

**U.S. Environmental Protection Agency, Region 10  
FY2010 Request for Applications**

**Puget Sound Outreach, Education, and Stewardship Program**

**FFY2010 Request for Applications**

**Agency:** U.S. Environmental Protection Agency (EPA), Region 10

**Funding Opportunity Name:** Puget Sound Outreach, Education, and Stewardship Program

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

**Funding Opportunity Number:** EPA-R10-PS-1003

**Catalog of Federal Domestic Assistance Numbers:** 66.122

**NOTICE OF INTENT TO APPLY: To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an intent to apply by **January 29, 2010**. Submission of a notice of intent to apply is **optional**; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications. Submit the notice of intent to apply to EPA using the following email address - [pugetsound\\_proposals@epa.gov](mailto:pugetsound_proposals@epa.gov)**

**Overview**

U.S. EPA Region 10 (EPA) is soliciting applications from eligible agencies/organizations to assist in the restoration of Puget Sound through a coordinated outreach, education, and stewardship program. EPA is seeking a single entity or consortium to develop, implement, lead and administer an innovative Puget Sound outreach, education, and stewardship program. This program will help implement the 2020 Action Agenda for Puget Sound and support efforts through outreach, education, and stewardship to protect and restore Puget Sound.

Washington State agencies; units of local government in the greater Puget Sound Basin; and all public and private institutions of higher education and nongovernmental organizations (NGOs) specifically including NGOs that are nonprofits as described in §501(c)(3) of the Internal Revenue Code are eligible to apply. All Federally-recognized Indian Tribal governments located within the greater Puget Sound basin, and any consortia of these eligible Tribes, are eligible to apply.

The greater Puget Sound basin is defined as all watersheds draining into the U.S. waters of Puget Sound, southern Georgia Basin, and the Strait of Juan de Fuca. A map can be found at: [http://yosemite.epa.gov/r10/water.nsf/office+of+water/wei09rfp/\\$FILE/puget\\_sound\\_basin\\_map.pdf](http://yosemite.epa.gov/r10/water.nsf/office+of+water/wei09rfp/$FILE/puget_sound_basin_map.pdf)

EPA anticipates awarding one cooperative agreement under this Request for Applications (RFA). Approximately \$2.0 M in federal funding is expected to be available in fiscal year (FY) 2010 through the Omnibus Appropriations Act, 2009, Public Law 111-8 and Department of the Interior, Environment, and Related Agencies Appropriations Act of 2010, Public Law 111-88. Funds will be awarded under Section 320 of the Clean Water Act, 33 U.S.C. 1330. Applicants must provide a required match as described in Section III of this RFA.

This RFA for the Puget Sound Outreach, Education, and Stewardship Program will cover a project period up to and including five years from an expected start date in the spring of 2010. EPA plans to make one award. Subject to the availability of funding, and other applicable considerations, \$2.0 M will be awarded the first year with potential incremental funding of up to \$1.0 M annually for four additional years. Thus, the total estimated funding for five years for the award is approximately \$6.0 M with \$2.0 M available for the first year and approximately \$1.0 M for each additional year depending on funding availability, satisfactory performance, and other applicable considerations. There is no guarantee of funding throughout this period or beyond. The award will depend on individual application costs matched with final task priorities and the final amount of federal funds available for a five year project.

**Important Dates:**

- |               |  |
|---------------|--|
| March 2, 2010 | Applications must be received in hardcopy or by email to EPA Region 10 by <b>4:00 PM</b> Pacific Standard Time.  |
| April 2010    | Expected date the preliminary selected applicant will be notified and requested to submit any additional grant application paperwork and to negotiate final work plan. |
| April 2010    | Complete grant application and final work plan expected to be received.  |
| May 28, 2010  | Expected date for award.   |

EPA reserves the right to amend this solicitation. Amendments could be administrative (e.g., change of dates or location), technical (e.g., change in requirements), or affect the anticipated funding. EPA will post amendments at <http://yosemite.epa.gov/R10/ECOCOMM.NSF/Puget+Sound/ps10fsouted> and <http://www.grants.gov>. Please check periodically for changes.

Please see the Frequently Asked Questions at:  
<http://yosemite.epa.gov/R10/ECOCOMM.NSF/Puget+Sound/ps10fsouted>

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U.S. EPA Region 10  
2010 Request for Applications

## Puget Sound Outreach, Education and Stewardship Program

Funding Opportunity Number: EPA-R10-PS-1003

### I. Funding Opportunity Description

U.S. Environmental Protection Agency Region 10 (EPA) is soliciting applications under this announcement to support the 2020 Puget Sound Action Agenda which identifies work needed to protect and restore Puget Sound. The Agenda was created by the Puget Sound Partnership through an extensive public process and guided by the Science Panel, Leadership Council, Ecosystem Coordination Board, and the Tribal, State, and Federal Caucuses.

The Action Agenda represents a substantial amount of work by all the members in the Partnership and outlines an ambitious set of actions which, if implemented, would make great progress towards achieving a healthier Puget Sound. On this basis, EPA has approved the Action Agenda as a comprehensive conservation and management plan (CCMP) for the Puget Sound Partnership under Section 320 of the Clean Water Act.

The overall goal of the approved CCMP for the Puget Sound estuary is to, by 2020, restore and maintain the Puget Sound ecosystem so that it will support balanced indigenous populations of shellfish, fish, and wildlife and support the extensive list of recognized uses of the Puget Sound ecosystem.

In 2009, Congress appropriated funds to EPA for the restoration of Puget Sound. These funds were provided in conjunction with the Clean Water Act for development and implementation of programs that will improve water quality and air quality as well as minimize the adverse impacts of rapid development in the Puget Sound basin, including activities linked to nonpoint sources or habitat restoration work. Congress also specified that these funds “shall be awarded competitively.”

One of the key strategic priorities of the Puget Sound Action Agenda is to create and implement outreach and education programs to foster long-term changes in public attitudes and behavior. The Agenda states:

“Public support, engagement, and a broad shift in public behavior is critical and central to achieving the long-term, multiple objectives of the Action Agenda. Puget Sound recovery is ultimately a social challenge, with virtually every impact and recovery strategy rooted in the interaction between the Sound’s natural resources and its human residents.”

