

Federal Agency Name: U.S. Environmental Protection Agency, Office of Water, Office of Ground Water and Drinking Water

Funding Opportunity Title: Technical Assistance and Support for Improved Ground Water Protection

Announcement Type: Request for Applications

Funding Opportunity Number: EPA-OW-OGWDW-10-01

Catalog of Federal Domestic Assistance (CFDA) Number: 66.424

Dates: Applications must be received by the Agency Contact (see Section IV of this RFA) by **4:00 PM Eastern Standard Time (EST) December 18, 2009**, or by electronic submission through Grants.gov by **11:59 PM EST December 18, 2009**. Questions about this Request for Applications must be submitted in writing via e-mail and must be received by the Agency contact identified in Section VII before **December 4, 2009**. Written responses will be posted on EPA's website at: www.epa.gov/safewater/funding.

Following EPA's evaluation of applications, all applicants will be notified regarding their status.

SUMMARY

The U.S. Environmental Protection Agency (EPA) is soliciting applications from eligible applicants for technical assistance and support that will enhance communication and coordination between EPA and the states to protect ground water. The technical assistance and support are related to activities that will develop and expand the capability of state Underground Injection Control (UIC) programs (Class I-V and proposed Class VI), tribes with UIC primary enforcement authority (primacy) and source water protection (with an emphasis on ground water protection) programs. Funds awarded under this announcement may be used by recipients to promote participation and to support the travel expenses of non-federal personnel to attend workgroup meetings and conferences.

The proposed activities support the Agency's Strategic Plan, Goal 2: Clean and Safe Water, Objective 2.1, Protect Human Health, Sub-Objective 2.1.1: Water Safe to Drink. EPA's Strategic Plan is available at <http://www.epa.gov/ocfo/plan/plan.htm>.

Eligible applicants are states, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions. Individuals and for-profit organizations are not eligible. Nonprofit applicants may be asked to provide documentation that they meet the definition of a nonprofit organization in OMB Circular A-122. Nonprofit 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.

The total amount of expected funding available under this announcement is approximately \$900,000, depending on Agency funding levels and other applicable considerations. It is anticipated that one award will be made under this announcement. It is anticipated that the award will be incrementally funded at approximately \$300,000 per year and will have a three-year project period.

I. FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND

EPA, together with states, tribes, and its many partners, protects public health by protecting ground water and ensuring the availability of high quality drinking water sources. Programs for protecting ground water include the Underground Injection Control (UIC) program and the source water protection program.

The UIC program prevents contamination of underground sources of drinking water (USDWs). Americans generate large amounts of wastes and other fluids that are injected underground for storage or disposal. More than 750 billion gallons of hazardous and non-hazardous fluids are disposed of safely through underground injection. EPA has delegated primacy for all UIC well classes to 33 states and 3 territories; it shares responsibility in 7 states and 2 Indian tribes (the Fort Peck Assiniboine and Sioux Tribes and the Navajo), and implements a program for all well classes in 10 states, 2 territories, and the District of Columbia. States and tribes with UIC primary enforcement authority (primacy) provide safeguards so that injection wells do not endanger current and future USDWs. The state and tribal UIC programs ensure that these fluids are disposed of safely and cost effectively while protecting USDWs from contamination by regulating the location, construction, operation, and closure of injection wells.

To assist in implementing the UIC program, EPA developed a national UIC database to collect critical information/data for the UIC program. The database has the capability to receive detailed program technical data for five classes of injection wells and to serve as the database of record. The database includes permitting, facility, compliance, enforcement, geological, engineering, well inventory, well location, and contact information. Since deployment in December of 2007, a total of 12 programs consisting of primacy states and regional Direct Implementation UIC programs have electronically flowed data to the national UIC database. Presently this accounts for over 100,000 injection wells.

The source water protection program protects sources drinking water, including ground water. The drinking water we receive from our local drinking water utilities or individual wells comes from ground water, streams, rivers, springs or lakes in a watershed. Although most water requires some treatment before use, protecting this source water is an important part of providing safe drinking water to the public. Protecting drinking water sources usually requires the combined efforts of many partners, such as public water systems, communities, resource managers and the public. The SDWA Amendments of 1996 required states to develop and implement source water assessment programs to analyze existing and potential threats to the quality of the public drinking water throughout the state. Using these programs, states have completed source water assessments for essentially every public water system – from major metropolitan areas to the smallest towns. Even schools, restaurants, and other public facilities

that have wells or surface water supplies have been assessed. States, local communities, and public water systems are working to implement protection measures to address potential threats to sources of drinking water, building on information not only from the source water assessments, but also from watershed-based, wellhead, ground water, and tribal water protection programs.

For more information go to <http://www.epa.gov/safewater/uic/index.html> for the UIC program, including classes of wells (proposed Class VI are wells that inject carbon dioxide for long term storage), and <http://cfpub.epa.gov/safewater/sourcewater/> for the source water protection program.

