

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 NO: EPA-OAR-CCD-09-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date and time for receipt of hard copy and email submission of proposal packages is March 5, 2009, 4:00 p.m. Eastern Standard Time (EST). All hard copy and email submission of proposal packages must be received by EPA by March 5, 2009, 4:00 p.m., EST in order to be considered for funding. Proposals submitted electronically via www.grants.gov must be submitted by March 5, 2009, 11:59 p.m., EST to be considered for funding. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by January 15, 2009. 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. Please send an email notification to Lynda Garland at garland.lynda@epa.gov of "Intent to Apply".

SUMMARY: This notice announces the availability of funds and solicits proposals for investigation, survey, study, training and demonstration projects (eligible projects) that advance near-term, cost-effective methane recovery and use as a clean energy source, and support the goals of the Methane to Markets Partnership.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$7,000,000. EPA anticipates awarding up to approximately 40 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals received.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

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

The goals of the Partnership are:

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

By 2015, the Methane to Markets Partnership has the potential to reduce methane emissions by 50 million metric tons of carbon equivalent annually, which is roughly equivalent to planting 55 million acres of trees, or recovering 500 billion cubic feet of natural gas. Emission reductions of this magnitude could contribute to stabilized or declining levels of global atmospheric methane concentrations. Benefits to the U.S. will be reduction in climate change and the potential use of U.S. technologies and services in projects around the world.

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

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

the goals of the Methane to Markets Partnership.

CCD will be funding eligible projects that help Methane to Markets Partners with developing economies and economies in transition benefit from methane capture and use. These partner countries currently include:

- Argentina
- Brazil
- Chile
- China
- Colombia
- Ecuador
- India
- Kazakhstan
- Korea (Republic of)
- Mexico
- Mongolia
- Nigeria
- Pakistan
- Philippines
- Poland
- Russia
- Thailand
- Ukraine
- Vietnam

CCD will also consider Regional proposals as long as at least one of the countries listed above are included in the proposed work. Additionally, CCD will accept proposals from applicants from developing countries or countries with economies in transition that are in the process of applying to join the partnership. Applicants may submit more than one proposal, as long as they are for different projects.

B. Scope of Work

EPA is requesting proposals from eligible entities, as described in section III.A, interested in supporting the goals of the Methane to Markets Partnership. This solicitation is specifically for eligible projects that support methane capture and use in Methane to Markets developing countries and countries with economies in transition (EITs) (see list of eligible countries above). Please note that U.S. eligible entities undertaking activities to support methane projects in these developing countries and EITs are eligible. However, for profit firms are not eligible for funding from EPA and any contracting between eligible entities and commercial organizations are subject to the requirements described in section IV.D. *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. (See Threshold Criteria in Section III.C of this announcement).* Proposals must focus on one or more of the four sources of methane emissions--manure management systems, coal mines, landfills, and oil and gas systems.

Proposed projects relating to these sources of methane emissions may include but are not limited to the following:

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

The Partnership technical subcommittees—agriculture (anaerobic digester applications), underground coal mines, landfills, and oil and gas-- have developed sector-specific Action Plans and in many cases, country specific action plans, to identify needs, opportunities and priorities for project development.

The Action Plans are available online at:

Coal Action Plan: www.methanetomarkets.org/resources/coalmines/index.htm
Landfill Action Plan: www.methanetomarkets.org/resources/landfills/index.htm

Oil and Gas Action Plan: www.methanetomarkets.org/resources/oil-gas/index.htm
Agriculture Action Plan: www.methanetomarkets.org/resources/ag/index.htm

In order to be considered, proposals must be consistent with these Action Plans (See Section III.D., Threshold Criteria).

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

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan.

Tasks under the agreements expected to be award under this RFP will support the EPA Strategic Plan's Goal 1: Clean Air and Global Climate Change. Objective: 1.5 Reduce Greenhouse Gas Intensity

CCD supports eligible projects that are in line with the goals of the Methane to Markets Partnership. Specifically, CCD supports projects that directly identify, characterize, or stimulate economic opportunities that methane capture and use training or demonstration projects. CCD also supports activities that help overcome barriers that limit investment in projects that reduce methane emissions globally.