(Puget Sound Action Agenda, page 80, revised May 2009)

Under this Request for Applications (RFA), EPA Region 10 expects to award one cooperative agreement for developing, implementing, leading, and administering an outreach, education, and stewardship initiative in the Puget Sound basin. The grant award will contribute to the implementation of the 2020 Action Agenda for Puget Sound, and the grant application must focus on the following actions (excerpted directly from the Action Agenda) listed below:

- E.4.2. Significantly advance public awareness and understanding of the issues facing Puget Sound, individual and cumulative impacts on the Sound's resources, and the public's ability to contribute to a sustained recovery effort.
  - E.4.2.1 Implement a long-term, highly-visible, coordinated regional communications effort to increase public understanding of Puget Sound's health, status and threats, with individual and collective actions to advance recovery and protection efforts.
  - E.4.2.2 Foster the incorporation of Sound-related stewardship messages and actions into existing social frameworks (e.g., educational institutions, outreach organizations, neighborhood and community groups, professional associations, watershed councils, and households).
  - E.4.2.3 Sustain and expand local volunteer, stewardship, and education programs that target Action Agenda priorities. Enhance participation, engagement, and outcomes from these efforts.
  - E.4.2.4 Strengthen K-12 environmental programs to improve long-term understanding of Puget Sound issues and solutions, including curriculum development, teacher training and place-based, inquiry-driven learning opportunities for students.
- E.4.3 Cultivate broad-scale practices and behaviors among Puget Sound residents that benefit Puget Sound.
  - E.4.3.1 Provide a science-based foundation for targeted communications and practices. Cultivate change in detrimental actions through social marketing, diffusion, and other proven behavior-change approaches.
  - E.4.3.2 Develop and implement comprehensive social marketing strategies targeted to priority actions and audiences.
  - E.4.3.3 Focus resources to enable and encourage landowners to take informed stewardship actions beneficial to Puget Sound, related to such issues as infiltration, pollution reduction, habitat improvement, forest cover, soil development, critical areas, bank armoring, and other impacts.

- E.4.3.4 Stimulate broad-scale individual stewardship behaviors by integrating messages and technical assistance into existing youth education, adult education, volunteer opportunities, and related programs.

Applicant's projects must also address, at a minimum, the following activities or elements:

- Bring together key stakeholders involved in outreach, education, and stewardship activities in the entire Puget Sound basin.
- Form partnerships to work on and implement the outreach, education, and stewardship activities of the Action Agenda.
- Use of a network approach to disburse the funds by competition or non-competitive subawards or both. The workplan should describe elements of how the primary recipient will implement the program and plans to disburse funds to multiple entities across Puget Sound. The workplan can include funding for broad-based campaigns, existing partner programs, a competitive subaward program, expanding small local volunteer projects, K-12 environmental programs, or other innovative uses of the funds that fit the criteria outlined in this RFA. (See more detail on subawards in Section IV.)
- Plans for publicizing the program and results, both to targeted audiences and broadly throughout all of Puget Sound, as appropriate.
- Propose a comprehensive evaluation of the program for each year of the cooperative agreement including reviewing the project's outcomes in order to improve the program's effectiveness, guide judgments about its impact, and/or inform decisions about future programming or funding.
- Propose a summary of the funded projects outlining accomplishments, strengths, and challenges.

## Definitions

For purposes of this RFA, the following definitions are provided for clarity.

Environmental Outreach disseminates information and sometimes asks audiences to take specific action, but does not necessarily teach people how to analyze an issue. Outreach often presents a particular point of view in pursuit of a goal. Examples may include a community meeting to inform residents about a toxic site in their area and where they can go for help, or a campaign to get volunteer participants for a beach or stream clean-up event.

Environmental Education increases public awareness and knowledge about environmental issues and provides the skills necessary to make informed environmental decisions and to take

responsible actions. Environmental education is based on objective and scientifically sound information, and does not advocate a particular viewpoint or a course of action. It teaches individuals how to weigh various sides of an issue through critical thinking and enhances their own problem-solving and decision making skills on environmental topics.

Environmental Stewardship is voluntary commitment, behavior, and action that result in environmental protection or improvement. Stewardship refers to an acceptance of personal responsibility for actions to improve environmental quality and to achieve sustainable outcomes. Stewardship involves lifestyles and business practices, initiatives, and actions that enhance the state of the environment. Some examples are: living or conducting business in such a way as to minimize or eliminate pollution at its source; using energy and natural resources efficiently; decreasing the use of hazardous chemicals; recycling wastes effectively; and conserving or restoring forests, prairies, wetlands, rivers, and urban parks to improve the quality of ecosystems, health, and life itself. Stewardship can be practiced by individuals, groups, schools, organizations, companies, communities, and state and local governments.

### ***Linking EPA's Strategic Plan, Proposed Activities, Outputs, and Outcomes through a Logic Model:***

The Puget Sound Outreach, Education, and Stewardship Grant Program implements goals and objectives in EPA's 2006-2011 Strategic Plan. Specifically, this grant program supports EPA's goals to improve and restore water quality on a watershed basis and facilitate ecosystem-scale protection and restoration under Goal 2 - Clean and Safe Water, Objective 2.2 - Protect Water Quality, Sub-objective 2.2.1 - Protect and Improve Water Quality on a Watershed Basis, and Goal 4 - Healthy Communities and Ecosystems, Objective 4.3 - Ecosystems, Sub-objective 4.3.1 - Protect and Restore Ecosystems, Sub-objective 4.3.8 - Restore and Protect Puget Sound Basin. <http://www.epa.gov/ocfo/plan/plan.htm>

All applications must support EPA Strategic Goal 5 (Compliance and Environmental Stewardship), Objective 5.2 (Improve Environmental Performance through Pollution Prevention and Innovation), and Sub-Objective 5.2.1 (Prevent pollution and promote environmental stewardship by government and the public).

To ensure that applications support EPA's national strategic plan, we require that you include a logic model with your application. A logic model summarizes the major elements of the application connecting EPA's national plan and your proposed resources, activities, outputs, and outcomes. See Logic Model explanation and examples in Appendix A.