B. PROJECT DESCRIPTION

EPA is soliciting applications from eligible entities to provide technical assistance and support to develop and expand the capability of state UIC programs (Class I-V and proposed Class VI), tribes with UIC primacy, and source water protection (with an emphasis on ground water protection) programs. Because states administer their UIC programs as “co-regulators” with EPA, the technical assistance and support must also enhance communication and coordination between EPA and the states/tribes with primacy to protect ground water by ensuring that state interests are effectively represented in the development of national UIC policies and programs that states carry out as “co-regulators” or partners with EPA. Applicants must describe their proposed approach to providing technical assistance and support that will achieve these objectives for state UIC programs (Class I-V and proposed Class VI) and source water protection (with an emphasis on ground water protection) programs.

Throughout this Request for Application (RFA), reference is made to state UIC programs. It is assumed to also include the two tribes with shared UIC primacy.

The project elements described below provide some detail on roles and responsibilities the successful applicant may be expected to assume. The description below does not attempt to be comprehensive. Applicants are encouraged to identify additional project elements that may not be included in the announcement, but that may contribute to overall project success in their applications.

1. Provide leadership and support to states on emerging/high priority issues.

The successful applicant will provide leadership and support to states to highlight UIC and source water protection issues, prioritize these issues, and formulate potential strategies for solutions and recommendations to states. The successful applicant will work with state agency officials who are responsible for implementing ground water protection programs to identify issues related to the UIC and source water protection programs, and develop strategies that address solutions for those issues. The successful applicant will monitor, coordinate, represent, and advance state environmental interests among states and to EPA.

It is anticipated that one or two emerging/high priority issues for UIC and for source water protection will be identified per year for the three-year project period. The emerging/high priority issues should reflect input from state agencies involved in

implementation of ground water protection programs. Examples of issues include determining state and tribal (with primary enforcement authority) needs for UIC proposed Class VI program implementation, and determining any impacts on ground water from stormwater infiltration and the consequential challenges to source water protection.

The successful applicant will convene and facilitate discussions/workgroups that will address the emerging/high priority UIC and source water protection issues. The discussions on these issues should identify the best practices from among the state agency officials, and should focus on policy and technical options, implementation and impacts, and on formulating strategies for solutions in the context of the federal/state UIC program.

The recipient will identify and invite participants for the discussions/workgroups, including stakeholders and relevant experts. The primary participants of the discussions/workgroups will be state agency officials involved in implementation of ground water protection programs as well as other federal and non-federal stakeholders. Federal members will participate, but will constitute a small percentage of each discussion group/workgroup.

Support activities may include preparing agendas, and facilitating conference calls and meetings on emerging/high priority issues.

Assistance funds may be used by the successful applicant to defray transportation and subsistence expenses for non-federal attendees. The applicant is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-federal attendees benefited from the discussions/workgroups. EPA will not participate in the selection or approval of individuals who receive travel assistance.

2. Sponsor (or cosponsor with non-federal participant) at least one annual event for both UIC and source water protection programs.

The successful applicant will sponsor, at a minimum, an annual UIC technical conference and an annual source water practitioners conference for state agency officials engaged in implementing protection of ground water (including UIC and source water protection programs). EPA may also be a co-sponsor of the annual events. The annual UIC and source water events will focus on the emerging/high priority UIC and source water protection issues from the state perspective in order to further strengthen state/tribal UIC programs and source water protection programs. Applicants should, to the extent practicable, identify specific anticipated events in their application, and indicate the expected target audience.

These meetings should be held in locations which will allow for broad attendance and provide geographic diversity during the three-year project period. The applicant may choose to combine the annual event(s) for UIC and source water protection issues, and/or combine them with other meetings, provided that the applicant can demonstrate that the

appropriate audiences will still be served by doing so. The applicant should consider ways to reduce the carbon footprint of the annual events, and encourage off-site participation through the use of webinars, video conferences, etc.

Assistance funds may be used by the successful applicant to defray transportation and subsistence expenses for non-federal attendees. The applicant is solely responsible for determining a methodology for selecting and funding reimbursement requests and providing a report on how participating non-federal attendees benefited from the events. EPA will not participate in the selection or approval of individuals who receive travel assistance.

3. **Support and facilitate state participation in the federal/state UIC national database.** The Agency is encouraging all states, tribes, and US territories to flow reporting data electronically to the EPA UIC national database. The expectation is that this will be done over a period of a few years. The successful applicant will encourage states and tribes to flow their collected data to the EPA UIC national database with the following types of activities:
 - a. Emphasize and highlight the importance of contributing to the database (i.e. explain the benefits of a well-populated database);
 - b. Share best practices of existing users;
 - c. Communicate with states and EPA the issues and problems associated with state efforts to populate the database, and encourage solutions;
 - d. Solicit input from current database users on ways to improve the system; and
 - e. Gather information from states who are not contributing to the database on why they are not participating, and facilitate discussions with EPA to address concerns of non-participants.