2. Outputs. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

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

- Technology transfer, training, and/or deployment of technology
- Technical reports
- Feasibility and Pre-feasibility studies
- Databases of methane emissions or potential sites for projects
- Other tools that facilitate projects or provide access to information
- Information clearing house
- Training and/or capacity building
- On-site visits

- Conferences
- Project expositions
- Workshops
- Improved methane emissions estimates
- Country-wide methane reduction programs
- Other relevant outputs

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

3. Outcomes. The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

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

- Stimulate opportunities for sustainable economic growth
- Increase awareness on the importance of energy security by disseminating information for reducing waste of a valuable fuel
- Demonstrate methods or approaches to improve local air quality
- Demonstrate methods or approaches to protect human health

D. Supplementary Information

The statutory authority for this action is National Environmental Policy Act, Section 102 (2)(F) and Clean Air Act, Section 103(b)(3) which authorize the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to activities that international efforts to prevent and control air pollution that contributes to climate change. Such activities include rendering technical services and providing financial assistance; and, conducting and promoting coordination and acceleration of training of individuals and organizations with the goal of promoting methane capture and use.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding

under this announcement.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$7,000,000.

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.

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

EPA anticipates award of up to approximately 40 cooperative agreements under this announcement ranging in value from approximately \$100,000 to \$700,000, subject to the availability of funds and quality of evaluated proposals. 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 awards will be made no later than six months from the date of the original selection date.

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

The project period for awards resulting from this solicitation will begin in September 2009. Proposed project periods may be up to three 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;
- Review of the substantive terms of proposed contracts and review of competitive procurement procedures (EPA will not select contractors)
- 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, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, foreign governments, international organizations, public and private universities and colleges, non-profit hospitals, non-profit laboratories, other public or private non-profit institutions located in the U.S. or abroad,

Non-profit organization, as defined by 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply. For profit organizations are not eligible to apply and their participation in proposals submitted by eligible entities is subject to the requirements described in section IV.D.

B. Cost Sharing or Matching

There is no required cost-share or match for this solicitation. However, leveraging of funds is an evaluation factor in Section V. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary

match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

C. Threshold 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 (see above) 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 to fund projects under this announcement must demonstrate the advancement of near-term, cost-effective methane recovery and use as a clean energy source and must fall under at least one of the four sources of methane emissions identified in Section I--manure management systems, coal mines, landfills, and oil and gas systems.
2. Proposals to fund activities under this solicitation must support methane capture and use projects in developing countries and countries with economies in transition (EITs) (see list in Section I). U.S. entities, as described in Section A above, undertaking activities to support methane projects in Methane to Market developing countries and EITs (or Regional projects of multiple countries that include at least one Methane to Market country) are eligible to propose under this announcement.
3. 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.
4. Proposals must include projects that deal with coal mines, landfills, agricultural manure management, or oil and gas systems must be consistent with the Action Plans for these sources (See Section I).
5. Proposals (including all project documents submitted) must be written in English.

6.
 - a. 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.
 - b. In addition, proposals must be received by the EPA or received through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems solely attributable to grants.gov and not the applicant. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with **Lynda Garland** as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain Proposal 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 or
<http://www.epa.gov/ogd/AppKit/application.htm>

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

Lynda Garland
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (6207J)

Washington, DC 20460

B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of three ways*: 1) Hard copy (express delivery service or Hand Delivery); 2) electronically through www.grants.gov website; or, 3) emailed to "M2M@EPA.GOV".

EPA will not accept proposals submitted by standard 1st Class Mail delivery by 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. Hard Copy Submission

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

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

U.S. Environmental Protection Agency
ATTN: Lynda Garland
OAR 8th Floor, Room 803A
1310 L. Street, NW
Washington, DC 20005
Phone: (202) 343-9719

Hard Copy Proposal Submission Deadline

All hard copies of proposal packages must be received by **Lynda Garland by Thursday, March 5, 2009 at 4:00 p.m., EST.**

2. Grants.gov Submission

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov/> and click on "Get Registered" on the left side of the page.

