

## 2013/2014 EPA Urban Waters Small Grants Request for Proposals Questions and Answers

The following questions and answers are in response to the 2013/2014 EPA Urban Waters Small Grants Request for Proposals (RFP) EPA-OW-IO-13-01. As stated in the RFP: **Note to Applicants:** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Please understand that this is our initial feedback based on the information you've provided, and we cannot make a final decision on the proposed activities until we have reviewed a complete proposal. Our response relates solely to eligibility rather than the merits of the proposal from a ranking standpoint.

### Question Categories

- A. Threshold Issues – Applicant Eligibility, Project Eligibility (Pp. 1-20 of this document)
- B. Budget/Funding Issues (Pp. 21-26 of this document)
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<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
1. Am I eligible to apply to the Urban Waters Small Grants RFP?	Eligible applicants are described in Section III.A. of the RFP. Section III.A states that states, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia), public and private universities and colleges, public or private nonprofit institutions, intertribal consortia, and interstate agencies are eligible to apply. Individuals, for-profit commercial entities and all federal agencies are not eligible to apply. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act 1995 are not eligible to apply.
2. Is there a population requirement a city needs to meet in order to be eligible for an Urban Waters Small Grant?	No, the population of a city is not a threshold criteria for eligibility purposes.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
3. Are projects/applicants in Puerto Rico eligible to apply?	Yes, applicants and projects located in Puerto Rico are eligible to apply.
4. Are for-profit entities eligible to apply for an Urban Waters Small Grant?	No, for-profit entities are not eligible applicants.
5. Are international applicants and/or projects eligible for funding?	<p>The National Environmental Policy Act (NEPA) 102(2)(F) enables us to apply our domestic statutes, such as the Clean Water Act 104(b)(3), internationally. Without NEPA 102(2)(F), we do not have authority to award grants for international work. By not including NEPA 102(2)(F) in the RFP, we are indicating that these grants are only available for work benefitting the United States. If a foreign entity is otherwise qualified to receive the grant, then as long as the work is done to benefit the US, then it would be eligible.</p> <p>Eligible entities are described in Section III.A of the RFP.</p>
6. Are the Freely Associated States (FAS) of Palau, Marshall Islands and Federated States of Micronesia eligible?	<p>Palau, the Marshall Islands, and Micronesia are all sovereign nations independent from the United States. These countries are neither territories nor possessions of the United States; therefore, they are not eligible for the Urban Waters Small Grants, unless the proposed work benefits the United States. The National Environmental Policy Act (NEPA) 102(2)(F) enables us to apply our domestic statutes, such as the Clean Water Act 104(b)(3), internationally. Without NEPA 102(2)(F) we do not have authority to award grants internationally. By not including NEPA 102(2)(F) in the RFP, we are indicating that these grants are only available for work benefitting the United States. If a foreign entity is otherwise qualified to receive the grant, then as long as the work is done to benefit the US, then it would be eligible.</p> <p>Eligible entities are described in Section III.A of the RFP.</p>
7. My organization currently has non-profit status with the state and is in the process of applying for federal non-profit status. Are we eligible to apply?	Yes, your organization is an eligible applicant since it is a recognized non-profit with your state. Additional information regarding eligible applicants is provided in Section III.A of the RFP.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
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8. Can my organization apply for this grant through a fiscal sponsor if we are not a 501(c)(3) but do urban river work.	No, your organization may not apply for an EPA grant through a "fiscal sponsor." Your organization must apply for a grant in its own name and be eligible for funding under the terms of the Urban Waters RFP. EPA does not recognize the "fiscal sponsor" concept as a means of allowing ineligible organizations and individuals to apply for EPA funding. Please note, however, that your organization does not have to have 501(c)(3) status to be eligible for funding if it is incorporated under state law as a non-profit or not-for-profit organization. Individuals are not eligible to apply for Urban Waters funding under any circumstances.
9. Can individuals apply for the grant?	No, individuals are not eligible to apply for Urban Waters Small Grants.
10. Can for-profit businesses apply for the grant?	No, for-profit businesses are not eligible to apply for Urban Waters Small Grants.
11. My 501(c)(3) organization has a federal affairs office that lobbies at the federal level. Are we an eligible applicant for the Urban Waters Small Grant?	If an organization is exempt from taxation under 501(c)(3), the fact that it uses some of its own funds for lobbying does not render the applicant ineligible. Please note that EPA funds may not be used for lobbying. Organizations exempt from taxation under 501(c)(4) that lobby are not eligible for grants by statute (The Lobbying Disclosure Act).
12. Can public schools apply?	Yes, public schools are eligible entities that may apply.
13. Can my project include design and/or construction projects?	A design project would generally be an eligible activity for funding. But construction projects generally would not be an eligible activity under our funding authorities (with the exception of demonstration projects).
14. Are educational programs eligible for funding under this grant program?	Yes, education-related activities are generally eligible under CWA 104(b)(3), the funding authority for these grants. Please review Section I.C. for a detailed description of this statutory authority and Section I.A. for some information on examples of eligible projects.
15. What age or stakeholder group is targeted?	We are not targeting any specific groups under this announcement. Please see the eligible applicants information in Section III.A of the RFP.
16. Can funds be used on federal land?	Urban Waters Small Grants cannot be used for projects that improve federal lands or otherwise directly benefit the federal government. To do so would violate the Federal Grant and Cooperative Agreement Act by providing a service for the direct use or benefit of the federal government.  However, some project activities (such as community meetings or workshops, etc) may be held on federal lands or in federal facilities.