4. **Disseminate and share information with states and other non-federal stakeholders.** The successful applicant will stay abreast of relevant and timely issues and share this information with states and other non-federal stakeholders. It is anticipated that information sharing may be accomplished by establishing multiple means of communication with and among states and other stakeholders including, for example, face to face meetings, a dedicated website, e-mail contact lists, conference calls, video conferences, etc. Opportunities for collaborating with other organizations and meetings (e.g., the Source Water Collaborative (additional information available at www.protectdrinkingwater.org)) should be employed to the maximum extent possible. Types of information that may be of interest to the target audience of states and other stakeholders includes, but is not limited to, relevant technical and policy papers, court decisions, and drafts/proposals of new federal or state policies/regulation that may have ground water resource consequences for state UIC or source water protection programs.

5. **Additional project elements.** Describe any additional elements or tasks that are proposed as key features of the project and how they will be implemented.

Applications will be evaluated based on the criteria in Section V. EPA anticipates funding one award for approximately \$900,000, depending on the amount requested and the overall size and

scope of the project. It is anticipated that the project period for this award will be three years and that the award will be incrementally funded at approximately \$300,000 per year.

C. EPA'S STRATEGIC PLAN AND ANTICIPATED ENVIRONMENTAL RESULTS

The activities to be funded under this announcement are consistent with the Agency's Strategic Plan, Goal 2: Clean and Safe Water, Objective 2.1, Protect Human Health, Sub-Objective 2.1.1: Water Safe to Drink. For more information on EPA's Strategic Plan go to <http://www.epa.gov/ocfo/plan/plan.htm>. All proposed activities must address the Strategic Plan priorities and include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the overall protection of ground water sources of drinking water.

Environmental results are a way to gauge a project's performance and are described in terms of outputs and outcomes. Expected environmental outputs (or deliverables) refer to an environmental activity, effort, and/or associated work product related to an environmental goal or 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.

Examples of anticipated environmental outputs from the assistance agreement to be awarded under this announcement include, but are not limited to:

- Identification of one or two emerging/high priority issues for UIC and for source water protection on an annual basis.
- Convene and facilitate discussions/workgroups to identify best practices and develop policy and technical options.
- Annual event(s) for both UIC and source water protection programs (e.g., face to face meetings, webinars, video conferences, etc.) for state agency officials engaged in implementing protection of ground water (including UIC and source water protection programs) to improve ground water and source water protection.
- Increased state participation in the federal/state UIC national database.
- Communication tools and/or venues such as webinars, websites, conference calls, etc.

Examples of anticipated outcomes from the assistance agreement to be awarded under this announcement include, but are not limited to:

- Increased awareness and knowledge of environmental and public health benefits of ground water protection.
- Improved capacity of states (and tribes with primacy) to implement UIC and source water protection programs.
- Improved characterization of population of well types, location, and types of fluids being injected.
- Enhanced information exchange and capacity of state agencies to strengthen source water protection programs.

As part of the Project Narrative, an applicant will be required to describe how the project results will link the outcomes to the Agency's Strategic Plan. Additional information regarding EPA's

discussion of environmental results in terms of outputs and outcomes can be found at:
<http://www.epa.gov/ogd/grants/award/5700.7.pdf> or
<http://www.epa.gov/water/waterplan/documents/FY06NPGappendix-b.pdf>.

D. STATUTORY AUTHORITY

The statutory authority for this announcement is Section 1442(c)(3)(c) of the SDWA. This SDWA section authorizes EPA to make grants for projects or activities designed to develop and expand the capability of programs of states and municipalities to carry out the purposes of this title (other than by carrying out state programs of public water system supervision or underground water source protection (as defined in section 1443(c))).

II. AWARD INFORMATION

A. AMOUNT OF FUNDING

The total amount of funding expected to be available under this announcement is approximately \$900,000, depending on Agency funding levels and other applicable considerations. It is anticipated that one award will be made under this announcement. It is anticipated that the award will be incrementally funded at approximately \$300,000 per year and will have a three-year project period.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. 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 or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process.

EPA reserves the right to make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

B. TYPE OF FUNDING

It is anticipated that a cooperative agreement will be awarded under this announcement. When cooperative agreements are awarded, EPA will have substantial involvement with the project work plans and budget. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for the project selected may include:

1. Close monitoring of the recipient's performance to verify the results proposed by the applicant;
2. Collaboration during the performance of the scope of work;
3. In accordance with 40 CFR 31.36(g) and 40 CFR 30.43(e) as appropriate, review of proposed procurements;
4. Review of qualifications of key personnel (EPA does not have authority to select employees or contractors employed by the recipient); and

5. Review and comment on tasks/deliverables and reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

C. CONTRACTS AND SUBAWARDS

1. 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 application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the 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 application solely based on the firm's role in preparing the 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.

