); the U.S. Department of Agriculture, Rural Development (RD); and the U.S. Department of Defense (DoD).

Assistance awards under this announcement from participating federal agencies may take the form of grants, cooperative agreements, loans, technical assistance, and use of equipment. The final decision on the type of funding vehicle awarded will be based on the awarding agency's policies and procedures. Because agency requirements differ, additional forms and information may be required to complete the award process depending on the agency making the award.

B. Project Description

The Workgroup seeks to fund projects that support the development and strengthening of tribal or cooperative multi-tribal solid waste management programs. *Each proposal must address only one of the four proposal categories described below. Applicants interested in applying for more than one category may do so as long as each proposal is for only one category. **Activities under Categories 1-3 must have been completed before applying for funding under Category 4. Categories 1, 2, or 3 may be completed with other funding sources (e.g., tribally funded or other federal program funding) and still be considered for Category 4 funding under this RFP.*** The categories and requirements for each proposal are:

1. **Characterize/Assess Open Dump Sites.** The Workgroup recognizes that many sites are not adequately characterized and assessed to determine if they are high-threat open dumps. To address this deficiency, tribes may submit proposals to characterize and assess a waste site(s) to gauge the extent of its threat to human health and the environment. Under this category, a trained hazardous materials professional would examine the waste in the dump and determine if the dump presents a threat to human health and the environment. The hazardous materials professional may or may not need to do additional on-site and off-site monitoring.

Proposals for this category, as further described in *Section 4*, must provide:

- a. Background information shall include, but not be limited to:

- i. Known information on the size and content;
 - ii. History of the open dump;
 - iii. Number of people that use the dump;
 - iv. Information that confirms that the site is located on reservation/tribal land;
 - v. Why the site is a threat to human health and the environment (if applicable);
 - vi. If the site has a Sanitation Deficiency System (SDS) number in the IHS Sanitation Deficiency System (include the SDS project number and name) and/or is the site listed in the IHS Operation and Maintenance Data System (include the FDS number and facility name);
 - vii. The distance of human population(s) and development from the site;
 - viii. The distance from roads/highways or infrastructure (e.g., hospitals, schools, etc.) to the site;
 - ix. The distance from important natural/environmental/cultural features to the site, including water bodies, drinking water wells, etc.
- b. Tribe's current solid waste management practices, including a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
 - c. A description of the tribe's future plans for solid waste management or, if available, include a copy of the tribe's current solid waste management plan.
 - d. Details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
 - e. A progress report on projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
 - f. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds) (i.e., in-kind contributions).
 - g. Include a schedule indicating start times and completion dates of significant tasks under your proposal.

- h. Provide documentation of adverse audit findings related to your organization.
 - i. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel who will be significantly involved in the project. The summaries may be in the form of resumes.
2. **Develop Integrated Solid Waste Management (ISWM) Plans and Tribal Codes and Regulations.** Integrated solid waste management (ISWM) plans and tribal solid waste codes and regulations are an essential part in developing a tribe's capacity to sustain management of solid waste. If a tribe does not have an ISWM plan, it may submit a proposal to the Workgroup for the development of an ISWM plan. If the tribe has developed an ISWM plan in the past but wishes to update the plan, it may submit a proposal to the Workgroup. The proposal should describe what the updated plan will accomplish (e.g., accommodate additional housing or planned housing or development, etc.).

Proposals for this category, as further described in *Section 4*, must provide:

- a. Timetable of activities involved in developing the tribal ISWM plan and model tribal codes and regulations.
- b. Tribe's current solid waste management practices, including a description of tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
- c. The ISWM plan must include a description of the types of activities being considered and how they fit into your tribe's situation. Activities that a plan might include are:
 - i. Planned waste audits;
 - ii. Review existing or develop new model tribal solid waste codes;
 - iii. Regulations with fee structures;
 - iv. Solid waste enforcement programs;
 - v. Management plans for currently generated wastes, including hazardous wastes;
 - vi. Details on waste pickup programs, including transportation of wastes to permitted landfills or approved transfer stations;
 - vii. Information on tribal recycling, waste prevention, education, environmentally preferable purchasing, and outreach programs; and
 - viii. If transfer stations are included in the plan, describe how and where the waste in the transfer station will be disposed.
- d. Include details on how the proposal will contribute to overall sustainable tribal environmental program capacity-building (For example: Does the proposal include substantial tribal involvement in developing the ISWM plan? Does the proposal include development of a mechanism to pay for operation of the recommended solid

- waste solution past the project period?).
- e. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
 - f. A progress report on projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
 - g. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
 - h. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
 - i. Provide documentation of any adverse audit findings related to our organization.
 - j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.
3. **Develop and Implement Alternative Solid Waste Management Activities/Facilities (Including Equipment Acquisition).** Integrated solid waste management (ISWM) plans and tribal solid waste codes and regulations are an essential part of developing a tribe's capacity to sustain management of its solid waste. A tribe **must** submit a tribally approved ISWM plan, to submit a proposal that will assist in implementing the plan and developing alternative solid waste management activities/facilities.