**Expected Outputs and Outcomes.** The award is expected to further EPA's strategic goals by funding outreach, educational, and stewardship projects that improve behavior through non-regulatory means, raise public awareness of actions that can be taken to prevent pollution, and promote environmental stewardship. During the evaluation process of applications, EPA will determine if each work plan contains well-defined outputs and outcomes as described below.

(a) **Outputs** refer to activities, efforts, and/or work products that the applicant proposes to produce or provide during the project period to support an environmental goal.

Applications must clearly define measurable quantitative or qualitative outputs that can be reported during the funding period. After the project is implemented, grant recipients are required to submit to EPA status reports about their progress in achieving outputs.

Anticipated measurable outputs for the cooperative agreement to be awarded under this RFA include but are not limited to: (1) outreach campaigns; (2) volunteer, stewardship, and education programs; and (3) K-12 environmental programs.

(b) **Outcomes** refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project that is supportive of an EPA strategic goal. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. All of them may not necessarily be achievable during the project period. Outcomes are classified as short-term, medium-term, and long-term. Short-term outcomes include: increased learning, knowledge, skills, attitudes, and motivation. This type of outcome must be expected to occur during the project period. Medium-term outcomes include: decisions, actions, practices, and behavior that are the foundations of stewardship to protect the environment. Long-term outcomes include: enhanced civic responsibility, and environmental improvements. These long-term outcomes may occur after the project closes.

Anticipated outcomes for the cooperative agreement to be awarded under this RFA include but are not limited to: (1) increased outreach networks and campaigns; (2) promotion of environmental stewardship; (3) increased environmental knowledge and public awareness of environmental issues as measured by pre- and post-training questionnaires; (4) improved environmental literacy and improved scores on standardized achievement tests; and (5) improved teacher access to training on environmental topics. Outcomes should be quantitative and measurable.

### ***Subgrants and Subawards:***

Subgrants or subawards to third parties may be made under the cooperative agreement resulting from this RFA as long as appropriate procedures are followed. 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 sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “sub-award” at 40 C.F.R. §30.2(ff) or “sub-grant” at 40 C.F.R. §31.3, as applicable. EPA will not be a party to these transactions. See Section IV. Application and Submission Information for more details on subgrants and contracts with partners.

Statutory Authorities: The funding for this competition was appropriated in the Omnibus Appropriations Act, 2009, Public Law 111-8 and Department of the Interior, Environment, and

Related Agencies Appropriations Act of 2010, Public Law 111-88. Funds will be awarded under Section 320 of the Clean Water Act, 33 U.S.C. 1330.

## II. Award Information

The total amount expected to be awarded, incrementally, under this RFA is up to \$6.0 million for one five year cooperative agreement. Approximately \$2.0 million is expected to be available from fiscal year (FY) 2009 funding. At the conclusion of the first one-year period of performance, incremental funding of approximately \$1.0 million may be made available for each of the following four years, depending on the Agency's budget, satisfactory performance, and other applicable considerations allowing the project to continue for a possible total of five years.

Since this is a multi-year project (up to five years), the application should have a detailed work plan and budget detail for the first year and a basic strategy and an estimated budget detail for each of the subsequent years. The cooperative agreement work plan will be reviewed with EPA each year before additional funding is awarded.

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

Cooperative Agreements: The selected recipient will enter into a funding agreement with EPA Region 10 (see Section VII). This program will fund one cooperative agreement. The cooperative agreement will be awarded under Section 320 of the Clean Water Act, 33 U.S.C. 1330.

Cooperative agreements, as opposed to grants, permit substantial involvement between the EPA Project Officer and the applicant in the work supported by the agreement. Task I of this cooperative agreement will be to negotiate and finalize the grant work plan, as necessary. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance, collaboration during the performance of the scope of work, in accordance with 40 C.F.R. §31.36(g), and 40 C.F.R. §30.44(e), review of proposed procurements, reviewing qualifications of key personnel, and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient. EPA will not make subaward decisions; the grantee will make the subaward selections.

No Awards: EPA reserves the right to reject all applications and make no awards under this RFA, to award less than the full amount of funds available or to make fewer awards than expected.

### **III. Eligibility Information**

#### ***A. Eligible Applicants***

Eligible applicants under this RFA include:

Washington State agencies; units of local government in the greater Puget Sound Basin; all public and private institutions of higher education and nongovernmental organizations (NGOs) specifically including NGOs that are nonprofits as described in §501(c)(3) of the Internal Revenue Code.

Also eligible to apply under this program are all Federally-recognized Indian Tribal governments located within the greater Puget Sound basin, and any consortia of these eligible Tribes.

An Intertribal consortium must have adequate documentation of the existence of the partnership and the authorization of the member Tribes to apply for and receive assistance. Documentation that demonstrates the existence of the partnership of Indian Tribal governments may consist of Tribal council resolutions, Intertribal consortia resolutions in conjunction with a Tribal council resolution from each member Tribe, or other written certification from a duly authorized representative of each Tribal government that clearly demonstrates that a partnership of Indian Tribal governments exists. Documentation that demonstrates that member Tribes authorize the consortium to apply for and receive assistance may consist of a Tribal council resolution from each Tribe or other written certification from a duly authorized representative of each Tribal government that clearly demonstrates that the Tribe authorizes the consortium to apply for and receive the grant on behalf of the Tribe. An Intertribal consortium resolution is not adequate documentation of the member Tribes authorization of the consortium unless it includes a written certification from a duly authorized representative of each Tribal government.

