

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: ACTIVITIES THAT ADVANCE METHANE RECOVERY AND USE
AS A CLEAN ENERGY SOURCE

ACTION: Request for Initial Proposals (RFIP)

RFIP NO: EPA-OAR-CCD-06-08

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date for receipt of proposals is **January 3, 2007, 4:00 p.m. EST**. All proposals, however transmitted, must be received in the Program Office or thru grants.gov by the closing date and time to receive consideration. No late proposals will be accepted.

Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

SUMMARY: This notice announces the availability of funds and solicits proposals that advance near-term, cost-effective methane recovery and use as a clean energy source, and support the goals of the Methane to Markets Partnership.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$2,500,000. EPA anticipates awarding up to approximately 20 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals received.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The international Methane to Markets Partnership is a White House initiative designed to advance cost-effective, near-term methane recovery and use as a clean energy source. Implementing such projects will reduce greenhouse gas emissions, enhance economic growth, promote energy security, and improve the environment.¹ This initiative involves collaboration among developed countries, developing countries, and countries with economies in transition – together with strong participation from the private sector. The Methane to Markets Partnership (the Partnership) targets four major methane sources: agriculture (manure management only), landfills, underground coal mines, and oil and gas systems.

The goals of the Partnership are:

- to create an international framework to advance the recovery and use of methane as a valuable clean energy source;
- to promote cost-effective, near term methane recovery and use opportunities through partnerships between developed, developing, and economies in transition, and;
- to foster strong participation from the private sector, multilateral development banks and other relevant organizations.

By 2015, the Methane to Markets Partnership has the potential to reduce methane emissions by 50 million metric tons of carbon equivalent annually, which is roughly equivalent to planting 55 million acres of trees, or recovering 500 billion cubic feet of natural gas. Emissions reductions of this magnitude could contribute to stabilized or declining levels of global atmospheric methane concentrations.

To support the realization of these positive outcomes, the Climate Change Division (CCD) is seeking opportunities to fund proposals for activities that advance near-term, cost-effective methane recovery and use as a clean energy source, and support the goals of the Methane to Markets Partnership.

CCD is particularly interested in funding proposals that help Methane to Markets Partners with developing economies and economies in transition benefit from methane capture and use. These Partner countries include:

- Argentina
- Brazil
- China
- Colombia

¹For Additional information on the Methane to Markets Partnership, visit <http://www.methanetomarkets.org>

- Ecuador
- India
- Korea (Republic of)
- Mexico
- Nigeria
- Russia
- Ukraine

B. Scope of Work

This is a new solicitation opportunity. EPA seeks proposals from eligible entities interested in supporting the goals of the Methane to Markets Partnership. Proposals must focus on one or more of the four sources of methane emissions--manure management systems, coal mines, landfills, and oil and gas systems (See Section III.D., Threshold Criteria). Proposed projects relating to these sources of methane emissions may include but are not limited to the following:

- Projects that demonstrate methane capture and use, such as pre-feasibility studies, feasibility studies or technology demonstrations.
- Identifying cost-effective opportunities to recover methane emissions for energy production and potential financing mechanisms to encourage investment.
- Identifying and promoting areas of bilateral, multilateral, and private sector collaboration on methane recovery and use.
- Projects that improve emissions estimates and identify the largest relevant emission sources to facilitate project development.
- Identifying the legal, regulatory, financial or institutional and other conditions necessary to attract investment in international methane recovery and utilization projects.
- Identifying collaborative projects aimed at addressing specific challenges to methane recovery, such as raising awareness in key industries, improving local expertise and knowledge, and demonstrating methane recovery and use technologies and management practices.