2. 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, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the 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 as appropriate. 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 application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR Part 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 application evaluation process unless the applicant complies with these requirements.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible applicants are states, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions. Individuals and for-profit organizations are not eligible. Nonprofit 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.

Nonprofit organizations may be asked to provide documentation that they meet the definition of a nonprofit organization in OMB Circular A-122, now at 2 CFR Part 230. Interstate agencies may be asked to provide a citation to the statutory authority, which establishes their status.

B. COST SHARING/MATCH REQUIREMENTS

No cost share or match is required.

C. THRESHOLD ELIGIBILITY CRITERIA

These are requirements that, if not met by the time of application package submission, will result in elimination of the application from consideration for funding. Only applications that meet all of these criteria will be evaluated against the ranking factors in Section V of the 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. Applicants must meet the eligibility requirements in Section III.A of this announcement.
2. 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. Where a page limit is expressed in Section IV with respect to the project narrative, pages in excess of the page limitation will not be reviewed. If a single spaced narrative is submitted, it will only be reviewed up to the equivalent of the 20 page double spaced page limit for the project narrative specified in Section IV.C.3; excess pages will not be reviewed (Section IV.C.3 establishes a 20 page double spaced project narrative page limit which would be the equivalent of 10 single spaced pages; any single spaced pages in excess of 10 pages will not be reviewed).
3. Applications must be received by the EPA or received 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. If submitting a hard copy application, applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
4. 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 solely attributable to the grants.gov website and not the applicant**. For hard copy submissions, 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 via e-mail with the Agency contact identified in Section VII as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
5. Hard copy applications must be submitted by hand delivery, express delivery service, or courier service. **Applications submitted by any type of U.S. Postal Service mail will not be considered. EPA will not accept faxed submissions.**
6. Applications must be consistent with funding restrictions set forth in Section III.D.
7. Congress has prohibited the use of federal funds to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its affiliates, subsidiaries, or allied organizations and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their application that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing applications.

D. FUNDING RESTRICTIONS

All costs incurred under this program must be allowable under the applicable Office of Management and Budget (OMB) Cost Circulars: A-87 (states and local governments), A-122 (non-profit organizations), or A-21 (universities). Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts). Funds cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. It is the responsibility of the applicant to ensure compliance.

IV. APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGES

Grant application forms, including Standard Forms (SF) 424 and SF 424A, are available at http://www.epa.gov/ogd/grants/how_to_apply.htm and by mail upon request by calling the Grants and Interagency Agreements Management Division at (202) 564-5320.

B. FORM OF APPLICATION SUBMISSION

Applicants have the option of submitting their application packages (as described in Section IV.C below) in *one* of two ways: 1) electronically through the Grants.gov website; or 2) by hard copy (with CD) to the EPA contact identified in Section IV.B.2 via hand delivery, express delivery service, or courier service. All applications must be prepared and include the information as described in Section IV.C below, regardless of mode of submission.

1. Grants.gov Submission

Applicants who wish to submit their materials electronically through the federal government's Grants.gov web site may do so. Grants.gov allows an applicant to download an application package template and complete the package offline based on agency instructions. After an applicant completes the required application package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency.

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

Note that the registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (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 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-OW-OGWDW-10-01**, or the appropriate CFDA number that applies to this announcement (CFDA 66.424), 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 **11:59 PM EST December 18, 2009**.

Please submit *all* of the application materials described below. To view the full funding announcement, go to www.epa.gov/safewater/funding or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Application materials submitted through Grants.gov will be time/date stamped.

How to submit your application through Grants.gov

Applicants **are required to submit the following documents a through k** to apply electronically through Grants.gov. Documents **a through h** should appear in the “Mandatory Documents” box on the Grants.gov Application Package page. Documents **i through k** 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 they are applicable to your organization.*

a. Application for Federal Assistance (SF-424). Complete the form. There are no attachments. The organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included in 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.

b. Budget Information for Non-Construction Programs (SF-424A). Complete the form. There are no attachments. The total amount of federal funding requested for the three-year project period should be shown on line 5(e) and on line 6(k) of the SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (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 j, below)

c. Assurances for Non-Construction Programs (SF-424B). Complete the form. There are no attachments.

d. Grants.gov Lobbying Form - Certification Regarding Lobbying. Complete the form. There are no attachments.

e. EPA Key Contacts Form 5700-54. 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.

f. EPA Form 4700-4, Pre-award Compliance Review Report. Complete the form. There are no attachments.

g. Project Narrative. **See Section IV.C.3** (Project Narrative) for additional details on specific information that must be included. When developing the Project Narrative, applicants should refer to Section I.B of the announcement which describes the project description.

h. Budget Narrative Attachment - Detailed Itemized Budget. Prepare the detailed itemized budget and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative”. Provide a detailed itemized budget for the following categories, specifying unit costs:

- Personnel;
- Fringe Benefits;
- Contractual Costs;
- Travel;
- Equipment;
- Supplies;
- Other;
- Total Direct Costs;
- Total Indirect Costs (must include documentation of accepted indirect rate); and
- Total Cost.

