

**U.S. EPA Region 4
Urban Waters Proctor Creek Ambassador
Request for Proposal (RFP) FY-2016/2017**

Federal Agency Name: U.S. Environmental Protection Agency, Water Protection Division

Funding Opportunity Title: Urban Waters Proctor Creek Ambassador

Announcement Type: Request for Proposals (RFP)

Funding Opportunity Number: EPA-R4-16-UWPCA-01

Catalog of Federal Domestic Assistance (CFDA) Number: 66.440

DATES: This notice is issued to extend the closing date for receipt of proposals for this announcement (EPA-R4-16-UWPCA-01), the closing date for receipt of proposal packages is extended to April 9, 2016, at 11:59 PM Eastern Standard Time (EST). Your organization must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 PM EST April 9, 2016. Please allow sufficient time to successfully submit your application for processing, to allow for unexpected errors that may require you to resubmit. Proposals received after the closing date and time will not be considered for funding. A final application will be requested from the eligible entity whose proposal has been successfully evaluated and preliminarily recommended for award. **NO HARD COPIES WILL BE ACCEPTED.**

SUMMARY: EPA's Urban Waters Federal Partnership (UWFP) program seeks to accelerate and coordinate on-the-ground projects that are critical to improving water quality and public health, restoring forest resources and fostering community stewardship in urban watersheds program.

The Urban Waters Ambassador coordinates with the Lead Agency or Co-Leads to work with state, local and tribal governments, non-governmental organizations and other local partners to help urban and metropolitan areas, particularly those that are underserved¹ or economically distressed, connect with their waterways and work to improve them.

NOTE: For clarification, the 'Applicant' is the Urban Waters Ambassador. As the Ambassador the applicant will hire personnel for carrying out the activities of the Urban Waters Program.

FUNDING/AWARDS: The EPA anticipates awarding one cooperative agreement from this announcement, for approximately \$69,000, subject to availability of funds, the quality of proposals received and other applicable considerations. The application must address the criteria within Section V. A.

¹ An underserved community is a community that has limited to no access to community and/or health services.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA seeks to fund an award to provide for the coordination and facilitation of on-the-ground water quality projects in the Proctor Creek Watershed (Atlanta, GA) that are critical to improving water quality and public health in urban watersheds. In order for this critical work to occur, an Urban Waters Ambassador is needed locally to support this effort.

The Urban Waters Ambassador, as the selected applicant for the Proctor Creek Watershed, is responsible for coordinating the following activities:

- Connecting thru facilitation, federal tools and resources with the needs of the Proctor Creek Watershed.
- Serving as a catalyst to successfully complete on-the-ground, short-term projects in the Proctor Creek Watershed.
- Building partnerships with Federal, State, Local government, Non-Government Organizations, Non-Profits, Academia, Foundations, and Corporate stakeholders that will lay a foundation for the Proctor Creek Urban Waters program.
- Facilitating communication with other Ambassadors to share common experiences necessary to help restore Proctor Creek.

Overall, the ambassador is the selected applicant responsible for carrying out these activities. The applicant hires personnel to perform activities, i.e., collaboration, coordination, building relationships with an array of stakeholders, and federal, state and local government agencies.

The Proctor Creek Urban Waters project has several focus areas which include:

- Water Quality in the Creek
- Community Engagement
- Environmental Justice
- Brownfields

- Children’s Healthy Housing and Mold
- The Proctor Creek North Avenue (PNA) Green Infrastructure Study
- Stormwater, Non- Point Source Pollution, Flooding
- Trash Free Waters (Illegal Tire Dumping)
- Monitoring Plan Development for Proctor Creek
- Army Corp of Engineers Hydrology Study
- GreenSpace project(s)
- Health Impact Assessments and Boone Blvd Green Streets Demonstration project
- Affordable Housing, Economic Development

B. Scope of Work

Proposals should discuss how the applicant will coordinate, plan and document activities in the Proctor Creek focus areas listed above. Proposals should discuss the following: 1) How the applicant plans to engage federal partners in the focus areas identified in Section I.A. and how the candidate plans to support the existing Proctor Creek coalition building with an array of stakeholders in the Proctor Creek watershed; 2) How the applicant, will develop plans to carry out objectives, coordinate, facilitate and document local level meeting organization and facilitation of the focus areas identified in Section I.A; 3) How the Urban Waters Ambassador, the applicant, plans to document project successes and challenges in the focus areas identified in Section (I.A.); 4.) The applicant's experience with the communities' challenges such as local water, environmental justice, housing and economic development, and communication issues in the Proctor Creek watershed; and 5) The plan for identifying and executing proposed activities in the focus areas based on key personnel's knowledge of the current projects in the Proctor Creek watershed.

Proposals will be evaluated based on the criteria in Section V. The project period is up to two years.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

Linkage to EPA Strategic Plan

All proposals must support Goal 2 of EPA’s FY 2014 – 2018 Strategic Plan: Protecting America’s Waters - Protect and Restore Watershed and Aquatic Ecosystems. Information on the FY 2014 – 2018 EPA Strategic Plan is available at: <http://www.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 goal listed above.

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

Examples of expected *outputs* from the project funded under this solicitation may include, but are not limited to the following: number of stakeholder meetings conducted and number of projects collaborated on by multiple federal stakeholders, numbers of community members engaged due to applicant activities per specific projects, and number of new collaborative efforts in the watershed. Progress reports and a final report will also be a required output, as specified in Section VI (D) of this announcement, “Reporting Requirement.”

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

Examples of expected outcomes from the project to be funded under this announcement may include, but are not limited to the following: Improved water quality, restoration and protection of Proctor Creek, decreased amounts of illegal tires dumped in the watershed, less trash in the creek and on the streets of the communities, increased protected greenspace, and increased knowledge and participation of the federal agencies in identified challenges of the urban component of the Proctor Creek watershed.

D. Statutory Authority

The statutory authority for the cooperative agreement to be funded under this announcement is Section 104(b)(3) of the Clean Water Act (CWA), 33 USC §1254(b)(3). The funds will support conducting and 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. Implementation projects are not eligible for funding.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for award under this competitive funding opportunity is approximately \$69,000 which includes salary, travel, indirect overhead, and supplies, for key personnel to achieve Ambassador activities in I.A, above, for a period up to 1 year from the date of award.

B. Partial Funding

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

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

EPA anticipates the award of one assistance agreement under this announcement, subject to the availability of funds and quality of evaluated proposals.

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

The estimated project period for the award resulting from this solicitation will begin in **May, 2016**. Proposed project period is up to (1) year.

E. Type of Funding

It is anticipated that a cooperative agreement 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 Part 200 and 1500, review of proposed procurements;
4. Review of qualifications of key personnel, specifically the individual(s) designated to carry out Ambassador activities;
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 award 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 Entities

Consistent with CFDA 66.440, and the EPA's Assistance Agreements Competition Policy (EPA Order 5700.5A1). Eligible applicants include local governments, Indian Tribes, public and private universities and colleges, public or private nonprofit institutions/organizations and individuals, eligible as defined in 2 CFR 200.70. **For-profit commercial entities and all federal agencies are not eligible to apply.** Nonprofit organizations described in Section 501(c)(3) 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

Uses net proceeds to maintain, improve, or expand the operations of the organization. ***Nonprofit organizations may be asked to provide documentation that they meet the definition of a nonprofit organization in 2 CFR 200.70.***

B. Cost Sharing or Matching

There are no cost share/match requirements.

C. Threshold Eligibility

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Threshold eligibility include applicant eligibility, so only proposals from eligible entities that meet all of the threshold eligibility criteria will be evaluated against the ranking factors in Section V of this announcement. Threshold eligibility are pass/fail.

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 Section III.A of this announcement.
2. 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. Where a page limit is expressed in Section IV.C.3 with respect to the proposal narrative, pages in excess of the page limitation will not be reviewed. Section IV.C.3 establishes a 10-page, single-spaced proposal narrative page limit that includes the cover page.
3. In addition, initial proposals must be submitted through [Grants.gov](https://www.grants.gov) as specified 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.
4. 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 the EPA mishandling or because of technical problems attributable to Grants.gov or relevant Sam.gov system issues and not the applicant. 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. Applicants should confirm receipt of their proposal with Karen Gardner, Project Officer, 404-562-9312, or gardner.karen@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
5. Proposals must support Goal 2, “**Protecting America's Waters**” of EPA's Strategic Plan by funding activities to support the Urban Waters Ambassador project to improve water quality.
6. Proposals in excess of \$69,000 will not be reviewed.
7. Proposed projects must be located within the Proctor Creek Watershed Basin.

8. Proposals must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations).
9. Ineligible activities: 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. PROPOSAL AND SUBMISSION INFORMATION

A. REQUIREMENT TO SUBMIT THROUGH GRANTS.GOV AND 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 2, 2015 with a submission deadline of January 20, 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 VII 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 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 [Grants.gov](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.

Applicants need to ensure that the AOR who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

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-R4-16-UWPCA-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 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.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](http://www.grants.gov) no later than **11:59 PM EST April 9, 2016**. Please allow for enough time to successfully

submit your application process and allow for unexpected errors that may require you to resubmit.

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 on 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. Budget Category Sheets (located in optional forms area in Grants.gov)
- IV. Narrative Proposal prepared as described in Section IV.D.3. The Narrative Proposal must also include the Project Area Map prepared as an attachment.

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

Optional Documents: Supporting Materials, if applicable can be submitted and 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 Karen Gardner, Project Officer, at (404) 562-9312. Failure to do so may result in your application not being reviewed.

C. CONTENT OF PROPOSAL 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

- a. 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

All proposal submissions must contain a completed and signed SF-424, Application for Federal Assistance, a completed SF-424A, Budget Information—Non-Construction Programs, and a Narrative Proposal as described below.

Proposals must be no more than 10 single style spaced pages using Times New Roman 12-point font with 1 inch margins.

The Narrative Proposal (including the below sections) cannot exceed a maximum of 10 single style spaced typewritten pages, including the Summary Page. Pages in excess of 10 single style spaced typewritten pages will not be considered. Supporting materials, such as resumes, letters of support and a Project Area Map, should be submitted as attachments and are not included in the 10-page limit. **Applicants are strongly encouraged to organize their proposal narrative following the format outlined below, with headings in the order listed.**

1. Cover Page (Does not count against the 10 page limitation)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Name(s) of Key staff who will perform Ambassador activities.
- d. Funding Requested. Specify the amount you are requesting from EPA.
- e. Total Project Cost. Specify total cost of the project.
- f. Project period. Provide beginning and ending dates.

2. Work Plan/Responses to Threshold Eligibility and Ranking Criteria

The Narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III) of this announcement and following below. The narrative must also address each of the ranking criteria set forth in Section V.A and following below:

A. Threshold Eligibility Criteria

Threshold Criteria are pass/fail and the information you submit will be used by EPA solely to make threshold eligibility determination (See Section III.C.)

1. Applicant Eligibility- Eligible applicants must demonstrate how they are an eligible entity for funds. Refer to Section III.A., Eligible Entities, for a description of applicant eligibility. Only those proposals that pass “all” the threshold criteria in this Section will be evaluated against the ranking criteria in Section V.A. of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

B. Ranking Eligibility Criteria

If your narrative proposal pass all of the threshold criteria, your responses to the ranking criteria will be ranked under a point system assigned up to 100 points based on the ranking criteria in Section V.A.

