

## OVERVIEW SECTION

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

**TITLE:** IMPLEMENTATION OF STATE COORDINATION IN SUPPORT OF THE FEDERAL FACILITY HAZARDOUS WASTE CLEANUP PROGRAM

**ACTION:** Request for Proposals (RFP) – Initial Announcement

**RFP NO:** EPA-OSWER-FFRRO-10-08

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.813

**DATES:** The closing date and time for receipt of proposals is October 1, 2010, 5:00 p.m. ET. Proposals submitted through <http://www.Grants.gov> must be received by October 1, 2010, 5:00 p.m. ET. Proposals submitted in hard copy, as described in *Section 4(C)* of this announcement, must be received in the EPA program office via hand delivery, U.S. Postal Service, or express mail service by October 1, 2010, 5:00 p.m. ET to receive consideration. Proposals received after the closing date and time of this announcement will be returned to sender without further consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail or courier service option to transmit their proposals.

**SUMMARY:** This notice announces the availability of funds and solicits proposals to provide research support and training in alternative and innovative treatment technologies for states on issues relating to state involvement in the cleanup of contaminated federal Superfund National Priorities List (NPL) and non-NPL facilities. The purpose of the proposed assistance agreement is to promote and stimulate research that facilitates information exchange among state hazardous waste management officials that deal specifically with contaminated federal facilities as “co-regulators” with federal agencies. This research and information exchange will foster resolution of contaminated federal facility assessment, cleanup, and post-cleanup issues and identify and resolve emerging issues at both state and federal levels.

**FUNDING/AWARDS:** The estimated funding available under this competitive opportunity is approximately \$1,250,000, subject to the availability of funds and quality of proposals received. EPA anticipates award of one cooperative agreement resulting from this announcement. (*Refer to Section 2(A).*)

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## **SECTION 1. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background.**

The purpose of the proposed assistance agreement is to promote and stimulate research and training in alternative and innovative treatment technologies that facilitate information exchange among state hazardous waste management officials that deal specifically with contaminated federal facilities as “co-regulators” with federal agencies. This research and training will assist states play an effective role in resolving contaminated federal facility assessment, cleanup, and post-cleanup issues and identify and resolve emerging issues at both state and federal levels that are important to state regulators. It is imperative to the mission of the Agency that states be kept fully informed and well trained to participate in the implementation of regulations, policies, guidance, programs and goals that impact the cleanup of contaminated federal facilities. The assistance agreement to be awarded under this competition will provide research and training support to states in a manner that fosters interaction, information-sharing, and coordination among state agencies responsible for the cleanup of contaminated federal facilities.

States, as referenced throughout this document, also include territories as described in the definition of “state” in §101(27) of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA).

For more information on EPA’s federal facility cleanup program, please go to:  
[http://epa.gov/swerffr/about\\_ffro.htm](http://epa.gov/swerffr/about_ffro.htm).

### **B. Project Description.**

EPA’s Federal Facilities Restoration and Reuse Office (FFRRO) is soliciting proposals for research projects and training in alternative and innovative treatment technologies that facilitate information exchange and coordination among state agencies responsible for the cleanup of contaminated federal facilities. The project will also facilitate forums in which state and federal regulators in federal facility cleanup programs can meet to conduct and discuss research into regulations, policies, guidance, programs and goals. These activities shall assist states in developing their program capabilities to manage their “co-regulator” responsibilities to ensure that the cleanup of federal facilities occurs in the most efficient and effective manner possible. Specifically, the recipient selected for award will: work with states to research federal facility assessment, cleanup and post-cleanup issues; attend training in alternative and innovative treatment technologies; coordinate opportunities for state officials that manage federal facility cleanup programs to bring issues of concern to states to the attention of FFRRO and other EPA Offices; and to provide opportunities for state hazardous waste officials and other appropriate state officials to actively meet and discuss the results of the research in forums that will ultimately help states effectively participate in the federal facility cleanup program.

