

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: ACTIVITIES THAT REDUCE GLOBAL ANTHROPOGENIC METHANE EMISSIONS

ACTION: Request for Proposals (RFP)

RFP NUMBER: EPA-OAR-CCD-11-11

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date and time for receipt of proposal submissions, regardless of mode of submission, is 4:00 p.m. Eastern Standard Time (EST) on January 19, 2012. All hard copy proposal package and electronic submission through www.grants.gov must be received by EPA by 4:00 p.m., EST on January 19, 2012 in order to be considered for funding. Proposals submitted electronically via www.grants.gov must be submitted by 4:00 p.m., EST on January 19, 2012. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposals have been successfully evaluated and preliminarily recommended for award.

SUMMARY: This notice announces the availability of funds and solicits proposals for investigation, survey, study, training, and demonstration projects (eligible projects) that advance international near-term, cost-effective methane abatement and/or recovery and use as a clean energy source, and support the goals of the Global Methane Initiative. This funding opportunity is only for **international activities** in support of the Global Methane Initiative. Benefits to the U.S. will result from the mitigation in climate change emissions and the potential use of U.S. technologies and services in projects around the world.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$5,000,000. EPA anticipates awarding up to approximately 35 cooperative agreements resulting from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The international Global Methane Initiative is designed to advance cost-effective, near-term methane abatement, recovery and use as a clean energy source. It provides funding for eligible projects to reduce greenhouse gas emissions, enhance economic growth, promote energy security, and improve the environment.¹ This initiative involves collaboration among developed countries, developing countries, and countries with economies in transition, together with strong participation from the private sector. The Global Methane Initiative (GMI) focuses on five major methane sources: agriculture, landfills, municipal wastewater systems, coal mines, and oil and gas systems.

The goals of GMI are:

- to advance the abatement and/or recovery and use of methane as a valuable clean energy source;
- to promote cost-effective, near term methane recovery and use opportunities through partnerships between developed and developing countries and economies in transition; and,
- to foster strong participation from the private sector, multilateral development banks, and other relevant organizations.

By 2015, the Global Methane Initiative has the potential to reduce methane emissions by 50 million metric tons of carbon equivalent annually, which is roughly equivalent to the carbon storage gained from planting 22.25 million hectares of trees, or from recovering 500 billion cubic feet of natural gas. Emissions reductions of this magnitude could contribute to stabilized or declining levels of global atmospheric methane concentrations. Benefits to the U.S. will result from the mitigation in climate change emissions and the potential use of U.S. technologies and services in projects around the world.

To support the realization of these positive outcomes, EPA's Climate Change Division (CCD) is seeking opportunities to fund eligible projects for activities that advance near-term, cost-effective methane abatement or recovery and use as a clean energy source, and support the goals of the Global Methane Initiative.

CCD will be funding meritorious eligible proposals for activities that help Global Methane Initiative Partners with developing economies and economies in transition to benefit from methane abatement and/or capture and use. The work proposed by an eligible applicant must be directed to Global Methane Initiative countries with developing economies or economies in transition. Projects must take place in a GMI country.

¹For additional information on the Global Methane Initiative, visit www.globalmethane.org.

The list of GMI countries includes²:

GMI Partner Countries (30)

Argentina	Colombia	Ghana	Korea (Republic of)	Pakistan	Serbia
Brazil	Dominican Republic	India	Mexico	Philippines	Thailand
Bulgaria	Ecuador	Indonesia	Mongolia	Peru	Turkey
Chile	Ethiopia	Jordan	Nicaragua	Poland	Ukraine
China	Georgia	Kazakhstan	Nigeria	Russia	Vietnam

CCD will also consider multi-national or regional proposals, where the set of countries are considered geographically or economically related, as long as at least one of the countries listed above is included in the proposed work and the applicant demonstrates a logical case for their proposed regional work. Applicants may submit more than one proposal under this announcement as long as they are for different projects and separately submitted.

B. Scope of Work

EPA is requesting proposals from eligible entities, as described in section III.A of this announcement, interested in supporting the goals of the Global Methane Initiative. This solicitation is for eligible projects that specifically support methane capture and use in Global Methane Initiative developing countries and countries with economies in transition (EITs) (see list of eligible countries in Section I.A. above). Please note that U.S. eligible entities (as described in Section III.A. of this request for proposals) undertaking activities to support methane projects in these developing countries and EITs are eligible. However, for-profit firms are not eligible to apply for funding directly from EPA under this announcement and any contracting between eligible entities and commercial organizations are subject to the requirements described in section IV.D. ***Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered.*** (See *Threshold Criteria in Section III.C of this announcement*).

Proposals must focus on one or more of the five sources of methane emissions: agriculture, coal mines, landfills, municipal wastewater systems, and oil and gas systems.

