

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “FY 2007 HAZARDOUS WASTE MANAGEMENT GRANT PROGRAM FOR TRIBES”

ACTION: Request for Proposals (RFP) - Initial Announcement

RFP NO: EPA-OSWER-OSW-07-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.812

DATES: The closing date and time for receipt of proposals is August 13, 2007, 5:00 pm EDT. Applications submitted through <http://www.Grants.gov> must be received by August 13, 2007, 5:00 p.m. EDT. Applications submitted in hard copy, as described in Section 4(C) of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by August 13, 2007, 5:00 p.m. EDT to receive consideration.

SUMMARY: This notice announces the availability of funds and solicits proposals from Tribal governments and Intertribal Consortia for the development and implementation of hazardous waste programs and for building capacity to address hazardous waste mismanagement in Indian country. In accordance with the EPA Indian Policy of 1984, EPA recognizes Tribal governments as the primary parties for managing programs for reservations.

FUNDING/AWARDS: The total estimated funding for this cooperative opportunity is \$318,000. EPA anticipates award of up to 4 cooperative agreement(s) whose maximum estimated value each shall not exceed \$79,500 resulting from this competitive opportunity. (*Refer to Section 2(B).*)

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Section 1 - Funding Opportunity Description

A. Introduction

Improper management of hazardous waste poses serious threats to the health of people, the environment, and wildlife. Some threats are obvious, such as chemical accidents, spills of hazardous waste on or close to transportation routes, and illegal hazardous waste dumping. Even when hazardous waste is managed and disposed of in a careful manner, it may still pose a serious threat. For example, toxic hazardous wastes can leak from a poorly constructed or improperly maintained landfill. Such waste contamination can severely, and sometimes irreversibly, impact plants, wildlife, and humans.

Improper management and disposal of hazardous waste has polluted ground water, streams, rivers, lakes, and other surface waters. Careless waste disposal has been linked to respiratory illnesses, skin diseases (including skin cancer), and elevated levels of toxic materials in plants, animals, and humans. In some cases, the mismanagement of hazardous waste has resulted in fires, explosions, or the generation of toxic gases that have killed or seriously injured workers and firefighters.

To address hazardous waste management issues, EPA is responsible for implementing the Resource Conservation & Recovery Act (RCRA) Subtitle C. The RCRA Subtitle C program is a comprehensive effort to ensure that hazardous waste is managed safely from “cradle to grave:” from the moment it is generated; while it is transported, treated, or stored; until it is finally re-used or disposed of in a safe manner.

B. Types of Projects EPA Will Fund Under this Grant Program

This grant program will support projects designed to develop and implement hazardous waste management programs. These programs must improve the applicant’s ability to properly identify, manage, or dispose of hazardous waste. All hazardous waste management activities that address the RCRA Subtitle C “cradle to grave” approach are eligible. Each of the following hazardous waste management program activities are considered central to a “cradle to grave” program:

1. Hazardous Waste Identification
2. Hazardous Waste Generator Siting, Monitoring, & Compliance (Large Quantity, Small Quantity, and Conditionally Exempt Small Quantity Generators)
3. Hazardous Waste Recycling, Used Oil, and Universal Wastes
4. Hazardous Waste Transportation
5. Treatment, Storage, and Disposal Facility Siting, Permitting, Monitoring, Corrective Action, & Enforcement
6. Land Disposal Restrictions
7. Combustion

C. Examples of Program Activities

The following activities are suggestive and do not limit the range of activities considered eligible under this grant program. These activities are eligible when they are performed in support of developing and implementing a tribal program to manage hazardous waste:

1. Develop and implement codes, regulations, ordinances, policies, and/or guidance to regulate hazardous waste management activities and facilities, such as generators, transporters, treatment, storage and disposal facilities.
2. Develop and implement hazardous waste program enforcement policies and procedures to ensure regulatory compliance, including monitoring and inspection schemes.
3. Develop legal and administrative infrastructure adequate to implement and maintain regulatory and/or non-regulatory hazardous waste management programs.
4. Identify and assess hazardous waste generation and ongoing management of concern to the community, including:
 - a. inventory of active and inactive dump/disposal sites and assess contamination potential;
 - b. characterize hazardous waste stream; and
 - c. identify sensitive sites with potential or actual impacts on water bodies, soil, air, cultural/historic resources, threatened or endangered species, etc.
5. Develop and implement tribal integrated hazardous waste management plans (including source reduction/recycling).
6. Implement used oil collection and other programs to reduce the mismanagement of hazardous waste in the community. Used oil collection programs must be in accordance with 40 CFR 279.
7. Implement household hazardous waste collection events.
8. Develop outreach documents and other resource materials to plan and conduct hazardous waste management seminars for tribal leaders, community members, business and civic organizations, etc.
9. Establish qualifications for environmental management personnel relative to the tribe's needs and plan for program implementation.
10. Establish a communications plan for hazardous waste management program activities.
11. Identify multi-jurisdictional opportunities for hazardous waste management, including feasibility for intergovernmental (Tribal, Federal, State, and local) cooperative efforts.

D. EPA Strategic Plan Linkage

The projects selected for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-objectives 3.1.1 (Reduce Waste Generation and Increase Recycling) and 3.1.2 (Manage Hazardous Wastes and Petroleum Products Properly). The Grant Program also supports Objective 3.2 (Restore Land), Sub-objective 3.2.1 (Prepare for and Respond to Accidental and Intentional Releases). Specifically, the recipient will develop and implement hazardous waste management programs that identify hazardous wastes, improve management of hazardous waste, encourage waste reduction/re-use/recycling activities, collect household hazardous waste,

educate and train employees and the public, implement used oil collection programs, or other related activities. Grantees may also receive training in emergency response and hazardous materials handling.

(View EPA's Strategic Plan on the internet at: <http://www.epa.gov/ocfo/plan/plan.htm>.)

E. Measuring Environmental Results: Anticipated Outcomes/Outputs

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

1. **Outcomes.** Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include:

- a. Improved knowledge about the location of hazardous waste handlers/facilities, and the types of hazardous wastes they manage as reflected by inventories of facilities.
 - b. Improved ability to properly identify, manage, or dispose of hazardous waste as demonstrated by a reduction in the number of citations under Tribal codes, regulations, and ordinances, and fewer reports of illegal hazardous waste disposal.
 - c. Increased use of hazardous waste reduction and re-use activities as demonstrated by increased use of household hazardous waste collection stations and re-use centers.
 - d. Improvements in community awareness of proper hazardous waste and used oil management practices as demonstrated by level of participation in household hazardous waste collection events, used oil collection programs, and increases to the purchasing of alternative, non-toxic (less hazardous) products.
2. **Outputs.** Outputs refer to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided during the project period.

EPA anticipates the outputs from the projects expected to be awarded under this announcement will include:

- a. Inventory of hazardous waste handlers/facilities in Indian country;
- b. Codes, regulations, ordinances, policies and/or guidance for regulating hazardous waste;
- c. Facilities for improved hazardous waste management, such as secure household hazardous waste collection stations and re-use centers for used paint, wood stains,

- etc.
- d. Number of Tribal leaders and environmental staff trained or certified;
- e. Educational and/or community outreach material; and
- f. Reports from studies, sampling, and/or research.

F. Supplementary Information

The statutory authority for this action is the Solid Waste Disposal Act, Section 8001, as amended; and Public Law 105-276.

Section 2 - Award Information

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$318,000.

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

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

EPA anticipates award of up to 4 cooperative agreement(s) whose maximum estimated value each shall not exceed \$79,500 resulting from this competitive opportunity.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will include:

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

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

C. Will proposals be partially funded?

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete 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 to the competition and selection process.

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

The estimated start date for the project resulting from this solicitation is October 1, 2007. All project activities must be completed within the negotiated project performance period, normally 12 to 24 months.

