

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “IMPLEMENTATION OF THE COMPLIANCE /PREVENTION UNDERGROUND STORAGE TANK PROGRAM AND THE CLEANUP OF LEAKING UNDERGROUND STORAGE TANK PROGRAM”

ACTION: Request for Proposals (RFP) – Initial Announcement

RFP NO: EPA-OSWER-OUST-08-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.816

DATES: The closing date and time for receipt of proposals is December 21, 2007, 5:00 p.m. EST. Proposals submitted through <http://www.Grants.gov> must be received by December 21, 2007, 5:00 p.m. EST. Proposals submitted in hard copy, as described in *Section 4(C)* of this announcement, must be postmarked by the U.S. Postal Service by December 21, 2007 or received in the EPA program office via hand delivery or express mail by December 21, 2007, 5:00 pm EST to receive consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a courier service or express mail option to transmit their proposal.

SUMMARY: This notice announces the availability of funds and solicits proposals to promote the prevention, identification, corrective action, and management of releases from federally-regulated underground storage tanks (USTs) through training of state and tribal personnel, forums for information exchange, dissemination of the results of studies and research electronically, and coordination that promotes cooperation among federal, state, and tribal programs. Funding under this announcement shall be used for activities that support state and tribal underground storage tank compliance/prevention programs and state and tribal leaking underground storage tank cleanup programs. The goals of these cooperative agreements are to provide states and tribes with training opportunities, management and technical information, communication exchange, and research, studies and demonstration projects.

FUNDING/AWARDS: The total estimated funding available under this competitive opportunity is approximately \$12,000,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of two cooperative agreements resulting from this announcement. One award will cover state and tribal underground storage tank compliance/prevention program support. The second award will cover state and tribal leaking underground storage tank cleanup program support. The total estimated value for each cooperative agreement is approximately \$6,000,000, subject to the availability of funds, to be provided incrementally over a five-year period with the first year funding estimated at approximately \$1,200,000 for each cooperative agreement. (*Refer to Section 2(B).*)

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Section 1 - Funding Opportunity Description.

A. Background.

Over 640,000 active underground storage tanks (USTs) at approximately 240,000 sites in the United States contain petroleum or hazardous substances regulated by the U.S. Environmental Protection Agency (EPA). Releases from USTs - e.g., from spills, overfills, or leaking underground storage tanks and piping - can potentially cause threats to human safety, contamination of groundwater, and adverse health effects from the use of oxygenated fuel additives in gasoline that can cause concern.

For more information on EPA's compliance/prevention of underground storage tanks and cleanup of leaking underground storage tanks programs, please go to:

<http://www.epa.gov/swerust1/index.htm>.

B. Project Description.

EPA's Office of Underground Storage Tanks (OUST) is soliciting proposals to promote the prevention, identification, corrective action, and management of releases from federally-regulated USTs through training of state and tribal personnel, forums for information exchange, electronic dissemination of the results of related studies and research, and coordination that promotes cooperation among federal, state, and tribal programs. This Federal assistance funding is for activities that support state and tribal underground storage tank compliance/prevention programs and state and tribal leaking underground storage tank cleanup programs. The goals of these cooperative agreements are to provide states and tribes with training opportunities, management and technical information, communication exchange, and research, studies and demonstration projects.

EPA anticipates award of two cooperative agreements resulting from this competitive announcement.. One award will cover state and tribal underground storage tank compliance/prevention program support. The second award will cover state and tribal leaking underground storage tank cleanup program support. **Applicants may submit proposals for either or both of the two projects; however, a separate proposal package must be submitted for each project. EPA will not consider "combined" proposals.**

In general, a description of activities associated with each project is as follows:

1. **STATE AND TRIBAL COMPLIANCE/PREVENTION OF UNDERGROUND STORAGE TANKS PROGRAM SUPPORT.** Provide mechanisms by which training, technical assistance, studies, research, and demonstrations on compliance/prevention of underground storage tanks can be delivered to states and tribes on a national scale. Due to the need for cooperation among federal, state, and tribal programs, the successful applicant and EPA will "co-sponsor" training, conferences, and other forums for exchanging information from research, studies, and demonstration projects that promote effective implementation of compliance/prevention of underground storage tank programs by states and tribes. Please see EPA Ethics Advisory 96-15

(<http://www.epa.gov/wastewatergrants/96-15.pdf>) for details on the Agency's policies for cosponsoring conferences and other events.