If applicable, the budget narrative for the travel cost category must include travel reimbursement to pay for travel costs of non-federal attendees.

i. Disclosure of Lobbying Activities (SF-LLL). Complete the form if your organization is involved in lobbying activities.

j. Other Attachments Form - Negotiated Indirect Cost Rate Agreement. Complete this form if indirect costs are included in the proposed 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. You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed project budget includes indirect costs.

k. 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. Provide the names, phone numbers, business address, and e-mail address, for proposed principal investigator(s) and key associates. Describe the qualifications, experience, and availability of these personnel to perform the work. Outline the education, work history, and knowledge/expertise of the individual as they relate to managing the proposed project. A biographical sketch must be submitted for each major project manager, support staff member or other major project participant. Full resumes may be included as an appendix to the main application package.

For each document **a through f**, 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 moves the document over to the box that says “Mandatory Completed Documents for Submission.”

For **document g** (Project Narrative portion of the application package), you will need to attach electronic files. Prepare your Project Narrative using the format outlined in Section IV.B.3 of the announcement and save the document to your computer as an MS Word or Adobe .pdf file. When you are ready to attach the Project Narrative to the application package, click on “Project Narrative Attachment Form” and open the form. Click “Add Mandatory Project Narrative File” and then attach your Project Narrative (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename”. The filename should be no more than 40 characters long. If there are other attachments that you would like to submit with your Project Narrative, 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”. Follow the same general procedures for attaching **document h** (Detailed Itemized Budget) using the “Budget Narrative Attachment.”

Documents **i, j, and k** 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 they are applicable to your organization*. You are only required to submit document i (SF-LLL, Disclosure of Lobbying Activities) if your organization is involved in lobbying activities. You are required to submit document j (Negotiated Indirect Cost Rate Agreement) if you have included any indirect costs in your proposed budget. You *must* submit document k (Biographical Sketches for Project Manager(s)) to meet the requirements of this announcement. To attach document j and document k, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, 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–Ground Water Protection – 1st 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–Ground Water Protection – 2nd Submission”. Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

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 resubmit 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 Debra Gutenson by phone at 1-202-564-3882 or email at gutenson.debra@epa.gov. If you have any other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the application deadline, please contact Debra Gutenson as indicated in the paragraph above. Failure to do so may result in your application not being reviewed.

2. Hard Copy and CD Submission

Seven hard copies of the complete application package and an electronic version on a CD, as described in Section IV.C below are required to be sent by hand delivery, express delivery service, or courier service. **Applications submitted by U.S. Postal Mail will not be considered. EPA will not accept faxed submissions.** Electronic files on the CD may be in Adobe Portable Document Format (.pdf) or Microsoft Word (.doc). Application submission sent by hard copy with CD must be received by the Agency Contact identified below by **4:00 PM December 18, 2009**.

The address for hard copy submission is:

Attn: Debra Gutenson
U.S. Environmental Protection Agency, Office of Ground Water and Drinking Water
EPA East Building, Room 2140C

1201 Constitution Avenue, NW
Washington, DC 20004

C. CONTENT OF APPLICATION PACKAGE SUBMISSION

Applicants should read the following section very carefully. A complete application package must include the following documents described below.

Complete application packages must contain the following items listed below:

a. Signed Application for Federal Assistance (SF-424).

Complete the form. There are no attachments. Please be sure to include the organization fax number and email in Block 5 of the SF 424. The organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included in 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.

b. Budget Information for Non-Construction Programs (SF-424A).

The total amount of federal funding requested for the three-year project period should be shown on line 5(e) and on line 6(k) of the SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (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 j, below)

c. Assurances for Non-Construction Programs (SF-424B). Complete the form.

There are no attachments.

d. Lobbying Form - Certification Regarding Lobbying. Complete the form. There

are no attachments.

e. EPA Key Contacts Form 5700-54. Complete the form. Attach additional forms

as needed.

f. EPA Form 4700-4, Pre-award Compliance Review Report. Complete the form.

There are no attachments.

g. Project Narrative. **See Section IV.C.3** (Project Narrative) for details on specific information that must be included. When developing the Project Narrative, applicants should refer to Section I.B of the announcement for the project description.

h. Budget Narrative Attachment - Detailed Itemized Budget. Provide a detailed itemized budget for the following categories, specifying unit costs:

- Personnel;
- Fringe Benefits;
- Contractual Costs;
- Travel;
- Equipment:

- Supplies;
- Other;
- Total Direct Costs;
- Total Indirect Costs (must include documentation of accepted indirect rate); and
- Total Cost.

If applicable, the budget narrative for the travel cost category must include travel reimbursement to pay for travel costs of non-federal attendees.

