

Federal Agency Name: U.S. Environmental Protection Agency, Office of Water, Immediate Office

Funding Opportunity Title: Urban Waters Small Grants

Announcement Type: Request for Proposals (RFP)

Funding Opportunity Number: EPA-OW-IO-15-01

Catalog of Federal Domestic Assistance (CFDA) Number: 66.440

Dates: Please make note of the important dates listed below. Late proposals will not be considered for funding.

Proposal Submission

- Proposals must be submitted electronically via Grants.gov (<http://www.grants.gov>) by **11:59 P.M. EST on November 20, 2015**. Please allow sufficient time to submit your proposal through Grants.gov. Note that the registration process may take a week or longer to complete.

Question Submission

- Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified in Section VII by **November 6, 2015**. Applicants should use “UWSG Question” as the subject of the email. Written responses to frequently asked questions will be posted on EPA’s website at: <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>. EPA strongly recommends interested applicants refer to the written responses posted on the website prior to submitting a question.

Evaluation of Proposals: Following EPA’s evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible applicants whose proposals have been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

Note to Applicants. If you name subawardees and/or contractor(s) in your proposal to assist you with the proposed project, pay careful attention to the information in the CONTRACTS AND SUBAWARDS provision found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm.

SUMMARY

Under this announcement, the U.S. Environmental Protection Agency (EPA) is soliciting proposals, as described below, from eligible applicants for projects that will advance EPA’s water quality and environmental justice goals. Proposed projects will address urban runoff pollution through diverse partnerships that produce multiple community benefits, with emphasis on underserved communities. Note that proposed project activities must take place entirely within one of the Eligible Geographic Areas, as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>.

EPA's Urban Waters Program helps local residents and their organizations, particularly those in underserved communities, restore their urban waters in ways that also benefit community and economic revitalization. One of the ways the Urban Waters Program is accomplishing this mission is through the Urban Waters Small Grants Program. This program recognizes that healthy and accessible urban waters can help grow local businesses and enhance educational, recreational, social, and employment opportunities in nearby communities.

The total estimated funding available for awards under this competition is approximately \$1.6 million. EPA expects each award to range from approximately \$40,000 to no more than \$60,000 in EPA funding. EPA Regional Offices will award the cooperative agreements resulting from this announcement. It is anticipated that each EPA Regional Office will award approximately two to three cooperative agreements. Funding is contingent upon Agency funding levels, the quality of proposals received, and other applicable considerations.

Applicants may not request more than \$60,000 in EPA funding – proposals requesting more than \$60,000 in EPA funds are not eligible and will not be reviewed. While there is no minimum, EPA suggests that applicants request at least \$40,000 in EPA funds. A minimum non-federal cost share/match of \$4,000 is required (see Section III.B for information on the cost share/match requirement). It is anticipated that funded cooperative agreements will have a one- to two-year project period.

With the rapid growth of urbanization across the country, much of the natural landscape has been replaced by buildings, roads, and parking lots. When there are large amounts of rain or snowmelt, the water (called runoff or stormwater) runs off roofs and flows down streets. As the runoff moves, it picks up trash, fertilizer, oil, pesticides, dirt, pet waste, and other pollutants. This polluted runoff may go into storm drains or ditches, enter pipes, and eventually flows into ponds, streams, rivers, lakes, and coastal waters. Some urban waterbodies such as reservoirs and urban lakes can also serve as a drinking water source for the community. In some urban areas, polluted runoff may also flow over land directly into the nearest urban waterbody.

Urban runoff pollution is one of the greatest threats to urban waters in our nation. It diminishes the intrinsic value of urban waterways and their potential to be a treasured centerpiece of the community. Healthy and accessible urban waters can help grow local businesses, and enhance educational, recreational, employment, and social opportunities for the community.

In general, projects should meet the following four program objectives (as described in Sections I.B and IV.D):

- Address local water quality issues related to urban runoff pollution;
- Provide additional community benefits;
- Actively engage underserved communities; and
- Foster partnership.

For purposes of this announcement, the term “underserved communities” refers to communities with environmental justice concerns and/or susceptible populations. Communities with environmental justice concerns include minority, low-income, tribal, and indigenous populations

or communities in the United States that potentially experience disproportionate environmental harms and risks as a result of greater vulnerability to environmental hazards. This increased vulnerability may be attributable to an accumulation of both negative and lack of positive environmental, health, economic, or social conditions within these populations or communities. Susceptible populations include groups that are at a high risk of suffering the adverse effects of environmental hazards such as, but not limited to, pregnant women, the elderly and young children.

The complexity and widespread impact of urban runoff pollution requires various levels of government and local stakeholders (e.g., community residents, local businesses, etc.) to work together in developing effective and long-term solutions with multiple benefits. EPA supports and empowers communities, especially underserved communities, that are working on solutions to address multiple community needs, and fostering successful collaborative partnerships.

Eligible applicants include States, local governments, Indian Tribes, public and private universities and colleges, public or private nonprofit institutions/organizations, intertribal consortia, and interstate agencies. See Section III.A for more details.

The funding provided under this announcement supports the following goals of the Fiscal Year (FY) 2014 – 2018 EPA Strategic Plan: Goal 2: Protecting America’s Waters, Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems. Information on the FY 2014 – 2018 EPA Strategic Plan is available at <http://www2.epa.gov/planandbudget/strategicplan>.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. URBAN WATERS PROGRAM

The mission of EPA’s Urban Waters Program is to help local residents and their organizations, particularly those in underserved communities¹, restore their urban waters in ways that also benefit community and economic revitalization. The Urban Waters Small Grants is one element through which EPA is accomplishing this mission, as well as through the Urban Waters Learning Network and the Urban Waters Federal Partnership. The Urban Waters Federal Partnership (UWFP) (www.urbanwaters.gov) is a partnership of fourteen federal agencies working to reconnect urban communities with their waterways by improving coordination among federal agencies and collaborating with community-led revitalization efforts to improve the nation’s water systems and promote their economic, environmental and social benefits. In an attempt to strengthen and diversify on-the-ground efforts to restore urban waters, EPA encourages the use of the UWFP model for improving water quality in communities.

The Urban Waters Program also supports the EPA Strategy *Working to Make a Visible Difference in Communities* (<http://www2.epa.gov/smart-growth/making-visible-difference-communities>). This strategy focuses on providing better support to communities, especially in environmentally overburdened, underserved, and economically distressed areas where the needs are greatest.

B. URBAN WATERS SMALL GRANTS PROGRAM OBJECTIVES

Overview

EPA seeks to fund projects that address urban runoff pollution through diverse partnerships that produce multiple community benefits, with emphasis on underserved communities.

Urban Runoff. When there are significant amounts of water generated from rain or snowmelt, the water can flow over land and directly into local waterways. This excess flow is called runoff or stormwater. It can also enter into a storm drainage system, which includes storm drains, drainage ditches, pipes, and culverts. Stormwater carried through the storm drainage system is discharged through outfalls, directly into local waterbodies.

Effects of Urbanization on Water Quality. As our nation has become more urbanized, forests, wetlands, and other natural landscapes have been transformed into residential developments, office buildings, and shopping centers. This development has resulted in large amounts of

¹ For purposes of this announcement, the term “underserved communities” refers to communities with environmental justice concerns and/or susceptible populations. Communities with environmental justice concerns include minority, low-income, tribal, and indigenous populations or communities in the United States that potentially experience disproportionate environmental harms and risks as a result of greater vulnerability to environmental hazards. This increased vulnerability may be attributable to an accumulation of both negative and lack of positive environmental, health, economic, or social conditions within these populations or communities. Susceptible populations include groups that are at a high risk of suffering the adverse effects of environmental hazards such as, but not limited to, pregnant women, the elderly and young children.

impervious areas, such as roads, parking lots, rooftops, driveways, sidewalks, and compacted soils.

Impervious areas prevent runoff from infiltrating the ground. Instead, as runoff flows over land and/or enters into a storm drainage system, it carries pollutants from impervious areas that eventually end up in local urban waterways. Also, high volumes and flows of runoff resulting from heavy rainfall events can cause severe flooding in nearby waterbodies and surrounding areas, threatening the safety of residents and businesses and damaging habitat and property. In some older cities, with combined wastewater and stormwater collection systems, runoff from heavy rainfall into storm drains can overload the collection and wastewater treatment systems, leading to untreated discharge of wastewater into local waterways.

Common Pollutants Found in Urban Runoff. Polluted runoff includes trash, bacteria and other pathogens from animal or human waste, excess nutrients from fertilizers, herbicides and pesticides, and contamination from sediments at construction sites and industrial facilities. The resulting contaminated mixture is known as urban runoff pollution.

