

EPA 2015/2016 Urban Waters Small Grants Request for Proposals



Thursday, October 22, 2015
2:00 – 4:00 pm Eastern Daylight Time

Welcome! We will be providing an overview of the important sections of the Request for Proposals (RFP) during this session. The RFP is available at:

<http://www2.epa.gov/urbanwaters/urban-waters-small-grants>

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Edie Findeis, Environmental Management Support, Inc.

Presenters: Jennifer Ousley, EPA Region 7
Elyse Bilardo, EPA Office of Water

Today's Webinar

❖ **Section I – Funding Opportunity Description**

- Program Objectives, Project Types, Eligible Geographic Areas, Statutory Authority

❖ **Section II – Award Information**

- Amount of Funding

❖ **Section III – Eligibility Information**

- Eligible Applicants, Cost Sharing/Match Requirements, Threshold Eligibility Criteria

❖ **Section IV – Application & Submission Information**

- Form of Application Submission, Content of Application Submission

❖ **Section V – Application Review Information**

- Selection Criteria, Review & Selection Process

❖ **Section VI – Award Administration Information**

- Award Notices, Reporting, National Training Workshop, Urban Waters Learning Network

❖ **Contracts & Subawards**

Webinar Logistics

- ❖ **To Ask a Question:** Type your question in the “Questions” tool box on the right side of your screen and click “Send”.
 - Questions may be typed in at any time throughout the webinar.
 - Not all questions may be answered live during the webinar.
 - Answers to all questions will be posted on the Q&A document at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>.
- ❖ **To Report Technical Issues (such as audio problems):** Type your issue in the “Questions” tool box on the right side of your screen and click “Send” and we will respond by posting an answer in the “Questions” box.
- ❖ **Webinar Recording:** The Webinar is being recorded. We will post a copy of these slides & the recording on the EPA Urban Waters Small Grants website (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants>).

Key Dates

- ❖ **Sept 22 – Nov 20, 2015:** Open application period.
- ❖ **Nov 6, 2015:** Last day to submit questions (must submit in writing to urbanwaters@epa.gov).
 - Written responses to frequently asked questions will be posted on EPA's Urban Waters Small Grants Q&A website - <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>.
- ❖ **Nov 20, 2015:** Submission deadline for proposals.
 - Electronic submissions via Grants.gov - by 11:59pm EST!



Section I

FUNDING OPPORTUNITY DESCRIPTION



Urban Waters Small Grants

The mission of EPA's Urban Waters Program is to help local residents and their organizations, particularly those in underserved communities, restore their urban waters in ways that also benefit community and economic revitalization.

For the 2015/2016 grant cycle, EPA seeks to fund projects that address urban runoff pollution through diverse partnerships that produce multiple community benefits, with emphasis on underserved communities.



Program Objectives

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



Project Types

❖ Community Greening and Green Infrastructure

- ❖ This includes eligible activities that engage communities in learning about, planning and developing green infrastructure/low-impact development (LID) approaches, programs and practices that enhance the sustainability of their communities and more effectively manage urban runoff / stormwater pollution. Green infrastructure and LID are design approaches and practices applied to landscape and building design that attempt to mimic the natural hydrology of the site through the use of soils, vegetation, permeable materials and water harvesting techniques.

❖ Communities and Water Quality Data

- ❖ This includes eligible activities that involve community members and/or address community issues and priorities. This includes eligible activities that involve community members and/or address community issues and priorities.

Applicants must submit projects that are focused on **one** of the two project types. Proposals that address more than one project type or do not address any project type will not be reviewed.

Project Types

❖ Community Greening and Green Infrastructure

- ❖ Examples of eligible activities include: Green infrastructure and LID outreach programs, design charrettes, master plans, etc.); or Green infrastructure and low-impact development include the use of natural systems (e.g., greenways, wetlands, parks, forest preserves, native vegetation, etc.) and practices (e.g., rain gardens, conservation landscaping, rain barrels/cisterns, pervious pavement, constructed wetlands, etc.) to manage stormwater, reduce flooding risk, and improve water quality.