- a. **Provide States and Tribes with Training Opportunities and Forums for Exchanging Information on Studies, Research, and the Results of Demonstration Projects.**
 - Develop and implement agendas for training conferences and for exchanging information on the compliance/prevention of releases from underground storage tanks, and provide travel scholarships for state, tribal, local government staff, and other non-federal participants (e.g., speakers, presenters) invited by the recipient to participate in these events.
- b. **Coordination of the Compliance/Prevention of Underground Storage Tanks Portion of the Annual Tanks Conferences.**
 - Represent the interests of states and tribes in the conference planning, design, and execution of the compliance/prevention of releases from underground storage tanks portion of the Annual Tanks Conferences. This includes responsibility for determining the substantive issues that will be addressed at the conferences, communications and promotional activities, record keeping, and logistics.
 - Organize and promote an exhibitor hall for demonstrations of underground storage tanks-related technology and provide education to share with state and tribal underground storage tanks compliance/prevention programs. The successful applicant may collect fees from exhibitors (including federal exhibitors) and use those fees as "program income" to supplement EPA grant funding as authorized by 40 CFR Part 30 or Part 31, as applicable.
- c. **Sponsorship of All-State and Tribal Underground Storage Tanks Compliance/Prevention Meetings.**
 - Plan, organize, and carry out All-State meetings and meetings with tribes to study and provide information on federal/state/tribal underground storage tank compliance/prevention program initiatives, state and tribal training opportunities and needs, and other related issues.
- d. **Electronic Distribution of Information**
 - Develop and implement a program for electronic dissemination of information from underground storage tank compliance/prevention studies, research, and demonstration projects. Program elements may include electronic newsletters, web sites, list servers, or other means that deliver technical and policy information to states and tribes in a timely manner. EPA will provide content on topics relating to the federal underground storage tank compliance/prevention program that are of interest to states and tribes.
- e. **Research and Studies**
 - Monitor and review technical and academic publications and attend appropriate conferences, meetings, workshops and seminars on technical underground storage

tank compliance/prevention issues, to stay abreast of issues and share this information with states and tribes.

f. **Ground and Source Water Impacts**

- Sponsor workshops for states and tribes on underground storage tank compliance/prevention issues related to source water, and coordinate activities directly with states and tribes related to groundwater and source water impacts resultant from underground storage tanks.

2. **STATE AND TRIBAL CLEANUP OF LEAKING UNDERGROUND STORAGE TANKS PROGRAM SUPPORT.**

Provide mechanisms by which training, technical assistance, studies, research, and demonstrations on leaking underground storage tank cleanup programs can be delivered to states and tribes on a national scale. Due to the need for cooperation among federal, state, and tribal programs, the successful applicant and EPA will “co-sponsor” training, conferences, and other forums for exchanging information from research, studies, and demonstration projects that promote effective implementation of leaking underground storage tank cleanup programs by states and tribes. Please see EPA Ethics Advisory 96-15 (<http://www.epa.gov/wastewatergrants/96-15.pdf>) for details on the Agency’s policies for cosponsoring conferences and other events.

a. **Provide States and Tribes with Training Opportunities and Forums for Exchanging Information on Studies, Research, and the Results of Demonstration Projects.**

- Develop and implement agendas for leaking underground storage tank cleanup training conferences and for exchanging information, and provide travel scholarships for state, tribal, local government staff, and other non-federal participants (e.g., speakers, presenters) invited by the recipient to participate in these events.

b. **Coordination of the Leaking Underground Storage Tanks Cleanup Portions of the Annual Tanks Conferences and the Annual State Fund Administrators Meetings.**

- Represent the interests of states and tribes in the conference planning, design, and execution of the leaking underground storage tank cleanup portions of the Annual Tanks Conference and the states interests at the Annual State Fund Administrator’s Meetings. This includes responsibility for determining the substantive issues that will be addressed at the conferences, communications and promotional activities, record keeping, and logistics.
- For the Annual Tanks Conference, organize and promote an exhibitor hall for demonstrations of leaking UST-related technology and provide education to share with state and tribal leaking UST cleanup programs. The successful applicant may collect fees from exhibitors (including federal exhibitors) and use those fees as “program income” to supplement EPA grant funding as authorized by 40 CFR Part 30 or Part 31, as applicable.

