

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: "US-Mexico Border Environmental Education, Outreach and Support Program"

ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-OAR-IO-10-13

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.037

DATES: The closing date and time for receipt of application submissions, regardless of mode of submission, is **January 10, 2011, 4:00 p.m., Eastern Standard Time (EST)**. All hard copies of application packages must be received by Shani Harmon by **January 10, 2011 4:00 p.m. EST** in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **January 10, 2011 4:00 p.m. EST** in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply to Shani Harmon at USMexborder_enved_RFA@epa.gov by **November 15, 2010**. 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 applications.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities (See Section III) for creation and management of an environmental education outreach program in the US section of the US Mexico Border region designed to reach K-12, undergraduate, and graduate students and provide training to assist them in pursuing careers in air quality management, and increase their awareness and understanding of environmental risks stemming from air pollution and related environmental justice concerns.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately **\$1,250,000 over a five year period, with an estimated annual funding of \$250,000**. EPA anticipates awarding approximately one to two cooperative agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

One of EPA Administrator Jackson's priorities for the Agency is "Expanding the Conversation on Environmentalism and Working for Environmental Justice." This entails outreach and protection for communities historically underrepresented in EPA decision-making. EPA aims to build stronger working relationships with communities of color, economically distressed cities and towns, young people and others. Administrator Jackson has also stated that protection of vulnerable subpopulations is a top priority, especially with regard to children. The "US-Mexico Border Environmental Education, Outreach and Support Program" is an effort that supports both Agency priorities to expand the conversation on environmentalism, while also addressing children's health in the US-Mexico border region.

The US-Mexico border region is defined in the 1983 La Paz US-Mexico Agreement as "the region that encompasses 62.5 miles on each side of the US-Mexico border" and spans 1,950 miles from the Gulf Coast to the Pacific Ocean. According to the 13th Report of the Good Neighborhood Board Environmental Board to the President and Congress, since the 1940's the population of the US and Mexican border states has grown more rapidly than both the national averages and the populations of the counties and municipalities along the border have grown faster than the states in which they are located. By 2000, some 12.4 million people lived in the border counties and municipalities, and by 2010 that figure had reached 14.4 million, concentrated largely in bi-national metropolitan sister cities. By 2020, the border population is projected to reach 19.5 million.

Environmental degradation is likely to increase as the population and economy of the border region grows. Rapid population growth in urban areas has led to increased demand for land and poorly planned development; greater demand for energy; amplified traffic congestion and waste generation; overburdened or unavailable waste treatment and disposal facilities; and frequent chemical emergencies. Rural communities also face environmental degradation due to illegal dumping, agricultural drainage, airborne dust and pesticide exposure, inadequate water supplies and insufficient or nonexistent waste facilities.

The US-Mexico border also has a significant population that is more vulnerable to environmental risk. According to the 2000 US census, children make up approximately one third of the population on the border in US counties and municipalities. The Mexican municipalities along the border are growing even faster than their US counterparts, in large part due to migration of young people to the area. Due to their location in the US-Mexico border region, this young population may be more vulnerable to environmental risks of poor air quality. As the Good Neighborhood Report¹ explains, air quality problems in the border region pose a significant public health threat to border residents, mainly from high levels of ozone and particulate matter. The US-Mexico border region faces unique and persistent challenges in meeting air quality goals that are related to the location along the international boundary and the poverty of the region. The long-term goal for the US-Mexico region should be to develop air quality management authorities and tools needed to meet standards and maintain air quality in bi-national air basins. Air pollution health effects include increased respiratory symptoms, aggravated asthma, development of chronic bronchitis, and premature death in people with heart or lung disease. All of these effects are exacerbated by the low-income conditions, substandard housing, and lack of access to health care experienced by many US-Mexico border residents. During 2004-2006, the overall asthma prevalence rate² for Hispanic children aged 5-17 years was 9.2%. A recent study³ of the Texas-Mexico border found that "border children are hospitalized at a 36% greater rate than off-border children."