The greater Puget Sound basin is defined as all watersheds draining into the U.S. waters of Puget Sound, southern Georgia Basin, and the Strait of Juan de Fuca. A map can be found at: [http://yosemite.epa.gov/r10/water.nsf/office+of+water/wei09rfp/\\$FILE/puget\\_sound\\_basin\\_map.pdf](http://yosemite.epa.gov/r10/water.nsf/office+of+water/wei09rfp/$FILE/puget_sound_basin_map.pdf)

#### **Coalitions**

Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the grant. Coalitions must identify which eligible organization will be the recipient of the cooperative agreement, and which eligible organization(s) will be subawardees of the recipient. Subawards or subgrants must be consistent with the definition of that term in 40 C.F.R. §30.2(ff) and §31.3. The recipient must administer the cooperative agreement, will be accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 C.F.R. §30.2(gg) and 40 C.F.R. §31.3, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for subawards. For-profit organizations are eligible to receive contracts. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 C.F.R. Parts 30 and 31. The regulations also contain limitations on consultant compensation. Please see EPA’s narrow definition of consultants in the following sections 40 C.F.R. §30.27(b) or 40 C.F.R. §31.36(j), as applicable. For additional information, please review the following Federal Register <http://edocket.access.gpo.gov/2004/pdf/04-7867.pdf>. Applicants are not required to identify contractors or consultants in the application. Moreover, the fact a successful applicant has named a specific contractor or consultant in its application does not relieve the applicant of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

### ***B. Cost Sharing/Match Requirement***

There is a statutory match of 50% of the total project costs (federal funds + non federal funds = total project costs) for implementation project grants under CWA §320(g) (3) (ii). In addition, CWA Section 320 allows for an aggregate match across a National Estuary Program Management Conference.

For the first year of the award to be made under this RFA, the Puget Sound Management Conference, represented by the Puget Sound Partnership, has agreed to provide 67% of the 50% required non federal match for the successful project application under a cooperative agreement with EPA. The Partnership cannot provide match beyond June 30, 2011 because its current state general fund appropriations expire on that date. Accordingly, for the first year of the award, the recipient will be required to provide a match amount that is equal to 33% of the 50% required non federal match.

**For the second through the fifth year of the project, the applicant must be able to provide a 100% nonfederal match; that is, the \$1.0 M incremental EPA funding that year, and each succeeding year, must be matched by the applicant with \$1.0 M in nonfederal funding.**

The chart, below, illustrates the non federal match requirements.

Year	EPA Assistance	Applicant Match	PSP identified expenditure on another Action Agenda Project
1	\$2,000,000	\$660,000	\$1,340,000
2	\$1,000,000	\$1,000,000	0
3	\$1,000,000	\$1,000,000	0
4	\$1,000,000	\$1,000,000	0
5	\$1,000,000	\$1,000,000	0

\*\*\*\* The remaining 67% or \$1,340,000 will be provided by the Puget Sound Partnership in the form of generally related, in-kind, state program investments, not as cash funds to your project. This amount does not need to be included in your application.

Contact Dan Steinborn at [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov) for more information.

Forms of Match: The match requirement may be met in the form of cash or in-kind contributions. In-kind contributions include volunteer or donated time, equipment, expertise, salaries, other verifiable costs, etc. and are subject to the regulations governing matching fund requirements at 40 C.F.R. §31.24 or 40 C.F.R. §30.23, as applicable. The match must be for allowable project costs. Matching funds are considered grant funds and are included in the total award amount and should be used for the reasonable and necessary expenses of carrying out the work plan. All grant funds are subject to federal audit. Any restrictions on the use of grant funds (examples of restrictions are outlines in Sections I. and III.D of this announcement) also apply to the use of matching funds. Other federal grants may not be used as match without specific statutory authority.

### ***C. Threshold Eligibility Criteria***

Below are requirements which if not met by the time of application submission will result in elimination of your application from consideration for funding. Only applications that meet all these criteria will be evaluated against the ranking factors in Section V.A. Applicants whose applications are deemed ineligible as a result of the threshold review will be notified within 15 calendar days of the ineligibility determination.

1. **Eligible Activities:** Applications must be for projects that address the actions from the Puget Sound Action Agenda and other activities/elements listed in Section I. Funding Opportunity Description of this RFA.
2. **Eligible Applicant:** Applicants must meet the eligibility requirements as described in Section III.A. Eligible Applicants and must demonstrate in their application how they will provide the required match for each year of the agreement as described in Section III.B. Cost Sharing/Match Requirement.
3. **Submission Form and Content:** 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 narrative proposal, pages submitted in excess of the page limitation will not be reviewed.
4. **Deadline:** Applications must be received by the EPA as specified in Section IV of this announcement on or before the application submission deadline. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of this announcement by the submission deadline. Applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the

applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems attributable to EPA systems. 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 Daniel Steinborn (206-553-2728 or [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov)) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.

5. **Maximum Request:** Applications requesting over \$6,000,000 in federal funds for five years will not be evaluated.

6. **Fax Submissions.** Submissions that are faxed will not be accepted.

7. **One Application Submitted:** Only one application may be submitted per applicant. If an applicant submits more than one application, EPA will contact the applicant to decide which one to withdraw.

8. **Funding Prohibition:** Congress has prohibited EPA from using its FY 2010 appropriations to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its subsidiaries and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

#### ***D. Ineligible Activities***

The funds for this Puget Sound Outreach, Education, and Stewardship program cannot be used for the following activities:

(1) Technical training of environmental management professionals;

(2) Non-educational research and development; or

(3) Construction projects—EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.

## IV. Application and Submission Information

### ***A. Requesting an Application Package***

Grant application forms are available at <http://www.epa.gov/ogd/AppKit/application.htm> or <http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants:+Application+Forms+-+Required+and+Optional>. You can also submit an email request for copies of the forms to Daniel Steinborn at [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov). See the required list of forms under Section IV C.

### ***B. Form of Application Submission***

Applicants must submit application packages using one of the two methods outlined below. You must include the information in Section IV.C regardless of the method you choose. Faxed submissions will not be accepted.

1. Hard Copy: Two hard copies of the complete application package, as described in Section IV.C, may be mailed, delivered by express mail or hand delivered to the address below. Packages must be received by **Daniel Steinborn, by 4:00 p.m. PST, March 2, 2010. If hand delivering, please deliver to the 12<sup>th</sup> floor EPA Public Environmental Resource Center by 4:00 p.m.** Please mark packages:

ATTN: Daniel Steinborn, Puget Sound Program  
U.S. EPA Region 10  
1200 Sixth Avenue, Suite 900 (ETPA-086)  
Seattle, Washington 98101

2. Electronic Submission: Electronic submissions must be emailed to [pugetsound\\_proposals@epa.gov](mailto:pugetsound_proposals@epa.gov) and be received by the **4:00 p.m. PST, March 2, 2010** deadline stated in Section IV.C of this announcement. All required documents listed in Section IV. C must be attached to the e-mail.

