

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “Facilitating Tribal Climate Change Adaptation Planning and Communicating Climate Change Impacts”

ACTION: Request for Proposals (RFP)

RFP Number: EPA-OAR-CCD-10-09

CFDA: 66.034

SUMMARY: Formal Agency responses to questions regarding the subject

DATE: July 29, 2010

Q1: Is there a website that has the announcement of funding?

A1: Yes. The synopsis of the announcement has been posted on Grants.gov. You can view the announcement by searching for the RFP or CFDA numbers at www.grants.gov. You can also follow the direct link at: <http://www07.grants.gov/search/search.do;jsessionid=pMTCMbtDKqlsDQhGFyS3L4g1Ln1yBShmJqNn3L2nlh31VXhGyQ8L!-941014384?oppld=55302&mode=VIEW>

And this is the link to the announcement on EPA/OAR's grants' funding page: http://www.epa.gov/air/grants_funding.html

Q2: How many applicants are expected?

A2: We anticipate a competitive pool of applicants to apply for funding. This is an open competition; all eligible entities are encouraged to apply.

Q3: How many grants are expected to be awarded?

A3: As stated in Section II (Award Information) of the RFP, EPA anticipates award of up to approximately one to three cooperative agreements under this announcement ranging in value from approximately \$50,000 to \$150,000 per year, subject to the availability of funds and quality of evaluated proposals. The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$550,000.

Q4: Is this the first year the grant has been awarded?

A4: Yes, this is the first year “Facilitating Tribal Climate Change Adaptation Planning and Communicating Climate Change Impacts,” has been competed.

Q5: The RFP indicates that there is no matching requirement, but will it be seen as favorable in comparison to others?

A5: There is no matching requirement and will not be part of the evaluation criteria. If you do have matching funding, however, it should be noted in the budget.

Q6: Would a consortium of tribes be considered an eligible entity for this RFP?

A6: Yes.

Q7: Can a proposal focus on one, or a few tribes, or does it have to be a nationwide focus?

A7: A proposal can focus on one or a few tribes; however, as stated in Section I.B (Scope of Work) of the RFP, “An additional goal of the training and technical assistance should be replicability and transferability primarily to other tribes, but also to other key audiences including the broader environmental justice and climate adaptation communities.”

Q8: On what scale are you looking for outputs and outcomes from this project to apply? Nationwide? Local?

A8: We anticipate both local and nationwide outputs and outcomes. For example, as stated in Section I.C.3 (Outcomes) of the RFP, one anticipated local scale outcome is “Improved understanding of how to identify applicable adaptation strategies at the local level for an individual tribe.” One anticipated national level outcome is “Improved communication of impacts and relevant adaptation strategies to tribal communities and organizations, as well as the environmental justice community and other key audiences.

Q9: Would small projects focused on single resources of importance to tribes as long as the outputs provide a model for future, similar work be considered?

A9: Yes.

Q10: Is there a format template for the summary page or other parts of the proposal that EPA prefers we use?

A10: No, EPA does not have format preferences.

Q11: The Narrative Work Plan requires a description of how the proposed project benefits the public. Does the term 'public' include tribal members and the non-tribal public? Are those benefits synonymous with environmental results?

A11: Yes, the potential audience includes both tribes and non-tribal members of the public. Project “benefits” are to be described by the applicant, and may include environmental benefits.

Q12: Is it appropriate to put in previous relationships working with tribes?

A12: Yes. The evaluation criteria set forth in Section V.A (Evaluation Criteria) of the RFP will include past performance, which can include previous work with tribes. As stated in Section I.B (Scope of Work), relevant past project experience must demonstrate the applicant’s capability to assist tribes with adaptation planning and to develop communications and outreach materials that are applicable and culturally sensitive to Native Americans.

Q13: In Section IV.C.4 (Attachments), it lists “Quality Assurance Narrative Statement, Selected applicants only, if applicable.” What does this mean and how do I know if it applies to my proposal?