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Proposals must include research and training projects that address the following program elements:

- State-Federal Coordination
- Community Engagement
- Remediation, Reuse and Green Remediation

- Emerging Issues in Technology and Policy
- Munitions and Explosives of Concern
- Federally Used Defense Sites
- Alternative and Innovative Treatment Technologies.<sup>1</sup>

Applicants may propose additional program elements but must, at a minimum, address all of these program elements, listed above, in their proposal.

Proposals should consider the methods and activities that an organization will employ to coordinate and conduct research and training to address the program elements and to communicate the results to states. The bullets below are examples of research and training projects eligible for funding under this opportunity. The activities identified below are the Agency’s estimate of federal facility cleanup issue areas requiring attention by states during the proposed 60 month cooperative agreement period; however, other issues of interest to states are likely to emerge. EPA therefore encourages applicants to propose additional research and training projects that would support state involvement in federal facility cleanup programs.

- Conduct research to support state participation in the development of state regulations, policies, and guidance documents for federal facility cleanup programs; in issue-specific workgroups and forums; and in the development of other technical implementation tools for states. Examples include research on the challenges and potential technical and policy solutions regarding the risk assessment, prioritization and long term cleanup implications for sites impacted by munitions and explosives of concern (MEC) and examining the state role in Federally Used Defense Sites (FUDS) Management Action Plans and creating strategic recommendations to enhance the effectiveness of states in the assessment and management of FUDS.
- Conduct research into the training needs of states to enable states to effectively function as “co-regulators” under the existing federal facility cleanup program and under newly developed state and federal policies and guidance. Examples include conducting a gap assessment to identify the technical support and training that states need to adequately address cleanup at federal facilities; identifying existing training and technology transfer opportunities that may be of interest to state federal facility program managers; researching available community engagement and Environmental Justice training that addresses best management practices conducted during the cleanup of contaminated federal facilities.
- Conduct research to evaluate alternative and innovative treatment and characterization technologies for hazardous site remediation; develop technical and regulatory analyses and guidance for alternative and innovative remediation and site assessment technologies and strategies; develop alternative remediation and assessment technology training to assist state personnel in understanding the advantages and limitations of new technologies, hazardous substance handling and treatment procedures, and the regulatory issues that need to be addressed when implementing alternative and innovative remediation technology projects. An example includes increasing state

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<sup>1</sup> The term “alternative or innovative treatment technologies” is defined at section 311(b)(10) of CERCLA as “technologies, including proprietary or patented methods, which permanently alter the composition of hazardous waste through chemical, biological, or physical means so as to significantly reduce the toxicity, mobility, or volume (or any combination thereof) of the hazardous waste or contaminated materials being treated. The term also includes technologies that characterize or assess the extent of contamination, the chemical and physical character of the contaminants, and the stresses imposed by the contaminants on complex ecosystems at sites.

technical munitions capacity by training state managers in munitions specific issues (e.g. risk management) with the goal of deepening and broadening technical munitions capacity among states.

- Conduct research into the effectiveness of outreach documents, tools, and other resource materials for states to use to effectively participate in the federal facility cleanup program. Examples include researching and developing issue papers regarding the funding and regulatory challenges associated with the long term stewardship of sites (e.g. identifying funding and organizational challenges states and local governments face when tracking, implementing, monitoring, and enforcing institutional controls); examine options for tracking sites that would strengthen priority setting and delineation of oversight role at individual sites; and examining new initiatives and technologies in green remediation and renewable energy in order to identify barriers, solutions and benefits to implementing greener cleanups and citing renewable energy on contaminated federal lands.
- Produce webinars, conferences, meetings, and internet vehicles for providing research results to officials of various state agencies and to provide training in alternative and innovative treatment technologies. Conferences and meetings provide a forum for state officials to receive information on research and share their experiences and insights on federal facility policy and technical issues, and to discuss key issues of state concern that the successful applicant may use in additional research projects. While face-to-face interaction is often advantageous to share research results or conduct research, webinars, conference calls, and other such vehicles should be used extensively to foster lower-cost and more frequent interaction.
- Travel assistance for state personnel is an eligible project activity. The recipient rather than EPA will make decisions regarding which state personnel receive travel assistance.

