

**REGION 2 – Increasing Awareness of Environmental Impacts to Coral Reef Systems in the Caribbean through Targeted Outreach, Training and Education**

**OVERVIEW:**

**Federal Agency Name:** U.S. Environmental Protection Agency, Region 2, Office of Policy and Management, Policy, Planning and Evaluation Branch

**Funding Opportunity Title:** Increasing Awareness of Environmental Impacts to Coral Reef Systems in the Caribbean through Targeted Outreach, Training and Education

**Funding Opportunity Number:** EPA-R2-OPM-02

**Announcement Type:** Request for Full Applications (RFA)

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) Numbers:** 66.034, 66.436, and 66.716

**CFDA Titles:**

**66.034** Surveys, Studies, Investigations, Demonstrations And Special Purpose Activities Relating To The Clean Air Act Section 103(b)(3).

**66.436** Surveys, Studies, Investigations, Demonstrations, And Training Grants Relating to Section 104(b)(3) of The Clean Water Act.

**66.716** Surveys, Studies, Investigations, Training Demonstrations And Educational Outreach Relating to Toxic Substances Control Act, Section 10.

For a full description of each CFDA listed see: <http://12.46.245.173/CFDA/pdf/catalog.pdf>.

**Action Dates:**

Postmark/Receipt of applications	<i>May 12, 2008</i>
EPA review of proposals	<i>May 2008</i>
Expected funding decision	<i>June 2008</i>
Expected grant award	<i>June 30, 2008</i>

**Executive Summary:**

The Environmental Protection Agency’s (EPA) Region 2, Office of Policy and Management (OPM), Policy, Planning, and Evaluation Branch (PPEB) is soliciting applications from eligible organizations for a project(s) that addresses the following objectives associated with the coral reef ecosystems within PR and/or the USVI: 1) increases public and/or stakeholder awareness about the ecological, economic, social and cultural value of coral reefs and associated ecosystems and 2) promotes environmental stewardship – as it pertains to energy and water usage, water or air pollution, and/or solid waste generation and management – either through the introduction and/or adoption of more sustainable industry practices or the encouragement of more sustainable personal choices. To realize these two objectives, projects must focus on either or both of these high-priority project areas defined by EPA Region 2.

## **Communication**

- Promote education/outreach to the public on how to be better environmental stewards. Especially, foster sustainability on a community level.

## **Outreach**

- Promote the application and dissemination of sustainable tools and programs: Industrial Ecology, green roofs, environmental management systems (EMS), green buildings, etc.
- Promote the dissemination and application of waste minimization tools (e.g., EMS, compost technology) to consumers, manufacturers and institutions. Focus on the following issues: (1) beneficial reuse of food and C&D (construction and debris) waste; and, (2) “recycling on the go” for consumer packaging and beverage containers.
- Engage the development and/or hospitality sector in sustainability and pollution protection outreach activities.

The U.S. Environmental Protection Agency Region 2 is soliciting applications to fund one or two projects, with no project less than \$20,000 or more than \$60,000, that address the issues described above and in Section I. Funding for this solicitation will be in the form of grants. Funds will be awarded under one or more of the following statutes: Clean Water Act, Section 104(b)(3), Clean Air Act, Section 103(b)(3), and the Toxic Substances Control Act, Section 10 as amended by Public Law 106-74.

- Clean Water Act, Section 104(b) (3) authorizes grants to conduct and promote the coordination and acceleration of, research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
- Clean Air Act, Section 103(b) (3) authorizes grants to conduct, and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- Toxic Substances Control Act, Section 10 as amended by Public Law 106-74 authorizes grants to support research, development, monitoring, public education, training, demonstrations, and studies as related to the protection of public health and the environment from the potential risk of toxic chemicals.

Proposed projects and activities must be consistent with one or more of the statutory authorities stated above. EPA will assign each successful applicant with the appropriate CFDA Title.

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Background

EPA Region 2 includes the Commonwealth of Puerto Rico (PR) and the U.S. Virgin Islands (USVI), areas which are surrounded by fragile coral reef systems. EPA Region 2 identified PR and the USVI as high-priority locales for pollution prevention initiatives. In addition EPA Region 2 defined the following project areas as high priority and proposed projects must address either or both of these areas to be eligible for funding consideration (See Section III):

#### **Communication**

- Promote education/outreach to industry and the general public on how to be better environmental stewards.

