

**U.S. EPA REGION 7, TOTAL MAXIMUM DAILY LOAD PROJECTS  
REQUEST FOR PROPOSALS (RFP) FY 2008  
Announcement # EPA-R7WWPD-08-005**

**FEDERAL AGENCY NAME:** U.S. Environmental Protection Agency, Region 7; Water, Wetlands and Pesticides Division; Water Quality Management Branch

**FUNDING OPPORTUNITY TITLE:** Region 7 – Request for Proposals for EPA Dedicated Water Quality Program Funding

**FUNDING OPPORTUNITY NUMBER:** EPA-R7WWPD-08-005

**CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE(CFDA):** CFDA Number **66.436** Surveys, Studies, Investigations, Demonstrations, Training Grants, and Cooperative Agreements – § 104(b)(3) of the Clean Water Act.

**PROPOSAL DUE DATE:** August 29, 2008 at 4:30 PM CDT.

**Proposals received at EPA Region 7 or through Grants.gov after the Due Date and Time will not be reviewed (See Sections III and IV).**

**Executive Summary**

The Environmental Protection Agency’s Region 7 (EPA or Region 7), Water, Wetlands and Pesticides Division, Water Quality Management Branch, is soliciting proposals from eligible agencies/organizations for the coordination and acceleration of research, studies, experiments, investigations, and demonstration projects to improve the capacity of Region 7 states (Iowa, Kansas, Missouri and/or Nebraska) to effectively and efficiently assess Total Maximum Daily Load (TMDL) capacities for impaired waterbodies throughout the region. EPA will not provide funding to state environmental agencies for “routine” TMDL work that the Agency supports with grants under §§ 106 and 319 of the Clean Water Act (CWA); production of TMDLs must be an incidental by-product of the activities EPA funds under this competitive announcement. This notice sets forth the process that will be used for selecting awards. The total estimated funding available for awards under this announcement is approximately \$400,000. The number of expected awards is approximately 10, with an expected range of award of \$10,000 - \$90,000. However, proposals requesting funding below or above the expected range of award will be considered.

***FULL TEXT ANNOUNCEMENT***

**I. FUNDING OPPORTUNITY DESCRIPTION**

This funding opportunity is authorized pursuant to § 104(b)(3) of the CWA, which provides that assistance agreements awarded under this authority may be used to support the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the cause, effects (including health and welfare), extent,

prevention, reduction, and elimination of water pollution. To be considered for funding, a project must consist of activities within the statutory terms of § 104(b)(3) of the CWA. **These activities relate generally to gathering or transferring information, or advancing the state of knowledge, and accelerating program development for improving water quality in Region 7. Grant proposals must emphasize the “learning” concept as opposed to “fixing” an environmental problem via a well-established method.** Examples of eligible research, investigations, studies, training, and demonstration activities may include but are not limited to developing “best practices” for generating data, models, techniques, methods, and training personnel that lead to improved state TMDL programs, and disseminating the results of the project so that others can benefit from the knowledge gained. EPA will not provide funding for “routine” TMDL work that the Agency supports with grants under §§ 106 and 319 of the CWA; production of TMDLs must be an incidental by-product of the activities EPA funds under this competitive announcement. With regard to demonstration projects, they must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

Under this RFP, projects will be funded for TMDL program development. See the expected “outputs” and “outcomes” below for a more detailed description of TMDL program development. As a general matter, the expected outputs of all awards under this announcement will result in the acceleration of the Region 7 states’ development of tools for meeting water restoration goals (i.e., TMDLs).

## **Measuring Environmental Results**

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured.

### **A. Outputs**

The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective, which 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. Proposals must include a description of how grant recipients will track progress towards the environmental goal throughout the grant period.