Proposed projects relating to these sources of methane emissions may include but are not limited to the following:

²For the most current list of GMI Partner countries, visit www.globalmethane.org.

- Projects that demonstrate methane capture and use, such as pre-feasibility studies, feasibility studies, or technology demonstrations.
- Identifying cost-effective opportunities to recover methane emissions for energy production and potential financing mechanisms to encourage investment.
- Identifying and promoting areas of bilateral, multilateral, and private sector collaboration on methane recovery and use.
- Projects that improve emissions estimates and identify the largest relevant emissions sources to facilitate project development.
- Identifying the legal, regulatory, financial, or institutional and other conditions necessary to attract investment in international methane abatement or recovery and utilization projects.
- Identifying collaborative projects aimed at addressing specific challenges to methane recovery, such as raising awareness in key industries, improving local expertise and knowledge, and demonstrating methane recovery and use technologies and management practices.
- Developing country-wide, sector-specific methane reduction programs.

GMI's four technical subcommittees - agriculture, coal mines, landfills (which also currently includes a taskforce on the municipal wastewater systems), and oil and gas systems have developed sector-specific action plans and, in many cases, country-specific action plans, to identify needs, opportunities, and priorities for project development. GMI established a taskforce on municipal wastewater under the auspices of the landfill subcommittee and is currently considering the future role of the municipal wastewater sector within GMI.

The Action Plans are available online at:

Coal Action Plan: www.globalmethane.org/coal-mines

Landfill Action Plan: www.globalmethane.org/landfills

Oil and Gas Action Plan: www.globalmethane.org/oil-gas

Agriculture Action Plan: www.globalmethane.org/agriculture

In order to be considered for funding, proposals must be consistent with the Action Plan(s) that apply to the source(s) of methane emissions that the proposal addresses. (See Section III.D. Threshold Criteria). Additionally, this solicitation seeks to encourage countries that have not done so, to develop sector-specific action plans. The review criteria (See Section V) include this element and proposers may want to work directly with official country delegates to ensure that a sector-specific action plan is in place. Note: Municipal wastewater is a recently established sector within GMI and as such there is not yet an action plan or a subcommittee focused on wastewater. For this sector the suggestion in the RFP to refer to these items does not apply. Proposals related to wastewater should be limited to addressing reductions in methane emissions from municipal wastewater treatment facilities to be considered under this solicitation. All existing sector-specific action plans are available on the GMI website as listed above.

The agriculture sector (including methane emissions reductions from livestock and food processing wastes) is particularly interested in proposals that are connected to or enhance ongoing activities in countries consistent with the country's implementation plan or activities that have merit and lead to project replication. For technical and project-related proposals, only proven and appropriate methane reducing technologies will be considered for funding. These technologies should be representative and replicable in relation to the waste handling methods of the sector, scale, and emissions reduction potential. Research-oriented proposals will not be considered for funding. All sectors are strongly encouraged to submit proposals that have a letter of support from the country delegates where the project will be performed.

Each proposal should demonstrate the applicant's ability to successfully and cost-effectively develop and implement a project or activity that advances the goals of GMI. The EPA strongly encourages all interested parties to explore GMI's website (<http://www.globalmethane.org>). The EPA voluntary methane programs website (<http://www.epa.gov/methane/voluntary.html>) is another source of information about methane-related activities that EPA supports.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan. All proposals must support EPA Strategic Plan Goal 1 'Taking Action on Climate Change and Improving Air Quality; Objective 1.1 'Address Climate Change' of EPA's 2011-2015 Strategic Plan, which states, "Reduce the threats posed by climate change by reducing greenhouse gas emissions and taking actions that help communities and ecosystems become more resilient to the effects of climate change." *EPA's Climate Change Division works to assess and address global climate change and the associated risks of human health and the environment.*

CCD supports eligible projects that are in line with the goals of the Global Methane Initiative. Specifically, CCD supports projects that directly identify, characterize, or stimulate economic opportunities through methane abatement and/or capture and use including, training or demonstration projects. CCD also supports activities that help overcome barriers limiting investment in methane emissions reduction projects.

Please visit [EPA's FY 2011-2015 Strategic Plan](#) for more information.

2. Outputs. 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.

Expected outputs from the projects to be funded under this announcement may include the following, which are consistent with the goals of GMI:

- Technology transfer, training, and/or deployment of technology,
- Technical reports,
- Feasibility and Pre-feasibility studies,
- Databases of methane emissions or potential sites for projects,
- Other tools that facilitate projects or provide access to information,
- Information clearing house,
- Capacity development,
- On-site visits,
- Conferences,
- Project expositions,
- Workshops,
- Improved methane emissions estimates,
- Country-wide methane reduction programs, and
- Other relevant outputs.

