

United States Environmental Protection Agency Region 9

San Francisco Bay Area Water Quality Improvement Fund

Request for Initial Proposals

February 8, 2012

Agency Name: U.S. Environmental Protection Agency Region 9 (EPA)

Funding Opportunity Name: San Francisco Bay Area Water Quality Improvement Fund (FY 2012 Funds)

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-R9-WTR3-12-002

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SUMMARY

The U.S. Environmental Protection Agency Region 9 (EPA) is soliciting initial proposals under this announcement from eligible entities to protect and restore the water quality of the San Francisco Bay and its watersheds. The initial proposals will be short submissions describing a project's scope and environmental results and will be evaluated to determine whether a full proposal will be requested of the applicant. This announcement seeks proposals to achieve significant water quality results, such as the restoration of impaired waters and the enhancement of aquatic habitat.

The total amount anticipated to be awarded under this announcement is approximately \$5,847,000 of fiscal year 2012 funds depending on funding availability, quality of proposals, and other applicable considerations. Awards will range from approximately \$500,000 to \$2,000,000 of federal funds with each project period being up to four years. **Applicants must provide a minimum non-federal match of 50% of the total cost of the project.** A broad range of entities, as described in Section III, are eligible to submit proposals under this announcement for projects that address protecting and restoring San Francisco Bay and its watersheds within the nine Bay Area counties (Marin, Napa, Sonoma, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco.)

Important Dates

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|----------------|---|
| March 16, 2012 | Initial proposals must be received by EPA via Grants.gov, mail, overnight delivery, hand delivery, or courier service by 5pm Pacific Standard Time. |
| April 6, 2012 | EPA notifies finalists to prepare full proposals. |
| May 4, 2012 | Full proposals must be received by EPA via mail, overnight delivery, hand delivery, or courier service by 5pm Pacific Standard Time. |

August 2012

Awards made.

The above dates (other than the March 16, 2012 initial proposal submission date) are anticipated dates and may be subject to change.

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I. Funding Opportunity Description

A. Background. EPA has been administering the San Francisco Bay Water Quality Improvement Fund (SFBWQIF), a competitive grant program for the protection and restoration of San Francisco Bay watersheds, since 2008. To date, EPA has awarded over \$22 million in ten grants supporting 38 projects, matching and leveraging over \$40 million, and involving 53 partners. Information on these awards is available at: <http://www.epa.gov/region9/water/watershed/sfbaywqfund/index.html>

In February 2012, EPA will issue two solicitations for the SFBWQIF. Under this Request for Initial Proposals (RFIP), EPA is soliciting proposals with fiscal year 2012 funding of up to \$5,847,000.

B. Program Priorities. EPA will consider a broad range of project types to protect and restore the water quality of the San Francisco Bay and its watersheds. EPA is very interested in technically sound proposals to reduce polluted run-off, restore impaired waters, and enhance aquatic habitat. In addition, we are seeking innovative, cost effective proposals that include partnerships and foster widespread implementation. Applicants should carefully read this RFIP and closely consider the evaluation criteria identified in Section V.A. in order to propose projects that address the criteria.

Proposals should focus on supporting priority activities that achieve water quality results within a specified timeframe. Therefore, it is very important that environmental results, also known as outputs and outcomes, such as those relating to water quality improvements and aquatic habitat enhancement, be quantitatively described and a timeframe provided for achieving the results. Anticipated outcomes should not be expressed in general terms; for instance, just referencing “water quality improvements” is not sufficient. For more information on quantifying anticipated water quality results, see Section I.C.2 “Environmental Outputs and Outcomes.”

Implementation proposals are encouraged based on thorough assessments and plans including Total Maximum Daily Loads (TMDLs) and watershed plans. EPA’s watershed approach is predicated on the idea that well planned activities, particularly those that address polluted runoff will achieve the most significant results in a cost effective manner. While the focus of this solicitation is to select projects ready to be implemented, planning and assessment proposals will be considered. Planning and assessment proposals should be able to demonstrate a high likelihood of being implemented and achieving water quality results. Such projects should also quantify the expected environmental results to be achieved in a specified timeframe.

Proposals must demonstrate consistency with the San Francisco Estuary Partnership’s (SFEP) Comprehensive Conservation and Management Plan (CCMP) by indicating the CCMP objective(s) and action(s) to be implemented under the project. A list of the CCMP objectives and actions that address program priorities is included as Attachment A and should be used as a basis to provide this information in the proposal narrative. For additional information on the CCMP refer to the website link in Section VIII.C.

All proposals that include a monitoring component should be compatible with the California Surface Water Ambient Monitoring Program (SWAMP), the California Wetland and Riparian Area Monitoring Program, and the San Francisco Bay Regional Monitoring Program (RMP). All proposals should include an information transfer component to promote the use of project results by other San Francisco Bay watersheds.