#### *Expected outputs for TMDL program development proposals:*

1. *New and improved methods of developing TMDL for directing best management practices and TMDL implementation, and/or*
2. *Trained staff and demonstrated applications of improved TMDL development methods that involve new, or innovative targets that also provide improved and accelerated TMDL implementation. (For example, for TMDLs addressing stormwater-related*

*impairments, pilot the use of new and innovative targets based on stormwater volume, or percent impervious cover in the upstream watershed, the concentration of bacteria, or other targets that provide more appropriate and effective BMP implementation.), and/or*

3. *New tools or innovative methods for TMDL development by using modern techniques (such as satellite imaging, GIS technology, automated data analysis, or other innovations) that would accelerate the production of maximum loading capacity calculations and/or TMDLs, and/or*
4. *New tools and arrangements to foster regional coordination of TMDL development when more than one state has an interest in a waterbody.*

## **B. Outcomes**

The term “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, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period. Proposals must include a description of project outcomes resulting from the project outputs.

Expected outcomes from projects funded under this solicitation may include, but are not limited to, the following:

### *TMDL program development project outcomes:*

1. *A more advanced state of knowledge among state personnel involved in developing TMDL.*
  2. *Improved capacity of state TMDL development programs.*
  3. *Better coordination among TMDL programs in Region 7 states.*
  4. *Widespread adoption of a demonstrated new or improved methodology or technology in TMDL programs.*
- Short-term outcomes include increased understanding or environmental effectiveness of an approach, fine-tuned and improved use of a demonstrated methodology or technology, etc.
  - Medium-term outcomes include widespread adoption of the demonstrated methodology in Region 7 states, improved program development capacity, and/or documented reductions in pollutant loadings to impaired waters.
  - Long-term outcomes resulting in improved water quality include reduced number of impaired waterbodies, and increased number of waters attaining Water Quality Standards (WQS).

### **C. Alignment with EPA's Strategic Plan**

Ultimately, the outputs and outcomes listed above for awards made under this announcement are expected to support *environmental results* associated with the following goal and objectives in EPA's Strategic Plan: Goal 2 (Clean & Safe Water), Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Improve Water Quality on a Watershed Basis). EPA will track the degree to which TMDLs are developed, which should indicate whether these projects are working towards accelerating the states' development of TMDLs. EPA will track the progress towards attainment of WQS in impaired waters, which should indicate whether these projects are working toward environmental results.

## **II. AWARD INFORMATION**

The total estimated funding available for awards under this announcement is approximately \$400,000. The number of expected awards is approximately 10, with an expected range of award of \$10,000 - \$90,000. However, proposals requesting funding below or above the expected range of award will be considered.

EPA anticipates awarding assistance agreements in the form of grants based on this RFP. However, if any proposals request or warrant substantial EPA involvement (e.g., for technical assistance, extensive oversight of activities, or review of new methods) then EPA reserves the right to award a cooperative agreement.

EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated. In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA reserves the right to make additional selections for awards under this announcement consistent with Agency policy and without further competition, if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

In accordance with CFDA 66.436, assistance under this program is generally available to states, territories, Indian tribes, and possessions of the U.S. (including the District of Columbia), public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions and individuals. Nonprofit organizations described in § 501(c)(4) of the

Internal Revenue Code that engage in lobbying activities as defined in § 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 for this funding opportunity.

**C. Threshold Eligibility Criteria**

To be eligible for funding consideration, applicants and proposed projects will need to meet all of the following threshold criteria at the time of their proposal submission. Threshold criteria will be applied on a pass/fail basis. Failure to meet any of them will render the proposal ineligible; ineligible proposals will not be evaluated or considered. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

**Threshold Criterion 1:** *Geographic location of proposed project work.*

*Proposed projects must take place in one or more of the four Region 7 States (Iowa, Kansas, Missouri and Nebraska).*

**Threshold Criterion 2:** *Project Eligibility.*

*Proposed projects must be designed to conduct research, perform studies, conduct experiments or demonstration projects, or offer training to improve state capacity or arrangement for regional coordination of TMDL programs in Region 7 states rather than perform routine state TMDL work that EPA funds under §§ 106 and 319 of the Clean Water Act. EPA will not provide funding for “routine” TMDL work that the Agency supports with grants under §§ 106 and 319 of the Clean Water Act; production of TMDLs must be an incidental by-product of the activities EPA funds under this competitive announcement. With regard to demonstration projects, they must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.*

