

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “RCRA State Implementation Support Grant”

ACTION: Request for Proposals (RFP) - Initial Announcement

RFP NO: EPA-OSWER-ORCR-09-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.808

DATES: The closing date and time for receipt of proposals is June 11, 2009, 5:00 p.m. EDT. Proposals, as described in *Section 4(C)* of this announcement, must be received in the EPA Headquarters Program Office via electronic mail, hand delivery, U.S. Postal Service, or express mail service by June 11, 2009, 5:00 p.m. EDT in order to be considered for funding. Proposals received after the closing date and time of this announcement will be returned to the 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 proposals.

SUMMARY: This notice announces the availability of funds and solicits proposals from State (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and nonprofit organizations that are not 501(c)(4) organizations that lobby, including nonprofit educational institutions and nonprofit hospitals. Individuals and for-profit organizations are not eligible. The purpose of the assistance agreement is to promote and stimulate information exchange among State hazardous and solid waste officials, other State officials actively involved in the management of these wastes, and EPA officials to jointly resolve Resource Conservation and Recovery Act (RCRA) implementation issues, and identify emerging issues that are at both State and Federal levels.

FUNDING/AWARDS: The estimated funding available under this competitive opportunity is \$7,000,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of one assistance agreement resulting from this competitive opportunity.

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Section 1 – Funding Opportunity Description

A. Background.

The purpose of this grant is to promote and stimulate information exchange among State hazardous and solid waste officials, other State officials actively or potentially involved in the management of these wastes, and EPA officials to jointly resolve Resource Conservation and Recovery Act (RCRA) implementation issues, and identify emerging issues that are at State and/or federal levels. It is imperative to the implementation of RCRA and to the mission of the Agency that States are kept fully informed and participate in the development and implementation of regulations, policies, guidance, programs and goals. Waste management and resource conservation and recovery issues increasingly encompass the interests and purviews of multiple State agencies such as those responsible for transportation, education, climate change, health care facilities, disaster planning and relief, and other functions. The grant to be awarded under this competition will foster interaction, information-sharing, and coordination among a variety of these State agencies and those State agencies traditionally responsible for solid waste and resource conservation and recovery activities.

Funding for this grant is provided by four offices within the Agency- the Office of Resource Conservation and Recovery (ORCR), the Office of Radiation and Indoor Air (ORIA), the Office of Civil Enforcement (OCE) and the Office of Site Remediation Enforcement (OSRE).

ORCR Funding primarily supports participation of State officials in the development and implementation of ORCR's regulatory and non-regulatory programs, such as those functioning under the Resource Conservation Challenge (RCC). State participation in ORCR's regulatory and non-regulatory programs significantly increases the knowledge base of both State waste management technical staffs and EPA. By increasing the knowledge base, the States and EPA will provide a more effective and efficient management and implementation of RCRA program elements, which will increase the level of technical expertise available to implement the RCRA program and lead to more positive measurable program results.

ORIA Funding is provided to support activities related to the use and management of radioactive materials. Although they are not regulated under RCRA, management of radioactive materials affects hazardous and solid waste management programs in several ways. Sites contaminated with radioactive materials are often also contaminated with hazardous constituents, and the management of mixed hazardous and radioactive waste remains problematic. RCRA hazardous and solid waste landfills have been considered as potentially appropriate disposal options for certain materials containing relatively low concentrations of radionuclides, and such disposal actions have become more frequent in recent years, either through approval of specific requests or through permit conditions. At the same time, growing awareness of the potential for inappropriate disposal of radioactive materials, as has occurred in the past, demands the attention of regulators charged with protecting human health and the environment. The fact that some radioactive materials are regulated at the state level through Atomic Energy Act (AEA) authorities delegated from the Nuclear Regulatory Commission, while other radioactive material is under the sole jurisdiction of the States, introduces complications in the consistent management of such materials. Non-AEA radioactive wastes are generated by a variety of industries, such as oil and

gas production, mining, or drinking water or wastewater treatment. These industries and their waste products may be regulated by the same state agencies responsible for implementing AEA requirements, or by completely separate agencies. Further, increased emphasis on planning for and responding to potential radiological incidents necessarily intersects with hazardous and solid waste management programs. Coordination of state solid and hazardous waste programs with their counterparts, represented in organizations such as the Conference of Radiation Control Program Directors (CRCPD), the Organization of Agreement States (OAS), and Environmental Council of States (ECOS) is increasingly important.