- c. **Sponsorship of All-State and Tribal Leaking UST Meetings**
 - Plan, organize, and carry out all-state meetings and meetings with tribes to study and provide information on federal/state/tribal cleanup of leaking underground storage tank program initiatives, state and tribal training opportunities and needs, and other leaking underground storage tank-related issues.

- d. **Electronic Distribution of Information**
 - Develop and implement a program for electronic dissemination of information from leaking underground storage tank cleanup studies, research, and demonstration projects. Program elements may include electronic newsletters, web sites, list servers, or other means that deliver technical and policy information to states and tribes in a timely manner. EPA will provide content on topics relating to the federal leaking underground storage tank cleanup program that are of interest to states and tribes.

- e. **Research and Studies**
 - Monitor and review technical and academic publications and attend appropriate conferences, meetings, workshops and seminars on technical leaking underground storage tanks cleanup issues to stay abreast of issues and share this information with states and tribes.

- f. **Ground and Source Water Impacts**
 - Sponsor workshops for states and tribes on leaking underground storage tank cleanup issues related to source water, and coordinate activities directly with states and tribes related to groundwater and source water impacts resultant from the cleanup of leaking underground storage tanks' .

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 3.1.2 (Manage Hazardous Waste and Petroleum Products Properly and, Objective 3.2 (Restore Land), Sub-objective 3.2.2 (Clean Up and Revitalize Contaminated Land). Specifically, recipients selected for award will provide activities that promote the prevention, compliance, identification, corrective action, and management of releases from underground storage tank systems.

(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 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. For the Compliance/Prevention of Underground Storage Tanks Assistance Agreement- Improvement in significant operational compliance rates of underground storage tank systems and a corresponding reduction in UST releases as a result of state and tribal UST compliance/prevention programs.
 - b. For the Cleanup of Leaking Underground Storage Tanks Assistance Agreement - Increase in the number of LUST cleanups completed by states and tribes and a corresponding reduction in the backlog of leaking underground storage tanks that have yet to be cleaned up.
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 outputs from the projects expected to be awarded under this announcement will include but are not limited to the following:

- a. Coordination of state and tribal participation in approximately two compliance/prevention of USTs-related trainings and two cleanup of leaking USTs-related trainings per year.
- b. Coordination of state and tribal participation in the Annual Tanks Conferences (compliance/prevention and cleanup activities related to USTs) and the Annual State Fund Administrators Meetings (related to the cleanup of leaking USTs activity only).
- c. Coordination of approximately 20 all-states and tribal meetings per year (compliance/prevention and cleanup activities related to USTs).
- d. Development and electronic distribution of underground storage tank-related compliance/prevention and cleanup information to states and tribes.
- e. Sponsor up to five workshops for states and tribes on underground storage tank compliance/prevention and cleanup issues related source water and groundwater.

E. Supplementary Information.

The statutory authority for this action is the Solid Waste Disposal Act of 1976, Section 8001(a) and (b) as amended by the Hazardous and Solid Waste Amendments of 1984 (P.L. 98-616).

Section 2 - Award Information.

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is approximately \$12,000,000, 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 original selection decision.

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

EPA anticipates award of two cooperative agreements resulting from this announcement. One award will cover state and tribal underground storage tank compliance/prevention program support. The second award will cover state and tribal leaking underground storage tank cleanup program support. The total estimated value for each cooperative agreement is up to approximately \$6,000,000, subject to the availability of funds, to be provided incrementally over a five-year period with the first year funding estimated at approximately \$1,200,000, subject to availability of funds, for each cooperative agreement.

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, the anticipated substantial Federal involvement for this project will include:

1. Close monitoring of recipient's performance to verify the results proposed;
2. Collaboration during performance of the scope of work;
3. Review of any proposed changes to work plan and/or budget;
4. Review of 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 concurrence on project outputs for consistency with the EPA approved scope of work.

C. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete 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 or, to make fewer awards than anticipated. EPA also reserves the right to make awards in only one of the areas described in Section I and Section B above.