### **C. EPA Strategic Plan Linkage.**

The project selected for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.2 (Restore Land), Sub-Objective 3.2.2 (Cleanup and Revitalize Contaminated Land), Objective 4.2 (Communities), and Sub-Objective 4.2.2 (Restore Community Health through Collaborative Problem Solving) and Strategic Plan Goal 4 (Healthy Communities and Ecosystems). Specifically, the work conducted under this project will assist state hazardous waste management officials and other state and federal officials in the cleanup and reuse of contaminated federal facilities.

(For more information view EPA's strategic plan at <http://www.epa.gov/ocfo/plan/plan.htm>.)

### **D. Measuring Environmental Results: Anticipated Outcomes/Outputs.**

Pursuant to EPA Order 5700.7 "*Environmental Results under EPA Assistance Agreements*," EPA requires that all cooperative agreement applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed workplan.

1. **Outcomes.** The term "outcome" refers to 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, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include, but are not limited to the following:

- Increased accesses to research for state federal facility program managers.
  - Improved understanding and awareness of federal facility cleanup regulations and policies by state federal facility program managers and their staff.
  - Increased ability of states to address federal facility assessment, cleanup and post-cleanup in a more efficient and effective manner.
  - Increased understanding of alternative and innovative treatment technologies.
2. **Outputs:** The term “output” refers to an environmental activity, effort, and/or associated work products 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.

EPA anticipates the outputs from projects that may be awarded under this announcement will include but are not limited to the following:

- Coordination of state participation in the research necessary to develop regulations, policies, guidance documents and appropriate conferences, meetings, workshops, and seminars.
- Research necessary to develop and disseminate training and informational materials, guidance material, policy options and recommendations to states, related to effective state participation in the cleanup of federal facilities.
- Research necessary to develop and produce issue papers, webinars, reports, assessments and tools; and resources for sharing research results among state agencies.
- Development of innovative approaches for conducting research and disseminating research results to states to enable states to effectively participate in federal facility cleanup programs.
- Training in alternative and innovative treatment technologies.

## **E. Supplementary Information.**

The statutory authorities for the assistance agreement expected to be awarded by EPA under this announcement are CERCLA §311(c) Hazardous Substances Research and CERCLA §311(b)(3)(9) Technology Transfer.

## **SECTION 2. AWARD INFORMATION**

### **A. What is the amount of available funding?**

The total estimated funding available under this competitive opportunity is approximately \$1,250,000 subject to the availability of funds and quality of proposals received. The proposed cooperative agreement will be funded incrementally. Maximum funding for the first year of the agreement shall not exceed \$250,000.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection decision.

### **B. How many agreements will EPA award in this competition?**

EPA anticipates award of one cooperative agreement resulting from this announcement.

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 include:

1. Close monitoring of recipient's performance to verify the results proposed;
2. Collaboration during performance of the scope of work;
3. Review of any proposed changes to work plan and/or budget;
4. Review of proposed procurements in accordance with 40 CFR 30.44(e) and 40 CFR 31.36(g);
5. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concurrence on project outputs for consistency with the EPA approved scope of work.

EPA reserves the right to reject all proposals and make no awards under this announcement.

### **C. Will proposals be partially funded?**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award and; therefore, maintains the integrity of the competition and selection process.

### **D. What is the project period for award(s) resulting from this solicitation?**

The estimated start date for projects resulting from this solicitation is November 1, 2010. All

project activities must be completed within the negotiated project performance period of five years.

**E. Can funding be used to acquire services or fund partnerships?**

EPA awards funds to one eligible applicant as the “recipient” even if other eligible applicants are named as ‘partners,’ ‘co-applicants,’ 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](#) Part 31. 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](#) Part 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal 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.