Please respond to all ranking criteria and sub-ranking criteria in Section V.A. Paragraphs (i-v) below, can be used as guidance material in formulating your responses to the ranking criteria questions in Section V.A.

i. Project Approach and Description-- Criteria 1

The approach should contain the following components.

1. Description of the applicant’s organization and experience of key staff related to the proposed project.
2. Description of the roles of the applicant, key staff, and any partners.
3. Description of how applicant will promote Proctor Creek Urban Waters program , as described in *Section I(B) Scope of Work*. The project description should include the following components and address the activities identified in Section I.B:
 - a. experience with and knowledge of water issues in the Proctor Creek including environmental justice communities²,

² Environmental justice communities are commonly identified as those where residents are predominantly minorities or low-income; where residents have been excluded from the environmental policy setting or decision-making process; where they are subject to a disproportionate impact from one or more environmental hazards; and where residents experience disparate implementation of environmental regulations, requirements, practices and activities in their communities.

- b. experience and knowledge convening and facilitating local stakeholder meetings and outreach to an array of stakeholders,
- c. experience and knowledge of water quality, ecosystems protection and restoration issues in the Proctor Creek watershed
- d. experience and knowledge with communicating with federal partners, community partners, and local partners and stakeholders.

ii. Environmental Results (Measuring Progress)-Criteria 2

1. Stated Objective/Link to EPA Strategic Plan - List the objective of the project and the linkage to the EPA Strategic Plan Goal 2: Protecting America's Waters - Protect and Restore Watershed and Aquatic Ecosystems (see Section I.C of this announcement).
2. Results of Activities (Outputs) - Describe the anticipated products/results which are expected to be achieved from accomplishment of the project, and describe an approach for tracking and reporting your progress toward achieving the expected project output(s) (examples of outputs can be found in Section I.C of this announcement).
3. Projected Environmental Improvement (Outcomes) - List the anticipated environmental improvements that will be accomplished as a result of the project. These improvements are changes or benefits to the environment or public health which are a result of the accomplishment of the work plan commitments and outputs. Describe an approach for tracking and reporting progress toward achieving the expected project outcome(s) (examples of outcomes can be found in Section I.C of this announcement).

iii. Milestones-Criteria 3

Provide a projected milestone schedule for the proposed project period (up to two year). The milestone schedule should provide a breakout of the project activities into phases with associated tasks, a timeframe for completion of tasks, 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 applicant.

iv. Programmatic Capability/Specialized Experience-Criteria 4

Organizational Experience – Provide a brief description of your organization and experience related to the proposed project and

your organization's infrastructure as it relates to its ability to successfully implement the proposed project.

Staff Expertise/Qualifications – Provide a list of key staff and briefly describe their experience/expertise/qualifications and knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. Include an estimate of the number of the full-time equivalent (FTE) candidate (based on 2080 hours per year/FTE). Annotated resumes of applicant's key staff, (no more than two pages each) are also encouraged and are not counted against the 10 page limit of the Project Narrative.

v. Past Performance-Criteria 5

Briefly describe federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements) and:

- a. Describe whether, and how, you were able to successfully complete and manage those agreements.
- b. Describe your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.
- c. 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 applicant's past performance, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and/or from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance information, please indicate this in the application and you will receive a neutral score for these factors under Section V. Failure to provide any programmatic past performance or reporting information, or to include a statement 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).

C. DETAILED BUDGET NARRATIVE

Provide a detailed itemized budget proposal using the example below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be paid by EPA, and what portion will be paid by the applicant or other partners (if applicable).

Break out budget by year.

1. Personnel: Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.
2. Fringe Benefits: Indicate all mandated and voluntary benefits to be supplemented with these funds
3. Travel: Indicate number of individuals traveling, destination, number of trips, and reason for travel.
4. Equipment: Identify items to be purchased.
5. Supplies: Indicate any items to be purchased that will be used in support of the project workplan objectives.
6. Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with Section [§ 200.330](#) Subrecipient and Contractor Determinations, as well as section 200.22 Contract and 200.92 Subaward provide guidance on making Subrecipient and contractor determinations largely taken from existing guidance in OMB Circular A-133 on Subrecipient. An example of contractual items includes training from equipment manufacturer.
7. Other: Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.
8. Total Direct Charges: Summary of all costs associated with each object-class category.
9. Total Indirect Costs: Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate.

