




**National Tribal Air Association**  
**Operations**  
**Request for Applications**  
*Highlights and Overview*

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## Purpose of this Teleconference

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- Go over the 2013 RFA details
  - Please note that all the information I am presenting today is in the RFA, which can be found at:  
[http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)
- Answer questions regarding applying to this RFA



## NTAA RFA Overview

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- Applications Logistical Information
- RFA Purpose, Scope, and Work
- Strategic Plan Linkage, Outputs, Outcomes, and Performance Measures
- Application Package and Narrative Proposal
- Evaluation Criteria, Review, and Selection



# Application Logistical Information



## Grant Information

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- Awarded (approximately) summer/fall 2013
  - **Cooperative agreement**
  - **Reporting requirements, including but not limited to:**
    - Quarterly progress reports and a detailed final technical report will be required
    - Final technical report shall be completed within 90 calendar days of the completion of the period of performance



## Basic Information – Award Amount

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- Approximately \$1,005,000 over three years
  - \$335,000 annually
  - Disclaimer: **This is subject to availability of funds, the quality of applications received, and other applicable considerations.**
- Maximum of one award



# Application Submission Deadline

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- The closing date and time for receipt of application submissions, regardless of mode of submission, is **April 1, 2013, 4:00 p.m., Eastern Time (ET)**.
  - **All hard copies** of application packages must be received by Rosalva Tapia **April 1, 2013, 4:00 p.m. ET** in order to be considered for funding.
  - Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **April 1, 2013, 4:00 p.m. ET** in order to be considered for funding.
  - Applications received after the closing date and time will not be considered for funding.



## Post Closing Timeline

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### Application Notifications

- EPA will notify the *successful applicant* will be made via telephone, email or postal mail.
- EPA anticipates notification to *unsuccessful applicant(s)* will be made via email or postal mail.





## Who is Eligible to Apply?

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- In accordance with CFDA 66.034, applications will be accepted from states, local governments, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.
- For-profit organizations are not an eligible entity for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.



## Indirect Cost

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- **\*Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.**



# **RFA Purpose, Scope, and Work**

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## Purpose of the RFA

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- Purpose of the RFA:
  - Seek applications from eligible entities to provide comprehensive air quality policy and regulatory analysis for the next three years
    - Including support and national coordination activities, to assist tribes in understanding, participating in and responding to OAR policy and regulatory activities
  - Perform the tasks outlined in the RFA to successfully manage the NTAA project
  - Coordinate with EPA's Office of Air and Radiation on air and tribal activities



## National Tribal Air Association Background

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- NTAA has members and associate member tribes.
- It is designed to assist all federally recognized tribes directly through coordination, analysis, and support activities.
- NTAA has developed an executive committee, charter, and by-laws.



# Scope of Work Summary

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- Applicants must address each of the following tasks and provide a detailed description how they will perform the functions of each task. in their narrative proposals. Also, applicants must explain how they will accomplish the 4 tasks.



## Work Task 1: Executive Committee

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Provide ongoing administrative and logistical support to the national tribal policy advisory body (NTAA Executive Committee).

- NTAA's Executive Committee is made up of representatives of tribal governments nationwide and provides oversight, tribal input and direction to the NTAA.
- The grantee will be responsible for providing administrative and logistical support for Executive Committee participation, including but not limited to travel, accommodations, orientation, supporting materials, agenda planning and development, and coordination between NTAA, the Executive Committee and EPA/OAR.



## Work Task 2: Policy Analysis

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- a) Provide expert analysis of EPA/OAR's regulatory and policy actions, initiatives and rulemakings to tribal governments to enable and facilitate their understanding and participation in the national air program.
- b) Facilitate and encourage tribal responses to EPA/OAR regulatory and policy actions, initiatives and rulemakings, both directly between tribes and EPA/OAR and indirectly between NTAA and EPA/OAR.
  - NTAA may serve as a liaison to EPA/OAR senior leadership for tribes to present their interests and positions as appropriate, or it may advise EPA/OAR either through expert NTAA staff or through supporting the direct participation of tribal representatives.





## Work Task 3: Communication and Coordination

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- In order for tribes to successfully participate in air quality management at the policy and regulatory level, NTAA must conduct supporting activities that build and/or enhance the community of tribal air programs; it should encourage both communication and the development of relationships among tribal leaders and the development of relationships among tribes that contribute to tribes being fully aware of air quality and related policy and regulatory issues. Applicants must detail all the supporting activities of their communication and coordination plan.



## (Continued) Work Task 3

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These supporting activities include, but are not limited to:

- a) Provide outreach and disseminate information on air quality policy and regulatory activities, directly to tribes nationwide including analysis of tribal specific issues and impacts, on a regular basis, for comment and informational purposes. Applications must detail the manner of outreach (e.g. workshops, newsletter, website, mail, field exercise, etc.)
- b) Encourage communication between and amongst tribes, NTAA and EPA/OAR.
- c) Conduct regularly scheduled (monthly and special purpose) conference calls
- d) Maintain an updated website designed to foster communication, encourage participation and provide current and updated information on tribal, NTAA and EPA/OAR air quality management activities;



## (Continued) Work Task 3

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These supporting activities include, but are not limited to:

- e) Prepare and distribute regular analysis of current policy and regulatory air quality developments to tribes.
- f) Facilitate and support tribal interaction with the national air quality community on issues related to the scope of this request, including the federal budget process. Assist EPA by acting as a central point of contact for providing information to tribes.
- g) Provide information on tribal needs, interests, concerns and reactions to activities related to air quality policy and regulatory activities directly to EPA/OAR, and encourage and support the provision of similar types on information directly from tribes to EPA/OAR.



