

US EPA ARCHIVE DOCUMENT

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** CLIMATE ECONOMIC WORKSHOPS

**ACTION:** Request for Proposals (RFP)

**RFP NO:** EPA-OAR-CCD-07-06

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date for receipt of hard copy proposal packages is July 23, 2007, 4:00 p.m., EDT. All hard copies of proposal packages must be received by Christa Clapp by July 23, 2007, 4:00 p.m., EST in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by July 23, 2007, 11:59 p.m., EDT. Proposals received after the closing date and time will not be considered for funding. 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 the field of climate change economics and modeling through workshops and conferences.

**FUNDING/AWARDS:** The total estimated funding for this competitive opportunity is approximately \$500,000. EPA anticipates award of one to three cooperative agreements resulting from this announcement, subject to availability of funds and the quality of applications received.

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## **Section I - Funding Opportunity Description.**

### **A. Background**

Although well established, the relationship between energy and resource use, economic growth, and environmental impacts continues to be the subject of intense study. Atmospheric emissions of greenhouse gases (GHGs) have been historically closely correlated with economic activity. The relationship between GHG emissions and economic growth is commonly measured by “Greenhouse Gas Intensity.” Policies that reduce GHG intensity can have implications across various economic sectors.

The Climate Economics Branch (CEB), as part of the Climate Change Division in EPA’s Office of Atmospheric Programs, is responsible for the modeling and economic analysis of domestic and international scenarios that reduce GHG intensity. Approaches to reducing GHG intensity include voluntary programs and market based mechanisms, and CEB analysis of these measures is a core function of the Climate Change Division. Furthermore, advancing public understanding and state-of-the-art economic analysis of climate change is a priority of CEB.

To improve public understanding of the economics of addressing climate change, CEB is interested in funding proposals that provide a neutral forum for climate economics dialogue through a series of workshops. The workshops will bring together climate economists, modelers, and other climate change professionals to discuss and debate relevant climate economics topics. The workshops should seek to improve the understanding of:

- Domestic and international economic effects of climate change programs and scenarios
- Interactions between various sectors of the economy in response to greenhouse gas mitigation, and
- Key economic modeling assumptions.

### **B. Scope of Work**

This is a new solicitation opportunity. EPA seeks proposals from eligible entities interested in advancing state-of-the-art and public understanding of climate economics through a series of workshops. Proposals should outline potential topic areas for workshops. Proposed workshop plans may seek to enhance the understanding of various topics in climate economics. Such topics include, but are not limited to, the following:

- Economic analysis of specific climate policy features, such as offsets, safety valves, allowance banking provisions, and early reduction credits
- State and U.S. regional economic impacts of climate programs
- International economic effects of climate programs
- Tradeoffs between establishing a strong carbon market price signal for investment purposes and the flexibility to adjust the targets of climate programs as new information becomes available
- Economic impacts of various international climate change scenario assumptions
- Modeling new and advanced technologies to meet GHG mitigation targets, such as carbon capture & storage and biofuels

- Sensitivity of climate economic analysis to key assumptions such as the discount rate
- Analysis of the benefits of mitigating GHGs
- Analysis of the air quality co-benefits of GHG mitigation
- Technical modeling issues

All proposals must demonstrate the candidate's ability to successfully organize a series of workshops that advance the understanding of economic issues in the climate change community.

## **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 workshops to advance the understanding of climate change analytics. Workshops on climate change economics provide insights on strategies to reduce greenhouse gas intensity.

### **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 project(s) to be funded under this announcement may include, but are not limited to, organizing at least one workshop each year on a topic relevant to climate change economics and modeling.

### **2. 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.

Expected environmental outcomes from the project(s) to be funded under this announcement include:

- Improved public understanding of the economic implications of addressing climate change, and
- Enhanced state-of-the-art for climate economic analysis.

**D. Supplementary Information.**

The statutory authority for this action is 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, as well as promoting workshops with the goal of improved understanding of climate change economics and mitigation.

**Section II - Award Information.****A. What is the amount of funding available?**

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

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

EPA anticipates award of one to three cooperative agreements resulting from this announcement, each approximately \$100,000 per year, subject to the availability of funds, and the quality of proposals submitted.

Applications evaluated but not selected for this funding may be retained for a period of six months for possible future award under this announcement, subject to the availability of additional funds. EPA reserves the right to make no awards.

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 may be:

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

**C. What is the project period for awards resulting from this solicitation?**

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

**D. Are matching funds required?**

No. 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

**E. Can funding be used to acquire services or fund other 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 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. Successful 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. 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. 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. Miscellaneous**

EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases or 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.

**Section 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 and other public or private non-profit institutions.

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. Compliance with Proposal Submission Requirements**

Proposals that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the application, pages in excess of the page limitation will not be reviewed.