The Effects of Urban Runoff Pollution on Water Quality. Sediment carried into urban waterbodies can lead to excess turbidity in water, limiting sunlight and making it difficult or impossible to support light-dependent aquatic species and habitats. Excess nutrients in water, if consumed, can cause significant health problems in humans, especially for vulnerable populations, such as infants. Additionally, as algae die, the decomposition process consumes the dissolved oxygen causing stress to fish and other aquatic organisms. As excess nutrients can cause toxic algae blooms, severe oxygen depletion can result in fish kills. Also, bacteria and other pathogens carried into swimming areas can create health hazards, often making beach closures necessary.

Poor water quality in urban waterways that are a source of drinking water can significantly increase the costs of treatment and may sometimes include contaminants that are not able to be treated. Polluted urban waters limit its use for recreational activities (e.g., swimming, boating, etc.), as a source of livelihood (e.g., subsistence fishing), for cultural ceremonies, and as a community asset / amenity (e.g., public space, waterfront real estate, etc.).

The Importance of Partnerships. The complexity and widespread impact of urban runoff pollution requires various levels of government and local stakeholders (e.g., community residents, local businesses, etc.) to work together in developing effective and long-term solutions with multiple benefits. EPA supports and empowers communities, especially underserved communities that are working on solutions to address multiple community needs and fostering successful collaborative partnerships. EPA encourages projects that involve a diversity of traditional and non-traditional stakeholders in a community.

Partnerships between diverse stakeholders have shown to lead to projects that have broader support across the community and greater potential for success and sustainability. Partnerships come in many forms, from coordinated planning efforts to sharing time, expertise, and expenses. Partners could include but are not limited to community-based organizations (including those that benefit underserved communities), local/regional planning organizations, local governments,

non-profit organizations, industry, businesses, academic institutions, including community colleges and universities, and other appropriate partners to work on urban waters issues.

EPA recognizes the important role of local engagement to help solve urban runoff pollution and other water quality issues. Partnerships help connect people in the different areas of a watershed that drain into a waterbody. Communities that live in the upper parts of the watershed can work with downstream communities to improve the quality of the entire watershed. Within these communities, the partnering between the local government, community-based organizations, local residents, and other key stakeholders helps build a resource base and leads to lasting change. This kind of partnering leads to the most innovative stormwater solutions that yield multiple benefits.

Water quality protection and restoration is a multi-phase process. EPA recognizes that this grant may be a starting point, or one of the steps in the process towards a long-term goal of improved water quality and community revitalization.

Program Objectives

Proposals submitted under this announcement should meet **all** of the following program objectives. Those that do not meet all of these program objectives may not score as highly under the evaluation criteria in Section V.

For more information on addressing these objectives in your proposal, see Sections IV and V.

- (1) **Address local water quality issues related to urban runoff pollution** – Many urban waters are impaired by pathogens, excess nutrients, contaminated sediments, toxics, and other pollutants that result from sewer overflows and polluted stormwater runoff from urban landscapes. EPA is seeking to support exemplary community-driven projects to address urban runoff pollution;
- (2) **Provide additional community benefits** – EPA is seeking projects that will provide public health, economic and/or social benefits in addition to water quality and environmental benefits. EPA is seeking projects that link water quality improvements to economic and social benefits that include improvements to human health, the local economy, social conditions, and/or the welfare of residents in the community. This linkage between water quality and additional community benefits provides sustained engagement by local residents and encourages broader support for local urban waters efforts;
- (3) **Actively engage underserved communities²** – Proposed projects should actively engage underserved communities, as well as other impacted communities. Projects should allow

² For purposes of this announcement, the term “underserved communities” refers to communities with environmental justice concerns and/or susceptible populations. Communities with environmental justice concerns include minority, low-income, tribal, and indigenous populations or communities in the United States that potentially experience disproportionate environmental harms and risks as a result of greater vulnerability to environmental hazards. This increased vulnerability may be attributable to an accumulation of both negative and lack of positive environmental, health, economic, or social conditions within these populations or communities.

for these communities to meaningfully participate throughout the project, from preparation of the proposal, execution of the project, through project evaluation/next steps; and

- (4) **Foster partnership** – EPA seeks to fund projects that foster partnerships between community-based organizations, local governments, and other key partners. The meaningful participation of community-based organizations as either the applicant or a key partner is important because they may have the best connection to the community, including the underserved community. EPA encourages appropriate subawards/contracts to community-based organizations to allow their full participation and cultivate intentional involvement of community residents.

EPA encourages projects that involve a diversity of traditional and non-traditional stakeholders in a community. Proposals should demonstrate the meaningful involvement of all partners, from preparation, execution of the project, and through project evaluation/next steps. Proposals should describe how the applicant and/or their partners represent the community or a significant segment of the community as it relates to environmental, education or other social services. See Section IV for more information.

EPA recognizes the important role of local governments in stormwater management. For this reason, EPA encourages all non-local government applicants to notify the project area's local government of the project proposal.

If the applicant does not intend to have partners, then the applicant should explain how it will effectively perform the project and meet the objectives described in Section IV.

Project Types

Under this announcement, applicants must submit projects that are focused on **one** of the two project types listed below. Proposals that address more than one project type or do not address any project type will not be reviewed. As described in Section IV, applicants should identify the chosen one project type on the cover page of the proposal narrative. As described in Section V.A, proposals will be evaluated based on the extent and quality to which the project addresses the one project type identified on the cover page. Eligible activities are those described in Section 104(b)(3) of the Clean Water Act (CWA), as discussed in Section I.D of this announcement. Please note the ineligible activities identified in Section III.D.

- i. **Community Greening and Green Infrastructure**: This includes eligible activities that engage communities in learning about, planning and developing green infrastructure/low-impact development (LID)³ approaches, programs and practices that enhance the sustainability of their communities and more effectively manage urban runoff /

Susceptible populations include groups that are at a high risk of suffering the adverse effects of environmental hazards such as, but not limited to, pregnant women, the elderly and young children.

³ Green infrastructure and low-impact development include the use of natural systems (e.g., greenways, wetlands, parks, forest preserves, native vegetation, etc.) and practices (e.g., rain gardens, conservation landscaping, rain barrels/cisterns, pervious pavement, constructed wetlands, etc.) to manage stormwater, reduce flooding risk, and improve water quality.

stormwater pollution. Green infrastructure and LID are design approaches and practices applied to landscape and building design that attempt to mimic the natural hydrology of the site through the use of soils, vegetation, permeable materials and water harvesting techniques. (Please note that projects that construct or install stormwater infrastructure improvements, including use of low-impact development and green infrastructure, are **not** eligible activities for funding under this announcement; see Section III.D for examples of ineligible project activities). Examples of eligible activities include: Green infrastructure and LID outreach programs, design charrettes, master plans, etc.); **or**

- ii. Communities and Water Quality Data: This includes eligible activities that involve community members and/or address community issues and priorities. Examples of eligible activities include stream/stormwater system surveys, investigations and/or monitoring efforts that involve the collection, assessment/analysis, and/or communication of existing/new water quality data as they relate to addressing urban runoff/stormwater pollution.

Please see Appendix A for examples of eligible projects for each project type. Note this appendix is not an exhaustive list and is provided for reference only.

Eligible Geographic Areas

In their proposals, applicants must demonstrate that the proposed project activities take place entirely within one of the Eligible Geographic Areas, as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>. The mapping website also includes step-by-step instructions for creating a project area map that shows where proposed project activities will take place. A project area map must be submitted with the application, as required by Section III.C and described in Section IV.D.4.

In their proposals, applicants cannot propose project activities that take place in more than one Eligible Geographic Area. If an applicant submits an application for project activities that takes place in more than one Eligible Geographic Area, the application will not be reviewed. EPA encourages community involvement and the transfer of results. Projects can include participation from, and provide benefits to, communities outside of the Eligible Geographic Areas.

Note that eligible applicants do not need to be located within an Eligible Geographic Area. Please also note that only one proposal can be submitted per applicant.(see Section III for more information).

C. ENVIRONMENTAL RESULTS AND LINKAGE TO STRATEGIC PLAN

The funding provided under this announcement supports the following goals of the Fiscal Year (FY) 2014 – 2018 EPA Strategic Plan: Goal 2: Protecting America’s Waters, Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems. Information on the FY 2014 – 2018 EPA Strategic Plan is available at <http://www2.epa.gov/planandbudget/strategicplan>.

All proposed projects should demonstrate the linkage to the EPA Strategic Plan and include specific statements describing the environmental results of the proposed project in terms of well-defined outputs and, to the maximum extent practicable, well-defined outcomes that will demonstrate how the project will contribute to the overall goals listed above.

Environmental results are a way to gauge a project's performance and are described in terms of outputs and outcomes. Environmental outputs (or deliverables) refer to an environmental activity, effort, and/or associated work product related to an environmental goal or 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 a cooperative agreement funding period.