OSRE and OCE Funding is provided in support of activities involving the RCRA Financial Assurance National Priority. Financial assurance protects human health and the environment by promoting the proper and safe handling of hazardous materials and protecting against a liable party defaulting on closure or clean-up obligations and shifting costs from the responsible parties to state and federal taxpayers. Funding will primarily support participation of State officials in the efficient exchange of financial assurance information, knowledge and expertise.

B. Project Description.

EPA's Office of Resource Conservation and Recovery is soliciting proposals to promote the enhancement of the State/Federal partnership in the management of hazardous and solid wastes. A general description of activities and examples follows. Applicants should address all activities in their proposal. The activities identified below are the Agency's best estimate of RCRA support areas needing State participation during the proposed 5-year grant period; however, since ORCR's non-regulatory programs, such as the RCC, are transitioning from a cradle-to-grave concept to a materials management approach, and other initiatives are likely to evolve, support areas are not limited to these activities. Applicants are therefore encouraged to propose additional support areas that are within the scope of this RFP:

1. RCRA Regulatory Support

A. ORCR Support Activities:

- Provide and promote State participation in the development of regulations, policies, and guidance documents; in issue-specific workgroups; and in the development of other RCRA implementation tools. Anticipated RCRA regulatory programs seeking State reviews and possible workgroup participation include, but are not limited to, the following:
 - The definition of solid waste/hazardous secondary materials recycling.
 - Hazardous waste identification and characterization.
 - Clean Air Act Parts 112/129 vis-à-vis RCRA regulatory issues.
 - Hazardous waste management, including potential alternative management standards.
 - Transportation and manifesting of hazardous waste, including State participation in development and implementation of the electronic manifest system.

- RCRA Subtitle C Financial Assurance as detailed in OSWER's [October 2006 Plan for the RCRA Financial Assurance Program](#). (For more information see <http://www.epa.gov/epawaste/hazard/tsd/td/ldu/financial/index.htm#2>)
- Coal combustion waste, and waste disposal regulatory strategy, including mine filling, oil shale, cement kiln dust and Land Disposal Restriction support.
- Solid waste landfill technologies and regulations.
- Emission standards for toxic pollutants such as dioxin and furans, metals and organic compounds from various hazardous waste combustion devices.

State participation in guidance document development includes, but is not limited to, assisting the Agency in preparation of a roadmap for vapor intrusion guidance. It is anticipated that the document which is expected to include several technical papers and policy memoranda will become available, as drafts, in late 2009. The Agency will seek assistance in coordinating the review by State waste program managers or delegated staff, and in collecting and compiling any comments on these products.

State participation in the development and/or review of RCRA program goals, including, but not limited to, the review of GPRA goals for the RCRA permitting and corrective action programs, and State participation in activities that include, but are not limited to, the development and/or review of training, policy and guidance materials that support the goals of the RCRA hazardous waste permitting program.

- Assist in the development of trainings for State regulatory officials and other State government officials as appropriate to effectively implement the existing RCRA program and newly promulgated RCRA regulations and policies. State participation in training includes, but is not limited to, RCRA national corrective action conferences, solid and hazardous waste national conferences, and workshops on vapor intrusion, gasification technologies, incineration regulation changes, preparation of State authorization packages; and State participation in the development and/or review of RCRA training supporting goals of the hazardous waste permitting program.
- Provide support to State agencies implementing RCRA regulations including, but not limited to, assistance in preparing State adoption/authorization packages.

B. ORIA Support Activities:

- Review and consultation on EPA actions related to management of radioactive waste. An example of this type of action is the Advance Notice of Proposed Rulemaking soliciting comment on the potential use of RCRA hazardous waste landfills for low-activity radioactive waste (68 FR 65120, November 18, 2003).