**C. Threshold Criteria.**

Proposals must be received by the EPA or through [www.grants.gov](http://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.

**Section 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 from EPA's Office of Grants and Debarment website at:

[http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

## B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of two ways*: 1) Electronically through the Grants.gov website, or 2) hard copy by express delivery service or U.S. Postal Service. All proposals must be prepared, and include the information as described in Section IV.C. below, regardless of mode of transmission.

### 1. Grants.gov Submission

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-07-06, 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).

### Proposal Submission Deadline

Your organization's AOR must submit your complete proposal package as described below,



electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 p.m. EDT on July 23, 2007.

## Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal (as described in section IV.C)

The proposal package *must* include all of the following materials:

- i. 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.

- ii. Standard Form SF 424A – Budget Information:  
Complete the form. There are no attachments.  
The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

- iii. Narrative Proposal  
*The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file and be prepared in accordance with section IV c of the announcement.*

**\*\*Documents I through III listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.**

For documents I and II, 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 number III, the Narrative Proposal, you will need to attach electronic files.

Prepare your narrative proposal as described above in Section IV.C. of this 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 narrative (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 file name 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 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 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 Christa Clapp at (202) 343-9807 or [clapp.christa@epa.gov](mailto:clapp.christa@epa.gov).

Proposal 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 proposal deadline, please contact Christa Clapp at (202) 343-9807. Failure to do so may result in your application not being reviewed.

## **2. Hard Copy Submission**

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their proposal packages (SF 424, SF 424A and

Narrative Proposal). Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) and four copies--no binders or spiral binding--to:

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

U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
ATTN: Christa Clapp, Mail Code 6207J  
Washington, DC 20460

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

U.S. Environmental Protection Agency  
ATTN: Christa Clapp  
1310 L. Street, NW, Suite 847C  
Washington, DC 20005

**C. Content of Application Submission**

All proposal submissions, regardless of mode of transmission, must contain a completed and signed SF-424, Application for Federal Assistance, a completed SF-424A, Budget Information—Non-Construction Programs, and a Narrative Proposal.

**Narrative Proposal**

The Narrative Proposal cannot exceed a maximum of 20 typewritten pages, including the Summary Page. Pages in excess of 20 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20-page limit.

**1. Summary Page**

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates.

**2. Narrative Work Plan**

The Narrative must explicitly describe the proposed project and address each of the evaluation criteria set forth in Section V.

**a. Project Summary/Approach:**

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any.
- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- vii. Budget and estimated funding amounts for each work component/task.

**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 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/Funds Leveraging**

This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as “other” and “contractual.”

Please provide specified total costs of the project (EPA funding and cost share if any). Identify funding from other sources including any in-kind or leveraging of resources. Describe your ability to leverage funding for this project including any special measures to maximize cost effectiveness in implementing the project.

#### **D. Submission Dates and Times**

The deadline for receipt of hard copy proposal packages is July 23, 2007, 4:00 p.m., EDT. All hard copies of proposal packages must be received by Christa Clapp by July 23, 2007, 4:00 p.m. in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by July 23, 2007, 11:59 p.m., EDT. Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

#### **E. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of 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.

#### **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 proposals. However, 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.

### **Section V - Application Review Information.**

Each eligible application will be evaluated according to the criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria.**

<b>Criteria</b>	<b>Points</b>
<b>1. <u>Project Summary/Approach/Staffing:</u></b> (1) Extent and quality of the project description, overall approach, and the organization's demonstrated expertise to perform the project ( <b>20 points</b> ). (2) Extent and quality to which the proposal has the potential to broadly advance the field of climate economics and modeling ( <b>20 points</b> ). (3) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project ( <b>10 points</b> ).	<b>50</b>
<b>2. <u>Past Performance – Programmatic Capability and Reporting on Environmental Results:</u></b> 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: (1) 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 ( <b>10 points</b> ), (2) 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 ( <b>5 points</b> ), and (3) 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 ( <b>5 points</b> ).  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 performance or reporting history will receive a neutral score for this criterion.	<b>20</b>
<b>3. <u>Environmental Results – Outcomes and Outputs:</u></b> Effectiveness of the applicant's plan for tracking and measuring progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement.	<b>15</b>
<b>4. <u>Budget/Resources:</u></b> Extent to which the applicant's proposed budget is clearly stated, detailed, and appropriate to achieve the project's objectives.	<b>15</b>



### **C. 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.

## **Section VI – Award Administration Information**

### **A. Award Notices**

Following evaluation of proposals, all applicants will be notified regarding their status. Notification to successful applicants advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail.

### **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](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. DUNS Number**

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>.

### **D. 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.

#### **E. Exchange Network**

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

#### **F. 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](http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register)

#### **G. 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](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

### **Section 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](http://www.epa.gov/air/grants_funding.html)