

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, WATER, WETLANDS, AND PESTICIDES
DIVISION - EPA-R7WWPD-05-005**

Notice of Request for Proposals for Projects to be Funded From the Water Quality Cooperative Agreement allocation (CFDA 66.463 - Water Quality Cooperative Agreements). Water Quality Cooperative Agreements (WQCA) support developing, implementing, and demonstrating innovative approaches relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

Proposal due date - **May 31, 2005** (45 days from announcement)
If selected, Application due date - **July 28, 2005**, 2005 or three weeks from notification of successful proposal

SUMMARY

EPA is soliciting proposals for Water Quality Cooperative Agreement (CFDA 66.463) activities which support the Clean Water Act 104(b)(3). These proposals support developing, implementing, and demonstrating innovative approaches relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

1. FUNDING OPPORTUNITY DESCRIPTION

The United States Environmental Protection Agency (EPA) Region 7 is soliciting proposals from State water pollution control agencies, colleges and universities, Native American Tribes, interstate agencies, intertribal consortia, individuals and other public or nonprofit organizations, including community-based or volunteer organizations interested in applying for Federal assistance for Water Quality Cooperative Agreements (CFDA 66.463) under the Clean Water Act (CWA) section 104(b)(3) for projects in EPA Region 7, specifically Iowa, Kansas, Missouri, and Nebraska.

Assistance agreements awarded under Clean Water Act Section 104(b)(3) may only be used to conduct and promote the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effect, extent, prevention, reduction, and elimination of water pollution.

A. Watershed & Innovative Best Management Practices (BMPs) Priorities for Consideration:

Region 7 will award projects for innovative research, investigations, experiments, training, demonstrations, surveys, and studies that focus on watershed and innovative best management practices. These projects can range from statewide targeting schemes to local watershed-based projects.

Emphasis will be placed on approaches for:

- x Watershed monitoring and assessment strategies and/or implementation;
- x Development of comprehensive watershed management plans;
- x Demonstration of the use of innovative (new or novel idea or method to Region 7) Best Management Practices (BMPs) and other technologies to address water quality issues;
- x Impaired waters identified in the approved state 303(d) list;
- x Stormwater run-off issues in an area / community;
- x Capacity building – assists in developing the capacity of watershed groups or a watershed / community to address water quality issues;

B. Geographic Area Priorities for Consideration:

EPA Region 7 will provide priority consideration to projects that focus on the following geographic areas. Addressing more than one area will result in more points in the evaluation process.

Proposed projects should involve:

- x Nebraska: Blue River Basin
Omaha and adjacent counties with Omaha impending growth
Lower Platte River

- x Iowa: Platte River Watershed
North Raccoon Watershed
Winnebago Watershed
Maquoketa Watershed

- x Kansas: Blue River Basin
Kansas City and Wichita Areas

- x Missouri: Branson Growth Area
Lake of the Ozarks Growth Area
South Fabius Watershed
Young's Creek Watershed

Please see **Appendix A** attached map with geographic area priorities.

C. Environmental Results

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a period of time or by a specific date. The term "outcome" means an environmental 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.

For example, an expected output would be the number of Best Management Practices (BMPs) installed, while the expected outcome would be sediment reduction resulting in improved water quality. Another expected output would be development of a watershed monitoring and assessment strategy, while the expected outcome would be increased knowledge resulting in more effective water quality monitoring decisions.

Environmental results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goal for the Water Quality Cooperative Agreements is:

- Goal 2: Clean and Safe Water
- Objective 2.2: Protect Water Quality
- Sub-objective 2.2.1: Improve Water Quality on a Watershed Basis

For more information on EPA's Strategic Plan go to:

<http://www.epa.gov/ocfopage/plan/plan.htm>

Therefore, all proposed projects must demonstrate how they will result in clean and safe water. As part of the application, you will be required to complete the "Environmental Results in Assistance Agreements" template (**See Appendix B**).