#### **Outreach**

- Promote the application and dissemination of sustainable tools and programs: Industrial Ecology, green roofs, environmental management systems (EMS), green buildings, etc.
- Promote the dissemination and application of waste minimization tools (e.g., EMS, compost technology) to consumers, manufacturers and institutions. Focus on the following issues: (1) beneficial reuse of food and C&D (construction and debris) waste; and, (2) “recycling on the go” for consumer packaging and beverage containers.
- Engage the development and/or hospitality sector in sustainability and pollution protection outreach activities.

EPA Region 2 expects to make one or two awards, with no award below \$20,000 or more than \$60,000, for projects that meet the priorities outlined in the region’s communication and/or outreach objectives as these objectives pertain to coral reef ecosystems within PR and/or the USVI.

A wide range of environmental problems impact susceptible coral reef ecosystems in PR and the USVI. EPA (as a member of the U.S. Coral Reef Task Force), EPA Region 2, and the United Nation’s International Coral Reef Initiative recognize the threats to reefs and are mobilizing to address these threats with an emphasis on communication and outreach to the general public and specific stakeholders concerning coral reef importance.

#### **EPA’s Role in Coral Reef Protection and Restoration**

The 1998 Presidential Executive Order #13089 established the U.S. Coral Reef Task Force (CRTF) – EPA is an active member – to guide the preservation and protection of reef systems. In 2000, CRTF adopted the *U.S. National Action Plan to Conserve Coral Reefs*, which can be found in its entirety at: <http://www.coralreef.gov/taskforce/pdf/CRTFAxnPlan9.pdf>. Of the action items, tenet nine is the creation of an informed public, which includes improving basic knowledge and influencing behaviors, beliefs, values, and decision-making criteria in relation to reef conservation. To create an informed public, the *U.S. National Action Plan to Conserve Coral Reefs* (pages 33-34) outlined these key actions:

1. Increase national and international awareness of the ecological, economic and cultural importance of coral reefs.

2. Inform local and regional audiences of the linkage between their actions and local coral reef health.
3. Educate specific user groups (e.g., fishers, vessel owners, divers, etc.) about ways to minimize the impacts of their specific activity.
4. Provide information to coastal decision-makers to influence reef conservation issues at the local, regional and national levels.
5. Utilize and build upon existing material and successful outreach activities developed during the International Year of the Ocean and the Year of the Reef campaigns within individual governmental agencies and NGOs
6. Work with NGOs, Federal agencies, educational institutions, States and Territories, and the scientific community, to compile a compendium of general information that currently exists on coral reef resources.

### **EPA Region 2 Interest in Coral Reef Protection and Restoration**

EPA Region 2 includes the Commonwealth of Puerto Rico (PR) and the U.S. Virgin Islands (USVI), which are surrounded by significant reef and related marine ecosystems. In 2002 the CRTF adopted the "Puerto Rico Resolution" and requested member U.S. States, territories and commonwealths to prepare three-year Local Action Strategies (LAS). A LAS tailors the *U.S. National Action Plan to Conserve Coral Reefs* goals to specific community and ecosystem needs as related to over-fishing, land-based sources of pollution, recreational overuse and misuse, lack of public awareness, climate change and coral bleaching, and disease.

### **International Coral Reef Initiative and International Year of the Reef**

Recognizing the hastening environmental degradation of reef systems and subsequent loss of biological and economic capital, the United Nations (U.N.) Commission of Sustainable Development officially established the International Coral Reef Initiative (ICRI) in April 1995. Eight governments, including the United States of America (U.S.), conceived of the ICRI, which partners government, international organizations and non-governmental groups in efforts to preserve coral reefs and related ecosystem types.