Please Note: If you choose to submit your materials via e-mail, you are accepting all risks associated with e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15 megabytes (MB) will experience transmission delays as they are automatically treated as low priority by the EPA's mail servers and held for delivery until after 6:30 P.M PST. E-mail submissions larger than 60 MB are automatically rejected by the EPA mail servers. If your application approaches this size, you should divide it between two e-mail messages to the address specified above or send it by hard copy. For these size submissions, submit them by e-mail at least two days before the due date to account for server delays at both the sender's mail server and the EPA mail server. Applicants submitting their application

materials through e-mail should confirm receipt of the materials with Daniel Steinborn at [Steinborn.daniel@epa.gov](mailto:Steinborn.daniel@epa.gov) as soon as possible after submission.

### ***C. Content of Application Package Submission***

All application submissions, regardless of the mode of submission, must contain the completed and signed grant application forms, as well as a narrative proposal (and attachments), as described below.

**1. Required Grant Application Forms:** The forms are available at <http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants:+Application+Forms+-+Required+and+Optional> or <http://www.epa.gov/ogd/AppKit/application.htm>

- Signed Standard Form 424 (Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424.)
- Standard Form 424A, Budget Information – Non-Construction Programs. Provide a detailed breakdown of cost by category on the SF 424A. Project costs include grant administration costs and matching funds. When formulating budgets for applications, you may not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant’s cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. See Section IV F for more information on restrictions on management fees and similar charges.
- Standard Form 424B Assurance, Non-Construction Programs.
- Certification Regarding Lobbying.
- Standard Form LLL, Pre-Award Disclosure of Lobbying Activities, if EPA funding totals over \$100,000 and your organization is or will be conducting lobbying activities.
- EPA Form 4700-4, Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance.
- EPA Form 5700-54, Key Contacts Form (optional, but helpful for EPA staff).

**2. Narrative Proposal:** The narrative proposal, including the project summary page and project narrative as described below (Sections a and b), must not exceed 14 letter size single spaced pages and should use no less than 12-point font. Pages in excess of these 14 pages will not be reviewed. All narrative application materials including the project summary, project narrative, and a timeline must be included within the page limit.

Attachments to the Narrative Proposal: Please attach the following documents (as described below) to the narrative proposal. These documents ARE NOT subject to the 14 page limit:

- Detailed budget.
- Letters of commitment.
- A Logic Model.

The narrative proposal must contain all of the components listed below in sections a and b within the 14 page limit:

- a. **Project Summary:** This one page summary should include:
1. Project Title
  2. Applicant Contact Information: name, affiliation, address, telephone, and e-mail of the contact person.
  3. Brief description of the organization.
  4. Total federal funds requested.
  5. Total non-federal match.
  6. Abstract: Provide a proposal summary of no longer than 150 words. Include a description of the need, the proposed work, project duration, partnerships, and the anticipated outputs and outcomes.
  7. Briefly indicate how you found out about this request for applications (RFA).
  8. DUNs number – see Section VI.
  9. ACORN Restriction: See Section III.C.7. Indicate that you are not a subsidiary of the Association of Community Organizations for Reform Now (ACORN).
- b. **Project Narrative:** Since this is a multi-year project (up to five years), the application should have a detailed work plan and budget detail for the first year and a basic strategy and an estimated budget detail for each of the subsequent years. The cooperative agreement work plan will be reviewed with EPA each year before additional funding is awarded. Applicants should ensure that the project narrative explicitly describes how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C.) of this announcement, and addresses all of the evaluation factors identified in Section V.A. The narrative description of the proposed tasks and activities must include the following sections:

**Project Plan and Objectives:** Describe the work that will be done using the federal funding and the non-federal matching funds. Identify the anticipated project outputs (deliverables) and the anticipated outcomes (i.e., defensible and quantifiable results), including those identified in Section 1, associated with the major project components. Explain how the project fits together to benefit the Puget Sound as a whole and furthers work outlined in the Puget Sound Action Agenda as summarized in Section I of the RFA.

**Project Methods, Approach, Resources, and Partnerships:** Include a well-conceived detailed workplan that is realistic and appropriate to achieving the identified activities in Section I to be funded for the first year of the cooperative agreement and then a basic strategy for each of the additional four years of incremental funds.

1. Describe how the five year project will promote and actively achieve outreach, education, and stewardship.
2. Demonstrate a thorough knowledge of current outreach, education, and stewardship in Puget Sound.

For the first year:

3. Include milestones and timelines (chart) for accomplishing tasks including describing how the administrative activities will be carried out.
4. Describe the outreach component, the strategy for disseminating results and lessons learned among the subawardees, and the evaluation component of the program.
5. Describe the network approach for the program. Describe how the funds allocated for this project will be widely distributed and address the relevant action items in the Puget Sound Action Agenda as summarized in Section 1 of this RFA.
6. Include the details on the plan for distribution of the funds. Will the program include subawards, competitive subawards, or programs run by the applicant? If the program includes competitive subawards, include the process for conducting the competitive grant programs.
7. Describe the human resources, potential partnerships, coalitions, and /or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.

For each of the subsequent years:

8. The basic strategy should include the following:
  - (a) Activities and outputs that will support the five year project.
  - (b) How each year builds upon the last.
  - (c) The approach to involving partners.
  - (d) The plans for additional distribution of funds.

**Anticipated Outputs and Outcomes:** State how you will evaluate, track, and measure the success of the project in terms of measurable environmental results. Include performance measures statements describing the anticipated environmental results of the proposed project in terms of outputs and outcomes. Outputs and outcomes should be included for the first year and for each subsequent year of the project. The information should be summarized in the form of a logic model (see Item 5 below). All applications must include a plan for tracking and measuring your progress towards achieving the expected project outcomes and outputs including those identified in Section I of this RFA.