C. EPA's Strategic Plan Linkage and Environmental Results. Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the EPA's Strategic Plan. EPA also requires that applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements

(<http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan. All proposals must support EPA's strategic goals to improve and restore impaired water quality on a watershed basis and facilitate ecosystem-scale protection and restoration under EPA Strategic Plan Goal 2 – Protecting America's Waters, Objective 2.2 (Protect and Restore Watersheds and Aquatic Ecosystems), and Strategic Measures (Improve Water Quality on a Watershed Basis and Increase Wetlands.) (<http://www.epa.gov/planandbudget/>)

2. Environmental Outputs and Outcomes. The significance of environmental outputs and outcomes you expect to achieve will be considered under the evaluation criteria during the selection process and must be addressed in the proposal submission (See Sections IV and V).

a. Outputs. The term "output" means an activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a specific period of time or by a specific date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. In general, the expected outputs of all awards under this announcement will result in the acceleration of the project's stated goals (e.g., partnerships established with water quality agencies to implement pollution prevention activities, project design plans for wetlands restoration, development of tools to increase the cost-efficiency of implementing LID, etc...)

Proposals must include a description of project outputs and the way in which recipients will track progress towards achieving the environmental goal throughout the grant period.

Progress reports and a final report will also be a required output, as specified in Section VI.D of this announcement, "Reporting Requirements."

b. Outcomes. The term "outcome" means an environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. Proposals must include a description of project outcomes resulting from the project outputs, even if the outcome to be achieved is beyond the assistance agreement funding period.

Outcomes expected as a result of the awards under this announcement may include, but are not limited to, the following:

- Water quality improvements expressed as pollutant load reductions, attainment of water quality objectives, or other indicators, especially in impaired waterbodies with TMDLs.
- Acres of wetlands restored, especially as part of a watershed or regional plan.
- Percentage of land area where LID has been implemented to achieve pollutant load reductions or other habitat enhancements.

Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at:

http://www.epa.gov/nps/watershed_handbook/pdf/ch09.pdf.

D. Statutory Authority. The funds for the awards under this announcement were appropriated to EPA in the FY 2012 Consolidated Appropriations Act and will be awarded under Section 320 of the Clean Water Act (CWA) (National Estuary Program), 33 U.S.C. §1330.

II. Award Information

A. Available Funding. The total amount anticipated to be awarded under this announcement is up to \$5,847,000. The amount of federal funding will range from approximately \$500,000 to \$2,000,000 per award. EPA anticipates awarding 7 to 10 grants under this solicitation.

Funding for the projects is not guaranteed and is subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement, and other applicable considerations. In addition, EPA reserves the right to make no awards, or fewer awards than expected under this announcement. Further, award of funding through this competition is not a guarantee of future funding.

EPA also reserves the right to make additional awards under this announcement consistent with Agency policy if additional funding becomes available after the original selection decisions. Any additional selections for awards will be made no later than six months after the original selection decisions.

B. Project Period for Awards. The estimated project period for awards resulting from this solicitation will begin in August 2012. Proposed project periods may be up to 4 years.

C. Partial Funding. In appropriate circumstances, EPA reserves the right to partially fund proposals/applications under this announcement by funding discrete activities, 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/application, or portion(s) thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

D. Funding Type. Projects selected will receive funding in the form of grants.

III. Eligibility Information

A. Eligible Applicants. The following entities are eligible to apply for funding under this announcement unless restricted by the authorizing statute(s): State, local government agencies, districts, and councils; regional water pollution control agencies and entities; State coastal zone management agencies; public and private universities and colleges, and; and public or private non-governmental, non-profit institutions. Non-profit organizations must have documentation of non-profit status from the U.S. Internal Revenue Service or their state of incorporation, except that non-profits organizations as defined in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying as defined in Section 3 of the Lobbying Disclosure Act 1995 or superseding legislation are ineligible.

B. Cost Sharing/Match Requirement. Matching funds of a minimum of 50% of the total project cost are required under this competition based on the requirements of Section 320 of the CWA. Accordingly, EPA is requiring applicants to demonstrate in their initial proposal submission how they will provide the minimum non-federal match of 50% of the total cost of the proposed project. This means EPA will fund a maximum of 50% of the total project cost, which is essentially an equal cost share of the total project cost with the applicant. Matching funds can come in the form of cash and in-kind contributions, such as the use of volunteers and/or donated time, equipment, expertise, etc., consistent with the regulations governing matching fund requirements (40 CFR 31.24 or 40 CFR 30.23) from your own organization and/or your project partners. Federal funds may not be used to meet the match requirement for this grant program unless authorized by the statute governing their use.

Please read this carefully and use the following formulas and examples to develop the correct match amount for your project.