The Partnership technical subcommittees--underground coal mines, landfills, and oil and gas--have developed sector-specific Action Plans to identify needs, opportunities and priorities for project development. The Action Plans are available online at:

Coal Action Plan: <http://www.methanetomarkets.org/resources/coalmines/index.htm>

Landfill Action Plan: <http://www.methanetomarkets.org/resources/landfills/index.htm>

Oil and Gas Action Plan: <http://www.methanetomarkets.org/resources/oil-gas/index.htm>

In order to be considered, proposals shall be consistent with these Action Plans (See Section III.D., Threshold Criteria). The Agriculture Subcommittee Action Plan is under development and is not yet available. Nevertheless, EPA will consider proposals in this sector, as long as they conform to the other requirements specified in Sections I—IV of this announcement.

Finally, all proposals must demonstrate the candidate's ability to successfully and cost-effectively develop and implement a project or activity that advances the goals of the Partnership. EPA strongly encourages all interested parties to explore the Partnership web site (<http://www.methanetomarkets.org>). The EPA voluntary methane programs web site (<http://www.epa.gov/methane/voluntary.html>) is another source of information about methane-related activities that EPA supports.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan.

Tasks under this agreement support the EPA Strategic Plan's Goal 1: Clean Air and Global Climate Change. Objective: 1.5 Reduce Greenhouse Gas Intensity

The Climate Change Division (CCD) supports projects that are in line with the goals of the Methane to Markets Partnership. Specifically, CCD supports projects that directly identify, characterize, or implement methane capture and use projects. CCD also supports activities that help overcome barriers that limit investment in projects that reduce methane emissions globally.

2. Outputs. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and 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.

Expected outputs from the projects to be funded under this announcement may include the following, which are consistent with the goals of the Partnership:

- Technology transfer, training, and/or deployment of technology
- Technical reports
- Feasibility and Pre-feasibility studies
- Databases of methane emissions or potential sites for projects
- Other tools that facilitate projects or provide access to information
- Information clearing house
- Training and/or capacity building
- Study tours
- Conferences
- Project expositions
- Workshops
- Improved methane emissions estimates
- Other relevant outputs

Progress reports and a final report will also be a required output, as specified in Section VI (C) of this announcement, Reporting Requirement.

3. Outcomes. The term “outcome” means 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, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

- Stimulate economic growth
- Increase energy security by reducing waste of a valuable fuel
- Improve local air quality
- Improve industrial safety

D. Supplementary Information

The statutory authority for this action is NEPA 102 (2)(F) and Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to activities that improve economic, technical and programmatic understanding of climate change. Such activities include rendering technical services and providing financial assistance; and, conducting and promoting coordination and acceleration of training of individuals and organizations with the goal of promoting methane capture and use.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Amount of Funding Available

The total estimated funding for this competitive opportunity is approximately \$2,500,000.

B. Number of Awards

EPA anticipates award of up to approximately 20 cooperative agreements under this announcement ranging in value from approximately \$25,000 to \$300,000, subject to the availability of funds and quality of evaluated proposals.

C. Start Date/Project Duration

The project period for awards resulting from this solicitation will begin in February 2007. Proposed project periods may be up to three years.

D. Funding Type

The funding for selected projects will be in the form of a 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 be:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- approving substantive terms of proposed contracts;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);

E. Funding to Acquire Services or Fund Partnerships

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with universities, non-profit organizations, governmental entities, multilateral organizations, and non-governmental organizations and institutions from the United States and from countries other than the United States. 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 to carry out its cooperative agreement. The nature of the transaction between the recipient and the 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. Miscellaneous

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

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

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Non-profit organization, as defined by OMB Circular A-122, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. Eligible and allowable voluntary contributions of funds and/or in kind contributions of resources will be treated as cost shares under 40 CFR 30.23.

C. Threshold Criteria

1. Proposals to fund projects under this announcement must demonstrate the advancement of near-term, cost-effective methane recovery and use as a clean energy source and must fall under at least one of the four sources of methane emissions identified in Section I--manure management systems, coal mines, landfills, and oil and gas systems.
2. Proposals to fund projects under this announcement that deal with coal mines, landfills, or oil and gas systems must be consistent with the Action Plans for these sources (See Section I). This threshold criterion does not apply to proposed projects for manure management systems for which there is no current Action Plan.