Environmental outcomes are 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, and are used as a way to gauge a project's performance and take the form of output measures and outcome measures. Outcomes may be environmental, behavioral, health-related, or programmatic in nature. Outcomes must be quantitative and may not necessarily be achieved within a cooperative agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the natural resource).

Examples of anticipated environmental outputs and outcomes from the cooperative agreements to be awarded under this announcement are included in Appendix A. Please note that the list of example anticipated environmental outcomes provided in Appendix A is not an exhaustive list and is provided for reference only.

As part of the Proposal Narrative, an applicant should describe how the project results will link the Agency's Strategic Plan. Additional information regarding EPA's discussion of environmental results in terms of outputs and outcomes can be found at http://www.epa.gov/ogd/epa_order_5700_7a1.pdf.

D. STATUTORY AUTHORITY

The statutory authority for the cooperative agreements to be funded under this announcement is Section 104(b)(3) of the CWA, 33 USC §1254(b)(3). CWA Section 104(b)(3) restricts the use of these cooperative agreements to conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, reduction, and elimination of water pollution.

If the proposal is a demonstration project, then the applicant must describe how it meets the following requirement. Demonstration projects must involve new or experimental technologies, methods, or approaches. EPA expects that the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. 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. For proposals that include demonstration projects, the applicant must describe how the project meets the above requirements. Examples of what may be considered demonstration projects are provided in the questions & answers document available at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>. Also refer to Section III. D. Ineligible Project Activities.

II. AWARD INFORMATION

A. AMOUNT OF FUNDING

The total estimated funding available for the awards under this competition is anticipated to be approximately \$1.6 million. EPA Regional Offices will award the cooperative agreements for projects selected under this announcement. It is anticipated that each EPA Regional Office will award approximately two to three cooperative agreements, totaling 20-30 awards nationally under this announcement. Funding is contingent upon Agency funding levels, the quality of proposals received, and other applicable considerations.

The EPA funding is expected to be approximately \$40,000 to no more than \$60,000 for each award. Applicants may not request more than \$60,000 in EPA funding – proposals requesting more than \$60,000 in EPA funds will not be reviewed. While there is no minimum, EPA suggests applicants request at least approximately \$40,000 in EPA funds. A minimum non-federal cost share/match of \$4,000 is required (see Section III.B for information on the cost share/match requirement). It is anticipated that funded cooperative agreements will have a one- to two-year project period.

In appropriate circumstances, EPA reserves the right to partially fund a proposal by funding discrete portions or phases of a proposed project. 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.

EPA reserves the right to make no awards under this announcement, or make fewer awards than anticipated. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made within six months after the original selection decisions.

B. TYPE OF FUNDING

It is anticipated that cooperative agreements will be funded under this announcement. When a cooperative agreement is awarded, EPA will have substantial involvement with the project workplans and budget. Although EPA will negotiate precise terms and conditions relating to

substantial involvement as part of the award process, the anticipated substantial federal involvement for a project selected may include:

1. Close monitoring of the recipient's performance to verify the results proposed by the applicant;
2. Collaboration during the performance of the scope of work;
3. In accordance with the applicable regulations at 2 CFR 200 and 1500, review of proposed procurements;
4. Review of qualifications of key personnel (EPA does not have authority to select employees or contractors employed by the recipient);
5. Review and comment on tasks/deliverables and reports prepared under the cooperative agreement(s) (the final decision on the content of these reports rests with the recipient); and
6. Upon request by the recipient and subject to the availability of personnel, EPA will provide the recipient with access to EPA scientific expertise, sampling protocols, publicly available data, and other forms of technical assistance.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Eligible applicants include States, local governments, Indian Tribes, public and private universities and colleges, public or private nonprofit institutions/organizations, intertribal consortia, and interstate agencies. Individuals, for-profit commercial entities and all federal agencies are not eligible to apply. Nonprofit 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 1995 are not eligible to apply.

Indian Tribes (or "federally recognized Indian tribe"), as defined in 2 CFR 200.54, is any Indian tribe, band, nation, or other organized group or community, including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. Chapter 33), which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians (25 U.S.C. 450b(e)). See annually published Bureau of Indian Affairs list of Indian Entities Recognized and Eligible to Receive Services.

Nonprofit organization, as defined in 2 CFR 200.70, is any corporation, trust, association, cooperative, or other organization, not including Institutes of Higher Education, that:

- a) Is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
- b) Is not organized primarily for profit; and
- c) Uses net proceeds to maintain, improve, or expand the operations of the organization.

State, as defined in 2 CFR 200.90, is defined as any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the

Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

The term “interstate agency” is defined in CWA Section 502 as “an agency of two or more States established by or pursuant to an agreement or compact approved by the Congress, or any other agency of two or more States, having substantial powers or duties pertaining to the control of pollution as determined and approved by the Administrator.”

An intertribal consortium is a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance (see 40 CFR 35.502.). The intertribal consortium is eligible only if the consortium demonstrates that all of its members meet the eligibility requirements and authorize the consortium to apply for and receive assistance in accordance with 40 CFR 35.504 at the time of proposal submission. An intertribal consortium must submit with its proposal to EPA adequate documentation of the existence of the partnership and the authorization of the consortium by its members to apply for and receive the grant (see 40 CFR 35.504.).

Nonprofit organizations may be asked to provide documentation that they meet the definition of a nonprofit organization in 2 CFR 200.70. Interstate agencies may be asked to provide a citation to the statutory authority, which establishes their status.

B. COST SHARING/MATCH REQUIREMENTS

For this RFP, EPA has determined that **an applicant must provide a minimum of \$4,000 as the non-federal cost share/match.** The non-federal cost share/match may be provided in cash or can come from in-kind contributions, such as use of volunteers and/or donated time, equipment, expertise, etc., and is subject to the regulations governing matching fund requirements described in 2 CFR 200.306, as applicable.

In-kind contributions often include salaries or other verifiable costs and this value must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value. Cost share/match must be used for eligible and allowable project costs. Cost share/matching funds are considered grant funds and are included in the total award amount and should be used for the reasonable and necessary expenses of carrying out the workplan. All grant funds are subject to federal audit. Any restrictions on the use of grant funds (examples of restrictions are outlined in Section III.D of this announcement) also apply to the use of cost share/match. Other federal grants may not be used as cost share/match without specific statutory authority. In order to be considered for funding, all applicants must describe in their proposal submission how they will contribute the minimum cost share/match requirement.

Indian Tribes may request a decrease of the cost share/match requirement if fulfilling the cost share/match requirement would impose undue hardship. Tribal governments wishing to request a decrease to the cost share/match requirement should submit the request in writing, demonstrating that fulfillment of the cost share/match requirement would impose undue hardship. The written request should be included as part of the proposal package. Tribal governments may prepare a budget and proposal based on the assumption that EPA will approve the reduced cost

share/match. If the applicant does not demonstrate undue hardship, the applicant must then meet the minimum \$4,000 cost share/match requirement. The applicant must also provide a new budget with the final grant application based on the minimum \$4,000 cost share/match requirement. The purpose of this requirement is to ensure that all work plan activities for a project which is evaluated and competitively awarded will be implemented as described in the original proposal.

C. THRESHOLD ELIGIBILITY CRITERIA

Proposals must meet the following threshold criteria in order to be considered for funding. Only proposals that meet all of these criteria will be considered eligible and evaluated against the ranking factors in Section V of the 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. An applicant must meet the eligibility requirements in Sections III.A of this announcement.
2. Proposed project activities must take place entirely within one of the Eligible Geographic Areas, as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>. EPA will determine whether applicants have met this requirement by reviewing the required project area map, which must correctly include the elements outlined in Section IV.D.4. If EPA cannot make this determination in its review of the map, applicant will be contacted for clarification.
3. Applicants must submit projects that are focused on one of the two project types listed in Section I.B. Proposals that address more than one project type or do not address any project type will not be reviewed.
4. Under this competition, **only one proposal can be submitted per applicant**. If an applicant submits more than one proposal, EPA will contact them before the review process begins to determine which one will be withdrawn. If the applicant is not able to communicate a decision within 48 hours of being contacted by EPA, EPA will accept the proposal which was submitted first. For the purposes of this RFP, EPA considers governmental units to be a single applicant per the definition of *Grantee* in 2 CFR 1500 and they may submit only one proposal to EPA. The Agency will not accept proposals from more than one agency of the same governmental unit. However, applicants may list other eligible applicants as partners on proposals even if the partner also submits a proposal to EPA. Additional information regarding the one proposal per applicant requirement may be found on the questions & answers document available at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>.
5. 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.
6. Where a page limit is expressed in Section IV.D.3 with respect to the Narrative Proposal, pages in excess of the page limit will not be reviewed.
7. Proposals must be in compliance with CWA 104(b)(3) and include projects that conduct or promote the coordination and acceleration of research, investigations, experiments,

training, demonstrations, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

- If the proposal is a demonstration project, then the applicant must describe how it meets the following requirement: demonstration projects must involve new or experimental technologies, methods, or approaches. 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.
 - Refer to Section III. D. for ineligible project activities.
8. Proposals requesting EPA funds in excess of \$60,000 will not be reviewed.
 9. Applicants must demonstrate in their proposal how they will provide the minimum required non-federal cost share/match of \$4,000 as described in Section III.B.
 10. Proposals must be submitted through Grants.gov (<http://www.grants.gov>) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their proposal is timely submitted.
 11. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. If you have not received a confirmation of receipt from EPA within 30 days of the application deadline, please contact Ruth Chemerys (the Agency contact listed in Section VII) at 202-564-2937. Without a confirmation, there is a risk that your application will not be reviewed.

