

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Demonstration of Enhancing Radiological Incident Response and Recovery:
Enhancing Capability and Capacity of Environmental Radioanalytical
Laboratories Across the Nation

ACTION: Request for Proposals (RFP)

RFA NO: EPA-OAR-NAREL-07-10

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date for receipt of proposals is **Friday, November 2, 2007**. All hard copies of proposal packages must be received by Barry Cravey (See Section VII for contact information) by **4:00 p.m., Central Standard Time (CST) on Friday, November 2, 2007** in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by **11:59 p.m. EDT on Friday, November 2, 2007** to be considered for funding. Proposals received after the closing date and time will not be considered. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply to Barry Cravey (See Section VII for contact information) by **Tuesday, October 9, 2007**. Submission of 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.

SUMMARY: This notice announces the availability of funds and solicits proposals that demonstrate an approach to enhance the capability and capacity of State, local and Indian tribal governmental environmental radioanalytical laboratories, and university laboratories that are currently adjunct environmental radioanalytical laboratories connected to state laboratories or regulatory agencies, to rapidly and accurately analyze samples in the event of a radiological or nuclear incident resulting from a terrorist attack or other emergency situation.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$1,300,000 over the five year project period. EPA anticipates award of up to two cooperative agreements for approximately \$650,000.00 each from this announcement, subject to availability of funds and the quality of proposals received. This amount does not include major equipment to be provided by EPA as described in I.B., Scope of Work.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA conducted an analysis of the environmental sample demand using radiological/nuclear terrorist attack scenarios on a large city. The analyses considered the early, intermediate, and recovery phases of the radiological/nuclear scenarios and in particular, the number and type of environmental samples requiring laboratory analysis. Due to the sensitive nature of the subject matter, a description of the scenarios, types of environmental samples, number of environmental samples, and other sensitive information will not be provided in this document. EPA also conducted an assessment of the national environmental radioanalytical laboratory capacity and capability particularly in relation to radionuclides and matrices considered most probable and important relative to a radiological/nuclear terrorist attack. Comparison of the estimates for sample demand for the radiological/nuclear scenarios to the estimated national environmental radioanalytical laboratory capacity and capability revealed a significant gap.

This gap in the national environmental radioanalytical laboratory capacity may result in significant delays in timely, accurate data being provided to decision makers in the event of a large scale radiological or nuclear incident. There is a risk that delays in the availability of timely, accurate data will result in significant delays in implementing appropriate health care and environmental actions and plans, and greater disruptions due to delays in assessment and cleanup. The overall goal of this competitive opportunity is to seek proposals describing the technical approaches that applicant State, local, Indian tribal and other public laboratories can employ to more effectively address radiological or nuclear incidents by enhancing the radioanalytical analysis capacity and capability of public laboratories. The results of the demonstration project will be disseminated to other public radioanalytical laboratories to allow for the broadest national enhancement of radioanalytical capacity and capability. This enhanced capacity and capability will result in more timely and accurate data in the event of a large scale radiological or nuclear terrorist attack or other emergency to support appropriate health care and environmental actions for the general public, rapid assessment and site cleanup to minimize economic losses, and efforts to address public concerns and fears in a timely manner.

B. Scope of Work

The goal of this competitive opportunity is to seek proposals that demonstrate technical approaches (including training) that may enhance the radioanalytical capacity and capability of laboratories thereby improving their ability to fulfill the mission of providing laboratory support in the event of a radiological or nuclear incident resulting from a terrorist attack or other emergency situations. Capability refers to the laboratory's ability to analyze for a wide range of alpha, beta, and gamma-emitting radionuclides in a variety of environmental matrices. Capacity refers to the number of analyses the laboratory can perform in a certain time frame (e.g., daily, weekly, etc.). Applicant's proposals must be designed to conduct demonstration projects that will evaluate technical approaches that will enhance both radioanalytical laboratory capability and capacity particularly in relation to the projected analytical demands resulting from a large scale radiological or nuclear event resulting from a terrorist attack or other emergency situation. Applicants must also propose plans for disseminating information regarding the results of their demonstration project to other public laboratories. EPA will purchase the major laboratory equipment and have it delivered to the grantee laboratories. The major laboratory equipment, per laboratory, will include:

- two high purity germanium detector systems
- two gas-flow proportional counter systems
- one liquid scintillation counter
- one alpha spectrometry counting system (with 16-20 individual alpha spectrometry detectors).