**Programmatic Capability and Environmental Results Past Performance:** Submit a list (no more than 5) of federal (preferably EPA agreements) and/or state funded assistance agreements similar in size, scope and relevance to the proposed project that your organization has managed or performed within the last three years [assistance agreements are considered grants or cooperative agreements but not contracts] and describe:

- (1) Whether, and how, you were able to successfully complete and manage those agreements, and

- (2) Your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements.

In evaluating applicants under the factors in Section V, the 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/prior 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 past reporting information, please indicate this in the narrative proposal and you will receive neutral score for these factors under Section V (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide the following information:

- (1) Your organizational experience and plan for timely and successfully achieving the objectives of the proposed project.
- (2) Your staff expertise, qualifications, or knowledge, and the resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Please also attach the following documents to the narrative proposal which do not count towards the narrative proposal 14 page limit:

3. **Detailed Budget:** For the first year and each of the subsequent four years, provide a budget detail breakdown by the major categories in the SF424A for a total of \$6.0 M. In each of the five budgets, include the match amount and specify how much of the total funding will go to subgrants and subawards. See Section III B. for more information on the match required for each year. Please note that subgrant and subaward costs must be included in the “other” budget cost category.

Description of costs should correspond to amounts presented in the SF 424A. A sample format the Detailed Budget is available at:

<http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants:+Work+Plans+and+Budgets>. When formulating budgets for applications, see Section IV F for more information on restrictions regarding management fees and similar charges.

4. **Letter(s) of Commitment:** Include letters of commitment from partners explaining their role in the proposed project. The letters must be signed by the authorizing official from the partner organization and on the official letterhead of the agency or organization. EPA will not review letters of endorsement or recommendation or letters received past the RFA deadline.

5. **Logic Model.** Activities, outputs, and outcomes should be summarized in the form of a logic model. Please see Appendix A for more information and logic model examples.

### ***D. Submission Dates and Times***

Applications are due by March 2, 2010, 4:00 p.m., Pacific Standard Time (PST). Applications not received by this date and time will not be considered for funding. See Section IV.B for additional submission information.

### ***E. Pre-proposal/Application Assistance and Communications***

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. You are responsible for the contents of your application. However, we will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Additional information may be found in our "Frequently Asked Questions" document at <http://yosemite.epa.gov/R10/ECOCOMM.NSF/Puget+Sound/ps10fsouted>

### ***F. Management Fees***

When formulating budgets for applications, you must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with the 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.

### ***G. Partnerships, Contractors and Subawards***

Subawards and/or contracts to third parties may be awarded, if appropriate, under the cooperative agreement resulting from this RFA as long as proper procedures are followed. Applications containing a subaward project or process (also called mini-grants) are also eligible for funding consideration. Below are two questions and answers on subawards and contracts to further explain the differences, limitations, and relevant guidelines.

**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 C.F.R. 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 C.F.R. 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 application solely based on the firm's role in preparing the application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B §210 of OMB Circular A-133, and the definitions of subaward at 40 C.F.R. §30.2(ff) or subgrant at 40 C.F.R. §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 C.F.R. Part 30 or 40 C.F.R. §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:

- a. An applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 C.F.R. 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.

- b. An applicant's named contractor(s), including consultants, identified in the application if the applicant demonstrates in its application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 C.F.R. Part 30 or 40 C.F.R. §31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole-source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

## ***H. Confidential Business Information***

In accordance with 40 C.F.R. §2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidential claims in accordance with 40 C.F.R. Part 2. Applicants must clearly mark the application or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 C.F.R. §2.204 (c) (2) prior to disclosure. However, competitive applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

Note: Under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

## V. Application Review Information

### A. Evaluation Criteria

All eligible applications based on the Section III threshold eligibility review will be evaluated on the following criteria and weights below. Points will be awarded based on how well each evaluation criterion and sub-criterion is addressed.

Weight is based on a 100 point scale.

10 points	<p><b>Program Plan and Objectives</b></p> <p>Under this criterion, applicants will be evaluated based on whether their application:</p> <ul style="list-style-type: none"><li>a) Clearly and concisely addresses how the project will contribute to the implementation of the 2020 Action Agenda as stated in <u>Section I</u> of the RFA. (5 points), and</li><li>b) Demonstrates realistic tasks, a milestone schedule, budget, and scope to achieve the identified objectives and environmental outcomes described in <u>Section I</u> of the RFA. (5 points)</li></ul>
25 points	<p><b>Project Methods and Resources</b></p> <p>Under this criterion, applicants will be evaluated based on their ability to develop and manage the cooperative agreement to implement outreach, education and stewardship efforts in the Puget Sound basin including their:</p> <ul style="list-style-type: none"><li>a) Demonstrated knowledge of outreach, education, and stewardship programs in Puget Sound. (5 points)</li><li>b) Approach to ensure that the program reaches across all local geographies of the Puget Sound area. (5 points)</li><li>c) Plan to distribute and provide publicity for projects – using press releases, workshops, and other appropriate means to publicize the program and results throughout all of Puget Sound. (5 points)</li></ul>

	<p>d) Prior experience in developing an evaluation of the effectiveness of a program or whether they have a sound plan on how an evaluation would be conducted. (5 points)</p> <p>e) Description of how the project demonstrates innovation, creative use of resources, and sustainability of the project after the project period ends. (5 points)</p>
15 points	<p><b>Project Approach.</b></p> <p>Under this criterion, the applicant’s plan for a <b>network approach</b> for the program and the disbursement of the funds will be evaluated based on the:</p> <p>a) Demonstrated effectiveness and efficiency of the proposed approach and plan. (5 points)</p> <p>b) Demonstrated ability to carry out a network approach in a fair, open, effective, and efficient manner to enhance the Puget Sound outreach, education, and stewardship program, including for any competitive subaward process to be used by the applicant and the procedures to be used for selecting, evaluating, and funding projects. (5 points)</p> <p>c) Plan for the distribution of the funds and how the plan will promote broad distribution of funds throughout the Puget Sound area. (5 points)</p>
15 points	<p><b>Programmatic Capability and Environmental Results Past Performance Criteria.</b></p> <p>Under this criterion, applicants will be evaluated based on their ability to successfully develop, manage, and complete the proposed project, taking into account their:</p> <p>a) Past performance in successfully managing and completing the assistance agreements identified in response to <u>Section IV.C.</u> (3 points)</p> <p>b) History of meeting the reporting requirements, submitting acceptable final technical reports, and the extent to which they adequately and timely reported on their progress towards achieving the expected outputs and outcomes (and if such progress was not being made whether the applicant adequately reported why not)</p>