***Registration process may take a week or longer to complete.** If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration

process as soon as possible.

To begin the 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" to download the compatible Adobe viewer and obtain the proposal package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version** (Adobe Reader applications are available to download for free on <http://www.grants.gov/>. For more information on Adobe Reader, visit the [Help section](http://www.grants.gov/help/help.jsp) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, **EPA-OAR-CCD-09-03**, or the CFDA number (CFDA 66.034) that applies to the announcement in the appropriate field. You may also be able to access the proposal package by clicking on the Application button 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).

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

Grants.gov Proposal Submission Deadline

Your organization's AOR (Authorized Representative) **must** submit your complete proposal package as described below, electronically to EPA via Grants.gov (<http://www.grants.gov/>) no later than **11:59 p.m. EST on March 5, 2009**

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 (SF-424A)
- III. Narrative Proposal (**as described in section IV.C of the announcement**)

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

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form (SF) 424A, Budget Information

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

III. Narrative Proposal

The document should be readable in PDF for Windows and consolidated into a single file and be prepared in accordance with Section IV C of this announcement.

Documents I through III listed under **Proposal Materials** above should appear in the "Mandatory Documents" box on the www.grants.gov Grant Application Package page.

For documents I and II (SF 424 and 424A), click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

For document number III, the Narrative Proposal, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV.C. of this announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then

attach your proposal narrative (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename;" the file name should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click "Add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."

Once your proposal package has been completed and saved, send it to your 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., FY09), 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 their 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, they may contact grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>** You may also contact:

Lynda Garland
Garland.lynda@epa.gov
+1 (202) 343-9719

Proposal packages submitted thru grants.gov will be time/date stamped electronically.

3. Email Submission

For those applicants that try to submit a proposal package electronically through grants.gov but may have difficulties using www.grants.gov, EPA is allowing for submission of proposal packages under this announcement via email to M2M@epa.gov. Email proposal packages MUST BE COMPLETE, and include ALL DOCUMENTS as required in Section IV.C of this announcement. Incomplete email submissions may be ineligible for further consideration.

Email submissions are not considered received and complete until you have received an email confirmation receipt from M2M@epa.gov.

The deadline for receipt by EPA of proposals sent by email for this solicitation is **4:00 p.m. EST, March 5, 2009**.

C. Content of Proposal Submission

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

- **Standard Form (SF) 424, Application for Federal Assistance**

Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). 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.

- **Standard Form (SF) 424A , Budget Information**

Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). 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.

- **Narrative Proposal**

The document should be readable in PDF for Windows and consolidated into a single file and be prepared as stated below.

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 20 single-spaced typewritten pages, including the Summary Page. Pages in excess of 20 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not

included in the 20-page limit.

1. Summary Page

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of April 2009).

2. Narrative Proposal Work Plan

The narrative proposal workplan must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and address each of the evaluation criteria set forth in Section V.

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

- viii. A commitment to develop a project website in English that tracks project developments and outputs through the lifetime of the project.
- ix. A commitment to enter the project into the Methane to Markets project database at:
www.methanetomarkets.gov/projects/index and to keep this information up to date with the project website.

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. The preferred metric for measuring quantitative results is in estimated annual GHG reductions due to the project activities in *metric tons carbon dioxide equivalent* (MTCO₂e). Identify the expected project outputs and how progress towards achieving the outputs, consistent with the goals of the Methane to Markets Partnership, will be tracked and measured.

c. Past Performance

I. Programmatic Capability: Submit a list of federally funded assistance agreements or foreign equivalent 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.

II. Reporting on Environmental Results--Outcomes and Outputs: Submit a list of federally funded assistance agreements or foreign equivalent **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 i and ii above , 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 or foreign equivalent (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 narrative proposal and you will receive a neutral score for these factors under Section V (half of the available points available for that factor). If you do not provide any response for these items, you may receive a score of 0 for these factors.