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

EPA awards funds to one eligible applicant as the “recipient” even if other eligible applicants are named as “partners” 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 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. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by the procurement provisions of these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

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

Section 3 - Eligibility Information and Threshold Criteria

A. Eligible Entities

Proposals will be accepted from Indian tribal governments and intertribal consortium or consortia. An Indian tribal government is any tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation (as defined in or established pursuant to the Alaska Native Claims Settlement Act, 43 U.S.C. 1601, et seq.), which is recognized by the U.S. Department of the Interior as eligible for the special services provided by the United States to Indians because of their status as Indians. A consortium is a partnership between two or more Indian tribal governments authorized by the governing bodies of those tribes to apply for and receive assistance under this program.

B. Cost Sharing or Matching

Although cost-sharing or matching is not required as a condition of eligibility or otherwise, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “Resources” evaluation criteria of this solicitation. (*Refer to Section 5(A), Evaluation Criteria*).

Voluntary contributions of funds and in-kind contributions of resources, if accepted by EPA, will be treated as cost-shares under 40 CFR 30.23 and 40 CFR 31.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score for this criterion.

C. Threshold Criteria

EPA must assure that an application selected for funding meets the following “threshold criteria,” applied on a pass/fail basis. Applications that fail any one of the threshold criteria will not be considered further. EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Applications that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Proposals must address an acceptable project as described in *Section 1(B), Types of Projects EPA Will Fund Under this Grant Program* of this announcement.
2. Proposed project total budget may not exceed maximum value of \$79,500. Proposals requesting assistance funding in excess of this value will not be considered.
3. Organizations proposing to utilize proprietary information must provide evidence of permission to use the information.
4. Applications must substantially conform to the outline and content detailed in *Section 4(B), Content and Form of Application* of this announcement or they will be rejected. Pages in excess of the page limitations expressed in *Section 4(B), Content and Form of Application* will not be reviewed.

5. Proposals submitted through <http://www.Grants.gov> must be received by August 13, 2007, 5:00 p.m. EDT. Proposals submitted in hard copy, as described in *Section 4(B), Content and Form of Application* of this announcement, must be received in the EPA Program Office via hand delivery, express mail, or U.S. Postal Service by August 13, 2007, 5:00 p.m. EDT to receive consideration. Proposals received after the closing date of this announcement will be returned to sender without further consideration.
6. All application materials must be submitted in English.

D. Funding Restrictions

Clean up from abandoned or inactive facilities is covered by other EPA programs (e.g., the CERCLA/Superfund program, the Underground Storage Tank program, and the Brownfields redevelopment program). Other EPA waste programs focus on municipal solid waste management, recycling, and responding to emergency releases of hazardous materials and wastes. Although these are important parts of an overall waste management program, **the Hazardous Waste Management Grant Program for Tribes is set up to address the active management of hazardous wastes as they are generated, transported, stored, or disposed of.** While other EPA programs fund similar and related projects (i.e., municipal solid waste management, chemical emergency planning and preparedness, Brownfields redevelopment, and CERCLA/Superfund program cleanup), hazardous waste program grants are specifically targeted to enhance the ongoing management of hazardous wastes and to heighten awareness of hazardous waste management activities that may impact Indian country.

Section 4 - Application and Submission Information

A. How to Obtain an Application Package

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

B. Content and Form of Application

The following documents are required for all applications, irrespective of the mode of submission. All applications must contain a "Narrative Proposal," and one completed and signed Standard Form 424 (SF-424), Application for Federal Assistance. The "Narrative Proposal," a maximum of 15 pages in length, must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.**