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

4. Proposals must be received by the EPA or through www.grants.gov on or before the solicitation closing date published in Section IV of this announcement. Proposals received after the published closing date will be returned to the sender without further consideration.

Note: Applicants whose proposals are deemed ineligible for funding consideration based on Section III will be notified within fifteen calendar days of the ineligibility determination

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

EPA encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>. Applicants may also download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipient roles and responsibilities, from EPA's Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm.

To obtain a paper copy of materials, please send an email request to birgfeld.erin@epa.gov; or request a paper copy of materials by U.S. Postal Service from the following mailing address:

U.S. Environmental Protection Agency, 1200 Pennsylvania Avenue, NW (6207J),
Washington, DC 20460

B. General

Applicants must submit one original proposal package signed by an authorized representative. All narrative proposals as described in C.2 below, regardless of how submitted, must not exceed 20 single spaced pages in length and must conform to the outline below. Resumes and other documentation, such as letters of support, can be submitted as attachments and will not count toward the 20 page limit. The budget narrative and SF 424 will also not count towards the page limit. All proposals must be submitted as one Microsoft Word, WordPerfect 6/7/8 for Windows or Adobe Acrobat file and must be formatted for 8 ½" x 11" paper using no smaller than 12 point font with 1" margins.

C. Content and Form of Proposal Submission

All proposal submissions, regardless of mode of submission, must contain a completed and signed Standard Form (SF) 424, Application for Federal Assistance, a narrative proposal and a detailed budget narrative. Submissions must conform to the outline below.

1. 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.

2. Narrative Proposal

Summary Information Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount being requested from EPA.
- d. Total Project Cost. Special total cost of the project. Identify funding from other sources, including any in-kind resources.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of February 2007).

Narrative

The narrative must explicitly describe how the proposed project meets the guidelines established in Sections I—III of this announcement, and address each of the evaluation criteria set forth in Section V.

a. Project Summary/Approach: The summary shall contain the following components:

- A detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task
- The associated work products to be developed
- An explanation of project benefits to the public
- An explanation of how project outcomes (e.g., energy efficiency and emissions benefits) will be designed for reinvestment
- A description of the roles of the applicant and partners if any
- A description of the organization's experience and plan for achieving the objectives of the proposed project

--Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

b. Environmental Results—Outcomes and Outputs: Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what measurements will be used to track your progress towards achieving the outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the outputs, consistent with the goals of the Methane to Markets Partnership, will be tracked and measured.

c. Past Performance

i. Programmatic Capability: Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 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 submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

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

3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs and total costs.

D. Submission Requirements

Please note that you may choose to apply under this announcement in *one of two ways*. EPA encourages applicants to submit their application/proposal materials electronically through <http://www.grants.gov>. If you wish to apply with a hard copy submission, please see Paragraph G.

E. Submission Dates and Time

The closing time and date for receipt of proposals under this announcement, regardless of mode of proposal submission, is **January 3, 2007, 4:00 p.m. EST**. Proposals received after this time and date will not be considered.

F. Electronic Submission via Grants.gov

Effective October 1, 2006, Grants.gov is the sole means available for submitting proposal materials electronically in response to EPA competitive grant announcements.

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

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement.. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-CCD-06-08, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **January 3, 2007, 4:00 p.m. EST**.

Proposal Materials: The following forms/documents are required to be submitted under this announcement:

- I. Standard Form (SF) 424, Application for Federal Assistance
- II. Narrative Proposal

Detailed instructions about the required content and form of the proposal can be found in paragraphs B and C of this Section.

Proposal Preparation and Submission Instructions:

Documents I and II listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

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

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY07 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 – FY07 Assoc Prog Supp – 2nd Submission.”

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

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

Application packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Erin Birgfeld (See Section VII). Failure to do so may result in your application not being reviewed.