D. INELIGIBLE PROJECT ACTIVITIES

Provided below are examples of project activities that are generally **not** eligible for funding under this announcement. In some cases, the project activity might be eligible for funding if it is part of a demonstration project or a training/education project:

- construction of stormwater infrastructure improvements, including installation of low-impact development and green infrastructure;
- removal of trash and debris;
- construction of habitat for birds and other wildlife along the water body;
- construction of connections between open space to provide corridors for birds and other wildlife;

- installation of erosion control measures to stabilize stream banks;
- construction of community access points, such as overlooks, boat launches, and recreation areas;
- urban farming/agriculture; and
- activities that directly benefit the federal government (e.g., training provided to federal employees, restoration/improvement of federal lands/facilities, etc.).

If a proposal is submitted that includes any ineligible tasks or activities that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

A. REQUIREMENT TO SUBMIT THROUGH GRANTS.GOV AND LIMITED EXCEPTION PROCEDURES

Applicants, except as noted below, must apply electronically through Grants.gov (<http://www.grants.gov>) under this funding opportunity based on the Grants.gov instructions provided below. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required proposal materials to Grants.gov, the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their proposal materials through an alternate method.

Mailing Address:

OGD Waivers
 c/o Barbara Perkins
 USEPA Headquarters William Jefferson Clinton Building
 1200 Pennsylvania Ave., N. W.
 Mail Code: 3903R
 Washington, DC 20460

Courier Address:

OGD Waivers
 c/o Barbara Perkins
 Ronald Reagan Building
 1300 Pennsylvania Ave., N.W.
 Rm # 51267
 Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request – all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015 with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through alternative methods beginning January 1, 2016.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section IV of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. SUBMISSION INSTRUCTIONS

The electronic submission of your application must be made by an official representative of your institution/organization who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through Grants.gov, go to <http://www.grants.gov> and

click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page.

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*. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and *the process of obtaining both could take a month or more*. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through Grants.gov and should ensure that all such requirements have been met *well in advance of the submission deadline*. Registration on Grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: **To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version.** For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>.

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, **EPA-OW-IO-15-01**, or the CFDA number that applies to the announcement (CFDA 66.440), in the appropriate field and click the Search button. Alternatively, you may be able to access the application package for by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click on the “Browse Agencies” button in the middle of the page and then go “Environmental Protection Agency” to find the EPA funding opportunities.

For Grants.gov (<http://www.grants.gov>) **submission questions**, please call the Grants.gov 24-hour helpline at 1-800-518-4726 or visit <http://www.grants.gov/web/grants/support.html>.

Proposal Submission Deadline. Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 PM EST November 20, 2015**. *Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.* Late submissions will not be considered for funding.

Please submit *all* of the application materials described below using the Grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click the “Show Instructions” tab that is accessible within the application package itself.

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

Mandatory Documents:

- I. Application for Federal Assistance (SF-424).
- II. Budget Information for Non-Construction Programs (SF-424A).
- III. Narrative Proposal (Project Narrative Attachment Form) prepared as described in Section IV.D.3 of this announcement. The Narrative Proposal must also include the Project Area Map prepared as described in Section IV.D.4 of this announcement.

For uploading the mandatory documents, follow the instructions on Grants.gov (<http://www.grants.gov>).

Optional Documents: Supporting Materials, if applicable. See Section IV.D.3 for more details on what may be considered supporting materials.

Applications submitted through Grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from Grants.gov) within 30 days of the application deadline, please contact Ruth Chemerys (the Agency contact listed in Section VII) at (202) 564-2937. Without a confirmation, there is a risk that your application will not be reviewed.

C. TECHNICAL ISSUES WITH SUBMISSION

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.

2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. ***Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation.*** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays. A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above

instructions do not resolve the problem so that the application is submitted to www.Grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to urbanwaters@epa.gov with the FON in the subject line. If you are unable to email, contact Ruth Chemerys at 202-564-2937. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be *sure* to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Ruth Chemerys at 202-564-2937.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to urbanwaters@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to urbanwaters@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

D. CONTENT OF APPLICATION SUBMISSION

Applicants must read the following section very closely. A complete proposal package must include the following four documents described below:

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

Complete the form. There are no attachments. Please be sure to include organization fax number and e-mail address in Block 5 of the 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 or by visiting the website at www.dnb.com.

2. SF 424A, Budget Information for Non-Construction Programs

Complete the form. There are no attachments. The total amount of federal funding requested for the project should be shown on line 5(e) and on line 6(k) of the SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. In Section B: Budget Categories, column (1) should be filled out for federal funds, column (2) should be filled out for non-federal cost share / match, and column (5) should be filled out for total project cost (combined federal funds and non-federal cost share / match).

3. Narrative Proposal

NOTE: The Narrative Proposal (including cover page and project area map) must be limited to no more than 11 single-spaced, typewritten 8.5x11-inch pages (a page is one side of paper). Pages should be consecutively numbered for ease of reading. It is recommended that applicants use a standard 12-point type with 1-inch margins. While these guidelines establish the minimum type size recommended, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the proposal. Additional pages beyond the 11-page single-spaced limit will not be reviewed.

- The 11-page limit for the Narrative Proposal includes all elements described in Part I (cover page) and Part II (project description) below, except where noted.
- Applicants are required to attach to the Narrative Proposal a map of the proposed project area (see Section IV.D.4).
 - Please note that supporting materials that the applicant provides are not included in the 11-page limit for the Narrative Proposal.
 - Documentation demonstrating partnership(s), annotated resumes, and/or Quality Assurance/Quality Control documentation are considered supporting materials.
 - Please use discretion in the supporting materials provided as attachments; attachments should be relevant to the project.
 - Please submit all supporting materials as one electronic file, such as but not limited to, PDF.

The Narrative **Proposal, including Parts I – II below**, must be typewritten and must include the information described below and can be no longer than 11 single spaced pages as described above. If a particular item is not applicable, clearly state this. *Applicants are strongly encouraged to organize their proposal narrative following the format outlined below, with headings in the order listed.*

I. Cover Page - This section should include the following:

- a) Name of Applicant;
- b) Name of Urban Water Body (including Location and EPA Region);
- c) Project Title (the project title should reflect the main project goal/outcome and should be 15 words or less);

- d) Project Type (Indicate only one of the following: Community Greening and Green Infrastructure, or Communities and Water Quality Data. Applicants should identify the one project type on the cover page of the proposal narrative.)
- e) Key personnel and contact information (i.e., e-mail address and phone number);
- f) Total project cost (specify the amount of federal funds requested, the non-federal cost share / match, and the total project cost); and
- g) Abstract – Provide a brief (250 words or less) description of the main objective, activities, and outputs/outcomes of the project; and
- h) Applicant Organization – Provide a brief (100 words or less) description of the applicant organization, including its mission and key ongoing projects/activities the organization is involved in.

II. Project Description – Please address the following categories (a - k) outlined below. Proposals will be evaluated according to the selection criteria described in Section V.