2. Non-Regulatory Support

A. ORCR Support Activities:

- Provide and promote State participation in appropriate conferences, meetings,

workshops, and seminars to gather and disseminate information to States to assist in implementing the RCRA program. Examples include, but are not limited to, providing State participation in Resource Conservation Challenge (RCC) activities, including but not limited to, the RCC National Training Workshop, Beneficial Use Summit, Product Stewardship, Carpet Care and Jobs-Thru- Recycling meetings; Beneficial Use Risk Workshop, Schools Chemical Cleanout Campaign (SC3) Workgroup and the National Partnership for Environmental Priorities Program (NPEP) support including, but not limited to, recruiters workshop and lead-free tire weights meetings.

- Assist in the development and communication of outreach documents, tools, and other resource materials for States to encourage information exchange, increased communication, and continued improvement in implementation of the RCRA program. Examples include, but are not limited to, State participation in the RCRAInfo Conference, RCRAInfo Version 4 Design Team and Change Management meetings; Homeland Security activities and meetings (e.g., participation in tabletop exercises); and RCRA Public Involvement Coordinator training.
- Assist in the collection of State feedback, comments, and information related to RCRA program implementation, such as studies, analyses or other means. Examples of topics of interest include electronics end-of-life approaches for funding electronics collection, and definitions of scope of coverage of State electronics programs; assessing effectiveness of current State approaches to product stewardship; municipal solid waste (MSW) reduction and recycling goal-setting, program evaluations and bench markings, compilation of best practices, including “Pay as You Throw” approaches and ways to coordinate with national voluntary partnership programs.
- Evaluate possible options for the management of various waste streams, including but not limited to MSW, pharmaceutical wastes, laboratory wastes, wastes generated from Homeland Security events, scrap tires, and discarded CCA-treated wood. Seek information and input from State solid and hazardous waste agencies, which may be currently regulating these materials under their own programs. Examine approaches, tools, and means for obtaining data for tracking of progress and sharing information.
- Provide State participation in relevant meetings in the United States of international groups; in particular, the participation of U.S. Border States in the U.S.-Mexico Border Program, to assist in implementing applicable international obligations related to hazardous waste and hazardous secondary materials. Similarly, as Product Stewardship continues to shape much of the discussion on materials management and sustainability, Canada is recognized as offering an exceptional model for Product Stewardship materials management approaches. Provide participation of U.S. State officials with Canadian officials on this dialogue, including meetings in the U.S., enabling exchange of information and tools with Canada on a predictable and frequent basis so as to benefit the State Product Stewardship programs.
- Produce webinars, conferences, meetings, and internet vehicles for sharing of information among officials of various State agencies and EPA. While face-to-face

interaction is often advantageous for information development and exchange, webinars, conference calls, and other such vehicles will be used increasingly to foster lower-cost, more frequent interaction.

B. ORIA Support Activities:

- Review, comment, and provide assistance in developing public outreach/information materials. An example of this type of activity is the RadTown interactive web site that assists the public in identifying sources of radiation in their communities.
- Review, comment, and participation in developing materials used to train State and local government officials in areas where EPA radiation protection responsibilities require outreach to government and industry. Examples of this type of activity include CD-ROM and web-based trainings for States, and local government officials to assist 1) Metal reprocessing industry and local municipal landfill operators in responding to portal monitoring radiation alarms; 2) the construction/demolition industry in identifying radiation sources and 3) tritium exit sign purchasers on proper management and disposal of the radioactive tritium contained within the signs.
- Information sharing and outreach to State and local governments; support for these activities may be provided through the use of studies, focus groups, and/or other means. Examples of this type of activity include briefings on EPA's radiological emergency response program and EPA's guidance to States on managing drinking water treatment residuals containing radionuclides.
- Participate and provide State perspectives to strategic planning. An example of this type of activity is EPA's efforts to identify emerging trends and plan for long-term radiation protection challenges by analyzing alternative future scenarios between now and 2025. EPA ORIA with the input received from State and local official groups identified "loose nukes" and orphaned radioactive sources as problematic, years prior to 9/11/01 and began a partnership with State government officials to address the issue through education and outreach. Long-term planning also identified improper disposal of leaking tritium exit signs as a threat to municipal solid waste landfills and potential or actual sources of drinking water.