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 subgrant at 40 [CFR](#) 31.3. 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 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**F. How will an applicant's proposed subawardees or contractors be considered during the evaluation process described in *Section 5* of this announcement?**

*Section 5* of this 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:

1. An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal 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.
2. An applicant's named contractor(s), including consultants, identified in the proposal if the

applicant demonstrates in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 [CFR](#) Part 30 or 40 CFR 31.36. 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 evaluation process unless the applicant complies with these requirements.

### **SECTION 3. ELIGIBILITY INFORMATION**

#### **A. Eligible Entities**

Assistance under this program is generally available to 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, and individuals. 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 to apply. Profit making firms are also ineligible for funding under this announcement.

#### **B. Cost Sharing or Matching**

CERCLA 311(b)(3) requires EPA to enter into appropriate cost sharing arrangements to the maximum extent possible. The Agency has determined that applicants must agree to share a minimum of 5 percent of total project costs to be eligible to submit a proposal under this RRA. The successful applicant must meet this requirement with eligible and allowable training costs under CERCLA 311(b)(3) and (9) or research costs under CERCLA 311(c).

Although cost-sharing or matching above 5 percent of total project costs is not required as a condition of eligibility under this competition, under Section 5 of this announcement EPA will evaluate proposals based on a leveraging criterion. (*Refer to Section 5(A), Evaluation Criteria*).

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal (*Refer to Section 4(B)(2)(b)(viii), Leveraging*). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share in excess of 5 percent of total project costs as its form of leveraging. Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share in excess of 5 percent of total project costs, applicants must meet their additional cost sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet any proposed voluntary cost share that is

included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 [CFR](#) 31.24 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other Federal grants may not be used as voluntary cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

### C. Threshold Criteria

Proposals must meet the following “threshold criteria,” **by the time of proposal submission. Proposals that fail to meet any one of the threshold criteria will not be considered further.** EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Proposals that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Proposals must address the six program elements described in *Section 1(B), Project Description*, of this announcement.
2. The proposed project total budget may not exceed the maximum value of \$1,250,000, excluding the required 5% cost share and any additional cost sharing the applicant proposes. In other words, applicants may not request more than \$1,250,000 in EPA financial assistance. Proposals requesting assistance funding in excess of this value will not be considered.
3. The applicant must include a minimum of 5% of total project costs as a cost share or “match” in its budget.
4. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4(B)* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4(B)* with respect to the proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be received by the EPA, as specified in *Section 4(C)* of this announcement, on or before the proposal submission deadline published in *Section 4(C)* of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in *Section 4(C)* of the announcement by the submission deadline.

Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where *Section 4* requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with **Anne Marie Hoffman, EPA Project Officer**, at [hoffman.annemarie@epa.gov](mailto:hoffman.annemarie@epa.gov), as soon as possible after submission—failure to do so may result in your proposal not being reviewed.

5. Proposals must be received by EPA or through <http://www.Grants.gov>, as specified in *Section 4* of this announcement, on or before the proposal submission deadline published in *Section 4* of this announcement. Applicants are responsible for ensuring that their proposal

packages reach the designated person/office specified in *Section 4* of the announcement by the submission deadline.

6. All proposal materials must be submitted in English.
7. The minimum acceptable font size for the narrative proposal and the budget is 12 point; material in smaller font sizes will not be considered. Pages must have at least 1 inch margins on all sides.

## **SECTION 4. APPLICATION AND SUBMISSION INFORMATION**

### **A. How to Obtain an Application Package**

Applicants may download individual cooperative agreement application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients' roles and responsibilities from EPA's Grants and Debarment website by visiting: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

### **B. Content and Form of Proposals**

**The following documents are required for all proposals, irrespective of the mode of submission.** All proposals must contain a "Narrative Proposal," and one completed and signed Standard Form 424 (SF-424), "Application for Federal Assistance," and Standard Form (SF-424A), "Budget Information." The "Narrative Proposal," a maximum of 25 pages in length, must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.** Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll free DUNS number request line at 1-866-705-5711.

NOTE: Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>.