10. Total Cost: Indicate overall figure of all direct and indirect costs.

D. ATTACHMENTS

These are not included in the 10-page limit.

- a. **Resumes.** Provide resumes or curriculum vitae for all principal key personnel of the applicant organization.
- b. **Support Letters.** Applicant or candidate may provide letters of support for the Ambassador position. These letters are not required for submission.

E. SUBMISSION DATE AND TIME

Proposals must be submitted electronically via Grants.gov(<http://www.grants.gov>) on or before **11:59 P.M. EST April 9, 2016**. Late proposals will not be considered for funding.

A final (full) grant application will be requested only from the eligible entity whose proposal has been tentatively selected for award. Additional instructions for the final application package will be provided when the applicant is notified of the tentative selection.

F. ADDITIONAL PROVISIONS THAT APPLY TO THIS 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, contracts and subawards under grants, and proposal assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. 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. PROPOSAL REVIEW INFORMATION

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

A. Evaluation Criteria

The evaluation criteria support EPA’s Strategic Framework for the Urban Waters Program priorities to identify ways to support EPA’s combined efforts to restore urban water quality, revitalize our communities and reconnect communities to their urban waterways. The entities submitting the proposal must document how the proposal supports the Urban Waters Proctor Creek project and focus areas identified by the community at large.

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

Criteria	Maximum Points
<p>Criterion 1: Project Approach and Description Under this criterion, proposals will be evaluated on the extent and quality to which the following areas are addressed in the narrative proposal:</p> <ul style="list-style-type: none"> i. How the applicant plans to engage the federal agencies in the focus areas identified in Section I.A. and how the applicant plans to support the existing Proctor Creek coalition building with an array of stakeholders in the Proctor Creek watershed. (15 points) ii. How the applicant plans to coordinate, facilitate and document local level meeting organization and facilitation of the focus areas and the candidate’s plan for identifying and executing their proposed activities in the focus areas based on the applicant's knowledge of the current projects in the Proctor Creek watershed identified in Section I.A, (15 points) iii. The applicant's experience with the communities challenges such as local water, environmental justice, housing and economic development, and communication issues in the Proctor Creek watershed focus areas identified in Section I.A, (10 points) iv How the applicant plans to document project successes and challenges in the focus areas identified in Section I.A,(10 points). 	50
<p>Criterion 2: Environmental Results and Measuring Progress Under this criterion, proposals will be evaluated based on each of these sub-criteria:</p>	20

Criteria	Maximum Points
<ul style="list-style-type: none"> i. The extent and quality to which the proposal demonstrates the potential to achieve environmental results, anticipated outputs and outcomes, and how the outcomes are linked to the EPA’s Strategic Plan. (10 points) ii. The extent and quality to which the proposal demonstrates a sound plan for measuring and tracking progress toward achieving the anticipated outputs and outcomes (examples of outputs and outcomes can be found in Section I.C of this announcement). (10 points) 	
<p>Criterion 3: Milestone Schedule/Detailed Budget Under this criterion, proposals will be evaluated based on the extent and quality to which the applicant addresses each of the following sub-criteria:</p> <ul style="list-style-type: none"> i. A detailed projected milestone schedule for the proposed project period. Applicants will be evaluated based on the adequacy and completeness of the milestone schedule, including timeframes and major milestones to complete significant project tasks and an approach to ensure that awarded funds will be expended in a timely and efficient manner. (5 points) ii. The reasonableness of the budget and estimated funding amounts for each project component/task. Applicants will be evaluated based on the adequacy of the information provided in the detailed budget and whether the proposed costs are reasonable and allowable. (5 points) 	10
<p>Criterion 4: Programmatic Capability/Specialized Experience Under this criterion, proposals will be evaluated based on the applicant’s ability to successfully complete and manage the proposed project considering its:</p> <ul style="list-style-type: none"> i. Organizational experience related to the proposed project, and ability to successfully implement the proposed project. (5 points) ii. Staff expertise/qualifications, knowledge, and ability to obtain resources and to successfully achieve the goals of the project. (5 points) 	10
<p>Criterion 5: Past Performance Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account:</p> <ul style="list-style-type: none"> i. Past performance in successfully completing and managing federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size and scope to the proposed project performed within the last three 	10

Criteria	Maximum Points
<p>years (no more than five agreements, and preferably EPA agreements). (4 points)</p> <p>ii. History of meeting reporting requirements under federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) similar in size and scope to the proposed project performed within the last three years (no more than five agreements, and preferably EPA agreements) and submitting acceptable final technical reports under those agreements. (4 points)</p> <p>iii. Extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally funded and/or non-federally funded assistance agreements (assistance agreements include grants and cooperative agreements but not contracts) performed within the last three years (no more than five agreements, and preferably EPA agreements), and if such progress was not being made, whether the applicant adequately documented and/or reported why not. (2 points)</p> <p>Note: In evaluating applicants under (i), (ii) and (iii) above, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources including Agency files and/or prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance information or reporting history must indicate that in the application and they will receive a neutral score for the factor (i.e., 3.5 points for item (i), 3.5 points for item (ii), and 3 points for item (iii)).</p>	
Total	100

B. Review and Selection Process

All proposals received by EPA by the submission deadline will first be screened by EPA staff against the threshold eligibility in Section III of the announcement. Proposals that do not pass the threshold eligibility review under Section III will not be evaluated further or considered for funding.

A panel comprised of EPA staff will review and make a selection from the eligible proposals based on the evaluation criteria listed in Section V(A.) within 30 calendar days after the submission deadline subject to availability of funds, the

quality of proposals received and other applicable considerations. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. The ranking list will be provided to the Selection Official who makes final funding decisions.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

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

B. PROPOSAL NOTIFICATIONS

- a. EPA anticipates notification to the *successful* applicant will be made via telephone or electronic mail by approximately **May 1, 2016**. The notification will advise the applicant that its Proposal has been successfully evaluated and recommended for award. The notification, which advises that the applicant's proposal has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.
- b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via telephone or electronic mail by approximately **May 15, 2016**. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

C. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENT

The general award and administration process for assistance agreements are governed by the regulations at 2 CFR 200 and 1500, as applicable. A description of the Agency's substantial involvement in the cooperative agreement will be included in the final assistance agreement.

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

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

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

D. REPORTING REQUIREMENT

Monthly progress reports and a detailed final report will be required. Monthly reports summarizing technical progress, planned activities for reporting period and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of the monthly and final reports will be established by EPA.

E. DISPUTES

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

F. INDIRECT COSTS

If a non-profit organization had not previously established an indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-122, "Cost Principles for Non-Profit Organizations." The non-profit organization shall submit its initial indirect cost proposal immediately after the organization is advised that an award will be made and, in no event, not later than three months after the effective date of the award. Organizations that have previously established an indirect cost rate with a federal agency shall submit a new indirect cost proposal to the cognizant agency within six months after the close of the fiscal year.

G. ADDITIONAL PROVISIONS

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://www2.epa.gov/grants/epa-solicitation-clauses>. 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

VII. AGENCY CONTACTS

As necessary, please contact:

U.S. Environmental Protection Agency, Region 4
Sam Nunn Federal Building
ATTN: Karen Gardner
Water Protection Division, 15th Floor
61 Forsyth Street
Atlanta, Georgia 30303
Phone: (404) 562-9312

VIII. OTHER INFORMATION

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.