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

The estimated start date for projects resulting from this solicitation is April 1, 2008. 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 and conduct cost and price analyses to the extent required by the procurement provisions of these regulations. The regulations also contain limitations on consultant compensation. **While applicants are not required to identify contractors or consultants in their proposal, if they do so the fact that an applicant selected for award has named a specific contractor or consultant in the proposal EPA selects does not relieve the applicant of its obligations to comply with competitive procurement requirements.** 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.

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.

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

Section V 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 solely to the applicant's qualifications, past performance, and reporting history, the review panel will consider (to the extent applicable under any relevant criteria) the qualifications, expertise, and experience of

- (1) An applicant's proposed subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that subaward/subgrant will be properly awarded consistent with the applicable regulations.

(2) An applicant's proposed contractor's if the applicant's proposal/application demonstrates that the contractor was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36.

EPA will not consider the qualifications, experience, and expertise of proposed subawardees /subgrantees and/or contractors 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 public authorities (States, interstate and intrastate agencies, Federally-recognized Tribes and Intertribal Consortia, and local governments), public agencies and institutions; and private non-profit organizations and agencies that meet the requirements of Section 8001(a) and (b) of the Solid Waste Disposal Act. 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*).

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this criterion. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award.

C. Threshold Criteria.

Proposals must meet the following “threshold criteria”. 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. Proposals must address all elements of either the compliance/prevention of underground storage tank scope of work, or the cleanup of leaking underground storage tanks scope of work, as described in *Section 1(B)* of this announcement.
2. Proposals must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application*, of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section 4(B), Content and Form of Application* will not be reviewed.

3. Proposals submitted through <http://www.Grants.gov> must be received by December 21, 2007, 5:00 p.m. EST. Proposals submitted in hard copy, as described in *Section 4(B)* of this announcement, must be postmarked by the U.S. Postal Service by December 21, 2007 or received in the EPA Program Office via hand delivery or express mail by December 21, 2007, 5:00 p.m. EST to receive consideration. Proposals received or postmarked 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 IV 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 Steven McNeely at mcneely.steven@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a courier service or express mail option to transmit their proposal.

5. All proposal materials must be submitted in English.
6. The total funding requested in a proposal may not exceed \$6,000,000.
7. **Applicants may submit proposals for either or both of the two project areas described in Section I; however, a separate proposal package must be submitted for each project. EPA will not consider “combined” proposals—they will be rejected.**

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 17 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 17 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, identified in this announcement.** 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 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:** Indicate whether the proposal package is for the compliance/prevention of underground storage tanks or for the cleanup of leaking underground storage tanks cooperative agreement.
 - 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. **Cooperative Partners:** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
 - v. **Funding Requested:** Specify the total amount you are requesting from EPA. The total funding requested amount may not exceed \$6,000,000 for each cooperative agreement.
- b. **Detailed Project Description.** The project description should provide the information requested below on how the applicant will implement and conduct its

operation 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 you will implement and conduct the proposed project activities for compliance/prevention of underground storage tank or the proposed project activities for cleanup of leaking underground storage tanks, as referenced in *Section 1(B), Project Activities 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 include: (1) the reason your proposal should receive funding support, including experience with and knowledge of underground storage tanks compliance/prevention or cleanup of leaking underground storage tanks issues; (2) the estimated timeline or schedule of expected target dates and milestones to achieve specific tasks and accomplishments during the budget and project period; and (3) necessary tasks and activities that will be conducted to accomplish the objectives. The tasks and activities should be realistic and achievable within the budget and project period of the grant.

- ii. **Programmatic Capability.** 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) similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (limit 5, and preferably EPA assistance agreements) and describe: (1) whether, and how, you were able to successfully carry out and manage those agreements and (2) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. 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 reporting history, please indicate this in the proposal and you will receive a neutral score for the elements of this factor under *Section 5*.

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. **Environmental Results Past Performance.** 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*.