- ❖ *(Please note that projects that construct or install stormwater infrastructure improvements, including use of low-impact development and green infrastructure, are not eligible activities for funding under this announcement; see Section III.D for examples of ineligible project activities).*

❖ Communities and Water Quality Data

- ❖ Examples of eligible activities include stream/stormwater system surveys, investigations and/or monitoring efforts that involve the collection, assessment/analysis, and/or communication of existing/new water quality data as they relate to addressing urban runoff/stormwater pollution.

Ineligible Project Activities

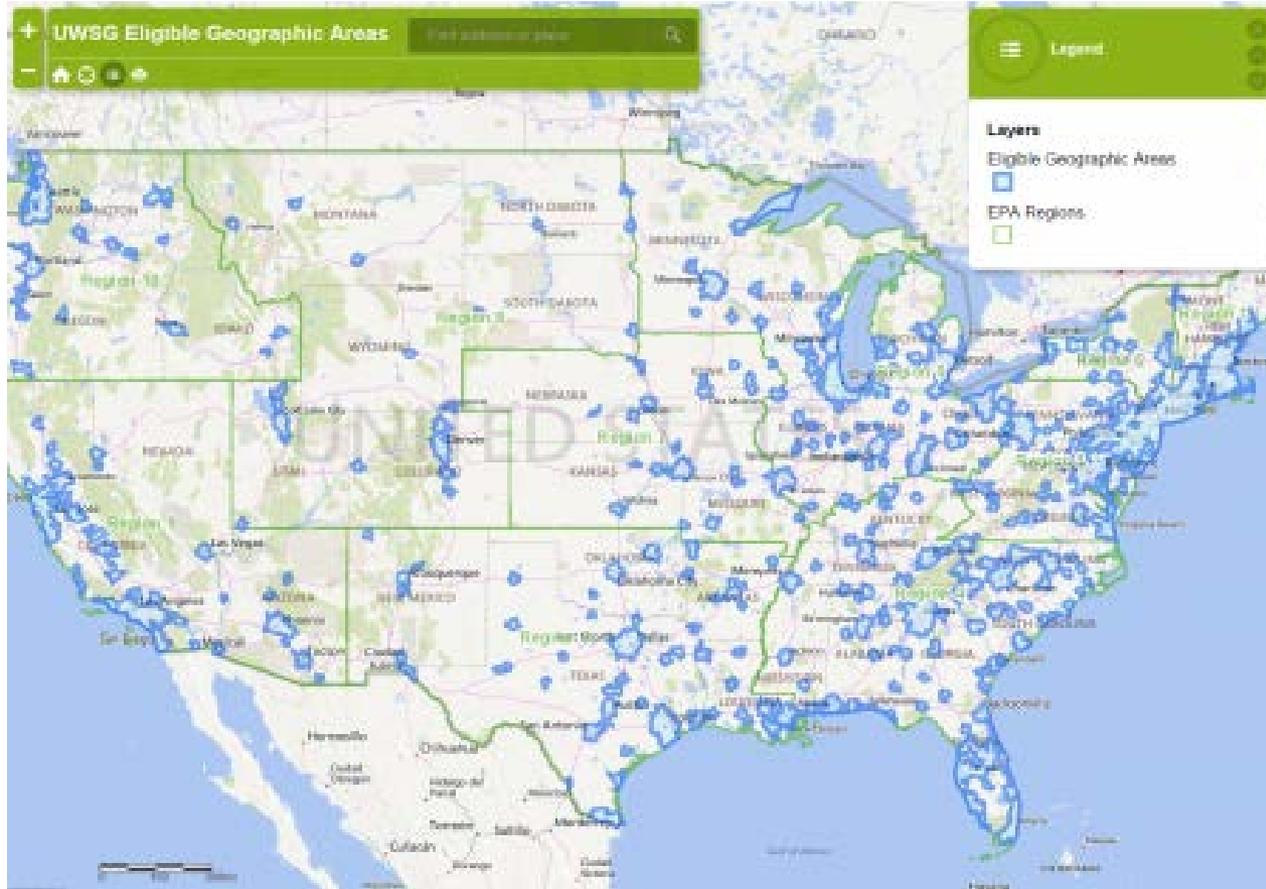
Provided below are examples of project activities that are generally **not** eligible for funding under this announcement.