Mexico and the U.S., serving as the joint Secretariat of ICRI until June 2009, identified a principal action items to be the education of the general public on the role of healthy coral reef systems to sustain coastal communities. To achieve this goal, the ICRI Secretariat aims to promote the International Year of the Reef (IYOR) 2008 Campaign, the 11<sup>th</sup> International Coral Reef Symposium and partnerships with the private sector. Of specific interest are the aims of the IYOR 2008 Campaign to:

- strengthen awareness about ecological, economic, social and cultural value of coral reefs and associated ecosystems;
- improve understanding of the critical threats to reefs and generate both practical and innovative solutions to reduce these threats; and,
- generate urgent action to develop and implement effective management strategies for conservation and sustainable use of these ecosystems.

For more information on the 2008 IYOR refer to <http://www.iyor.org> and for details concerning ICRI refer to <http://www.icriforum.org/>.

## **B. Scope of Work**

Through this solicitation, EPA seeks applications from eligible entities (as defined in Section III) for a project(s) that addresses the following objectives associated with the coral reef ecosystems within PR and/or the USVI: 1) increases public and/or stakeholder awareness about the ecological, economic, social and cultural value of coral reefs and associated ecosystems and 2) promotes environmental stewardship – as it pertains to energy and water usage, water or air pollution, and/or solid waste generation and management – either through the introduction and/or adoption of more sustainable industry practices or the encouragement of more sustainable personal choices. To realize these two objectives, projects must focus on either or both of these high-priority project areas defined by EPA Region 2.

### **Communication**

- Promote education/outreach to industry and the general public on how to be better environmental stewards.

### **Outreach**

- Promote the application and dissemination of sustainable tools and programs: Industrial Ecology, green roofs, environmental management systems (EMS), green buildings, etc.
- Promote the dissemination and application of waste minimization tools (e.g., EMS, compost technology) to consumers, manufacturers and institutions. Focus on the following issues: (1) beneficial reuse of food and C&D (construction and debris) waste; and, (2) “recycling on the go” for consumer packaging and beverage containers.
- Engage the development and/or hospitality sector in sustainability and pollution protection outreach activities.

Proposed projects should seek to:

- communicate to stakeholders the condition of Caribbean coral reefs systems and the critical actions – which may include industry-wide common practices – leading to degradation of coral systems;
- encourage and empower the general public and/or specific audiences towards assuming environmental stewardship; and,
- promote, modify, and/or develop innovative tools to reduce or negate threats to Caribbean reef systems.

This may involve activities including but not limited to:

- coordinating outreach and education consistent with the focuses of the USCRTF Action Plan, a specific LAS, and/or IYOR;
- engaging a specific audience(s) for outreach;

- synthesizing currently available outreach and innovative tools;
- modifying or enhancing available outreach materials and/or pollution prevention tools to target the promotion of individual or industry stewardship in the protection and/or restoration of coral reef systems; and,
- producing summary of this information to engage policy makers, communities, and/or industries in the development and implementation of effective management strategies for conservation and sustainable use of these Caribbean reef ecosystems.

Accepted projects should demonstrate how they could be replicated in the USVI and/or PR.

Partnerships are encouraged between Federal, State and other eligible entities that have the expertise in coral reef ecology, environmental education, community organization and action, pollution prevention, climate change initiatives, land-use impacts, and mitigation of water quality and air quality impacts.

All proposed activities must be allowable (1) in accordance with the applicable statute(s), as described in the Overview section of this announcement; and (2) as further delineated in Section I of this announcement.

## **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

### **1. Linkage to EPA Strategic Plan**

Because of the diverse impacts to coral reef systems, tasks undertaken by a project may support the following goal from the EPA Strategic Plan.

➤ **Goal 4: Healthy Community and Ecosystems; Objective: 4.2 Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them**

This goal and its strategic objectives describe a collaborative approach to addressing a wide range of environmental issues relating to human and/or ecosystem health.

Each scope of work must outline the targeted impact(s), such as climate change or construction impacts, to specific coral reef systems within the bounds of the USVI and/or PR and detail the manner in which the proposed final outputs and outcomes under the grant meets EPA’s Strategic Goal 4.

### **2. Outputs and Outcomes**

To evaluate the effectiveness of a project, applicants are expected to describe how they intend to measure their deliverables (outputs such as: number of conferences held, number of demonstration projects, development of “green” new-home construction and home renovation guidelines for the Caribbean, etc.) and how they intend to measure the outcomes (number of participating in reef clean-ups, number of students with an increased knowledge about the needs and methods to protect coral reefs, number of small businesses implementing pollution control measures, number of real-estate agents that commit to promoting green attributes in homes, etc.) of their activities.