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17. What is considered a demonstration project?	<p>Applicants are not required to propose a demonstration project; however, if the proposal falls under the demonstration category then the applicant must describe how it meets the following requirement. Demonstrations are projects that must involve <b>new or experimental</b> technologies, methods, or approaches.</p> <p>A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.</p>
18. Does all the proposed work have to take place on public property?	No, proposed activities do not have to take place on public property. There are no restrictions to specific land jurisdictions under this announcement, except that Urban Waters Small Grants cannot be used for projects that improve federal lands or otherwise directly benefit the federal government.
19. Is this grant opportunity open for land acquisition projects for watershed areas?	No, funds may not be used towards land acquisitions under this announcement.
20. Would multiple applicants from the same institution (a university, for example) be eligible to submit separate, unique applications?	<p>Under this competition, only one proposal can be submitted per applicant. If an applicant submits more than one proposal, EPA will contact them before the review process begins to determine which one will be withdrawn.</p> <p>For the purposes of this RFP, EPA considers governmental units to be a single applicant per the definition of <i>Grantee</i> in 40 CFR 31.3 and they may submit <u>only one</u> proposal to EPA. The Agency will not accept proposals from more than one agency of the same governmental unit. However, applicants may list other eligible applicants as partners on proposals even if the partner also submits a proposal to EPA. In the example you provided, that eligible entity would be the university. Please note that Principal Investigators are ineligible applicants; individuals are not eligible to apply under this announcement.</p>
21. Can an entity serve as a partner on multiple grant applications? Would this rule both applications out?	Yes, an entity may serve as a partner on multiple grant applications. To do so would not render either application ineligible. In addition, an organization can submit a proposal as the primary applicant and also support the work of other organizations by being a partner.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
22. Please explain what EPA’s process will be if it’s determined that more than one proposal has been submitted by an applicant.	<p>Under this competition, only one proposal can be submitted per applicant. If an applicant submits more than one proposal, EPA will contact the applicant before the review process begins to determine which proposal will be withdrawn. All applicants from the same legal entity will be contacted on the same day and notified that EPA has received more than one proposal from their organization. Applicants will then be given an opportunity to work internally to determine which proposal will move forward in the review process for that organization. The organization must use its discretion in establishing the selection process to determine which proposal will be submitted on its behalf for the Urban Waters Small Grants. If the organization is not able to communicate a decision within 48 hours of being contacted by EPA, EPA will accept the proposal that was submitted first.</p> <p>For the purposes of this RFP, EPA considers governmental units to be a single applicant per the definition of <i>Grantee</i> in 40 CFR 31.3 and they may submit <u>only one</u> proposal to EPA. The Agency will not accept proposals from more than one agency of the same governmental unit. However, applicants may list other eligible applicants as partners on proposals even if the partner also submits a proposal to EPA.</p>
23. Can a federal agency be a sub-grantee on the grant?	<p>The answer to whether a Federal agency can be a sub-grantee (i.e., whether EPA grant funds may be used to reimburse another federal agency), depends on whether that agency has statutory authority to receive and retain reimbursement for providing services to nonfederal organizations. For example, our understanding is that the U.S. Geological Survey has the requisite authority and all federal agencies may perform specialized scientific research for state/tribal/local governments under the Intergovernmental Cooperation Act. We take the position that the transaction is neither a sub-grant nor a procurement contract but is governed by the terms of the federal statute which authorizes reimbursement. In such a case, there would be no need for competition under the procurement rules or compliance with the OMB Circulars.</p> <p>Please note, that in such a scenario, the other federal agency would not be able to enter into an interagency agreement (IA) with EPA to be reimbursed. IAs are not permissible under this announcement.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
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24. Hello, I do conservation work on our watershed, the Upper Carson River in Nevada. How do we get qualified for these Urban Waters Small Grants? We do conservation work and work with small grants from the state and local government. We're always looking for funding for our bio-engineering conservation projects.	<p>As discussed in the RFP, in order to be considered for this funding opportunity, proposed project activities must take place entirely within and focus on one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website (<a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>). For this grant competition, the Eligible Geographic Areas are co-located with the 18 Urban Waters Federal Partnership Locations. We have not yet determined what areas will be included as future Eligible Geographic Areas in future competitions of the Urban Waters Small Grants program. We also have not yet determined if a geographic focus will be incorporated in a future grant competition, or if future grant competitions will be national in scope.</p> <p>Please note that the Eligible Geographic Areas are applicable to this RFP only. EPA and their federal partners have other similar funding opportunities that include other geographic areas or are national in scope. Please see the response to Question E.21 for more information on other similar funding opportunities.</p> <p>You may also refer to Grants.gov (<a href="http://www.grants.gov">http://www.grants.gov</a>) for other federal funding opportunities; you may subscribe and receive notifications of new federal grant opportunities based upon specific criteria you have pre-selected.</p>
25. I was wondering how you could get a city/region added to the list of Eligible Geographic Areas. My organization manages a watershed in Pittsburgh and we would be interested participating in this program if possible. So please advise if these Areas are going to be inclusive of additional places in the future.	For this grant competition, the Eligible Geographic Areas are co-located with the 18 Urban Waters Federal Partnership Locations. We have not yet determined what areas will be included as future Eligible Geographic Areas in future competitions of the Urban Waters Small Grants program. We also have not yet determined if a geographic focus will be incorporated in a future grant competition, or if future grant competitions will be national in scope.
26. Will you please send me detailed information on what the eligibility requirements are to receive an Urban Waters Small Grants program? Thank you.	See Section III.A in the RFP for detailed information on applicant eligibility. See Section III.C in the RFP for detailed information on project eligibility.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
27. I am the director of a neighborhood association in a predominantly low income black neighborhood in Kalamazoo Michigan and I wish you would have included our city in the eligibility area. We would like to implement a small project utilizing rain gardens. Can you tell me about any other similar grants in our area?	Please note that the Eligible Geographic Areas are applicable to this RFP only. EPA and their federal partners have other similar funding opportunities that include other geographic areas or are more national in scope. Please see the response to Question E.21 for more information on other similar funding opportunities.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
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<p>28. Did you know that Nepal is developing country in the world? Our country is going on developing process. There are lots of working sector in our society. We have stage young professional generation in the nation. We felt, that young profession is leader for future. Therefore we develop new concept for create and promote young professional generation in the nation. So, we are established this Young Professional Association Nepal (YPAN). YPAN is nongovernmental and nonprofit organization. Our vision is to make leader for future and mission is to provide equal opportunity for young profession. YPAN is basically research organization. We have 10 young staff. We have 5 year working experience in different sector in our staff but YPAN is new organization. We conduct some advocacy programme funded by local governmental and INGOs. We have three project but we have no grant to launch this project. So, we are seeking for grant any field research and programme. But we did not get chance yet. So, we are interested to work with your organization. I would like to request you that funded our project and we are working as a partnership. I hope to your understand my email and consider my request.</p>	<p>Only projects located in the Eligible Geographic Areas listed in Section I.A of the RFP will be considered for funding; all of these Eligible Geographic Areas are located within the United States. Please also see the response to Question A.5.</p> <p>Refer to Grants.gov (<a href="http://www.grants.gov">http://www.grants.gov</a>) for federal funding opportunities; you may subscribe and receive notifications of new federal grant opportunities based upon specific criteria you have pre-selected.</p>