3. Detailed Budget Narrative

In addition to the SF 424A, please provide specified total costs of the project in U.S Dollars. Applicants must itemize costs related to personnel, travel, equipment, supplies, other direct costs, and total costs.

Management Fees: 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 applicants 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.

4. 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 will assist in the project and in the case of work with a specific foreign government entity, include support letters from relevant government agencies.

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 (**Note these requirements do not apply in the case of applications by sovereign foreign government entities or United Nations organizations, as these entities follow their own competitive procurement procedures**). 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 receipt of hard copy and emailed proposal packages is **Thursday, March 5, 2009 at 4:00 p.m., EST.** All emailed and hard copies of proposal packages must be received by **4:00 p.m., EST on March 5, 2009** in

order to be considered for funding. Proposals submitted electronically via Grants.gov must also be received by **grants.gov by 11:59 p.m., EST on March 5, 2009**. 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 application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Pre-Proposal Assistance and Communications

Consistent with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA's Methane to Markets Partnership staff are available to provide appropriate 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, answering questions from potential applicants about administrative issues relating to the submission of a proposal, and responding to requests for clarification of the announcement.

Contacts:

Landfills: Rachel Goldstein, (202) 343-9391, goldstein.rachel@epa.gov

Animal Waste Management: Kurt Roos, (202) 343-9041, roos.kurt@epa.gov

Coal Mines: Pamela Franklin, (202) 343-9476, franklin.pamela@epa.gov

Oil and Gas Systems: Roger Fernandez, (202) 343-9386, fernandez.roger@epa.gov

Overarching Methane to Markets Partnership: Henry Ferland, (202) 343-9330, ferland.henry@epa.gov

- Potential applicants can find additional information on this request for proposals at USEPA's Methane to Markets website at: www.epa.gov/methanetomarkets.

Methane to Markets Staff will not discuss draft proposals, provide informal comments on draft proposals, or provide advice to potential applicants on how to respond to the RFP.

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

V. PROPOSAL REVIEW INFORMATION

Only those proposals that meet the threshold criteria in section III 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 proposal 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) (13 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) , (ii) (12 pts) the extent and quality to which the proposal's goals are realistic and will be actually implemented by project end, (iii) (4 pts) whether the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s), (iv) (6 pts) whether the proposal includes a commitment to develop a project website and to utilize the Methane to Markets project database to track project progress.	35
2. <u>Environmental Results—Outcomes and Outputs:</u> (15 Pts) 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, <u>including those</u> identified in Section I , will be tracked and measured and, (5 Pts) whether the results are estimated in terms of <i>metric tons carbon dioxide equivalent</i> (MTCO ₂ e).	20
3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u> 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) (7 pts) past performance in successfully completing and managing federally and/or	

<p>foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent grants and cooperative agreements but not federal and/or foreign equivalent contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) (7 pts) history of meeting reporting requirements under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent grants and cooperative agreements but not federal and/or foreign equivalent contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports or the equivalent under those agreements, and (iii) (6 pts) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent grants and cooperative agreements but not federal and/or foreign equivalent contracts) performed within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p><u>NOTE:</u> 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). <u>Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements under this criterion. A neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.</u></p>	20
<p>4. <u>Staff Expertise/Qualifications:</u> (i) (8 pts) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project , (ii) (7 pts) and description of the applicant's organization and experience relating to the proposed project.</p>	15
<p>5. <u>Budget/Resources:</u> (i) (5 pts) Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, (ii) (5 pts) whether and how the applicant 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 that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.</p>	10

B. Review and Selection Process

Each proposal 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 preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity 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.

