

## OVERVIEW SECTION

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** “FY 2018 TRIBAL WASTE MANAGEMENT CAPACITY BUILDING TRAINING GRANT”

**ACTION:** Request for Proposals (RFP) - Initial Announcement

**RFA NO:** EPA-OLEM-ORCR-18-03

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.:** 66.808

**DATES:** The closing date and time for receipt of proposal submissions is July 13, 2018, 11:59 p.m. (ET). Proposals must be submitted electronically through <https://www.grants.gov/> by 11:59 p.m. (ET) on July 13, 2018 to receive consideration. Proposals received after 11:59 p.m. (ET) on July 13, 2018, will not be considered.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from eligible entities that will provide training and travel scholarships to federally-recognized tribes in support of waste management capacity building on tribal lands. The recipient will conduct four training courses that will assist tribes in the development and implementation of sustainable waste management programs. The trainings are as follows: 1) Managing Household Hazardous Waste Collection at Transfer Stations; 2) Managing Wasted Food and other Organic Materials; 3) Developing and Updating Integrated Waste Management Plans; and 4) Implementing Integrated Waste Management Plans through Waste Diversion Programs. In addition, the recipient should incorporate mechanisms and tools within the curriculum that will assist tribes with capacity building. Specifically, each training course will provide information on the following: recycling, composting, managing wasted food, reducing and managing the amount of waste that is generated, as well as proper collection and disposal of household hazardous waste. Each training course should include tribal speakers that have developed and implemented successful waste management programs. Also, the recipient will offer travel scholarships for participants to attend each training course.

**FUNDING/AWARDS:** The estimated funding available under this competitive opportunity is \$250,000 subject to the availability of funds, the quality of proposals received and other applicable considerations. The total estimated award values shall not exceed \$250,000. (*Refer to Section 2(B).*)

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## **SECTION 1. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

There are 566 federally-recognized tribes in the United States. Each of the federally-recognized tribes is unique and waste management issues and/or programs are similarly diverse among tribes. Proper waste management, remains to be a challenge for many tribes for many reasons, including limited resources, geographic locations, and environmental factors.

The Office of Resource Conservation and Recovery (ORCR), located within OLEM, administers the EPA's waste management programs under the authority of the Resource Conservation and Recovery Act (RCRA). RCRA promotes energy and resource conservation through recycling, recovery, reduction, clean up, and elimination of waste. ORCR provides national program direction and partners with the regions and other federal agencies to assist tribes with the management of their waste. The EPA's main tribal solid waste priority, intended to address the most pressing waste-related environmental issues on tribal lands, is the promotion of sustainable tribal waste management programs through the development and implementation of Integrated Waste Management Plans (IWMPs). Through the EPA's Tribal Waste Management Program, tribes are encouraged to develop and implement safe sustainable waste management practices in Indian country that are protective of human health and the environment. In support of its main priority, the EPA utilizes technical assistance and grants as vehicles for accomplishing its goal. Specifically, the Tribal Waste Management Capacity Building Training Grant Program will provide trainings that will assist tribes in developing and implementing sustainable waste management programs on tribal lands.

### **B. Types of Activities EPA Will Fund Under this Grant Program**

The activities eligible for funding under this RFP are planning, developing and conducting training that will assist tribes with capacity building to support the development and implementation of sustainable waste management programs. The training should facilitate a transfer of knowledge as well as allow a larger number of tribal governments to capitalize on the expertise that will be gained by the tribal participants. The applicant shall provide four training courses, the specific training courses are as follows: 1) Managing Household Hazardous Waste Collection at Transfer Stations; 2) Managing Wasted Food and other Organic Materials; 3) Developing and Updating Integrated Waste Management Plans; and 4) Implementing Integrated Waste Management Plans through Waste Diversion Programs. The training courses should include tribal speakers that have developed and implemented successful waste management programs. The recipient will provide travel scholarships to support tribal attendance at the trainings.

### C. EPA Strategic Plan Linkage

The projects selected for award through this competition will support progress towards EPA Strategic Plan Goal 1 (Core Mission: Deliver real results to provide Americans with clean air, land, and water, and ensure chemical safety.) Objective 1.3 (Revitalize Land and Prevent Contamination). Specifically, the recipient will develop and conduct trainings that will assist tribes in the development and implementation of sustainable waste management programs.

(View EPA's Strategic Plan online at: <http://www.epa.gov/planandbudget/strategicplan.html>.)

### D. Measuring Environmental Results: Anticipated Outcomes/Outputs

Pursuant to EPA Order 5700.7, "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant applicants and recipients adequately address environmental outcomes and outputs. Outcomes and outputs differ both in their nature and in how they are measured. Applicants must discuss environmental outcomes and outputs in their proposed work plan.

1. **Outcomes.** The term "outcomes" refers to 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, must be quantitative, and may not necessarily be achievable during the project period.

EPA anticipates outcomes from projects expected to be awarded under this announcement will include, but are not limited to the following:

- a. Improved ability to properly manage and/or dispose of waste;
  - b. Increased amount of waste and/or recyclables properly disposed of because of implementation of an Integrated Waste Management Plan; and
  - c. Improved ability to properly identify, manage, or dispose of waste as demonstrated by a reduction in the number of citations under tribal codes, regulations, and ordinances, and fewer reports of illegal dumping of waste on tribal lands.
2. **Outputs.** The term "outputs" refers to 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 or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the project period.

EPA anticipates the outputs from the project expected to be awarded under this announcement will include, but are not limited to the following:

- a. Development, production and distribution of educational and outreach materials;
- b. Outreach events conducted in support of implementing an Integrated Waste Management Plan; and
- c. Increases in the number of additional homes served by the new solid waste management system.

## **E. Supplementary Information**

The statutory authority for assistance agreements awarded by EPA under this announcement is the Solid Waste Disposal Act, Section 8001, as amended.

### **SECTION 2. AWARD INFORMATION**

#### **A. What is the amount of available funding?**

The total estimated funding available under this competitive opportunity is \$250,000 subject to the availability of funds and quality of proposals received.

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

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

EPA anticipates awarding one cooperative agreement under this competitive opportunity. **The proposed federal funding may not exceed \$250,000, excluding any voluntary cost share or leveraging.**

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project will include:

1. Close monitoring of the recipient's performance to verify the expected results proposed by the recipient;
2. Collaboration during performance of the scope of work;
3. Review any proposed changes to the work plan and/or budget;
4. Review of proposed procurements in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate;
5. Review qualifications of key personnel (EPA does not have the authority to select employees or contractors employed by the award recipient);
6. Review and comment on the content of printed or electronic publications prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concur on project outputs for consistency with the EPA approved scope of work.

EPA reserves the right to reject all proposals and make no awards under this announcement or, to make fewer awards than anticipated.

### **C. Will proposals be partially funded?**

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

### **D. What is the project period for award(s) resulting from this solicitation?**

The estimated start date for projects resulting from this solicitation is October 1, 2018. All project activities must be completed within the negotiated project performance period of one year.

## **SECTION 3. ELIGIBILITY INFORMATION**

### **A. Eligible Entities**

Proposals will be accepted from States (including the District of Columbia, Puerto Rico, Virgin Islands, Guam, American Samoa, and Northern Mariana Islands), local, Tribal, interstate, and intrastate government agencies and instrumentalities, and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible. For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy. Additionally, EPA may limit competition under this CFDA to Tribes and Inter-Tribal Consortia.

### **B. Cost-Sharing or Matching**

Although cost-sharing or matching is not required as a condition of eligibility under this competition, under *Section 5* of this announcement EPA, will evaluate proposals based on a leveraging criterion (*Refer to Section 5(A), Evaluation Criteria*).

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 that are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section 4 of the announcement). 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:

A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR Section 200.306). A voluntary cost share may only be met with eligible and allowable costs. The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant. The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Part 200 and/or Part 1500, as applicable.

**Other leveraged funding/resources that are not identified as a voluntary cost share.** This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third-party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500 as applicable.

### **C. Threshold Eligibility Criteria**

Proposals must meet the following “threshold criteria,” **by the time of proposal submission. Proposals that fail to meet any one of the threshold criteria will not be considered further.** EPA will notify applicants who do not meet the threshold criteria within 15 calendar days of the “fail” determination. Proposals that meet the threshold criteria will then be evaluated based on the factors disclosed in *Section 5(A), Evaluation Criteria*. The threshold criteria are:

1. Proposals must address an acceptable project as described in *Section 1(B), Types of Projects EPA Will Fund Under this Grant Program* of this announcement.
2. Federal funds requested may not exceed \$250,000. **This excludes any leveraging or voluntary cost share.** Proposals requesting assistance funding in excess of this value will not be considered.
3. Proposals must specifically describe how the applicant will provide technical assistance and transfer information, (including lessons learned) to other tribal communities.
4. a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4(B)* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4(D)* with respect to the proposal, pages in excess of the page limitation will not be reviewed.

b. In addition, initial proposals must be submitted through <https://www.grants.gov/> as stated in *Section 4(B)* of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in *Section 4(A)*), on or before the proposal submission deadline published in *Section 4(B)* of this announcement. Applicants are responsible for following the submission instructions in *Section 4(B)* of this announcement to ensure that their proposal is timely submitted.

c. Proposals submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA's mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their proposal through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with **Tonya Hawkins, EPA Project Officer (see *Section 7* for contact information)**, as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

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

## **SECTION 4. PROPOSAL AND SUBMISSION INFORMATION**

### **A. Requirement to Submit Through Grants.gov and Limited Exception Procedures**

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov/) under this funding opportunity based on the grants.gov instructions in this announcement. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access that prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov/), the applicant must contact [OGDWaivers@epa.gov](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 application materials through an alternate method.

#### **Mailing Address:**

OGD Waivers  
c/o Jessica Durand  
USEPA Headquarters  
William Jefferson Clinton Building  
1200 Pennsylvania Ave., N. W.  
Mail Code: 3903R  
Washington, DC 20460

#### **Courier Address:**

OGD Waivers  
c/o Jessica Durand  
Ronald Reagan Building

1300 Pennsylvania Ave., N.W.  
Rm # 51278  
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON);
- Organization Name and DUNS;
- Organization's Contact Information (email address and phone number); and
- Explanation of how they lack the technical capability to apply electronically through Grants.gov because of: 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2017, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2017). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through Grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2017 with a submission deadline of January 15, 2018, the applicant would need a new exception to submit through alternative methods beginning January 1, 2018.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in *Section 7* of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

## **B. Submission Instructions**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to [Grants.gov](https://www.grants.gov) and click on "Applicants" on the

top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

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

To begin the application process under this grant announcement, go to [Grants.gov](http://Grants.gov) and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through Grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit [Adobe Reader Compatibility Information on Grants.gov](http://Adobe Reader Compatibility Information on Grants.gov)

You may also be able to access the application package for this announcement by searching for the opportunity on [Grants.gov](http://Grants.gov). Go to [Grants.gov](http://Grants.gov) and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OLEM-ORCR-18-03, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field and click the Search button.

Please Note: All applications must now be submitted through [Grants.gov](http://Grants.gov) using the “Workspace” feature. Information on the Workspace feature can be found at the [Grants.gov Workspace Overview Page](http://Grants.gov Workspace Overview Page).

**Application Submission Deadline:** Your organization’s AOR must submit your complete application package electronically to EPA through [Grants.gov](http://Grants.gov) no later than July 13, 2018, 11:59 p.m. (ET). Please allow for enough time to successfully submit your application and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the Grants.gov application package accessed using the instructions above.

## **Application Materials**

**The following forms and documents are required under this announcement:**

### **Mandatory Documents:**

1. Application for Federal Assistance (SF-424)

2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Narrative Proposal (Project Narrative Attachment Form)-prepared as described in Section 4 of the announcement.

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact **Tonya Hawkins (703) 308-8278** or [hawkins.tonya@epa.gov](mailto:hawkins.tonya@epa.gov). Failure to do so may result in your application not being reviewed.

### C. Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. **Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section 4 of the solicitation.** The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission.

**Note: Grants.gov issues a “case number” upon a request for assistance.**

3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to [Grants.gov](http://Grants.gov) by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to **Tonya Hawkins** at [hawkins.tonya@epa.gov](mailto:hawkins.tonya@epa.gov) with the FON in the subject line. If you are unable to email, contact **Tonya Hawkins** at **(703) 308-8278**. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](http://Grants.gov) or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an

applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call [Grants.gov](https://www.grants.gov) for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact **Tonya Hawkins** at **(703) 308-8278**.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, and you have already attempted to resolve the issue by contacting Grants.gov, send an email message to **Tonya Hawkins** at [hawkins.tonya@epa.gov](mailto:hawkins.tonya@epa.gov) prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal and it is too late to reapply, promptly send an email to **Tonya Hawkins** at [hawkins.tonya@epa.gov](mailto:hawkins.tonya@epa.gov) with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

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

#### **D. Content and Form of Proposal**

**The following documents are required for all proposal packages.** In addition to the mandatory documents listed in *Section 4(B)*, all proposals must contain a “Narrative Proposal,” and a budget narrative. The “Narrative Proposal,” a maximum of 15 pages in length, must explicitly describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

##### **1. Narrative Proposal.**

Narrative Proposals must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11” pages. The Narrative Proposal must provide the information detailed in this section and, **include responses to all *Section 3(C), Threshold Criteria, Section 5(A), Evaluation Criteria*, as well as the information identified in *Section 1, Funding Opportunity Description***. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria.** Sufficient detail must be provided to allow for an evaluation of the merits of the

proposal. Vague descriptions, redundancy, and failure to address the evaluation criteria will result in a lower ranking.

The Narrative Proposal (*Sections “a” and “b” below*) must substantially conform to the following outline and content:

- a. **Cover Letter.** The cover letter must include a brief description of your project, be written on your organization’s official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
  - i. **Applicant Information.** Provide the name and full address of the tribe or consortium applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to EPA;
  - ii. **Contacts.** Provide phone/fax numbers, email address, and mailing address of the project director and head of organization/executive director responsible for the project proposal. These individuals may be contacted if other information is needed;
  - iii. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any; and
  - iv. **Funding Requested.** Specify the amount you are requesting from EPA. **The total funding requested amount may not exceed \$250,000, excluding any in-kind contribution or leveraging.**
- b. **Detailed Project Description.** The project description should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement. You must directly and explicitly address the evaluation criteria as part of your proposal package.
  - i. **Project Description.** Clearly describes a comprehensive training program, including how the tools and expertise gained by the participants can be utilized in the development of tribal capacity for building sustainable waste management programs; clearly, concisely and realistically describe the proposed project goals, activities, budget, and project milestones (including the expected number of training participants, proposed dates and locations for the trainings, and proposed number of travel scholarships for the training courses s), and describes the approach/actions proposed to transfer information and lessons learned during the project to other tribes.
  - ii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include

federal grants and cooperative agreements but not federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than five agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in *Section 5*, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of zero for these factors.

iii. **Performance Measurement: Anticipated Outcomes and Outputs.**

**Anticipated Outcomes.** Specify the expected environmental outcomes as described in *Section 1(E), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress in achieving the project outcomes and results. (*Refer to Section 5(A), Evaluation Criteria, Performance Measurement.*)

**Anticipated Outputs.** Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

iv. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 31. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justify sole source procurement.

v. **Technical Assistance/Transferability.** The proposal must describe a viable and innovative approach for providing technical assistance to other tribes, including how other tribal communities will benefit from the project. In describing the approach, specifically include the following: a methodology for transferring information and lessons learned during the project to other tribes, and a detailed plan that clearly describes activities that will educate and assist other tribal

communities in their efforts to develop and implement sustainable waste management programs.

- vi. **Voluntary cost share/match and leveraged funds.** Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.
- vii. **Expenditure of Awarded Grant Funds.** Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

The detailed project description must substantially conform to the following outline and content:

2. **Attachments.** The following documents shall be included as attachments to the work plan. These documents will not count as part of the 15-page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.
  - a. **Intertribal Consortia Documentation.** Intertribal Consortia are eligible to receive grants under this program only if the consortium demonstrates that all members of the consortium meet the eligibility requirements for the grant and authorize the consortium to apply for and receive assistance by submitting to EPA documentation of: (1) the existence of the partnership between Indian tribal governments, and (2) authorization of the consortium by all its members to apply for and receive the grant. Documentation can be in the form of letters signed by all member tribes, approved by laws that contains language that specifically addresses the eligibility requirements and/or other forms of documentation that adequately meets the eligibility requirements.
  - b. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at partnership organizations along with a description of what involvement (e.g., assistance and role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments. Letters of support may not be from EPA staff.

c. **Budget.** Provide a detailed itemized budget proposal that clearly explains how funds will be used for each of the following categories and how it relates to the project objective. Indicate what portion of the cost EPA will pay, and what portion the applicant or other partners will pay, if applicable:

- i. Personnel;
- ii. Fringe Benefits;
- iii. Contractual Costs;
- iv. Travel;
- v. Supplies;
- vi. Other Costs (be specific);
- vii. Administrative Costs (other than Indirect Costs);
- viii. Non-EPA Project Funding. Identify funding from other sources including in-kind resources;
- ix. Total Direct Costs;
- x. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage); and
- xi. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal.

**Management Fees:** When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges 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.

d. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your Program.

## **E. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at <https://www.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

**SECTION 5. PROPOSAL REVIEW INFORMATION**

All proposals received by the closing date and time for the submission will first be reviewed to determine eligibility for funding based upon compliance with the Threshold Eligibility Criteria in *Section 3(C)*. Only proposals determined eligible will be evaluated for technical merit. Proposals that do not meet the Threshold Eligibility Criteria will not be reviewed according to the evaluation criteria set forth below.

**A. Evaluation Criteria**

Each proposal will be scored based on the following Ranking Criteria. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.”

Criterion	Maximum Points per Criterion
<p><b>Project Description.</b> Under this criterion, EPA will evaluate the quality and extent to which the proposal effectively addresses the scope of work activities described in <i>Section 1(B)</i> of this announcement. The proposal will be evaluated based on the quality and extent to which it:</p> <ul style="list-style-type: none"> <li>• Clearly describes a comprehensive training program including how the tools and expertise gained by the participants can be utilized in the development of tribal capacity for building sustainable waste management programs. (10 pts.)</li> <li>• Clearly, concisely and realistically describe the proposed project goals, activities, budget, and project milestones (including the expected number of training participants, proposed dates and locations for the trainings, and proposed number of travel scholarships for the training courses). (10 pts.)</li> <li>• Describes the approach/actions proposed to transfer information and lessons learned during the project to other tribes. (5 pts.)</li> </ul>	25
<p><b>Programmatic Capability and Past Performance.</b> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking in to account the applicant’s:</p> <ul style="list-style-type: none"> <li>(i) past performance in successfully completing and managing the assistance agreements identified in response to <i>Section 4(D)</i> of the announcement (10 pts.),</li> <li>(ii) history of meeting the reporting requirements under the assistance agreements identified in response to <i>Section 4(D)</i> 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</li> </ul>	25

<p>progress was not being made whether the applicant adequately reported why not (10 pts.),</p> <p>(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project (2.5 pts.), and</p> <p>(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (2.5 pts.).</p> <p><b>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 past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (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 may receive a score of 0 for these factors.</b></p>	
<p><b>Performance Measurement: Anticipated Outcomes and Outputs.</b> Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). The proposals will be evaluated on the quality and extent to which they:</p> <ul style="list-style-type: none"> <li>• Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 pts.)</li> <li>• Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 pts.)</li> <li>• Describe how progress towards achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and, document achievement of expected outputs identified in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 pts.)</li> </ul>	10

<p><b>Budget/Resources.</b> This criterion refers to the proposed budget, in-kind goods and services, and other resources that the applicant outlines to carry out the proposed project. The proposal will be evaluated based on the extent that:</p> <ul style="list-style-type: none"> <li>• The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. How will your proposed budget effectively sustain your proposed project? How will you plan on managing this budget? This should include cost estimates for each of the proposed project activities to be conducted using EPA funds. (2.5 pts.)</li> <li>• The proposal identifies partnering organization(s) and documents the relationship with the applicant, for example, through letters of support, joint statements, or principles of agreement signed by other parties. (2.5 pts.)</li> </ul>	5
<p><b>Technical Assistance/Transferability.</b> Under this criterion, EPA will evaluate the proposals on the quality and extent to which they:</p> <ul style="list-style-type: none"> <li>• Describe a viable and innovative approach for providing technical assistance to other tribes, including how other tribal communities will benefit from the project. (10 pts.) In describing the approach, specifically include the following: <ul style="list-style-type: none"> <li>- A methodology for transferring information and lessons learned during the project to other tribes (5 pts.), and</li> <li>- A detailed plan that clearly describes activities that will educate and assist other tribal communities in their efforts to develop and implement sustainable waste management programs. (10 pts.)</li> </ul> </li> </ul>	25
<p><b>Voluntary Cost Share/Leveraging.</b> Under this criterion, applicants will be evaluated based on the extent they demonstrate:</p> <p>(i) how they will coordinate the use of EPA funding with other federal and/or non-federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. (5 pts.)</p>	5
<p><b>Expenditure of Awarded Grant Funds.</b> 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. (5 pts.)</p>	5

## **B. Review and Selection Process**

Proposals will first be evaluated against the threshold eligibility criteria listed in *Section 3* of this announcement. Only those proposals which meet all the threshold eligibility criteria listed above will be evaluated by a review panel of EPA Headquarters and Regional staff for technical merit, based on the evaluation factors detailed in *Section 5(A)* of this solicitation.

EPA Regions may provide information to the review panel on an applicant's response to the "Environmental Results Past Performance Reporting" ranking criterion. This information may be taken into account based on the Regional EPA Office's experience, if any, with the applicant's performance on grants managed by the Region.

Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score. Each criterion has corresponding points that range from 2.5 points (lowest) to 25 points (highest). The score for each criterion will be based on how well each criterion is addressed. The maximum total number of points is 100. Please note that certain criteria are given greater weight than others.

The evaluated numerical scores will be rank ordered. In the event of a tied score, the review panel will select the applicant with the highest cumulative score for the Technical Assistance/Transferability Criterion. Preliminary funding recommendations will be provided to the EPA Headquarters Selection Official based on this ranking.

## **C. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the [EPA Solicitation Clauses](#) page. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

## **SECTION 6. AWARD ADMINISTRATION INFORMATION**

### **A. Award Notices**

EPA anticipates notification to both successful and unsuccessful applicants will be made via telephone, electronic, or postal mail by XXX, 2018.

The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal has been selected and is being recommended for award, is not an authorization to begin work.

Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability

of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., workplan), which must be approved by EPA before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

All successful applicants will be required to contact the appropriate Regional Office for further instructions. The applicant may be asked to send another completed and signed grant proposal package. *(Note: The Headquarters Program Office keeps the original grant proposal package for their files and the Regional Office receives copies only.)*

## **B. Administrative and National Policy Requirements**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: <http://www2.epa.gov/grants/grant-terms-and-conditions>.
2. **Intergovernmental Review**  
Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. EPA implemented the Executive Order in 40 CFR Part 29. EPA may require applicants selected for funding to provide a copy of their application to their State Point of Contact (SPOC) for review as provided at 40 CFR 29.7 and 40 CFR 29.8. The SPOC list can be found at the [Intergovernmental Review \(SPOC List\)](#) page. EPA may require successful applicants from states that do not have a SPOC to provide a copy of their application for review to directly affected state, area-wide, regional and local government entities as provided at 40 CFR 29.7 and 40 CFR 29.8. These reviews are not required before submitting an application. Only applicants that EPA selects for funding under this announcement are subject to the Intergovernmental Review requirement.
3. Grants and cooperative agreements with Tribal governments are subject to 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and 40 CFR Part 35.720 et. seq.
4. Programmatic terms and conditions will be negotiated with the selected recipient.
5. Reimbursement Limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.

## **C. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. The quarterly progress reports will be submitted to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be

included in the report. The report shall also include any changes of key personnel involved with the project.

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, as well as any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant.

#### **D. Use of Funds**

All costs incurred under this program must be allowable under 2 CFR Part 200 Subpart E. In accordance with applicable law, regulation, and policy, any recipient of funding must agree to comply with restrictions on using assistance funds for unauthorized lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts). See e.g. 2 CFR 200.450. Funds generally cannot be used to pay for travel by federal agency staff. Proposed project activities must also comply with all state and federal regulations applicable to the project area. The applicant must also review the solicitation for any other programmatic funding restrictions applicable to this program. If awarded funding, the recipient must refer to the terms and conditions of its award for other funding restrictions applicable to its award. It is the responsibility of the recipient to ensure compliance with these requirements. In addition, please see 2 CFR §1500.8 for information on pre-award costs.

#### **E. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at [Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

#### **F. Additional Provisions for Applicants Incorporated into the Solicitation**

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes, and administrative capability, can be found at [EPA Solicitation Clauses](#). These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

### **SECTION 7. AGENCY CONTACT**

**Tonya Hawkins**, U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery (MC 5303P), 1200 Pennsylvania Avenue, NW, Washington, DC 20460; Phone (703) 308-8278; or email: [hawkins.tonya@epa.gov](mailto:hawkins.tonya@epa.gov).

## **SECTION 8. OTHER INFORMATION**

### **A. National Environmental Information Exchange Network**

The Environmental Information Exchange Network (Exchange Network, Network or EN) is a partner-inspired, developed, implemented and governed information network. It facilitates environmental data sharing among EPA, states, tribes and territories. The EN uses a standard based approach that allows partners to exchange data over the Internet regardless of the specific information technology used. This replaces the need to perform complex and expensive data transformations to move data between systems or to share data on paper, discs or other media or via email. Partners share electronic data more easily and at a lower cost, and environmental decision makers are able to use the data to make timely decisions. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information available on the [Exchange Network](#).

### **B. Grants Resource Information**

For additional information on how to apply for, manage, and complete an EPA grant, please visit: <https://www.epa.gov/grants>.