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

2. The **“Narrative Proposal”** shall not exceed 15 typed, single-line spaced, 8 ½” x 11” pages. The “Narrative Proposal” must substantially conform to the following outline and content:
 - a. Cover Letter. The cover letter must include a brief description of your project, be written on your organization's official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
 - i. Applicant Information. Provide the name and full address of the Tribe or Consortium applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA;
 - ii. Contacts. Provide phone/fax numbers, e-mail address, and mailing address of the Project Director and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed;
 - iii. Cooperative Partners. Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any; and
 - iv. Funding Requested. Specify the amount you are requesting from EPA. The total funding requested amount may not exceed \$79,500.
 - b. Detailed Project Description. The project description must provide the information below on how the applicant will implement and conduct its operation and **discuss how the application addresses each of the evaluation criteria in Section 5 of this announcement and the Section 3(C), Threshold Criteria.**
 - i. **Project Description.** Provide a description of the proposed project, as referenced in *Section 1(B), Types of Projects EPA Will Fund Under this Grant Program*, and program objectives. The project description should demonstrate consideration of a sustainable, comprehensive integrated waste management program and include: (1) a discussion on the need for the proposed project; (2) a description of how the activities proposed fit into an integrated solid waste management program including long term waste management planning, program implementation, community education, and staff training; (3) a description how proposed activities will contribute to overall health and development of the community; and (4) approach/actions proposed to transfer information and lessons learned during the project to other tribes.
 - ii. **Anticipated Outcomes and Performance Measurement.** Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)

- iii. **Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your project results. Outputs, quantitative or qualitative, must be measurable during the project performance period.
- iv. **Programmatic Capability.** Submit a list of Federally and/or non-Federally funded projects similar in size, scope and relevance to the proposed project that your organization performed within the last three years (limit 5, preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section 5.

In addition, provide information on your organizational experience and a 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.

- iv. **Environmental Results Past Performance Reporting.** Submit a list of Federally and/or non-Federally funded projects that your organization performed within the last three years (limit 5, preferably EPA agreements) and describes how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section 5, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section 5.
- v. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that

procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 30 or Part 31, as applicable. Naming a commercial vendor as a “partner” does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify a sole source procurement.

3. **Attachments.** The following documents shall be included as attachments to the work plan. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**

a. **Budget.** Provide a detailed itemized budget proposal that clearly explains how funds will be used for each of the following categories and how it relates to the project objective. Indicate what portion of the cost EPA will pay, and what portion the applicant or other partners will pay:

- i. Personnel;
- ii. Fringe Benefits;
- iii. Contractual Costs;
- iv. Travel;
- v. Supplies;
- vi. Other Costs (Be specific);
- vii. Administrative Costs (Other than Indirect Costs);*
- viii. Non-EPA Project Funding. Identify funding from other sources including in-kind resources;
- ix. Total Direct Costs;
- x. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of Federally approved indirect cost rate (percentage); and
- xi. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

b. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program.

C. Submitting an Application Package

Applicants may choose to submit applications either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Application instructions for all methods are detailed below. Please select one method. The closing date and time for applicants to submit applications under this announcement is August 13, 2007, 5:00 P.M. EDT. Applications submitted in hard-copy, as described below, must be postmarked by the U.S. Postal Service or received in the EPA Program Office via hand delivery by August 13, 2007, 5:00 p.m. EDT to receive consideration.

1. **Hard copy (paper) submission.** Submit a complete application including all of the

documents identified in *Section 4(B)* of this announcement. **The complete application must be sent through regular/express mail (U.S. Postal Service), or courier service to the EPA contact listed in *Section 7(A), Agency Contact*.** Paper submission must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), and “Narrative Proposal.”

Because of the unique situation involving U.S. mail screening, **EPA highly recommends that applicants use a courier service option (i.e., DHL, FedEx, UPS, etc...) to transmit their application to the physical address of the EPA contact listed in *Section 7(A), Agency Contact*.**

2. **Grants.gov submission.** Using <http://www.grants.gov>, applicants may submit the complete application package on-line with no hard copy or computer disks. Please be sure to view the additional instructions that are available for download on <http://www.grants.gov> for this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.Grants.gov/CustomerSupport> or call toll free Contact Center at 1-800-518-4726.

If you wish to apply electronically via <http://www.grants.gov>, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on **“Get Registered” on the left side of the page.** *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side of the page. **Then click on “Apply Step 1: Download a Grant Application Package and Instructions”** to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge Viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OSWER-OSW-07-07, or the CFDA number that applies to the announcement (CFDA 66.812), in the appropriate field. Then complete and submit the application package as indicated. **You may also be able to access the application package by clicking on the button “How To Apply” 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/Browse by Agency feature to find EPA opportunities).**

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5:00 P.M. EDT, August 13, 2007.