- ❖ construction of stormwater infrastructure improvements, including installation of low-impact development and green infrastructure;
 - ❖ removal of trash and debris;
 - ❖ construction of habitat for birds and other wildlife along the water body;
 - ❖ construction of connections between open space to provide corridors for birds and other wildlife;
 - ❖ installation of erosion control measures to stabilize stream banks;
 - ❖ construction of community access points, such as overlooks, boat launches, and recreation areas;
 - ❖ urban farming/agriculture; and
 - ❖ activities that directly benefit the federal government (e.g., training provided to federal employees, restoration/improvement of federal lands/facilities, etc.).
-
- ❖ If not part of a demonstration project or training/education project (considered on case by case basis), proposals for the construction or installation of stormwater infrastructure improvements, including low-impact development and green infrastructure, are not eligible for funding under this announcement (see Section III.D).
 - ❖ If a proposal is submitted that includes any ineligible tasks or activities that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

Eligible Geographic Areas

- ❖ Proposed project activities must take place entirely within **one** of the Eligible Geographic Areas, as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>.
- ❖ To determine whether project activities take place within an Eligible Geographic Area, go to - <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>.
 - ❖ Link to the interactive online map to find your project area.
 - ❖ Step-by-step instructions for creating the project area map.
Note: A project area map must be submitted with the application, as required by Section III.C and described in Section IV.D.3.1.

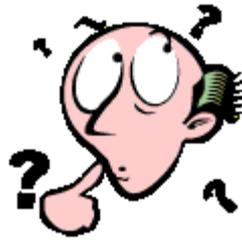
Eligible Geographic Areas



- ❖ NOTE: It takes a few minutes for the layers to come up on the map. Wait for the map to load before searching.

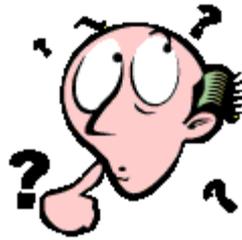
Eligible Geographic Areas

- ❖ Projects can include participation from, and provide benefits to, communities outside of these areas.
- ❖ Applicant's office location or mailing address does not have to be within an Eligible Geographic Area.
 - Support work (eg, grant management activities/paperwork) or indirect costs may happen outside of the Eligible Geographic Area.



My project area isn't within an Eligible Geographic Area. Will these geographic areas include additional locations in the future?

We have not yet determined what areas will be included as future Eligible Geographic Areas in future competitions. 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.



This RFP is focused on providing resources to specific Eligible Geographic Areas. How are these Eligible Geographic Areas defined or bounded?

Under this announcement, EPA is soliciting proposals from eligible applicants for projects that will advance EPA's water quality and environmental justice goals. The proposed project activities must take place entirely within one of the Eligible Geographic Areas (EGAs), as illustrated on the interactive map provided on the Urban Waters Small Grants mapping website. The EGAs are based on the U.S. Census-defined Urbanized Areas and the 12-digit hydrologic unit code system (HUC-12) that defines the watershed. The HUC system is a national standard watershed system based on surface hydrologic features and delineated by the U.S. Geological Survey.

Statutory Authority – Clean Water Act, Section 104(b)(3)

Eligible activities include conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, reduction, and elimination of water pollution.

- ❖ Note: Please see Section I.D of the RFP for more information on what is considered a demonstration project.