**Threshold Criterion 3:** *Substantial Compliance.*

Proposals must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. As indicated in Section IV, Proposals must be no longer than four single-sided pages. Pages in excess of this page limitation will not be reviewed. Proposals received by EPA or through Grants.gov after the submission deadline stated in Section IV will not be considered. **Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.**

**Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it**

was late due to EPA mishandling. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Debby White, as shown in Section VI of the announcement, as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

#### IV. APPLICATION AND SUBMISSION INFORMATION

##### A. Content and Form of Submittals

##### 1. Proposal Submittals: Content and Format.

Applicants must use the following format for proposal submission(s), and must include the information outlined below in their Proposals. Proposals must be no longer than four pages (8 ½ x 11 inches, single-spaced, minimum font size of 11 point) - pages in excess of this page limitation will not be reviewed. Each proposal can include several individually costed projects or project phases, listed in order of funding priority, with the most important project listed first (see *Attachment A* for an example, which also includes examples of eligible TMDL projects and the required content). Applicants must also make sure that, to the extent not otherwise addressed below, their proposal submittal provides information addressing all of the proposal evaluation factors identified in Section V.A.1.

**Program:** (Specify: TMDL)

**Project Title:** XYZ Project

**Funding Amount:** (Total amount of federal funding requested.)

**Project Description(s):**

(state the prioritized, costed list)

##### A. General summary statement of project goal & justification:

- How this project will improve state capacity or interstate coordination of TMDL programs.
- Expected environmental *outcomes*.

##### B. Plan for tracking and measuring progress towards achieving the expected project outputs and outcomes, including those identified in Section I of this announcement:

- Identify timeframes for achieving expected outputs and outcomes.
- Explain how progress will be measured.

##### C. Project descriptions (phased in order of funding priority):

- **Who** (will perform the work - recipient or recipient's contractor?);
- **What** (modeling assistance, training, studies and research leading to the development of best practice documents, experimental approaches to development of TMDLs, demonstration projects, arrangements for improving interstate coordination, etc.);
- **Where** (specific 303(d)-listed waterbodies to be used for studies, or training facilities involved);
- **When** (indicate timeframe for accomplishing milestones);
- **Why** (build TMDL development capacity, improve interstate coordination); and

- **How** (methods and/or approaches that are transferable to other states).

**D. Deliverables:**

- Quality Assurance Project Plan (QAPP) if the project involves sampling, data collection and/or modeling.
- Brief final status report on output/outcome measures at end of project period.
- Summary report of research, study, or demonstration including means of disseminating the results of such projects; training plans, meetings, workshops, and other arrangements for innovative ways of improving regional coordination.

**E. Cost:** (of each project or phase).

**Applicant Contact:** Name, agency, e-mail address, telephone, mailing address.

## **2. Final Application Submittals**

If your proposal is selected for further consideration, you will be invited to submit a final application. Further instructions for the submittal of the final application package will be provided to these applicants at the appropriate time. Final application submittals will be evaluated against the final application review criteria in Section V.A.2. In the final application submittal, applicants will be asked to provide certain information, including:

### **a. Program Capability Information**

Submit a list of federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than three, and preferably EPA agreements), and describe (i) how you were technically able to successfully carry out 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.A.2, EPA will consider the information provided by the applicant and may also consider other 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 have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.A.2. If you do not provide any response for this item, you may receive a score of 0 for this factor.

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

### **b. Environmental Results Past Performance**

Submit a list of federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) that your organization performed within the last three years (no more than three, 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 why you were not making progress and how it was documented. In evaluating applicants under this factor in Section V.A.2, 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.A.2. If you do not provide any response for this item, you may receive a score of 0 for this factor.

**c. Intergovernmental Review**

This funding opportunity is subject to Executive Order (EO) 12372 “Intergovernmental Review of Federal Programs.” Final applicants must contact their state’s Single Point of Contact (SPOC) to find out about and comply with the state’s process under EO 12372. Names and addresses of the SPOC’s are listed in the Office of Management and Budget’s home page at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

**3. General Submission Information**

**a. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals 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.

**b. DUNS**

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instruction for obtaining one at the following website: <http://www.Grants.Gov/GetStarted>.

A DUNS number may also be obtained by calling 1-866-705-5711.