Please submit *all* of the application materials described below.

Application Materials. The following forms and documents are required under this announcement:

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

The application package *must* include all of the following materials:

- A. **Standard Form (SF-424), Application for Federal Assistance.** Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.grants.gov>.) Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement (EPA-OSWER-OSW-07-07). The “Narrative Proposal” shall not exceed 15 pages and must substantially conform to the outline and content detailed in *Section 4(B)(2)* of this announcement. The project budget and milestones, as described in *Section 4(B)(3)* of this announcement, shall be included as attachments to the work plan. **These documents will not count as part of the 15 page limit and do not have an individual page limitation.**
- C. **Other Attachments Form - Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget).** Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

Application Preparation and Submission Instructions

Document A, listed under Application Materials above, should appear in the “Mandatory Documents” box on the Grants.gov “Grant Application Package” page.

For Document A, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or

incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Page”, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document B, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Application Submission* of this announcement and save the document to your computer as an MS Word or WordPerfect file. (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 your proposal 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 (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.”

Document C, is listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are required to submit Document C – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. To attach Document C, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the document, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY07 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other

software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] **If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>, or contact Denise Roy at 703-308-8458.**

Applications 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 application deadline, please contact Denise Roy, Project Officer, at (703) 308-8458. Failure to do so may result in your application not being reviewed.

D. Confidential Business Information

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

Under Public Law No. 105-277, data produced under awards resulting from this announcement is subject to the Freedom of Information Act.

E. Data Universal Numbering System (DUNS)

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

F. Pre-proposal/Application Assistance and Communications

In accordance with EPA’s Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking

criteria. Applicants are responsible for the contents of their proposals.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. All questions and answers will be posted at the OSWER Grants/Funding website <http://www.epa.gov/oswer/grants-funding.htm>, bi-weekly, until the closing date for this announcement.

Section 5 - Application Review Information

A. Evaluation Criteria

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

Criterion	Maximum Points per Criterion
<p>Project Description. Extent to which the application effectively addresses the requirements described in Section 1(B) of this announcement. This criterion will evaluate:</p> <ul style="list-style-type: none"> • The extent to which the “Narrative Proposal” clearly, concisely and realistically presents a statement of the problem, description of the proposed project goals, activities, budget, and project milestones. (10 points) • The proposed project’s description of a sustainable, comprehensive integrated waste program. Extent to which the proposal incorporates hazardous waste management activities, as described in Section 1(B), considered essential to a “cradle to grave” program. (10 points) • The extent to which the proposed project will result in compliance with applicable RCRA regulations. (10 points) 	30
<p>Community Health Development. Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none"> • The extent to which the proposed project activities will contribute to overall health and development of the community. (8 points) • The extent to which the proposed project will lead to improved employment, revenue generation, technological innovation, or improved health and welfare of the community. (8 points) • The extent to which the proposal demonstrates alleviation or reduction of impacts on human health and the environment. (4 points) 	20

<p>Technical Assistance/Transferability. Under this criterion, EPA will evaluate:</p> <ul style="list-style-type: none"> • The proposed project’s description of the approach to providing assistance to other tribes. (5 points) • Proposal’s methodology for transferring information and lessons learned during the project to others. (5 points) 	10
<p>Programmatic Capability. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing Federally and/or non-Federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under Federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p><i>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.</i></p>	10
<p>Environmental Results Past Performance. 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 or non-Federally funded projects (e.g., state grants, contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.</p> <p><i>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.</i></p>	10