Proposal Notifications.

a. EPA anticipates notification to the *successful* applicant will be made, via telephone, electronic or postal mail by April 29, 2009. The notification will advise the applicant that its Proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance. The notice shall require submission of a Final Application. (*Refer to Section IV (B), Content and form of Application Submission*)

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. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by April 29, 2009. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

D. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. 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, 2005) 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:

U.S. Environmental Protection Agency
ATTN: Henry Ferland (Mail Code: 6207J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
ferland.henry@epa.gov
Phone: (202) 343-9330

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.

VIII. Appendix – Common Questions from Previous Methane to Markets Solicitations

1. Are private companies (for-profit) eligible to receive this grant?

No, for-profit companies are not an eligible entity to submit a proposal for this announcement. Please refer to Section III Part A “Eligible Entities” of this announcement for further information.

2. Are multilateral organizations eligible for this grant?

Yes. Multilateral organizations, including United Nation agencies, 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 (international organizations) are eligible to receive assistance through this RFP and are encouraged to submit proposals. Foreign Government entities at the national, regional, local and municipal levels are all eligible. Please refer to Section III Part A “Eligible Entities” of this announcement for further information.

4. Are international companies that are wholly state-owned and run entities eligible to receive funding under this grant?

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

5. Can work be conducted in countries that are not one of the listed Methane to Market Partner countries?

Yes. However, the country must be in the process of applying to join Methane to Markets. (See Section I of the RFP) The current list of eligible countries is:

- Argentina
- Brazil
- Chile
- China
- Colombia
- Ecuador
- India
- Kazakhstan
- Korea (Republic of)
- Mexico
- Mongolia
- Nigeria
- Pakistan
- Philippines
- Poland
- Russia
- Thailand
- 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 + 1 (202) 343-9330 or ferland.henry@epa.gov.

6. Are Only M2M country partners eligible?

No. Eligible entities are listed in Section III, Part A ‘Eligible Entities’ of this 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 Work of the announcement, EPA seeks project 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. eligible entities undertaking activities to support methane projects in developing countries and EITs are can submit proposals. *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 US domestic methane programs please visit the sites indicated below.

Sector	US EPA Program	Website
Animal Waste Management	AgSTAR Program	http://www.epa.gov/agstar/index.html
Oil and Gas	Natural GasSTAR	http://www.epa.gov/gasstar/index.htm
Coal Mines	Coal Mine Methane Outreach Program	http://www.epa.gov/cmop/index.html
Landfills	Landfill Methane Outreach Program	http://www.epa.gov/lmop/index.htm

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. Only projects or activities that promote methane capture from the sources sited in the RFP (methane from digestion of animal waste and food processing wastes, coal mines, landfills, and oil and gas systems) are eligible and would be considered for funding. For example projects or activities that promote methane capture and use from waste water are outside the scope of this RFP 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. Will EPA approve partial funding for a proposal?

Yes. EPA may award the partial funding to maximize the number of awards under certain conditions-See Section II of the RFP. Thus **accurate and detailed budget sheets are extremely important** to enable reviewers to fully understand the costs of discrete elements in each proposal and thus enable potential approval of parts of a given application. In cases of partial funding, a revised scope of work (and budget) would have to be submitted and approved prior to final approval of an award.

13. Can I submit more than one proposal?

Yes. You may submit as many project proposals as you wish as long as each one is for a different project. All proposals will be reviewed individually 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 will evaluate all eligible proposals that have been submitted 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
TOTAL	100

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. What is the deadline for submitting a proposal?

The closing time and date for receipt of proposals under this announcement is **March 5, 2009, by 4:00 p.m. Eastern Standard Time(EST)** for paper and email delivery proposals, and **by 11:59 p.m. EST on March 5, 2009 for proposals submitted through Grants.gov**. Proposals received after this time and date will not be considered.

16. How competitive was the process last year?

EPA had \$4.5 million available for the FY 08 Methane to Market competition. 83 applications were submitted in response to last year's grant solicitation. Of these, approximately 20% were either fully or partially funded. A list of grantees awarded funding through last year's solicitation is available.