2. AWARD INFORMATION

EPA Region 7 Water, Wetlands, and Pesticides Division intends to award an estimated \$420,000 to eligible applicants through assistance agreements ranging in size from \$50,000 to \$100,000

(total project cost). From the proposals received, EPA estimates that 4 - 8 projects may be selected to submit full applications.

Both proposal and renewal proposals will be accepted for consideration. Eligible activities should be of a relatively short time frame, 1 to 3 years, with tangible results. All projects should achieve and demonstrate results. Water Quality Cooperative Agreements are not awarded to fund ongoing State/ Tribal program activities or any other ongoing program activities.

The Agency reserves the right to reject all Proposals and make no awards.

Should additional funding become available for award, the Agency may award additional grants no later than 4 months of the final selection decision without further notice or competition. Awards will be based on this solicitation and will be in accordance with the final selection process.

EPA Region 7 will work closely with the recipient organization during the finalization of the work plan to determine EPA's involvement with the project. If it is determined that there will be no substantial EPA involvement, the assistance agreement will be awarded as a grant. If it is determined substantial involvement is anticipated between EPA and the recipient organization during the performance of the approved activities, the assistance agreement will be awarded as a cooperative agreement.

3. ELIGIBILITY INFORMATION

A. Eligible Applicants:

Assistance under this program is generally available to State water pollution control agencies, Native American Tribes, and Inter-Tribal Coalitions or Consortia, public and private universities and colleges, individuals, and other public or private non-profit institutions (community-based or volunteer organizations), as described in section 501(c)(3) of the Internal Revenue Code.

In order to be eligible, Tribes must be Federally recognized, although "Treatment as a State" status is not a requirement. Intertribal consortia that meet the requirements of 40 CFR part 35.504 are eligible for direct funding. Interstate agency and intertribal consortia projects must be broad in scope and encompass more than one State, Tribe, or local government.

Applicants who have an existing agreement under this program are eligible to compete for new awards.

B. Cost Sharing or Matching Requirement:

A minimum non-Federal match of 5% of the total project cost is required which may include in-kind contributions. The match must be for an allowable cost and may be provided by the applicant or an eligible partner organization or institution. The match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other verifiable costs and this value must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. If the match is provided by a partner organization, the applicant is still responsible for proper accountability and documentation.

Other Federal money cannot be used as the match for this grant program unless authorized by the statute governing the award of the other Federal funds. However, Indian Tribes can use funds provided under the Indian Self-Determination and Education Act (25 U.S.C. 450 et seq.) to provide the required matching funds to the extent authorized by that Act and implementing regulations. Matching funds are considered grant funds. They may be used for the reasonable and necessary expenses of carrying out the work plan. Any restrictions on the use of grant funds also apply to the use of matching funds.

All grants are subject to Federal audit.

C. Other Eligibility Criteria:

The primary implementation of all projects must occur within the four states of EPA Region 7

specifically Iowa, Kansas, Missouri, or Nebraska.

Preliminary Eligibility Screening Requirements

To be eligible for consideration, applicants must meet the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the proposal for funding consideration:

1. Be an applicant who meets all eligibility requirements in Section 3 A and C of this announcement;
2. The proposal must address one or more of the priorities outlined in Section 1 A or B;
and
3. The proposal must comply with the directions for submittal contained in this notice in Section 4C Submission Dates and Times.

4. PROPOSAL AND SUBMISSION INFORMATION

A. Address to Request Application Package:

Grant application forms, including Standard Forms SF 424 and 424A, are available at <http://www.epa.gov/region07/economics/appforms.htm> and by mail upon request by calling the Grants Administration Division at (202) 564-5320 or by contacting the EPA Region 7 Competition Advocate (see Section 7 for Agency Contact Information). If you have questions, contact the Grant Coordinator (see Section 7 for Agency Contact information) or visit the regional website at <http://www.epa.gov/region07/economics/index.htm>.

Appendix C is a Checklist Tool for some of the required information for the RFP. This is a tool only.

B. Content and Form of Application Submission:

Full application packages should not be submitted at this time.