Progress reports and a final report will also be required outputs, as specified in Section VI (C) of this announcement, Reporting Requirement.

3. Outcomes. The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

- Stimulate opportunities for sustainable economic growth.
- Increase awareness on the importance of energy security by disseminating information for reducing waste of a valuable fuel.
- Demonstrate methods or approaches to improve local air quality.
- Demonstrate methods or approaches to protect human health.

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will be the mechanism for tracking progress of the activities funded through the grant and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include an explanation of why your organization chose these performance measures and how your organization will track these

measures. For example, if applicable how greenhouse gas emission reductions will be calculated. If greenhouse gas emission reduction calculations do not apply to your organization's project please describe why.

Each question should answer the following questions related to the output and outcome measures both quantitatively and qualitatively:

- i) What are the measurable short-term and long-term results the project will achieve?
- ii) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Supplementary Information

The statutory authority for this action is the National Environmental Policy Act, Section 102 (2)(F) and Clean Air Act, Section 103(b)(3), which authorize the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to activities that international efforts to prevent and control air pollution that contributes to climate change. Such activities include rendering technical services and providing financial assistance and, conducting and promoting coordination and acceleration of training of individuals and organizations with the goal of promoting methane abatement and/or capture and use.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project and where the project may be appropriate to replicate at another project site. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding under this announcement.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$5,000,000.

B. Partial Funding.

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

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

EPA anticipates awarding approximately 35 cooperative agreements under this announcement, ranging in value from approximately \$100,000 to \$750,000, subject to the availability of funds, the quality of evaluated proposals, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

D. What is the project period for awards resulting from this solicitation?

The project period for awards resulting from this solicitation will begin in January 2012. Proposed project periods may be up to three years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. 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 be:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with [CFDA 66.034](#), proposals will be accepted from States, local governments, territories, Indian Tribes, 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 located in the U.S. or abroad.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230,

means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit proposals under OMB Circular A-122 and this RFP.

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.

B. Cost Sharing or Matching

There is no required cost-share or match for awards under this solicitation under Clean Air Act Section 103.

C. Threshold Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of threshold eligibility criteria will be evaluated against the ranking factors in 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. Proposals to fund projects under this announcement must demonstrate the advancement of near-term, cost-effective methane abatement and/or recovery and use as a clean energy source and must fall under at least one of the five sources of methane emissions identified in Section I – agriculture, coal mines, landfills, municipal wastewater systems, and oil and gas systems.
2. Proposals to fund activities under this announcement must support methane abatement or capture and use projects in developing countries and countries with economies in transition (EITs) (see list in Section I). Proposals for multi-national or regional work are also eligible, as long as at least one of the countries listed in Section I is included in the proposed work.

3. Projects and activities focused on promoting methane projects located within the U.S. are not within the scope of this RFP and will not be considered.
4. All proposal documents submitted to EPA must be written in English.
5.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, proposals must be received by the EPA as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems solely attributable to EPA. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Monica Shimamura at Shimamura.Monica@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
 - d. Hard copy proposals will only be accepted via an **express delivery service**. EPA will not accept proposals submitted via email, fax or standard 1st Class Mail delivery by U.S. Postal Service.
6. Proposals must support EPA Strategic Plan Goal 1, ‘Taking Action on Climate Change and Improving Air Quality’. (*See Section I*)

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain Proposal Package

Applicants can download individual grant proposal/application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm> .

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

To obtain a paper copy of materials, please send an email or written request to shimamura.monica@epa.gov; or request a paper copy of materials by U.S. Postal Service from the following mailing address:

Monica Shimamura
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (6207J)
Washington, DC 20460

B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of two ways*: 1) Hard copy (express delivery service or Hand Delivery) or 2) Electronic submission through www.grants.gov only.

EPA will not accept proposals submitted by email or standard 1st Class Mail delivery by U.S. Postal Service.

All proposals must be prepared, and include the information, as described in Section IV.C. below regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms-links below in Proposal Materials) and four copies of a complete proposal package--**no binders or spiral binding**--to:

Hand Delivery or Express Delivery Address (FedEx, UPS, DHL, etc.)

U.S. Environmental Protection Agency
ATTN: Monica Shimamura
OAR 8th Floor, Room 813J
1310 L. Street, NW
Washington, DC 20005
United States
Phone:+1 (202) 343-9337

Hard Copy Proposal Submission Deadline

All hard copies of proposal packages must be received by **Monica Shimamura by January 19, 2012 by 4:00 p.m., Eastern Standard Time (EST)**.

