

United States Environmental Protection Agency  
Office of International and Tribal Affairs  
American Indian Environmental Office

# FY 2016 Tribal ecoAmbassadors Program RFP # EPA-OITA-AIEO-2016-001

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May 2016

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For Audio, please dial-in via telephone:

**Call in Number: 1.866.299.3188**

**Call in Code: 202.564.9957**

## Purpose of this Teleconference/Webinar

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1. Go through the highlights of the Tribal ecoAmbassadors Grant Program RFP# EPA-OITA-AIEO-2016-001
  - ▶ ***Please note that this teleconference is NOT a consultation, but Tribes on this call are welcome to request a formal consultation with us.***

## Disclaimers

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- The information that I will share in this session is the best of my knowledge.
- All questions must be processed via email: [tapia.rosalva@epa.gov](mailto:tapia.rosalva@epa.gov).
- **These slides and presentation are NOT a substitute for the information in the RFP.**

# Presentation Overview

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- 2016/2017 Tribal ecoAmbassadors RFP overview
- Tentative Schedule
- RFP
  - Criteria
- Questions?

## 2016 Tribal ecoAmbassadors Grant Application Timeline

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1. April — Conduct Pre-Open Webinars/Presentations sharing information about the Tribal ecoAmbassadors Program history and award opportunities
2. May – Post-Open Webinars
3. May/June – Open Application Period
4. June/July – Collect applications; Review and rank applications
5. July/August – Notify all applicants of status; notify selectees
6. August/September – Complete administrative agreements (terms and conditions) with Tribal ecoAmbassadors for the year; award grants

## 2016 Application Proposed Changes and Highlights

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- All applications must be submitted via [www.grants.gov](http://www.grants.gov)
  - DUNS Number
  - Finite Deadline
  - There will be a **45 day open** period to apply.
  - ***RFP closes: Friday, June 17, 2016 at 11:59 (East Coast Time)***
- Awards will be up to \$50,000.

## Request for Proposals - Initial Grant Announcement: EPA-OITA-AIEO-2016-001

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- ▶ **CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:**  
66.954

### **IMPORTANT DATES:**

Tuesday, May 3, 2016 RFP OPENS

Friday, June 17, 2016 RFP CLOSING – PROPOSALS DUE

August 2016

ANTICIPATED NOTIFICATION OF SELECTION

September 2016

ANTICIPATED AWARD

- ▶ <https://www.epa.gov/tribal/tribal-ecoambassadors-program>.

# Tribal ecoAmbassadors Programmatic Priorities

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- ▶ The awarded projects must accomplish impactful research and projects that:
  - ▶ Address a critical environmental issue impacting the TCU's and/or tribal community environmental human and/or climate change;
  - ▶ Include a communication component in the project design to increase community awareness, support, and national outreach for specific projects; and
  - ▶ Provide TCU students with the opportunity to participate in an environmental study project which provides them training and experience in STEM research methods.



# Project Proposals must:

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- i. Identify the problem to be studied.
  - (a) Describe the issue.
  - (b) Describe why/how the issue is important to the TCU and/or tribal community.
  - (c) Describe the goal of the project.
  - (d) Develop an itemized budget
  - (e) Provide a project schedule.
  - (f) Detail other resources needed for project success.
- ii. Identify the group of students who will support the project.
- iii. Provide a course plan that will illuminate for students the various steps required to develop sound STEM research and implementable skills and solutions.
  - (a) Community engagement about the identified problem.
  - (b) Data collection.
  - (c) Data analysis.
  - (d) Developing solutions.
  - (e) Measuring success.

# Anticipated Outputs

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- ▶ The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.
- ▶ According to the definitions above, expected **outputs** from the activities funded under this solicitation may include, but are not limited to the following:
  - ▶ (a) Scientific methodology and study plan and execution of environmental study that impacts the tribal community and/or campus. Areas of study may include, but are not limited to: climate change, biodiversity, wetland preservations, drinking water, wastewater management, solid waste, management, and air pollution management;
  - ▶ (b) Number of students and persons involved in the project;
  - ▶ (c) Impacts of the project on an environmental issue; and
  - ▶ (d) Qualitative benefits

# Anticipated Outcomes

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- ▶ The term "outcome" means the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.
- ▶ Expected **outcomes** from projects funded under this solicitation may include, but are not limited to the following:
  - ▶ (a) Assessment and solution proposals for different environmental issues in a TCU campus and/or tribal community.
  - ▶ (b) Strengthen relationships between EPA and various Tribal Colleges and Universities.
  - ▶ (c) Greater capacity for addressing environmental issues in varied communities in a TCU campus and/or tribal community.
  - ▶ (d) Promotion and expansion of environmental stewardship.
  - ▶ (e) Increased environmental knowledge and public awareness of environmental issues as measured by pre- and post-training assessments or other evaluation techniques.
  - ▶ (f) Improved environmental literacy among students as measured number of students and/or community members participating, audience, publication and dissimulation of the projects.