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Section II

AWARD INFORMATION



Amount of Funding

- ❖ The total estimated funding available for the awards under this competition is anticipated to be approximately \$1.6 million.
- ❖ It is anticipated that each EPA Regional Office will award approximately two to three cooperative agreements, totaling 20-30 awards nationally under this announcement.
- ❖ The EPA funding is expected to be approximately \$40,000 to no more than \$60,000 for each award.
 - ❖ Applicants may not request more than \$60,000 in EPA funding.

Funding is contingent upon Agency funding levels, the quality of proposals received, and other applicable considerations.



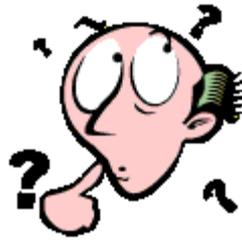
Section III

ELIGIBILITY INFORMATION



Eligible Applicants

- ❖ Eligible applicants include States, local governments, Indian Tribes, public and private universities and colleges, public or private nonprofit institutions/organizations, intertribal consortia, and interstate agencies.
 - ❖ Individuals, for-profit commercial entities and all federal agencies are **not** eligible to apply.
- ❖ Only one proposal can be submitted per applicant!
 - More information about this requirement may be found in the FAQ document available at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>.



Are we eligible to apply for the current Urban Waters grant as a past recipient?

Yes! Past recipients may apply as a primary applicant and/or may participate as a partner organization. However, similar to the previous competition, only one proposal may be submitted per primary applicant.

Cost Sharing / Match Requirements

A minimum of \$4,000 as non-federal cost share/match is required.

- ❖ May be provided in cash or can come from in-kind contributions.
- ❖ Must be used for eligible and allowable project costs (eg, restricted to Clean Water Act Section 104(b)(3) activities).

Threshold Eligibility Criteria

- ❖ Applicant must meet the eligibility requirements in Sections III.A
- ❖ Proposed project activities must take place entirely within one of the Eligible Geographic Areas
- ❖ Applicants must submit projects that are focused on one of the two project types
- ❖ Only one proposal may be submitted per applicant
- ❖ Proposals must substantially comply with the submission instructions described in RFP (Section IV)
- ❖ Cannot exceed page limits
- ❖ Project activities must comply with Section 104(b)(3) of the Clean Water Act
- ❖ Maximum of \$60,000 of federal funds may be requested
- ❖ Minimum of \$4,000 of non-federal cost share/match required
- ❖ Electronic proposals must be submitted via Grants.gov by 11:59 pm EST, on Nov 20, 2015
- ❖ Proposals submitted after the submission deadline will be considered late and deemed ineligible

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



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Section IV

APPLICATION & SUBMISSION INFORMATION



Form of Application Submission

- ❖ Applicants must apply electronically via Grants.gov (<http://www.grants.gov>)
 - *Please allow sufficient time to submit your proposal via Grants.gov!*
 - An official representative of your organization (ie, Authorized Organization Representative) must submit the electronic submission.
 - Registration process requires a DUNS number & current registration with the System for Award Management (SAM).
 - For Grants.gov submission questions, call the Grants.gov 24-hour helpline at 1-800-518-4726 or visit <http://www.grants.gov/web/grants/support.html>.

Content of Application Submission

- ✓ Signed Standard Form (SF) 424, Application for Federal Assistance
- ✓ SF 424A, Budget Information for Non-Construction Programs
 - Trouble filling out these standard forms?
See Category E of the FAQ document (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>) to see if your question has already been addressed.
- ✓ Narrative Proposal
 - Pay attention to page limit!
 - Project Area Map
 - Map that demonstrates that the proposed project activities will take place entirely within one of the Eligible Geographic Areas (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>)
 - Step-by-step instructions for creating the project area map are available at the URL address listed above

Proposal Narrative (Section IV. D)