2. Grants.gov Submission (see Appendix III, Grants.gov Submission Instructions)

Proposal Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later **January 19, 2012 by 4:00 p.m., EST.**

C. Content of Proposal Submission

The following forms and documents must be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information (SF-424A)
- III. Narrative Proposal (**as described in section IV C of the announcement**)

-The proposal package *must* include all of the following materials:

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

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>). 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.

If your organization is outside of the U.S.:

Please use the website <http://fedgov.dnb.com/webform> to obtain a DUNS number.

If your organization is in the U.S.

Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form (SF) 424A, Budget Information

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>). There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A; the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 20 single-spaced typewritten pages, including the Summary Page. Font size should not be less than 12. Pages in excess of 20 will not be considered. Supporting materials, such as

resumes and letters of support, can be submitted as attachments and are not included in the 20-page limit.

1. Summary Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of January 2012).
- f. DUNS number-See Section VI.C.
- g. CCR number – See Section VI.C

2. Work Plan

The work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III C) of this announcement, and address each of the evaluation criteria set forth in Section V.

- a. **Project Summary/Approach:** This section should contain the following components:
 - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
 - ii. Description of the associated work products to be developed.
 - iii. Explanation of project benefits to the public and, specifically, the potential audience(s) served.
 - iv. Description of the roles of the applicant.
 - v. Description of the applicant's organization and experience related to the proposed project.
 - vi. Description of the applicant's staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
 - vii. Budget and estimated funding amounts for each work component/task of the entire project period. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as "other" and "contractual."

- viii. A commitment to develop a project website in English that tracks project developments and outputs through the lifetime of the project.
- ix. A commitment to enter the project into the Global Methane Initiative project database at <http://www.globalmethane.org/projects/index.aspx> and to keep this information up-to-date with the project website.

*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.

b. Environmental Results—Outcomes, Outputs, and Performance Measurements:

Identify the expected quantitative and qualitative outcomes of the project (**See Section I**), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated. The preferred metric for measuring quantitative results is in estimated annual GHG reductions due to the project activities in *metric tons of carbon dioxide equivalent* (MTCO₂E). Identify the expected project outputs (See Section I) and describe how progress towards achieving the outputs, consistent with the goals of the Global Methane Initiative, will be tracked and measured.

c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements or foreign equivalent **funded assistance agreements** (assistance agreements include federal and/or foreign equivalent funded grants and cooperative agreements but not federal and/or foreign equivalent 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) 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 whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under 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 from current/prior grantors (e.g., to verify and/or supplement the information provided by the

applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (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.

3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. In addition to the SF 424A, please provide specified total costs of the project in U.S Dollars. Applicants must itemize costs related to personnel, travel, equipment, supplies, other direct costs, and total costs.

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.

4. Attachments. These are not included in the 20-page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

a. Resumés. Provide resumés or curricula vitae for all principal investigators and any other key personnel.

b. Support Letters. Specifically indicate how the supporting organization will assist in the project. If your project targets works in a particular country you are encouraged to include a support letter from the relevant GMI country delegate (Delegate information per GMI country is available at www.globalmethane.org or from a relevant government agency.)

c. Negotiated Indirect Cost Rate Agreement – this is optional.

D. Can funding be used for the applicant to make sub-awards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient complies with applicable requirements for sub-awards or sub-grants including those contained in [40 CFR Parts 30 or 31](#), as appropriate (**Note: These requirements do not apply in the case of applications by sovereign foreign government entities or United Nations organizations as these entities follow their own competitive procurement procedures**). Applicants must complete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at [40 CFR Parts 30 or 31](#), as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify sub-awardees/sub-grantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee/sub-grantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering, or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a sub-award/sub-grant as the funding mechanism.

E. How will an applicant's proposed sub-awardees/sub-grantees and contractors be considered during the evaluation process described in Section V of the announcement?

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

(i) an applicant's named sub-awardees/sub-grantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in [40 CFR Parts 30 or 31](#). For example, applicants must not use sub-awards/sub-grants to obtain commercial services or products from for-profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in his/her proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in [40 CFR Part 30](#) or [40 CFR 31.36](#) as appropriate. For example, an applicant must demonstrate that he/she selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

F. Submission Dates and Times

The deadline for receipt of all proposal package submissions is **Friday, January 19, 2012 at 4:00 p.m., eastern standard time (EST)**. All electronic submissions via www.grants.gov and hard copies of proposal packages also must be received by **4:00 p.m., EST on January 19, 2012** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding. Email submission will not be accepted.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

G. Confidential Business Information

EPA recommends that you do not include confidential business information (“CBI”) in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 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 otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

H. Pre-Proposal Assistance and Communications

Consistent with EPA's Assistance Agreement Competition Policy ([EPA Order 5700.5A1](#)), EPA's Global Methane Initiative staff are available to provide appropriate pre-proposal assistance to potential applicants interested in competing for this assistance agreement. The assistance may include helping potential applicants determine whether the applicant or the applicant's proposed project is eligible for funding, answering questions from potential applicants about administrative issues relating to the submission of a proposal, and responding to requests for clarification of the announcement.