Proposals for this category, as further described in *Section 4*, must provide:

- a. Include a copy of the tribe's current solid waste management plan (mandatory).
- b. Include a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.

- c. Demonstrate how the tribe is implementing the ISWM plan.
- d. Include details on how the proposal will fund and lead to the development and use of an ultimate diversion/disposal option, which may include:
 - i. Assistance in developing waste management activities and capabilities (i.e., waste pick-up program development, including transportation of waste to a compliant municipal solid waste landfill, purchase of equipment, etc.); or
 - ii. Assistance in developing on-site waste management facilities (i.e., transfer station, convenience center, or a compliant municipal solid waste landfill).

NOTE: Recycling and waste prevention program development is not a disposal option, but may be included as part of a project that leads to an ultimate disposal option. For example, as part of a transfer station project, a recycling collection program could be developed at the transfer station site and waste pickup programs structured to transport recyclables to the transfer station for collection and recycling.

- e. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources may include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- f. Include a progress report of projects previously selected under the Tribal Solid Waste Management Assistance Project (if applicable).
- g. Include the general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include but is not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
- h. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
- i. Provide documentation of adverse audit finding related to your organization.
- j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.

4. **Develop and Implement Cleanup, Closure, and Post-Closure Programs for Open Dump Waste Sites in Indian Country.** If a tribe has a tribally approved ISWM plan, is implementing the plan and has developed alternative solid waste management activities/facilities that ensure the proper final disposal for the tribe's solid waste, they may submit proposals for assistance in the cleanup and closure of open dump sites in Indian Country.

Proposals for this category, as further described in *Section 4*, must provide:

- a. Include a copy of the tribe's current solid waste management plan (mandatory).
- b. Include a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
- c. Include details that the tribe has formally adopted the ISWM plan and that the tribe is implementing the ISWM plan.
- d. Describe the sustainable alternative or alternatives currently in place for the solid waste generated (e.g., waste pick-up program, transfer station, etc.) to ensure that after cleanup of the site, a new open dump will not be created.
- e. Give a background summary of the open dump site(s) including:
 - i. Confirmation that the site is on Indian Land and is included in the IHS Operation and Maintenance Data System (include the FDS number and facility name) and/or included in the IHS Sanitation Deficiency System (include SDS project number and name);
 - ii. Provide details about the site(s) threat to human health and the environment and how the site(s) adversely impacts tribal lands and resources;
 - iii. Location data (i.e., latitude and longitude); and
 - iv. Photo of the site(s) if possible.
- f. Include cleanup requirements:
 - i. Description of the project needs for identification of contaminants and releases, quantification of releases and contaminants, and closure and post-closure monitoring and site cleanup verification; and
 - ii. Description of the project's cleanup goals.
- g. Include closure compliance requirements:
 - i. Plans and procedures to ensure that the site will be closed and remain closed so a new open dump will not be created on the site.
- h. Include closure and post-closure financial information:

- i. Provide a table with estimates of the range of closure and post-closure maintenance costs for the site and alternative waste disposal costs (e.g., compliant municipal solid waste landfill) using the following categories: planning, equipment, construction, oversight, post-closure, and operation and maintenance.
- i. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- j. Include a progress report on projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
- k. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
- l. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
- m. Provide documentation of any adverse audit findings related to your organization.
- n. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel who will be significantly involved in the project. The summaries may be in the form of resumes.

C. EPA Strategic Plan Linkage

The projects selected for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-Objective 3.1.1 (Reduce Waste Generation and Increase Recycling) and Objective 3.2 (Restore Land), Sub-Objective 3.2.2 (Cleanup and Reuse Contaminated Lands). Specifically, recipients selected for award will help tribes establish integrated solid waste management programs, and cleanup open dumps in Indian Country.

(View EPA's Strategic Plan at: <http://www.epa.gov/ocfo/plan/plan.htm>)

D. Measuring Environmental Results: Anticipated Outcomes/Outputs

Pursuant to EPA Order 5700.7 “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed workplan.