1 Good Neighborhood Report, <http://www.epa.gov/ocem/gneb/gneb13threport/English-GNEB-13th-Report.pdf>

2 Center for Disease Control. National Center for Health Statistics. [Health Data Interactive](#). Accessed on September 2008.

3 Grineski S. Characterizing children's asthma hospitalizations on the Texas-Mexico border. *Journal of Asthma* 2007;44(9):783-787.

B. Scope of Work

The EPA's Office of Air and Radiation is soliciting applications from eligible entities capable of designing and managing a US-Mexico Border Environmental Education Partnership Program (Partnership Program) located in the US section of the border region to provide environmental education opportunities relating to abatement and control of air pollution for student populations in primary school, secondary school and both undergraduate and graduate schools in science, engineering and other relevant fields with learning opportunities and financial support to encourage students to undertake air quality-related training regarding air quality issues characteristic of those found in the US-Mexico border region. The long-term purpose of the education program is to better communicate environmental risks to vulnerable populations along the US-Mexico border and increase the quality, number, and diversity of air pollution control specialists available to work on US-Mexico border air quality problems.

Applications must be designed to provide education, outreach and training support that will encourage students in the US section of the US-Mexico border region to develop interest, understanding, and the abilities to pursue careers in environmental sciences particularly in the field of air quality management. All project activities resulting from this funding opportunity must take place in the United States.

Applicants must address each of the following tasks associated with providing environmental education, outreach, and support services envisioned under this project. An eligible applicant may collaborate with another eligible applicant to submit a single proposal that divides the two tasks between them. Applicants who are considering this approach should carefully review section IV. D. "Can funding be used for the applicant to make subawards acquire contract services or fund partnerships?".

Task 1: Development of K-12 Grade Level Curriculum and Outreach to K-12 Schools for Environmental Education with a Focus on Air Quality Appropriate to the US section of the US-Mexico Border Region.

Applicants will need to develop a kindergarten to twelfth (K-12) grade level environmental education curriculum with a specific focus on air quality in the US-Mexico border region. The length of the curriculum should cover five academic years, but must have a minimum curriculum length of four academic years. Applicants must include the following components in their proposed curriculum:

- Develop and describe in detail an environmental education curriculum that includes a specific focus on air quality and its effects in the US-Mexico Border region for students in K-12 schools in the US section of the US-Mexico border region and its' school districts. For example, the curriculum could include how air quality impacts transportation in the US section of the US Mexico Border region.
- The environmental education curriculum and activities shall be based on sound, established science and be age-appropriate. For example, an elementary school curriculum could address the air quality impacts of transportation by structuring a unit around *The Magic School Bus Gets Cleaned Up* (<http://epa.gov/cleanschoolbus/msb-book.htm>). Applicants may propose to use other age-appropriate educational tools as well.
- The instruction must be project-based, including hands-on activities and authentic experiences. For example, students would collect air quality monitoring data and data on asthma rates among at-risk populations, particularly within the Hispanic community, including interviews with health officials to learn how air quality relates to asthma rates.
- Activities and curriculum must be consistent with relevant National Project for Excellence in Environmental Education (NPEEE) Guidelines as described in Section I.F. NPEEE has developed a series of national guidelines to promote quality environmental education. For example, the NPEEE Guidelines

include the “Environmental Education Materials: Guidelines for Excellence” and the “Guidelines for the Preparation and Professional Development of Environmental Educators” which provide guidelines on how to develop and/or evaluate environmental education materials as well as on what an environmentally literate educator should know to teach effectively about the environment. For more information on the NPEEE guidelines, go to: <http://www.naaee.org/npeee.html>. For more information on what an environmentally literate student needs to know and be able to do in grades K-12 see “Excellence in Environmental Education: Guidelines for Learning (K-12)” at: http://www.naaee.org/npeee/learner_guidelines.php.