<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>29. How far south does the Middle Rio Grande/Albuquerque area extend (#15)?</p> <p>We have a couple of good opportunities south of Albuquerque to work with the wildlife refuges along the public train route. Since we are extremely limited on water resources, I thought we might figure out a way to use the public transit system to expand access to underutilized waters. Just a thought.</p>	<p>The Eligible Geographic Areas are listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website: <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>. Proposed project activities must take place entirely within and focus on one of these Eligible Geographic Areas.</p> <p>Please also refer to the list of associated 12-digit Hydrologic Unit Codes (HUCs) that are included in each Eligible Geographic Area, available at <a href="http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated">http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated</a>. The HUCs included for the Middle Rio Grande/Albuquerque starts on page 10 of this document.</p> <p>Also, refer to the step-by-step instructions on how to determine whether your project area is within an Eligible Geographic Area, available at <a href="http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions">http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions</a>.</p>
<p>30. Can you please define what is meant by "Western Lake Erie Basin, near Toledo (Ohio)"? What does this mean?</p> <p>I am in the farthest east watershed of the Western Lake Erie Basin and do not want to waste my time if we are not eligible. The wording makes it sound like the Maumee Watershed only.</p> <p>Please advise as to the meaning behind this definition.</p>	<p>The Eligible Geographic Areas are listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website: <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>. Proposed project activities must take place entirely within and focus on one of these Eligible Geographic Areas.</p> <p>Please also refer to the list of associated 12-digit Hydrologic Unit Codes (HUCs) that are included in each Eligible Geographic Area, available at <a href="http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated">http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated</a>. The HUCs included for the Western Lake Erie Basin starts on page 11 of this document.</p> <p>Also, refer to the step-by-step instructions on how to determine whether your project area is within an Eligible Geographic Area, available at <a href="http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions">http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions</a>.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
31. Rocking the Boat is proud to have been selected as an Urban Waters Small Grant recipient in the first round. Coincidentally, we are submitting our second interim report today! I'm hoping you can tell me if being a past recipient would affect our competitiveness for a grant in this new round.	<p>An applicant is no more or less competitive based on receipt of a past Urban Waters Small Grant. Note that one evaluation criterion for proposals is Past Performance, as discussed in Section V.B of the RFP.</p> <p>Please also refer to the response to question A.32 below.</p>
32. Groundwork New Orleans was one of the recipients of the 2011 -2012 Urban Waters Small Grant. Since we have received a previous Urban Waters Small Grant, and are finishing the terms of that grant, may we apply for the second one a) as a primary applicant, or b) as a partner organization? If so, can we solicit funds for the same ongoing project, or can we apply for funds for a different project and location?	<p>Past recipients may apply to the 2013/2014 Urban Waters Small Grants program as a primary applicant and/or may participate as a partner organization. However, only one proposal may be submitted per primary applicant. Please see Section III.A of the RFP, and refer to the response to Question A.22.</p> <p>Past recipients may apply for funding for the same ongoing project that was previously funded if the project meets the threshold criteria in Section III.C in the RFP. Please also review the evaluation criteria in the RFP under Section V.A and the Urban Waters Small Grants Program Objectives under Section I.A to ensure that the project is appropriate for this competition.</p> <p>Past recipients may also apply for funding of a different project and location than was previously funded, as long as the newly proposed project meets the threshold criteria (see Section III.C of the RFP).</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>33. I am curious if Bayou Bonfouce (HUC 080902010306) is considered eligible for this grant. I am assuming that the map is not defining the exact location, but rather the affected location.</p> <p>Thank you for your time, and I look forward to hearing the response.</p>	<p>Unfortunately, projects taking place within Bayou Bonfouce (HUC 080902010306) would not be considered eligible for funding through the FY13/FY14 Urban Waters Small Grants program.</p> <p>This HUC is not included within the boundaries delineated for the Lake Pontchartrain Area/New Orleans (Louisiana) Eligible Geographic Area. And, as stated in Section I of the RFP, “project activities proposed by eligible applicants must take place entirely within and focus on one of the Eligible Geographic Areas” (pgs. 5).</p> <p>The 11 eligible HUCs included in this Eligible Geographic Area are illustrated in the interactive mapping website (<a href="http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html">http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html</a>) and listed in the “List of Eligible Geographic Areas, with associated Hydrologic Unit Codes” document, housed at <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>. I have also included this list of eligible HUCs below.</p> <p>Lake Pontchartrain Area/New Orleans (Louisiana)  The boundary for this eligible geographic area is aligned with the Urban Waters Federal Partnership location, and incorporates 11 watershed based HUC 12 delineations, including:  080902020100," "  080902030202, Bayou Sauvage-Frontal Chef Menteur Pass  080902030201, Morrison Canal  080902030102, Duncan Canal-Canal No 2  080902030103, Metairie Canal-Canal No 2  080902030301, Bayou Bienvenue  080903010307, Westwego-Main Canal  080903010309, Gretna-Intracoastal Waterway  080903010404, Planters Canal  080902030303, Lake St Catherine-Frontal Lake Borgne  080902030501, Forty Arpent Canal-Bayou Terre Aux Boeufs</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
34. We have a question about the Urban Waters RFP. We are currently recipients of an Urban Waters Small Grant that is in its second year and wrapping up this summer. Are we allowed to apply for a second Urban Waters grant?	Please see the response to Question A.32.
35. Groundwork New Orleans has received an Urban Waters Grant in the past. Can we reply? We are currently in Year 2 of our previous award. Are we able to apply again? I look forward to hearing from you soon.	Please see the response to Question A.32.
36. Are we eligible to apply for the current Urban Waters grant as a past recipient?	Please see the response to Question A.32.

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
37. My area is adjacent and influences an area downstream and within an Eligible Geographic Area but is outside of the defined boundary line of an Eligible Geographic Area.	<p>If a project is located outside the defined boundary line of an Eligible Geographic Area, it is not eligible, even if the applicant determines it impacts a watershed within the boundary line of an Eligible Geographic Area.</p> <p>In order to effectively leverage the modest amount of funds available for this competition, the Urban Waters Federal Partnership Locations became the primary factor in determining geographic eligibility. By focusing on these areas, EPA can further its on-going place-based efforts currently underway, and focus on issues that have been defined as priorities by both local and federal stakeholders.</p> <p>In addition to co-locating with designated Urban Waters Federal Partnership Locations, the Eligible Geographic Area boundary lines were developed using the 12-digit hydrologic unit code system (HUC-12) that defines the watershed. Although a project may be in the same area of an Eligible Geographic Area based on political boundaries (eg county, township, district, etc), and even impact the same water body, only the HUC-12s identified on the maps are eligible. These maps are available at <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>. The boundaries represent the specific areas prioritized by EPA. The Eligible Geographic Areas include both complete HUC-12s, as well as partial HUC-12s where they were necessary to more precisely define the area. (Boundary descriptions and a list of complete and partial HUC-12s for each Eligible Geographic Area are available at <a href="http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated">http://www2.epa.gov/urbanwaters/20132014-urban-waters-small-grants-program-eligible-geographic-areas-and-associated</a>.)</p> <p>The HUC system is a national standard watershed system based on surface hydrologic features and delineated by the U.S. Geological Survey (USGS). More information on the HUC system may be found at <a href="http://water.usgs.gov/GIS/huc.html">http://water.usgs.gov/GIS/huc.html</a>.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
38. Is my application eligible if my organization participates in the local Urban Waters Federal Partnership, but the project is just outside of the boundaries?	<p>No, the project is not eligible for this particular grant. As described in Section III.C of the RFP, proposed project activities must take place entirely within and focus on one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p> <p>Please note that the Eligible Geographic Areas are applicable to this RFP only. EPA and their federal partners have other similar funding opportunities that include other geographic areas or are more national in scope. Please see the response to Question E.21 for more information on other similar funding opportunities.</p>
39. Does my office have to be located within the boundary area? Would my project be eligible if it takes place within the boundary area, but the support work happens in my office that is not in the boundary?	<p>An eligible applicant's office or mailing address does not need to be located within an Eligible Geographic Area (see Section I.A of the RFP). As discussed in Section III.C of the RFP, proposed project activities must take place entirely within and focus on one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p> <p>Project activities that take place entirely within and focus on one of the Eligible Geographic Areas, but that are supported by an office located outside of the Eligible Geographic Area, could be eligible for funding through this grant.</p>
40. Is there a limit to how many applications EPA is reviewing per Eligible Geographic Area?	<p>No, there is no limit to the number of proposals that may be submitted per Eligible Geographic Area. EPA encourages all eligible applicants to apply. Applicants do not need to be current participants in the Federal Partnership; they also do not need to be currently active in or based in the Eligible Geographic Area. The intent of this solicitation is to strengthen and diversify the work taking place in these Eligible Geographic Areas to improve water quality and support community revitalization, with an emphasis on underserved communities.</p>