**The following are examples of outcomes and outputs for some regional communication and outreach priorities outlined above:**

- 1) developing environmental education programs pertaining to coral reef ecosystems; example measures include:
  - a. number of educational materials developed on coral reef system protection (output)
  - b. number of classrooms that integrate environmental education, particularly concerning coral reefs, into their curriculum (output)
  - c. number of students visiting a reef for hands-on environmental education (output)
  - d. any measure of an increase in knowledge (outcome)
  - e. any measure of the number of students exposed to educational materials (outcome)
  
- 2) promoting individual stewardship of coral reef ecosystems; example measures include:
  - a. number of community outreach events to promote sustainable consumption (output)
  - b. number of PSAs developed (output)
  - c. number of times PSAs played on television, radio, or other medium (output)
  - d. number of local businesses committed to encouraging costumers to use reusable shopping bags (outcome)
  - e. number of plastic bags averted from landfills (outcome)
  - f. increased knowledge about the impacts of nonpoint source pollution to coral reef health (outcome)
  - g. number of community groups that “Adopt-the-Reef” and volunteer for reef clean-ups and monitoring reef damage (outcome)
  - h. development of a web-based hotline for residents to report and to help monitor reef damage (output)
  
- 3) promoting sustainable industry; example measures include:
  - a. number of conferences held to communicate coral reef protection for members of the tourist industry, including hotels, marinas, and reef-side restaurants (output)
  - b. number of local government officials who commit to promote reef protection strategies such as pump-out stations for high-demand marinas and anchorage points in highly trafficked, sensitive reef spots (outcome).
  - c. development of a EMS training program for small business owners (output)
  - d. number of small business owners to attend the EMS training (outcome)
  - e. host awards ceremony for small businesses that commit and implement elements of EMS or other pollution prevention measures (output)
  - f. number of small business owners that commit and implement EMS or other pollution prevention measures (outcome)
  - g. a measure of commitment from the Chamber of Commerce to engage local and would-be business on sustainable practices (outcome)

- 4) promoting sustainable development; example measures include:
- a. number of outreach efforts to promote green buildings (output)
  - b. develop “green” guidelines for new construction and/or home-improvements to specifically address Caribbean issues – including limited product availability – and to mitigate nonpoint source impacts, such as sediment and nutrients, to coral reef ecosystems (output).
  - c. increase in use of green building technologies (outcomes such as increased use of green roofs, recycled materials, energy efficient lighting systems, etc.)
  - d. number of trainings held for developers concerning the Caribbean “green” new-home construction guidelines (output)
  - e. number of trainings held for real estate agents concerning the Caribbean “green” construction and/or home improvement guidelines (output)
  - f. number of developers who commit to implement green construction and green landscaping practices (outcome).
  - g. number of real estate agents who commit to promoting “green” attributes in home and building sales (outcome)

Applicants should develop measures that best fit their proposed project.

Outputs and outcomes differ both in their nature, and in how they are measured. Output means 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. Outcome means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantifiable, and may not necessarily be achievable within an assistance agreement funding period.

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

## **II. AWARD INFORMATION**

**A. Funding Type:** The funding for selected project(s) will be in the form of a grant.

### **B. Number and Amount of Awards**

The total estimated funding for this competitive opportunity is approximately \$60,000. EPA Region 2 anticipates awarding either one or two grants, with no grant award totaling less than \$20,000 or more than \$60,000.

### **C. Start Date and Length of Project Period**

The grant is expected to be awarded by June 30, 2008. The project and funding period under this grant shall not exceed two years.

## **D. Funding**

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

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Eligible applicants are determined based upon the CFDA under which the project is to be funded:

#### **66.034 Surveys, Studies, Investigations, Demonstrations And Special Purpose Activities Relating To The Clean Air Act.**

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

#### **66.436 Surveys, Studies, Investigations, Demonstrations, And Training Grants and Cooperative Agreements -Section 104(b)(3) of The Clean Water Act.**

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia); public and private universities and colleges; hospitals; laboratories; public or private nonprofit institutions; intertribal consortia; 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. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 CFR 35.504 (66 FR 3782, January 16, 2001) (FRL-6929-5) and be a non-profit organization within the meaning of OMB Circular A-122.