**c. Management Fees**

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.

**d. Partnerships, Contractors and Subawards.**

**(1) Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds. Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their 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.

**(2) How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the 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.

## **B. Submittal Deadline and Instructions**

Applicants must submit their proposal packages in *one* of two ways: 1) electronically through the Grants.gov website **or** 2) hard copy by commercial delivery service, or courier service to the EPA contact identified below. EPA will not accept faxed submissions. Proposal submissions must be **received** by the EPA contact listed below or through grants.gov on or before the due date and time. For any questions concerning submission, please contact Debby White, 913-551-7886 or at [white.debby@epa.gov](mailto:white.debby@epa.gov).

Applicants must use only one of the following two methods to submit proposals. **Emailed or faxed submittal of proposals will not be accepted.**

### **1. Electronically via <http://www.grants.gov>**

EPA encourages applicants to submit their proposal materials electronically through [www.grants.gov](http://www.grants.gov). If you wish to apply electronically via Grants.gov, please follow the appropriate instructions for electronic submission outlined in Attachment B.

Your organization's AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **4:30 PM CDT on AUGUST 29, 2008.**

If you wish to submit your proposal electronically via Grants.gov, the electronic submission of your proposal package as described in Section IV must be made by an official representative of your institution who is registered with Grants.gov and 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 AOR and ask that individual to begin the registration process as soon as possible. For further instructions see Attachment B of this announcement.

**2. Hard Copy Submission:**

One hard copy of the complete proposal package described in Section IV is required to be sent by commercial delivery service or courier service. Please mark all submissions: ATTN: **2008 TMDL Projects Proposal.**

For all proposals submitted under this announcement by hard copy, the proposals **must be received** at the address listed below no later than **4:30 PM CDT on AUGUST 29, 2008.**

Address for Hard Copy Submission: Debby White  
WWPD/WQMB  
EPA Region 7  
901 N. 5<sup>th</sup> Street  
Kansas City, KS 66101

**C. Proposal/Application Communications and Assistance**

In accordance with EPA's Competition Policy of January 11, 2005, (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals and applications. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

**V. PROPOSAL REVIEW INFORMATION**

**A. Evaluation Criteria**

Proposals and final applications will be evaluated and scored by reviewers using the criteria listed below. Each proposal and final application may receive up to 100 points.

**1. Proposal Evaluation Criteria (100 points):**

a. Extent and quality to which the proposal has a plan for tracking and measuring the applicant's progress towards achieving the expected project outputs and outcomes including those listed in Section I of the announcement. Reviewers will also consider the degree to which the proposal contains clear measures of success and timeline for the project(s), and provides a description of the format in which these measurements will be reported. **(20 points)**

b. Extent to which the proposed project will provide information that takes an innovative approach to further the development of new or improved TMDL targets and approaches which will improve specific state program capacity or interstate coordination within a reasonable timeframe. **(40 points)**

c. Extent to which the proposed project is likely to increase states' capacities for, and pace of, developing and submitting approvable TMDL(s) to EPA. **(40 points)**

## **2. Final Application Review Criteria (100 points):**

a. **Programmatic Capability (80 points):** Under this factor, the Agency will evaluate the applicants' technical ability to successfully carry out and manage the proposed project taking into account such factors as the applicant's:

(i) Past performance in successfully completing and managing federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project within the last three years **(20 points);**

(ii) History of meeting reporting requirements on federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) performed within the last three years, and submitting acceptable final technical reports under these agreements **(20 points);**

(iii) Organizational experience and plan for timely and successfully achieving the objectives of the project **(20 points);**

(iv) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project **(20 points).**

In evaluating applicants under this factor, 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 above), will receive a neutral score for those elements of this factor.

b. **Environmental Results Past Performance Criterion (20 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 (an assistance agreement is a grant or cooperative agreement and not a contract) performed within the last three years, and if such progress was not being made, whether the applicant adequately documented and/or reported why not. 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 for this factor. (For example, the criterion is worth 20 points, so a neutral rating for an applicant with no past performance reporting history on outcomes and outputs would be 10 points.)