EPA will also conduct on-site training for the selected grantees on laboratory incident response operations. In addition to the major equipment listed above, each grantee's laboratory will receive approximately \$250,000 for the first year of the cooperative agreement. It is anticipated that these funds will be used for major instrument maintenance service contracts, calibration and tracer sources, computers, laboratory supplies, personnel cost, limited facility upgrades and ancillary laboratory equipment, and other items as outlined in the applicant's proposal. After the first year of the cooperative agreement and subject to the availability of funds, the grantee laboratories will receive funding of approximately \$75,000 to \$100,000 per year for the duration of the cooperative agreement for sustainment costs of the demonstration project, including costs for disseminating the results of the demonstration project to other public laboratories.

An applicant's proposal (as described in Section IV) should contain a specific customized and innovative approach to increase their environmental radioanalytical analysis capacity and capability utilizing the equipment to be provided by EPA to the grantees, as described above, and the training on laboratory incident response operation conducted by EPA at the grantee's laboratory. The applicant's proposal should address how their existing laboratory equipment will be used in conjunction with the equipment to be provided by EPA to increase their environmental radioanalytical analysis capacity and capability. The proposal should also indicate what measures will be used to monitor and quantify the increase in environmental radioanalytical analysis capacity and capability. The applicant's proposal should also demonstrate sufficient infrastructure in terms of personnel, existing laboratory space, and

ancillary equipment to fully support the demonstration project and in particular the additional equipment to be provided by EPA and the capacity to disseminate the results of the demonstration project to other public laboratories. Applicants that currently have multiple detector/counting systems like the ones to be provided by EPA to grantee laboratories should demonstrate in their proposal how they will be able to quantify the increase in environmental radioanalytical analysis capacity and capability over their existing capacity and capability.

EPA will conduct incident response focused proficiency testing (PT) studies on key radionuclides and matrices and will conduct laboratory emergency response operations audits of the grantee laboratories. In addition to enhancing capacity and capability, the PT studies and audits will provide a means of evaluating and monitoring the grantee's approach to enhance their environmental radioanalytical analysis capacity and capability during the demonstration project. The grantee laboratories will be expected to maintain and operate the equipment provided by EPA; develop emergency response operations procedures; participate in and pass ongoing PT studies; participate in incident response laboratory exercises; maintain a fully functional quality system, take corrective actions based on audit findings; and analyze incident response samples in the event of a radiological or nuclear incident. The results of these activities and the demonstration project will be disseminated by the grantee so that other laboratories can improve their capacity and capability to respond to a radiological or nuclear incident.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan. Tasks under this project support the EPA Strategic Plan's Goal 1: Clean Air and Global Climate Change; Objective 4: Radiation; and Sub objective 2: Maintain Emergency Response Readiness. Specifically, this demonstration project will gather and produce information on the approach used to enhance the capability and capacity of environmental radioanalytical laboratories to rapidly and accurately analyze samples in the event of a radiological or nuclear incident resulting from a terrorist attack or other emergency situations. EPA will provide information on the results of this demonstration project to the radiation community and the general public via EPA websites, presentations, and a published report.

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 the assistance agreement funding period.

Expected outputs from the projects to be funded under this announcement should include the following:

- An increase in the number of samples that the demonstration laboratory will be able to process per week.
- An increase in the number of different radionuclides that the laboratory will be able to analyze.

- The laboratory will be able to routinely pass Performance Testing (PT) samples.

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:

- The demonstration laboratories will have increased capability, capacity, and competency for radioanalytical sample analysis.
- The demonstration laboratories will be able to analyze a wider range of radionuclides including those with the higher probability of use during a radiological or nuclear terrorist attack.
- The demonstration laboratories will have enhanced capability to support State, local and tribal governments’ radiological or nuclear incident response activities.

D. Supplementary Information.

The statutory authority for this action is the Clean Air Act (CAA) which authorizes the award of grants for research, investigations, experiment, demonstrations, surveys, studies, and training related to air pollution which includes the intentional injection of contaminants into the air as resulting from a terrorist attack or other radiological emergencies.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding for this competitive opportunity is approximately \$1,300,000 over the five year project period. EPA anticipates award of up to two cooperative agreements for approximately \$650,000.00 each from this announcement, subject to availability of funds and the quality of proposals received. This amount does not include major equipment to be provided by EPA as described in I.B., Scope of Work.

B. Partial Funding/Additional Awards

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 after the original selections. Any additional selections for award will be made no later than six months after the original selection date.

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

EPA anticipates award of up to two cooperative agreements under this announcement, subject to the availability of funds and quality of evaluated proposals.

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

The estimated project period for awards resulting from this solicitation will be December 2007 through November 2012. Proposed project periods may be up to five years.