2. **Narrative Proposal.** The Narrative Proposal must be concise, well organized, and not exceed 25 typed, single-line spaced, 8 1/2 x 11" pages. The Narrative Proposal must provide the information detailed in this section and, **include responses to all *Section 3(C), Threshold Criteria, Section 5(A), Evaluation Criteria, as well as the information identified in Section 1, Funding Opportunity Description.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria.** Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the

selection criteria will result in a lower ranking.

The Narrative Proposal (*sections “a” and “b” below*) must substantially conform to the following outline and content:

- a. **Cover Letter.** The cover letter must include a brief description of your project, be written on your organization’s official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
  - i. **Project Title.**
  - ii. **Applicant Information.** Provide the name and full address of the organization applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
  - iii. **Contacts.** Provide phone/fax numbers, e-mail address, and mailing address of the Project Manager and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
  - iv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
  - v. **Funding Requested.** Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$1,250,000, **excluding any in-kind contribution or match.**
- b. **Detailed Project Narrative.** The project narrative should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.

The detailed project description must substantially conform to the following outline and content:

- i. **Project Description.** Provide a description of how you will implement and conduct the proposed project activities as referenced in *Section 1(B), Project Description*, and do so to achieve the program objectives. The description should demonstrate consideration of the activities that will be conducted to accomplish objectives of the project. The project description should: (1) demonstrate how the proposed project supports joint State and federal development and implementation of regulatory and non-regulatory activities described in *Section 1(B), Project Description*; (2) address how the proposed project activities relate to the EPA Strategic Plan Linkage goals, objectives and sub-objectives described in *Section 1(C), Project Descriptions*; (3) identify necessary tasks and activities that will be conducted to accomplish the project objectives; and (4) present an estimated timeline or schedule of expected target dates and milestones to achieve specific tasks and activities that will be

conducted during the budget and project period. In addition, describe your approach to providing assistance to States, and the methodology for transferring information and lessons learned during the project to others. The tasks and activities should be realistic and achievable within the budget and project period of the cooperative agreement. Also, make sure you address the six program elements identified in *Section 1(B), Project Description*.

- ii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe: (i) whether, and how, you were able to successfully complete and manage those agreements, and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in *Section 5*, 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, please indicate this in the proposal and you will receive a neutral score for this factor under *Section 5*. Failure to do so may result in a “0” score for this factor.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- iii. **Environmental Results Past Performance Reporting.** Submit a list of federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) that your organization performed within the last three years (limit 5, and preferably EPA assistance 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 5*, 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, please indicate this in the proposal and you will receive a neutral score for this factor under *Section 5*. Failure to do so may result in a “0” score for this factor.

**iv. Performance Measurement: Anticipated Outcomes and Outputs.**

**Anticipated Outcomes:** Specify the expected environmental outcomes as described

in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)

**Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- iv. **Leveraging.** Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Describe the type and amount of leveraging proposed, 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 funds/resources will play in the overall project. 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.
- v. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 [CFR](#) Part 30 or Part 31, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify sole source procurement.

**3. Attachments.** The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 25-page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.

- a. **Budget Narrative.** Include a detailed budget narrative which clearly explains how funds will be used. The successful applicant's budget narrative should identify (1) specific tasks for which EPA funding will be used; (2) the costs associated with each task, (3) the costs that the applicant or other partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task. (*Refer to Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs for a definition and examples of outputs.*) The budget should include information on each major task broken out using the following cost elements:

- i. Personnel;
- ii. Fringe Benefits;

- iii. Contractual Costs;
- iv. Travel;
- v. Supplies;
- vi. Other Costs (be specific);
- vii. Administrative Costs (other than Indirect Costs);
- viii. Non-EPA Project Funding. Identify funding from other sources including the required 5% cost share<sup>2</sup> in-kind resources;
- ix. Total Direct Costs;
- x. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage); and
- xi. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

Following is a suggested format to summarize your proposed budget. Applicants are not limited to three Project Activities. Please expand (add more columns), as necessary, to include Activities listed in *Section 1(B)* of this announcement.