#### **66.716 Surveys, Studies, Investigations, Training, Demonstrations And Educational Outreach.**

Assistance under this program is generally available to State, U.S. territories or possessions, federally recognized Indian tribal governments and Native America Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, local governments, and individuals and international entities. For profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Review Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

### **B. Cost-sharing or Matching**

There is no match or cost-sharing requirement. However, both the degree to which the project budget effectively uses EPA funds and leverages other funds and in-kind services will be considered as evaluation criteria. EPA will evaluate the strength of the leveraging commitment and award points based on that evaluation (see Section V for details).

### **C. Threshold Eligibility Requirements**

In order to be eligible for funding consideration, all proposed projects must meet the following threshold criteria at the time of application submission. Failure to meet any of the following criteria will result in the automatic disqualification of the proposed project for funding consideration. Applicants whose applications do not meet the threshold requirements stated below will be notified within fifteen (15) calendar days of determining they are ineligible based on the threshold criteria.

1. Proposed projects must address the following objectives associated with the coral reef ecosystems within PR and/or the USVI: 1) increase public and/or stakeholder awareness about the ecological, economic, social and cultural value of coral reefs and associated ecosystems and 2) promote environmental stewardship – as it pertains to energy and water usage, water or air pollution, and/or solid waste generation and management – either through the introduction and/or adoption of more sustainable industry practices or the encouragement of more sustainable personal choices.
2. The proposed projects must address either the Region 2 communication and/or outreach priorities – outlined in the background section of this RFA in Section I – and relate specifically to coral reefs to be considered. In addition, proposed projects must explain:
  - how they are applicable to other areas in the USVI and/or PR; and,
  - how the proposed project supports other EPA outreach and communication priorities, such as those outlined in the *U.S. National Action Plan to Conserve Coral Reefs* and/or furthers coral reef outreach and education activities promoted during the 2008 IYOR.
3. The activities described in all proposed projects must be allowable (1) in accordance with the applicable statute(s), as described in the Overview section of this announcement; and (2) as further delineated in Section I of this announcement.
4. All proposed projects must support EPA’s Strategic Plan Goal 4, as described in Section I of this announcement.
5. The proposed project must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, regulatory compliance or mitigation, land acquisition, purchase of vehicles, acquisition of equipment, purchases of food, construction or modification of structures, or completion of work which was to have been completed under a prior grant.
6. a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the work plan (7 single spaced pages), pages in excess of the page limitation will not be reviewed.  
  
b. In addition, applications must be postmarked or received by the EPA or received through [www.grants.gov](http://www.grants.gov), as specified in Section IV of this announcement, on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible

for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Applications postmarked or 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 IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Heather Barnhart at [barnhart.heather@epa.gov](mailto:barnhart.heather@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

7. Applications requesting more than \$60,000 or less than \$20,000 in EPA funding will be returned to the sender without further consideration.

## **IV. APPLICATION AND SUBMISSION INFORMATION**

### **A. General Applications Instructions**

Please note that you may choose to apply under this announcement in one of two ways: hard copy or grants.gov submission. The content of the application package is stated in Section IV.C below.

Applications submitted via fax or email (email submission is not the same as submitting through grants.gov, as described below) will not be reviewed.

Hard-copy submission: Please mail or deliver two complete, unbound copies of the complete application package as described in Section IV.C below to:

Heather Barnhart  
U.S. EPA Region 2  
290 Broadway -- 26th floor  
New York, NY 10007

By Mail: applications must be post-marked by 5:00 pm EST on May 12, 2008 (No fax submissions will be accepted).

Hand Delivery: applications must be hand-delivered to Heather Barnhart no later than 5:00 PM, EST, May 12, 2008. A confirmation email will be sent from Ms. Heather Barnhart of receipt of application. If you have not been notified within 7 days of application submission, contact Ms. Heather Barnhart at 212-637-4971 or [barnhart.heather@epa.gov](mailto:barnhart.heather@epa.gov).

Submissions not postmarked or received by 5:00 PM EST on May 12, 2008 will not be considered for awards. Ineligible applications will not be returned.