- a) Program Objective (1): Address local water quality issues related to urban runoff pollution – Describe how the proposal addresses this program objective listed in Section I.B. The description should include the following:
 - Describe the water quality issues/threats related to urban runoff pollution that are impacting the waterbody (e.g., trash, bacteria and other pathogens from pet or human waste, excess nutrients from lawn fertilizer and pesticides, contaminants and/or sediments from construction sites, etc.); and,
 - Describe how the project addresses the water quality issues/threats related to urban runoff pollution.
- b) Program Objective (2): Provide additional community benefits – Describe how the proposal addresses this program objective listed in Section I.B. Proposals should describe how the project will provide public health, economic, and/or social benefits to the surrounding community in addition to the water quality and environmental benefits resulting from the project (e.g., drinking water supply protection, outdoor amenities for recreation, increase of green space for community activities, prevention of flooding, jobs creation and workforce development, etc.).

c) Program Objective (3): Actively engage underserved communities – Describe how the proposal addresses this program objective listed in Section I.B. The description should include the following:

- Describe the characteristics of the project area that identifies it as an “underserved community” (as defined in the Section I.A). Examples of supporting information include but are not limited to low-income status, fish consumption concerns, difficulties accessing waterways, taking advantage of recreational opportunities, failing infrastructure, difficulties accessing safe and plentiful drinking water, and difficulties accessing resources.
- Demonstrate how underserved communities, and other impacted communities, are actively engaged in the project. Describe the opportunities for their meaningful participation throughout the project, from preparation of this proposal, execution of the project, through project evaluation/next steps. Examples of supporting documentation in addition to the proposal narrative include, but are not limited to, letters of support/commitment, documentation of correspondence with members of the underserved community, and meeting notes/presentations that state their role through the above phases of the project.

d) Program Objective (4): Foster partnership – Describe how the proposal addresses this program objective listed in Section I.B. The description should include the following:

- Describe how the project will accomplish its goals through the use of appropriate and diverse partnerships. Identify and list all partners involved, including those partnerships that may be under development. EPA encourages projects that involve traditional and non-traditional stakeholders in a community. Examples of partners include but are not limited to community-based organizations (including those that benefit underserved communities), local/regional planning organizations, local governments, non-profit organizations, industry, businesses, academic institutions including community colleges and universities, drinking water and wastewater utilities, and other appropriate partners to work on urban waters issues.

Describe the roles or planned roles of each partner in the project, and how each partner will contribute to the goals of the project. The description should demonstrate the meaningful involvement of all partners from preparation, execution of the project, through project evaluation/next steps. Partner contributions can include coordinating planning efforts, and sharing their time, expertise, and expense. EPA encourages appropriate subawards/contracts to community-based

organizations to allow their full participation and cultivate intentional involvement of community residents.

EPA recognizes the important role of local partnerships and engagement to help solve urban runoff pollution and other water quality issues. Partnerships help connect the various areas of a watershed. Communities that live in the upper parts of the watershed can work with downstream communities to improve the quality of the entire watershed. Within these communities, the partnering between the local government, community-based organizations, local residents, and other key stakeholders helps build a resource base and leads to lasting change. This kind of partnering leads to the most innovative stormwater solutions that yield multiple benefits.

- Describe how the applicant and/or their partners represent the community or a significant segment of the community as it relates to environmental, education or other social services.

Examples of supporting documentation include, but are not limited to, partnership letters of commitment, copies of correspondence with the local government to make them aware of the project (e.g., emails, documentation of phone conversations, meeting notes, etc.), and letters of support. Partnership letters of commitment should describe the following: specific activities partners will lead and/or be involved in during the project, why they believe the project is important, and how it will benefit the community, as well as if they are a proposed sub-awardee on the project or a proposed cost share/match. All partnership letters of commitment should be on the official letterhead of the supporting agency or organization, and can be addressed to the applicant.

If an applicant is in the process of engaging a partner, proposals should describe the applicant's plans to engage that partner and establish a working relationship to successfully complete the project.

If the applicant does not intend to have partners, then the applicant should explain how it will effectively perform the project and meet the objectives described in Section I.B without the use of partners.

- e) Project Types – Describe how the project activities address the project type the applicant listed on the cover page. Please see Section I.B for more information on the project types.

- Community Greening and Green Infrastructure; or
- Communities and Water Quality Data.

- f) Environmental Results and Measuring Progress – Proposals should describe the following elements as outlined below. Information may be provided in table format if the applicant chooses, but all information must be included within the page limit.
- Stated Objective/Link to EPA Strategic Plan - List the objective of the project and describe the linkage to the EPA Strategic Plan (see Section I.C of this announcement). The Urban Waters Small Grants support the following goals of the FY 2014 – 2018 EPA Strategic Plan: Goal 2: Protecting America’s Waters, Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems.
 - Results of Activities (Outputs) - List the products/results which are expected to be achieved from accomplishment of the project activities and an approach for tracking your progress toward achieving the expected project output(s) (examples of outputs can be found in Section I.C and Appendix A of this announcement).
 - Anticipated Environmental Improvement (Outcomes) - List the anticipated environmental improvements to be accomplished as a result of the project activities. These improvements are changes or benefits to the environment which are a result from the accomplishment of project outputs. Describe an approach for tracking your progress toward achieving the expected project outcome(s) (examples of outcomes can be found in Section I.C and Appendix A of this announcement).
- g) Project Activities / Milestone Schedule / Detailed Budget Narrative – Proposals should describe the following elements as outlined below. Information may be provided in table format if the applicant chooses, but all information must be included within the page limit.
- Project Activities – Outline the steps the applicant will take to meet the project objectives. Describe the detailed project activities or components and the anticipated products associated with each activity.
 - Milestone Schedule – Provide a projected milestone schedule that covers each year of the total grant period request and provides a breakout of the project activities into phases with associated activities, a timeframe for completion of activities, and an approach for ensuring that awarded funds will be expended in a timely and efficient manner. The project start date will follow award acceptance by the successful applicants. Please include required training (see Section VIF.)
 - Detailed Budget Narrative – Provide a detailed budget and estimated funding amounts for each project component/activity. Identify the

requested federal dollars, demonstrate how the non-federal cost share/match will be met and provide a total project cost. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF 424A (i.e., personnel, travel, contractual, other). All subaward funding should be located under the “other” category. This section provides an opportunity for narrative description of the budget or aspects of the budget such as other and contractual. Describe itemized costs in sufficient detail for EPA to determine the reasonableness and allowability of costs for each work plan component/activity including the use of the cost share/match funds. Helpful tips on writing a budget may be found at http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf. See also Appendix B, Budget Sample.

- Total costs must include separate breakdowns for federal costs and non-federal cost share/matching components (a minimum \$4,000 non-federal cost share/match is required). Explain if and how partners will contribute to the required cost share/match. Attach letters of commitment from intended cost share/match partners, to your proposal. Partnership letters of commitment should be included in the supporting materials. All partnership letters of commitment should be on the official letterhead of the supporting agency or organization, and can be addressed to the applicant.
- Describe cost-effectiveness, reasonableness of costs, and value of in-kind contributions.
- If applicable, include any travel for applicant staff to attend any necessary meetings throughout the proposed project period. This includes travel, lodging, and registration costs associated with having representatives (a minimum of one representative is required) from the recipient organization attend the in-person EPA-sponsored Urban Waters Learning Network training session hosted by River Network and Groundwork USA at River Rally 2017, anticipated to be located in the Great Lakes region and to take place over two days (Friday and Saturday) in the May/June 2017 timeframe. If the recipient plans to use cooperative agreement funds for travel, lodging, and registration expenses to this required training session or if the recipient intends to pay for travel, lodging, and registration expenses to this training session as part of the recipient's match requirement, it must be included in the detailed budget narrative (see Section VI.E of this announcement for additional information on the Urban Waters Learning Network training session).

- h) Share Results – Describe how the applicant will share the results of the project with state, tribal, and local government agencies, other community and watershed organizations, public and private organizations, and/or other interested stakeholders. For example, the applicant could create opportunities for sharing best practices and lessons learned in the form of meetings, webcasts, or other mechanisms.
- i) Programmatic Capability/Specialized Experience – Proposals should describe the following elements:
- Organizational Experience – Provide a brief description of your organizational experience related to the proposed project, and your infrastructure/resources as it relates to your ability to successfully implement the proposed project.
 - Staff Expertise/Qualifications – Provide a list of key staff and briefly describe their expertise/qualifications and knowledge, and describe your resources or the ability to obtain them to successfully achieve the goals of the project. Include an estimate of the number of full-time equivalent (FTE) workers (based on 2,080 hours per year/FTE). List proposed partner entities, and describe their roles, and whether they will participate as subawardees. Annotated resumes of applicant’s key staff (no more than two pages each) are also encouraged. Annotated resumes should be included in the supporting materials.
- j) Past Performance – Briefly describe federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project that your organization performed within the last five years (no more than three such agreements and preferably EPA agreements) and:
- Describe whether, and how, you were able to successfully complete and manage those agreements.
 - Describe your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.
 - Describe how you documented and/or reported on whether you were making progress towards achieving the expected results (i.e., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

Note: In evaluating the applicant’s past performance, the Agency will consider the information supplied by the applicant in its proposal, and may also consider relevant information from other sources including Agency files

(e.g., Grantee Compliance Database) and prior/current 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 information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V. Failure to provide any past performance information, or to include a statement in the proposal that you do not have any relevant or available past performance or reporting information, may result in a zero score for these factors (see also Section V).