- iv. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental outcomes as described in *Section 1(D)*, of this announcement. Discuss how you propose to track and measure your progress in achieving the expected project outcomes and results.
 - v. **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 progress in achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.
 - vi. **Leveraging.** Summarize the voluntary dollars or other resources leveraged for this project. Include a discussion of how you will coordinate the use of EPA funding reflected in the budget with other leveraged Federal or non-Federal funds to carry out the proposed project, the amount of the leveraged funding you already have secured or potentially will secure, the source of the leveraged funding, and the activities the leveraged funding will fund.
 - vii. **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 three documents should be included as attachments to the work plan. These documents will not count as part of the 17-page limit and do not have an individual page limitation. Please provide a list of all attachments to the proposal.
- a. **Budget/Resources.** Include a detailed budget narrative which clearly explains how funds will be used for each of the following categories. For each major task, indicate what portion of the cost EPA grant funds will be used and, what portion the applicant

or other partners will fund. Ensure that your budget narrative addresses the “*Budget/Resources*” and “*Leveraging*” evaluation criteria listed in *Section 5* of this solicitation.

1. Personnel
2. Fringe Benefits
3. Contractual Costs
4. Travel
5. Supplies
6. Other Costs (Be specific.)
7. Non-EPA Project Funding. Applicants should identify funding from other sources including any in-kind resources.
8. Total Project Costs (including EPA and Non-EPA Funds.) Costs proposed in the budget must be linked directly to the proposal.

Following is a suggested format to summarize your proposed budget. Applicants are not limited to three Project Activities. Please expand (add more columns), as necessary, to include Activities listed in *Section 1(B)* of this announcement.

Sample Table

Budget Categories (Required Field)	Project Activities			TOTAL (Required Field)
	Activity 1: (fill in)	Activity 2: (fill in)	Activity 3: (fill in)	
a. Personnel				
b. Fringe Benefits				
c. Travel				
d. Supplies				
e. Contractual				
f. Other				
g. Administrative				
h. Total Direct				
i. Indirect Costs				
j. Total Project Cost				
k. Non-EPA Funding				

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.

- b. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program.
- c. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at these organizations along with what assistance or role they played with your organization/project.

C. Submitting a Proposal Package.

Applicants may choose to submit proposals either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit proposals under this announcement is December 21, 2007, 5:00 P.M. EST. Proposals submitted in hard-copy, as described below, must be postmarked by the U.S. Postal Service by December 21, 2007 or received in the EPA Program Office via hand delivery or express mail by December 21, 2007, 5:00 p.m. EST to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete proposal 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 courier service to the EPA contact listed in Section 7(A), Agency Contact.** 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. Please also include a CD-disk with electronic copies of all the documents, if possible.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail or courier service option to transmit their proposal to the physical address of the EPA contact listed in *Section 7(A), Agency Contact*.

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 application process under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side of the page. **Then click on “Apply Step 1: Download a Grant Application Package and Instructions”** to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge Viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OUST-08-01, or the CFDA number that applies to this announcement (66.816), 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 December 21, 2007, 5:00 p.m. EST. **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 Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- 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-OUST-08-01). The Narrative Proposal shall not exceed 17 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, as described in *Section 4(B)(4)* of this announcement, shall be included as attachments to the

narrative proposal. **These documents will not count as part of the 17 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-OUST-08-01). 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)(4) 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 - FY08 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 08 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 - FY08 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., FY08), 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 Steven McNeely at 703-603-7164 or, email mcneely.steven@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 Steven McNeely at mcneely.steven@epa.gov. Failure to do so may result in your proposal not being reviewed.

ATTENTION – Microsoft Vista and Word 2007 Users.

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future. In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

D. Confidential Business Information.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals/applications or portions of proposals/applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

E. 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/oust/grcomp.htm>.

Section 5 - Application Review Information.

A. Evaluation Criteria.

Each 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.

UST COMPLIANCE/PREVENTION PROGRAM IMPLEMENTATION AND SUPPORT AWARD CRITERION	Maximum Points per Criterion
<p>Project Description. Under this criterion, EPA will evaluate the extent to which the proposal effectively addresses the UST compliance/prevention scope of work activities described in Section 1(B) of this announcement. This includes:</p> <ul style="list-style-type: none">• The extent to which the "Proposal Narrative" clearly, concisely and realistically provides a description of the proposed UST compliance/prevention project goals, activities, budget, and project milestones. (20 points)• The extent to which the proposed project activities will contribute to overall UST compliance/prevention program implementation for states and tribes. (20 points)• The extent to which the proposed project will lead to improved UST compliance/prevention training, communication, and assistance for states and tribes. (10 points)	50
<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their: (i) past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project</p>	15