- i. Disclosure of Lobbying Activities (SF-LLL). Complete this form if your organization is involved in lobbying activities.
- j. Negotiated Indirect Cost Rate Agreement (if indirect costs are included in your project budget). Complete this form if indirect costs are included in the proposed project budget. You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed project budget includes indirect costs.
- k. Biographical Sketches for the Project Manager(s): Programmatic Capability and Past Performance. Submit a biographical sketch of each project manager for the proposed project. Provide the names, phone numbers, business address, and e-mail address, for proposed principal investigator(s) and key associates. Describe the qualifications, experience, and availability of these personnel to perform the work. Annotated resumes (not to exceed one page each) outlining education, work history, and knowledge/expertise of the individual as it relates to managing the proposed project, must be submitted for each major project manager, support staff member or other major participant. Full resumes may be included as an appendix to the main application package.

3. Project Narrative:

NOTE: The Project Narrative must include sections A-C below. The Project Narrative is limited to no more than twenty (20) typewritten double spaced 8.5x11-inch pages (a page is one side of a piece of paper) including the cover page and executive summary. Pages should be consecutively numbered for ease of reading. It is recommended that applicants use a standard 12-point type with 1-inch margins. While these guidelines establish the minimum type size recommended, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the project narrative. Additional pages beyond the 20 page limit will not be considered. Hard copy submissions may be submitted double-sided. If a single-spaced project narrative is submitted, it will be reviewed up to the equivalent of the 20 page double-spaced page limit; excess pages will not be reviewed (the 20 page double-spaced project narrative page limit would be the equivalent of 10 single-spaced pages; any single-spaced pages in excess of 10 will not be reviewed). Supporting materials, which should be limited to annotated resumes described below and/or letters of support or recommendation, are not included within the page limit.

The Project Narrative must be typewritten and must include the information listed below. If a particular item is not applicable, clearly state this.

A. Cover Page (included in 20 page limit) including:

- a. Name of applicant;
- b. Project title;
- c. Key personnel and contact information (i.e., e-mail address and phone number); and
- d. Total project cost: specify the amount of federal funds requested and the total project cost.

B. Executive Summary (included in 20 page limit): Provide a brief summary (should not exceed one page) of the application. This should include a brief description of the proposed project and the anticipated environmental outputs and outcomes.

C. Work Plan: The work plan must address the following elements:

a.) **Technical Approach:** Describe the approach to provide technical assistance and support to enhance communication and coordination between EPA and the states (and tribes with primacy) to protect ground water and to develop and expand the capability of state UIC and source water protection programs. The technical approach should include a description of the strategy for accomplishing the project elements listed, and any additional project elements to the extent applicable, in Section I.B. Project Description.

b.) **Environmental Results and Measuring Progress:**

- i. Stated Objective/Link to EPA Strategic Plan - List the objective of the project and the linkage to the EPA Strategic Plan Goal 2 – Clean and Safe Water, Objective 2.1 – Protect Human Health, Sub-Objective 2.1.1 – Water Safe to Drink (see Section I.C of this announcement).
- ii. Results of Activities (Outputs) - Describe the anticipated products/results which are expected to be achieved from accomplishment of the project activities, and describe an approach for tracking your progress toward achieving the expected project output(s) (examples of outputs can be found in Section I.C of this announcement).
- iii. Anticipated Environmental Improvement (Outcomes) - Describe the environmental improvements to be accomplished as a result of the project activities. These improvements are changes or benefits to the environment which are a result of the accomplishment of the work plan commitments and outputs. Describe an approach for tracking progress toward achieving the expected project outcome(s) (examples of outcomes can be found in Section I.C of this announcement).

c.) **Milestone Schedule:** Provide a detailed projected timeline for the proposed project period. The timeline should show timeframes and major milestones to complete significant project tasks. The project start date will follow award acceptance by the successful applicant.

d.) **Programmatic Capability/Specialized Experience:** Provide a brief description of your organization, the organization's experience related to the proposed project, the organization's infrastructure as it relates to your ability to successfully implement the proposed project, and the organization's resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Annotated resumes of applicant's key staff are also encouraged and are not included in the page limit. Describe prior

experiences with interacting with state agencies responsible for environmental programs, particularly in relation to programs responsible for protecting ground water. Include a description of experience: (1) working on human health and environmental issues related to ground water protection issues, source water protection issues, and/or UIC issues; (2) working with senior managers in state governments responsible for protecting ground water (i.e., implementation of UIC programs and source water protection programs); and (3) demonstrated ability in engaging with experts in UIC program implementation and source water protection implementation.

e.) **Detailed Budget Narrative:** Provide a detailed budget and estimated funding amounts for each project task.

i. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total cost. This section provides an opportunity for a narrative description of the budget or aspects of the budget found in the SF-424A such as “other” and “contractual”. All subgrant funding should be located in the “other” cost category. Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each project component/task. If applicable, the budget narrative for the travel cost category must include travel reimbursement to pay for travel costs of non-federal attendees.