## Statutory Authority

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- EPA expects to award this grant using the
- Safe Drinking Water Act, Section 1442, 42 U.S.C 300j-1; the Clean Air Act, Section 103, 42 U.S.C 7403;
- the Clean Water Act, Section 104, 33 U.S.C 1254;
- the Toxic Substances Control Act, Section 10, 15 U.S.C 2609;
- the Federal Insecticide, Fungicide, and Rodenticide Act, Section 20, 7 U.S.C 136r;
- and/or Solid Waste Disposal Act, Section 8001, 42 U.S.C 6981,
- Annual Appropriation Acts,
- and the Indian Environmental General Assistance Program Act.

## Amount of Funding Available

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- ▶ The total estimated funding expected to be available for the award under this competitive funding opportunity is approximately \$400,000. EPA anticipates funding approximately eight awards of up to \$50,000 each. These awards would be funded per a performance period of one academic year, and subject to the availability of funds, quality of evaluated proposals, and other applicable considerations.
- ▶ **Partial Funding**  
In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially

## Funding Type: Cooperative Agreement

- This award will be funded through a **cooperative agreement** and will include substantial interaction with EPA. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial EPA involvement for this project may include:
- 1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- 2. EPA collaboration regarding scope of work, organizational structure, staffing, mode of operation and other management process (assuming the principal purpose is not to acquire goods or services for the government, in which case a contract would be required): in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate;
- 3. Joint operational involvement, participation, and/or collaboration between EPA and the recipient;
- 4. EPA review of project phases or the substantive provisions of proposed contracts found within the scope of the agreement;
- 5. EPA involvement in the selection of key recipient personnel (EPA will not select employees or contractors employed by the award recipient);
- 6. Agency approval of recipient plans prior to award;
- 7. Normal monitoring activities such as site visits, performance reporting, financial reporting and audit;
- 8. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
- 9. Agency review of performance after completion.

## Project Start Date/Project Duration

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- ▶ EPA anticipates that the start date of this project would be no sooner than **August 29, 2016**, and the period of performance will not exceed one academic year, or by **June 30, 2016**. Should the award of funds be delayed, EPA will work with the applicant to adjust the proposed project start and end dates as needed.

## Eligible entities

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- ➡ Eligible entities must be: an accredited Tribal College or Tribal University. There are currently 32 recognized accredited TCUs in the United States.
- ➡ Please see Appendix B.



## Cost Share/Matching/Leveraging

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- ▶ Sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.
- ▶ **Leveraging** is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA cooperative agreement funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (see Section IV of this announcement, under Collaborations/Partnerships and Leveraging). Leveraged funds and resources may take various forms as noted below.
- ▶ **Voluntary cost share** is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

## Evaluation Criteria

### 1. Project Summary/Approach:

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- 1. Project Summary/Approach: Under this criterion, the Agency will evaluate the following factors:
  - i. (10 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements and tasks in Section I, B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs),
  - ii. (10 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.
  - iii. (10 pts) the extent and quality to which the narrative proposal address the Tribal ecoAmbassadors Programmatic Priorities
    - a) Address a critical environmental issue impacting the TCU's and/or tribal community environmental human and/or climate change.
    - b) Include a communication component in the project design to increase community awareness, support, and national outreach for specific projects, and
    - c) Provide TCU students the opportunity to participate in an environmental study project which gives them training and experience in STEM research methods.

## Evaluation Criteria:

### 2. Environmental Results—Outcomes

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- ▶ **2. Environmental Results** — Outcomes, Outputs and Performance Measures: Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the applicants' progress towards achieving the expected outputs and outcomes.
  - ▶ i. (8 pts) Environmental benefits – address at least one of the following area: air quality, water quality, toxic waste, biodiversity, or waste management
  - ▶ ii. (4 pts) Climate change - Climate change poses risks to human health, the environment, cultural resources, the economy and quality of life. These changes are expected to create further challenges to protecting human health and welfare and the environment. Under this solicitation applicants

## Evaluation Criteria:

### 2. Environmental Results—Outcomes

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- ▶ iii. (4 pts) Transferable – Achieving Project Outcomes that can benefit and be applied to other communities is one of the goals of this program. Under this criterion, proposal should describe the transferability of the project to benefit and assist other tribal and/or non-tribal communities across the nation.
- ▶ iv. (4 pts) Human health impact - Under this criterion, proposals will be evaluated based on the extent they demonstrate how the project will help identify and reduce threats to human health and the environment.