Grants.gov submissions: 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 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 application package by entering the Funding Opportunity Number, EPA-R2OPM-02, or one of the CFDA numbers that apply to the announcement (CFDA 66.034, 66.436, or 66.716), 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 5:00 PM EST on May 12, 2008. Applications submitted after 5:00 PM EST on May 12, 2008 will not be considered for this funding opportunity.

Please submit *all* of the application materials described below. To view the full funding announcement, 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.

## **B. Application Materials**

The following forms and documents are required under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. EPA Key Contacts Form 5700-54
- IV. Assurances for Non-Construction Programs (SF-424B)
- V. Grants.gov Lobbying Form
- VI. EPA Form 4700-4 – Preaward Compliance Review Report
- VII. Work Plan Narrative - (prepared as described in Section IV.C)
- VIII. Budget Narrative Attachment Form (Budget Detail)
- IX. Disclosure of Lobbying Activities (SF-LLL), if applicable
- X. Other Application Attachments, if applicable
- XI. Other Application Attachments

The application package must include all of the following materials:

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

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 8f of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments.

The total amount of federal funding requested for the two-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement, or a copy of the indirect cost rate proposal submitted to the Cognizant Federal Agency, must be submitted as part of the application package. (See instructions for document 10 below.)

III. Key Contacts Form 5700-54

Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the application.

IV. SF-424B, Assurances for Non-Construction Programs

Complete the form. There are no attachments.

V. Lobbying Form – Certification Regarding Lobbying

Complete the form. There are no attachments.

VI. EPA Form 4700-4 – Preaward Compliance Review Report

Complete the form. There are no attachments.

VII. Work Plan Narrative :

Refer to Section IV.C for Work Plan Narrative requirements.

The document should be readable in PDF or MS Word and consolidated into a single file.

VIII. Budget Narrative Attachment Form – Detailed Itemized Budget

Prepare the Detailed Itemized Budget. Please refer to the following EPA Region 2 webpage for additional information: <http://www.epa.gov/region02/grants/applicationkit2007.pdf>

IX. SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying).

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

X. Other Application Attachments – Negotiated Indirect Cost Rate Agreement Form (if indirect costs are included in the project budget)

Attach a copy of your organization's Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) If your budget includes indirect costs, you must submit, as part of the application package, a copy of your organization's Indirect Cost Rate Agreement, or a copy of the indirect cost rate proposal submitted to the Cognizant Federal Agency. This indirect cost rate agreement or proposal must cover the proposed budget period of the application.

XI. Other Application Attachments – Biographical Sketches for the Project Manager(s)  
Attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project. You may also attach letters of support.

The application kit is available either at <http://www.epa.gov/region02/grants/applicationkit2007.pdf> or by contacting the EPA staff member listed as contact in Section VII of this announcement. Two completed applications should be submitted to the contact person in Section VII.

### **Application Preparation and Submission Instructions**

**Documents 1 through 6** listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, 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 documents 7 and 8, you will need to attach electronic files. Prepare your workplan as described in Section IV.C of the announcement] and save the document to your computer as an MS Word. When you are ready to attach it to your application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your workplan (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 other attachments that you would like to submit to accompany your workplan, 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 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

NOTE: The workplan is subject to a seven (7) page limit as described in Section IV.C of the announcement.

**Documents 9 through 11** are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 08 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 – FY08 Assoc Prog Supp – 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.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Heather Barnhart at 212-637-4971 or email at [barnhart.heather@epa.gov](mailto:barnhart.heather@epa.gov).

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Heather Barnhart at 212-637-4971 or [barnhart.heather@epa.gov](mailto:barnhart.heather@epa.gov). Failure to do so may result in your application not being reviewed

## **C. Application Content**

### **Application Package Materials**

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. EPA Key Contacts Form 5700-54
- IV. Assurances for Non-Construction Programs (SF-424B)
- V. Grants.gov Lobbying Form
- VI. EPA Form 4700-4 – Preaward Compliance Review Report
- VII. Work Plan Narrative - (prepared as described in Section IV.C)
- VIII. Budget Narrative Attachment Form (Budget Detail)
- IX. Disclosure of Lobbying Activities (SF-LLL), if applicable
- X. Other Application Attachments, if applicable
- XI. Other Application Attachments

As described in detail in Section IV Part B, hard copies of these eleven (11) forms – submitted to grants.gov – must be submitted along with narrative workplan (described below).