Proposals should be limited to approximately five pages and typewritten (not including Standard Form SF-424, SF-424A, continuation statement, Cover Page and support letter(s)). Page size should be 8 ½ x 11 inches and easily readable with a conventional font of 12 points or larger, double spaced and numbered pages. Please duplex if possible

The contents may vary slightly with different types of projects. **If a particular item is not applicable, clearly state this in the proposal.** If an assistance agreement application does not contain sufficient information or it is unclear, it is less likely to be selected for funding.

All proposals must include:

1. Completed Page 1 of Standard Form SF-424, Application for Federal Assistance. (Not counted in page limit).
2. Completed Page 2 of Standard Form SF-424A, Budget Information-Section B (Not counted in page limit).
3. Detailed itemization of the amounts budgeted by individual Object Class Categories (Not counted in page limit).
4. Statement regarding whether this proposal is a continuation of a previously funded project. If so, please provide the assistance number and status of the current grant/cooperative agreement. (Not counted in page limit.)
5. Plan for tracking and measuring the progress in achieving expected outputs/outcomes as discussed in Section 1 Environmental Results. Complete Appendix B.
6. Confidential Business Information: If applicable, applicants should clearly mark information contained in their application which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Subpart B. If no such claim accompanies the application when it is received by the EPA, it may be made available to the public by EPA without further notice to the applicant.
7. Cover Page (Not counted in page limit) including
 - a. Project Title,
 - b. Name of Applicant,

- c. Project Contact,
 - d. E-mail Address and/ or Phone Number,
 - e. Geographic Location (Hydrologic Unit Code level (HUC) and name of watershed, within which the project occurs), and
 - f. Total project cost and dollars requested.
8. Project narrative containing
 - a. Brief description of environmental issue(s) of concern;
 - b. Project Goals and Objectives (describe in measurable terms the environmental issue to be addressed);
 - c. Project Tasks (outline the steps you will take to meet the project goals); and
 - d. Schedule (when you expect to complete significant steps and milestones).
 - e. Describe how the project will address
 - i. innovative approaches,
 - ii. one or more of the high priority areas of concern (See Sections I A&B),
 - iii. state, local, and/or other stakeholder participation; and/or
 - iv. opportunities for leveraging other sources of funding.
 9. Brief description of staffing and funding resources available to implement the proposed project including the number of workers and staff qualifications (no resumes are required)
 10. Brief description of the applicant organization, experience related to the area of interest, and the organization's infrastructure as it relates to its ability to implement the proposed project.
 11. Any support letters should specifically indicate how the supporting organization will assist the project. (Not counted in page limit).
 12. Brief description of the information relating to the programmatic capability criteria in Section 5A.

C. Submission Date and Time:

EPA will consider all proposals which are received from the U.S. Postal Service, hand delivered, or include official delivery service documentation indicating EPA acceptance from a delivery service, **to arrive at EPA Region 7 on or before the deadline of 5 p.m., Central Standard Time, May 31, 2005.** Proposals received after the due date will not be considered for funding.

Submission Address

All proposals must be mailed or delivered to:

U.S. Environmental Protection Agency, Region 7
 WWPD/ WPIB
 Attention: Carl Stevens
 901 N 5th Street
 Kansas City, Kansas 66101

D. Intergovernmental Review:

The final application must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program is eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State for more information on the process the State requires to be followed in applying for assistance if the State has selected the program for review. Further information regarding this requirement will be provided if your proposal is selected for funding. Additional information can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>

E. Funding Restrictions:

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost

Principles contained in OMB Circular A-87 “Cost Principles for State, Local, and Tribal Governments”; A-122 “Cost Principles for Nonprofit Organizations”; and A-21 “Cost Principles for Educational Institutions”. Ineligible costs will be reduced from final grant award.

Construction

Construction projects, except for the construction required to carry out a demonstration project, and acquisition of land are not eligible for funding under this program.