1. **Outcomes.** The term “outcome” refers to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include, but are not limited to the following:

- a. Solid waste characterized and assessed for risk at open dump sites;
 - b. Solid waste properly managed as a result of the newly-developed solid waste management system; and
 - c. Solid waste reduced/removed from open dump sites in Indian Country.
2. **Outputs.** The term “output” refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

EPA anticipates the output from the project expected to be awarded under this announcement will include but not limited to the following:

- a. Development, production and distribution of educational and outreach materials;
- b. Development and/or approval of solid waste management plans, codes, and ordinances;
- c. Outreach events conducted in support of the solid waste management plan;
- d. Construction or acquisition of materials in support of the development of the alternative solid waste management system such as transfer stations, drop-off bins, trucks, recycling bins, and garbage cans;
- e. Increases in the number of additional homes served by the new solid waste management system; and
- f. Development of open dump cleanup plans.

E. Supplementary Information

The statutory authority for assistance agreements awarded by EPA under this announcement is the Solid Waste Disposal Act, Section 8001, as amended.

Section 2 - Award Information

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is approximately \$1,000,000, subject to the availability of funds and quality of proposals received.

Each participating Agency of the Workgroup reserves the right to make additional awards under this competition, consistent with Agency policy and guidance, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection decisions.

B. How many agreements will the Workgroup award in this competition?

The Workgroup anticipates selection of approximately 10 proposals for further development resulting from this competitive opportunity. Estimated award values shall range from a minimum of \$10,000 to a maximum of \$500,000. **The proposed total budget may not exceed a maximum value of \$500,000 excluding any in-kind contribution or match.**

Assistance awards under this announcement may be made by any of the participating federal agencies listed in *Section 1(A)* of this announcement. Assistance awards under this announcement from participating federal agencies may take the form of grants, cooperative agreements, loans, technical assistance, and use of equipment. The final decision is subject to the awarding agency's policies and procedures. Because agency requirements differ, additional forms and information may be required to complete the award process depending on which agency is making the award.

For EPA selections, cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process for projects they have selected for development, the anticipated substantial federal involvement for these projects will consist of:

1. Close monitoring of the applicant's performance to verify the expected results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. Review any proposed changes to work plan and/or budget;
4. Review proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g);
5. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concur on project outputs for consistency with the EPA approved scope of work.

C. Will proposals be partially funded?

In appropriate circumstances, the Workgroup reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award and therefore maintains the integrity of the competition and selection process.

D. What is the project period for award(s) resulting from this solicitation?

The estimated project period for awards resulting from this solicitation is October 1, 2009, through September 30, 2010. All projects must be completed within the negotiated project performance period.

E. Can funding be used to acquire services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

F. How will an applicant's proposed subawardees or contractors be considered during the evaluation process described in *Section 5* of this announcement?

Section 5 of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
2. An applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

Section 3 - Eligibility Information

A. Eligible Entities

Proposals will be accepted from federally-recognized tribes and intertribal consortia. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 [CFR](#) 35.504 (66 FR 3782, January 16, 2001) (<http://www.epa.gov/indian/pdfs/g219.pdf>), and be a non-profit organization within the meaning of [OMB Circular A-122](#). Profit-making organizations are not eligible.

B. Cost-Sharing or Matching

Although cost-sharing or matching is not required as a condition of eligibility or otherwise, applicants proposing a voluntary financial or in-kind commitment of resources may improve their scoring under the “Leveraging” evaluation criteria of this solicitation. (*Refer to Section 5(A), Evaluation Criteria*).

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a *Section 5* ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

C. Threshold Criteria

Proposals must meet the following “threshold criteria” **by the time of proposal submission. Proposals that fail to meet any one of the threshold criteria will not be considered further.** EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Proposals that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Applicants must include a copy of the tribe's current solid waste management plan if the applicant is applying for Categories 3 or 4 described in *Section 1(B), Scope of Work* of this announcement.
2. The proposed project total budget may not exceed a maximum value of \$500,000 excluding any in-kind contribution or match. Proposals requesting assistance funding in excess of this value will not be considered.
3. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4 (B)* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4(B)* with respect to the proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be received by the EPA or received through <http://www.grants.gov>, as specified in *Section 4 (C)* of this announcement, on or before the proposal submission deadline published in *Section 4(C)* of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in *Section 4 (C)* of the announcement by the submission deadline.

Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where *Section 4* requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Tonya Hawkins, EPA Project Officer as soon as possible after the submission

deadline—failure to do so may result in your proposal not being reviewed.

4. Proposals must address one of the categories described in *Section 1(B)* of this announcement. Proposals that address more than one will be rejected.
5. The activities under Categories 1-3 in *Section 1(B)* must have been completed before applying for funding for Category 4 activities (See *Section 1(B)*).
6. All proposal and application materials must be submitted in English.

Section 4 – Application and Submission Information

A. How to Obtain an Application Package

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients' roles and responsibilities from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/grants/how-to-apply.htm>.

Copies of this solicitation will be sent to all federally-recognized tribes in the United States. To download a copy of the solicitation from the Internet, go to: <http://www.epa.gov/oswer/grants-funding.htm>.

B. Content and Form of Application

The following documents are required for all proposal packages, irrespective of the mode of submission. All packages must contain a "Narrative Proposal," one completed and signed Standard Form 424 (SF 424), "Application for Federal Assistance," and a budget narrative. The Narrative Proposal, a maximum of 20 single-spaced pages in length, must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature**

Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>.

2. **Narrative Proposal**

Narrative Proposals must be concise, well organized, and not exceed 20 typed, single-line spaced, 8 1/2 x 11" pages. The Narrative Proposal must provide the information detailed in this section, **including responses to all *Section 3(C), Threshold Criteria, and Section 5(A), Evaluation Criteria, as well as the information identified in Section 1 for the category that is the subject of the proposal.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to evaluation criteria should include the criteria number and title but need not restate**

the entire text of the criteria. Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

The Narrative Proposal (*sections “a” and “b” below*) must substantially conform to the following outline and content:

- a. **Cover letter or Tribal Resolution** signed by the Tribal Chairman or Executive Director, written on your organization’s official letterhead. Applicants must include a brief description of your project showing that the tribe has authorized the submission of the proposal. The cover letter or resolution must also include:
 - i. **Project Title:** Indicate the proposal category.
 - ii. **Applicant Information:** Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
 - iii. **Contacts:** Provide phone/fax numbers, e-mail address, and mailing address of the Program Manager and head of organization/Executive Director responsible for the project proposal. These individuals may be contacted if other information is needed.
 - iv. **Funding Requested:** Specify the amount you are requesting from the EPA. The total amount of funding requested may not exceed \$500,000.
 - v. **Project Period:** Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October 1, 2009.
 - vi. **Cooperative Partners:** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
- b. **Detailed Project Description.** The project description should provide the information requested below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.

The detailed project description must substantially conform to the following outline and content:

- i. **Project Description.** Provide a description of how the proposed project supports the development and strengthening of tribal or cooperative multi-tribal solid waste management programs as referenced in *Section 1(B), Project Description*. The project description must identify one or more of the proposal categories the tribe is applying for and address the relevant proposal requirements, as detailed in *Section 1(B), Project Description* of this announcement.

- ii. **Programmatic Capability.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) 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 5*, 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 5*. Failure to do so may result in a “0” score for those factors.

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.

- iii. **Performance Measurement: Anticipated Outcomes and Outputs.**

Anticipated Outcomes. Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)

Anticipated Outputs. Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- iv. **Environmental Results Past Performance Reporting.** Submit a list of federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) that your organization performed within the last three years (limit 5, and preferably EPA assistance 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 5, EPA will consider the information provided by the applicant and may also consider other 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 have no relevant or available past performance reporting history, please indicate this in the proposal, and you will receive a neutral score for this factor under *Section 5*. Failure to do so may result in a “0” score for the factor.

- v. **Leveraging.** Summarize the voluntary dollars or other resources leveraged for this project. In addition, demonstrate how you 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 that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a *Section 5* ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

- vi. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group’s role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g. consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 30 or Part 31, as applicable. Naming a commercial vendor as a “partner” does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify a sole source procurement.

- 3. **Attachments.** The following documents should be included as attachments to the work plan. These documents will not count as part of the 20 page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.

- a. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at these organizations along with a description of what involvement (e.g. assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.
- b. **Budget/Resources.** Provide an itemized budget that outlines how the applicant will use the funds to carry out the proposed project. The budget should include in-kind goods and services, and other resources that will also be used in support of the proposed project. The package will be evaluated based on the extent that the budget is clearly stated, detailed, and appropriate to achieve the project's objectives.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- c. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program.
- d. **Integrated Waste Management Plan.** Include a copy of the current Integrated Waste Management Plan, if applicable.