- ✓ Cover Page
- ✓ Project Description
 - Addresses:
 - Program Objectives 1 – 4
 - Project Type (pick one of the 2)
 - Environmental Results & Measuring Progress
 - Note: See Section I.C of RFP (pg 8 - 9) for definitions of environmental outputs & environmental outcomes. See also Appendix A for examples of outputs & outcomes.
 - Project Activities/Milestone Schedule/Detailed Budget Narrative
 - Note: Grant funds that will be used towards travel costs associated with attendance to the required Urban Waters Learning Network training session at River Rally 2017 must be reflected in the budget.
 - Share Results
 - Programmatic Capability/Specialized Experience
 - Applicant's Past Performance
 - Quality Assurance/Quality Control (QA/QC)
 - Map that demonstrates that the proposed project activities will take place entirely within one of the Eligible Geographic Areas

Helpful Hints

- ❖ We recommend you format your proposal consistent with Section IV of the RFP, using exact same titles/headers.
- ❖ Pay attention to page limits and attachments.
- ❖ Panelists only review what is in your proposal (except for past performance as noted in the RFP). Panelists will evaluate eligible proposals based only on the criteria/subcriteria outlined in Section V.A of the RFP.



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Section V

APPLICATION REVIEW INFORMATION



Selection Criteria

Eligible proposals will be evaluated on the following criteria (100-point scale):

- ❖ Program Objective (1): Address local water quality issues related to urban runoff pollution (Total of 15 points)
- ❖ Program Objective (2): Provide additional community benefits (8 points)
- ❖ Program Objective (3): Actively engage underserved communities (13 points)
- ❖ Program Objective (4): Foster Partnership (8 points)
- ❖ Project Types (5 points)
- ❖ Project Activities/Milestone Schedule/ Detailed Budget (Total of 15 points)
- ❖ Share Results (3 points)
- ❖ Environmental Results (Total of 13 points)
- ❖ Programmatic Capability/Specialized Experience (Total of 10 points)
- ❖ Past Performance (Total of 10 points)

Review and Selection Process

- ❖ All proposals will first be reviewed to ensure they meet the threshold eligibility criteria.
- ❖ Eligible proposals will then be evaluated using the selection criteria.
 - Proposals will be evaluated by EPA Regional review panel(s)
 - Proposals will be ranked based on the reviewers' scores, and the scores and rankings will be provided to the EPA Regional Selection Official(s) for final funding decisions.
 - The Selection Official will review the lists and make final funding decisions for awards based on the rankings, and other factors, including: availability of funds, geographic diversity, project diversity, and program priorities.



Section VI

AWARD ADMINISTRATION INFORMATION



Award Notices

- ❖ Applicants will be notified regarding their status.
- ❖ Final applications will be requested from applicants whose proposal has been successfully evaluated and recommended for award.
- ❖ Those entities will be provided with instructions and a due date for submittal of the final application package.

Reporting

- ❖ Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period.
- ❖ The final report is due 90 days after the assistance agreement has expired.
- ❖ Grantees will provide a report to describe the project as a success story that helps other communities across the country learn from their experience.

Required In-Person Training

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

Urban Waters Learning Network

- ❖ Recipients will become part of the Urban Waters Learning Network. The goal of the Network is to create and promote sharing of effective practices, provide technical assistance, and offer learning opportunities to urban waters practitioners located across the country.
- ❖ **FAQ:** Membership to the Network is provided to all recipients, and there is no fee to join and participate!



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Contracts & Subawards

If you name subawardees and/or contractor(s) in your proposal to assist you with the proposed project, pay careful attention to the information in the CONTRACTS AND SUBAWARDS provision found at:

[http://www2.epa.gov/grants/epa-solicitation-clauses#Contracts and Subawards](http://www2.epa.gov/grants/epa-solicitation-clauses#Contracts%20and%20Subawards)

Must comply with applicable requirements, including those contained in 2 CFR Part 200.

- ❖ **Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal.**

For More Information

- For FAQs, a recording of this webinar, and other updates, visit <http://www2.epa.gov/urbanwaters/urban-waters-small-grants>
- Questions should be sent to urbanwaters@epa.gov until November 6, 2015
- Proposal submission deadline is November 20, 2015

Thank you for participating!



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Interactive Map

LIVE DEMO