EPA Staff will not discuss draft proposals, provide informal comments on draft proposals, or provide advice to potential applicants on how to respond to the RFP.

Potential applicants are responsible for the content of their proposal and for ensuring that their proposal is submitted as specified in Section IV of the announcement. Receiving information from EPA does not guarantee funding.

Contacts:

Landfills: Thomas Frankiewicz, (202) 343-9232, frankiewicz.thomas@epa.gov

Agriculture: Kurt Roos, (202) 343- 9041, roos.kurt@epa.gov

Coal Mines: Jayne Somers, (202) 343-9896, somers.jayne@epa.gov

Oil and Gas Systems: Carey Bylin, (202) 343-9669, bylin.carey@epa.gov

Municipal Wastewater Systems: Chris Godlove, (202) 343-9795,
godlove.chris@epa.gov

General Global Methane Initiative: Monica Shimamura, (202) 343-9337,
shimamura.monica@epa.gov

Potential applicants can find additional information on this request for proposals at USEPA's Global Methane Initiative website at: <http://www.epa.gov/globalmethane/grants.htm>

V. PROPOSAL REVIEW INFORMATION

Only eligible entities whose proposals meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) (10 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs),</p> <p>(ii) (10 pts) the extent and quality to which the proposal’s goals are realistic and will be actually implemented by project end,</p> <p>(iii) (4 pts) whether the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s),</p> <p>(iv) (6 pts) whether the proposal includes a commitment to utilize the Global Methane Initiative’s project database to track project progress and;</p> <p>(v) (5 pts) whether a sector-specific action plan exists in the country in which the work is proposed (in sector targeted by proposal, excludes municipal wastewater systems sector).</p>	<p style="text-align: center;">35</p>
<p>2. <u>Environmental Results—Outcomes, Outputs, and Performance Measures:</u> Under this criterion the Agency will evaluate the:</p> <p>(i)(15 Pts) Extent and quality to which the proposal describes the evaluative component of the project, including how the applicant’s success in achieving the expected project outcomes and outputs, <u>including those identified in Section I</u>, will be tracked and measured. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes and;</p> <p>(ii)(5 Pts) whether the results are estimated in terms of <i>metric tons carbon dioxide equivalent</i> (MTCO₂E).</p>	<p style="text-align: center;">20</p>
<p>3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u> Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants:</p> <p>(i) (7 pts) past performance in successfully completing and managing federally and/or foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent funded grants and cooperative agreements but not federal and/or foreign equivalent contracts) similar in size,</p>	<p style="text-align: center;">20</p>

<p>scope, and relevance to the proposed project performed within the last 3 years,</p> <p>(ii) (7 pts) history of meeting reporting requirements under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent funded grants and cooperative agreements but not federal and/or foreign equivalent contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports or the equivalent under those agreements, and</p> <p>(iii) (6 pts) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally and/or foreign equivalent funded assistance agreements (assistance agreements include federal and/or foreign equivalent grants and cooperative agreements but not federal and/or foreign equivalent contracts) performed within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p><u>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 will receive a neutral score for those elements under this criterion. 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.</u></p>	
<p>4. <u>Staff Expertise/Qualifications:</u> Applicant’s will be evaluated based on their:</p> <p>(i) (8 pts) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project ,</p> <p>(ii) (7 pts) description of their organization and experience relating to the proposed project and if applicant lists a subcontractor/subawardee, how the applicant identified its subcontractor/subawardee (their procurement process or their plan to compete post award as per 40 CFR Part 30 or 31).</p>	<p>15</p>
<p>5. <u>Budget:</u> Applicant’s will be evaluated based on:</p> <p>(i) (7 pts) whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes and;</p> <p>(ii) (3 pts) Whether the applicant proposes to utilize more than 75% of the</p>	<p>10</p>

funds of the grant as the prime recipient, rather than proposing to subaward activities (e.g., consultant).	
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B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated by a review team using the evaluation criteria described above. Each proposal 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.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of proposals, all applicants will be notified regarding their status.

Proposal Notifications

- a. EPA anticipates notification to the *successful* applicants will be made, via telephone, electronic or postal mail. The notification will advise the applicant that his/her Proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance. The notice shall require submission of a Final Application. (*Refer to Section IV (B), Content and form of Application Submission*)

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

- b. EPA anticipates notification to *unsuccessful* applicant(s) will be

made via electronic or postal mail. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

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.