A13: The Quality Assurance Narrative Statement only applies to selected applicants who propose to collect environmental data. Once an applicant is selected for award, an assigned EPA Project Officer will work with the applicant to develop a Quality Assurance Narrative Statement. If the selected applicant does not propose to collect any data, then he or she is not required to submit this statement.

Q14: Can you help me determine whether I should apply for this grant?

A14: No. To keep this competition fair, we cannot provide you with feedback regarding the appropriateness or merit of your potential proposal. Please see Section I.B (Scope of Work) and Section V (Application Review Information) of the RFP for more information.

Q15: Is it possible to look at similar previous proposals?

A15: No, we cannot share the contents of previous proposals due to the confidential nature of the information within.

Q16: What should I do if I’m having difficulty downloading the application and instructions?

A16: You can email support@grants.gov or call (800) 518-4726 if you’re having difficulties with the grants.gov website.

Q17: Is it acceptable to use electronic signatures if I submit my proposal through Grants.gov?

A17: Yes, it is acceptable to submit an electronically-signed copy of the forms through Grants.gov. If you need further assistance regarding submission, please call 1-800-518-4726 or email support@grants.gov.

Q18: Is there a way to download the Standard Form SF 424A-Budget Information?

A18: Yes, download information for applications can be found in Section IV of the announcement

Q19: Can we send you hard copies of related materials to our proposal?

A19: Supporting materials, such as resumes and letters of support, can be submitted either as hard copy or electronic attachments and are not included in the 20-page limit. However, as stated in Section IV.C.4 (Attachments), “up to three past examples of communications materials can be included, not to exceed a total of 15 pages.”

Q20: Must international organizations that are interested in applying for a grant under this RFP work with Tribes in the United States?

A20: Yes. As stated in section I.A. of the RFP, “project activities will support the broad shared goal of EPA and tribal entities to reduce environmental and health risks associated with climate change.” Additionally, in section I.C.1., “proposed activities will support tribal organizations to identify key impacts of climate change on tribal lands and

communities....". It is the intent of the Agency that activities performed through these grants will support Native American Tribes.

Q21: We plan to submit a bid that is characterized by a team that led by an eligible firm and containing several individual consultants/firms recruited as part of this team. How should I apply Section IV. PROPOSAL AND SUBMISSION INFORMATION, Part E?

A21: Proposals must be submitted by an eligible entity as defined in the RFP on page 6 in section III. An applicant that identifies a specific subawardee in their proposal must comply with the federal procurement regulations outlined in section IV parts D and E, including submitting the proper non competitive justification documentation. Please review federal competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and pages 11-12 of the RFP in section IV parts D and E for more information.

Q22: Several different tribal groups have asked to collaborate on their proposals in response to the RFP. Can you give me any indication if EPA has any restrictions on collaborating or working as Co-I on multiple grants (where someone else was the lead PI)?

A22: If selected, EPA will award a grant to the organization that submitted the application. This individual organization (grantee) can be a consortium (single organization that represents multiple organizations). The grantee will be solely responsible for all federal funds awarded and overall project completion. For example, there are tribal consortiums that represent multiple tribes or other consortiums that represent other organization interests.

Q23: The RFP's Scope of Work seems to focus primarily on climate change adaptation (pages 2 & 3). Is the intent to exclude work on climate change action planning, GHG reduction measures, and other sustainability best practices?

A23: No, the intended purpose of the RFP is not to "exclude work on climate change action planning, GHG reduction measures, and other sustainability best practices". Applicants' proposals should follow the program components listed in section I of the RFP. Proposals will be evaluated, scored and selected based on how applicants successfully address the program components listed in section I of the RFP.

UPDATED 7/28/10

Q24: Does EPA have a published guidance regarding allowable costs for non-profits? Is honorarium an allowable travel cost? Are light refreshments at training sessions allowable costs?

A24: EPA follows the provisions in OMB Circular A-122 on Cost Principles for Non-profit Organizations regarding allowability of costs. It has been codified in 2 CFR Part 230. Please access the link for more info: http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=e40850204a35386882f1678b6457f2ad&tpl=/ecfrbrowse/Title02/2cfr230_main_02.tpl

Q25: In preparing the budget, I'm wondering if you would prefer if we include the hourly rate for each institution and their overhead information, or if this information should be listed as consultant fees?