- k) Quality Assurance/Quality Control (QA/QC) – If you plan to collect or use environmental data or information, explain how you will comply with the Quality Assurance/Quality Control requirements (see Section VIII.A QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) of this announcement for additional information). If applicable, Quality Assurance/Quality Control document should be included in the supporting materials.
- l) Map that demonstrates that the proposed project activities will take place entirely within one of the Eligible Geographic Areas, as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>. Applicants are required to **include a project area map showing where proposed project activities will take place.**
- The map should be produced using the Urban Waters Small Grants Program mapping website, found at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>.
 - Step-by-step instructions for creating the project area map are available on the mapping website (see URL address above). Applicants should follow the step-by-step instructions to create the project area map, to be included as part of the application package.

NOTE: The applicant should also provide in its Proposal Narrative any additional information, to the extent not already identified above, that addresses the selection criteria found in Section V.

E. SUBMISSION DATES AND TIMES

Proposals must be submitted electronically via Grants.gov (<http://www.grants.gov>) on or before **11:59 P.M. EST November 20, 2015**. Late proposals will not be considered for funding.

G. ADDITIONAL PROVISIONS FOR APPLICANTS INCORPORATED INTO THE SOLICITATION

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, can be found at

http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

A. SELECTION CRITERIA

All eligible proposals based on the Section III threshold eligibility review will be evaluated based on the evaluation criteria and weights below (100-point scale). Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed in the proposal package. Refer to Section I.B and IV.D for more details on how to address these criteria.

- 1) Program Objective (1): Address local water quality issues related to urban runoff pollution (15 points) – Under this criterion, proposals will be evaluated based on the extent and quality to which the project addresses Program Objective (1) by demonstrating the following, **as described in Sections 1B and IV:**
 - A. The water quality issues/threats related to urban runoff pollution that are affecting the waterbody (6 points)
 - B. How the project addresses the water quality issues/threats related to urban runoff pollution (9 points).
- 2) Program Objective (2): Provide additional community benefits (8 points) – Under this criterion, proposals will be evaluated based on the extent and quality to which the project addresses Program Objective (2), **as described in Sections 1B and IV.**
- 3) Program Objective (3): Actively engage underserved communities (Total of 13 points) – Under this criterion, proposals will be evaluated based on the extent and quality to which the project addresses Program Objective (3) by demonstrating the following, **as described in Sections 1B and IV:**
 - A. The characteristics of the project area that identifies it as an “underserved community” (as defined in Section I.A) (4 points)
 - B. How underserved communities, as well as other impacted communities, are actively engaged in the project, including opportunities for meaningful participation throughout the project, from preparation of this proposal, execution of the project, through project evaluation/next steps (9 points).
- 4) Program Objective (4): Foster partnerships (8 points) – Under this criterion, proposals will be evaluated based on the extent and quality to which the project addresses Program Objective (4), **as described in Sections 1B and IV.**

- A. Identify and list all partners involved, including those partnerships that may be under development. Describe the roles or planned roles of each partner in the project, and how each partner will contribute to the goals of the project. The description should demonstrate the meaningful involvement of all partners from preparation of this proposal, execution of the project, through project evaluation/next steps. If the applicant does not intend to have partners, then the applicant should explain how it will effectively perform the project and meet the objectives described in Section I.B without the use of partners. (5 points)
 - B. Describe how the applicant and/or their partners represent the community or a significant segment of the community as it relates to environmental, education or other social services. (3 points)
- 5) Project Types (5 points) – Under this criterion, proposals will be evaluated based on the extent and quality of how well the project addresses the **one** project type identified on the cover page of the proposal. **See Section I.B** for more information of the project types.
- 6) Project Activities / Milestone Schedule / Detailed Budget (Total of 15 points) – Under this criterion, proposals will be evaluated based on the extent and quality to which the proposal demonstrates the following:
- A. Project Activities (5 points) – Clear description of steps the applicant will take to meet the project objectives. Descriptions of the detailed project activities or components and the anticipated products associated with each activity.
 - B. Milestone Schedule (5 points) – Clearly articulated milestone schedule, including timeframes and major milestones to complete significant project activities and an approach to ensure that awarded funds will be expended in a timely and efficient manner.
 - C. Budget (5 points) – Reasonableness of the budget and estimated funding amounts for each project activity. Applicants will be evaluated based on: the adequacy of the information provided in the detailed budget; whether the proposed costs are reasonable and allowable; and how well the applicant demonstrated cost-effectiveness and value of the project. Total project costs must include both federal and required cost share/match (non-federal) components.
- 7) Share Results (3 points) – Clear description of how the applicant will share the results of the proposed project (including lessons learned) with state, tribal, and local governmental agencies, community and watershed organizations, and/or other interested stakeholders.
- 8) Environmental Results (Total of 13 points) – Under this criterion, proposals will be evaluated based on the following elements:

- A. Results, Outputs and Outcomes (10 points) – The extent and quality to which the proposal demonstrates potential environmental results, anticipated outputs and outcomes, and how the outcomes are linked to EPA's Strategic Plan (see Section I.C of the announcement).
 - B. Measuring Progress (3 points) – The extent and quality to which the proposal demonstrates a sound plan for tracking progress toward achieving the expected outputs and outcomes (examples of outputs and outcomes are provided in Section I.C and Appendix A of the announcement).
- 9) Programmatic Capability/Specialized Experience (Total of 10 points) – Under this criterion, proposals will be evaluated based on the applicant's ability to successfully complete and manage the proposed project, taking into account the applicant's:
- A. Programmatic Capability (5 points) – Organizational experience related to the proposed project, and the organization's infrastructure/resources as it relates to their ability to successfully implement the proposed project.
 - B. Specialized Experience (5 points) – Staff experience/qualifications, staff knowledge, and resources, or the ability to obtain them, to successfully implement the proposed project.
- 10) Past Performance (Total of 10 points) – Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account their:
- A. Past performance in successfully completing and managing federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project performed within the last five years (no more than three, and preferably EPA agreements) (4 points).
 - B. Meeting reporting requirements (3 points) – History of meeting reporting requirements under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) similar in size, scope, and relevance to the proposed project performed within the last five years (no more than three, and preferably EPA agreements) and submitting acceptable final technical reports under these agreements.
 - C. Progress in achieving anticipated results (3 points) – Extent and quality to which they documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally funded assistance agreements (an assistance agreement is a grant or cooperative agreement and not a contract) performed in the last five years (no more than three, and preferably EPA agreements), and if such progress was not being made, whether the applicant adequately documented why not.

Note: In evaluating applicants under this criterion, the Agency will consider the information supplied by the applicant in its proposal, and may also consider relevant information from other sources including Agency files (e.g., Grantee Compliance Database) and prior/current grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants who have no relevant or available past performance information will receive a neutral score for these factors (i.e., 2 points for subcriterion A., 1.5 points for subcriterion B., and 1.5 points for subcriterion C.). Failure to provide any past performance information, or to include a statement in your proposal that you do not have any relevant or available past performance information, may result in a zero score for this factor.

B. REVIEW AND SELECTION PROCESS

All proposals received by EPA by the submission deadline will first be evaluated for eligibility purposes by EPA Headquarters staff based on the threshold criteria in Section III.C of the announcement. Proposals that are deemed eligible will be evaluated using the criteria described in Section V.A using the process described below. Proposals that are deemed ineligible will not be evaluated further or considered for funding.

All eligible proposals will be evaluated by EPA Regional review panel(s), which will be composed of EPA staff and which may also include representatives from other federal agencies. Evaluations will be based on the 100-point scale described in Section V.A above. Proposals will be ranked based on the reviewers' scores, and the scores and rankings will be provided to the EPA Regional Selection Official(s) for final funding decisions.

Other Factors

In making the final funding decisions for awards, the Selection Official(s) will consider the ranking of proposals and may also consider other factors, including: availability of funds, geographic diversity, project diversity, and program priorities.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by March 31, 2016. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by approximately August 2, 2016.

Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., work plan),

which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

Any additional information about this RFP will be posted on EPA's Urban Waters website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants>. Deadline extensions or other modifications will be posted on this website and on Grants.gov (<http://www.grants.gov>).

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

The general award and administration process for this RFP is governed by regulations at 2 CFR 200 and 1500, as applicable, and 40 CFR Part 35, Subpart A ("Environmental Program Grants for State, Interstate, and Local Government Agencies") and Subpart B ("Environmental Program Grants for Tribes"). A description of the Agency's substantial involvement in the cooperative agreements will be included in the final assistance agreement.

C. INTERGOVERNMENTAL REVIEW

This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her 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. Further information regarding this can be found at http://www.whitehouse.gov/omb/grants_spoc.