## Evaluation Criteria

### 3. Programmatic Capability and Past Performance:

- ▶ **3. Programmatic Capability and Past Performance:** Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:
  - ▶ i. (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement,
  - ▶ ii. (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,

## Evaluation Criteria

### 3. Programmatic Capability and Past Performance:

- ▶ iii. (4 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project,
- ▶ iv. (4 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed projects.
- ▶ Note: In evaluating applicants under items I and II of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items I and II above a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you will receive a score of 0 for these factors.

## Evaluation Criteria: 4. Budget:

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- **4. Budget:** Under this criterion, the Agency will evaluate the proposed project budget to determine whether:
  - i. (5 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,
  - ii. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.
- An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.



## Evaluation Criteria

### 5. Environmental Justice Impacts:

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- ▶ 5. Environmental Justice Impacts: Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (see Section I of this announcement) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate have been or are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.



## Evaluation Criteria

### 6. Expenditure of Awarded Grant Funds:

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- ▶ 6. Expenditure of Awarded Grant Funds: (5 pts) Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

## Evaluation Criteria

### 7. Technical Approach and Design Related Criteria:

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- ▶ 7. Technical Approach and Design Related Criteria:
  - ▶ i. (3 pts) Technical Approach: Under this criterion, applicants will be evaluated based on the applicant's technical approach for performing the project including its feasibility, schedule, milestones, and whether it is realistic.
  - ▶ ii. (3 pts) Significance: Under this criterion, applicants will be evaluated based on how the proposed project will support/benefit the public or advance scientific knowledge. Applicants will also be evaluated based on the relationship of the proposed project to the seriousness, extent, and urgency of the environmental problems toward which the project is directed. Specifically, the extent to which the project demonstrates anticipated public benefits and the degree to which the project can be expected to produce

## Evaluation Criteria

### 7. Technical Approach and Design Related Criteria:

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- ▶ iii. (3 pts) Feasibility/Approach: Under this criterion, applicants will be evaluated on whether the project design is important to expected outcomes, evaluate proposals based on the conceptual framework, design, methods, technical approach, and analyses. Consider whether the approach is adequately developed, integrated, and appropriate to the goals of the program/project and whether there are potential problem areas.
- ▶ iv. (3 pts) Innovation: Under this criterion, applicants will be evaluated based on how the proposal highlights concepts, approaches, methods, or combinations of expertise that are considered innovative. For example, describe any challenges directed at existing paradigms, methodologies, or technologies while suggesting appropriate focus, strategies, and procedures.

## Review and Rank

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- ➡ Only those applications that pass the threshold will be reviewed and ranked
- ➡ A panel of no less than three experts within EPA will review the applications

## Post-Application Submission

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- ▶ Successful Applicants: EPA anticipates notification to successful applicants will be made via electronic or postal mail by **Friday, July 29, 2016**.
- ▶ Unsuccessful Applicants: EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail by **Friday, July 29, 2016**. The notification will be sent to the original signer of the Standard Form 424, Application for Federal Assistance.
- ▶ **Disputes**
  - ▶ Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <https://www.epa.gov/grants/grant-competition-dispute-resolution-procedures>.

# Grants.Gov

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- ▶ Applicants, except as noted below, must apply electronically through Grants.gov under this funding opportunity based on the Grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through Grants.gov because of limited or no internet access which prevents them from being able to upload the required proposal materials to Grants.gov, the applicant must contact [OGDWaivers@epa.gov](mailto:OGDWaivers@epa.gov) or the address listed below in writing (e.g., by hard copy, email) at least 15 calendar days prior to the submission deadline under this announcement to request approval to submit their proposal package through an alternate method.
- ▶ In the request, the applicant must include the following information:
  - ▶ Funding Opportunity Number (FON)
  - ▶ Organization Name and DUNS
  - ▶ Organization's Contact Information (email address and phone number)
  - ▶ Explanation of how they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through [www.Grants.gov](http://www.Grants.gov).

# Budget Narrative and Detail

- **Budget Narrative and Detail (Mandatory, but not included in 12 page limit)**
- 1. This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a discussion of the applicant's approach to ensuring proper management of grant funds, a detailed Budget Narrative, as well as the itemized Budget Table below. An applicant's Budget Table and Budget Narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable).
  - i. Expenditure of Awarded Grant Funds: Applicants should provide a detailed discussion of their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
  - ii. Budget Narrative:
    - a) Description of the budget and estimated funding amounts for each work component/task.
    - b) For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Narrative must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200. Any form of cost-share included in the Budget Detail must also be included on the SF 424 and SF 424A. Please see Section III.B of this RFP for more detailed information on cost-share.

## Budget Table

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- ▶ a) Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Table section of the work plan, adding or deleting additional rows as necessary to accurately reflect the proposed project budget.
- ▶ b) Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, installation (labor) supplies, contractual costs, other direct costs, indirect costs, and total costs.
- ▶ c) For applicants that provide a mandatory and/or voluntary cost share/match, the Budget Table must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category



## Categories that must be included in the budget narrative and table

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- i. Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.
- ii. Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.
- iii. Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers, and other costs for each type of travel.
- iv. Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.
- v. Supplies - “Supplies” means all tangible personal property other than “equipment.”
- vi. Contractual - Identify each proposed contract and specify its purpose and estimated cost.

## Categories that must be included in the budget narrative and table

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- ▶ **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate

## Categories that must be included in the budget narrative and table

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- ▶ **Indirect Charges** - If indirect charges are budgeted, indicate the approved rate and base. Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant federal or state agency. Examples of Indirect Cost Rate calculations are shown below:
  - Personnel ( $\text{Indirect Rate} \times \text{Personnel} = \text{Indirect Costs}$ )
  - ▶ • Personnel and Fringe ( $\text{Indirect Rate} \times \text{Personnel \& Fringe} = \text{Indirect Costs}$ )
  - ▶ • Total Direct Costs ( $\text{Indirect Rate} \times \text{Total direct costs} = \text{Indirect Costs}$ )
  - ▶ • Direct Costs, less distorting or other factors such as contracts and equipment ( $\text{Indirect Rate} \times (\text{total direct cost} - \text{distorting factors}) = \text{Indirect Costs}$ )

# Sample Budget Table



Example Budget Table

Line Item and Itemized Cost	EPA Funding
<b>Personnel</b>	
(1) Project Manager @ \$40/hr. x 10 hrs./week x 30 wks	\$12,000
(1) Project Student Internship @ \$15/hr. x 5 hrs./week x 30 wks x 8 students	\$18,000
<b>TOTAL PERSONNEL</b>	<b>\$30,000</b>
<b>Fringe Benefits</b>	
20% of Salary and Wages	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$6,000</b>
<b>Travel</b>	
TeA Principle Investigator Travel to Orientation Meeting –	\$890
TeA Principle Investigator Travel to End of Project Results Presentation Meeting	\$950
TeA Student(s) Travel to Orientation Meeting – x 2	\$1,780
TeA Student(s) Travel to End of Project Results Presentation Meeting – x2	\$1,900
<b>TOTAL TRAVEL</b>	<b>\$5,520</b>
<b>Equipment</b>	
Laboratory Equipment (Specified Piece x 1)	\$2,500
Field Sample kits (\$48 x 10)	\$480
<b>Total Equipment</b>	<b>\$2,980</b>
<b>Supplies</b>	
Presentation Supplies and Printing	\$1,000
<b>TOTAL SUPPLIES</b>	<b>\$1,000</b>
<b>Indirect Charges</b>	
Federal Negotiated Indirect Cost Rate = 15% (Indirect Rate x Personnel = Indirect Costs)	
<b>TOTAL INDIRECT CHARGES</b>	<b>\$4,500</b>
<b>TOTAL FUNDING</b>	<b>\$50,000</b>
<b>TOTAL PROJECT COST (FEDERAL)</b>	<b>\$50,000</b>

## Optional Attachments

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- ▶ i. **Cost-Share Commitment Letters:** If applicable, project partners who are providing in-kind or monetary assistance must demonstrate their specific commitment to meet the proposed cost-share. This information does not count towards the 12-page limit.
- ▶ ii. **Letters of Support/Partnership:** If applicable, letters of support that demonstrate strong, long-term involvement



Thank you!  
Questions?

## 2016 Application Highlights

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- All applications must be submitted via [www.grants.gov](http://www.grants.gov)
- There will be a **45 day open** period to apply.
- ***RFP closes: Friday, June 17, 2016 at 11:59 (East Coast Time)***
- Awards will be up to \$50,000.

## Questions?

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- ▶ If you have any questions, please contact me.

**Rosalva Tapia**

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