### **Content of Narrative Workplan**

The workplan, including the cover page and executive summary, cannot exceed seven (7) single spaced pages-excess pages will not be reviewed.

Applications will be reviewed and ranked using the evaluation criteria noted below in Section V, Application Review Information. Workplans must include the information described below and address the criteria/ranking factors set forth in Section V of this announcement and the threshold requirements described in Section III.C.

### **Cover page:**

#### **a. Please provide the following required information:**

Title and Date of this Funding Opportunity Announcement:

Project Title:

Project Manager:

Organization:

Address:

Telephone:

Fax:

E-mail address:

b. Total Project Cost: Specify the total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

c. Project Period: Provide the anticipated beginning and ending dates. Funds will only be available to begin project activities on or after October 1, 2008.

**Executive Summary:** Include a one page summary (recommended not to exceed one page) indicating what activities will be undertaken, what you expect to accomplish and how the project will promote the protection of coral reef ecosystems and encourage environmental stewardship.

### **Narrative Work Plan**

- a. Objectives: State clearly the project objectives; in most cases, each goal can be stated in a single sentence.
- b. Approach and Methods: Describe in detail how the project will be carried out and how the objectives stated above will be achieved. Describe how the project addresses the activities described in Section I of the announcement and meets the threshold requirements in Section III.C.
- c. Outcomes: Specify the expected quantitative and qualitative outcomes of the project, including what measurements you will use and how you will measure and evaluate the results of your project to demonstrate that you are achieving those outcomes.
- d. Outputs: Identify the expected outputs of the project and explain how they could be used to support the project objectives and how you will measure and evaluate the results of your project to demonstrate that you are achieving these outputs.
- e. Collaborations or Partnerships: Identify all proposed partnerships and /or stakeholder groups that may be involved in the project and what the roles of each would be.

**In addition, describe** how you will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the workplan and the workplan must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

- f. **Environmental Results Past Performance:** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes)

under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under 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, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

**g. Programmatic Capability:** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to 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 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, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

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.

**h. Timetable:** Please present a timeline that shows what will be accomplished under each of the project objectives and the estimated time of completion of each task .

Letters of support: If a party or parties other than the applicant plan to provide funding, expertise, or significant effort in support of the proposed project, the planned contributions should be clearly described in a letter signed by an official within the organization. The letters of support are not subject to the page limitation.

#### **D. Intergovernmental Review:**

Upon notification, applications may be expected to comply with Executive Order 12372, “Intergovernmental Review of Federal Programs”.

#### **E. Confidential Business Information:**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information, EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

## **F. Funding Restrictions:**

Allowable costs for non-profit organizations are defined in OMB Circular A-122; allowable costs for public entities are defined in OMB Circular A-21; allowable costs for State, Local, and Indian Tribal Governments are defined in OMB Circular A-87. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable.

Due to restrictions imposed by EPA's Appropriations Act, recipients may not use EPA grant funds to pay consultant salaries that exceed the "daily equivalent of the rate paid" federal employees at Level IV of the federal executive schedule ("the consultant fee cap"). The consultant fee cap is implemented at 40 CFR §30.27(b) for grants to non-profit organizations and universities, and grants to governmental bodies are covered by 40 CFR §31.36(j). These regulations provide additional information regarding the scope of the consultant fee cap and the costs subject to the cap. The fact that an applicant identified a consultant in its competitive grant application does not exempt the grantee from complying with the consultant fee cap.

OMB Circular A-21, Educational Institutions (8/8/00)

OMB Circular A-87, State and Local Governments (5/4/95, amended 8/29/97)

OMB Circular A-122, Non-profit Organization (5/19/98)

**Management Fees:** When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

## **Pre Application Assistance**

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 applications/proposals. However, 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.