- Applicants will also need to include in their environmental education curriculum environmental justice (EJ) issues and concerns in the US section of the US Mexico Border region. This includes how it will help to minimize and/or reduce environmental and health risk associated with air pollution and climate change to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate are more likely to be adversely affected (e.g., more dependent on natural resources likely to be impacted by climate change) by such risks than other communities in the US section of the US Mexico Border region.
- A detailed plan for determining which region and school districts will be selected to participate in “US-Mexico Border Environmental Education, Outreach and Support Program”. The description should include types of outreach, staff and their qualifications and experience, and clearly identify the types and numbers of contacts planned including an explanation of how those activities will address and fulfill program objectives, and how accomplishments will be measured and reported.
- Applicants will need to detail the steps they will take to conduct public outreach to disseminate the curriculum in K-12 schools in an area along the US side of the US-Mexico border to meet the programs’ objectives.
- Development and maintenance of a publically accessible web site or portal consisting of quality environmental education, information, materials and resources. This may include refining existing web sites or portals or developing new ones. This may also include developing and utilizing Web 2.0 technologies for facilitating communication among educators on the Internet.
- Provide signed letters of commitment from school districts and/or local community groups to participate in their “US-Mexico Border Environmental Education, Outreach and Support Program”.

Task 2: Environmental Science Internship Program for Undergraduate and Graduate Students

Applicants will need to create a comprehensive plan for an environmental science internship program with a focus on air quality for both undergraduate and graduate student at a university in the US section of the US Mexico border region. The environmental science internship program must include the following components:

- Description of the Internship Program’s individual environmental science programs focused on air quality and other environmental issues affecting the US Mexico Border region. The applicant should include mentoring opportunities for students, and offer other relevant environmental related activities.
- A clear description to identify and recruit a diverse pool of potential students for their proposed internship program.
- A plan or approach geared toward recruiting students who may have a need for financial assistance, are the first in their families to attend college, and/or have disabilities.
- Description of the process to select both undergraduate and graduate students for proposed Internship Program.
- Description of the process the applicant will use to calculate and administer stipends for both undergraduate and graduate students for proposed Internship Program.
- Description of the types of institutions and positions that the applicant will recruit to place interns in

- meaningful positions involving research, studies or experiments relating to air quality
- Identify the participating faculty members and include their relevant qualifications, particularly with regards to environmental science, air quality and potential extent of participation.

Additionally, applicants must also emphasize how their US-Mexico Border Environmental Education Partnership Program will address environmental justice (EJ) issues and concerns in the US section of the US-Mexico border region. This includes how it will help to minimize and/or reduce environmental and health risk associated with air pollution and climate change to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate are more likely to be adversely affected (e.g., more dependent on natural resources likely to be impacted by climate change) by such risks than other communities.

In order to utilize all potential resources and combine interested parties' involvement, applicants should coordinate with interested parties to organize a public-private partnership. Ideally, a public-private partnership would be able to contribute by leveraging resources (in addition to the federal funds requested/awarded (See Section III B for description of leveraging)). Applicants would need to provide a description of how they plan to utilize leveraged resources to coordinate or finance their activities.

C. EPA Strategic Plan Linkage and Anticipated Outcomes, Outputs and Performance Measures

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan

All applications must support Goal 1, Clean Air and Global Climate Change of EPA's 2006-2011 Strategic Plan. Specifically, the results of the activities should contribute to local efforts to understand and address the air pollution problems in the US section of the US-Mexico border region.

2. Outputs

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

Expected outputs from the project(s) to be funded under this announcement may include the following:

- Number of environmental education curriculum units developed.
- Number of K-12 students participating in the environmental education program.
- Number of undergraduate and graduate students participating in the environmental education program.
- Number of technical reports and peer-reviewed papers.
- Tools that facilitate projects or provide access to information.
- Number of schools in Environmental Justice communities participating in program.

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:

- Better understanding of environmental risk, particularly those associated with air quality, in US-Mexico border region, particularly for vulnerable populations.
- Enhancing students' abilities to work in environmental fields.
- Better understanding of Environmental Justice issues.

4. Performance Measures

The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include the development of environmental education curriculum and tools specific to the US side of the US-Mexico border region and the success of education and outreach efforts in better communicating environmental risk and encouraging students to pursue careers in environmental fields.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- i) What are the measurable short term and longer term results the project will achieve?
- ii) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Supplementary Information.