ii. 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.

f.) **Past Performance:**

i. Programmatic Past Performance - Submit a list of federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) that your organization performed within the last three years (no more than five, and preferably EPA agreements) and describe:

(1) whether, and how, you were able to successfully complete and manage those agreements; and

(2) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, you must indicate this in the application in order to receive a neutral score for these factors under Section V. Failure to provide any programmatic past performance

or reporting information, or to include a statement that you do not have any relevant or available past performance or reporting information, may result in a zero score for these factors (see also Section V).

ii. Environmental Results Past Performance - Submit a list of federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) that your organization performed within the last three years (no more than five, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, you must indicate this in the application in order to receive a neutral score for this factor under Section V. Failure to provide any environmental results past performance information, or to include a statement that you do not have any relevant or available environmental results past performance information, may result in a zero score for this factor (see also Section V).

NOTE: The applicant should also provide in its Project Narrative any additional information, to the extent not already identified above, that addresses the selection criteria found in Section V.

D. SUBMISSION DATES AND TIMES

Application submissions sent by hard copy with CD must be **received** by the Agency Contact identified in Section VII by **4:00 PM EST December 18, 2009**. Applications submitted electronically through Grants.gov must be submitted by **11:59 PM EST December 18, 2009**. Late applications will not be considered for funding.

E. INTERGOVERNMENTAL REVIEW

This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance, if the state has selected the program for review. Further information regarding this can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.

F. CONFIDENTIAL BUSINESS INFORMATION

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions thereof that 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, competitive applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

V. APPLICATION REVIEW INFORMATION

A. SELECTION CRITERIA

All eligible applications, based on the Section III threshold eligibility review, will be evaluated based on the evaluation criteria and weights below (100 total point scale). Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed in the application package.

<p>30 points total</p>	<p>Criterion 1: Technical Approach Under this criterion, applicants will be evaluated based on the extent and quality to which the application proposes an approach to address the technical assistance and support project elements, and any additional project elements as applicable, described in Section I.B. Project Description.</p>
<p>10 points total</p>	<p>Criterion 2: Milestone Schedule and Detailed Budget Applications will be evaluated based on the extent and quality to which the application addresses each of the following sub-criterion:</p> <p>a) A detailed projected timeline for the proposed project period. Applicants will be evaluated based on the adequacy and completeness of the timeline, including timeframes and major milestones to complete significant project tasks. <i>(5 points)</i></p> <p>b) Reasonableness of the budget and estimated funding amounts for each project component/task. Applicants will be evaluated based on the adequacy of the information provided in the detailed budget narrative and whether the proposed costs are reasonable and allowable. <i>(5 points)</i></p>
<p>20 points total</p>	<p>Criterion 3: Environmental Results and Measuring Progress Applications will be evaluated based on each of the following sub-criterion:</p> <p>a) Environmental Results: The extent and quality to which the application demonstrates the ability to identify and articulate anticipated environmental outputs and outcomes, as described in Section IV of the announcement, and how the outcomes are linked to EPA’s Strategic Plan. <i>(10 points)</i></p> <p>b) Measuring Progress: The extent and quality to which the application demonstrates a sound plan for measuring and tracking progress toward achieving expected outputs and outcomes (examples of outcomes and outputs can be found in Section I.C of this announcement). <i>(10 points)</i></p>

<p>25 points total</p>	<p>Criterion 4: Programmatic Capability/Specialized Experience Applications will be evaluated based on each of these sub-criterion:</p> <p>a) Extent and quality to which the application demonstrates technical expertise and/or experience working on human health and environmental issues related to ground water protection issues, source water protection issues, and/or UIC issues. <i>(10 points)</i></p> <p>b) Extent and quality to which the application describes experience in working with senior managers in state governments responsible for protecting ground water (i.e., implementation of UIC programs and source water protection programs); and demonstrated ability in engaging with experts in UIC program implementation and source water protection implementation. <i>(5 points)</i></p> <p>c) Extent and quality to which the application describes the organization, the organization’s experience related to the proposed project, the organization’s infrastructure as it relates to the ability to successfully implement the proposed project, and the organization’s resources or the ability to obtain them, to successfully achieve the goals of the proposed project. <i>(10 points)</i></p>
<p>15 points total</p>	<p>Criterion 5: Past Performance Under this criterion, applicants will be evaluated based on the extent and quality of their ability to successfully complete and manage the proposed project, taking into account the applicant’s:</p> <p>a) Past performance in successfully completing and managing federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size and scope to the proposed project within the last three years (no more than five, and preferably EPA agreements). <i>(5 points)</i></p> <p>b) History of meeting reporting requirements under federally funded and/or non-federally funded assistance agreements(assistance agreements include grants and cooperative agreements but not contracts) similar in size and scope performed within the last three years (no more than five, and preferably EPA agreements) and submitting acceptable final technical reports under those agreements. <i>(5 points)</i></p> <p>c) Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) under federally funded and/or non-</p>