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
Question	Answer
<p>41. I write to ask two questions regarding this opportunity.</p> <p>1) Can the engagement and empowerment of local communities be at both the site of the work and in the community where the lead institution resides? For example, our proposed lead institution is one hour away from one of our community sites of interest.</p> <p>2) May I view a listing of awards made by this program in the past several years in northern Indiana and southern Michigan, if any, including Northwest Indiana and the Grand Rapids Michigan eligibility areas?</p> <p>Please let me know if this will be possible.</p>	<p>1. Project activities must take place within one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website: <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>. Grant funds <u>cannot</u> be used towards the engagement and empowerment of communities located outside of the Eligible Geographic Area.</p> <p>If project activities propose the initial implementation of the project at two sites, one within the Eligible Geographic Area and one outside of it, the entire proposal may be deemed ineligible. However, if project activities within an Eligible Geographic Area result in participation from and/or provide benefits to communities located outside the Eligible Geographic Area, it would not deem the project ineligible.</p> <p>For example, if the project consists of holding a community planning meeting for a specific neighborhood (Neighborhood A) within an Eligible Geographic Area, and an adjacent neighborhood (Neighborhood B) that is outside of the Eligible Geographic Area wants to participate, this project activity is eligible for funding. However, if the project consists of holding community planning meetings for Neighborhoods A <b>and</b> B, grants funds may <u>not</u> be used towards the Neighborhood B community planning meeting.</p> <p>Note that grant funds may be used for project support work (eg, grant management activities/paperwork, indirect costs, etc) that takes place at an office located outside of an Eligible Geographic Area. (Please also see Question A.39).</p> <p>2. No current or past awards were made in northern Indiana or southern Michigan. Please refer to the following webpage if you want to learn more about EPA Urban Waters activities, including Urban Waters Small Grants program projects: <a href="http://www2.epa.gov/urbanwaters/what-communities-are-doing">http://www2.epa.gov/urbanwaters/what-communities-are-doing</a>.</p> <p>Use this website to view the 2011/2012 Urban Waters Small Grants recipients: <a href="http://www2.epa.gov/urbanwaters/20112012-grant-recipients">http://www2.epa.gov/urbanwaters/20112012-grant-recipients</a>.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>42. Our study area will be located inside Delaware River Basin (Site ID: 9). We are interested in two adjacent sub-watershed boundaries inside Delaware River Basin. Both are listed as HUC 12, but with different codes (020402020402 and 020402020405) and names (Tacony Creek-Frankford Creek and Petty Island-Delaware River). I believe this is okay, because both watersheds are located inside one of your eligible geographic areas. But I wanted to make sure if I understood this correctly.</p> <p>Could use two HUCs as our study area. Or, should it be limited to just one?</p>	<p>Yes, those 2 HUCs are included in the Delaware River Basin Eligible Geographic Area.</p> <p>Yes, you may include 2 HUCs as your study area. Although proposed project activities must take place entirely within and focus on one of the listed Eligible Geographic Areas, there is no limit to the number of HUCs that may be included as the study/project area.</p> <p>The 41 eligible HUCs included in this Eligible Geographic Area are illustrated in the interactive mapping website (<a href="http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html">http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html</a>) and listed in the “List of Eligible Geographic Areas, with associated Hydrologic Unit Codes” document, available at <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p>
<p>43. Hello, we see that our aquifer here in Memphis is not on your list of eligible regions. The Memphis aquifer is the most productive aquifer in the study area, providing approximately 98 percent of total pumpage (188 Mgal/d) to the city of Memphis in 1980 (Graham, 1982). Total pumpage since 1886 is calculated to be more than 3.2 trillion gallons, using published pumping values (Criner and Parks, 1976, fig. 2; Graham, 1982, table 2) serving over 655,000 people just in Memphis alone.</p> <p>We were wondering if you could add our aquifer to the list. We have an exciting project on the way, and we would like to apply for the grant.</p>	<p>We are unable to add areas to our 2013-14 list of Eligible Geographic Areas. As described in Section III.C of the RFP, proposed project activities must take place entirely within and focus on one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p> <p>Please also refer to the response to question A.24.</p>



<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>44. I'm on the board of San Marco Preservation Society, a neighborhood advocacy group near downtown Jacksonville, Florida. We serve a floodprone area that was reclaimed from the St. Johns River in the early twentieth century, and we are seeking solutions to chronic problems through green infrastructure.</p> <p>A few years ago, our group partnered with St. Johns Riverkeeper and a number of organizations under a Coca Cola foundation grant, to build a bioswale demonstration in front of our local library at 1513 Lasalle Street. It is functional, beautiful, and a big success.</p> <p>But, because it is limited to half a block, its impact on flood reduction is also limited.</p> <p>The Lasalle Street corridor has been slated to receive a million dollar pump station to clear flash flood waters for years, but due to budget shortfalls it is many years away.</p> <p>In the meantime, we were interested in extending the bioswale along the entire length of Lasalle Street, from the Library to the river, five short blocks.</p> <p>Nothing like this has been done in Jacksonville that we're aware of, so this project would serve a triple purpose:</p> <ul style="list-style-type: none"> <li>-First, to alleviate flash floods in the immediate neighborhood,</li> <li>-Second, to filter runoff before it reaches the river, and</li> <li>-Third, to serve as a test case for green infrastructure in Jacksonville.</li> </ul> <p>Given the city's close relationship with the river, Lasalle Street's central location, and San Marco's place on the map with the city's decision-makers, we feel this would be a high-profile way to introduce green infrastructure and alleviate suffering from floods at the same time.</p> <p>In the long run, we hope it could help the city set standards for green infrastructure, especially in urban neighborhoods, where antiquated drainage systems empty directly into the river.</p> <p>Now, SMPS is a volunteer group, and we don't know whether we have the standing to apply for an EPA grant. As volunteers we also don't have full-time resources to devote to urban planning. And so I'm contacting you to start a conversation about the application process, what grants are available, and what government bodies we should enlist to make our application viable.</p>	<p>Please see the response to Question E.21.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>45. Please explain what are the boundaries of the what is described as the lower Wissahickon Creek for potential funding. I would like to know the delineated areas and/or municipal jurisdictions.</p>	<p>The Delaware River Basin eligible geographic area incorporates 41 full watershed-based HUC-12 delineations. (HUC stands for Hydrologic Unit Code.) The Lower Wissahickon Creek is one of the eligible HUCs. To view the boundary lines for the Lower Wissahickon Creek, and to decide if your project location falls within this Eligible Geographic Area, please view our interactive mapping website: <a href="http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html">http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html</a>. This mapping tool allows you to isolate the Delaware River Basin area, by clicking (9) on the side Legend, and allows you to zoom and outline individual HUCs. Note: your entire project location must be within the eligible geographic area delineated in ‘pink’ on the mapping tool.</p> <p>Please visit our UWSG mapping application webpage for step-by-step instructions on how to use the interactive mapping website: <a href="http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions">http://www2.epa.gov/urbanwaters/uwsg-mapping-application-instructions</a>.</p>
<p>46. I am with the University of Texas at Arlington Research Institute. I recently came across the EPA-OW-IO-13-01 Urban Waters Small Grants opportunity, and it ties directly into our work with development of a hand-held device for our partners M-SIRTS technology. For this grant we had a couple questions, including:</p> <ul style="list-style-type: none"> <li>- What are the regional requirements?</li> <li>- Are we allowed to have a small business as a sub-contract?</li> </ul>	<p>Please see the response to Question A.29 to learn more about determining whether or not your project is in an Eligible Geographic Area.</p> <p>In general, it is permissible to include contracts as a part of your proposal. Please note that applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 Code of Federal Regulations (CFR) Parts 30 or 31, as appropriate. Please see Section IV.E of the RFP (pgs. 23 – 25) for further details on the requirements for acquiring contract services and for guidance on how to address the use of contracts as a part of your budget narrative.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
<p>47. I'm wondering if an aquatic invasive species (AIS) community outreach project within one of the eligible areas would be considered for the Urban Waters Small Grants. I can't seem to find any guidance that excludes AIS, and many consider AIS to be a water quality issue (or something that exacerbates existing water quality issues). However, I haven't found any guidance in the RFP or on the Urban Waters website that explicitly states whether AIS projects will be considered. Any guidance you can provide in this regard would be most helpful.</p> <p>One additional question - I'm hoping to apply to work in the Northwest Indiana Geographic Area, and it doesn't specify a watershed as many of the other eligible areas does. Would this Eligible Geographic Area include both inland waters as well as Lake Michigan?</p>	<p>Based on the information you've provided, it appears the project activity is eligible under our statutory funding authority, the Clean Water Act, Section 104(b)(3). Project activities must take place within one of the Eligible Geographic Areas listed in Section I.A and defined by the maps found at the Urban Waters Small Grants program mapping website: <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p> <p>Please note that this is our initial feedback based on the information you've provided regarding the project activity, and we cannot make a final decision on the proposed activity until we have reviewed a complete proposal. Our response relates solely to eligibility rather than the merits of the proposal from a ranking standpoint.</p> <p>Regarding your 2<sup>nd</sup> question, the Northwest Indiana Eligible Geographic Area incorporates 15 full watershed-based HUC-12 delineations, and two partial HUC-12 delineations. (HUC stands for Hydrologic Unit Code.) The listing of the 15 full and 2 partial HUCs is available here: <a href="http://www2.epa.gov/sites/production/files/2013-09/documents/uwsg-eligible-geographic-area-boundary-map-descr_1.pdf">http://www2.epa.gov/sites/production/files/2013-09/documents/uwsg-eligible-geographic-area-boundary-map-descr_1.pdf</a>. The Northwest Indiana Geographic Area listing starts on page 6.</p> <p>Please see the response to Question A.29 to learn more about determining whether or not your project falls within this Eligible Geographic Area.</p>
<p>48. Alexandria Seaport Foundation is interested in applying for the Urban Waters Small Grants Program EPA-OW-IO-13-01. We are going to launch a restoration project at Roaches Run Waterfowl Sanctuary that is located at the mouth of the Anacostia River where the Anacostia meets the Potomac River in Washington, D.C. Please see the project site here. Since this location directly relates to the Anacostia watershed, would this project be eligible for the grant program?</p>	<p>Please see the response to Question A.29 to learn more about determining whether or not your project is in an Eligible Geographic Area.</p> <p>Note that project activities need to be eligible under Clean Water Act Section 104(b)(3); see Section I.C of the RFP for further clarification.</p>

