

US EPA ARCHIVE DOCUMENT

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

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

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

**RFP Number:** EPA-OAR-CCD-08-01

**CFDA:** 66.034

**SUMMARY:** Formal Agency responses to frequently asked questions regarding the subject RFP

**DATE:** February 4, 2008

*1. Are private companies eligible to receive this grant?*

**No.** Only non-profit entities and governmental entities are eligible to receive this grant. Proposals submitted by for-profit companies will not be considered.

*2. Are multilateral organizations eligible for this grant?*

**Yes.** Multilateral organizations are eligible to receive assistance through this RFP and are encouraged to submit proposals.

*3. Are international governments eligible for this grant?*

**Yes.** Non-U.S. government entities are eligible to receive assistance through this RFP and are encouraged to submit proposals. Government entities at the national, regional, local and municipal levels are all eligible.

*\*4. Are companies that are wholly state-owned and run entities eligible to receive funding under this grant? (answer has been modified)*

**It depends.** If they are run as “for-profit” entities they would be considered *ineligible* under this solicitation. As example, this means entities such as PEMEX of Mexico and PetroBras of Brazil are **not** eligible

*5. Can work be conducted in countries not listed on page two of the Request for Proposals (RFP)?*

**Yes.** On January 15, 2008 the RFP was amended to clarify that the solicitation is open to M2M partner countries that are in the process of applying to join Methane to Markets. Also, Poland was mistakenly left off the list of countries and is eligible. Mongolia has applied for M2M membership so is also eligible. The current list of eligible countries is:

- Argentina

- Brazil
- China
- Colombia
- Ecuador
- India
- Korea (Republic of)
- Mexico
- Mongolia
- Nigeria
- Poland
- Russia
- Ukraine
- Vietnam

For information on additional countries that might be applying to join Methane to Markets, check with Henry Ferland with the Methane to Markets Administrative Support Group at (202) 343-9330 or [ferland.henry@epa.gov](mailto:ferland.henry@epa.gov).

**6. Are Only M2M country partners eligible?**

**Eligible entities are listed in Section III of Announcement.**

Proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions.

**As stated in section I, Scope of of the announcement, projects will be** EPA seeks proposals from eligible entities interested in supporting the goals of the Methane to Markets Partnership. This solicitation is specifically for activities and projects that support methane capture and use projects in Methane to Markets developing countries and countries with economies in transition (EITs).

**7. Are activities or projects completed in the U.S. eligible for this grant?**

**No.** This grant is specifically for activities and projects that support methane capture and use projects in developing countries and countries with economies in transition (EITs). Please note however that U.S. entities undertaking activities to support methane projects in developing countries and EITs are eligible. *Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered.*

Although this RFP does not focus on domestic methane projects EPA has very active voluntary programs to promote methane capture and use projects within the U.S. in each of the four methane sectors. For more information on these programs please visit the sites indicated below.

<i>Sector</i>	<i>US EPA Program</i>	<i>Website</i>
Animal Waste Management	AgSTAR Program	<a href="http://www.epa.gov/agstar/index.html">http://www.epa.gov/agstar/index.html</a>
Oil and Gas	Natural GasSTAR	<a href="http://www.epa.gov/gasstar/index.htm">http://www.epa.gov/gasstar/index.htm</a>
Coal Mines	Coal Mine Methane Outreach	<a href="http://www.epa.gov/cmop/index.html">http://www.epa.gov/cmop/index.html</a>

	Program	
Landfills	Landfill Methane Outreach Program	<a href="http://www.epa.gov/lmop/index.htm">http://www.epa.gov/lmop/index.htm</a>

**8. Are projects to promote methane capture and use projects from sources other than the four identified in the RFP eligible for funding? For example would a project or activity that promoted to capture methane capture and use from waste water be eligible for funding?**

**No.** Projects or activities that promote methane capture and use from sources other than those identified in the RFP (animal waste management, coal mines, landfills, and oil and gas systems) are NOT eligible for funding. For example projects or activities that promote methane capture and use from waste water are outside the scope of this RFIP and will not be considered.

**9. Can this solicitation provide funding for capacity building to support the design of Clean Development Mechanism (CDM) projects under the Kyoto Protocol?**

Since the U.S. is not a Party to the Kyoto Protocol, US government funds cannot be used for explicit implementation of the Protocol. This would include funding any CDM related elements of the project development process or contributions to the special funds set up as part of the Kyoto Protocol. The Methane to Markets Partnership, however, is intended to complement and not be a substitute for the Kyoto Protocol. EPA funds can be used for capacity building and project development support, including the identification and development of methane recovery and use opportunities. EPA recognizes the possibility that non U.S. government entities involved with projects supported through the Methane to Markets Partnership may independently pursue their inclusion in the CDM.

**10. Can development of Environmental Impact Assessments be part of the proposal for funding?**

Please refer to the Scope of Work outlined in the announcement

**11. How many grants will be awarded and how much money is available under this RFP?**

EPA anticipates up to up to forty awards ranging in value from approximately \$100,000 to \$700,000, subject to the availability of funds and quality of evaluated proposals.

**12. What is the largest project budget that will be considered under this RFP?**

The awarded grants will range from \$100,000 - \$700,000 and will have a project period of 1-3 years. EPA will not consider proposals that exceed the \$700,000 limit.

**13. Can I submit more than one proposal?**

**Yes.** You may submit as many project proposals as you wish. Please note however, that these proposals will be reviewed separately and based on their own merit, not as a part of a group of proposals.