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. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html

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](#) (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/> or calling:

US Phone:1-866-606-8220

International Phone:+1-334-206-7828

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 by:

If your organization is outside of the U.S.:

Please use the website <http://fedgov.dnb.com/webform> to obtain a DUNS number.

If your organization is in the U.S.:

Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

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 Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The quarterly report should also include (if applicable):

- For each event, the total number of people and total number of women received training; and
- List the number of institutions with improved capacity as a result from this grant.

The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational, or technical obstacles to implementing a similar project elsewhere. The final report should also include (if applicable):

- The total number of laws, policies, agreements or regulations addressing climate change; and
- The total number of greenhouse gas emissions reduced (potential and actual – measured in metric tons of CO₂equivalent) and an explanation of how the calculations were conducted.

The schedule for submission of quarterly reports will be established by EPA, after grant is awarded.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Monica Shimamura at shimamura.monica@epa.gov.

F. Non-profit Administrative Capability

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

Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

G. 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.

H. Use of Grant Funds

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.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Monica Shimamura (Mail Code: 6207J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
shimamura.monica@epa.gov
Phone: (202) 343-9337

All questions or comments must be communicated in writing via postal mail, fax, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding website:
http://www.epa.gov/air/grants_funding.html .

VIII. Other Information (Appendices)

Appendix I. Common Questions from Previous Global Methane Initiative Grant Solicitations

1. Are private companies (for-profit) eligible to receive this grant?

No. For-profit companies are not an eligible entity to submit a proposal for this announcement. Please refer to Section III Part A “Eligible Entities” of this announcement for further information.

2. Are multilateral organizations eligible to receive this grant?

Yes. Multilateral organizations, including United Nations agencies, are eligible to receive assistance through this RFP and are encouraged to submit proposals.

3. Are international governments eligible for this grant?

Yes. Non-U.S. government entities (international organizations) are eligible to receive assistance through this RFP and are encouraged to submit proposals. Foreign Government entities at the national, regional, local and municipal levels are all eligible. Please refer to Section III Part A “Eligible Entities” of this announcement for further information.

4. Are international companies that are wholly state-owned and state-run entities eligible to receive funding under this grant?

It depends. If they are run as “for-profit” entities they would be considered *ineligible* under this solicitation. For example, this means entities such as PEMEX of Mexico and Petrobras of Brazil are **not** eligible.

5. Can work be conducted in countries that are not one of the Global Methane Initiative Partner countries?

No.

Please check the GMI website for the most current list of countries. At the time of this development of this proposal the list of eligible countries is:

GMI Partner Countries (30)

Argentina	Colombia	Ghana	Korea (Republic of)	Pakistan	Serbia
Brazil	Dominican Republic	India	Mexico	Philippines	Thailand
Bulgaria	Ecuador	Indonesia	Mongolia	Peru	Turkey
Chile	Ethiopia	Jordan	Nicaragua	Poland	Ukraine
China	Georgia	Kazakhstan	Nigeria	Russia	Vietnam

6. Are Only GMI country partners eligible?

No. Eligible entities are listed in Section III, Part A ‘Eligible Entities’ of this announcement.

Proposals will be accepted from States, local governments, territories, Indian Tribes, 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 located in the U.S. or abroad.

As stated in section I, Scope of Work of the announcement, EPA seeks project proposals from eligible entities interested in supporting the goals of the Global Methane Initiative. This solicitation is specifically for activities and projects that *support methane abatement or capture and use projects in Global Methane Initiative developing countries and countries with economies in transition (EITs).*

7. Are activities or projects completed in the U.S. eligible for this grant?

No. The awards under this announcement are specifically for activities and projects that support methane abatement and/or capture and use projects in developing countries and countries with economies in transition (EITs). Please note however that U.S. eligible entities undertaking activities to support methane projects in developing countries and EITs are can submit proposals. *Projects and activities focused on promoting methane projects within the U.S. are not within the scope of this RFP and will not be considered.*

Although this RFP does not focus on domestic methane projects, EPA has very active voluntary programs to promote methane capture and use projects within the U.S. in four methane sectors. For more information on US domestic methane programs, please visit the sites indicated below.

<i>Sector</i>	<i>US EPA Program</i>	<i>Website</i>
Agriculture	AgSTAR Program	http://www.epa.gov/agstar/index.html
Oil and Gas Systems	Natural GasSTAR	http://www.epa.gov/gasstar/index.htm
Coal Mines	Coal Mine Methane Outreach Program	http://www.epa.gov/cmop/index.html
Landfills	Landfill Methane Outreach Program	http://www.epa.gov/lmop

8. Are projects to promote methane capture and use projects from sources other than the five identified in the RFP eligible for funding? For example would a project or activity that promoted the abatement of methane from ice paddies or enteric fermentation be eligible for funding?