- 1) Example Formula: $(\text{Total Project Cost} \times .5 = \text{Match})$
If you know your TOTAL project cost is, FOR EXAMPLE, \$2,000,000, then multiply that amount by .5 to find the required match, \$1,000,000, and the REMAINDER, \$1,000,000, is the federal amount to be requested, which provides 50% of the project total.
- 2) Example Formula: $(\text{Federal Portion} / .5) - \text{Federal Portion} = \text{Match}$
If you know the federal amount you would like to request is, FOR EXAMPLE, \$1,500,000, divide that amount by .5 (\$3,000,000) and subtract by \$1,500,000 to identify your required \$1,500,000 in matching funds or services.

C. Threshold Eligibility Criteria. These are requirements which if not met by the time of initial proposal submission will result in elimination of the proposal from further consideration for funding. Only proposals that meet all of these criteria will be ranked against the evaluation criteria (see Section V) of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

- 1. Applicant Eligibility:** Applicants must meet the applicant eligibility requirements described in Section III. A.
- 2. Priorities:** Projects must protect and restore the water quality (including aquatic habitat) in the San Francisco Bay and its watersheds.
- 3. EPA Strategic Plan:** Proposals must support Strategic Plan Goal 2 of EPA's Strategic Plan as specified in Section I.C.1.
- 4. Fifty (50) % Match:** Applicants must demonstrate how they will provide a minimum 50% match of the total project cost as described in Section III. B.
- 5. CCMP Consistency:** Proposals must describe how the proposed activities are consistent with SFEP's CCMP by reviewing Attachment A and identifying relevant CCMP objective(s) and action(s) to be implemented by the project.
- 6. Substantial Compliance:** Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal narrative, pages in excess of the page limitation will not be reviewed.
- 7. Project Location:** Projects that are not carried out within one or more of the nine Bay Area counties (Marin, Napa, Sonoma, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco) are ineligible.
- 8a. Initial Proposal Submission:** Initial proposals must be received by EPA via Grants.gov, mail, overnight delivery, hand delivery, or courier service by **5:00pm Pacific Standard Time on March 16, 2012**, as specified in Section IV of this announcement. Applicants are responsible for ensuring that their initial proposals reach the designated person/office specified in Section IV of the announcement by the submission deadline. Failure to do so may result in your proposal not being reviewed.
 - b.** Proposals received after the submission deadline will be considered late and returned to sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical difficulties associated with www.grants.gov. Where Section IV requires initial proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient.
 - c.** Initial proposals submitted by fax or emailed directly to EPA Region 9 will not be considered.

IV. Proposal and Submission Information

A. Form of Initial Proposal Submission and Deadline. Applicants have the option to submit their initial proposal in *one* of two ways: electronically via www.grants.gov or hard copy and CD by regular first class US Postal Service mail, overnight delivery, hand delivery, or courier service. Complete proposal packages must be submitted electronically through grants.gov or **received** by EPA Region 9 at the address below by **5:00pm Pacific Standard Time on March 16, 2012.**

1. Grants.gov – Electronic submission. Applicants who wish to submit their initial proposals electronically through the federal government’s Grants.gov website may do so. Grants.gov allows an applicant to download an application package template and complete the package offline based on agency instructions. After an applicant completes the required package, they can submit the package electronically to Grants.gov, which transmits the package to EPA. Complete instructions for submitting applications via grants.gov are included as Attachment B to this announcement.

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 Agency Official Representative and ask that individual to begin the registration process as soon as possible.

2. Hard Copy and Compact Disc (CD). If selecting this method of submission, applicants must send two hard copies of the initial proposal package as described below in Section IV.C, and a CD of the initial proposal package via mail, overnight delivery, hand delivery, or courier service. To reduce paper use, applicants are requested to submit double-sided printed proposals. **Please address all submissions to:**

**ATTN: Luisa Valiela, SF Bay Water Quality Improvement Fund,
EPA Region 9 (WTR-3), 75 Hawthorne Street, San Francisco, CA 94105**

The CD may contain files in Adobe Portable Document Format (.pdf), Microsoft Word (.doc), or WordPerfect (.wpd). Letters of support and maps will need to be scanned so that they can be submitted as part of the CD. Pictures and/or computer generated maps may be included as separate files using .jpg or .tif format.

B. Content of Initial Proposal Submission. Applicants must include the information outlined below in their initial proposals regardless of mode of submission. Initial proposals must be no longer than **four pages** (8 ½ x 11 inches, single spaced); pages in excess of this page limitation will not be reviewed. Applicants must also ensure that, to the extent not otherwise addressed below, their initial proposals provide information addressing all of the initial proposal evaluation criteria identified in Section V.A., applicable threshold eligibility criteria identified in III.C., and demonstrate how they will meet the required match. Forms 424 and 424(A), letters of support, and a map DO NOT count toward the four page limit.

Initial Proposal Submission Content
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Applicant Information on Federal Assistance Standard Form 424	Include applicant (organization) name, address, contact person, phone number, fax and e-mail address. This form also requires a Central Contractor Registration (CCR), a Dun and Bradstreet (D&B), and Data Universal Numbering System (DUNS) number (see Section VI.C. for more information).
Budget Summary on Federal Assistance Standard Form 424(A)	Provide overall budget information on the form's tabular format including the specific amount being requested from EPA, the required match, and the total project cost.
<u>Proposal Narrative Project Scope/Approach</u> (part of the 4-page limit)	The proposal narrative must address each of the initial proposal evaluation criteria identified in Section V.A. Describe the specific water quality and environmental problems to be addressed and outline the major project activities. Identify the watersheds and/or waterbodies to be addressed. Discuss the rationale and technical basis for the proposed activities and expected results, and identify the relevant portions of the watershed plan, TMDL and/or analysis that provides the basis for these activities. If applicable, briefly describe how anticipated climate change impacts will be incorporated into the proposed project. Include a description of the partnerships and community involvement important to project success. If planning activities are proposed, discuss the likelihood of these activities resulting in implementation and subsequent environmental results. Explain proposed activities that will provide for ongoing implementation adding to the overall benefits and environmental results of the project. Review Attachment A concerning SFEP's CCMP and briefly list the relevant CCMP objectives and actions to be implemented by the project.
<u>Proposal Narrative Environmental Results (Outputs/Outcomes)</u> (part of the 4-page limit)	Clearly describe the expected environmental results in terms of outputs (Section I.C.2) and outcomes (Section I.C.3). Be as specific as possible in quantifying the anticipated outputs and outcomes. Special emphasis should be placed on specifying quantitative outcomes related to water quality and habitat enhancements. Discuss the extent, magnitude and significance of the anticipated results. For example, identify pollutant load reductions to be achieved in terms of the overall reductions and timeframe necessary to achieve water quality standards. Describe how the proposed activities were selected to maximize the anticipated results. Outcomes achievable beyond the assistance agreement funding period should be included. Identify how progress towards achieving the outputs and outcomes will be tracked and measured over the expected project time period.
Map	Provide a map of the watershed and the proposed work areas related to the project. Maps of HUCs (also known as USGS Cataloging Units) and state 303(d) listings can be

	found on EPA's Surf Your Watershed web site at http://www.epa.gov/surf/
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C. Content for Full Proposals Once EPA Notifies Selected Applicants. Full proposals will be requested from those eligible applicants whose initial proposals scored highly in the initial evaluation described in Section V. After the initial evaluation, such applicants will be provided with instructions and notification to proceed with submitting a full proposal by a required date that will be specified in the notification. Applicants who are not selected to submit final proposals will be notified in writing that they have not been selected to submit a final proposal. Those who make it to the second phase will be asked to provide a more in depth proposal, including details on the project’s partners, tasks and schedule, programmatic capability, and past performance. Full proposals must be no longer than **eight pages** (8 ½ x 11 inches, single spaced); pages in excess of this page limitation will not be reviewed. Complete instructions for the full proposal will be provided to applicants in the notification letter described above which will require applicants to, among other things, include the information outlined below in their full proposals and make sure their full proposals address the evaluation criteria for the full proposals. Letters of support provided DO NOT count toward the eight page limit.

Full Proposal Submission Content	
Partnerships	Describe your project partners and community involvement in carrying out your project. Provide letters of support from project partners to substantiate their role. Provide specifics as to the roles the partners will play to support the proposed project activities. Specifically describe whether the project partners establish or enhance new and unique relationships that contribute to expected environmental results and include agencies that have purview over water quality and land use decisions.
Budget Detail	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. Explanations of the costs associated with each project task, including match amounts in full or in part from project partners, should be provided. Description of costs should correspond to figures presented in the SF 424(A). A table highlighting key tasks and/or outputs for the length of the project with the associated budget breakdown is recommended. Discuss whether the overall project costs and the various components are cost-effective in furthering future implementation.
Programmatic Capability and Past Performance	Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/

	<p>qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Submit a list of federally and/or non federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements and preferably EPA agreements), and describe (i) how you were technically able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements, including whether you reported timely 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. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and/or from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for these factors. If you do not provide any response for these items, you may receive a score of zero for these factors.</p>
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D. Intergovernmental Review. If selected for award, applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA’s implementing regulations for this Executive Order can be found at 40 CFR Part 29.1-29.13. Applicants should consult the office or official designated as the single point of contact (SPOC) in their state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. You may find a listing of SPOCs at the following website maintained by the Office of Management and Budget: <http://www.whitehouse.gov/omb/grants/spoc.html>.

E. Confidential Business Information. It is not recommended that confidential business information (“CBI”) be included in your proposal/application. However, if CBI is included in the proposal/application, it will be handled in accordance with 40 CFR Part 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant which is otherwise required by 40 CFR Part 2.204(c)(2) prior to disclosure. However, EPA protects competitive proposals/applications from disclosure under

applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

F. Proposal Communications and Assistance. In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. However, EPA will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, EPA may contact applicants to clarify threshold eligibility issues, if necessary, prior to making an eligibility determination.

G. Management Fees. When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

H. Contracts and Subawards/Subgrants. 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 and reporting requirements.

1. Subawards, Contracts, and Partnerships. If successful applicants intend to use EPA grant funds to purchase goods or services under the grant, such applicants must compete the contracts for those goods and services and conduct cost and price analyses to the extent required by the procurement provisions of 40 CFR Part 30 or 31. The regulations also contain limitations on consultant compensation. While applicants are not required to identify contractors or consultants in their proposal, if they do so it does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the grant/cooperative agreement. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

2. Subawards/Subgrants. Successful applicants may award subgrants (also referred to as subawards) of financial assistance to fund partnerships under the EPA grant provided the recipient complies with applicable requirements for subgrants/subawards including those contained in 40 CFR Parts 30 or 31. Successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive

procurement by using subgrants/subawards to acquire commercial services or products from for-profit organizations. EPA will not be a party to subgrant/subaward agreements.

3. Subawardee and Contractor Consideration during Evaluation. Section V of the announcement describes the evaluation criteria and the 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 committee will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant’s named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 and 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- (ii) an applicant’s named contractor(s), including consultants, identified in the proposal if the applicant demonstrated in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper 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 of 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 qualification, experience, and expertise of named subawardees/subgrantees and/or named contractors during the proposal evaluation process unless the applicant complies with these requirements.

V. Proposal Review Information

A. Evaluation Criteria.

Initial proposals and full proposals will be evaluated and scored by reviewers using the applicable criteria listed below. Each initial proposal may receive up to 100 points and each full proposal may receive up to 100 points. Applicants should explicitly address these criteria as part of their submittals.

1. Initial Proposal Evaluation Criteria (100 pts)

Points	Initial Proposal Criteria
	1. <u>Scope/Approach:</u> Under this criterion, proposals will be evaluated based on whether they present:

45	<ul style="list-style-type: none"> • a technically/scientifically sound approach for addressing one or more of the program priorities in Section I, Part B. (20 pts) • a description of the environmental significance of the project, including institutional change to further ongoing water quality improvements. (15 pts) • activities based on watershed plans and assessments, appropriate climate change scenarios, TMDLs and/or associated analysis to ensure that priority activities are being undertaken that will lead to water quality objectives and the protection of beneficial uses within a specific timeframe. (10 pts)
45	<p>2. <u>Environmental Results—Outputs and Outcomes:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • that significant environmental results, that include specific (quantitative) water quality and related environmental outcomes, will be achieved by the project. (25 pts) • an effective plan for tracking and measuring progress toward achieving expected project outputs and outcomes, including those identified in Section I. (20 pts) <p><i>Note: EPA will consider the quality and scope of the monitoring component to measure environmental results under this criterion. If monitoring is not an appropriate project activity necessary to achieve and document results, proposals will not receive a lower rating under this criterion.</i></p>
10	<p>3. <u>Budget Summary:</u> Under this criterion, proposals will be evaluated based on whether the budget as presented in Form 424(A) is reasonable given the project scope and environmental results proposed. (10 pts)</p>

2. Full Proposal Evaluation Criteria (100 pts)

Points	Full Proposal Criteria
35	<p>1. <u>Partnerships:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • strong partnerships and community involvement, particularly those that establish or enhance new and unique relationships that contribute to expected environmental results and include agencies that have purview over water quality and land use decisions. (20 pts) • specifics as to the roles the partners and their resources will play to support the proposed project activities. Letters of support provided by partners to substantiate their role will be reviewed. (10 pts) • activities to establish new institutional capacity or other methods for ongoing water quality results. (5 pts)
45	<p>2. <u>Budget Detail:</u> Under this criterion, proposals will be evaluated based on:</p> <ul style="list-style-type: none"> • the level of detailed budget information provided which should include an approximation of the cost allocated for each major activity over the project's expected timeline. Budget resources necessary for completing a Quality Assurance Project Plan (QAPP), if applicable, sharing project information broadly, and reporting progress, are expected to be included. (25 pts) • whether the overall project costs and the various components are cost-

	effective and reasonable in furthering future implementation of similar activities. (20 pts)
20	<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, proposals will be evaluated based on the applicant's:</p> <ul style="list-style-type: none"> • past performance in successfully completing and managing the assistance agreements identified in the full proposal narrative as described in Section IV.C of the announcement. (5 pts) • history of meeting the reporting requirements under the assistance agreements identified in the full proposal narrative as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. (5 pts) • organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (5 pts) • staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (5 pts) <p><i>Note: In evaluating applicants under the first two items of this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and/or 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (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.</i></p>

B. Review and Selection Process.

1. Initial Proposals. Eligible initial proposals will be evaluated by the EPA Region 9 Review Committee which will score and rank the proposals using the evaluation criteria identified above in Section V.A.1. The Review Committee will consist of EPA staff and may also include representatives from other state or Federal agencies. Applicants with the highest ranking initial proposals will be invited to submit full proposals.
2. Full Proposals. Those applicants identified to submit full proposals for review will be notified by EPA and will be asked to submit additional information requested by EPA (including the information identified in Section IV.C.) and address the full proposal evaluation criteria in Section V.A.2. The Review Committee will rank and score each full proposal based on the evaluation criteria described above in Section V.A.2.
3. Final Selections and Awards. The Review Committee will provide rankings and funding recommendations based on the initial and full proposal scores to the selection official (Director of EPA Region 9 Water Division.) Final funding decisions will be

made by the selection official, in consultation with the Regional Administrator. In making the final funding decisions, the selection official in consultation with the Regional Administrator, may also take into account the following factors: geographic distribution of funds, diversity of projects, and availability of funds. Proposals selected for funding will be asked to submit a final application package in order to award funds.

VI. Award Administration Information

A. Award Notices. Applicants who have been selected for an award and whose final application has been approved can expect to receive an award document which constitutes an agreement between EPA and the recipient organization, and sets forth the terms and conditions of the financial assistance. As the assistance agreement is a legal document, an authorized representative of your organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 9 Grants Management Office. Specific instructions will be provided with the award document.

Unsuccessful applicants will receive notification by email or telephone within 15 days of the final selections for award.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. An approvable work plan is required to include:

1. Work plan components to be funded under the grant;
2. Estimated funding amounts for each work plan component;
3. Work plan commitments/outputs for each work plan component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule; and
5. Roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in federal assistance awards in accordance with 2 CFR Part 180.

B. Administrative and National Policy Requirements. The general award and administration process for all San Francisco Bay Area Water Quality Improvement Funds is governed by regulations at 40 CFR Part 30 ("Uniform Administrative Requirements for Grants and Agreements to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations") and 40 CFR Part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). All costs incurred under this program must be allowable under the applicable Code of Federal Regulation (formerly Office of Management and Budget (OMB) Cost Circulars): 2CFR

225 (formerly A-87) for States and local governments, 2 CFR 230 (formerly A-122) for nonprofit organizations, or 2 CFR 220 (formerly A-21) for universities. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts.)

C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements. Unless exempt from these requirements under OMB guidance at [2 CFR Part 25](http://www.whitehouse.gov/omb/circulars/) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. 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 visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

D. Reporting Requirements. Project monitoring and reporting requirements can be found in 40 CFR Part 30.50-30.52, 40 CFR Part 31.40-31.41. In general, recipients are responsible for managing the day-to-day operations and activities supported by the grant or cooperative agreement to assure compliance with applicable federal requirements, and for ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period. The format for these reports will be identified during the grant application time frame, and will include reporting on established performance measures indicated in the project description (i.e., goals, outputs and outcomes). The final report is due 90 days after the assistance agreement has expired.

E. Dispute Process. Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005), which can be found at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register.

F. Administrative Capability Requirement. Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, nonprofit applicants that qualify for funding may be required, depending on the size of

the award, to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, EPA Grant Management Training for Non-Profit Applicants and Recipients.” One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>.

G. Restrictions on Use of Federal Funds. In accordance with EPA policy and OMB circular, 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 only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, 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.

H. Pre-award Costs. In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant’s or grantee’s own risk.

I. Compliance with the National Environmental Policy Act and other applicable environmental laws. Projects funded by the SFBWQIF are authorized under CWA Section 320 which does not require an Environmental Information Document (EID) under the National Environmental Policy Act. However, compliance with other Federal environmental laws, such as the Endangered Species Act and the National Historic Preservation Act, and state regulations may be required.

J. Subaward and Executive Compensation Reporting. Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

K. Website References in Solicitations. Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

L. Unliquidated Obligation (ULO). An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

M. Unpaid Federal Tax Liabilities and Federal Felony Convictions for Non-Profit and For-Profit Organizations. Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these unpaid tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

VII. Agency Contact

For additional information, please contact:

Luisa Valiela, SFBWQIF Lead
Watersheds Office
EPA Region 9 (WTR-3)
San Francisco, CA 94105
415-972-3400
valiela.luisa@epa.gov

Erica Yelensky
Watersheds Office
EPA Region 9 (WTR-3)
San Francisco, CA 94105
415-972-3021
yelensky.eric@epa.gov

VIII. Other Information

A. Quality Assurance and Quality Control (QA/QC). 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 CFR Parts 30.54 and 31.45. Additional guidance can be found at http://www.epa.gov/quality/qa_docs.html#noeparqt. Applicants should allow sufficient time and resources for this process in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. A project specific Quality Assurance Project Plan (QAPP) must be submitted and approved by EPA if your project includes sampling of any kind. If your proposal is selected and a QAPP required, you are encouraged to contact the EPA's QA Office at 415-972-3411 as soon as possible to discuss the process and set up a schedule for review. Allow 3-4 months in your timeline for approval of these plans.

B. Assistance Agreement Terms and Conditions, Information Technology. As a Term and Condition of the grant, recipients will be required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All environmental data generated as part of the project should be comparable to the state's Surface Water Ambient Monitoring Program (SWAMP).

C. Useful References. This information is for reference purposes only. See Section VI.K. above for EPA's website guidelines.

- **S.F. Bay Area TMDLs and 303(d) List of Impaired Water Bodies**
http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/
- **California Surface Water Ambient Monitoring Program (SWAMP)**
http://www.waterboards.ca.gov/water_issues/programs/swamp/
- **S.F. Bay Regional Water Quality Control Board Basin Plan**
http://www.swrcb.ca.gov/sanfranciscobay/basin_planning.shtml
- **Handbook for Developing Watershed Plans to Restore and Protect Our Waters**
http://www.epa.gov/nps/watershed_handbook/
- **EPA Region 9 Watershed Priorities**
<http://www.epa.gov/region09/water/watershed/index.html>
- **SF Bay Regional Monitoring Program (RMP)**
<http://www.sfei.org/rmp/>
- **San Francisco Bay Delta Comprehensive Conservation and Management Plan**
http://www.sfestuary.org/userfiles/ddocs/Final_CCMP.pdf
- **Bay Area Integrated Regional Water Management Plan**
<http://bairwmp.org/>
- **Association of Bay Area Governments FOCUS Program**
<http://www.bayareavision.org/>

- **San Francisco Bay Area Wetlands Regional Monitoring Program**
<http://wrmp.org/protocols.html#protocols>
- **Bay Area's Baylands Ecosystem Habitat Goals**
<http://ceres.ca.gov/wetlands/sfbaygoals/docs/goals1997/goalsproject/about.html>

Attachment A: SFEP CCMP Objectives and Actions San Francisco Bay Area Water Quality Improvement Fund

2012 Request for Initial Proposals

Review this list to indicate the San Francisco Estuary Partnership’s Comprehensive Conservation and Management Plan (CCMP) Objective(s) and Action(s) to be addressed by your proposed activities. The list includes the CCMP objectives and actions that address the program priorities for this grant program. Proposals must demonstrate consistency with the SFEP CCMP by indicating the CCMP objective(s) and action(s) to be implemented. Provide this information in the proposal narrative section of your initial proposal.

AQUATIC RESOURCES	
Objective AR-2	Species-specific and non-indigenous management actions
Action AR-2.3	Control problem non-native invasive species
Action AR-2.7	Identify & control fish contaminants
Objective AR-4	Water management, flows affecting aquatic resources
Action AR-4.7	Protect shaded riverine aquatic habitats
Action AR-4.8	Increase shaded riverine aquatic habitat
Action AR-4.9	Protect & maintain tule islands, tidal wetlands & berms
Action AR-4.10	Decrease adverse effects of dredging & flood control
Action AR-4.11	Protect remnant stream habitats
Action AR-4.12	Protect marshes, wetlands, and tidal sloughs
Objective AR-6	Develop & implement Upper Estuary programs
Action AR 6.6	Bay tributary stream flow analysis and stream restoration
Objective AR-7	Protect, enhance, and restore subtidal habitats
Objective AR-9	Reduce and prevent marine debris
Action AR-9.1	Improve understanding of types and impacts of marine debris
Action AR-9.2	Expand existing prevention and cleanup programs

WILDLIFE	
Objective WL-1	Create & restore critical plant & animal habitats
Action WL-1.1	Restore tidal salt marsh for clapper rail & salt marsh mouse
Action WL-1.3	Acquire & restore wetlands
Action WL-1.4	Restore tidal marshes
Action WL-1.5	Identify, convert, or restore non-wetlands to wetlands or riparian

WETLANDS MANAGEMENT	
Objective WT-1	Create a comprehensive Estuary-wide wetlands management program
Action WT-1.3	Protect wetland buffer areas; transitional habitats
Action WT-1.4	Identify & protect & restore seasonal wetlands
Objective WT-3	Protect wetlands and expand acquisition
Action WT-3.2	Expand financial & technical assistance to landowners
Action WT-3.3	Encourage wetland protection bylaws
Objective WT-4	Expand wetland resource base
Action WT-4.1	Identify, convert, restore non-wetland to wetlands or riparian
Action WT-4.2	Prevent non-native invasive species in wetland restoration projects
Action WT-4.3	Identify, develop & implement success criteria for wetland restoration
Objective WT-5	Improve regional monitoring & tracking of restoration projects
Action WT-5.1.1	Implement wetlands tracking, data management & coordination

POLLUTION PREVENTION	
Objective PO-1	Reduce pollutants by establishing a Pollution Prevention Program
Action PO-1.2	Use effluent credits to encourage treating urban runoff
Action PO-1.4.1	Improve agricultural practices to reduce pollutants
Action PO-1.4.2	Implement control measures to reduce ag pollution
Action PO-1.8	Pollution prevention to trash, bacteria, sediment & nutrients
Objective PO-2	Improve regulatory systems for point & nonpoint source control
Action PO-2.3	Control selenium and mercury in the Estuary
Action PO-2.4	Urban runoff management update
Action PO-2.5	Control measures for energy & transportation systems
Action PO-2.6	Control agricultural sources of toxic substances
Action PO-2.7	Reduce toxic loadings from mines
Objective PO-3	Remediate pollution threats to public health and wildlife
Action PO-3.1	Cleanup of contaminated sites—new priorities
Action PO-3.2	Expedite cleanup of contaminated sites—improve processes
Action PO-3.3	Funding of large-scale infrastructure improvements
Objective PO-4	Improve water quality by restoring tidal wetlands, riparian & floodplains
Action PO-4.1	Incentives to restore stream and wetland functions
Action PO-4.2	Appropriate regulatory oversight and collaboration
Action PO-4.3	Encourage opportunistic stream/wetland restoration

WATER USE	
Objective WU-2	Develop water conservation methods & facilities
Action WU-2.1	Ensure efficient agricultural water management
Action WU-2.2	New methods of agricultural conservation
Action WU-2.3	Water districts & municipalities develop conservation measures

LAND USE AND WATERSHED MANAGEMENT	
Objective LU-1	Improve planning, regulatory, and development programs of local, regional, and state agencies to protect resources of the Estuary
Action LU-1.1	Local general plans should incorporate watershed protection
Action LU-1.1.1	Incorporate nonpoint source controls into local govt. & businesses
Action LU-1.5	Promote stormwater BMPs and guidelines for site planning
Action LU-1.6	Educate and train planners, public works depts. & builders on sustainable design and building practices
Objective LU-2	Coordinate and improve integrated regional land use management
Action LU-2.3	Adopt & implement regional polices to protect and restore natural floodplains
Action LU-2.6	Prepare and implement Watershed Management Plans
Action LU-2.7	Adopt & implement natural stream & wetland function policies
Action LU-2.8	Increase incentives to economically disadvantaged communities
Objective LU-5	Develop new public & private economic incentives for protection
Action LU-5.3	Promote private sector protection & restoration efforts

Attachment B: GRANTS.GOV INSTRUCTIONS

San Francisco Bay Area Water Quality Improvement Fund

2012 Request for Initial Proposals

1. ELECTRONIC SUBMISSION

Applicants who wish to submit their initial proposals electronically through the Grants.gov web site may do so. Grants.gov allows an applicant to download a proposal package template and complete the package offline based on agency instructions. After an applicant completes the required proposal package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency. Pictures and/or maps will need to be scanned so that they can be submitted electronically as part of the proposal package.

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

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website.) For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp.**

You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R9-WTR3-12-002**, or the CFDA number that applies to the announcement (CFDA 66.126), in the applicable field. Then complete and submit the proposal package as indicated. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline

Your organization's AOR must submit your complete initial proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 16, 2012 at **5:00 P.M. Pacific Standard Time**.

Please submit **all** initial proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Proposal materials submitted through Grants.gov will be time/date stamped.

How to submit your initial proposal through Grants.gov

The requirements for the initial proposal submission are in Section IV.B of the solicitation. Applicants are required to submit the following documents electronically through Grants.gov. All documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

- For the initial proposal narrative portion, you will need to attach electronic files. Prepare this as described in Section IV.B, Content of Initial Proposal Submission, of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach it to the proposal package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach it (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 are other attachments that you need to submit to accompany your proposal narrative (such as a map), 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."
- The following 2 additional documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.
 1. SF 424 – Application for Federal Assistance
 2. SF 424A – Budget Information for Non-Construction Programs
- For each document, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you

just completed, and then click on the box that says, ~~Move Form to Submission List.~~ This action moves the document over to the box that says, ~~Mandatory Completed Documents for Submission.~~

Once you have finished filling out all of the forms/attachments and they appear in one of the ~~Completed Documents for Submission~~ boxes, click the ~~Save~~ button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary.

Please use the following format when saving your file: ~~Applicant Name – FY12 – Reg9 SFBayFund Proposal~~ – 1st 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 – Reg9 SFBayFund Proposal~~ – 2nd Submission.” Once your proposal has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

From the ~~Grant Application Package~~ page, your AOR may submit the proposal 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 package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal 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>. If you have any other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>. Alternatively, please contact Luisa Valiela if you are having difficulties.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the proposal deadline, please contact Luisa Valiela (contact information below). Failure to do so may result in your proposal not being reviewed.

2. AGENCY CONTACT

Luisa Valiela
Phone: (415) 972-3400
Email: valiela.luisa@epa.gov