E. 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).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Proposals will be accepted from States, local governments and Indian Tribal governments which have existing environmental radioanalytical laboratories and have clearly defined responsibilities and regulatory authority to respond to and provide laboratory support for a radiological or nuclear incident resulting from a terrorist attack or other emergency situation. Proposals will also be accepted from university laboratories that are currently state adjunct environmental radioanalytical laboratories connected to state laboratories or regulatory agencies with the required state regulatory authority and responsibilities to respond to and provide laboratory support for a radiological or nuclear incident resulting from a terrorist attack or other emergency situation.

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 or 40 CFR 31.24, as applicable.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. 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.
2. Proposals must be received by the EPA or through <http://www.grants.gov> on or before the solicitation closing date and time published in Section IV of this announcement. Proposals received after the published closing date and time will be returned to the sender without further consideration.
3. Applicants must demonstrate in their proposal that they meet the standards for being considered eligible entities as described in Section III.A above.
4. Applicants must demonstrate in their proposal that they satisfy all regulations applicable to radioactive materials licensing and radiation protection and have

mechanisms in place to ensure safe receipt, handling, storage and disposition of radioactive materials and sources.

5. Applicant's proposal must include a plan for disseminating the results of the demonstration project to other public laboratories.

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.

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 Application 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 package 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 Authorized Representative (AOR) and ask that individual to begin the registration process as soon as possible.

To begin the proposal 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-NAREL-07-10, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the proposal 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).

ATTENTION – Microsoft Vista and Word 2007 Users

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC.

If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

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 Friday, November 2, 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 or visiting the D&B website at: <http://www.dnb.com>.

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. If indirect costs are included, 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.

NOTE: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

III. Narrative Proposal (as described in Section IV.C)

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

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 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 are 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 Authorized Representative (AOR) for submission to U.S. EPA through www.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., FY07), 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 the EPA contact, Barry Cravey at 334-270-3408, cravey.barry@epa.gov (See Section VII).

Proposal packages submitted thru [grants.gov](http://www.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 Barry Cravey (See Section VII). Failure to do so may result in your proposal not being reviewed.

What about that language about Vista?

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. Please provide an original proposal package, as described below in Section C, and four copies--no binders or spiral binding--plus one signed and completed application to:

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

U.S. Environmental Protection Agency
NAREL
540 South Morris Avenue
Montgomery, AL 36115-3601
ATTN: Barry Cravey

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

U.S. Environmental Protection Agency
NAREL

540 South Morris Avenue
Montgomery, AL 36115-2601
ATTN: Barry Cravey
Phone: (334) 270-3408

C. Content of Proposal Package 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 as described below.

Narrative Proposal

The Narrative Proposal, containing items 1-4 below, cannot exceed a maximum of 20 single spaced typewritten pages. 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. Cover Letter

The cover letter must provide all of the following information:

- a. Name of organization
- b. Contact person's name
- c. Mailing address (express mail address if different than mailing address)
- d. E-mail address
- e. Phone and fax numbers
- f. A discussion of how your organization is an eligible applicant as described in Section III. A.
- g. A description of your organization and its mission.
- h. Identification of environmental radioanalytical laboratory priority area(s) that the concept proposal addresses.

2. 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.

3. Narrative Work Plan

The Narrative must explicitly describe how the proposed project meets the guidelines established

in Sections I-III (including the threshold criteria in Section III. C) of this announcement, and address each of the evaluation criteria set forth in Section V. Each page of the Narrative should identify the name of the applicant organization. In addition, the Narrative Work Plan should address the elements listed below in the indicated order.

a. Project Description/Approach: This section of the Narrative Work Plan shall contain the following components:

- i. Description of how the goals and objectives of the applicant's proposed project align with EPA's goal of enhancing radioanalytical laboratory capacity and capability.
- ii. Description of applicant's approach to enhance their radioanalytical laboratory capacity and capability using equipment and training by EPA and other resources.
- iii. Description of the type and number of the applicant's existing nuclear counting instrumentation and how it will be utilized for the demonstration project.
- iv. Description of applicant's laboratory facilities (square foot area) for each of the following: sample receipt; sample preparation; chemical processing; instrumentation; sample storage; available bench space; number of chemical/acid hoods and available unused laboratory space and how the facilities will be used to enhance laboratory capacity and capability and accommodate equipment provided by EPA.
- v. Description of the applicant's staff in terms of number, expertise and qualifications in environmental radioanalytical analysis and their availability to support the demonstration project.
- vi. Description of applicant laboratory's quality assurance program, accreditation/certification status and participation in radioanalytical proficiency testing (PT) programs including the results (pass/fail) of PT studies for past two years.
- vii. Description (listing) of applicant's currently employed radiochemical procedures by radionuclide/matrix combination and how the procedures will be utilized in the demonstration project.
- viii. Description of applicant's sample tracking, data reduction and record keeping systems (e.g., LIMS) as well as the ability to provide electronic data deliverables.

