

U.S. Environmental Protection Agency, Region 8

TITLE: Sustainable Practices and Regional Priorities Grant Program

SOLICITATION #: EPA-R8-2009-010

DATE OF INITIAL ANNOUNCEMENT: May 20, 2009

ACTION: Request for Proposals – Initial Announcement

## **Overview**

### **A. Introduction**

This is a Request for Proposals (RFP) for U.S. EPA Region 8's Fiscal Year 2009 Sustainable Practices and Regional Priorities Grant Program. The purpose of this RFP is to announce the availability of funding from four Region 8 grant programs for projects that are to be conducted within the boundaries of Region 8.

The four programs are:

- 1) Source Reduction Assistance (Pollution Prevention) Program;
- 2) Strategic Agricultural Initiative;
- 3) Resource Conservation Challenge (RCC) Grant Initiative; and
- 4) School Chemical Cleanout Campaign (SC3) (All projects under this area must be performed on tribal lands in Region 8.)

The statutory authorities for awards made under this funding opportunity include, as applicable the following:

Federal Insecticide, Fungicide and Rodenticide Act, Section 20  
Solid Waste Disposal Act, Section 8001  
Toxic Substances Control Act, Section 10

**Region 8 is competitively seeking project proposals that will achieve measurable environmental and public health results as these relate to Sustainable Practices within the Regional priority areas of:**

- **Clean Air and Global Climate Change**
- **Agriculture**
- **Healthy Communities and Ecosystems**

These priorities and the above funding sources are discussed in further detail in Section I of this solicitation.

### **B. Important Dates**

Proposals under this RFP can be mailed via U.S. Postal Service, submitted via UPS, Federal Express, or other commercial delivery service and must be postmarked (or the equivalent for submission by

commercial delivery service) by **June 29, 2009**. Proposals can also be submitted electronically as scanned pdf documents via e-mail and must be received by **5:00 p.m. (Mountain Time) on June 29, 2009**. See Section IV for further instructions on submitting a proposal. Late proposals will not be accepted.

Questions regarding this solicitation will be accepted until **5:00 p.m. (Mountain Time) on June 22, 2009**, and must be submitted in writing to the following e-mail address: [r8cfp@epa.gov](mailto:r8cfp@epa.gov). Questions sent to this e-mail address will be answered via e-mail within approximately 72 hours and the question and answer will be posted on the web site (<http://www.epa.gov/region8/grants/>) (see “Sustainable Practices and Regional Priorities Grant Program Questions and Answers”) for all interested parties to read. If you do not have an e-mail address, questions can be faxed to Gerard Bulanowski at (303) 312-6141. Please include a phone number so you may be contacted with a response.

EPA reserves the right to amend this solicitation as deemed necessary. Amendments could be administrative in nature (e.g., change of dates), technical (change in requirements) or changes which affect the anticipated funding. If this need occurs, EPA will post the amendment at the same internet location as this announcement (<http://www.epa.gov/region8/grants/>) and on [www.grants.gov](http://www.grants.gov).

### **C. Information in this Announcement**

Section I.	Funding Opportunity Description
Section II.	Award Information
Section III.	Eligibility Information
Section IV.	Application and Submission Information
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Section VI.	Award Administration Information
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Section VIII.	Other Information
Attachment A	Required Content and Format for Proposals
Attachment B	Example of Budget Detail

### **D. CFDA Numbers**

Grants and cooperative agreements will be awarded under the following Catalog of Federal Domestic Assistance (CFDA) numbers:

- 66.716** Surveys, studies, demonstrations, educational outreach and special projects within the Office of Prevention, Pesticides and Toxic Substances (Strategic Agricultural Initiative)
- 66.717** Source Reduction Assistance (Pollution Prevention)
- 66.808** Solid Waste Management Assistance

## **Section I: Funding Opportunity Description**

### **A. Background**

For Fiscal Year 2009, EPA Region 8 is announcing four grant funding opportunities in one solicitation called the Regional Priorities Grant Program. The purpose for this single announcement is to ensure

that funding programs are competed in accordance with EPA policies, that our stakeholders know about the various funding programs that are available to them, and that funds are being awarded for high quality projects that meet the priorities of the Region.

## **B. EPA Region 8 Priorities**

Under this solicitation, EPA Region 8 will fund eligible projects that are selected based on the evaluation criteria and selection process described in Section V. Below is a brief description of the Regional priorities and the funding sources that are applicable to each priority area

### **1) Clean Air and Global Climate Change**

Region 8, in consultation with the Region's State Environmental Directors and State Agriculture Directors, has added "Climate Change" as one of the Region's top priorities. The States of Montana, Utah, and Colorado are preparing action plans to address Climate Change.

"Greenhouse gas concentrations in the atmosphere will increase during the next century unless greenhouse gas emissions decrease substantially from present levels. Increased greenhouse gas concentrations are very likely to raise the Earth's average temperature, influence precipitation and some storm patterns as well as raise sea levels." (The Intergovernmental Panel on Climate Change (IPCC) – 2007)

Many actions in all sectors of private industry, agriculture, utilities, government, communities, and homes, are needed to reduce greenhouse gas emissions. Some cities and towns in Region 8 have shown leadership by adopting specific plans, regulations, and tax incentives to reduce greenhouse gases and promote sustainable development. This priority is intended to show that greenhouse gas emissions can be reduced or mitigated in cost effective ways. Funding programs in this solicitation that support activities for the priority include the Source Reduction Assistance (Pollution Prevention) Program, Strategic Agricultural Initiative, and the Resource Conservation Challenge Grant Program. Please see Section I, Part D, Description of Funding Sources, for specific information on the types of projects that would be applicable to the climate change priority.

### **2) Agriculture**

In terms of geography, agricultural activities represent the largest land use and the most widespread set of potential impacts on the environment in Region 8. Agriculture, and the industries it supports, is also one of the most important economic sectors for our States and Tribes. With over half of EPA Region 8's land area devoted to crop and livestock production, helping and encouraging ranchers and farmers practice environmental stewardship is critical. Proposals for this RFP should focus on those sustainable agriculture practices which reduce or eliminate the use of chemicals on agricultural land, reduce air pollution, reduce water use and improve water quality, and promote land stewardship practices. Funding programs in this solicitation that support activities for this priority include the Source Reduction Assistance (Pollution Prevention) Program and the Strategic Agriculture Initiative. Please see Section I, Part D, Description of Funding Sources, for specific information on the types of projects that would be applicable to the agriculture priority.

### **3) Healthy Communities and Ecosystems**

Region 8 strives to protect, sustain or restore the health of people, communities and ecosystems

using integrated and comprehensive approaches and partnerships. One aspect of this priority is to reduce chemical and biological risks, and to restore community health. Included under this goal is: **Environmental Justice.** Tribal and environmental justice communities have challenges leveraging funds and participating in the regulatory decision-making process. The Region 8 program needs to continue to conduct a variety of activities including: training on effective grant writing skills; outreach activities in all of the Region; coordinating with other regional programs (Superfund, UST, RCRA, watersheds) to integrate environmental justice into the decision-making processes; and, multi-media initiatives in EJ communities. Other priorities include continued marketing of the environmental justice program (e.g., press releases and newspaper articles predominantly distributed in environmental justice communities) and providing “technical assistance,” while adequately monitoring progress of a growing number of environmental justice grants.

### Summary of Funding Sources and Applicable Priorities

Funding Program	Priority or Priorities for Funding
Source Reduction Assistance (Pollution Prevention) Program	Climate Change
Strategic Agricultural Initiative	Climate Change, Healthy Communities and Ecosystems, Agriculture
Resource Conservation Challenge (RCC) Grant Initiative	Healthy Communities and Ecosystems and Climate Change
School Chemical Cleanout Campaign (SC3)	Healthy Communities and Ecosystems

### C. Requirements for Outcomes and Outputs

In compliance with EPA Order 5700.7 on environmental results, applicants are required to address outcome and output environmental measurements in their proposals. The term “output” refers to an environmental activity or effort and associated work product 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 the funding period. Examples of outputs include but are not limited to the number of stakeholder groups involved in the process, the number of facilities participating in a demonstration, the development of a report or training manual, increased monitoring, the number of workshops or training courses conducted and the number of people trained.