Note: Applicants are strongly advised to avoid submission of extraneous materials. Pages exceeding the maximum page limitation will not be considered. The maximum page length does not include the Standard Form 424, Cover Letter or Tribal Resolution.

C. Submitting an Application Package

Applicants may choose to submit proposal packages, as described in B above, either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Instructions for all methods are detailed below. Please select **only one** method. Proposals must be received by EPA or through grants.gov by April 20, 2009, 5:00 p.m. EDT.

1. **Hard copy (paper) submission.** Submit a complete proposal package including all of the documents identified in *Section 4(B)* of this announcement. **The complete proposal package must be sent through regular (U.S. Postal Service), express mail, or commercial delivery service to the EPA Headquarters Program contact listed below.** Paper submission must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), the Narrative Proposal, and all Attachments.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use commercial delivery service option to transmit their proposal to the physical address of the EPA Headquarters Program contact listed below. (*Refer to Section 7(A), Agency Contact.*)

- **EPA Headquarters Address for Mailing Proposals – US Postal Service Mail:**

Tonya Hawkins, U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery (MC 5303P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 308-8278.

- **Address for All Commercial Delivery Services (i.e., all services other than the US Postal Service, including hand delivery):**

Tonya Hawkins, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 6th Flr., Cubicle N-6311, Arlington, VA 22202; Phone: (703) 308-8278.

NOTE: **Please DO NOT send electronic or hard copy proposals to your regional area offices or other workgroup members.**

2. **Grants.gov submission.** Using <http://www.grants.gov>, applicants may submit the complete proposal package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on <http://www.grants.gov> for this announcement. If you have any technical difficulties while applying electronically, please call the toll free Contact Center at 1-800-518-4726.

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

To begin the proposal 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” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications](#) are available to download for free on the grants.gov website. For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-ORCR-09-02, or the CFDA number that applies to this announcement (66.808), in the appropriate field. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the “Application” button 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/Browse by Agency feature to find EPA opportunities).**

Proposal Submission Deadline. Your organization’s AOR must submit your complete proposal package electronically to EPA through grants.gov (<http://www.grants.gov>) no later than April 20, 2009, 5:00 p.m. EDT. **Please submit all of the proposal materials described below.**

Application Materials. The following forms and documents are required under this announcement:

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal as described in *Section 4(B)* of the announcement.
- C. Other Attachments as described in *Section 4(B)* of the announcement.

The application package must include all of the following materials:

- A. **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 Numbering 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.
- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>.) Prepare your Narrative Proposal in accordance with the instructions detailed in *Section 4(B)*, *Content and Form of Application Submission* of this announcement (EPA-OSWER-ORCR-09-02). The Narrative Proposal shall not exceed 20 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.
- C. **Attachments.** The project budget, milestones, and letters of support, integrated waste management plan, as described in *Section 4(B)(3)* of this announcement, shall be included as attachments to the narrative proposal. **These documents will not count as part of the 20 page limit and do not have an individual page limitation.**

Application Preparation and Submission Instructions.

Document A, listed under Application Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

For Document A, 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 B, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER- ORCR-09-02). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your “Narrative Proposal” to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your “Narrative 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.

For Document C, the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments. 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 - FY09 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 09 Assoc Prog Supp Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name - FY09 Assoc Prog Supp - 2nd Submission.”

Once your proposal 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

<http://www.grants.gov>.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY09), 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 <http://www.grants.gov> for assistance by phone at 1-800-518-4726, or contact Tonya Hawkins at hawkins.tonya@epa.gov.

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the proposal deadline, please contact Tonya Hawkins at hawkins.tonya@epa.gov. Failure to do so may result in your proposal not being reviewed.

D. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that 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. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

E. Data Universal Numbering System (DUNS)

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

F. 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.

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. Questions received from applicants and EPA’s responses will also be posted online at <http://www.epa.gov/oswer/grants-funding.htm>.