Environmental Controls

New or on-going programs to implement environmental controls are not eligible for funding under this program. Grants are not to be awarded to fund ongoing State program activities. For example, State National Permit Discharge Elimination System (NPDES) permitting and Clean Water Act Section 401 certifications are not eligible for funding under this program.

F. Other Submission Requirements:

Pre-Application Assistance

Procedural and eligibility questions will be answered at any time. The contacts are listed below. Questions regarding clarification of this solicitation must be presented during a conference phone call. There will be two conference calls, so everyone can have a chance to call in. The first call is on Tuesday, May 3, 2005 from 10:01am CDT – Noon. The call in number is 202-275-0170 access code is 1488# and only has 20 lines open. The second call will be on Thursday, May 5, 2005 from 2:01pm – 4pm. The call in number is 202-275-0170 access code is 1488# and only has 20 lines open. Questions should be submitted in advance via email to R7Watersheds@epa.gov, or telephone at 913-551-7311. Responses to advance questions will be given only in the conference phone call. If circumstances beyond control prevent the conference call from occurring at the scheduled time and call-in number, it will be rescheduled in a timely manner, and, notice of the rescheduled date and time will be posted at www.epa.gov/region07/economics/index.htm Notes from the conference call will be available upon request. Only questions regarding procedures, eligibility, or clarification of this solicitation will receive responses.

Public Participation

EPA regulations require public participation in various Clean Water Act programs including grants (40 CFR Part 25). Each applicant for EPA financial assistance shall include tasks for public participation in their project's work plan submitted in the grant application (40 CFR 25.11). The project work plan should reflect how public participation will be provided for, assisted, and accomplished.

5. PROPOSAL REVIEW INFORMATION

A. Criteria:

All proposals will be evaluated based on the following criteria and weight. For the purpose of evaluating an applicant for programmatic capability purposes under #7 below, EPA will consider information provided by applicants and may consider information from other sources including Agency files.

<p>1) Watershed and Innovative Best Management Practices (30 points)</p>	<p>1) Watershed monitoring and assessment strategies and/or implementation (5 points); 2) Development of comprehensive watershed management plans (5 points); 3) Demonstration of the use of innovative (new or novel idea or method in Region 7) Best Management Practices (BMPs) and other technologies to address water quality issues (5 points); 4) Impaired waters identified in the approved state 303(d) list (5 points); 5) Stormwater run-off issues in an area/ community (5 points); or 6) Capacity Building - assists in developing the capacity of watershed groups or a watershed/community to address water quality issues (5 points).</p>
<p>2) Geographic</p>	<p>The project addresses priority geographic area(s) for consideration as described in Section</p>

Priority Areas (15 points)	1B.
3) Clarity of Work plan (25 points)	<p>The proposal should clearly describe an identified water quality issue and the importance of that issue to meeting federal, state, tribal, and community requirements, expectations, and needs. The work plan should include:</p> <ul style="list-style-type: none"> ✓ A summary of key goals, objectives, and final products; ✓ A detailed description of project tasks, an explanation of environmental results, measurable outcomes, and how the project will contribute to water quality improvement; ✓ A strategy for transferring the knowledge or techniques gained through this effort to other areas; ✓ A schedule or time-line of activities for the project; ✓ A budget and estimated funding amounts for each work plan component/task which corresponds to the SF424A Grant Application form budget categories. Total costs must include both federal and matching (non-federal) components. Identify the required match in the budget; ✓ Description of roles and responsibilities of the recipient and major partners in carrying out the work plan commitments; ✓ Demonstration of the ability to conduct and manage the grant or describe the approach to hire or obtain the requisite experience.
4) Involvement/ Commitment of the applicant (5 points)	The project demonstrates applicant involvement/commitment through significant financial and/or personnel contribution. Involvement of partners is strongly encouraged.
5) Innovation & Transferability of Results and/or Methods (10 points)	The project presents innovative approaches or solutions. Proposal demonstrates the potential for replicability or transferability to other communities, locations, and/or sectors.
6) Incorporation of project into broad agency goals (5 points)	Linking project objectives with broad agency goals (<i>e.g., Government Performance Results Act (GPRA) Goals, EPA Strategic Plan</i>). Project clearly couples the work intended to be accomplished under the assistance agreement with EPA's Strategic Plan/GPRA Architecture. The project should achieve and describe clearly defined, measurable results directly related to EPA's Strategic Plan and EPA Region 7 strategic plan (for Region 7strategic plan see http://www.epa.gov/ocfo/regionplans/region7/2004strategicplanreg7.pdf) (For EPA strategic plan see http://www.epa.gov/ocfo/plan/2003sp.pdf) Describe how project outcomes link with EPA measures and commitments outlined in EPA's national water program guidance (see http://www.epa.gov/water/waterplan/#fy05) Local Governments are encouraged to ascertain that their proposals are consistent with their state's water quality goals.
7) Program Capability (5 points)	<ol style="list-style-type: none"> 1) Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project. 2) History of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports. 3) Organizational experience and plan for timely and successfully achieving the objectives of the project. 4) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.
8) History of Environmental Results (5 points)	<p>Past performance in reporting outcomes and outputs on prior or current assistance agreements with federal and or non-federal organizations.</p> <p>Applicant with no previous performance will have a neutral score of 2 points.</p> <p>Note: If you have not previously received Federal funds, you may provide a history of your past performance with private funding, or funding awarded by state, tribal or local governments. Applicants who have not performed projects with outside financing may provide information regarding academic or community projects.</p>