<p>performed within the last 3 years, (ii) history of meeting reporting requirements under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) 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, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>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). Applicants with no relevant or available past performance or reporting history (items i and ii above) will receive a neutral score for those elements of this criterion.</i></p>	
<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.</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>Performance Measurement: Anticipated Outcomes and Outputs. Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section I(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 points) • 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. (3 points) • Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. (3 points) 	10
<p>Budget/Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. Does the budget proposal demonstrate the ability to effectively sustain the proposed project? Does the budget include cost estimates for each of the proposed project activities to be conducted using EPA funds? How will you plan on managing this budget? 	10

<p>Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <p>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.</p> <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criterion for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority.</i></p>	5
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LUST CLEANUP PROGRAM IMPLEMENTATION AND SUPPORT AWARD CRITERION	Maximum Points per Criterion
<p>Project Description. Under this criterion, EPA will evaluate the extent to which the proposal effectively addresses the LUST cleanup scope of work activities described in Section 1(B) of this announcement. This includes:</p> <ul style="list-style-type: none"> • The extent to which the “Narrative Proposal” clearly, concisely and realistically provides a description of the proposed LUST cleanup project goals, activities, budget, and project milestones. (20 points) • The extent to which the proposed project activities will contribute to overall LUST cleanup program implementation for states and tribes. (20 points) • The extent to which the proposed project will lead to improved LUST cleanup training, communication, and assistance for states and tribes. (10 points) 	50
<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their: (i) past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) 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, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>Note: In evaluating applicants under this criterion, the Agency will consider the</i></p>	15

<p><i>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 or reporting history (items i and ii above) will receive a neutral score for those elements of this criterion.</i></p>	
<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.</p> <p><i>Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including 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>Performance Measurement: Anticipated Outcomes and Outputs. Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in Section 1(D), <i>Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 points) • 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. (3 points) • Describe how success in achieving project results (including the expected project outcomes and outputs identified) will be evaluated and measured. (3 points) 	10
<p>Budget/Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. Does the budget proposal demonstrate the ability to effectively sustain the proposed project? Does the budget include cost estimates for each of the proposed project activities to be conducted using EPA funds? How will you plan on managing this budget? 	10
<p>Leveraging. Under this criterion, EPA will evaluate the extent to which:</p> <p>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.</p> <p><i>Note: EPA does not require that applicants use a match or cost share to receive points</i></p>	5

<p><i>under this criterion for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their proposals are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority.</i></p>	
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B. Review and Selection Process.

All proposals received or postmarked by the closing date and time for submissions will first be reviewed to determine eligibility for funding based upon compliance with all threshold criteria listed in *Section 3(C)*. Only proposals determined eligible will be evaluated for technical merit. Each eligible proposal will be evaluated by a review panel of EPA Headquarters staff for technical merit, based on 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 score to the EPA Headquarters Selection Official for award.

The EPA Headquarters Selection Official will make the final funding decision. The Headquarters Selection Official may consider the following factors, in addition to the evaluation results based on the criteria above and review panel recommendations, in making the final funding decision: (1) program priorities and (2) the availability of funds.

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 January 22, 2008.

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.

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.

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) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Steven McNeely at mcneely.steven@epa.gov.

E. Pre-Award Administrative Capability Review.

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance

Awards.

Section 7 - Agency Contact.

A. CONTACT INFORMATION & ADDRESS FOR REGULAR MAIL (USPS):

Steven McNeely, U.S. EPA, Office of Underground Storage Tanks (MC 5401-P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone 703-603-7164; or email mcneely.steven@epa.gov.

B. FOR EXPRESS MAIL/COURIER DELIVERY:

Steven McNeely, U.S. EPA, Office of Underground Storage Tanks (MC 5401-P), Two Potomac Yard (North Building, 4th Floor) 2733 S. Crystal Drive, Arlington, VA 22202

Section 8 - Other Information.

Applicants selected for award will be required to submit a final cooperative agreement proposal package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and the required certification forms. Questions received from applicants and EPA's responses will be posted online at <http://www.epa.gov/oust/grcomp.htm>.