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

### **1. Proposals**

A panel comprised of EPA Region 7 staff will review Proposals against the threshold eligibility factors in Section III. Those proposals that are deemed eligible will then be evaluated and ranked by the panel against the proposal criteria stated above, Section V.A.1. The panel will then invite the applicants with the highest ranking Proposals to submit final applications.

### **2. Final Applications and Awards**

After the evaluation of the Proposals, EPA will invite those applicants with the highest ranked Proposals to submit final applications for review. Those applicants will be asked to submit a formal assistance agreement application for funding under CWA §104(b)(3). The applicant will receive further instructions for submitting final applications in accordance with 40 CFR Part 31 (state and local governments) or 40 CFR Part 30 (non-profits and universities) and will also be advised what further information is necessary to be included in the final application package including the information identified in Section IV.A.2 of this announcement.

A panel comprised of EPA Region 7 staff will evaluate each final application based on the final application review criteria described above in Section V.A.2 and provide funding recommendations to the regional EPA approval official. Final funding recommendations will be made by the regional EPA approval official based on the panel recommendations and the following other factors: geographic distribution of funds and a balanced package of projects (i.e., ensuring package adequately addresses state capacity for both target/criteria development and pace of development). The goal of the process is to select a package of projects that will have the best chance to promote the use of new and improved techniques that strengthen state TMDL development programs, and to increase the pace of TMDL production in the Region 7 states.

## **VI. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices and Other Award Requirements**

Applicants who have been selected for award and whose final application has been 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. As the assistance agreement is a legal document, an authorized representative of your organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 7 Grants Office. Specific instructions will be provided with the award document.

In accordance with EPA policy, and OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund raising, or political activities (e.g., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts).

Unsuccessful applicants will receive notice by e-mail or telephone within fifteen calendar days of the final selections for award. (See information in Section VI. B. regarding disputes.)

**Quality Assurance Requirements:** Final awards involving the collection of environmental data will require an approved Quality Assurance Project Plan (QAPP) prior to data collection and/or modeling. The award recipient must coordinate review of the QAPP with the EPA Region 7 QAPP office located at the Region 7 office in Kansas City, Kansas.

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

**Disputes:** Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the EPA representative listed in section VI. C. of this announcement.

**Data Access and Information Release:** The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

**Nonprofit Administrative Capability Clause:** 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.

## **Exchange Network**

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy

methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

### **C. Agency Contact**

Please note that EPA employees can only provide pre-application assistance in a manner that complies with EPA's Policy for Competition of Assistance Agreements (1/11/05), which is available at: [http://www.epa.gov/ogd/competition/5700\\_5A1.pdf](http://www.epa.gov/ogd/competition/5700_5A1.pdf).

If you have difficulty accessing either the full announcement electronically or the dispute resolution procedures electronically, please contact:

Debby White  
EPA Region 7  
WWPD/WQMB/3247E  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101  
E-mail: [white.debby@epa.gov](mailto:white.debby@epa.gov)

or

Chester Stovall, Regional Grants Competition Advocate  
EPA Region 7  
901 North 5<sup>th</sup> Street  
Kansas City, Kansas 66101  
E-mail: [stoval.chester@epa.gov](mailto:stoval.chester@epa.gov)

## ATTACHMENT A

### SAMPLE Proposal with Example of Eligible Projects

**Project:** TMDL Development Capacity Building in the state(s) of \_\_\_\_

**Amount of Funding:** \$87,500

#### **Description**

Justification: Recipient will conduct the following projects with *outputs* which will result in improved eutrophication TMDL targets; state staff trained in a new TMDL development method; a piloted application of the satellite image/chlorophyll concentration method for eutrophication TMDLs; and will work toward the use of more detailed trophic state data to inform location of priority TMDL implementation and accelerate the pace of TMDL production. These projects will increase state capacity and pace for TMDL development, and result in better coordination among the Region 7 States because sharing project results with other Region 7 states will be a project priority.

Plan for Tracking and Measuring Results: Recipient will track outputs and short-term outcomes as deliverables listed below. Measures of medium-term outcomes will be tracked by measures appropriate to their anticipated contribution during the project period of the grant. Long term outcomes will be tracked in terms of EPA environmental measures “L”, “Y”, and “W” as committed to in the 2008 state of \_\_\_\_/EPA PPA.