A25: Please refer to Appendix B, Budget Sample, starting on page 20 of the RFP.

Q26: Your FAQ response to “Must international organizations that are interested in applying for a grant under this RFP work with Tribes in the United States? (Answer - Yes)”

a) (Q20/A20) seems to suggest that international organizations can apply, so long as the project benefits Native American tribes.

b) I wanted to clarify that this response also suggests we would be able to include a few of our colleagues from non-US centers.

A26. a) Proposals must be submitted by an eligible entity as defined in the RFP on page 6 in section III. The RFP lists “international organizations” as an eligible entity.

b) This question is not very clear. However, we will try to answer as best we can. Applicants must address in their narrative proposal, all the components listed in section I. Proposals will be evaluated and scored based on the evaluation criteria listed in section V of the RFP. Additionally, applicants that identify a specific sub awardee in their proposal must comply with the federal procurement regulations outlined in section IV parts D and E, including submitting the proper non competitive justification documentation. Please review federal competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and pages 11-12 of the RFP in section IV parts D and E for more information.

Q27: After looking at the RFP for “Facilitating Tribal Climate Change Adaptation Planning and Communicating Climate Change Impacts”, we see that it’s not the best funding opportunity for our project. Can you tell us what opportunities might be available for our project? Any assistance is greatly appreciated.

A27: All Federal funding announcements are located on <http://www.grants.gov>. In addition, you can look for opportunities at U.S. EPA by going to <http://www.epa.gov/ogd> and http://www.epa.gov/ogd/competition/open_awards.htm.

Q28: Can you please tell me if it is allowed under the rules of the Tribal RFP for my organization to prime one submission, and be named as a sub in a different submission?

A28: Yes. EPA reviews, evaluates and scores all submitted proposals individually. EPA does not take into account other submitted proposals or the contents in those submitted proposed projects. Therefore any and all proposals that are selected and recommended for award are considered separate and individual projects.

Q29: Is the RFP available as an MSWord document?

A29: The RFP is not available in MSWord or other format -- only in PDF.

Q30: I know that we are not going to put 550K in for one year. The \$550K is for the whole project period.

A30: As stated in Section II (Award Information) of the RFP, EPA anticipates award of up to approximately one to three cooperative agreements under this announcement ranging in value from approximately \$50,000 to \$150,000 per year, subject to the availability of funds and quality of evaluated proposals. The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$550,000.

Q31: Do we need to see multi-year budgets?

A31: Yes, please see Appendix B in the RFP for guidance.

Q32: What types of communication materials do we list -- fact sheets, brochures, web sites, etc?

A32: Applicants must determine what communication tools will best fit their proposed project. EPA will not comment on any proposed project details.

Q33: I am unable to download the application package for the Tribal Climate Change Grant, the error message indicates that a run time error has occurred and to contact the support team for more information.

A33: The link to the application kit at <http://www.epa.gov/ogd/AppKit/application.htm> seems to be working correctly. Please note that the A and the K in 'AppKit' must be capitalized. One can also access materials in the kit by going to <http://www.epa.gov/ogd/AppKit/contents.htm> and downloading forms from that page. In addition, you may access the electronic version of the application kit from the [www.grants.gov](https://apply07.grants.gov/apply/UpdateOffer?id=19304) page at <https://apply07.grants.gov/apply/UpdateOffer?id=19304>

Q34: I am a USGS employee, as part of my research I have been documenting the impacts of climate change on the Navajo Nation. Two proposals that will be submitted to you will be using the data from my work. In one proposal, the PI's would like to have me directly involved in the education and community planning process in a climate change adaptation planning proposal. My question to you is am I eligible to be part of the proposal as a participant in the proposed work?

A34: Yes, you would be eligible to contribute as a consultant providing expertise toward the applicant's proposed project. However, you would not be able to act as a consultant during your official work duties at USGS. Your work as a consultant would have to be separate from your official USGS duties.