<b>A. Threshold Issues – Applicant Eligibility and Project Eligibility</b>	
<b>Question</b>	<b>Answer</b>
49. Under Project Types, can we do a Type ii project in an area scheduled to be developed into a neighborhood-wide green infrastructure/LID stormwater management project? Our intent is to gather baseline water quality data, and create an ongoing monitoring program for this installation.	<p>EPA cannot comment on the content of an applicant's proposal. Note that project activities need to be eligible under CWA 104(b)(3); see Section I.C of the RFP for further clarification. Also, review Appendix A for a non-exhaustive list of project examples.</p> <p>Regarding project type categories, applicants must determine which category best suits project activities.</p>

<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
1. Is there a requirement for matching?	For this RFP, EPA has determined that an applicant must provide a minimum of \$4,000 as the non-federal cost share/match. In-kind cost share is allowed.
2. Do I need an indirect cost rate to apply for an Urban Waters Small Grant?	<p>Applicants must determine whether they should include indirect costs as part of the proposed budget. An applicant does not need to have an approved negotiated indirect cost rate confirmed before responding to the Urban Waters Small Grants RFP. Please note that in accordance with the instructions in Section IV.C.2 of the RFP, if indirect costs are included in the proposed budget, the amount of indirect costs should be entered on line 6(j) of the SF 424-A. 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 of the SF 424-A.</p> <p>Please note that in accordance with the instructions in Section IV.C.2. of the RFP, if indirect costs are requested as part of the budget in the proposal, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. Final application packages will be requested from those eligible entities whose proposals have been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package. In order for indirect costs to be allowable under the assistance agreement, the applicant must have a negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency at the time of final application submission (see Section IV.C.2 of the RFP). An indirect cost rate can be requested by contacting the applicant's cognizant agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.</p>

<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
3. Can grant funds be used for salary for interns to work on our Urban Waters Small Grant project?	<p>Yes, salaries for employees and interns hired as employees would be an eligible expense under this grant provided the employees perform work that is necessary to carry out the EPA funded project. Please note that in accordance with the instructions in Section IV.C. of the RFP, if salary costs are included in the proposed budget, they should be shown in the SF 424-A.</p> <p>EPA has made a policy decision, however, not to allow the use of Urban Waters Small Grant funds for "participant support costs" for stipends for interns who are not hired as employees (e.g. trainees). If an applicant is able to pay for intern stipends with funds other than the Urban Waters Small Grant, this contribution may be used to meet the \$4,000 cost share / match requirement, subject to the regulations governing cost share/match at 40 CFR 30.23 and 40 CFR 31.24. The costs for stipends must be included in the EPA approved budget for the applicant's cost share/match to be allowable.</p>
4. Can award recipients incur pre-award costs?	<p>Yes, recipients may incur pre-award costs at their own risk up to 90 days before the award date if certain conditions are met. Please see 40 Code of Federal Regulations (CFR) Part 30.25(f)(1) for more information. Please note that under 2 CFR Part 230, Appendix B, Item 36 your organization may only incur pre-award costs "directly pursuant to and in anticipation of an award where such costs are necessary to comply with the proposed delivery schedule or period of performance." In the context of competitive funding, EPA interprets this provision to allow pre-award costs only after an organization has been notified that the Agency has selected it for an award.</p>
5. Do you have guidance or suggestions on how to put together the proposed budget narrative?	<p>EPA's Office of Grants and Debarment provides general tips on how to prepare a budget, available at <a href="http://www.epa.gov/ogd/recipient/tips.htm">http://www.epa.gov/ogd/recipient/tips.htm</a>. In addition, budget detail guidance is available at <a href="http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf">http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf</a>, which includes some examples you may find helpful.</p>

<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
6. If our partner is contributing personnel time, how is that reflected in the budget? We do not plan to make a subaward to our partner, because they are not receiving funds.	<p>If your partners are contributing personnel time, this would be considered in-kind contributions and would count towards the \$4,000 cost share/match requirement provided the contributions comply with 40 CFR 30.23. It should be included as a line item in the SF424-A, in Section A (Non-Federal (d)), and Section B ((h) "Other"), along with a brief explanation in the budget narrative. Please note that if your organization will also be contributing personnel time from its own employees towards cost share/match, the value of those contributions are considered "Personnel" costs.</p> <p>Note that organizations receiving funds under this grant are permitted to make proper subawards to a non-profit partner. These subawards would reimburse the non-profit partner for costs they incur in activities necessary to the completion of the activities under the grant.</p>
7. Is the \$40K to \$60K over both years or is it \$40K-\$60K each year for two years? Are awards given in lump sum, or by reimbursement?	Once the grant is awarded, the Agency will obligate the total award amount (\$40K - \$60K for the two years) at the time of the award; however, funds will only be able to be withdrawn and the grantee reimbursed as costs are incurred.
8. Can this grant be used by a state entity to send staff for stream restoration or other training classes?	Yes. As long as the training is part of an eligible activity under Section I.D of the RFP, it would be eligible for funding. Please see Section IV.C for more information on budgeting. It may also help to review Sections I(B) and V(A) of the RFP to assess if your project meets the goals of the Urban Waters Small Grants.
9. What are fringe benefits?	Fringe benefit costs are those costs for personnel employment other than the employees' direct income (i.e., employer's portion of FICA insurance, retirement, sick leave, holiday pay, and vacation cost). Such costs should be included in line 6(b) of Section B of the Standard Form (SF) 424A. It may be helpful to look over the Cost Review Guidance Memorandum at <a href="http://www.epa.gov/ogd/grants/award/CostReview.htm">http://www.epa.gov/ogd/grants/award/CostReview.htm</a> . Instructions for the SF 424A are available at <a href="http://www.epa.gov/ogd/forms/adobe/SF424A_Instructions.pdf">http://www.epa.gov/ogd/forms/adobe/SF424A_Instructions.pdf</a> .
10. What is the dollar range of the grants?	Applicants may not request more than \$60,000 in federal funding – proposals requesting more than \$60,000 in federal funds will not be reviewed. While there is no minimum, EPA suggests applicants request at least approximately \$40,000 in federal funds. A minimum non-federal cost share / match of \$4,000 is required (see Section III.B for information on the cost share / match requirement). It is anticipated that funded cooperative agreements will have a two-year project period.

