

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY

TITLE: "Mobile Source Outreach Assistance Competition"

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OAR-TRPD-07-09

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.001

DATES: The closing date and time for receipt of proposals is August 31, 2007, 4:00 p.m. EDT. All initial proposals, however submitted, must be received in the Program Office or on <www.grants.gov> by the closing date and time in order to be considered. No late proposals will be accepted.

INTENT TO APPLY: To allow for efficient management of the competitive process, EPA requests eligible organizations to submit an informal notice of "Intent to Apply" by July 31, 2007. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. **The Intent should be sent by e-mail to Susan Bullard "bullard.susan@epa.gov", copied to Mary Walsh – "walsh.mary@epa.gov".**

SUMMARY: This notice announces the availability of funding and solicits proposals from eligible state, local, and tribal air pollution control agencies for mobile source-related public education and outreach projects.

FUNDING/AWARDS: The total funding for this competitive opportunity is approximately \$557,000. EPA anticipates award of 5-7 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals received.

Final applications will be requested from those eligible entities whose initial proposal has been successfully evaluated and preliminarily recommended for further consideration. Upon notification of preliminary selection from EPA, the appropriate EPA Regional office will provide those applicants with instructions and a due date for submittal of the final application package. Timing for actual award may vary from Region to Region.

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I. Funding Opportunity Description

A. Background

EPA is soliciting proposals for public education and outreach projects which directly support state, local and tribal air management organizations in their efforts to improve air quality and reduce greenhouse gases. Over the past nine years, EPA's Office of Transportation and Air Quality (OTAQ) and Regional offices have entered into agreements and established partnerships with a number of organizations to:

- (1) provide national support for community-based mobile source public education efforts supporting implementation of the Clean Air Act Amendments and the current highway legislation and
- (2) encourage

responsible choices for organizational and individual actions through public education.

B. Scope of Work

Mobile sources are one of the biggest contributors to air pollution and greenhouse gas emissions, which in turn contribute to climate change. Addressing mobile source pollution requires changes in how we get to work, how we mow our lawns, and how we transport goods. Although technology has made engines more efficient and less polluting, technology alone will not solve the problem. More vehicles and engines are in use than ever before. Because cars, trucks, buses, lawn mowers, boats, snowmobiles and other mobile sources are so integrated into our daily lives, solutions need to target not only what is under the hood, but also the driver behind the wheel – not only the truck driver, but the owners and operators as well.

This program is designed to provide national support for community-based mobile source public education and outreach efforts supporting implementation of the Clean Air Act Amendments. Projects that have a mobile source focus, but might also result in emission reductions from other sources will be considered. This program is designed to provide seed money to initiate new projects or advance existing projects that are new in some way (e.g. new audiences, new locations, new approaches) rather than to expand ongoing projects. Projects funded under this competition are designed to build on and strengthen projects initiated at the community level that will grow beyond limited federal “seed money” to achieve long term results.

Public education and outreach projects funded through previous competitions have addressed transportation choices, use of alternatives fuels, clean diesel initiatives, youth education, car care, responsible driving behavior, off-road equipment, environmental justice and bilingual approaches, and greenhouse gas and ozone reduction, through education, development of prototype materials and dynamic web-based tools. Materials and pilot projects have been designed to minimize duplication through replication in communities across the country.

Recipients of this funding have typically collaborated with local and regional leaders, such as air pollution control and transportation practitioners, public health and community groups, business and industry leaders, community planners, associations, school districts and academic institutions to develop and implement these projects.

C. EPA Strategic Plan Linkage and Anticipated Outputs/Outcomes

1. Linkage to EPA Strategic Plan. Projects and tasks funded under the Mobile Source Outreach Assistance Competition support progress toward Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Clean Air and Global Climate Change) and Objective 1.5 (Reduce Greenhouse Gases) of the Agency’s *Strategic Plan* to reduce criteria pollutants and greenhouse gases. The Office of Transportation and Air Quality is responsible for reducing emissions of criteria pollutants and greenhouse gases. Public education and outreach projects play an important role in reducing those emissions and improving public health by providing affected populations with accurate, timely information so they can make informed decisions about exposure to ozone, particle pollution; air toxics; vehicle, fuel and transportation choices; environmental justice issues; and more.

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:

- prototype/template materials and concepts
- technology transfer and/or training
- innovative tools to support and facilitate implementation outreach projects and enhance access to information
- other relevant outputs

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:

- build or strengthen partnerships, collaboratives and alliance
- highlight effectiveness of collaborative activities and partnerships with other stakeholders needed to effectively develop or implement the project
- improve local air quality and reduce greenhouse gases
- generate replicable concepts and products which can be handed off to other communities for use in improving air quality and reducing greenhouse gases in other communities across the country
- describe approach to national or regional applicability/transferability.
- demonstrate effectiveness of delivery mechanism to reach targeted audience
- describe potential for sustainability
- demonstrate that the project does not simply add resources to grow an existing/ongoing program in a single community.

D. Supplementary Information

The statutory authority for this action is Clean Air Act, Section 105 (a)(1)(a) which authorizes the award of grants to “air pollution control agencies (as defined under Section 302)...for the prevention and control of air pollution or implementation of national primary and secondary ambient air quality standards.” “Implementing” means any activity related to the planning, developing, establishing, carrying-out, improving, or maintaining of such programs.”

II. Award Information

A. Amount of Funding Available

Total estimated funding expected for this competitive opportunity is approximately \$550,000. The maximum funding available for a selected proposal may not exceed \$100,000 for the entire project period. This amount does not include any match which may be required under Section 105 or generated by the eligible organization.

B. Partial Funding

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. 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.

C. Number of Awards

EPA anticipates award of 5-7 cooperative agreements resulting from this competition, subject to availability of funds and the quality of proposals submitted.

D. Start Date/Duration

Considering that the award process for Section 105 agreements varies from Region to Region, the estimated project period for awards resulting from this solicitation is expected to be January 1, 2008 through December 31, 2009.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. Although this competitive process is being conducted by EPA's Office of Transportation and Air Quality (OTAQ) in cooperation with the Regional Offices, cooperative agreements for projects selected through this competitive opportunity will be awarded and administered by the Regional offices and funded through Section 105 authority. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although the appropriate EPA Regional office 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:

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 all reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
6. review of the final summary study of the project

F. Funding 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 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.

III. Eligibility Information

A. Eligible Entities

Only current direct recipients of CAA Section 105 grants are eligible to apply for this competition. The source of funding to support this competition is a set-aside from the State and Tribal Assistance Grants (STAG) fund allocation - the primary funding source for State, Local, and Tribal implementation of the Clean Air Act Amendments. For that reason, funding must be utilized to support projects only among those State, Local and Tribal agencies currently receiving a CAA Section 105 grant directly from EPA. Applicants should include the

EPA grant number of their current CAA Section 105 grant on their proposals. EPA's Regional Offices are responsible for confirming that a submitting agency is eligible under this definition.

Proposals from eligible entities which were previously submitted and evaluated may be resubmitted for consideration. Applicants are advised that these proposals will be evaluated solely on the basis of the elements disclosed in this announcement.

Applicants are permitted to submit multiple proposals, if each proposal addresses a different project area. Each proposal will be reviewed and ranked separately, based on the criteria outlined in this solicitation.

Applicants awarded funding in previous Mobile Source Outreach Assistance Competitions may submit new proposals to fund a different outreach project.

B. Cost sharing or matching

The Clean Air Act's Section 105 continuing air grant program contains two cost-sharing requirements. The first is that the eligible section 105 applicant must provide a minimum match of 40% (60% federal maximum) of the overall approved section 105 work program costs. These costs can consist of both recurring and non-recurring expenses. Non-recurring expenses are those costs which are shown by the recipient at time of grant award to be of a non-repetitive, unusual, or singular nature and that that would not reasonably be expected to recur in the foreseeable future. Typically these are one-time, project-specific costs. However, only the recipient's share of its costs count towards the second cost share requirement - the maintenance of effort level or MOE. This is a level of funding that the recipient must at least maintain each year. If the amount of the recipient's recurring costs rises from the previous year, a new MOE level is established and must be met.

If an applicant to this competition is selected to receive an outreach grant, the federal funds to be awarded should be added to the federal share of the applicant's existing section 105 grant. If addition of the outreach funds does not increase the federal share above 60%, then an additional non-federal match is not required. If addition of these funds increases the federal percentage of the new overall section 105 grant amount to greater than 60%, then the applicant, in order to receive the outreach assistance, must increase its non-federal contribution in order to restore the required 40% non-federal minimum contribution. That portion of any increase that the recipient must provide that is recurrent in nature will raise the recipient's maintenance of effort and establish a new MOE level that would need to be met. If the entire increase is shown by the recipient at time of grant award to be non-recurring, then the recipient's maintenance-of-effort level would not be affected.

An air pollution control agency which submits a proposal must include a statement in that proposal indicating that the match could and would be met if their proposal is selected and such a match is required. Entities unable to meet a required match will be considered ineligible.

Entities unclear as to their matching status are encouraged to contact the cognizant EPA Regional Grant Coordinator from the following list:

EPA Regional Grant Coordinators

Region 1 (Boston)	Paul Bryan	617-918-1673
Region 2 (New York)	Marlon Gonzales	212-637-3769
Region 3 (Philadelphia)	Ed Cobbs	215-814-2117
Region 4 (Atlanta)	Todd Rinck	404-562-9062
Region 5 (Chicago)	Diane Nelson	312-886-2929
Region 6 (Dallas)	Rexene Hanes	214-665-2726
Region 7 (Kansas City)	Evelyn Vangoethem	913-551-7659
Region 8 (Denver)	Marisa McPhilliamy	303-312-6965
Region 9 (San Francisco)	Stephanie Valentine	415-947-4103
Region 10 (Seattle)	Ofelia Erickson	206-553-2583

C. Threshold Criteria

- Proposals received from other than eligible entities will not be considered.
- Entities unable to meet the required cost share match will be considered ineligible.
- Proposals representing a request of more than \$100K total funding from EPA will not be considered.
- 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 and/or parts of the proposal, pages in excess of the page limitation will not be reviewed.
- 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.
- Proposals must support Goal 1 ***“Clean Air and Global Climate Change”***: *Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced. Reduce greenhouse gas intensity by enhancing partnerships with businesses and other sectors*” of EPA’s Strategic Plan.

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 “bullard.susan@epa.gov.”

B. 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), (SF) 424A (Budget), a complete narrative proposal and a detailed budget narrative. Submissions must conform to the outline below.

*With the exception of relevant examples of work products or letters confirming partnership commitments, applicants are strongly advised to avoid submission of extemporaneous materials including any material that may be submitted by a third party (e.g., commendations).

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. 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.

3. Narrative Proposal

The narrative must explicitly describe how the project meets the guidelines established in Sections I-III of this announcement, and address the Evaluation Criteria set forth in Section V of this announcement.

Proposals should be no longer than 15 pages in length, not including the summary page. A copy of the cover letter should be attached to each copy submitted. Form SF 424, SF 424A, letters of commitment from other organizations, key staff resumes and other documentation/samples submitted as attachments will not count against the page limit. Do not include binders or spiral binding.

Narrative Proposal

1. 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 project start date of January 1, 2008)

2. Narrative Workplan

The narrative must explicitly describe how the project meets the guidelines established in Sections I-III (including the **Threshold Criteria**) of this announcement, and address the evaluation criteria set forth in Section V.

- i. Applicant organization and contact(s) name, mailing address, phone number, fax, e-mail and, web site. An email address is essential in order to ensure OTAQ's ability to quickly reach all applicants with important and timely information.
- ii. Clear and accurate statement of amount being requested from EPA.
- iii. Total project cost. (Specify total cost of the project, including EPA funding and cost-share. Identify potential funding from other sources, including in-kind resources.)
- iv. Brief statement that the candidate organization is eligible based on a direct funding relationship with EPA for receipt of STAG funds. Please include current Section 105 grant #.
- v. Statement that any required match will be met.

a. Project Summary Content

- Detailed project description – explicit description of specific actions to be undertaken and the responsible institutions, including estimated time line for each task.
- Associated work projects to be developed and funded through the agreement.
- Explanation of project benefits to the public, and specifically the potential audience(s) served.
- Detailed explanation of how project outcomes will be designed and funded for replication in other communities.
- Description of collaborative activities and partnerships with other stakeholders.
- Description of measures of program/project success.
- Resources available to successfully achieve the goals of the proposed project (staff expertise, knowledge, etc)
- Budget and estimated funding amounts for each work component/task. 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.”

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. 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

In addition to the SF 424A, please provide specified total costs of the project (EPA funding and cost share). 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.

*If a proposal with a 2-year project period is submitted, EPA requires that the budget and cost estimate be designed to indicate what will be accomplished in each of the first and second years.

C. 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 part D. 2 below.

Submission Dates and Time

The closing time and date for receipt of proposals under this announcement, regardless of mode of proposal submission, is August 31, 2007 @ 4:00 p.m. EDT. Proposals received after this time and date will not be considered.

1. 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 (AOR)** of your institution who is registered with [Grants.gov](http://www.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](http://www.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-TRPD-07-09**, or the CFDA number that applies to the announcement (**CFDA 66.001**), 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 August 31, 2007, **4:00 p.m. EDT**

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

- I.** Standard Form (SF) 424, Application for Federal Assistance
- II.** Standard Form (SF) 424A, Budget
- III.** 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](http://www.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](http://www.grants.gov). Please advise your **Authorized Representative (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 **Susan Bullard** (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 **Susan Bullard** (See Section VII). Failure to do so may result in your application not being reviewed.

2. Instructions for Hard Copy Submission

Please provide one original proposal and six 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:

U.S. Postal Service

U.S. Environmental Protection Agency
1200 Pennsylvania Avenue NW
Attn: Susan Bullard (Mail Code 6406J)
Office of Transportation and Air Quality
Washington, DC 20460

Express Delivery (FedEx, UPS, DHL, etc.):

U.S. Environmental Protection Agency
Attn: Susan Bullard
Office of Transportation and Air Quality
1310 L Street NW 354A
Washington, DC 20005
(202)343-9856

D. 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 confidential 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.

E. Pre-proposal Communications and Assistance. 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. However, EPA's Office of Transportation and Air Quality 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:

Susan Bullard, 202/343-9856, bullard.susan@epa.gov

Applications are responsible for the content of their proposals and for ensuring that their proposal is submitted as specified in Section IV of this 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
1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) the extent and quality of how the proposal narrative includes a well-conceived strategy addressing all the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) , (ii) extent to which the applicant clearly identifies the key personnel, describes their qualifications and accountability on the project and includes how they will ensure timely and successful completion of project, (iii) the extent and quality to which the proposal's goals are realistic and will be actually implemented by project end, (iv) the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).	50
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 technical specifics identified in Section I , will be tracked and measured.	25
3. <u>Reporting on Environmental Results:</u> Under this criterion, the Agency will evaluate the 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. 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.	10

<p>4. Budget/Resources: The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity. Applicants will also be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.</p>	<p>15</p>
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B. Review and Selection Process

Each proposal will be evaluated by a team chosen to represent a full range of mobile source and EPA program expertise. Additionally, each EPA Regional office will be given the opportunity to review those proposals generated by eligible organizations within that Region. The Review Team will base its evaluation solely on the criteria referenced in Sections III and V of this notice. Completed evaluations will be referred to a Selection Committee representing OTAQ senior managers and Regional representatives who are responsible for final selection.

For added objectivity, neither the OTAQ Program Contact identified under the section labeled "For Further Information Contact," nor staff who facilitate the process and participate in pre-application assistance will serve as members of either the Evaluation Team or the Selection Committee.

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.

A. Administrative and National Policy Requirements

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 the agency contact listed in Section VII of this announcement.

VII. Agency Contact:

US Environmental Protection Agency
1200 Pennsylvania Avenue NW
Attn: Susan Bullard (Mail code 6406J)
OAR/OTAQ/TRPD
Washington, DC 20460

Phone: 202/343-9856
Fax: 202/343-2803
e-mail: bullard.susan@epa.gov

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