### Sample Format for Budget

Budget Categories (Required Field)	Project Activities			TOTAL (Required Field)
	Activity 1: (fill in )	Activity 2: (fill in )	Activity 3: (fill in )	
Personnel				
Fringe Benefits				
Contractual				
Travel				
Supplies				
Equipment				
Other Costs				
Administrative				
Total Direct				
Indirect Costs				
Non-EPA Project Funding				
Total Project Cost				

**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 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

<sup>2</sup> Applicants may not use other federal funds from other federal agencies as a cost share unless such a use of federal funds is authorized by statute. CERCLA does not provide that authority.

out the scope of work.

- b. **Milestones.** Provide a schedule indicating start times and completion dates of significant tasks and responsibilities under your program. For efficiency, it is suggested that project milestones be coordinated with important events (e.g., budget cycle, meetings, etc.).
- c. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at the organization providing the letter of support along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments. If your organization intends to provide funding to any supporting organization, please refer to *Sections 2(E) and (F)* of this announcement.
- d. **Documentation/evidence of current nonprofit status** under Federal, state or tribal law, if applicable.

### **C. Submitting a Proposal Package.**

Applicants may choose to submit their proposal package, as described in *Section B* above, either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Instructions for all methods are detailed below. Please select **only one** method. Proposals must be received by EPA or through grants.gov by October 1, 2010, 5:00 p.m. ET.

1. **Hard copy (paper) submission.** Submit a complete proposal package including all of the documents identified in *Section 4(B)* of this announcement. **The complete package must be sent through regular mail (U.S. Postal Service), express mail, or commercial delivery service to the EPA Headquarters Program contact listed below.** Paper submissions must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), the Narrative Proposal, and all Attachments. If possible, please include a CD-disk with electronic copies of all proposal package documents.

**Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a commercial delivery service or express mail option to transmit their proposals.**

#### **EPA Headquarters Address for Mailing Proposals – US Postal Service Mail:**

**Anne Marie Hoffman**, U.S. Environmental Protection Agency, Federal Facilities Restoration and Reuse Office (MC 5106P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 Phone: (703) 603-0720.

#### **Address for all Commercial Delivery Services (i.e., all services other than the US Postal Service, including hand delivery):**

**Anne Marie Hoffman**, U.S. Environmental Protection Agency, Federal Facilities Restoration and Reuse Office (MC 5106P), U.S. Environmental Protection Agency, 2777

Crystal Drive (One Potomac Yard), Room S-5912, Arlington, Virginia 22202; Phone: (703) 603-0720.

2. **Using <http://www.Grants.gov>**, The electronic submission of your application must be made by an official representative 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, please encourage your office 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](http://www.grants.gov/aboutgrants/program_status.jsp)).**

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the 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](http://www.grants.gov/aboutgrants/program_status.jsp)).**

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-OSWER-FFRRO-10-08, or the CFDA number that applies to this announcement (66.801), in the appropriate field. Then complete and submit the proposal package as indicated. **You may also be able to access the proposal package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the “Browse by Agency” feature to find EPA opportunities).**

**Proposal Submission Deadline.** Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.Grants.gov>) no later than October 1, 2010, 5:00 p.m. ET. **Please submit all of the proposal materials described below.**

**Proposal Materials.** The following forms and documents are required under this announcement (*Refer to Section 4(B)*):

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal.
- C. Attachments

The proposal package must include all of the following materials:

- A. **Application for Federal Assistance, Standard Form (SF-424).** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Numbering 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.
- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.Grants.gov>). Prepare your Narrative Proposal in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement (EPA-OSWER-FFRRO-10-08). The Narrative Proposal shall not exceed 25 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement.
- C. **Attachments.** The budget narrative, milestones, letters of support, and documentation of non-profit status if applicable as described in *Section 4(B)(3)* of this announcement shall be included as attachments to the narrative proposal. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. **These documents will not count as part of the 25 page limit and do not have an individual page limitation.**

### **Proposal Preparation and Submission Instructions.**

**Document A**, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

**For Document A**, 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 B**, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application* of this announcement (EPA-OSWER-FFRRO-10-08). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your “Narrative Proposal” to the application package, click on “Project Narrative

Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your “Narrative 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.

**For Document C, the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments.** When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once 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 proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through [Grants.gov](http://www.grants.gov). Please advise your AOR to close all other software programs before attempting to submit the application package through <http://www.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 <http://www.grants.gov> for assistance by phone at 1-800-518-4726, or contact Anne Marie Hoffman at [hoffman.annemarie@epa.gov](mailto:hoffman.annemarie@epa.gov).

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from [grants.gov](http://www.grants.gov)) within 30 days of the proposal deadline, please contact Anne Marie Hoffman at [hoffman.annemarie@epa.gov](mailto:hoffman.annemarie@epa.gov). Failure to do so may result in your proposal not being reviewed.

## **D. Confidential Business Information**

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

## **E. Data Universal Numbering System (DUNS)**

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

## **F. Pre-proposal/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 proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Questions received from applicants and EPA's responses will also be posted on-line at <http://www.epa.gov/oswer/grants-funding.htm>.

## **SECTION 5. APPLICATION REVIEW INFORMATION**

### **A. Evaluation Criteria**

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their "Narrative Proposals." Each proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p><b>Project Description.</b> Under this criterion, EPA will evaluate the extent to which the proposal effectively addresses the scope of work activities described in <i>Section 1(B)</i> of this announcement and the understanding of the role of states in federal facility cleanup. Proposals will be evaluated based on the quality and extent to which the proposal:</p> <ul style="list-style-type: none"> <li>• Effectively describes a well-conceived strategy and technical approach to conducting research and training to support state participation in the development and implementation of the regulatory and non-regulatory activities described in <i>Section 1(B)</i>. (15 pts.)</li> <li>• Describes how the proposed activities relate to goals, objectives and sub-objectives in <i>Section 1(C)</i>. (5 pts.)</li> <li>• Demonstrates thorough understanding of the role of states in federal facility cleanup. Demonstrates understanding, knowledge, and capability of assigned personnel to conduct research and achieve the goals of this project as described in <i>Section 1</i>. Demonstrates understanding, knowledge, and capability of the applicant’s management team. (10 pts.)</li> <li>• Describes a management approach to planning, organizing, communicating, implementing and controlling the work described in <i>Section 1</i>. (5 pts.)</li> <li>• Describes the applicant’s approach to mitigating potential problems and resolving actual problems during the period of performance under the cooperative agreement. (5 pts.)</li> <li>• Presents goals tasks, plans and project milestones (schedule) that are clear, concise, and realistic. (5 pts.)</li> </ul>	45
<p><b>Programmatic Capability and Past Performance.</b> This criterion refers to previous experience and expertise that the applicant may have in representing state co-regulators in Federal Facility policy development and the technical capability of the applicant to successfully carry out the proposed project taking into account such factors as the applicant’s:</p> <ul style="list-style-type: none"> <li>• Organizational experience and plan for timely and successful achievement of the objectives of the project. (10 pts.)</li> <li>• Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (10 pts.)</li> </ul>	35

<ul style="list-style-type: none"> <li>• Past performance in successfully completing and managing the assistance agreements provided in response to <i>Section 4(B)</i> of this announcement. (10 pts.)</li> <li>• History of meeting the reporting requirements under the assistance agreements provided in response to <i>Section 4(B)</i> of this announcement including whether the applicant submitted acceptable final technical reports under those agreements.</li> </ul> <p><i>NOTE: In evaluating applicants under the first two items above, EPA will consider information provided by the applicant in their proposal as well as relevant information from other sources including EPA agency files and prior/current grantors (i.e., to verify and/or supplement the information provided by the applicant). Applicants with no relevant or available past performance and/or reporting history (the first two items above) must indicate this and they will receive a neutral score for those elements of this criterion (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for those items, you may receive a score of 0 for them.</i></p>	
<p><b>Environmental Results Past Performance.</b> Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>Note: In evaluating applicants under this criterion, 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 reporting history will receive a neutral score for this factor.</i></p>	5
<p><b>Performance Measurement: Anticipated Outcomes and Outputs.</b> Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). Proposals will be evaluated on the quality and extent to which they:</p> <ul style="list-style-type: none"> <li>• Clearly specify anticipated environmental outcomes and outputs including those described in <i>Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 pts.)</li> <li>• Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 pts.)</li> </ul>	5