#### Project Description(s):

(1) Recipient will conduct a study in the state(s) of \_\_\_\_ to better understand the relationship between satellite images and use support to facilitate state-specific TMDL target-setting for nutrient-impaired waters. Recipient, with the assistance of an intern funded under this grant will evaluate satellite images and chlorophyll data at 30 sites (region wide) corresponding to the EPA synoptic lake survey sampling and available satellite images across the Region 7 states

Deliverable (documentation of outputs): Results presentation at interstate meeting; data summary report on TMDL targets.

Env. Measure/Milestones: Fall 2008 image collection; data analysis winter 2008-9; final output by March 2009.

Cost: \$22,500

(2) Recipient will train State staff in the use of satellite image method of TMDL nutrient targeting, and, as a training exercise, will pilot an application of the method in the \_\_\_\_\_ watershed. This exercise will produce a template appropriate for future State TMDL development.

Deliverable (documentation of outputs): Template for TMDL report; presentation of results at interstate meeting.

Env. Measure/Milestones: Training & application fall 2008; template by December 2008; presentation by late winter 2009.

Cost: \$25,000

(3) Recipient will contract for technical support and training for state staff in the use of high resolution satellite coverage with the purpose of developing a more detailed eutrophication target for the \_\_\_\_\_ Lake TMDL.

Deliverable (documentation of outputs): Results presentation at interstate meeting; summary report on TMDL new approach.

Env. Measure/Milestones: Training fall 2008; implementation plan/report by late winter 2009; presentation by March 2009.

Cost: \$50,000

## ATTACHMENT B

### **GRANTS.GOV INSTRUCTIONS**

#### **How to submit your proposal through Grants.gov:**

At <http://www.grants.gov>, you will find step-by-step instructions which will help you to apply under this announcement. Proposals submitted through grants.gov will be time/date stamped electronically.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and 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 AOR and ask that individual to begin the registration process as soon as possible.

#### **Proposal Process:**

To begin the proposal submission 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-R7WWPD-08-005 or the CFDA #66.436**, in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

#### **Proposal Submission Deadline:**

Your organization’s AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **4:30 PM CDT on AUGUST 29, 2008.**

#### **Proposal Materials:**

Proposals must be prepared as described in Section IV.C of the announcement and include the following information.

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

Complete the form. There are no attachments.

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.

**2. SF-424A, Budget Information for Non-Construction Programs**

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 must be submitted as part of the application package. (See instructions for document 10 below.)

**3. Narrative Work plan**

Prepare as described in Section IV.A.1 and Attachment A of the announcement (there is a 4 page limitation on this, not including the budget narrative and other attachments such as resumes and letters of support).

**4. Other Attachments Form**

Prepare as needed for the budget narrative and optional documents such as resumes, letters of support.-See Section IV.C of the announcement.

**Proposal Preparation and Submission Instructions:**

Documents 1 through 2 listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 2, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 3 (the Narrative Work plan) and any other attachments such as the budget narrative, you will need to attach electronic files. For the Narrative Work plan, prepare the document as described in Sections IV.B and C of the announcement and save the document to your computer as MS Word, PDF or WordPerfect files. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach it to the application package, click on “Project Narrative Attachment Form,” and

open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal narrative (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename,” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, 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.”

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 – Region 7 – FY08 – TMDL Program Projects– 1<sup>st</sup> Submission” or “Applicant Name – Region 7 – FY08 – TMDL Program Projects – 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 – Region 7 – FY08 – TMDL Program Projects – 2nd Submission.” Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviated where possible), the appropriate region, the fiscal year (e.g., FY 08), and the grant category (e.g., TMDL Program). 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>, and at the same time you should notify **Debby White, as shown in Section VI**. If you have any technical difficulties at any time during this process, please refer to <http://www.grants.gov/help/help.jsp>

Proposals submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the Proposal deadline, please contact **Debby White, as shown in Section VI of the announcement**. Failure to do so may result in your proposal not being reviewed.