<p>Performance Measurement: Anticipated Outcomes and Outputs. Extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results. The proposal should:</p> <ul style="list-style-type: none"> Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 points) Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 points) Describe how success in achieving project results (including the outcomes and outputs identified) will be evaluated and measured. (3 points) 	10
<p>Resources. Under this criterion, EPA will evaluate the extent to which:</p> <ul style="list-style-type: none"> The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. How will your proposed budget effectively sustain your proposed project? How will you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. (4 points). The proposal identifies partnering organization(s) and documents the relationship with the applicant, for example, through letters of support, joint statements, or principles of agreement signed by other parties. (3 points). The proposal demonstrates: (i) how the applicant will coordinate/leverage the use of EPA funding with other Federal and/or non-Federal sources of funds (i.e., project partners, including other Federally-recognized tribes, surrounding communities, businesses) to carry out the proposed project, and/or (ii) that EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants). (3 points). (3 points). <p><i>Note: EPA does not require that applicants use a match or cost share to receive points under this criteria for leveraging. However, applicants may choose to demonstrate leveraging by pledging their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Applicants who choose to cost share voluntarily must meet their cost share obligations if their applications are selected for award. Please note that only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g., HUD’s Community Development Block Grants).</i></p>	10

B. Other Factors

The EPA Headquarters Selection Official may consider the following factors, in addition to the evaluation results based on the criteria above, in making the final funding decision: (1) program priorities and, (2) geographic equity.

C. Review and Selection Process

All applications received by the closing date and time for submissions will first be reviewed to determine eligibility for funding consideration based upon compliance with *Section 3, Eligibility Information and Threshold Criteria*. Only applications determined eligible will be evaluated for technical merit.

Each eligible application will be evaluated by a review panel of EPA Headquarters and Regional staff for technical merit, based on the evaluation factors detailed in *Section 5(A), Evaluation Criteria* of this solicitation. EPA regions may provide information to the review panel on an applicant's response to the "Environmental Results Past Performance Reporting" ranking criterion. This information may take into account the regional EPA Office's experience, if any, with the applicant's performance on grants managed by the region.

Upon completion of the technical merit evaluation, each application will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the application with the highest evaluated numerical score to the EPA Headquarters Selection Official for award.

The EPA Headquarters Selection Official will make the final funding decision. The decision will be based upon the recommendation of the review panel and consideration of "Other Factors" detailed in *Section 5(B)* of this announcement.

Section 6 - Award Administration Information

A. Award Notices

EPA anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by September 13, 2007.

The notification to successful applicant(s) that their application has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency's Competition Policy ([EPA Order 5700.5A1](#), *Section 11*). The "Award Notice" signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection.

B. Administrative and National Policy Requirements

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the initial application and not all states require such a review.
3. Programmatic terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement

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

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

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the [dispute resolution procedures](#) published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Denise Roy at roy.denise@epa.gov.

Section 7 - Agency Contact

A. CONTACT INFORMATION & ADDRESS FOR REGULAR/EXPRESS MAIL (USPS):

Denise Roy, U.S. EPA, Office of Solid Waste (MC 5303P) 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (703) 308-8458; or e-mail: roy.denise@epa.gov.

B. MAILING ADDRESS FOR COURIER DELIVERY SERVICE (i.e., FedEx, UPS, DHL, etc.):

Denise Roy, U.S. EPA, Office of Solid Waste (MC 5303P), Two Potomac Yard (North Building), 5th Floor - N5325, 2733 South Crystal Drive, Arlington, VA 22202.

C. LIST OF REGIONAL CONTACTS:

Region	Contact	Phone Number	Fax Number
Region 1	Chuck Franks	(617) 918-1554	(617) 918-1505
Region 2	Lorraine Graves	(212) 637-4099	(212) 637-4437
Region 4	Davy Simonson	(404) 562-8457	(404) 562-8439
Region 5	Margaret Millard	(312) 353-1440	(312) 353-6519
Region 6	Nick Stone (Technical) ChesTeena Hullum (Grants)	(214) 665-7226 (214) 665-7263	(214) 665-7216 (214) 665-6762
Region 7	Marcus Rivas	(913) 551-7669	(913) 551-9669
Region 8	Ron Lillich	(303) 312-6149	(303) 312-6064
Region 9	Wenona Wilson	(415) 972-3239	(415) 947-3530
Region 10	Maria Tartaglia	(206) 553-1128	(206) 553-8509

Section 8 – Other Information

A. National Environmental Information Exchange Network

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