<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
11. Can municipalities use these funds to contract with consultants?	Yes, funds may be used to contract with consultants to perform eligible activities under CWA 104(b)(3). Please note that applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 Code of Federal Regulations (CFR) Parts 30 or 31, as appropriate. Please see Section IV.E of the RFP (pg 23 – 25) for further details on the requirements for acquiring contract services. Please note that EPA rarely accepts sole-source justifications for contracts for professional engineering services even if the firm is a "partner" on the proposal or prepares it on behalf of an eligible applicant.
12. Does the \$4,000 match deduct from the \$60,000 maximum funding limit?	No, cost share/match is not considered part of the maximum federal request of \$60,000; however, cost share/match dollars must be spent on activities that would be deemed eligible under CWA 104(b)(3), the funding authority for this grant program. In addition, applicants need to account for cost share/match in the total project costs and identify how cost share/match funds will be used to support the grant in their Standard Form (SF) 424-A and budget narrative. Please see Sections II.A, III.B, III.C, IV.C.2 and IV.C.3(g) of the RFP for more information on the cost share/match requirement.
13. The minimum match amount is \$4,000. Will proposals with higher match amounts be given a higher score?	No, proposals with a higher cost share/match value will not be awarded more points during application review. Please see Section V.A of the RFP which describes the selection criteria used to evaluate all proposals
14. Can the grant be used for travel expenses of the project partners and not just staff members of the funded organizations?	We presume by “project partners” you refer to organizations who receive proper subawards of financial assistance (please see the response to Question B.19 for more information on subawards). If that is the case, then yes, travel costs that are necessary for employees of subawardees to carry out the subawards are allowable costs under the OMB cost principals. If your question refers to travel expenses for other “project partners” the answer is no. Generally, Urban Waters grant funds may not be used for “participant support costs” for individuals who are not employees of the recipient, a subawardee or a properly procured contractor (including individual consultants).
15. Do land easements and land grants qualify as in-kind contributions?	Yes, land easement and land grants would qualify as in-kind contributions. Please be sure to see Section III.B for more information on in-kind contributions. As stated in Section III.B, in-kind contributions, such as use of volunteers and/or donated time, equipment, expertise, etc., are subject to the regulations governing matching fund requirements described in 40 CFR 30.23 or 40 CFR 31.24, as applicable.



<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
16. Is grant administration an eligible expense?	<p>Yes, provided the recipient normally charges its grants directly for actual costs for grant administration rather than including the costs for this function in its indirect cost rate or as a component of a “management fee.” Please review the information on “management fees” in Additional Provisions at <a href="http://www.epa.gov/ogd/competition/solicitation_provisions.htm">http://www.epa.gov/ogd/competition/solicitation_provisions.htm</a> for more information, as well as the OMB Cost Principles. As stated in the Additional Provisions, “the applicant 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 audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term ‘management fees or similar charges’ often 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: such costs are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.”</p>
17. Should the committed dollar amount from partners be added to our total match amount? If we have several partners and one partner intends to pay for a part of the proposed project that is an ineligible activity for funding under 104(b)(3) of the Clean Water Act (e.g., construction or implementation activity), and this contributed amount is in addition to the \$4,000 match requirement, would this contribution also be considered match and therefore, be limited to the statutory funding authority (i.e., CWA 104(b)(3))?	<p>Contributions from partner organizations may count towards the cost share/match requirement, subject to the rules regarding eligibility, allowability and documentation, as discussed in Section III.B of the RFP. Costs for ineligible activities, such as construction, cannot be used as match, but as long as the \$4,000 cost share/match requirement is properly met, there is no constraint on the contributions from other organizations. Leveraged dollars for ineligible activities (e.g., construction or implementation activities) should not be included as the total project cost of the proposed budget.</p>
18. Is the budget narrative part of the 10-page limit?	Yes
19. How does EPA define a sub-award?	<p>Please see Section IV.E of the RFP for more information on sub-awards. Sub-awards, also referred to as sub-grants, are funds awarded by the grantee to a nonprofit organization, public or private university (but not a proprietary school) or governmental unit that, as a partner, is undertaking activities in support of the funded project. These activities must be</p>

<b>B. Budget/Funding Issues</b>	
<b>Question</b>	<b>Answer</b>
	part of the organization’s mission. Sub-awards are strictly cost-based transactions subject to the cost allowability and documentation standards in the federal grant regulations and there is no “profit” for the subawardee. As stated on pgs. 24-25 of RFP, “applicants must not use sub-awards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.”

<b>C. Evaluation Issues</b>	
<b>Question</b>	<b>Answer</b>
1. For the purposes of this grants competition, what is the definition of “urban”?	The RFP does not define “urban.” Per Section IV.C. of the RFP, an applicant must describe the characteristics that make the project area and the associated water body “urban.” Examples of supporting information include but are not limited to total population relative to adjacent areas, population density, land use, percentages of residential/commercial/industrial areas, and specific environmental challenges that are unique to the project area (e.g., inaccessible waterways due to development).
2. The RFP states letters of support will not be considered but letters of commitment are noted as acceptable attachments. What is the distinction?	Letters of commitment are described in Sections IV.C. of the RFP. Letters of commitment should describe specific activities partners will assist with or lead during the project. Letters of commitment are not counted in the page limit for the Proposal Narrative and should be submitted on applicable letterhead.
3. Since the applicant is the entity (e.g. a university), does the performance on past federal grants apply to the “applicant” or the individual submitting the grant? If it is the “applicant”, that could present a problem for individuals working at large universities.	In Section V.A of the RFP, “Past Performance” refers to the applicant’s experience in managing federal or non-federal funding received through assistance agreements. Individuals are not eligible applicants and although they may have specific expertise to contribute to the project, their contributions may be reflected in addressing other criteria such as RFP Section V.A(6) “Programmatic Capability.” If the applicant is a university, the “Past Performance” referred to under RFP Section V.A(7) would be that of the university, the entity managing the grant. As indicated in the RFP, the applicant may cite experience with federal and non-federal assistance agreements. (Note that grants are assistance agreements, while contracts are not.)
4. Are there limitations on staff/consultant time toward the project? Would preference be given to projects with less staff/consultant time?	There are no limitations on proposed staff/consultant time. Please refer to eligibility requirements as outlined in Sections III.A and III.C of the RFP. Projects will be evaluated based upon the selection criteria outlined in Section V.A.