D. REPORTING

In general, recipients are responsible for managing the day-to-day operations and activities supported by the assistance funding, 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 final report is due 90 days after the assistance agreement has expired. Recipients will be required to report direct and indirect environmental results from the work accomplished through the award. In negotiating assistance agreements, EPA will work closely with the recipient to incorporate appropriate performance measures and reporting requirements in the workplan consistent with 2 CFR 200.328, and 40 CFR Part 45.

By the end of the assistance agreement performance period, grantees will provide a report to describe the project as a success story that helps other communities across the country learn from their experience.

E. REQUIRED IN-PERSON TRAINING FOR RECIPIENTS

Urban Waters Small Grants recipients will be required to attend an in-person EPA-sponsored Urban Waters Learning Network training session hosted by River Network and Groundwork USA, at River Rally 2017. The session will take place over two days (Friday to Saturday) in the May/June 2017 timeframe, in the Great Lakes region. At least one representative from the

recipient organization should plan to attend. This training will allow recipients numerous opportunities to learn from their peers and other technical experts.

The recipient may use cooperative agreement funds to pay for associated travel, lodging, and registration costs to attend the in-person training session. If the recipient wishes to use cooperative agreement funds for travel, lodging, and registration expenses to the in-person training session, these costs must be included in the submitted proposal budget. Please note that registration to River Rally 2017 includes attendance to all sessions and most meals. For budgeting purposes, please use River Rally 2016 registration costs as a guide. Visit <http://www.rivernetwork.org> for more information.

F. URBAN WATERS LEARNING NETWORK

Recipients will become part of the Urban Waters Learning Network. The goal of the Network is to create and promote sharing of effective practices, provide technical assistance, and offer learning opportunities to urban waters practitioners located across the country. The Network includes nearly 100 members that are working to improve their impaired urban water resources, and represents a variety of organizations, including local watershed organizations, community groups, tribal, and local governments.

The Network provides periodic peer-support conference calls on specific topics, webinars and virtual trainings, and convenes for in-person trainings. Membership to the Network is provided to all Urban Waters Small Grants recipients.

Within the first 30 days of receipt of the award, Urban Waters Small Grants recipients are required to join Basecamp.com, the Learning Network virtual platform for network communications. Recipients are expected to attend an orientation conference call/webinar, during which they will be introduced to the Learning Network. The exact date of the orientation call/webinar has not yet been determined, but will be scheduled some time between September 2016 and January 2017.

In addition, Urban Waters Small Grants recipients must attend up to two Learning Network online training webinars. The online training webinars are expected to each be up to two hours in length and one will be grants management training. The exact dates are yet to be determined; it is anticipated they will take place between October 2016 and April 2017.

G. ADDITIONAL PROVISIONS FOR APPLICANTS INCORPORATED INTO THE SOLICITATION

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions

electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

H. 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 the person listed in Section VII of the announcement.

VII. AGENCY CONTACTS

Note to Applicants: In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, if necessary, the EPA may clarify threshold eligibility issues with applicants prior to making a final eligibility determination. Questions must be submitted in writing via e-mail and must be received by the Agency Contact identified below by **November 6** and written responses will be posted on EPA's website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>. EPA strongly recommends interested applicants refer to the written responses posted on the website prior to submitting a question.

Agency Contact

Ruth Chemerys

E-mail: urbanwaters@epa.gov

In addition, EPA will host one national Information Session regarding this announcement via webinar on Oct 22, 2015 at 2pm EST. EPA will attempt to answer any questions in this public forum. Registration information for the Information Session can be found at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants>.

VIII. OTHER INFORMATION

A. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

Quality Assurance/Quality Control requirements apply to these grants (see 2 CFR 1500.11). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Successful applicants should allow sufficient time and resources for this process. EPA can assist successful applicants

in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the successful applicant may work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. See Section VII., AGENCY CONTACTS for Agency Contact information for referral to an EPA QA/QC staff.

The successful applicant must ensure all water quality data generated in accordance with an EPA approved Quality Assurance Project Plan, either directly or by subaward, is transmitted into the Agency's Storage and Retrieval (STORET) Data Warehouse annually or by project completion using either WQX or WQXweb. Water quality data that are appropriate for STORET include physical, chemical, and biological sample results for water, sediment and fish tissue. The data include toxicity data, microbiological data, and the metrics and indices generated from biological and habitat data. The Water Quality Exchange (WQX) is the water data schema associated with the EPA, State and Tribal Exchange Network. Using the WQX schema partners map their database structure to the WQX/STORET structure. WQXweb is a web-based tool to convert data into the STORET format for smaller data generators that are not direct partners on the Exchange Network. More information about WQX, WQXweb, and the STORET Warehouse, including tutorials, can be found at <http://www.epa.gov/storet/wqx/>.

B. UNFUNDED PROPOSALS

Subject to the availability of funds, funding authorities, and other considerations, the U.S. Forest Service may consider for funding proposals not selected for funding by EPA under this RFP.

Project Examples and Project Example Environmental Outputs and Environmental Outcomes

For this grant cycle, EPA seeks to fund exemplary proposals that address urban runoff pollution through diverse partnerships that produce multiple community benefits, with emphasis on underserved communities. As discussed in Section I.A, proposals submitted under this announcement should meet all of the following Urban Waters Small Grants program objectives: 1) address water quality issues related to urban runoff pollution; 2) provide additional community benefits; 3) actively engage underserved communities; and, 4) foster partnership.

As required by Section IV, applicants should describe the results of the project activities (Outputs) and the anticipated environmental improvements (Outcomes). The tables below provide examples of eligible projects and associated environmental outputs and outcomes. This is not an exhaustive list and is provided for reference only.

Environmental outputs (or project deliverables) refer to an environmental activity, effort, and/or associated work product related to an environmental goal or 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 a cooperative agreement funding period.

Environmental outcomes are 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, and are used as a way to gauge a project's performance and take the form of output measures and outcome measures. Outcomes may be environmental, behavioral, health-related, or programmatic in nature. Outcomes must be quantitative and may not necessarily be achieved within a cooperative agreement funding period. Outcomes may be short-term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long-term (changes in condition of the water quality and/or natural resource).

COMMUNITY GREENING AND GREEN INFRASTRUCTURE¹		
Project Example	Output Examples	Outcome Examples
Provide training, including a final community project, to inner-city schools and/or faith-based organizations on low-impact design (LID) / green infrastructure practices for reducing stormwater leaving their yards/landscapes.	<ul style="list-style-type: none"> • Number of outreach, education and presentations • Number of participants at outreach, education and presentations • Final report from community project 	<ul style="list-style-type: none"> • Increased number of greening and/or low-impact development educational sites are installed at schools and/or faith-based locations leading to reduced pollution/stormwater runoff into waterbody • Increased education, engagement, and empowerment of local communities, including underserved communities regarding “green” sustainable practices that can be implemented at inner-city schools and/or faith-based locations • Increased livability of neighborhoods/community revitalization that received trainings (e.g., walkable neighborhoods, increase of green space, greater connectivity to local water body) • Increased job skills and/or employment of local residents as a result of training received
Conduct facilitated neighborhood discussions / workshops to design community LID / green infrastructure plan.	<ul style="list-style-type: none"> • Number of residents participating in design workshops • Report documenting the results and final design agreed upon by community • Results of residents’ feedback about the process (e.g., through a report, testimonials, videos, etc.) 	<ul style="list-style-type: none"> • Improved understanding of design alternatives and benefits of LID/green infrastructure to address neighborhood stormwater runoff problems • Improved resident engagement and ownership in decisions to protect local water quality

¹ If not part of a demonstration project or training/education project (considered on case by case basis), proposals for the construction or installation of stormwater infrastructure improvements, including low-impact development and green infrastructure, are not eligible for funding under this announcement (see Section III.D).