C. OSRE/OCE Support Activities:

- Develop a process to better identify and coordinate State and EPA implementation of best practices for the Financial Assurance priority; this includes, but is not limited to, working with EPA to follow-up on Preliminary Financial Assessments and determining better measures to describe the outcomes of the priority.
- Provide feedback to EPA on State implementation of the Financial Assurance (FA) priority. Specifically, assist EPA by conducting interviews of 6-8 States that have gone through the Preliminary Financial Assessment and Compliance Determination process

and provide feedback to EPA. This feedback should also include recommended changes/revisions needed before the next round or phase of the FA priority.

C. EPA Strategic Plan Linkage

The project selected for award through this competition will support progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.4 (Radiation); Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-objectives 3.1.1 (Reduce Waste Generation and Increase Recycling), 3.1.2 (Manage Hazardous Wastes and Petroleum Products Properly); Objective 3.2 (Restore Land), Sub-objective 3.2.2 (Contaminated Land); and Goal 5 (Compliance and Environmental Stewardship), Objective 5.2 (Improve Environmental Performance Through Pollution Prevention And Other Stewardship Practices); Sub-objective 5.2.1 (Prevent Pollution and Promote Environmental Stewardship) and Sub-objective 5.2.3 (Promote Environmental Policy Innovation). Specifically, the recipient selected for award will: work with partners to support State efforts to minimize unnecessary releases of radiation and minimize impacts to human health and the environment should unwanted releases occur; coordinate efforts for State participation in activities that promote increased recycling, reduced waste generation, educate and train State officials, and increase proper hazardous and solid waste management and compliance with federal regulations; provide opportunities, through these activities, for State regulatory hazardous and solid waste agency officials and other appropriate State officials to actively participate in both regulatory and non-regulatory programs that will help effectively implement the RCRA program; coordinate efforts for State participation in activities that promote increased understanding of financial assurance challenges in RCRA Subtitle C Closure, Post-Closure and Corrective Action and; facilitate the exchange of best practices in protecting human health and the environment by ensuring compliance with environmental requirements.

(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 that outcomes from the project expected to be awarded under this announcement will include, but are not limited to the following:

- Improved understanding and awareness of RCRA regulations and policies by State

and EPA RCRA managers and their staff, and corresponding improvement in regulatory oversight.

- Increase in the overall number of sites on the 2020 Baseline Universe achieving one or more of the program measures (i.e., human health environmental indicator, groundwater environmental indicator, and final remedy construction).
- Improved understanding and awareness of GPRA Goals.
- Improved knowledge about the implementation of future versions of RCRAInfo. The new version and data structure of RCRAInfo would impact the mapping of the schemas to support the new data structure. These schemas define the form and the structure of the data being exchanged. These future version changes for RCRAInfo respond to the needs of the Federal, State and Tribal Partners.
- Improved awareness of the RCRAInfo community needs and opportunity for participation and influence of improving the RCRAInfo and its processes.
- Increased safe recycling of hazardous secondary materials and hazardous waste.
- Increased compliance with RCRA regulations.
- Involvement of the RCRAInfo stakeholder community in the more efficient and streamlined use of data being transmitted to RCRAInfo using updated XML schemas for the states to transmit via the CDX Node. The Central Data Exchange concept has been defined as a central point which supplements EPA reporting systems by performing new and existing functions for receiving legally acceptable data in various formats, including consolidated and integrated data.
- Improved knowledge and awareness in various State agencies of recycling opportunities and the benefits of recycling, for municipal solid waste (MSW), industrial materials, and electronics.
- Increased recycling of MSW, industrial materials, and electronics.
- Stronger collaborative relationships among State agencies, including transportation, waste management, economic development, education, and other agencies, involved in waste and materials management.
- Incorporation of State perspectives into national programs, leading to improved program effectiveness and environmental outcomes.
- Increased knowledge and skill levels within appropriate State agencies of responsible chemical management in schools.
- Reduced chemical incidents in schools.
- Stronger relationships among State agencies and community partners, leading to more effective SC3 programs.
- Increased participation of State officials in SC3 Workgroup activities.
- Increased involvement of States in national standard setting processes for environmentally preferable purchasing and in assessing effectiveness of product stewardship approaches.
- Increased awareness of sources of radiation and the potential risks to human health and the environment from improper management.
- Increased awareness of the potential impacts of radiation sources on State solid and hazardous waste programs.
- Improved coordination regarding radiation protection issues between the States and EPA.