	<p>federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) performed within the last three years (no more than five, and preferably EPA agreements), and if such progress was not being made, whether the applicant adequately documented and/or reported why not. <i>(5 points)</i></p> <p>Note: In evaluating applicants under (a), (b), and (c) above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance information or reporting history must indicate that in the application and will receive a neutral score for the factor (i.e., 2.5 points for item (a), 2.5 points for item (b), and 2.5 points for item (c)). Failure to provide any past performance information, or to include a statement in your application that you do not have any relevant or available past performance information, may result in a zero score for the factor (i.e., zero points for item (a), zero points for item (b), and zero points for item (c)).</p>
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B. REVIEW AND SELECTION PROCESS

All applications received by EPA or submitted electronically through Grants.gov by the submission deadline will first be screened by EPA staff against the threshold criteria in Section III of the announcement. Applications that do not pass the threshold review will not be evaluated further or considered for funding.

A panel of EPA staff will review eligible applications based on the evaluation criteria listed in Section V.A and will develop a ranking list of the applications based on the scores received. The ranking list will be provided to the Selection Official who makes final funding decisions. In making the final funding decisions, the Selection Official will consider the application score and may take into account other factors such as programmatic priorities.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Following EPA’s evaluation of the applications, all applicants, including those who are not selected for funding, will be notified regarding their status. The notification of recommendation for award is not an authorization to begin performance.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. An approvable final work plan narrative is required to include:

1. Components to be funded under the assistance agreement;
2. Estimated work years and the estimated funding amounts for each work plan component;

3. Work plan commitments for each component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule in accordance with 40 CFR 35.115; and
5. Roles and responsibilities of the recipient and EPA (for cooperative agreements only) in carrying out the work plan commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation.

Any additional information about this RFA will be posted on EPA's Office of Ground Water and Drinking Water's website at www.epa.gov/safewater/funding. Deadline extensions, if any, will be posted on this website and www.grants.gov.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

The general award and administration process for all assistance agreements is governed by regulations at 40 CFR Part 30 ("Uniform Administrative Requirements for Grants and Agreements to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations"), 40 CFR Part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"), and 40 CFR Part 45 (Training Assistance). A description of the Agency's substantial involvement in the cooperative agreement will be included in the final assistance agreement.

C. DUNS NUMBER

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with the full application for federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll free DUNS Number request line at 1-866-705-5711 or by visiting the web site at www.dnb.com.

D. REPORTING

In general, recipients are responsible for managing the day-to-day operations and activities supported by the assistance funding, to assure compliance with applicable federal requirements, and for ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period. The final report is due 90 days after the assistance agreement has expired. Recipients will be required to report direct and indirect environmental results from the work accomplished through the award. In negotiating assistance agreements, EPA will work closely with the recipient to incorporate appropriate performance measures and reporting requirements in the work plan consistent with 40 CFR 30.51, 31.40, and 40 CFR Part 45. Additionally, if travel assistance is provided to selected attendees, the recipient will be required to provide a report on how participating state or local attendees benefited from the workgroup meetings and conferences.

E. COMPETITION-RELATED DISPUTE PROCEDURES

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 the Agency Contact (see Section VII).

F. ADMINISTRATIVE CAPABILITY REQUIREMENT

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.

G. COPYRIGHTS

In accordance with 40 CFR 30.36 for institutions of higher education, hospitals, and other non-profit organizations, or 40 CFR 31.34 for other recipients, EPA reserves a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, for federal Government purposes copyrighted works developed under a grant, subgrant or contract under a grant or subgrant. Examples of federal purpose include but are not limited to: (1) Use by EPA and other federal employees for official Government purposes; (2) Use by federal contractors performing specific tasks for the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in federal depositories; (5) Use by state, tribal, and local governments that carry out delegated federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction; and (6) Limited use by other grantees to carry out federal grants provided the use is consistent with the terms of EPA’s authorization to the grantee to use the copyrighted material.

VII. AGENCY CONTACT

Note to Applicants: In accordance with EPA’s Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants or discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, consistent with the provisions in the announcement, EPA will respond to written questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Questions about this RFA must be submitted in writing via e-mail and must be received by the Agency Contact identified below before **December 4, 2009**. Written responses will be posted on EPA’s website at: www.epa.gov/safewater/funding.

Agency Contact:

Debra Gutenson

Phone Number: (202) 564-3882

E-mail: gutenson.debra@epa.gov

VIII. OTHER INFORMATION

A. DATA SHARING

All recipients of these assistance agreements will be required to share any data generated through this funding agreement as a defined deliverable in the final work plan. The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with federal funds and (2) cited publicly and officially by a federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 CFR 30.36.

B. 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.