The statutory authority for this action is the Clean Air Act, §103(b)(3) which authorizes the award of grants for research, training, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution. Under this solicitation, EPA is requesting proposals for projects that involve research, training, experiments and studies. Additionally, statutory authority includes the National Environmental Policy Act of 1969, §102 (2) (F), Public Law 91-190, 42 USC 4332. This statute authorizes EPA to cooperate in international efforts to reduce pollution.

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 \$1,250,000 over a 5-yr period, with an estimated annual funding at \$250,000.

B. Partial Funding.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. For example, EPA may choose to fund one applicant to carry out Task 1 “Development of K-12 Grade Level Curriculum and Outreach to K-12 Schools for Environmental Education with a Focus on Air Quality Appropriate to the US section of the US-Mexico Border Region” and another to carry out Task 2 “Environmental Science Internship Program for Undergraduate and Graduate Students.” If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application 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 approximately one to two cooperative agreements under this announcement up to \$1,250,000, subject to the availability of funds, quality of evaluated applications, and other applicable considerations. 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 selections.

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

The estimated project period for awards resulting from this solicitation will begin in Summer Semester 2011. Proposed project periods may be up to 5 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;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- 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

In accordance with CFDA 66.037, applications will be accepted from states, local governments, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative or other organization that: (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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under OMB Circular A-122 and this RFA.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the application (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below. Please also refer to public-private partnerships in section I in regards to proposing leveraged resources.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share-this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and

allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's application. Please note *** **If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their applications. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.**

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications 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.
 - a. Applications must substantially comply with the application 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 narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, applications must be received by the EPA or through www.grants.gov, as specified in Section IV of this announcement, on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Applications 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 associated with www.grants.gov. Where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Shani Harmon as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
2. Applications must support Goal 1, Clean Air and Global Climate Change of EPA's 2006-2011 Strategic Plan. *(See Section I).*
3. Hard copy applications will only be accepted via an **express delivery service**. EPA will not accept applications submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.
4. Applicants must address all the tasks listed in Section I. Scope of Work.
5. Applicants must have the ability to support and prepare bi-lingual Spanish and English language program activities.
6. Activities and curriculum must be consistent with relevant National Project for Excellence in section I.F of the Environmental Education (NPEEE) Guidelines.

7. Proposed project activities must be located in the US section of the US-Mexico Border region.
8. Proposed projects must address education of and/or outreach of air quality affecting the US side of the US-Mexico Border region.
9. Applicants must design a K-12 Grade Level Curriculum with a minimum curriculum length of four academic years.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain an Application Package

Applicants can download individual grant application forms from EPA's Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.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. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through grants.gov as explained in Appendix A. Applications will not be accepted via fax, email, or standard 1st class mail delivery by the U.S. Postal Service. All applications must be prepared, and include the information, as described below in Section IV.C "Content of Application," regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) --**no binders or spiral binding**--to:

Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS etc.)

U.S. Environmental Protection Agency
ATTN: Shani Harmon
OAR/OPMO
Ariel Rios Building North
1200 Pennsylvania Ave, NW Room 6350-E
Washington, DC 20460
Phone: (202) 564-1617

Hard Copy Application Submission Deadline

All hard copies of application packages must be received by Shani Harmon **by January 10, 2011 by 4:00 p.m. EST.**

2. Grants.gov Submission (see Appendix A, Grants.gov Submission Instructions)

Application Submission Deadline: Your organization's authorized official representative (AOR) must

submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later **January 10, 2011, 4:00 p.m. EST**

C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/AppKit/application.htm>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (**as described below**)

Narrative Proposal

The Narrative Proposal (**sections 1-3 below**) cannot exceed a maximum of 10 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 10 page limit.

1. **Summary Information Page** (recommended not to exceed one 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. (Projects are anticipated to begin date and end no later than date.)
 - f. DUNS number-See Section VI.C.