Section 5 – Application Review Information

A. Evaluation Criteria

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.” Each proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p>Project Description. This criterion refers to the quality and extent quality to which the proposal package effectively addresses one of the four proposal categories detailed in <i>Section 1 (B) Project Description</i> of the announcement, and presents a clear and concise description of the proposed project. The package will be evaluated based on the extent that the project:</p> <ul style="list-style-type: none"> • Effectively describes a well-conceived strategy to achieve realistic goals and objectives that deal with the environmental problems or issues that pertain to the category to which the proposal relates. (20 pts.) • Describe how the project will lead to a comprehensive and sustainable solid waste management program. (10 pts.) • Presents goals, tasks, plans and project milestones (schedule) that are clear, concise, and realistic. (5 pts.) 	35

<p>Programmatic Capability. This criterion refers to the technical capability of an applicant or recipient to successfully carry out the proposed project taking into account such factors as the applicant's:</p> <ul style="list-style-type: none"> • Past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years. (10 pts.) • History of meeting reporting requirements under federally and non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements. (10 pts.) • Organizational experience and plan for timely and successful achievement for the objectives of the project. (2.5 pts.) • Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (2.5 pts.) <p><i>NOTE: In evaluating applicants for programmatic capability purposes, the Workgroup will consider information provided by the applicant in their proposal as well as relevant information from other sources including Workgroup agency files and prior/current grantors (i.e., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance and/or reporting history (the first two items above) will receive a neutral score for those elements of this criterion.</i></p>	25
<p>Budget/Resources. This criterion refers to the proposed budget, in-kind goods and services, and other resources that the applicant outlines to carry out the proposed project. The package will be evaluated based on the extent that:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project's objectives. (15 pts.) 	15

<p>Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). Proposals will be evaluated on the quality and extent to which they:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 pts.) • Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. The Workgroup will look for quantitative and qualitative measurability. (3 pts.) • Describe how success in achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and, document achievement of expected/outputs identified in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 pts.) 	10
<p>Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. (10 pts.)</p> <p><i>Note: In evaluating applicants under this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</i></p>	10

<p>Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> The proposal demonstrates: (i) how the applicant will coordinate/leverage the use of EPA funding with other federal and/or non-federal sources of funds (i.e., project partners, including other federally-recognized tribes, surrounding communities, businesses) to carry out the proposed project, and/or (ii) that EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. (5 pts.) 	5
---	---

B. Review and Selection Process

All timely received proposals will first be reviewed to determine eligibility for funding based upon compliance with all threshold criteria listed in *Section 3(C)*. Only proposals determined to be eligible will be evaluated for technical merit. Each eligible proposal will be evaluated by a review panel for technical merit using only the evaluation factors detailed in *Section 5(A)* of this solicitation.

Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the proposals with the highest evaluated numerical scores to the appropriate agency selection officials for award.

Section 6 – Award Administration Information.

A. Award Notices

The Workgroup anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by May 22, 2009.

The notification to successful applicant(s) that their proposal has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency’s Competition Policy (EPA Order 5700.5A1, Section 11). The “Award Notice” signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection for further development by the Interagency Workgroup.

Other Workgroup members may have their own proposal development process governing those proposals selected for further development by the other Workgroup agencies.

B. Administrative and National Policy Requirements

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their [State Point of Contact \(SPOC\)](#) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.
3. Grants and cooperative agreements with non-profit organizations and institutions of higher education are subject to 40 CFR Part 30 and OMB Circular A-122 (2 CFR Part 230) for non-profits and A-21 (2 CFR Part 220) for institutions of higher learning. Grants and cooperative agreements with governmental organizations are subject to 40 CFR Part 31 and OMB Circular A-87 (2 CFR Part 225).
4. Programmatic terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant. Reporting requirements may vary for applicants selected by other participants of the Interagency Workgroup.

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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in *Section 7, Agency Contacts* of this announcement.

Section 7 – Agency Contact

A. EPA HEADQUARTERS ADDRESS FOR MAILING APPLICATIONS – US POSTAL SERVICE MAIL:

Tonya Hawkins, U.S. Environmental Protection Agency, Office of Solid Waste (MC 5303P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 308-8278.

B. ADDRESS FOR ALL COMMERCIAL DELIVERY SERVICES (I.E., ALL SERVICES OTHER THAN THE US POSTAL SERVICE, INCLUDING HAND DELIVERY):

Tonya Hawkins, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 5th Flr., Cubicle N-5324, Arlington, VA 22202; Phone: (703) 308-8278.

C. OTHER AGENCY CONTACTS:

Contact	Agency
Pamela Snyder-Osmun (703) 390-6341	Bureau of Indian Affairs Division of Environmental and Cultural Resources Management
Steve Aoyama (301) 443-1046	Department of Health and Human Services Indian Health Service Division of Sanitation Facilities Construction
Joyce Taylor (202) 720-0499	Department of Agriculture Rural Development
Len Richardson (703) 604-1725	Department of Defense Native American Lands Environmental Mitigation Program

Section 8. Other Information

A. National Environmental Information Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.