<b>C. Evaluation Issues</b>	
<b>Question</b>	<b>Answer</b>
<p>5. The Trust for Public Land's Atlanta Office is considering applying for community design and engagement around Proctor Creek.</p> <p>However, someone (not an EPA staffer) advised them that if TPL was awarded funding, even for community engagement/mapping efforts, we would be required to conduct a NEPA evaluation.</p> <p>Obviously, such an undertaking of the NEPA process would be quite costly and not be in line with the intent of the grants. Understandably, beyond the scope of visioning/engagement process, if construction, restoration, and/or development were to move forward, NEPA would be required - but I can't see that fitting in with the Small Grants phase.</p> <p>Moreover, I did not see a NEPA process requirement in the RFP text, so I wanted to double check with you.</p>	<p>NEPA evaluation is not required with Urban Waters Small Grants.</p>

<b>D. Grants.gov Questions</b>	
<b>Question</b>	<b>Answer</b>
1. If we have an AOR registered for a previous EPA grant, do we need to re-register at this time?	No, you do not need to re-register with grants.gov. Please see the grants.gov FAQs at <a href="http://www.grants.gov">www.grants.gov</a> or contact the grants.gov hotline at 1-800-518-4726 for more information.
2. Can there be more than one staff member registered & designated with grants.gov as long as only one is designated for this particular EPA small urban waters grant?	Yes, there can be more than one staff member registered with grants.gov, but we recommend only one be the designated AOR for the Urban Waters Small Grants. Please see the grants.gov FAQs at <a href="http://www.grants.gov">www.grants.gov</a> or contact the grants.gov hotline at 1-800-518-4726 for more information.
3. Who is the Authorized Representative who should fill out and sign Box 21 of the SF 424? Should it be the Authorized Organization Representative (AOR), as discussed in the RFP?	An officer, employee, or another member of your organization with authority to bind your organization to a contract should sign Box 21. Instructions for filling out the SF 424 are provided on pages 5 – 6 and are available at <a href="http://www.epa.gov/ogd/AppKit/form/SF424.pdf">http://www.epa.gov/ogd/AppKit/form/SF424.pdf</a> . The AOR is the individual your organization designates to register with www.grants.gov and upload the online submission package onto Grants.gov. Assistance for online submission may be provided by contacting the Grants.gov helpline at 1-800-518-4726.
4. Do we need to submit a proposal through Grants.gov and as a hard copy, or will just a submission through Grants.gov suffice?	You should only use one submittal method, either through Grants.gov or through hard copy.

E. Miscellaneous	
Question	Answer
1. Do I need to submit my Quality Assurance Project Plan (QAPP) with my proposal if I intend to use grant funds for monitoring activities?	You do not need to submit a QAPP at the time you are submitting your proposal. If you do plan on collecting or using environmental data or information as part of your project, please see Sections IV.C.and Section VIII.A of the RFP. The proposal should discuss how the applicant will comply with the Quality Assurance/Quality Control requirements, as specified in Section VIII.A. If your proposal is selected for funding and it is determined that a QAPP is necessary for your project, EPA can work with you directly to identify the necessary QA/QC requirements. If you intend to use grant funds to develop a QAPP for your project, those costs and activities will need to be included in your workplan and budget proposal and you should allow sufficient time and resources for this process in your timeline. Whether or not you intend to develop your QAPP with grant dollars, your QAPP will need to be approved before monitoring activities can begin.
2. My question concerns the requirements for QA/QC standards in data acquisition and reporting as specified in the RFP. If the environmental data we propose to collect is only for the purpose of education/training of students in the methods of water quality investigation, do we still need to meet the agency QA/QC protocols and submission requirements, or does that only apply to research quality data?	If you plan on collecting or using environmental data or information as part of your project, please see Sections IV.Cand Section VIII.A of the RFP. You do not need to submit a Quality Assurance/Quality Control (QA/QC) plan at the time you are submitting your proposal; however, the proposal should discuss how the applicant will comply with the QA/QC requirements, as specified in Section VIII.A. <b>To collect data for educational purposes only, the Urban Waters Small Grants program will require you to take QA/QC measures into account.</b> If your proposal is selected for funding EPA will work with you directly to identify the level of QA/QC practices appropriate for the project, and in your case, the QA/QC plan would likely be significantly scaled down from a full QAPP. If you intend to use grant funds to develop a QA/QC plan for your project, those costs and activities will need to be included in your workplan and budget proposal and you should allow sufficient time and resources for this process in your timeline. You do not need the QA/QC plan approved to apply, but if selected, it would have to be approved before data collection can take place.
3. Can you suggest what an appropriate amount of time might be to develop a Quality Assurance/Quality Control (QA/QC) component, covering water quality sample data?	The time needed to develop a QA/QC plan will vary depending on the project. We ask that you use your research experience and expertise to provide your best estimate as to how much time to allow for this process in your proposal. Please keep in mind that if you are selected EPA can assist successful applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the successful applicant may work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project.

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
4. Why is EPA awarding cooperative agreements and what would an UWSG cooperative agreement look like?	We expect that the Urban Waters cooperative agreements will be awarded at ranges between \$40,000 and \$60,000. We specify that they will be cooperative agreements because we anticipate significant EPA involvement, which will be worked out when final workplans are negotiated. Consistent with the competition policy provisions in the announcement, we cannot comment or advise potential applicants on the specifics of how an award might be structured.
5. I'm trying to complete the online SF-424 for our Urban Waters Small Grant application and keep getting an error message that the zip code I've entered is invalid.	Please be sure that you are entering your zip code as a 9-digit number. The zip code must be nine digits to be accepted. You can find instructions for completing an electronic SF-424 online at <a href="http://www.grants.gov/assets/SF424Instructions.pdf">www.grants.gov/assets/SF424Instructions.pdf</a> .
6. Are Davis Bacon & Buy America requirements applicable to this grant?	No. Davis Bacon Act and Buy American requirements apply to federally assisted projects only when the statute authorizing grant funding, or another statute such as the American Recovery and Reinvestment Act, imposes the requirements. Neither Section 104 of the Clean Water Act nor any other statute requires that recipients of the Urban Waters Small Grants comply with Davis Bacon or Buy America requirements.
7. If a region is announced in a presidential disaster declaration, are they exempt from the Stafford Act?	We presume your question relates to Section 301 of the Stafford Act. That provision allows agencies to waive administrative requirements such as the \$4,000 cost share for the Urban Waters Small Grants when a state or local government in a disaster area requests such a waiver. EPA would consider such a waiver request. The applicant should submit the waiver request as part of the proposal package.
8. How should I organize the Proposal Narrative? Should I use a table format like how the Selection Criteria is organized in the RFP (Section V.A)?	There is no specific format that applicants must follow in organizing their Proposal Narrative. Please use your discretion in how to format your proposal so that it best presents your information and can be reviewed against the criteria in the Section V of the RFP. Please make note of the guidelines regarding inclusion of page numbers, font size and margins discussed in Section IV.C.

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
9. What are the “certifications” and “assurances” that are referred to in Block 21 on the Standard Form (SF) 424?	<p>The certifications and assurances refer to the following five forms:</p> <ol style="list-style-type: none"> <li>1) SF 424 (Application for Federal Assistance)</li> <li>2) SF 424A (Budget Information for Non-Construction Programs)</li> <li>3) SF 424B (Assurances for Non-Construction Programs)</li> <li>4) Form 4700-4 (Pre-award Compliance Review Report)</li> <li>5) Certification Regarding Lobbying</li> </ol> <p>These forms can be found at <a href="http://www.epa.gov/ogd/AppKit/application.htm">http://www.epa.gov/ogd/AppKit/application.htm</a>. <b>However, as indicated in the RFP, only SF 424 and SF 424A are required to be submitted at this time</b>, along with your Proposal Narrative. The additional forms listed above (#3 - #5), as well as other necessary forms or documentation, will be required to be submitted once award selections are made, as part of the recipient’s final application package.</p> <p>Please complete the SF 424 and SF 424A to the best of your ability; we will contact you during the application review period if further clarification on the information provided is needed.</p>
10. Where do we find information to answer Box 19 of the Standard Form (SF) 424, regarding whether the Executive Order (EO) 12372 process applies to our State?	<p>You should confirm with your State Single Point of Contact (SPOC) to determine if your application is subject to the review. Each state elects whether or not to review applications for Federal assistance, in order to be aware of what Federal aid is provided to that state. The Office of Management and Budget (OMB)'s guidance regarding the issue can be found at <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a>. This webpage also lists the SPOCs for the states that participate in the review. The webpage also states that if the state is not listed, then they do not participate, and option “C) Program is not covered by E.O. 12372” should be checked for Box 19 of the SF 424.</p>
11. In Box 13 of the SF 424, what is the Competition Identification Number and Title?	<p>There is no Competition Identification Number and Title for this announcement; please leave it blank.</p>
12. Where can I find guidelines for administering (ie, managing) a federal grant?	<p>Please see Section VI.B of the RFP. Resources are also provided by EPA's Office of Grants and Debarment Desktop Resource, available at <a href="http://www.epa.gov/ogd/recipient/intro.htm">www.epa.gov/ogd/recipient/intro.htm</a>.</p>