	<p>under the agreements identified in response to <u>Section IV.C.</u> (4 points)</p> <p>c) Organizational experience and plan for timely and successfully achieving the objectives of the proposed program and their ability to appropriately adjust the project if obstacles arise. (4 points)</p> <p>d) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed program. (4 points)</p> <p>Note: In evaluating applicants under items (a) and (b) 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items a and b above - a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>
10 points	<p><b>Partnerships and Letters of Commitment.</b></p> <p>Under this criterion, applications will be evaluated based on how well they demonstrate and substantiate strong collaborative partnerships and document effective working relationships among federal, state, tribal, local entities, and other appropriate organizations. Scores will be based on the extent to which:</p> <p>a) The applicant can show prior experience in building and promoting a wide variety of public, private, and non-profit partnerships to work on Puget Sound outreach, education, and stewardship programs. (5 points)</p> <p>b) A firm commitment is made in letters by one or more partner organizations to provide staff, services, facilities, or funding for the project. (5 points)</p>
10 points	<p><b>Budget.</b></p> <p>Under this criterion, applications will be evaluated based on the adequacy and reasonableness of the budget information including:</p> <p>a) How well the budget information clearly and accurately shows how the funds will be used. (5 points)</p>

	<p>b) Whether the funding request is reasonable given the activities proposed and provides a good return on the investment. (5 points)</p>
<p>15 points</p>	<p><b>Logic Model and Performance Measure Outcomes and Outputs.</b></p> <p>Under this criterion, applicants will be evaluated based on the extent to which the proposed project includes methods for tracking and measuring the applicant’s progress toward achieving the expected project outcomes and outputs including those in <u>Section I</u>.</p> <p>This score will be based on an assessment of:</p> <p>a) The applicant’s logic model design and strategy for linking program objectives to evaluation measures. (8 points)</p> <p>b) How effectively the applicant can implement the program and measure, track, and report progress towards achieving the expected project outputs and outcomes (see definitions in <u>Section I</u> of this announcement) including those identified in <u>Section I</u> of the RFA. (7 points)</p>

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

All eligible applications will be reviewed and scored by a panel of EPA Region 10 staff and possibly representatives from outside agencies using the evaluation criteria outlined in Section V.A. Based on the review the panel will develop a list of the ranked applications and develop a funding recommendation. The final funding decision will be made by the Selection Officials (Directors of the U.S. EPA Region 10 Office of Water and Watersheds and the Office of Ecosystems, Tribal and Public Affairs) based on the rankings and recommendations of the review panel.

## **VI. Award Administration Information**

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

EPA anticipates notification to the successful applicant will be made via telephone, email, or postal mail in late April 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and has been recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. As a minimum, this process can take up to 90 days from the date of recommendation.

The successful application will be posted on EPA Region 10's website <http://yosemite.epa.gov/R10/ECOCOMM.NSF/Puget+Sound/ps10fsouted> at the end of the competition. All applicants, including those who are not selected for funding, will be notified by mail.

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

The general award and administration process for the Puget Sound Puget Sound Outreach, Education, and Stewardship Grant Program is governed by regulations at 40 C.F.R. Part 31 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" and includes Indian Tribal Governments, and 40.C.F.R. Part 30 "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations".

A nonprofit applicant that is recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent 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' which can be found at [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf). Nonprofit applicants that qualify for funding, depending on the size of the award, may be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

If the successful applicant does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with the applicable costs principles.<sup>1</sup> The recipient whose cognizant Federal agency has been designated by OMB must develop and submit its indirect cost rate proposal for approval to its cognizant Federal agency within six (6) months after the close of the recipient's fiscal year. If the cognizant Federal agency has not been identified by the OMB, the recipient must still develop (and when required, submit) its proposal within that period.

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<sup>1</sup> 2 C.F.R. Part 225 for State, Tribal and Local governments, 2 C.F.R. Part 220 for Institutions of Higher Education or 2 C.F.R. Part 230 for non-profit organizations.

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.

### ***C. DUNS Number***

All applicants must provide a number from the Dun and Bradstreet Data Universal Numbering System (DUNS) when applying for federal assistance agreements. Organizations can receive a DUNS number in one day at no cost by calling the dedicated toll-free request line at 1-866-705-5711 or by visiting the web site at <http://www.dnb.com/us/>

### ***D. Reporting***

Project monitoring and reporting requirements can be found in 40 C.F.R. §30.50-§30.52, 40 C.F.R. §31.40-§31.41. In general, recipients are responsible for managing the day-to-day operations and activities to assure compliance with applicable federal requirements and to ensure that milestones and performance goals are achieved. Performance reports and financial reports must be submitted semiannually and are due 30 days after the reporting period. The format for the reports will be identified during the grant application process and includes reporting on performance measures such as goals, outputs, and outcomes. The final report is due 90 days after the cooperative agreement expires.

### ***E. Dispute Resolution 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 from Daniel Steinborn at [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov).

### ***F. Use of Grant Funds***

Fund-Raising and Lobbying: EPA policy and Office of Management and Budget (OMB) circulars state that any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may be used only for the purposes set forth in the grant agreement and must be consistent with the statutory authority for the award.

Matching Funds: Grant funds may not be used for matching funds for other federal grants, 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.