## **Contracts and Subawards:**

### **a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships , provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**b. 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 proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form

of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**V. APPLICATION REVIEW INFORMATION**

Only those proposals that meet the threshold criteria in section III will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria**

**1. Project Summary/Approach (30 points):** The Agency will evaluate the following factors:

	<b>Points</b>
Extent and quality to which the application including the narrative workplan includes a well-conceived strategy for addressing all of the requirements in <b>Section I, Parts A and B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)</b>	10
Extent and quality to which the proposed project’s goals are realistic and will be implemented by project end	10
Extent to which the proposed project would be viable – replicable – in other regions of the USVI and/or PR	5
Extent to which the application sets forth a reasonable schedule for the execution of the tasks associated with the project(s)	5
<b>TOTAL</b>	<b>30</b>

**2. Environmental Results—Outcomes and Outputs (25 points):**

	<b>Points</b>
Extent and quality to which the application including the narrative workplan describes the evaluative component of the project, including how the applicant’s success in achieving the expected project outcomes and outputs, including those identified in <b>Section I</b> , will be tracked and measured.	10
Extent and quality that the narrative workplan documents the potential benefits to the protection and/or restoration of coral reefs and/or their ecosystems.	15
<b>TOTAL</b>	<b>25</b>

**3. Past Performance--Programmatic Capability (20 points, each element is worth 5 points):**

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s: (i) past performance in successfully completing and managing 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 performed within the last 3 years, (ii) history of meeting reporting requirements under 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

NOTE: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii) will receive a neutral score for those elements (e.g., a neutral for item i would be 2.5 points).

**4. Environmental Results Past Performance Criterion (5 points):** 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 Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, 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 (2.5 points) for this factor.

**5. Leveraging Resources (10 points):**

Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (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. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

## **6. Budgeting (10 points)**

Under this criterion, applicants will be evaluated based upon whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes.

### **B. Review and Selection Process**

For this competition, EPA anticipates making no more than two awards as discussed in Section II. A panel comprised of at least three EPA staff members will evaluate each application based upon the criteria outlined in this RFA and rank them for consideration by the Assistant Regional Administrator for Policy and Management, who will select the final applications for award based on this ranking.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

The applicant whose proposal is selected will be notified via telephone and/or e-mail by June 10, 2008 and the applicants not selected will also be notified either by e-mail or by phone.

The successful applicant whose final application has been selected and approved can expect to receive an award document which constitutes an agreement between EPA and the recipient organization and sets forth the terms and conditions of the financial assistance. Since the assistance agreement is a legal document, an authorized representative of the organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 2 Grants Office. Specific instructions will be provided with the award document.

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

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3632 (January 26, 2005) which can be found at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

Copies of these procedures may be requested from the EPA Contact listed in Section VII of this announcement.

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.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, "EPA Grant Management Training for Non-Profit Applicants and Recipients." One person must be the

project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>

The award will include a term/condition requiring this training.

Applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (see Section I).

### **C. Reporting**

Specific reporting requirements will be stated in the award terms and conditions. The following are general reporting requirements.

Progress Reports: Reports describing tasks accomplished, results achieved to date, including any problems encountered and how they were overcome, and a summary of funds expended will be required on a quarterly basis, as stated in 40 CFR §31.40 and 40 CFR §30.51. Reports should be submitted electronically, if possible.

Final Report: This will be required at the completion of the project, as stated in 40 CFR §31.40 and 40 CFR §30.51. The report will include any agreed-upon work-product(s) resulting from the project and copies of materials generated in connection with project activities (e.g., maps, workshop announcements, sign-up sheets, newspaper/newsletter announcements, articles or releases, press packet, pamphlets, etc.) Any additional requirements will be stated in the Special Conditions of the Award document.

Financial Status Reports (FSRs): These are required on an annual basis, as stated in 40 CFR §30.52 and 40 CFR §31.41, as applicable. A Final FSR is required at the completion of the project.

## **VII. AGENCY CONTACT**

You may contact EPA to determine the status of your application or to request general advice on filling out your application. Assistance requests will be responded to by phone within 5 working days.

Heather Barnhart  
Office of Policy and Management  
U.S. EPA Region 2  
290 Broadway, 26th floor  
New York, NY 10007  
Tel. (212) 637-4971  
Fax: (212) 637-4971  
E-mail: [barnhart.heather@epa.gov](mailto:barnhart.heather@epa.gov)