<ul style="list-style-type: none"> <li>Describe how success in achieving project outcomes and outputs will be evaluated, tracked, and measured. Include a description of any planned reports, plans, or other deliverables that will measure and track the project success and, document achievement of expected/outputs identified in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 pts.)</li> </ul>	
<p><b>Budget/Resources.</b> This criterion refers to the proposed budget, in-kind goods and services, and other resources that the applicant outlines to carry out the proposed project. The package will be evaluated based on the extent that:</p> <ul style="list-style-type: none"> <li>The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives, whether the budget proposal demonstrates the ability to effectively sustain the proposed project, and whether the budget describes the applicant’s plan for managing the budget and how the applicant will manage the project within cost parameters. (3 pts.)</li> <li>The applicant is able to organize and engage the participation of state officials in the work as described in <i>Section 1(B)</i> is demonstrated. (2 pts.)</li> </ul>	5
<p><b>Leveraging.</b> Under this criterion applicants will be evaluated based on the extent they demonstrate:</p> <ul style="list-style-type: none"> <li>(i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds/resources to leverage additional resources beyond the cooperative agreement funds awarded to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during cooperative agreement performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. (5 pts.)</li> </ul>	5

**B. Review and Selection Process.**

All timely received proposals from eligible entities will first be reviewed to determine eligibility for funding based upon compliance with the eligibility criteria listed in *Section 3(C)*. Only proposals determined to be eligible will be evaluated for technical merit. Each eligible proposal will be evaluated by a review panel for technical merit using only the evaluation factors detailed in *Section 5(A)* of this solicitation.

Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the proposals with the highest evaluated numerical scores to the appropriate agency selection officials for award.

## **SECTION 6. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices.**

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by November 1, 2010.

The notification to successful applicant(s) that their proposal has been recommended for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency's Competition Policy ([EPA Order 5700.5A1](#), Section 11). 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 selection.

### **B. Administrative and National Policy Requirements**

1. 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](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the proposal and not all states require such a review.
3. Grants and cooperative agreements with non-profit organizations and institutions of higher education are subject to 40 [CFR](#) Part 30 and OMB Circular A-122 (2 [CFR](#) Part 230) for non-profits and A-21 (2 [CFR](#) Part 220) for institutions of higher learning. Grants and cooperative agreements with governmental organizations are subject to 40 [CFR](#) Part 31 and OMB Circular A-87 (2 [CFR](#) Part 225).
4. Programmatic terms and conditions will be negotiated with the selected recipient.
5. Reimbursement Limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.
6. Applicants selected for award will be required to submit a final cooperative agreement application package to the EPA. This package will include an EPA-approved final work plan that describes the work to be performed, a final budget, and required certification forms.

### **C. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. The quarterly progress

reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel involved with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, as well as any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer within 90 calendar days of completion of the period of performance.

#### **D. 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 Anne Marie Hoffman at [hoffman.annemarie@epa.gov](mailto:hoffman.annemarie@epa.gov).

#### **E. 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](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.

#### **F. Sub-Award and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award 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.

#### **G. 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 or proposal 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 or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal 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.

## **H. Unliquidated Obligations**

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.

## **SECTION 7. AGENCY CONTACT**

**Anne Marie Hoffman**, U.S. Environmental Protection Agency, Federal Facilities Restoration and Reuse Office (MC 5106P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 603-0720.

## **SECTION 8. OTHER INFORMATION**

### **A. National Environmental Information 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](http://www.exchangenetwork.net). EXIT Disclaimer