**14. How will the proposals be reviewed and selected?**

EPA and will evaluate all eligible proposals using the criteria listed in the RFP and given a numerical score, with a total of 100 points possible. The criteria and possible number of points associated with each criterion are:

REVIEW CRITERIA	MAXIMUM POINT SCORE
Project Approach	35
Environmental Results—Outcomes and Outputs	20
Past Performance— Programmatic Capability and Reporting on Environmental Results	20
Staff Expertise/Qualifications	15
Budget/Resources	10
<b>TOTAL</b>	<b>100</b>

Please review Section V of the RFP for more detailed information on what these criteria mean, and for more information on the review process. **Applicants should directly and explicitly address these criteria as part of their proposal submittal.**

*15. Are matching funds required as a part of the proposal?*

**No.** Having matching funds as a part of the proposal is not a requirement for this RFP and all projects regardless of whether matching funds or in-kind resources are included will be reviewed and assessed. Please note however that *cost effectiveness* is listed as a key criteria for selection and having matching funds may improve the score of a proposal under this selection criteria.

*16. What is the deadline for submitting a proposal?*

The closing time and date for receipt of proposals under this announcement is **February 22, 2008, by 4:00 p.m. Eastern Standard Time(EST)** for paper and email delivery applications, and **by 11:59 p.m. EST on February 22, 2008 for applications submitted through Grants.gov.** Proposals received after this time and date will not be considered.

*17. How competitive was the process last year?*

101 applications were submitted in response to last year's grant solicitation. Of these, approximately 25% were either fully or partially funded. A list of grantees awarded funding through last year's solicitation is available.

*18. Where can I find form SF 424A?*

**This form and all other necessary forms for applying are available on the EPA M2M Grants page at: <[www.epa.gov/methanetomarkets/pdf/app\\_materials.pdf](http://www.epa.gov/methanetomarkets/pdf/app_materials.pdf)> and also on <[www.grants.gov](http://www.grants.gov)>**

*19. What is the Catalog of Federal Domestic Assistance Number for this Proposal?*

It is listed on the title page of the announcement: CFDA #: 66.034

*20. Do all subcontractors need to be listed in a proposal?*

**Guidance for this may be found in Section IV. E 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.

***21. Are Employee Identification Numbers (EIN) and DUNS numbers required and how do I obtain one if I don't have one?***

An EIN number is not required of international applicants. A DUNS number is required and Section VI .C of the announcement provides guidance on obtaining one.

***22. Can you review our ideas in a pre-proposal?***

1. **No**, EPA cannot provide pre-proposal review to Applicants or potential Applicants.
  
2. **However, we do encourage you to contact U.S. EPA sector experts to discuss your idea prior to submitting a proposal.**
  1. Landfills: [Brian Guzzone](mailto:guzzone.brian@epa.gov), (guzzone.brian@epa.gov), (202) 343-9248
  2. Animal Waste Management: [Kurt Roos](mailto:roos.kurt@epa.gov), (roos.kurt@epa.gov), (202) 343-9041
  3. Coal Mines: [Pamela Franklin](mailto:franklin.pamela@epa.gov), (franklin.pamela@epa.gov), (202) 343-9476
  4. Oil and Gas Systems: [Roger Fernandez](mailto:fernandez.roger@epa.gov), (fernandez.roger@epa.gov), (202) 343-9386
  5. Overarching Methane to Markets Projects: [Erin Birgfeld](mailto:birgfeld.erin@epa.gov), (birgfeld.erin@epa.gov), Administrative Support Group, (202) 343-9079

**23. Is there a maximum amount of projects to be selected by country?**

No. Each proposal will be evaluated by the criteria in Section V of the announcement.

**24. Our organization would like to work in two areas: Oil & Gas and Landfill. Should we, submit one joint proposal for funding or submit two separate proposals?**

**This is up to you.** You can do whatever you prefer. If you prepare them separately or as a combined proposal, they will be reviewed independently from a sector perspective. Also, if we would like to approve a project in one sector but not the other, we can partially approve the grant just for that sector. If you do combine the sectors in one proposal, please make a clear distinction in the narrative and the budget proposal.

**25. Please define indirect costs and direct costs and management fees? Also what are EPA approved costs?**

**A discussion of management fees can be found at section IV.C.3 of the announcement.**

Additional guidance on indirect costs can be found at:

[www.epa.gov/ogd/recipient/sample1.htm](http://www.epa.gov/ogd/recipient/sample1.htm)

**26. Will there be other project funding opportunities under the Methane to Markets Partnership?**

Any future project funding opportunities that arise under the Methane to Markets Partnership will be listed on the Partnership website at: <http://methanetomarkets.org/resources/general/index.htm>

**27. How can I learn more about the Methane to Markets Partnership and future project funding opportunities?**

Up-to-date information about the Methane to Markets Partnership is available at [www.methanetomarkets.org](http://www.methanetomarkets.org). If you would like to receive email updates on funding opportunities related to methane capture and use projects and other more information about the Partnership please join the Methane to Markets Partnership Network on-line at: <http://methanetomarkets.org/partners/network/joinNetwork.aspx>

**28. Does the Form 424 apply to international organizations?**

YES

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**For a complete list of questions and answers regarding the Methane to Markets Partnership, please visit:**

<http://www.epa.gov/methanetomarkets/faq.htm>