G. Instructions for Hard Copy Submission

Please provide one original proposal and four copies (no binders or spiral binding). Because of the unique situation involving U.S. mail screening in Washington, DC, EPA strongly recommends that applicants use an express mail option to submit hard copy proposals. Proposals shall be addressed to:

Express Delivery Address (FedEx, UPS, DHL, courier, etc.)

U.S. EPA
Attn: Erin Birgfeld
OAR/OAP/CCD/NCPB
1310 L Street, NW, Suite 1013H
Washington, DC 20005-4113

Regular Mail Delivery Address (U.S. Postal Service)

U.S. EPA
Attn: Erin Birgfeld (Mail Code: 6207J)
OAR/OAP/CCD/NCPB
1200 Pennsylvania Avenue, NW
Washington, DC 20460

H. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

I. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA's Methane to Markets Partnership staff are available to provide pre-proposal assistance to potential applicants interested in competing for this assistance agreement. The assistance may include helping potential applicants determine whether the applicant itself or the applicant's proposed project is eligible for funding, assisting potential applicants with administrative issues relating to the submission of a proposal, and responding to requests for clarification of the announcement.

Potential applicants may contact the following experts by phone or email to obtain pre-proposal assistance:

Landfills: Brian Guzzone, (202) 343-9248, guzzone.brian@epa.gov
Animal Waste Management: Kurt Roos, (202) 343-9041, roos.kurt@epa.gov
Coal Mines: Pamela Franklin, (202) 343-9896, franklin.pamela@epa.gov
Oil and Gas Systems: Roger Fernandez, (202) 343-9386, Fernandez.roger@epa.gov
Overarching Methane to Markets Projects: Erin Birgfeld, (202) 343-9079, birgfeld.erin@epa.gov

Applicants are responsible for the content of their proposal, and for ensuring that their proposal is submitted as specified in Section IV of the announcement. Receiving information and assistance from EPA does not guarantee funding.

V. APPLICATION REVIEW INFORMATION

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

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Extent and quality of the project description and overall approach, including the organization’s demonstrated expertise to perform the project, and ability to successfully and cost-effectively develop and implement a project or activity that advances the goals of the Partnership.</p>	<p>40</p>
<p>2. <u>Environmental Results—Outcomes and Outputs:</u> Extent and quality to which the proposal describes the evaluative component of the project, including how the applicant’s success in achieving the expected project outcomes and outputs, including those identified in Section I, will be tracked and measured.</p>	<p>25</p>
<p>3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u> Under this criterion, the Agency will evaluate the applicant’s ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements on federally funded assistance agreements 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, and (iii) its past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded projects similar in size, scope and relevance to the proposed project within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p>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 will receive a neutral score for this criterion.</p>	<p>25</p>
<p>4. <u>Budget/Resources:</u> Extent to which the applicant's proposed budget is clearly stated, detailed, and appropriate to achieve the project’s objectives.</p>	<p>10</p>

B. Review and Selection Process

A CCD review team will evaluate all eligible proposals using the criteria above. Each proposal will be given a numerical score, with a total of 100 points possible, and will be rank ordered according to the numerical score. The CCD review team will develop preliminary funding recommendations for the Approving Official based on this ranking.

Final funding decisions will be made by the Approving Official, based on the recommendation of the CCD review team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic distribution of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of award from EPA, awardees will be provided with instructions and a due date for submittal of the final application package.

B. Administrative and National Policy Requirement

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.

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 Proposal and not all states require such a review.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and greenhouse gas emissions reductions if applicable, and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or

technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

D. Disputes

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) located on the web at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

Copies of these procedures may also be requested by contacting Erin Birgfeld (see Section VII for contact information). Check this link-it doesn't seem to be working.

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.

VII. AGENCY CONTACTS

For further information, contact:

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All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage (http://www.epa.gov/air/grants_funding.html).