- Improved effectiveness of EPA and State programs and actions to address radiation protection issues.
 - Improved understanding and awareness of RCRA financial assurance regulations and permit requirements by State and EPA RCRA managers and their staff, and corresponding improvement in regulatory oversight.
 - Increased involvement by States on financial assurance analysis, compliance determinations and efficient implementation of best practices.
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 that the outputs from the project expected to be awarded under this announcement will include but are not limited to the following:

- Improved GPRA development process.
- Provide opportunity for up to two persons per State (i.e., State RCRA managers and/or their staff) to participate in EPA sponsored annual RCRA National Meetings.
- Increase in the number of State RCRA managers and their staff participating in EPA sponsored RCRA training or other workshops.
- Provide opportunity for State regulatory personnel to participate in full 50 State reviews (or selected State reviews as appropriate) of EPA draft regulations, policy, guidance and GPRA goal development as requested.
- Provide opportunity for State regulatory personnel to participate in full 50 State reviews (or selected state reviews as appropriate) of EPA technical and/or risk information as requested.
- Outreach and training opportunities for the RCRAInfo User Community resulting from posting of documentation and outreach materials (e.g., High Level Design, Response for Comments for issues undergoing National Review, the Translator Guide, and Structure Charts) resulting from meetings and conferences on the RCRAInfo application.
- Participation of officials from appropriate State agencies (transportation, healthcare facilities, solid and hazardous waste, education, etc.) in the RCC National Training Workshop, Beneficial Use Summit, Solid Waste Managers Conference, work groups, and meetings.
- Development and production of webinars, reports, assessments, tools, and resources for sharing of information among State agencies and with EPA.
- Development and dissemination of training and informational materials, research tools, guidance materials, and policy options and recommendations in areas of product stewardship, recycling, and reduction and improved management of priority chemicals.
- Increased financial assurance compliance determinations.

E. Supplemental Information.

The statutory authorities for the assistance agreement expected to be awarded by EPA under this announcement are the Solid Waste Disposal Act, Section 8001, as amended; Resource Conservation and Recovery Act, Public Law 94-580, 42 U.S.C. 6901 et seq.

Information about the RCRA 2020 Baseline Universe and the RCRA program measure goals can be found at: <http://www.epa.gov/osw/hazard/correctiveaction/programs.htm>.

Section 2. Award Information

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is approximately \$7,000,000, subject to the availability of funds and quality of proposals received.

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

B. How many agreements will EPA award in this competition?

EPA anticipates award of one grant resulting from this announcement. The grant will be funded incrementally. In FY09, the maximum value shall not exceed \$1,400,000.

EPA will closely monitor the selected applicant's progress in performance of the work supported under this grant. Monitoring activities will include:

- a. Close monitoring of the recipient's performance to verify the expected results proposed by the recipient;
- b. Review any proposed changes to the work plan and/or budget;
- c. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g);
- d. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- e. Review and comment on reports prepared under the grant (the final decision on content of reports rests with the grant recipient);
- f. Participate in monthly progress meetings with the recipient; and
- g. Review and comment on monthly financial reports.

C. Will proposals be partially funded?

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

maintains the integrity of the competition and selection process.

EPA reserves the right to reject all proposals and make no awards under this announcement.

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

The estimated start date for projects resulting from this solicitation is October 1, 2009. All project activities must be completed within the negotiated project performance period of five years.