COMMUNITY GREENING AND GREEN INFRASTRUCTURE¹		
Project Example	Output Examples	Outcome Examples
Evaluate current zoning to develop model zoning ordinances for protection of community drinking water supply (also known as source water protection) to better incorporate low-impact development (LID)/green infrastructure (GI), other stormwater best management practices (BMPs).	<ul style="list-style-type: none"> • Results of evaluations of current zoning (e.g., parking, road width, curb design requirements and ordinances, etc.), which are often impediments to implementing LID/GI practices • Model zoning ordinances • LID/GI technical guidance manual • Number of residents, businesses, landowners, etc. participating in public engagement activities 	<ul style="list-style-type: none"> • Increased implementation of LID/GI in local ordinances • Improved protection of drinking water sources through implementation of LID/GI in local ordinances • Increased community involvement in development and vetting of local ordinances • Increased use of LID/GI and other best management practices in public and private property, including schools, parking lots, road medians, business centers, etc. • Reduced pollution/stormwater runoff into waterbody and improved water quality • Potentially reduced cost of drinking water treatment in future, as well as the risks to public health • Increased conservation easements for urban greenspace in the new zoned/protected areas • LID/GI technical guidance manual that provides guidance on the proper planning, selection, design, inspection, and maintenance of LID/GI practices
Create a Green Infrastructure Job Training Program that teaches the community’s underemployed youth and adults how to design and/or construct green infrastructure practices such as rain gardens, planters and tree boxes, vegetated swales, green roofs, rain barrels and cisterns, and tree plantings.	<ul style="list-style-type: none"> • Number of training classes • Number of people trained • Number of local business partners that support the training program 	<ul style="list-style-type: none"> • Increased employment for training participants • Increased understanding and use of low-impact development and other stormwater best management practices • Reduced pollution/stormwater runoff into the local waterbody and improved water quality • Increased community green space and recreation areas

COMMUNITIES AND WATER QUALITY DATA		
Project Example	Output Examples	Outcome Examples
<p>Create a volunteer monitoring program that engages community members/ veterans groups / minority-serving institutions / public housing entities to expand awareness and community action on urban runoff pollution and its impact on water quality.</p>	<ul style="list-style-type: none"> • Number of volunteer monitoring trainings held in underserved communities • Number of participants • Data gathered from volunteer monitoring • Reports on evaluation of data • Number of community organizations and agencies using volunteers for monitoring programs 	<ul style="list-style-type: none"> • Increased community knowledge and experience in monitoring, particularly relating to urban runoff pollution and its impact on water quality • Data gathered from volunteer monitoring used to produce recommendations and/or an action plan for water quality improvement strategies • Reduced pollution into waterbody, which may flow into or serve as a community drinking water supply
<p>Create a community program that engages residents to increase their awareness of the sources and impacts of urban runoff pollution, in order to develop a community action plan that includes recommendations for water quality improvement activities.</p>	<ul style="list-style-type: none"> • Educational materials produced that communicate impacts of urban runoff pollution on water quality conditions • Number of workshops/meetings where information is shared • Number of participants at such workshops/meetings • Community recommendations for local leaders on measures to take to protect or improve water quality related to urban runoff pollution 	<ul style="list-style-type: none"> • Increased knowledge of water quality conditions by community • Increased knowledge of water quality data by local officials so they can implement recommendations to improve water quality • Reduced urban runoff pollution into waterbody and improved water quality • Implementation of community recommendations by local officials

COMMUNITIES AND WATER QUALITY DATA		
Project Example	Output Examples	Outcome Examples
Conduct a neighborhood stream walk program to expand awareness on urban runoff pollution and its impact on water quality conditions, and identify priority areas for improvement.	<ul style="list-style-type: none"> • Report and map created that identifies areas of eroding stream banks, flood-prone areas, and other areas of poor water quality conditions • Neighborhood recommendations to local officials on where to focus efforts to address impairments • Tip sheet on what residents can do to help reduce urban runoff pollution and improve local water quality 	<ul style="list-style-type: none"> • Increased understanding by the community of the water quality conditions of their local urban waterway • Increased knowledge to improve areas that are prone to flooding that may cause land or property damage • Increased appreciation of the local waterway • Increased stream bank protection measures to improve water quality • Reduced pollution into waterbody
Evaluate and/or gather water quality data with a small focus group of the community (e.g., youth, homeowners, faith-based, etc.) to determine concerns and develop an outreach plan to educate the rest of the community in watershed.	<ul style="list-style-type: none"> • List of members in focus group, reflecting diverse community representation • Results of the water quality data evaluation • Outreach plan created (e.g., stream walks, community events, outreach materials, etc.) 	<ul style="list-style-type: none"> • Increased understanding of gathering and/or evaluating water quality data • Increased ownership and stewardship by community of their local waterway, • Increased and diversified methods of educating the community on the impacts of urban water runoff and encouraging further community discussions on potential water quality improvement activities

COMMUNITIES AND WATER QUALITY DATA		
Project Example	Output Examples	Outcome Examples
Engage the community in learning about and evaluating the local source water protection assessment and facilitate discussion on how they can help protect their community's drinking water source.	<ul style="list-style-type: none"> • Number of community members engaged • Updates to the assessment • Prioritized list of community actions • Prioritized list of recommendations for local officials • Development of a Source Water Protection Plan • Additional water quality data gathered, if relevant 	<ul style="list-style-type: none"> • Increased education, engagement, and empowerment of local communities, including underserved communities regarding “green” actions to take to protect urban waters that eventually flow into community drinking water source • Increased zoning requirements to ensure that potential sources of water quality pollution are not located near water supplies or waterbodies that flow into them • Increased understanding that waterbodies in urban areas are connected to potential or active drinking water sources and how everybody plays a role in water protection (e.g., city, residents, businesses, etc.) • Increased knowledge and consideration of water protection methods that also affect the bottom line of cost to treat drinking water

COMMUNITIES AND WATER QUALITY DATA		
Project Example	Output Examples	Outcome Examples
Engage the community with city planners to assess community needs and discuss updated data on point and nonpoint sources of contamination into the local urban waterbody. This assessment would be used to revise the city’s master plan to improve protection of drinking water supplies and urban waters that flow into them.	<ul style="list-style-type: none"> • Number of participants at public engagement activities • Results of community needs assessment & discussion of updated data • Updated master plan that reflects community input • List of actions community members can take to reduce their contribution to contamination of the local waterbody (i.e., water protection action plan) 	<ul style="list-style-type: none"> • Increased city’s actions on water quality protection based on updated master plan • Increased awareness about the city planning process and strategic actions to protect source water • Increased sense of ownership over city planning and design • Increased understanding of point and nonpoint sources of contamination that impact the local waterbody and identifies actions community members can take to reduce contamination sources

Budget Sample

Budget Detail Narrative. As discussed in Section IV.D.3 of the RFP, this section of the proposal 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.

The Budget Detail Narrative portion of the proposal must include a detailed description of how the applicant will obtain the required minimum non-federal cost share/match of \$4,000 and how the cost share/match funding will be used. All cost share/match included in the Budget Detail Narrative must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFP for more detailed information on cost share/match.

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

- **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 part of the cost share/match, 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.

Appendix B

Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. 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., subawards) 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	Cost Share/Match
Personnel		
(1) Project Manager @ \$40/hr x 2 hrs/week x 42 wks		\$3,360

Appendix B

(1) Project Staff @ \$25/hr x 40 hrs/week x 42 wks	\$42,000	
TOTAL PERSONNEL	\$42,000	\$3,360
Fringe Benefits		
20% of Salary and Wages	20% (\$42,000)	20% (\$3,360)
- Retirement, Health Benefits, FICA, SUI	\$8,400	\$672
TOTAL FRINGE BENEFITS	\$ 8,400	\$672
Travel		
Travel for Project Manager and staff: 200 mi/mo @ \$0.575/mi x 12 mos.	\$1,380	
TOTAL TRAVEL	\$1,380	
Equipment		
TOTAL EQUIPMENT	\$0	
Supplies		
Office and related supplies to support training	\$862	
TOTAL SUPPLIES	\$862	
Contractual		
Support Services Contract	\$3,158	
TOTAL CONTRACTUAL	\$3,158	
Other		
TOTAL OTHER	\$0	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$4,200	
TOTAL INDIRECT	\$4,200	
TOTAL FUNDING	(fed) \$60,000	(non-fed) \$4,032
TOTAL PROJECT COST (federal and non-federal)	\$64,032	

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.

Resources

- 2010 Census Urban and Rural Classification and Urban Area Criteria: <https://www.census.gov/geo/reference/ua/urban-rural-2010.html> (Not an EPA site)
- Environmental Justice: <http://www.epa.gov/environmentaljustice/>
- FY 2014 – 2018 EPA Strategic Plan: <http://www2.epa.gov/planandbudget/strategicplan>
- Green Infrastructure: <http://water.epa.gov/infrastructure/greeninfrastructure/index.cfm>
- Making a Visible Difference in Communities: <http://www2.epa.gov/smart-growth/making-visible-difference-communities>
- Managing Polluted Runoff: <http://water.epa.gov/polwaste/nps/urban.cfm>
- Source Water Collaborative Guide for Land Use Planners: <http://sourcewatercollaborative.org/guide-for-land-use-planners/> (Not an EPA site)
- Source Water Protection: <http://water.epa.gov/infrastructure/drinkingwater/sourcewater/protection/>
- Stormwater: <http://water.epa.gov/polwaste/npdes/stormwater/index.cfm>
- Urban Waters Federal Partnership: <http://www.urbanwaters.gov/>
- Urban Waters Learning Network: <http://www.urbanwaterslearningnetwork.org/> (Not an EPA site)
- Urban Waters Program: <http://www2.epa.gov/urbanwaters>
- Urban Waters Small Grants: <http://www2.epa.gov/urbanwaters/urban-waters-small-grants>