### ***G. Allowable Costs***

All costs incurred under this program must be allowable under the applicable Code of Federal Regulations (formerly Office of Management and Budget (OMB) Cost Circular A-87): 2 C.F.R. Part 225 for State and Local and Indian Tribal Governments, 2 C.F. R. Part 230 (formerly A-

122) for Non-Profit Organizations, and 2 C.F.R. Part 220 (formerly A-21) for Educational Institutions. You may find copies of this circular at <http://www.whitehouse.gov/omb/circulars/>

## VII. Agency Contact

For additional information, please contact:

Daniel Steinborn  
US EPA Region 10  
1200 6th Ave. Suite 900 (ETPA 086)  
Seattle, WA 98101

Telephone: 206-553-2728  
Email: [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov)

## **VIII. Other Information**

### ***A. Quality Assurance and Quality Control (QA/QC)***

All projects collecting environmental data will require a Quality Assurance Project Plan (QAPP). Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or condition, ecological or health effects and consequences, or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as data bases or published literature. Regulations pertaining to QA/QC requirements can be found in 40 C.F.R. §30.54 and §31.45. Additional guidance can be found at [http://www.epa.gov/quality/qa\\_docs.html#noeparqt](http://www.epa.gov/quality/qa_docs.html#noeparqt).

Applicants should allow sufficient time and resources for development and approval of a QAPP in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. For successful applications, a project specific QAPP must be submitted and approved by EPA. Allow one month for approval in your timeline.

### ***B. Allowance for Collection of Geospatial Information***

Grants awarded under this announcement may involve the collection of Geospatial Information. Geospatial data generally means information that identifies, depicts, or describes the geographic locations, boundaries, or characteristics of inhabitants and natural or constructed features on the Earth. This includes such information derived from, among other sources, socio demographic analysis, economic analysis, land information records and land use information processing, statistical analysis, survey and observational methodologies, environmental analysis, critical infrastructure protection, satellites, remote sensing, airborne imagery collection, mapping, engineering, construction, global positioning systems, and surveying technologies and activities. It also includes individual point or site specific data that are referenced to a location on the earth and digital aerial imagery of the earth.

This information may be derived from, among other things, Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data. For purposes of EPA grants, this refers to geographically based information or data or the tools, applications or hardware that allow one to collect, manage, analyze, store or distribute data in a geographic manner.

### ***C. 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 <http://www.exchangenetwork.net> or contact Daniel Steinborn at [Steinborn.Daniel@epa.gov](mailto:Steinborn.Daniel@epa.gov).

## **Appendix A - Logic Model**

### **Measuring Environmental Results: Outputs and Outcomes**

Beginning in early 2005, EPA has required that all grant recipients document outputs and "to the extent practicable" outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

**OUTPUTS:** Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a workplan or timeline. EPA project officers track the completion of outputs to monitor the progress of a grant. Outputs include things like number of mini-grants awarded, number of educators/volunteers trained, etc.

**OUTCOMES:** Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short, medium, and long-term. Measuring environmental outcomes can be challenging, especially for small grants.

Medium and long-term outcomes can be costly, especially if monitoring, sampling and analysis are involved. In addition, it can take many years for the long-term impact of a grant to have a measurable effect on the environment.

- *Short-term outcomes* may include things like: increased knowledge, active stewardship program.
- *Medium-term outcomes* might include: specific actions taken to improve the environment
- *Long-term outcomes* might include: increased stewardship leads to civic responsibility for environmental protection, habitat preservation, and pollution prevention

## Logic Models

Logic models come in many forms and shapes. You may find that a very simple version does the trick, or you can really get into the details. In any case, they all go something like this:

We need to conduct this research  
*so that*  
Scientists and the public understand why the fish are dying  
*so that*  
Decision makers can institute protective land use policies  
*so that*  
Residents can modify detrimental behaviors  
*so that*  
Conditions in the stream improve  
*so that*  
Salmon mortality is reduced in urban streams  
*so that*  
Beneficial uses are achieved.

<b>Sample Logic Model of</b>			
<b>PROJECT PERFORMANCE MEASURES</b>			
<b>(examples of outputs and outcomes for various types of educational projects)</b>			
<b>OUTPUTS</b>	<b>OUTCOMES</b>		
Short-term	Short-term	Medium-term	Long-term
Recruitment of teachers, students, or other target audience	Increased access to environmental education resources and programs	Changes in awareness about issues and decisions that affect the environment	Establishment of sustainable environmental education programs
Training	Students and teachers learn skills	Students and community leaders make decisions to improve their environment	Improved environmental literacy and social change for the better
Workshops/Clinics	Increased environmental knowledge	Specific actions are taken to improve the environment	Increased stewardship leads to civic responsibility for environmental protection, habitat preservation, and pollution prevention
Courses	Increased motivation to become stewards and protect habitat and the environment	Environmental stewardship is underway	
Field Trips	Educators are motivated to train others	Assessment of actions to improve the environment/Measuring success	
Educational Materials	Assessment of learning/ measuring success		
Videos, CDs, DVDs, Web sites			
Conferences and presentation of results			

**Logic Model Example**

<b>INPUTS</b>	<b>OUTPUTS</b>		<b>OUTCOMES</b>		
<b>What We Invest</b>  <b>Staff</b> <b>Money</b> <b>Time</b> <b>Volunteers</b> <b>Partners</b> <b>Equipment</b> <b>Materials</b>	<b>ACTIVITIES</b>  <b>What We Do</b>  <b>Technical Assistance</b> <b>Fieldwork</b> <b>Research Studies</b> <b>Workshops</b> <b>Conferences</b> <b>Courses</b> <b>Media Work</b> <b>Facilitation</b> <b>Trainings...</b>	<b>PARTICIPANTS</b>  <b>Whom We Reach</b>  <b>Students</b> <b>Scientists</b> <b>Tribes</b> <b>Citizens</b> <b>Private Sector</b> <b>Agencies</b> <b>Planners...</b>	<b>SHORT TERM</b>  <b>What The Short Term Results Are</b>  <b>Awareness</b> <b>Knowledge</b> <b>Skills</b> <b>Behavior</b> <b>Practices</b> <b>Motivations...</b>	<b>MEDIUM TERM</b>  <b>What The Long Term Results Are</b>  <b>Decisions</b> <b>Policies</b> <b>Social Action</b> <b>Industry Action</b> <b>Restoration</b> <b>Recovery</b> <b>Preservation...</b>	<b>LONG TERM</b>  <b>What The Ultimate Impact(s) Are</b>  <b>Social</b> <b>Economic</b> <b>Civic</b> <b>Environmental</b> <b>Value Added...</b>