<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
13. If the organization's registration in the System for Award Management (SAM) is out-of-date and/or is just beginning the process to request a Data Universal Numbering System (DUNS) number, is the applicant too late in submitting a proposal?	As described in Section VI.E of the RFP, applicants should be registered in the SAM and have a DUNS number by the time of proposal submittal. If applicants do not have this at the time of their proposal submittal, they should apply by submitting a hard copy proposal package. Please see Section IV.B.2 of the RFP for hard copy submittal instructions. However, please note that recipients must be registered in the SAM and have a DUNS number at the time the award is made.
14. Will you need EPA-experienced peer reviewers for this program?	No, peer reviewers do not contribute to the review and selection process. Projects may be reviewed by EPA Headquarters and EPA Regional review panel(s), which may include representatives from other federal agencies. Refer to Section V.B for a full description of the review and selection process
15. What is the anticipated start date for Urban Waters Small Grants projects?	EPA anticipates making awards in the Summer of 2014. Projects may start once the final award is made.
16. What is the proposed start date for projects (i.e. when is it expected that federal approval will be granted?)	Please see the response to Question E.15.
17. When is the urban water small grant information session? Is it next Tues or has it been delayed till Nov?	We have extended the proposal submission deadline to December 16, 2013. The webinar is scheduled for Nov 14 at 2pm EST. Our website has been updated with the revised dates and a revised RFP that reflects the new dates ( <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants">http://www2.epa.gov/urbanwaters/urban-waters-small-grants</a> ).
18. I registered for the advertised date of Oct. 22nd - next week - but got an e-mail notification of being registered for Nov. 14th. Which is it? Nov. 14th is right before the deadline and is therefore much less helpful. Or has the deadline been extended?	Please see the response to Question E.17.
19. I am having trouble registering for the October information session for the Urban Waters Small Grants 2013-2014. Rather than registering me for the October session I am automatically moved into November. Why can't I or my state holders register for the October 22 session?	Please see the response to Question E.17.

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
20. Can you send me the confirmed submission deadline date for the Urban Waters RFP?	Please see the response to Question E.17.
21. The 2013/2014 Urban Waters Small Grants funding opportunity is focused on providing resources to specific Eligible Geographic Areas. Are there other funding opportunities available for urban waters efforts in areas outside of the Eligible Geographic Areas?	<p>Information on federal funding opportunities is provided on Grants.gov (<a href="http://www.grants.gov">http://www.grants.gov</a>). The site provides the option to subscribe and receive notifications of new federal grant opportunities based upon specific criteria you have pre-selected.</p> <p>One upcoming funding opportunity for urban waters communities will be available in early November 2013, by the National Fish and Wildlife Foundation (NFWF). The Five Star and Urban Waters Restoration Program is a nationwide grant program funded through a public/private partnership that includes EPA's Urban Waters Program and the U.S. Forest Service, Urban and Community Forestry Program, and is in conjunction with the Urban Waters Federal Partnership. This grant program supports on-the-ground, community based conservation, outreach, and education/training projects that are focused on improving wetlands restoration, water quality in urban rivers, downstream from forested land, especially in underserved communities.</p> <p>The NFWF Five Star and Urban Waters Restoration Program offers a unique blend of multiple federal funding authorities and the flexibility of private funds allowing applicants to propose projects that stretch from planning through implementation, and include creative ideas that cannot be funded with federal funds alone. In 2013, NFWF awarded over \$1.2 million in grants to 46 community-led organizations working to protect and restore their urban waterways. More information may be found at <a href="http://www.nfwf.org/fivestar/Pages/home.aspx">http://www.nfwf.org/fivestar/Pages/home.aspx</a>.</p>

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
22. How did EPA define the Eligible Geographic Areas? Why were these specific Eligible Geographic Areas chosen?	<p>In order to maximize the impact of funds available for this solicitation, the Eligible Geographic Areas are co-located with the 18 Urban Waters Federal Partnership Locations. By focusing work and funding in this way over the next two years we are supporting work that has been prioritized by EPA as well as local communities, and work that has a high potential for federal collaboration. While a variety of federal, state, local, and community organizations work in these areas, and the level of effort and geographic areas may change over time, EPA has selected a defined area that aligns with the nature of the funding and that will advance EPA's water quality and environmental justice goals. Please note that the intent of this solicitation is to strengthen and diversify the work taking place in these Eligible Geographic Areas to improve water quality and support community revitalization, with an emphasis on underserved communities.</p> <p>Additional information on the Eligible Geographic Areas can be found at <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping</a>.</p>

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
23. How can my city/region get added as an Urban Waters Federal Partnership Location?	<p>Currently, the Federal agencies in the Partnership determine when to add new locations. It has not yet been determined when new locations will be added or what the exact process for adding new locations will be in the future.</p> <p>The criteria used in choosing the current 18 locations are provided below.</p> <ol style="list-style-type: none"> <li>1. An Urban Waterbody: A waterbody, which is adversely affected by the effects of urbanization, must be present. Improvements in environmental health of the locality can often contribute to improvements in public health. A locality could include a tribal location.</li> <li>2. Active Federal Partnership in the Proposed Locality: At least two Federal agencies shall already be present and active in the designated locality and one Federal agency, at a minimum, would serve as lead to coordinate other Federal agency contributions.</li> <li>3. A Clear Identified Need for Assistance: An underserved or economically distressed community demonstrates a clear need for Federal assistance. For example, the locality could be “underserved” because of disinvestment and/or past industrial use that may have left a legacy of degradation. The need for assistance can be addressed, at least in part, through existing resources. The need for assistance can be based on: <ul style="list-style-type: none"> <li>• An acute need necessitating immediate assistance requirements.</li> <li>• A chronic need which has been on-going and would be improved by Federal Partner involvement.</li> <li>• Other needs that are not acute or chronic but still are determined to be critically important and can be addressed through planned actions.</li> </ul> </li> <li>4. Geographic Diversity</li> <li>5. Extent to which a location clearly advances the Partnership’s capacity to serve the nation. New locations will be considered if a department or agency in the Partnership is willing and able, at least initially, to take on a lead convener role for at least the federal agencies.</li> </ol> <p>If you are interested in having your area added as a new Urban Waters Federal Partnership Location, please send an email to <a href="mailto:urbanwaters@epa.gov">urbanwaters@epa.gov</a>.</p>

<b>E. Miscellaneous</b>	
<b>Question</b>	<b>Answer</b>
<p>24. There is some conflicting information regarding the deadline for the Urban Water Grant application. A document circulated by the San Gabriel Valley Council of Governments indicates the deadline is November 25th but the grant summary document on the USEPA website indicates a December 16th deadline.</p> <p>Can you confirm the deadline? Thank you in advance.</p>	<p>The deadline is Dec 16. Please see the updated version of the RFP with the correct dates at <a href="http://www2.epa.gov/urbanwaters/urban-waters-small-grants-request-proposals-rfp-epa-ow-io-13-01">http://www2.epa.gov/urbanwaters/urban-waters-small-grants-request-proposals-rfp-epa-ow-io-13-01</a>.</p>