2. **Narrative Proposal Work-Plan**

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

- a. **Project Summary/Approach:** The summary shall contain the following components:
 - i. An explanation of how the applicant is eligible for funding under in section III A. and meets threshold eligibility requirements described in section III C. 5 through 9.
 - ii. 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. Please carefully review Section IV.D. of this announcement, when preparing this section of the proposal.
- 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.
- viii. Discussion of how the project addresses Environmental Justice concerns (see Section I).

***Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.**

b. Environmental Results—Outcomes, Outputs and Performance Measures

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I**), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

c. Programmatic Capability and Past Performance

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 environmental education and environmental justice issues in the US side of the US Mexico Border Region as identified in Section I** that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. 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/prior 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 (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.

d. Voluntary cost share/match and leveraged funds (See Section III.B also)

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local

governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award. Please also refer to public-private partnerships in section I in regards to proposing leveraged resources.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share-this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

3. Detailed Budget Narrative (See Appendix B, Budget Sample)

Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Applicants may propose to use the indirect cost rate established with their cognizant federal audit agency or a lower rate. EPA will consider the extent to which an applicant proposes to use Agency funding for direct project costs when evaluating the cost effectiveness of proposals.

Management Fees: When formulating budgets for 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 optional and are not included in the 10 page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

- a. Biographical Sketch.** Provide resumes or curriculum vitae for all key personnel.
- b. Negotiated Indirect Cost Rate Agreement.**
- c. Quality Assurance Narrative Statement.**

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 closing date and time for receipt of application submissions, regardless of mode of submission, is **January 10, 2011** by 4:00 pm Eastern Standard Time (EST). All hard copies of application packages must be received by Shani Harmon by **January 10, 2011 by 4:00 pm EST**; electronic submissions via Grants.gov must be submitted to www.grants.gov by **January 10, 2011 by 4:00 pm EST**. Applications received or submitted electronically after the closing date and time will not be considered for funding.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications 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-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 application packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part

of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) (15 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) (15 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.</p>	30
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p>	10
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <p>I. (4 pts) past performance in successfully completing and managing the assistance agreements related to environmental education and environmental justice issues in the US side of the US Mexico Border Region as identified in Section I and as described in Section IV.C of the announcement,</p> <p>II. (4 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,</p> <p>III. (6pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project,</p> <p>IV. (6 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, specifically related to environmental education, environmental justice and the US Mexico Border Region, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items I and II of 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). 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 sub-factors (items I and II above-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</p>	20

<p>factors.</p>	
<p>4. <u>Relevance to Environmental Justice and US Mexico Border Region:</u> Under this criterion, Agency will evaluate the extent and quality to which the proposed project:</p> <p>I. (5 pts) includes the incorporation of environmental justice concerns, as described in section I, in the applicant’s proposed program activities, and</p> <p>II. (5 pts) incorporates relevant proposed program activities relating to air quality issues affecting the US Mexico Border region.</p>	10
<p>5. <u>Budget:</u> Under this criterion, the Agency will evaluate the proposed project budget to determine whether,</p> <p>I. (5 pts) costs, including indirect costs, are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,</p> <p>II. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant’s budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost share/match and what role EPA funding will play in the overall project. If an applicant is offering to charge a reduced indirect cost rate the reduction should be reflected in their proposed budget.</p>	10
<p>6. <u>Leveraging:</u> Under this criterion, applicants will be evaluated based on the extent they demonstrate that they will leverage additional funds/ resources, beyond the grant funds awarded, to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal (when appropriate), state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.</p>	20

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application 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 recommendations 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 applications, all applicants will be notified regarding their status.

Application Notifications

1. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project 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.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail. 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 application 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 Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html

C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application under consideration by an agency, and
3. Provide its DUNS number in each application it submits to the agency. 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>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

D. Reporting Requirement

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

E. Exchange Network

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

F. Disputes

Assistance 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) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Shani Harmon at harmon.shani@epa.gov.

G. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). 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.

H. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

I. Use of Grant Funds

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Shani Harmon (Mail Code: 6102A)
Office of Air and Radiation
1200 Pennsylvania Ave, NW
Washington, DC 20460

Phone: (202) – 564-1617
Email: harmon.shani@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or email 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. Other Information (Appendices)

Appendix A. Grants.gov Submission Instructions

Grants.gov Application Instructions

The electronic submission of your application must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov. 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, we encourage them to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application 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 the Grants.gov website](#). For more information on Adobe Reader please visit the [Help section](#) 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 application package by entering the Funding Opportunity Number, EPA-OAR-IO-10-13, or the CFDA number that applies to the announcement (CFDA 66.037), in the appropriate field. You may also be able to access the application 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).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than January 10, 2011 at 4:00 pm EST.

Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Pre-award Compliance Review Report
7. Narrative Proposal-prepared as described in Section IV.C of the RFA
8. Disclosure of Lobbying Activities (SF-LLL), if applicable
9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement
10. Other Attachments Form – Biographical Sketches for the Project Manager(s)
11. Other Attachments Form – Quality Assurance Narrative Statement
12. Other Attachments Form – Support Letters

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

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

Complete the form. There are no attachments. 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.

- **SF-424A, Budget Information for Non-Construction Programs**

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. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

- **SF-424B, Assurances for Non-Construction Programs**

Complete the form. There are no attachments.

- **Grants.gov Lobbying Form – Certification Regarding Lobbying**

Complete the form. There are no attachments.

- **EPA Form 5700-54, Key Contacts Form**

Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

- **EPA Form 4700-4, Pre-Award Compliance Review Report**

Download and complete the form and attach it to your submission. The form can be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf

7. Narrative Proposal

Prepared as described in **Section IV.C** of the announcement.

8. SF-LLL, Disclosure of Lobbying Activities, if applicable

This form is required if your organization is involved in lobbying. Complete the form if your organization is involved in lobbying activities.

9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement

Use if indirect costs are included in the project budget. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Other Attachments Form – Biographical Sketches for the Project Manager(s)

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

11. Other Attachments Form – Quality Assurance Narrative Statement.

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of a quality assurance narrative statement.

12. Other Attachments Form – Support Letters.

Specifically indicate how the supporting organization will assist in the project.

Application Preparation and Submission Instructions

Documents 1 through 5 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, 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 6 download and attach the form.

For document 7, you will need to attach electronic files. Prepare your narrative proposal as described above and save the documents to your computer 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 (previously saved to your computer) using the browse window that appears. You may then click

“View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments 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.”

Documents 8 through 12 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 8 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 9 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 10 – Biographical Sketches for Project Manager(s). To attach documents 8-12, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY10 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 10 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Shani Harmon.

Applications submitted through grants.gov will be time and date stamped electronically.

Appendix B. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any voluntary cost-share the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of

receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B if this RFP for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.

- Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- Indirect Charges** – Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. Applicants may propose to use the indirect cost rate established with their cognizant federal audit agency or a lower rate. EPA will consider the extent to which an applicant proposes to use Agency funding for direct project costs when evaluating the cost effectiveness of proposals. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(5) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$244,000	
TOTAL PERSONNEL	\$244,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20%(244,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$48,800	\$4,160
TOTAL FRINGE BENEFITS	\$48,800	\$4,160
Travel		
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
Travel for Project Staff: 20 trips per month x \$2,500 per tip	\$600,000	
TOTAL TRAVEL	\$303,300	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		

Office and related supplies to support training	\$150,000	
TOTAL SUPPLIES	\$150,000	
Contractual		
Support Services Contract	\$100,000	
TOTAL CONTRACTUAL	\$100,000	
Other		
Travel for tribal representatives to attend workshop training 100 trips x \$1,000 each	\$100,000	
Travel for tribal representatives to attend workshop training 200 trips x \$2,000 each	\$400,000	
TOTAL OTHER	\$500,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 20% (Indirect Rate x Personnel = Indirect Costs)	\$26,480	
TOTAL INDIRECT	\$26,480	
TOTAL FUNDING	\$1,397,540	24,960
TOTAL PROJECT COST	\$1,422,500	

** Cost-Share funds, while not required under this RFA, must also be included on the SF-424A as detailed in Section III.B of this RFA.

Note on Management Fees: When formulating budgets for proposals, 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 Federal 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 cannot 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 work plan.