B. Proposal Review and Selection Process:

All proposals will be screened by EPA staff prior to review to determine if they are eligible, complete, and in accordance with the instructions provided in this notice. If any of the required elements of the application package are not submitted, EPA may choose to contact the applicant. Failure to include or provide any of this information could result in disqualification and removal from the review selection process.

A selected panel of EPA reviewers will review the proposals and select the most competitive projects for funding based on the above evaluation criteria listed above. Both the quality and quantity of the applications will play a significant role in the selection of grants for funding.

The funding decision will be made from the group of top rated proposals based on the following additional factors:

1. Geographical distribution of funds;
2. Diversity of projects;
3. Watershed size; and
4. Cost of project.

Final selection of proposals will be made by EPA Region 7 Water, Wetlands, and Pesticides Division Director.

6. AWARD ADMINISTRATION INFORMATION

A. Award Notice:

Applicant(s) will be notified by mail after final decisions have been made. This letter is not an authorization to begin performance except at the recipient's own risk of EPA approving pre-award costs.

Successful applicant(s) will be invited to submit a complete application package prior to award (see 40 CFR 30.12 and 31.10) that will be due by **July 28, 2005** or three weeks after being notified. Required forms and instructions for preparing and submitting the completed application will be provided at that time.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award. All final work plans must include the information required in 40 CFR § 35.107 and 35.507.

An approvable work plan is required to include:

1. the work plan components to be funded under the grant;
2. the estimated work years and the estimated funding amounts for each work plan component;
3. the work plan commitments for each work plan component and a time frame for their accomplishment;
4. a performance evaluation process and reporting schedule in accordance with §35.115 of this subpart; and
5. the roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in federal assistance awards in accordance with 40 CFR Part 32.

All completed applications must be addressed to:

U.S. Environmental Protection Agency, Region 7
WWPD/ WPIB
Attn: Carl Stevens
901 N 5th Street
Kansas City, Kansas 66101

Upon receipt of a complete application, work plan, and budget, the recommendations for funding of the award will be made to the Regional Administrator. When all funding decisions are complete, a grant award notification will be issued to the recipients. This is the conclusion of the competitive award process and begins the grant performance period.

A listing of successful proposals will be posted on the EPA Region 7 website address http://www.epa.gov/region07/economics/r7_grant_opportunities.htm at the conclusion of the competition. This website may also contain information about this announcement including information concerning deadline extensions or other modifications.