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 this 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 State (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including nonprofit educational institutions and non-profit hospitals. Individuals and for-profit 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 will 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. The proposed project total budget may not exceed a maximum value of \$7,000,000 excluding any in-kind contribution or match. Proposals requesting assistance funding in excess of this value will not be considered.
2. 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 narrative proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be received by the EPA, 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 and e-mail 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 Allen Pearce, EPA Project Officer as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

4. All proposal and application materials must be submitted in English.

D. Funding Restrictions

Funding for this grant is available for projects that include the following types of activities: training, surveys, education materials and programs, studies, and demonstrations. Assistance

under this program may not include any element of construction, or any acquisition of land or interest in land, or any subsidy for the price of recovered resources.

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.

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 35 pages in length, must explicitly describe the applicant's proposed project and how the project addresses the activities in *Section 1(B)* and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*.

- 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 35 typed, single-line spaced, 8 1/2 x 11" pages. The Narrative Proposal must provide the information detailed in this section, address how the project will meet the requirements in Section I of this RFP, and **include responses to all *Section 5(A) Evaluation Criteria***. 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 restate the text of the criteria addressed.** 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.** The cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must

also include:

- i. **Project Title.**
 - ii. **Applicant Information.** Provide the name and full address of the organization applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
 - iii. **Contacts.** Provide phone/fax numbers, e-mail address, and mailing address of the Project Manager and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
 - iv. **Funding Requested.** Specify the total amount you are requesting from EPA. The total funding requested amount may not exceed \$7,000,000, excluding any in-kind contribution or match. Proposals requesting federal assistance funding in excess of this value will not be considered.
 - v. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
- b. Detailed Project Narrative.** This section must provide the information 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.
- i. **Project Description.** Provide a description of how you will implement and conduct the proposed project activities as referenced in *Section I(B)*, *Project Description*, and program objectives. The description should demonstrate consideration of the activities that will be conducted to accomplish objectives of the project. The project description should: (1) demonstrate how the proposed project supports joint State and federal development and implementation of regulatory and non-regulatory activities described in *Section I(B)*, *Project Description*; (2) address how the proposed project activities relate to the EPA Strategic Plan Linkage goals, objectives and sub-objectives described in *Section I(C)*, *Project Descriptions*; (3) identify necessary tasks and activities that will be conducted to accomplish the project objectives; and (4) present an estimated timeline or schedule of expected target dates and milestones to achieve specific tasks and activities that will be conducted during the budget and project period. In addition, describe your approach to providing assistance to States, and methodology for transferring information and lessons learned during the project to others.
 - ii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope and

relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, 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 whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. 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/prior 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 past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these 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 of the project including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress towards achieving the expected 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 describe how you will track and measure your progress towards achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- iv. **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.

- v. **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 sole source procurement.
3. **Attachments.** The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 35-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 and role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments.
 - b. **Budget Narrative.** Include a detailed budget narrative which clearly explains how funds will be used to carry out the proposed project. Indicate what portion of the cost EPA will pay, and what portion the applicant or other partners will pay. The budget should include information on each major task broken out using the following cost elements:
 - i. Personnel;
 - ii. Fringe Benefits;
 - iii. Contractual Costs;
 - iv. Travel;
 - v. Supplies;
 - vi. Other Costs (be specific);
 - vii. Administrative Costs (other than Indirect Costs);

- viii. Non-EPA Project Funding. Identify funding from other sources including In-kind resources;
- ix. Total Direct Costs;
- x. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage); and
- xi. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

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.** Include a schedule indicating start times and completion dates of significant tasks under your program.

C. Submitting an Application Package

Applicants may choose to submit proposal packages, as described in Section B above, either in hard copy (paper) format or by e-mail. Instructions for all methods are detailed below. Please select **only one** method. Proposals must be received by EPA by June 11, 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 package must be sent through regular mail (U.S. Postal Service), express mail, or commercial delivery service to the EPA Headquarters Program contact listed below.** The 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 submitting a proposal package in hard copy use a commercial delivery service or express mail option to send their package.

EPA Headquarters Address for Mailing Proposals – US Postal Service mail:

Allen Pearce, U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery (MC 5303P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703)308-8636.