17. 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 or <http://www.epa.gov/ogd/forms/forms.htm> or www.grants.gov

18. 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

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

NO. Guidance for this may be found in Section IV. E of the announcement

20. Do foreign applicants have to include a U.S. Subcontractor in their proposal?

No. U.S. Subcontracts are not required.

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?

No, EPA cannot provide pre-proposal review to Applicants or potential Applicants.

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. 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. If submitting a joint proposal, the same 20 page limit will apply.

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

26. What is the maximum that can be charged for Consultants?

The Limit for consultants is \$571.12 per day and \$71.39 per hour.

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

It depends on whether funds are available. 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>

28. 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. 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>

29. Does the Form 424 apply to international organizations?

YES

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

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

Appendix II. Budget Sample

Budget: Provide a detailed itemized budget application using the **example** below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be funded by EPA grant, and what portion will be paid by the applicant or other partners. Break out budget by year for total project period.

Budget Details Sample (Note: Applicant values can be zero for everything unless applicant is providing some matching funding or services):

1. Personnel:

Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.

For example:

	EPA Grant	Applicant
• Project Manager @ \$0/wk x 12 weeks =	\$0	\$0
(or)		

• Engineer @ \$0/hr x 40 hrs/wk x 12/wks =	\$0	\$0
• Website designer @\$0/hr x 200 hrs =	\$0	\$0
• Project Assistants (2) @ \$0/hr x 40 hrs/wk x 15 wks	\$0	\$0
Total =	<u>\$0</u>	<u>\$0</u>

2. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds.

For example:

EPA Grant Applicant

* Insurance-

1 Full Time Employee @ \$0/month x 12/months	\$0	\$0
Total =	<u>\$0</u>	<u>\$0</u>

3. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel.

For example:

EPA Grant Applicant

* Site Visit

Local Travel Mileage - 1000 miles x \$0=	\$0	\$0
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*Strategic Meeting with Co-applicants

Air Fare for 1 person to location =	\$0	\$0
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Per diem for 2 days @ \$40/day for 1 person =	\$0	\$0
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Hotel for 1 night for 1 person =	\$0	\$0
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Total =	<u>\$0</u>	<u>\$0</u>
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4. Equipment:

Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. Note if the piece of equipment costs more than \$5000, EPA has additional requirements for designating who will own the equipment after the conclusion of the grant.

For example:

EPA Grant Applicant

* type of equipment @ \$7,000/each	\$0	\$0
Total =	<u>\$0</u>	<u>\$0</u>

5. Supplies:

Indicate any items to be purchased that will be used in support of project workplan objectives.

For example:

EPA Grant Applicant

* 50 DOC and anti-idling pamphlets for community members @ \$2 each	\$0	\$0
*Copying and postage costs	\$0	\$0
2 computers	\$0	\$0
Printer	\$0	\$0

Total = \$0 \$0

6. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. Examples of contractual items include training from equipment manufacturer.

For example:

	EPA Grant	Applicant
* technical training,	\$0	\$0
*technical workshop	\$0	\$0
Total =	<u>\$0</u>	<u>\$0</u>

7. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.

For example:

	EPA Grant	Applicant
* Office needs (postage, phone, fax, etc.) =	\$0	\$0
* Office space (utilized for project-related activities such as installation, etc.)	\$0	\$0
\$120/mo x 2/mo =	\$0	\$0
Sub-grants	\$0	\$0
Total =	<u>\$0</u>	<u>\$0</u>

8. Total Direct Charges:

Summary of all costs associated with each object-class category.

	EPA Grant	Applicant
Total =	<u>\$0</u>	<u>\$0</u>

9. Total Indirect Costs **(Note this is only applicable to U.S. based applicants):**

Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate.

	EPA Grant	Applicant
* IDC Rate is 00% of total direct charges =	<u>\$0</u>	<u>\$0</u>

10. Total Cost:

Indicate overall figure of all direct and indirect costs.

For example:

	EPA Grant	Applicant
Total Direct Costs	\$0	\$0
<u>Total Indirect Costs</u>	<u>\$0</u>	<u>\$0</u>
Total Budget =	\$0	\$0