- ix. Description of applicant's ability to ship and receive incident response samples quickly including distance to the nearest major air and ground transportation centers (e.g., airports, UPS, etc.)
- x. Description of applicant's approach to sustain enhanced capacity and capability once demonstration project is completed (assuming nuclear instrumentation has been retained and training provided).
- xi. Description of applicant's approach to disseminate the results of the demonstration project to other public laboratories.

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 (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, 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 these factors under Section V.

II. Reporting on Environmental Results--Outcomes and Outputs: Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) that **your organization** performed within the last three years (no more than 5, 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.

4. 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.

5. Attachments. These are not included in the 20-page limit.

a. Resumes. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

b. Support Letters. Specifically indicate how the supporting organization (if applicable) will assist in the project.

D. Can funding be used for the applicant to make subawards, acquire contract services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms

assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#) , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these

requirements.

F. Submission Dates and Times

The deadline for submission of hard copy proposal packages is **Friday, November 2, 2007, 4:00 pm, CST**. All hard copies of proposal packages must be received by whom Barry Cravey by 4:00 p.m. CST on the closing date in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by **Friday, November 2, 2007, 11:59 pm, 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.

G. 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.

H. 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.

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.

V. APPLICATION REVIEW INFORMATION

Each proposal will be evaluated based on how well it addresses the proposal evaluation criterion set forth below, which are worth a total of 280 maximum points. Applicants should directly and explicitly address these criteria as part of their proposal submittal.

A. Evaluation Criteria

Project Description/Approach: Under this criterion, the Agency will evaluate:	Total Points
(a) The extent to which the goals and objectives of the applicant’s proposed project as described in their proposal align with EPA’s goal of enhancing radioanalytical laboratory capacity and capability	10
(b) The extent and quality to which the proposal narrative includes a well conceived innovative strategy to enhance the applicant’s laboratory capability and capacity utilizing equipment and training provided by EPA as described in Section 1	40
(c) The extent to which the applicant’s infrastructure, including laboratory equipment and laboratory facilities as described in the proposal, support the applicant’s proposal and will produce measurable increases in laboratory capacity and capability.	40
(d) The Applicant’s staff size, expertise and qualifications as described in the proposal in the area of environmental radioanalytical analyses, and the ability of the staff to successfully achieve the goals of the proposed demonstration project	40
(e) Extent to which the applicant’s quality assurance program, accreditation/certification status and participation in radioanalytical proficiency testing (PT) programs as described in the proposal support the demonstration project.	30
(f) Extent to which the applicant’s existing radiochemical procedures and sample tracking, data reduction and record keeping systems as described in the proposal support the demonstration project.	30
(g) Extent to which the proposal addresses the applicant’s ability to rapidly ship and receive incident response samples.	10
(h) Extent to which the proposal presents a well conceived strategy to sustain the enhanced capacity and capability once the demonstration project is completed.	10
(i) Extent to which the proposal presents a well conceived strategy and plan to disseminate the results of the demonstration project to other public laboratories	20

<p>2. Environmental Results—Outcomes and Outputs:</p> <p>Proposals will be evaluated based on the extent and quality to which the applicant identifies the expected quantitative and/or qualitative outputs and quantitative outcomes of the project, including those described in Section I, and the extent and quality of the approach for tracking and measuring progress toward achieving the expected outputs/outcomes including the approach to measure and track the increase in analysis capacity and capability over the grantee’s existing analysis capacity and capability.</p>	20
<p>3. Past Performance—Programmatic Capability and Reporting on Environmental Results:</p>	
<p>Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants: (i) (9 pts) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) (8 pts) history of meeting reporting requirements on federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) 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) (8 pts) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) 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>	20
<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>4. Budget/Resources: The Agency will evaluate whether the proposed budget is appropriate to accomplish the proposed project.</p>	10

B. Review and Selection Process

Each eligible proposal (see Section III) will be evaluated by a review team using the evaluation criteria described above. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and recommendation of the EPA evaluation 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 evaluation of proposals, all applicants will be notified regarding their status.

1. Proposal Notifications.

a. Notification to *successful* applicant(s) will be made, via telephone, electronic or postal mail. The notification will advise the applicant that its Proposal has been successfully evaluated and recommended for award. The notice will require submission of a Final Application.

b. Notification to *unsuccessful* applicant(s) will be made via electronic or postal mail.

In either event, the notification will be sent to the original signer of the application.

2. Final Proposal Notifications.

Notification to *successful* applicant(s) regarding the status of Final Applications will be made via telephone, electronic or postal mail. This notification, which advises that the applicant's proposal has been 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. At a minimum, this process can take up to 90 days from the date of recommendation.

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.

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 by 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 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 the award.

E. 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.

F. 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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