Address for all Commercial Delivery Services (i.e., all services other than the US

Postal Service, including hand delivery):

Allen Pearce, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 6th Flr., Cubicle N-6937, Arlington, VA 22202; Phone: (703) 308-8636.

2. **Electronic mail (e-mail) submission.** E-mail submissions must be submitted to ORCRGrantApps@epa.gov and be received by the submission deadline stated in *Section 4(C)* of this announcement. All required documents listed in *Section 4(B)* of this announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hard copy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their proposal materials through e-mail should confirm receipt of the materials with **Allen Pearce** at pearce.allen@epa.gov as soon as possible after submission.

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
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<p>Project Description/Technical Approach. Under this criterion, EPA will evaluate the quality and extent to which the proposal effectively addresses the scope of work activities described in <i>Section 1(B) Project Description</i> of the announcement and presents a clear and concise description of the proposed project. Proposals will be evaluated based on the quality and the extent to which the proposal:</p> <ul style="list-style-type: none"> • Effectively describes a well-conceived strategy and technical approach to support joint State and Federal development and implementation of the regulatory and non-regulatory activities described in <i>Section 1(B)</i>. (10 pts.) • Describes how the proposed activities relate to goals, objectives and sub-objectives in <i>Section 1(C)</i>. (5 pts.) • Demonstrates understanding, knowledge, and capability of assigned personnel to perform work and achieve the goals of this project as described in <i>Section 1</i>. (5 pts.) • Demonstrates understanding, knowledge, and capability of the applicant’s management team. (5 pts.) • Describes a management approach to planning, organizing, communicating, implementing and controlling the work described in <i>Section 1</i>. (5 pts.) • Describes the applicant’s approach to mitigating potential problems and resolving actual problems during the period of performance under the grant. (5 pts.) • Presents goals, tasks, plans and project milestones (schedule) that are clear, concise, and realistic. (5 pts.) 	40
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Programmatic Capability and Environmental Results Past Performance.

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:

- past performance in successfully completing and managing the assistance agreements described in *Section 4(B)(2)(b)(ii)* of the announcement; (5 pts.)
- history of meeting the reporting requirements under the assistance agreements described in *Section 4(B)(2)(b)(ii)* of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not; (5 pts.)
- organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (10 pts.)
- staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (10 pts.)

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Note: In evaluating applicants under this criterion, the Agency 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items i and ii above). A neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.

<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., waste reduced, reused, recycled and/or resources conserved, increased regulatory compliance, increased corrective action sites cleaned up, etc.). Proposals will be evaluated based 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>. (5 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. EPA will look for quantitative and qualitative measurability. (5 pts.) • Describe how success in achieving project outcomes and outputs will be evaluated and measured including the applicants plan and approach for tracking and measuring its progress towards achieving the expected project outcomes and outputs including those identified in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (5 pts.) 	15
<p>Budget/Resources. This criterion refers to the proposed budget and other resources that the applicant outlines to carry out the proposed project. The proposal will be evaluated based on the quality and extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives, whether the budget proposal demonstrates the ability to effectively sustain the proposed project, and whether the budget describes the applicant’s plan for managing the budget and how the applicant will manage the project within cost parameters. (5 pts.) • The applicant is able to organize and engage the participation of state officials in the work as described in <i>Section 1(B)</i> is demonstrated. (5 pts.) 	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 from eligible entities will first be reviewed to determine eligibility for funding based upon compliance with the eligibility 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

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by July 31, 2009. Following EPA's evaluation of proposals/applications, all applicants will be notified regarding their status. Final applications and forms will be requested, as necessary, from those eligible entities whose proposal/application has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package

The notification to successful applicant(s) that their application 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.

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 application 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 involved 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, as well as 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.

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 Allen Pearce at pearce.allen@epa.gov.

E. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8, Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

Section 7. Agency Contact

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

Allen Pearce, U.S. Environmental Protection Agency, Office of Solid Waste (MC 5303P) 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (703) 308-8636; or e-mail: pearce.allen@epa.gov.

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

Allen Pearce, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 6th Flr., Cubicle N-6937, Arlington, VA 22202; Phone: (703) 308-8636.