No. Only projects or activities that promote methane abatement and/or capture and use from the sources cited in the RFP (methane from agriculture, coal mines, landfills, municipal waste water systems, and oil and gas systems) are eligible and would be considered for funding. Projects or activities that promote methane abatement or capture and use from other sources are outside the scope of this RFP and will not be considered.

9. Can this solicitation provide funding for capacity development to support the design of Clean Development Mechanism (CDM) projects under the Kyoto Protocol?

Since the U.S. is not a Party to the Kyoto Protocol, US government funds cannot be used for explicit implementation of the Protocol. This would include funding any CDM related elements of the project development process or contributions to the special funds set up as part of the Kyoto Protocol. The Global Methane Initiative, however, is intended to complement and not be a substitute for the Kyoto Protocol. EPA funds can be used for capacity development and project development support, including the identification and development of methane recovery and use opportunities. EPA recognizes the possibility that non U.S. government entities involved with projects supported through the Global Methane Initiative may independently pursue their inclusion in the CDM.

10. Can development of Environmental Impact Assessments be part of the proposal for funding?

Please refer to the Scope of Work outlined in the announcement.

11. How many grants will be awarded and how much money is available under this RFP?

EPA anticipates awarding up to thirty-five awards ranging in value from approximately \$100,000 to \$750,000, subject to the availability of funds and quality of evaluated proposals.

12. Will EPA approve partial funding for a proposal?

It depends. EPA may award partial funding to maximize the number of awards under certain conditions - See Section II of the RFP. Thus, **accurate and detailed budget sheets are extremely important** to enable reviewers to fully understand the costs of discrete elements in each proposal and thus enable potential approval of parts of a given application. In cases of partial funding, a revised scope of work (and budget) would have to be submitted and approved prior to final approval of an award.

13. Can I submit more than one proposal?

Yes. You may submit as many project proposals as you wish as long as each one is for a different project. All proposals will be reviewed individually and based on their own merit, not as a part of a group of proposals. Grants can also be awarded to projects that focus on more than one of the sectors listed in the RFP.

14. How will the proposals be reviewed and selected?

EPA will evaluate all eligible proposals that have been submitted using the criteria listed in the RFP and given a numerical score, with a total of 100 points possible. The criteria and possible number of points associated with each criterion are:

REVIEW CRITERIA	MAXIMUM POINT SCORE
Project Approach	35
Environmental Results - Outcomes and Outputs	20
Past Performance - Programmatic Capability and Reporting on Environmental Results	20
Staff Expertise/Qualifications	15
Budget/Resources	10
TOTAL	100

Please review Section V of the RFP for more detailed information on what these criteria mean and for more information on the review process. **Applicants should directly and explicitly address these criteria as part of their proposal submittal.**

15. What is the deadline for submitting a proposal?

The closing time and date for receipt of proposals under this announcement is **January 19, 2012 by 4:00 p.m. Eastern Standard Time (EST)** for paper delivery proposals and electronic submissions through www.grants.gov. Proposals received after this time and date will not be considered.

16. How competitive was the process last year?

EPA had \$4.1 million available for the FY 10 Global Methane Initiative competition. 118 applications were submitted in response to last year's grant solicitation. Of these, 27 were recommended for either full or partial funding. A list of grantees awarded funding through previous year's solicitation is available on the website, <http://www.epa.gov/globalmethane>.

17. Where can I find form SF 424A?

This form and all other necessary forms for applying are available on the EPA GMI Grants page at: <http://www.epa.gov/globalmethane/grants.htm> or <http://www.epa.gov/ogd/forms/forms.htm> or www.grants.gov.

18. What is the Catalog of Federal Domestic Assistance Number for this Proposal?

It is listed on the title page of the announcement: CFDA #: 66.034

19. Do all subcontractors need to be listed in a proposal?

No. Guidance for this may be found in Section IV. E of the announcement.

20. Do foreign applicants have to include a U.S. Subcontractor in their proposal?

No. U.S. Subcontracts are not required.

21. Are Employee Identification Numbers (EIN) DUNS, and CCR numbers required and how do I obtain one if I don't have one?

An EIN number is not required of international applicants. A DUNS and CCR numbers are required and Section VI C of the announcement provides guidance on obtaining one.

22. Can you review our ideas in a pre-proposal?

No. EPA cannot provide pre-proposal review to Applicants or potential Applicants.

23. Is there a limit to the amount of projects to be selected per country?

No. Each proposal will be evaluated under the criteria in Section V of the announcement.

24. Our organization would like to work in two areas: Oil & Gas and Landfills. Should we submit one joint proposal for funding or submit two separate proposals?