## Work Task 4: Annual Conference

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- Plan, develop and implement an annual conference bringing together tribes, EPA/OAR and other interests as appropriate to further tribes' ability to interact with each other and EPA in matters related to air quality policy and regulation.
- Applicants must submit suggestions or plans how to best conduct this activity
- Applicants must follow up with annual summary of the Annual Conference, which includes conference comments, number of invitees, number of attendees, length of conferences (in days), location, and details of the conference activities, lessons learned and improvement plans for next annual conference. This summary must be submitted within a quarter of the annual conference start.



## Additional Optional Tasks

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- Applicants are invited to suggest additional elements to this scope of work that could enhance the objectives of the National Tribal Air Association.



# Strategic Plan Linkage, Outputs, Outcomes, and Performance Measures

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## Linkage to EPA Strategic Plan

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- All applications must support EPA Strategic Plan Goal 1
  - Goal 1: Taking Action on Climate Change and Improving Air Quality
  - EPA's FY 2011-2015 Strategic Plan



# Outputs

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- The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date.
- Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.





# Outputs

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- Expected outputs from the project(s) to be funded under this announcement may include:
  - Increase communication and coordination between tribal governments in matters related to air quality policy and regulation.
  - Increase coordination and communication between tribal governments and EPA/OAR in matters related to air quality policy and regulation.
  - Increase the capacity and availability of tribal governments to participate in national air quality policy and regulatory activities to ensure adequate input is provided by tribal government partners.
  - Continue the ability of the National Tribal Air Association to advise EPA/OAR on tribal interests, needs, impacts and concerns regarding national air quality policy and regulatory activities.



# Outputs

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The applicant must detail its methodology to measure outputs, which should include, but are not limited to, the number of formal comment letters received by EPA/OAR involving tribal governments; and the number of outreach materials including air policy and regulatory actions analyzed and provided to tribal governments.



# Outcomes

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- Projects to be funded under this announcement are expected to produce at least three, and preferably all, of the following environmental outcomes:
  - Increase the participation of federally recognized Indian tribes in matters related to air quality policy and regulation, in order to fully implement the Clean Air Act in Indian country in a manner consistent with the legal relationship between the United States and those Indian tribes. This will lead to improved protection of human health and the environment in Indian country.
  - Increase the amount of information about EPA/OAR policy and regulatory activity available to Indian tribes.
  - Increase communication on air quality and regulation between Indian tribes, the number of tribes commenting on EPA/OAR policy and regulatory actions and tribal representation on advisory



## Performance Measures

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- The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application.
- These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients..



# Application Package and Narrative Proposal

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## What Should Your Application Include:

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Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at: <http://www.epa.gov/ogd/AppKit/application.htm> .

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal



## Narrative Proposal

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- The Narrative Proposal **cannot exceed a maximum of 20 single spaced** typewritten pages, including the Summary Page.
  - Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20 page limit.
- Summary Information Page (**recommended not to exceed one page**)
  - Six specific information requirements, please refer to page 13 of the RFA



## Detailed Budget Narrative

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- (See Appendix B, Budget Sample)
- Clearly explain how EPA funds will be used.
  - This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.
- Please note section on management fees:
  - Applicants must not include management fees or similar charges in excess of the direct costs and indirect costs





## Attachments

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- These are optional and are not included in the 20 page limit. Nor are these attachments considered during evaluation of an applicant's application.
  - a. Biographical Sketch. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
  - b. Negotiated Indirect Cost Rate Agreement.
  - c. Quality Assurance Narrative Statement.
  - d. Support Letters-These should indicate how the supporting organization will assist in the project.



# Evaluation Criteria, Review, and Selection

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## Ranking Information

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- Eligible Applications will ranked and reviewed by an EPA review panel
  - Ranked on a total of 100 points
  - Scores are averaged



## Evaluation Criteria

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1. Project Summary/Approach (30 points)
2. Environmental Results – Outcomes, Outputs, and Performance Measures (15 points)
3. Programmatic Capability and Past Performance (38 points)
4. Budget (10 points)
5. Expenditure of awarded grant funds (7 points)



## Evaluation Criteria – 3(I &II). Capability and Past Performance Note

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Note: In evaluating applicants under items I and II of 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).

- Neutral score: 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 sub-factors (items I and II 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.



## Review and Selection Process

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- Applications will first be evaluated against the threshold factors listed in Section III.
  - Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank-ordered according to the numerical score.
- Preliminary funding recommendations will be provided to the Approving Official based on this ranking.



## RFA Appendices

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- RFA is 32 pages of instructions detailing how to apply to this RFA
- Appendix A: Grants.gov Submission Instructions
- Appendix B: Budget Sample
  - Budget line item details



## Questions

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- Questions?
- Do you have a question? Please send all questions to Rosalva Tapia at [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov)