

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Gulf of Mexico Program Cooperative Agreements 2017

ACTION: Request for Proposals (RFP)

RFP NUMBER: EPA-GM-Cooperative-Agreements-2017-1

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.475

DATES: Proposal packages must be submitted electronically to EPA through Grants.gov (<https://www.grants.gov>) no later than August 4th at 11:59 pm EST in order to be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits proposals that address water quality improvement; coastal habitat and ecosystems enhancement, restoration and/or protection; environmental education and outreach; and community resilience in the Gulf of Mexico region and its watersheds.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$3 million. EPA anticipates awarding approximately 12 cooperative agreements from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations.

Tentative Timeline

June 14th	RFP Posted
June 27th	Q&A posted at https://www.epa.gov/gmpo/ . Please submit questions to GMP-RFP@epa.gov . Q&A will be updated bi-weekly with new questions received.
August 4 th	Proposals Due to the Gulf of Mexico Program by 11:59pm EST
September 26 th	EPA Issues Notice of Tentative Awards
January 23 rd	EPA Funds Approved Application Package

The above lines (other than the proposal submission date) are anticipated dates and subject to change.

CONTENTS BY SECTION

I. Funding Opportunity Description

II. Award Information

III. Eligibility Information

IV. Proposal and Submission Information

V. Proposal Review Information

VI. Award Administration Information

VII. Agency Contacts

Appendix A. Example format of Narrative Proposal and Budget Sample

Appendix B. Helpful Reminders for Applicants

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The Gulf of Mexico Program (GMP) is a non-regulatory program of the U.S. Environmental Protection Agency (EPA) founded to facilitate collaborative actions to protect, maintain, and restore the health and productivity of the Gulf of Mexico in ways consistent with the economic well-being of the Region. To carry out its mission, GMP continues to maintain and expand partnerships with State and Federal agencies, Federally recognized Tribes, local governments and authorities, academia, regional business and industry, agricultural and environmental organizations, and individual citizens and communities. For more information, please see <https://www.epa.gov/gulfofmexico>.

B. Scope of Work

Under this solicitation, the EPA will only consider funding projects that support one (or more) of the following four priority areas: water quality improvement; protect, enhance, and/or restore habitat; environmental education and outreach; and community resilience. On the title page, the applicant must declare which priority area the project should be evaluated under. In addition, the project should identify any secondary priority areas that are included. **The project must include one or more of the activities listed below and demonstrate that the project will result in meeting an output, as described below**). In addition, the projects place of performance must be in the Gulf of Mexico region (Texas, Louisiana, Mississippi, Alabama, Florida) and its watersheds, including their out-of-geographic region contributory watersheds.

Priority Area I: Water Quality Improvement

The following output must be included in projects addressing this priority:

Demonstrate a minimum 5% improvement in at least one water quality parameter in a water body and/or segment by the end of the project period as compared to the initial project baseline. Examples of water quality parameters that could be demonstrated in a water quality improvement project include but are not limited to: dissolved oxygen, pH, turbidity, bacteria, nutrients, temperature, and garbage/trash (e.g. trash traps; cleanups coupled with prevention outreach; implementing creative prevention methods).

Activities:

GMP seeks to fund projects to improve water quality in a water body and/or segment. Please identify the eight-digit Hydrologic Unit Code (HUC) in which activities will occur. For more information on HUC identification see: <https://enviroatlas.epa.gov/enviroatlas/InteractiveMapEntrance/InteractiveMap/index.html>. Zoom to your location, click supplemental maps, expand units and select HUC 8. These projects must include at least one of the following: implementation of innovative or traditional Best Management Practices (e.g., agricultural, urban, and other infrastructure efficiency measures) that improve water quality in receiving/downstream waters; green practices at schools/colleges and public facilities/spaces; source tracking techniques that lead to partnership based source reduction; improved and innovative community wastewater solutions; and/or locally driven pollution control practices. Projects are encouraged to take advantage of currently existing baseline water quality data to provide efficiency in measuring water quality improvement. Partnerships are encouraged to leverage resources and increase efficiency of practices to improve water quality. Partnerships are encouraged between local, state, and federal agencies; business and industry; nongovernmental organizations; and private landowners to identify critical areas in the region where on-the-ground efforts will produce visible results.

Under the Water Quality Improvement Priority Area, GMP may fund up to 5 awards up to \$300,000 each and up to 2 awards between \$300,000 and \$500,000.

Priority Area II: Protect, Enhance or Restore Habitat

The following output must be included in any project addressing this priority:

Estimate the expected number of habitat acres that will be enhanced, restored and/or protected and provide a report at the end of project period of the actual number of acres enhanced, restored, and/or protected.

Activities: GMP seeks to fund projects that protect, enhance or restore Gulf habitat (including collaboration with private landowners). These projects must include at least one of the following: New and innovative techniques, as well as traditional methods, to increase efficiency of cost per habitat acre(s) measured; coastal prairie restoration or enhancement; restoration or protection of wildlife corridors; partner easements; controlled burning; community habitat planting/restoration; riparian zone improvement; greenway/blueway habitat; and/or other innovative habitat ideas.

Under the Protect Enhance or Restore Habitat Priority Area, GMP may fund up to 5 awards up to \$300,000 and up to 2 awards between \$300,000 and \$500,000.

Priority Area III: Environmental Education and Outreach

The following output must be included in any environmental education project:

Estimate of the number of expected audience(s) and/or individuals to be served. Track and report the actual number of individuals reached and the method(s) used to reach them as a result of the project.

Activities: GMP seeks to fund projects to develop or improve existing environmental education and outreach programs that build stewardship as it relates to improving water quality; protect, enhance or restore habitat; and/or promote smart growth practices. The program must target underserved and underrepresented populations within the Gulf of Mexico watershed.

Under the Environmental Education and Outreach Priority Area, GMP may fund up to 3 awards up to \$100,000 each, and up to 2 awards between \$100,000 and \$150,000 each.

Priority Area IV: Strengthen Community Resilience

The following output must be included in any resilience project:

Estimate how the community will become more resilient at the end of the project. Report the actual number of communities reached and how a resilience assessment, tool or program served to strengthen the community resilience.

Activities: GMP seeks to fund projects that utilize **existing or new** techniques, tools, and information to assist coastal stakeholders, municipalities and federally recognized tribes, in assessing risks and vulnerabilities to natural or man-made disasters to improve community resiliency.

*Under the Strengthen Community Resilience Priority Area, GMP may fund up to 3 awards up to \$300,000 each, **and** up to 2 awards between \$300,000 and \$400,000 each.*

EACH PROPOSAL MUST ALSO INCLUDE AN OUTREACH COMPONENT. The outreach component could include, but is not limited to:

- Developing news releases for local media sources
- Presenting project to community groups, schools, local/state government organizations, etc.
- Involving community members in project
- Disseminating lessons learned, project goals etc. to stakeholders

C. EPA Strategic Plan Linkage & Anticipated Outcomes, Outputs & Performance Measures

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

- 1. Linkage to EPA Strategic Plan.** All proposals must support progress towards at least one of the following EPA 2014-2018 Strategic Plan Goals:
 - a) Goal 2: Protecting America’s Waters.** “Objective 2.2: Protect and Restore Watersheds and Aquatic Ecosystems,” which states “protect, restore, and sustain the quality of rivers, lakes, streams, and wetlands on a watershed basis, and sustainably manage and protect coastal and ocean resources and ecosystems.”
 - b) Goal 3: Cleaning Up Communities and Advancing Sustainable Development.** “Objective 3.1: Promote Sustainable and Livable Communities,” which states “support sustainable, resilient, and livable communities by working with local, state, tribal, and federal partners to promote smart growth, emergency preparedness and recovery planning, redevelopment and reuse of contaminated and formerly contaminated sites, and the equitable distribution of environmental benefits.”
 - c) Cross Agency Strategy: Working Toward a Sustainable Future,** which states, “expand the conversation on environmentalism by engaging and empowering stakeholders, including groups with which EPA has not traditionally worked, using multiple forms of outreach, collaboration, and information.”

Please read [EPA’s FY 2014-2018 Strategic Plan](#) for more information.

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

Progress reports and a final report will also be a required output for every project, as specified in Section VI(C) of this announcement, “Reporting Requirement.” In addition, at least one of the expected outputs from the project(s) to be funded under this announcement must be one of the outputs listed in Section I.B.

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

4. Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at: https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf.

5. Project Performance. During preparation of the proposal, the applicant should consider the following questions in order to develop output and/or outcome measures which document project results:

- i) What are the measureable short term and longer term results that the project will achieve?
- ii) How will the applicant measure progress in achieving the expected and measureable results?

D. Supplementary Information.

The statutory authority for this action is the Clean Water Act, §104(b)(3), which authorizes the award of cooperative agreements to conduct and 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 pollution.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive funding opportunity is approximately \$3 million.

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

EPA anticipates award approximately 12 cooperative agreement(s) under this announcement, subject to the availability of funds, quality of evaluated proposals, and other applicable considerations.

The following is the expected range of awards in each of the priority areas:

1. *Priority Area I: Water Quality Improvement* up to 5 awards up to \$300,000 each, and up to 2 awards between \$300,000 and \$500,000
2. *Priority Area II: Protect, Enhance or Restore Habitat* up to 5 awards up to \$300,000 each, and up to 2 awards between \$300,000 and \$500,000
3. *Priority Area III: Environmental Education and Outreach* up to 3 awards up to \$100,000 each, and up to 2 awards between \$100,000 and \$150,000 each;

4. *Priority Area IV: Strengthen Community Resilience* up to 3 awards up to \$300,000, and up to 2 awards between \$300,000 and \$400,000 each;

In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

C. 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 applicant or affect the basis upon which the proposal was evaluated and selected for award and therefore maintains the integrity of the competition and selection process.

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

The estimated project period for awards resulting from this solicitation should begin before the end of Calendar Year 2017. Proposed project periods may be up to three years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 2 CFR 317 and 2 CFR 318, review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

The following entities are eligible to apply for funding under this announcement; State and local governments, interstate agencies, Tribes, colleges and universities, and other public or non-profit organizations.

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in

the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply

Notice to non-profit organizations: Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of [EPA Order 5700.8: EPA's Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards](#). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the grants management office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8. This review may cause a delay in award.

For-profit organizations, including for-profit colleges, universities, trade schools, and hospitals, are not eligible entities for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

Neither a cost share nor matching funds are required under this competition.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, proposals must be submitted through [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.
3. 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/application through [Grants.gov](#) because

they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with gmp-rfp@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

4. Proposals must support at least one of the following EPA Strategic Goals (See Section I.C):
 - i. Goal 2: Protecting America’s Waters
 - ii. Goal 3: Cleaning Up Communities and Advancing Sustainable Development.
 - iii. Cross Agency Strategy: Working Toward a Sustainable Future
5. Proposals must select a priority area to be evaluated under or it will not be considered.
6. Proposals must include at least one of the priorities and activities listed in Section I.B. and demonstrate how the project meets at least one of the related outputs in Section I.B. If the project does not address at least one of the outputs and activities listed in I.B. it will not be considered.
7. Projects must be carried out in the Gulf of Mexico region (Texas, Louisiana, Mississippi, Alabama, Florida) and its watersheds, including their out-of-geographic region contributory watersheds.
8. Requests for EPA funding amounts in excess of the funding amounts listed in Section I.B for each priority area, including direct and indirect costs, will not be considered.
9. Proposals that do not contain an outreach component will not be considered.
10. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, the proposal will be ineligible for funding.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. Requirement to Submit Through [Grants.gov](https://www.grants.gov) and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement. 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 application materials to [Grants.gov](https://www.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 application 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 application 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, 2016, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2016). 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](https://www.grants.gov) for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

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](https://www.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](https://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 [Grants.gov](https://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 [Adobe Reader Compatibility Information on Grants.gov](https://www.adobe.com/reader/compatibility.html)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](https://www.grants.gov). Go to [Grants.gov](https://www.grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-GM-Cooperative-Agreements-2017-1, or the CFDA number that applies to the announcement (CFDA 66.475), in the appropriate field and click the Search button.

Please note that Grants.gov is strongly encouraging users to sign up for and use their “[Workspace](#)” feature when applying for opportunities. Grants.gov will be phasing out the “legacy” application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the “legacy” application process is no longer available. Please see the following link and instructional video for training and additional information regarding the “Workspace” feature:
<https://www.grants.gov/web/grants/applicants/applicant-tools-and-tips.html>

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](https://www.grants.gov) no later than **August 4th, 2017 at 11:59pm EST**. *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 (For more information on these documents, see Section IV):

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)

3. Assurances for Non-Construction Programs (SF-424B)
4. EPA Key Contacts Form
5. Federal Indirect Cost Rate Agreement (only needed if requesting indirect costs)
6. Narrative Proposal (Project Narrative Attachment Form)

Applications submitted through grants.gov will be time and date stamped electronically. Applicants should confirm EPA receipt of their proposal with an email to gmp-rfp@epa.gov as soon as possible after the submission deadline, but no later than within 30 days of the application deadline. Failure to do so may result in your application not being 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 I 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 [Grants.gov](https://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 GMP-RFP@epa.gov with the FON in the subject line. If you are unable to email, contact Rachel Houge at 228-304-7441. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://www.grants.gov) or relevant [www.Sam.gov](https://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 [Grants.gov](https://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 GMP-RFP@epa.gov.

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, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to GMP-RFP@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 and it is too late to reapply, promptly send an email to GMP-RFP@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.

Please note that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.

D. Content of Proposal Submission

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

Standard Form (SF) 424, Application for Federal Assistance

Complete the form (available at <https://www.epa.gov/grants/epa-grantee-forms>). For form instructions see, <https://www.grants.gov/web/grants/form-instructions/sf-424-instructions.html> **Please be sure to include organization email address in Block 5 of the Standard Form SF 424.**

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

Standard Form (SF) 424A, Budget Information

Complete the form (available at <https://www.epa.gov/grants/epa-grantee-forms>). For form instructions see, <https://www.grants.gov/web/grants/form-instructions/sf-424a-instructions.html>.

Standard Form (SF) 424B, Assurances for non-construction forms

Complete the form (available at <https://www.epa.gov/grants/epa-grantee-forms>).

EPA Key Contacts Form https://www.epa.gov/sites/production/files/2014-09/documents/epa_form_5700_54.pdf

Federal Indirect Cost Rate Agreement (only needed if requesting indirect costs)

Narrative Proposal (*See Appendix A Narrative and Budget Sample*)

The Narrative Proposal (**sections 1-3 below**) cannot exceed a maximum of 10 single-spaced typewritten pages, including the Summary Page. EPA recommends that proposals be in 12-point font or larger and readability is of paramount importance. Supporting materials, such as resumes, can be submitted as attachments and are not included in the 10-page limit.

1. Proposal Information Page (one page only, included in 10-page limit)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax, e-mail address and DUNS number.
- c. Total Project Cost. Specify total cost of the project and the amount you are requesting from EPA, if different. Project costs should align with the scope of the project.
- d. Priority Area. Identify the priority area your project should be evaluated under or your project will not be considered. Choose **ONLY ONE** of the following: 1) Water Quality Improvement; 2) Protect, Enhance, and/or Restore Habitat; 3) Environmental Education and Outreach; or, 4) Strengthen Community Resilience.
- e. Secondary Priority Areas(s). Identify any additional priority areas your project may include.
- f. Briefly describe how your project meets at least one of the following EPA Strategic Goals (Protecting America's Waters; Cleaning up Communities and Advancing Sustainable Development; Working Toward a Sustainable Future, See Section I.C for more information)
- g. Project Description. Please summarize your project.
- h. Measurable Outputs. Provide a brief description of the major outputs of your project. Your project must include at least one of the four outputs listed in Section I.B to be considered. Example: This project expects to protect 20 acres of wetland habitat in Southern Mississippi.
- i. Outreach Component: Provide a brief description of the project's outreach component. If the whole project encompasses outreach, you only need a brief sentence stating such.
- j. Place of Performance. Please describe the area(s) where your project will take place.
- k. HUC Waterbody. Please identify the eight digit HUC in which activities will occur. For more information on HUC identification see:
<https://enviroatlas.epa.gov/enviroatlas/InteractiveMapEntrance/InteractiveMap/index.html>.
Zoom to your location, click supplemental maps, expand units and select HUC 8.
- l. Project period. Provide anticipated project start date and anticipated project completion date.

2. Narrative Proposal The narrative proposal must explicitly describe how the proposed project meets guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C), and must address each of the evaluation criteria set forth in Section V. It must also address how the applicant will perform the activities under the scope of work in Section I.B. (included in 10-page limit)

- a. **Project Description/Approach:** The project description should contain the following components:
 - i. Detailed project information, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task. Enough detail should be provided to assess project success without requiring more information from applicant.
 - ii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
 - iii. Description of the roles of the applicant and partners, if any.
 - iv. For awards under this competition that are expected to exceed \$200,000 in federal funding **AND** involve the generation or use of environmental data, please provide a statement acknowledging 1) your need to demonstrate competency prior to

beginning work and 2) your understanding that a Quality Management Plan (QMP) and/or a Quality Assurance Project Plan (QAPP) may be required. Please see Section IV. O. at the following link for more information: <https://www.epa.gov/grants/epa-solicitation-clauses#competency>. For further information, please see the Frequently Asked Questions Document regarding this EPA requirement: <https://www.epa.gov/measurements/documents-about-measurement-competency-under-assistance-agreements>

b. Environmental Results—Outcomes, Outputs and Project Performance

Identify the expected quantitative and qualitative outcomes and outputs of the project (See Section I), including what timeline of milestones, or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated. Outputs such as semi-annual and final reports and other deliverables should also be included.

It is expected that the description of project performance will include the following:

- Target numbers associated with the outputs and how the project will support achieving them
- oversight of project partners, subgrantees, and/or contractors and vendors;
- tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones;

c. Applicant Capability and Past Performance

- i. Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements and preferably EPA agreements), and describe how you were technically able to successfully complete and manage those agreements. For the grants listed above, also describe your history of meeting the reporting requirements under those agreements, including whether you timely reported progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports.

Note: In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you will receive a score of 0 for these factors.

- ii. Organizational experience- Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project.

- iii. Staff experience- Provide information on your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

d. Outreach Component

Please describe who and how the results of this project will be shared with, provided to, or otherwise used to inform better environmental stewardship. Note: For academic applicants, this Outreach criterion is about how the results will be shared and why they are important outside the academic area.

e. Expenditure of Awarded Funds

Please identify the approach and controls in place in your organization to ensure that awards are expended in a timely and efficient manner.

3. Detailed Budget Narrative (See Appendix A, Narrative and Budget Sample) (included in 10-page limit)

- a. Description of the budget and estimated funding amounts for each work component/task which should include an approximation of the cost allocated for each major activity over the project's expected timeline and describe the project budget by categories (e.g. Personnel, Fringe, Travel, Equipment, Supplies, Contractual). Budget resources necessary for completing a Quality Assurance Project Plan (QAPP), if applicable, sharing project information broadly, and reporting progress, are expected to be included.
- b. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. *Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.

4. Attachments. These are *optional* and are not included in the 10-page limit. Nor are these attachments considered during evaluation of an applicant's proposal

- a. Biographical Sketch. If desired, provide biographical sketch of Principal Investigators and/or any other key personnel.
- b. If applicable, approval letter to use alternate means to submit initial application.

E. Submission Dates and Times

The closing date and time for submission of proposals is August 4th, **11:59 p.m., Eastern Time (ET)**. Proposals submitted after the closing date and time will not be considered for funding.

F. 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, contracts and subawards under grants, and proposal assistance and communications, can be found at <https://www.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 criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Description/Approach:</u> Under this criterion, proposals will be evaluated using the following factors:</p> <p>i. (15 pts) the quality to which the project specific narrative addresses the identified priority area, activity and output (see Section I.B), the relevance or importance of the project (including how the project will benefit the Gulf of Mexico region); and, how the project specifically supports one or more EPA Strategic Goal (see Section I. C.). Consideration is also given to how successfully the project integrates more than one priority area.</p> <p>ii. (15 pts) the extent to which the proposal contains sufficiently detailed information on the project approach including, but not limited to, details on the “how and when”, the applicant’s ability to perform the proposal work; and, who will be working together and how these partnerships will benefit the project. Enough detail should be provided to assess project success without requiring more information from applicant.</p>	<p>30</p>
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, proposals will be evaluated using the following factors:</p> <p>i. (20pts) The extent to which the proposal clearly states the target numbers associated with the output(s) and demonstrates how well the project will support achieving the output requirements. Consideration is also given to how successfully the project integrates more than one priority area output.</p> <p>ii. (5 pts) The extent to which the proposal includes a detailed written narrative plan for tracking and measuring progress and a tracking tool (such as a milestone or GANTT chart) which lists quarterly or semi-annual project goals/objectives.</p> <p>iii. (5 pts) The extent to which the applicant demonstrates, in a detailed written narrative, how the applicant (and project partners, if applicable) will achieve the expected outputs and outcomes.</p>	<p>30</p>
<p>3. <u>Applicant Capability and Past Performance</u> Under this criterion, proposals will be evaluated based on the applicant’s:</p> <ul style="list-style-type: none"> • past performance in successfully completing and managing the assistance agreements identified in the proposal narrative as described in Section IV.C of the announcement. (3 pts) • history of meeting the reporting requirements under the assistance agreements identified in the proposal narrative as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards 	

<p>achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. (2 pts)</p> <ul style="list-style-type: none"> • organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (3 pts) • staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (2 pts) <p>Note: In evaluating applicants under the first two items of this criterion, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and/or prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (the first two items above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you will receive a score of 0 for these factors.</p>	10
<p>4. Budget: Under this criterion, proposals will be evaluated based on the applicant's:</p> <ul style="list-style-type: none"> • level of detailed budget information provided in a narrative and table format as described in Section IV. In addition, the indirect cost rate assessed by organizations may be considered in the evaluation of project summary (10 pts) • the extent to which the project costs and the various components are cost-effective and reasonable in furthering future implementation of similar activities. (5 pts) 	15
<p>5. Outreach Component: Under this criterion, proposals will be evaluated based on the extent to which the applicant demonstrates why the results are important and who they will be shared with, provided to, or otherwise used to inform better environmental stewardship, where applicable. Note: For academic applicants, this Outreach criterion will evaluate how the results will be shared and why they are important outside the academic area.</p>	10
<p>6. Expenditure of Awarded Funds: Under this criterion, proposals will be evaluated based on their approach and controls to ensure that awarded funds are expended in a timely and efficient manner.</p>	5

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above. Proposals meeting the threshold criteria will be evaluated by an EPA Gulf of Mexico Review Panel. One Review Panel will be developed for each priority area. Each Review Panel will consist of EPA staff and may also include representatives from other Federal agencies. Each proposal will be scored by the panel for the priority area specified by the applicant. The Review Panel(s) will score and rank the eligible proposals by priority area (as submitted by applicant) using the evaluation criteria identified in Section V.A. Four ranking lists (one for each priority area) will be developed. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations for each priority area will be provided to the Approving Official based on this ranking.

C. Other Factors

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

D. Additional Provisions For Applicants Incorporated Into The Solicitation:

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the [EPA Solicitation Clauses](#) page. 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

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Proposal Notifications (*allow for review time, usually 45-60 days after closing date*)

1. EPA anticipates notification to successful applicants will be made via e-mail. 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 the Region 4 Grants Management Officer.* 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., narrative), 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.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail. *The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.*

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <https://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>

C. Reporting Requirement

Semi-annual progress reports and a detailed final technical report will be required. Semi-annual reports summarizing technical progress, planned activities for the next half of the year and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should 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 semi-annual reports will be established by EPA, after award.

D. 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 <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting Gerry Martin at martin.gerry@gmail.com.

E. 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 <https://www.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

For further information, contact:

U.S. Environmental Protection Agency
Gulf of Mexico Program
ATTN: Rachel Houge
2510 14th Street – Suite 1212
Gulfport, MS 39501
GMP-RFP@epa.gov

Please send all questions to gmp-rfp@epa.gov. Initial questions and answers will be posted at the GMP home page <https://www.epa.gov/gmpo/> by June 27th and will be updated bi-weekly as new questions are received.

Appendix A. Example format of Narrative Proposal and Budget Sample

Sample Format

RFP#: EPA-GM-Cooperative-Agreements-2017-1

Instructions: *The Narrative Proposal must substantially comply with the specific instructions, format and content defined in the RFP. The Project Narrative (including the Cover Page) must not exceed a maximum of ten (10) single-spaced pages in length. Pages refer to one-side of a single-spaced typed page. Pages in excess of the 10-page limit will not be considered. Supporting materials, such as resumes, can be submitted as attachments and are not included in the 10-page limit.*

Please delete this instruction page from your final Project Narrative.

Please delete all text from the Project Narrative template that is [bracketed and in italics].

ENVIRONMENTAL PROTECTION AGENCY (EPA)
Gulf of Mexico Program Cooperative Agreements 2017
EPA-GM-Cooperative Agreements-2017-1
[Proposal Information Page (one page only)]

Project Title:

Applicant Information:

- Applicant (Organization) Name:
- Address (Street, City, State, Zip):
- Office Phone and Fax Numbers
- Contact Name, Email address and Website (if applicable):
- DUNS number:

Total Project Cost: *[Specify the total cost of the project.]; EPA Funds Requested:* *[Specify the amount of funding requested from EPA]*

Priority Area: *[Identify the priority area your project should be evaluated under. Choose **only one** of the following: Improve Water Quality; Protect, Enhance or Restore Habitat; Environmental Education and Outreach; Strengthen Community Resilience,].*

Secondary Priority Area(s): *[Identify any additional priority areas your project may include.]*

EPA Strategic Goal: *[Briefly describe how your project meets at least one of the following EPA Strategic Goals (Protecting America's Waters; Cleaning up Communities and Advancing Sustainable Development; Working Toward a Sustainable Future, See Section I.C for more information)]*

Project Description: *[Briefly describe your project (1-2 sentences)]*

Measurable Outputs: *[Provide a brief description on the major measurable outputs expected. Example: This project expects to protect 300 acres of wetland habitat in Southern Mississippi.]*

Outreach Component: *[Provide a brief description of the project's outreach component. If the whole project encompasses outreach, you only need a brief sentence stating such.]*

Place of Performance: *[Briefly describe the area(s) where your project will take place.]*

HUC Waterbody: *[Please identify the eight digit HUC in which activities will occur. For more information on HUC identification see:*

<https://enviroatlas.epa.gov/enviroatlas/InteractiveMapEntrance/InteractiveMap/index.html>. *Zoom to your location, click supplemental maps, expand units and select HUC 8.]*

Project period: *[Provide anticipated project start date and anticipated project completion date.]*

Section 1. Project Summary and Overall Approach

[This section of the narrative must contain a detailed project description, including the following information:

- A. DETAILED PROJECT DESCRIPTION: *[As part of this, describe how the project addresses one or more of the activities listed under scope of work as well as how it helps further one or more of the Goals and Objectives of EPA’s Strategic Plan. Enough detail should be provided to assess project success without requiring more information from applicant.]*
- B. ACTION PLAN, TIMELINE AND MILESTONES: *[Description of specific actions and methods to be undertaken and the responsible institutions including a detailed timeline for the project including milestones for specific tasks, such as bidding, procurement, installation and reports. Applicants should schedule time for QAPP development and approval (if necessary) and Final Report preparation into the project timeline.]*

[In addition to a narrative discussion of your project and action plan, it is suggested that the applicant fill out and include a visual milestone table (example below) in this section of the narrative.]

Milestone	2017						2018								
	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept
Quality Assurance Project Plan															
Developed and Approved	X	X	X	X	X	X									
Quality Management Plan															
Developed and Approved	X	X	X	X	X	X									
Project Work Conducted	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Quarterly Project Calls w/EPA	X		X		X		X		X		X		X		X
Environmental Outreach															
Planning					X	X	X								
Implementation							X		X		X		X		X
Semi-Annual Reporting							X					X			
Final Report															
Developed and Approved														X	X

- C. BENEFITS and AUDIENCE *[Explanation of project benefits to the public, and specifically the potential audience(s) served. In addition, please describe why the results are important and who they will be shared with, provided to or used to better inform the public (outreach component).]*
- D. ROLES, RESPONSIBILITIES, and EXPERIENCE *[Description of the roles of the applicant and partners, if any. Description of the applicant’s organization and experience related to the proposed project. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project]*
- E. ENVIRONMENTAL DATA STATEMENT *[For awards under this competition that are expected to exceed \$200,000 in federal funding AND involve the generation or use of environmental data, please see Section IV.C.2.a.vii.]*

[Please delete all text that is bracketed and in italics.]

Section 2. Environmental Results—Outputs, Outcomes and Performance Measures

A. *OUTPUTS AND OUTCOMES: [This section of the narrative should include a discussion of the outputs and outcomes of the project as defined in Section I.C.2 and 3 of the RFP. Specific outputs and outcomes should be included. Outputs such as semi-annual and final reports and other deliverables should also be included.*

In addition to a narrative discussion of the outputs and outcomes, it is suggested that the applicant fill out and include a table similar to the example below in this section of the narrative.

Example Outputs and Outcome Table

<i>Anticipated Outputs and Outcomes</i>		
<i>Activities</i>	<i>Outputs</i>	<i>Outcomes</i>
<i>Train 20 teachers</i>	<i># of students taught environmental education = 100</i>	<i>Students (and teachers) develop more sustainable practices at home due to increased environmental awareness.</i>

B. *PROJECT PERFORMANCE: [It is expected that the description of project performance will include the following: Target numbers associated with the outputs and how the project will support achieving them; oversight of project partners, subgrantees, and/or contractors and vendors; tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones]*

Section 3. Applicant Capability and Past Performance

[This section of the proposal should include a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than three agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. The applicant must also include information on staff expertise and qualifications (do not submit individual resumes).]

[Please Note: In evaluating applicants under the factors as described in Section V.A.6.a and b of this RFP, EPA will use the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and information from current and prior federal agency grantors to verify and/or supplement the information provided by the applicant.

If you do not have any relevant or available past performance or reporting information, please indicate this and you will receive a neutral score for these factors under Section V.A.6.a and b of this RFP. A neutral score is half of the total points available. If you do not provide any response for this item, you may receive a score of zero (0) for these factors.]

Section 4. Expenditure of Awarded Grant Funds

[This section of the proposal must include a detailed discussion of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.]

Section 5. Budget Detail

[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. This should include a description of the budget and estimated funding amounts for each work component/task which should include an approximation of the cost allocated for each major activity over the project's expected timeline and describe the project budget by categories (e.g. Personnel, Fringe, Travel, Equipment, Supplies, Contractual). Budget resources necessary for completing a Quality Assurance Project Plan (QAPP), if applicable, sharing project information broadly, and reporting progress, are expected to be included.

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

- **Personnel** - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period. This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost-share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) costs for employees of subrecipients under subawards, which are included in the "Other" category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization's negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits** - Identify the percentage used, the basis for its computation, and the types of benefits included. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel** - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel. Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the "Contractual" category; (2) travel costs for employees of subrecipients under subawards, which are included in the "Other" category.
- **Equipment** - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year. Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the "Other" category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies** - "Supplies" means all tangible personal property other than "equipment." The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-

tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.

- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant federal or state agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel ($\text{Indirect Rate} \times \text{Personnel} = \text{Indirect Costs}$)
 - Personnel and Fringe ($\text{Indirect Rate} \times \text{Personnel} \ \& \ \text{Fringe} = \text{Indirect Costs}$)
 - Total Direct Costs ($\text{Indirect Rate} \times \text{Total direct costs} = \text{Indirect Costs}$)
 - Direct Costs, less distorting or other factors such as contracts and equipment ($\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$]

Example Budget Table

Line Item and Itemized Cost	EPA Funding
Personnel	
(1) Project Staff @ \$xx/hr x 40 hrs/week x 40 wks	\$xx
TOTAL PERSONNEL	\$xx
Fringe Benefits	
xx% of Salary and Wages	xx%(48,000)
- Retirement, Health Benefits, FICA, SUI	\$x,xxx
TOTAL FRINGE BENEFITS	\$xx
Travel	
Local mileage for PM: 100 mi/mo @ \$.xx/mi x 12 mo	\$xx
Local mileage for Staff: 200 mi/mo @ \$.17/mi x 12 mo	\$xx

TOTAL TRAVEL	\$xx
<i>Equipment</i>	
None Needed	
TOTAL EQUIPMENT	
<i>Supplies</i>	
Paper for development of teaching materials @ \$xx per unit	\$xx
White Board Markers for use in training @ \$xx per unit	\$xx
TOTAL SUPPLIES	\$xx
<i>Contractual</i>	
None	
TOTAL CONTRACTUAL	
<i>Other</i>	
Printing Services for Binding of Final Teaching Materials @ \$xx per Manual	\$xx
TOTAL OTHER	\$xx
<i>Indirect Charges</i>	
Federal Negotiated Indirect Cost Rate = xx% (Indirect Rate x Personnel = Indirect Costs)	\$xx
TOTAL INDIRECT	\$xx
TOTAL PROJECT COST	\$xx

[Please delete all text that is bracketed and in italics.]

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

Appendix B. Helpful Reminder for GMP Cooperative Agreement Applicants

	Do budget categories and totals in the SF 424a and in the budget narrative contained within the proposal match?
	Do contacts on the SF424 match the key contacts form?
	If requesting indirect costs, have you included a copy of your federal indirect cost rate agreement?
	Have you completed all of the forms (424, 424a, 424b, EPA Key Contacts form)?
	Have you identified ONE priority area for the review process as well as any secondary priority area(s) that should be considered (if applicable)?
	Have you identified how the project meets at least one EPA Strategic Goal?
	Does the project address at least one of the priorities, activities and outputs listed in Section I.B?
	Does the proposal contain an outreach component?