This is up to you. If you prepare them separately or as a combined proposal, they will be reviewed independently from a sector perspective. Also, if we would like to approve a project in one sector but not the other, we can partially approve the grant just for that sector if appropriate. If you do combine the sectors in one proposal, please make a clear distinction in the narrative and the budget proposal. If submitting a joint proposal, the same 20 page limit will apply.

25. Please define indirect costs, direct costs and management fees? Also, what are EPA-approved costs?

A discussion of management fees can be found at section IV C 3 of the announcement.
Additional guidance on indirect costs can be found at <http://www.epa.gov/ogd/recipient/sample1.htm>.

26. What is the maximum that can be charged for Consultants?

The Limit for consultants is \$571.12 per day and \$71.39 per hour.

27. Will there be other project funding opportunities under the Global Methane Initiative?

It depends on whether funds are available. Any future project funding opportunities that arise under the Global Methane Initiative will be listed on the GMI website at:

<http://globalmethane.org/tools-resources/index.aspx>.

28. How can I learn more about the Global Methane Initiative and future project funding opportunities?

Up-to-date information about the Global Methane Initiative is available at www.globalmethane.org. If you would like to receive email updates on funding opportunities related to methane capture and use projects and other more information about GMI please join the Global Methane Initiative Partnership Network on-line at <http://globalmethane.org/participate/index.aspx>

29. Does the Form 424 apply to international organizations?

Yes.

For a complete list of questions and answers regarding the Global Methane Initiative, please visit:

<http://www.epa.gov/globalmethane/faq.htm>

Appendix II. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget

detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do

not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding
Personnel	
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks	\$208,000
(3) Project Staff @ \$25/hr x 40 hrs/week x 40 wks	\$120,000
(1) Website designer @\$20/hr x 200 hrs	\$4,000
(2) Project Assistants @ \$15/hr x 40 hrs/wk x 15 wks	\$3,000
TOTAL PERSONNEL	\$335,000
Fringe Benefits	
20% of Salary and Wages	20%(120,000)
- Retirement, Health Benefits, FICA, SUI	\$24,000
TOTAL FRINGE BENEFITS	\$24,000
Travel	
Indicate number of individuals traveling, destination, number of trips, and reason	

	for travel.
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300
* Site Visit = Local Travel Mileage - 1000 miles x \$ 0.60	\$600
Strategic Meeting with Co-applicants Air Fare for 1 person to location	\$1000
Air Fare for 1 person to location	\$1100
Per diem for 2 days @ \$40/day for 1 person	\$80
Hotel for 1 night for 1 person	\$80
TOTAL TRAVEL	\$6,160
Equipment	
TOTAL EQUIPMENT	\$0
Supplies	
Indicate any items to be purchased that will be used in support of project workplan objectives.	
Office and related supplies to support training	\$6,000
* 50 pamphlets for community members @ \$2 each	\$100
*Copying and postage costs	\$50
2 computers	\$500
TOTAL SUPPLIES	\$6,650
Contractual	
Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. Examples of contractual items include training from equipment manufacturer.	
* technical training,	\$4,000
*technical workshop	\$4,000
Support Services Contract	\$20,000
TOTAL CONTRACTUAL	\$28,000
Other	
Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.	
* Office space (utilized for project-related activities such as	\$240

installation, etc.) \$120/mo x 2/mo	
Sub-grants	
* Office needs (postage, phone, fax, etc.)	
TOTAL OTHER	\$240
Indirect Charges	
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$12,000
TOTAL INDIRECT	\$12,000
TOTAL FUNDING	\$189,300
TOTAL PROJECT COST (EPA funding)	\$214,260

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant’s cognizant Federal 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 cannot 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 work plan.

Appendix III. Grants.gov Submission Instructions

Grants.gov Instructions

The electronic submission of your proposal must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign grant proposals 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 them to designate an 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).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-CCD-11-11, or CFDA 66.034, in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than January 19, 2012 at 4:00 PM EST.

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

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP
- IV. Other Attachments Form for other optional documents-See Section IV.C of the RFP:
 - a. **Resume.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
 - b. **Negotiated Indirect Cost Rate Agreement.**
 - c. **Support Letters.**

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

I. 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.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

Prepared as described in Section IV.C of the announcement. The document should be readable in PDF format and consolidated into a single file.

IV. Other Attachments Form-other optional documents (See above)

Application Preparation and Submission Instructions

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

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

For document III, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.C of the announcement and save the document to your computer as a PDF file. 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 are other attachments that you would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY11 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 11 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 – FY11 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY11), 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 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 questions regarding Grants.gov, please email the Grants.gov Contact Center at support@grants.gov or call +1 (606) 545-5035 if outside the United States and if in the United States please call 1-800-518-4726.**

Proposal packages submitted thru grants.gov will be time/date stamped electronically.