B. Administrative and National Policy Requirements:

Statutory Authority and Applicable Regulations

Water Quality Cooperative Agreement projects are authorized under the Clean Water Act, Section 104(b)(3). Regulations governing the award and administration of Water Quality Cooperative Agreements are 40 CFR part 30 for institutions of higher education, hospitals, and other non-profit organizations; 40 CFR part 31 for state and local governments; 40 CFR part 35, subpart A for state, interstate, and local government agencies; and 40 CFR part 35, subpart B for tribes.

Non-profit Applicants

Non-profit applicants which are recommended for funding may, depending upon the size of the award, be required to complete and submit an Administrative Capability Form and supporting documents or may be subject to pre-award administrative capability reviews in accordance with Sections 8.b, 8.c and 9.d of EPA Order 5700.8 "EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards."

DUNS number

Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated tollfree DUNS Number request line at 1-866-705-5711. Individuals are exempt from this requirement.

Peer Review

Most documents or products prepared for and intended for public distribution under EPA Region 7 assistance agreements will be subject to the peer review process. Some products/documents produced under this grant program may be exempted from peer review process. Assistant agreement applicants should allow an eight-week time period in project schedules for each product which is subject to the peer review process. Concurrent review of multiple project products is possible. Scheduling preliminary submission of draft documents to the project officer throughout the project period will facilitate the peer review process.

Quality Assurance

If environmental research including direct measurements or data generation, environmental modeling, compilation of data from literature or electronic media, and data supporting the design, construction, and operation of environmental technologies is to be performed as part of the funding agreement, a Quality Assurance Project Plan and submission date to EPA for approval must be identified unless the organization can show a previously EPA approved Quality Management Plan. No federal funds may be expended or requested for reimbursement for data collection or environmental sampling activities prior to submittal, and approval, of the Quality Assurance Project Plan to/by the EPA Project Officer.

Copyrights

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34 (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant;

and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

Data Sharing

All recipients of these assistance agreements will be required to share any data generated through this funding agreement as a defined deliverable in the final work plan. Additionally, recipients of grants for monitoring projects will be required to submit all data from monitoring activities to STORET (short for STOrage and RETrieval). STORET provides an accessible, nationwide central repository of water quality, biological and other physical data of known quality for use by State environmental agencies, EPA and other Federal agencies, universities, private citizens, and many other organizations. Grantee submission of monitoring data into STORET or monitoring data made available in the Advisory Council for Water Information (ACWI) Core Monitoring Data Element Standard (or Data Exchange Template) will facilitate exchange of monitoring data between EPA and its partners. Applicants may also want to contact their State agency responsible for entering data into the system. Information on STORET is at <http://www.epa.gov/storet> and information on the standard is at <http://www.epa.gov/edr>.

Dispute Process

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 Sabre Germano at (913) 551-7026.

C. Reporting:

The successful applicant(s) will be required to submit to EPA either electronic or hard copy performance reports, at a frequency required by their grant conditions and/ or approved work plan, to illustrate their progress and document any issues or challenges in accordance with 40 CFR 31.40 and a final report in accordance with 40 CFR 31.41. An EPA Project Officer will work with the applicant to achieve the project goals and to provide necessary technical assistance.

7. EPA REGION 7 AGENCY CONTACTS

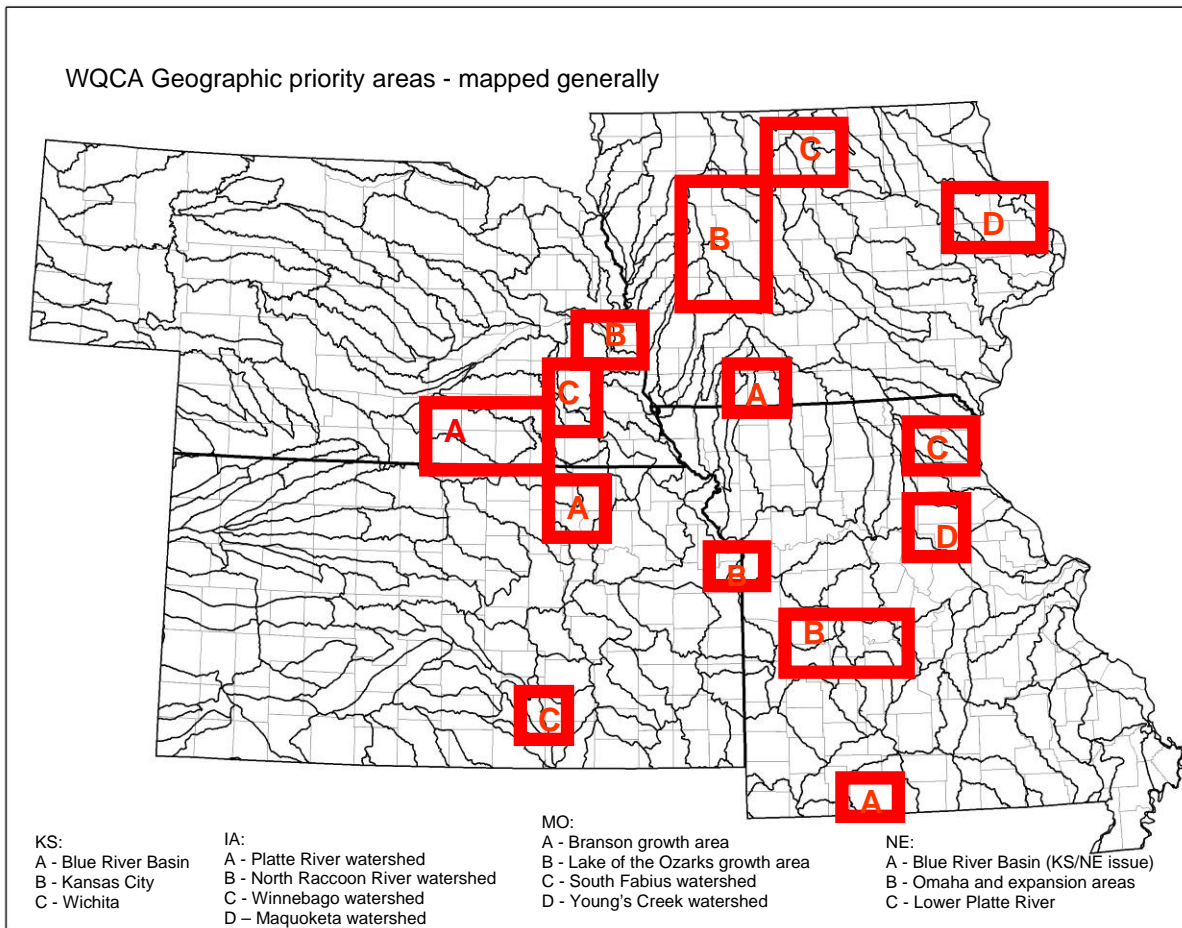
For Further Information Contact:

Mandy Techau
Grant Coordinator
913.551.7311, Telephone
913.551.9311, Fax
techau.mandy@epa.gov

Melissa Bertelsen
Grant Coordinator
913.551.7352, Telephone
913.551.8722, Fax
bertelsen.melissa@epa.gov

Sabre Germano
R7 Grants Competition Advocate
913.551.7026, Telephone
913.551.9026, Fax
germano.sabre@epa.gov

APPENDIX A – GEOGRAPHIC PRIORITIES



APPENDIX B – ENVIRONMENTAL RESULTS MODEL WORK PLAN
MODEL WORK PLAN
 (Instructions on next page)

Applicant Name: _____ Assistance Number: _____
 Project Officer: _____ Budget & Project Period: _____

1 Stated Objective/Link to EPA Strategic Plan (Components)	2 Grant Funding/FTE's (Federal/Match)	3 Work Plan Activities & Time frame for Accomplishment (Commitments)	4 Results of Activities (OUTPUTS)	5 Projected Environmental Improvement (OUTCOME)	6 Established Baseline for Measurement
Objective of the Program/project.... Clean and Safe Water...	We use these resources...	For these activities....	To produce these outputs....	Which leads to this environmental change....	The criteria used to gauge program/project performance

Instructions

1. Stated Objective/Link to EPA Strategic Plan - Please list the Objective of the Program/project and provide a Link to the EPA Strategic Plan. All grant funded activities are required to be linked to the U.S. Environmental Protection Agency (EPA) Strategic Plan. The Strategic Plan establishes goals, objectives, and sub objectives for accomplishing EPA's mission to protect human health and the environment. The five goals are:

Goal 1: Clean Air and Global Climate Change

Goal 2 - Clean and Safe Water

Goal 3 - Land Preservation and Restoration

Goal 4 - Healthy Communities and Ecosystems

Goal 5 - Compliance and Environmental Stewardship

The EPA Region 7 Strategic plan and goal sub-objectives are located at: <http://www.epa.gov/ocfo/regionplans/region7/2004strategicplanreg7.pdf>

2. Grant Funding - Please list the anticipated amount of funding and the associated FTE's needed to achieve the Program/project objectives for this grant. Please include any match or cost share requirement.

3. Work Plan Activities & Time frame for Accomplishment (Commitments) - Please list the activities required to accomplish the work plan goals (Stated Objectives) and a time frame for their accomplishment.

4. Results of Activities (Outputs) - List the products/results which are expected to be achieved from accomplishment of the work plan activities.

5. Projected Environmental Improvement (Outcome) - List what environmental improvements will be accomplished as a result of this program/project. These improvements are changes or benefits to the environment which are a result from the accomplishment of work plan commitments and outputs. These may be:

Short term - Changes in learning, knowledge, attitude, skills

Intermediate - Changes in behavior, practice or decisions

Long-term - Changes in condition

6. Established Baseline for Measurement - Describe what baseline will be used to determine whether the program/project resulted in environmental improvement (i.e., current condition, new condition).

APPENDIX C – CHECKLIST TOOL
WATER QUALITY COOPERATIVE AGREEMENTS PROPOSAL SUBMISSION
CHECKLIST

SUBMISSION REQUIREMENTS

- √ Application delivered to EPA by U.S. Postal Service, hand delivered, or include official delivery service on or before 5 p.m., Central Standard Time, **May 31, 2005**. Submit application to:
U.S. Environmental Protection Agency, Region 7
WWPD/ WPIB
Attention: Carl Stevens
901 N 5th Street
Kansas City, Kansas 66101

FORMS

- √ Completed Page 1 of Standard Form SF-424, Application for Federal Assistance (DUNS number and original signatures required)
- √ Completed Page 2 of Standard Form SF-424A, Budget Information-Section B
- √ Detailed itemization of the amounts budgeted by individual Object Class Categories
- √ Environmental Results Work Plan Model – Appendix A

WORK PLAN REQUIREMENTS (5 page limit)

- √ Cover Page (Not counted in page limit) including:
 - a. Project Title,
 - b. Name of Applicant,
 - c. Project Contact,
 - d. E-mail Address and/ or Phone Number,
 - e. Geographic Location (Hydrologic Unit Code level (HUC) and name of watershed, within which the project occurs)
 - f. Total project cost and dollars requested.
- √ Project Narrative including:
 - a. Brief description of environmental issue(s) of concern;
 - b. Project Goals and Objectives
 - c. Project Tasks
 - d. Schedule
 - e. Describe how the project will address
 - i. innovative approaches,
 - ii. one or more of the high priority areas of concern,
 - iii. state, local, and/or other stakeholder participation; and/or
 - iv. opportunities for leveraging other sources of funding.
- √ Description of staffing and funding resources available to implement the proposed project including the number of workers and staff qualifications
- √ Description of the applicant organization
- √ Any support letters (Not counted in page limit)
- √ Cost Share Determination: a non-Federal match of 5% of the total project cost is required
- √ Statement regarding whether this proposal is a continuation of a previously funded project. If so, please provide the assistance number and status of the current grant/cooperative agreement.