The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity. Outcomes may be environmental, behavioral, health-related or programmatic in nature but must be quantitative. There are two major types of outcomes – end outcomes and intermediate outcomes. End outcomes are the desired end or ultimate results of a project or program. They represent results that lead to environmental or public health improvement. A change in water quality and resultant change in human health or environmental impacts are examples of end outcomes. Intermediate outcomes are outcomes that are expected to lead to end outcomes but are not themselves “ends.” For example, for an air pollution project, reductions in emissions may be viewed as an intermediate outcome to measure progress toward meeting or contributing to end outcomes of improved ambient air quality and reduced illness from air pollution.

The expected outputs and outcomes for awards under the programs covered by this announcement are listed in Section D below.

#### **D. Description of Funding Sources**

There are four Grant programs which expect to make awards under this announcement. Each of these programs is described below and includes a description of their priorities and their expectations for outputs and outcomes. **Applicant's proposed projects must address one of the grant funding sources covered by this announcement – a single proposal cannot cover more than one funding program.** However, applicants may submit the same project for consideration under different funding programs, but if they do so, they must submit them as separate proposals which must address the applicable funding program criteria (for example, a pesticides reduction project may be submitted to both the Source Reduction Assistance (Pollution Prevention) Program and the Strategic Agricultural Initiative and must address the applicable criteria for each). In addition, applicants may submit different project proposals to different funding programs so long as each submission is in the form of a separate proposal.

#### **1) Source Reduction Assistance (Pollution Prevention) Program (CFDA 66.717)**

##### **Background**

The Pollution Prevention Act of 1990 defines “source reduction” to mean any practice that reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise being released into the environment (including fugitive emissions) **PRIOR TO** recycling, treatment, or disposal. Source reduction reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants. Source reduction practices may include equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials and improvements in housekeeping, maintenance, training or inventory control.

##### **EPA's Priorities for 2009**

The term “pollution prevention” means source reduction, as defined under the Pollution Prevention Act, and other practices that reduce or eliminate the creation of pollutants through increased efficiency in the use of raw materials, energy, water or other resources or protection of natural resources through conservation. **Under the Pollution Prevention Act, recycling, energy recovery, treatment, and disposal are not included within the definition of source reduction or pollution prevention.** All project proposals for Source Reduction Assistance (Pollution Prevention) Program funding must demonstrate a clear link with one or more of the Region's priorities as described in Section I B

##### **Expected Outcomes and Output** (Strategic Plan Goal 1, Objective 1.5 and Goal 5, Objective 5.2)

The project work plan must include a plan for tracking and measuring progress towards achieving the expected environmental outputs/outcomes listed above. For example, the work plan should explain what will be accomplished under each of the objectives during the project, the individuals responsible for the activity, and when completion of each objective is anticipated

EPA will consider funding projects that reduce emissions of hazardous pollutants, BTUs, and save water, money and/or energy.

**Examples of outputs for awards expected to be made under the Source Reduction (Pollution Prevention) Program include but are not limited to:**

- Number of stakeholder groups involved in a process
- Number of assistance visits
- Number of workshops, trainings, and courses conducted
- Number of fact sheets developed or distributed

**Examples of outcomes for the awards expected to be made under the Source Reduction (Pollution Prevention) Program include but are not limited to:**

- Pounds of hazardous materials (to air, water, land) reduced or avoided through pollution prevention efforts
- Million metric tons of carbon equivalent (MMTCE)  
(Reference: <http://www.epa.gov/otaq/climate/publications.htm>)
- BTUs of energy reduced, conserved or offset
- Gallons of water reduced or conserved through pollution prevention efforts
- Dollars of costs reduced or saved

Applicants will need to budget adequate resources to pay for measurement and reporting activities. In some cases this may require 10-20% of the proposed budget. Grant proposals must include project milestones specifying the outcomes and outputs that will result, and a clear description of the method(s) the grantee will use to track and measure progress in achieving the expected outcomes and outputs associated with each project milestone.

Applicants seeking funds from the Source Reduction Assistance (Pollution Prevention) Program must address the applicable threshold criteria in section IIII in this solicitation and the general and program specific criteria in Section V.

## **2) Strategic Agricultural Initiative (CFDA 66.717)**

### **Background**

The Food Quality Protection Act (FQPA), passed by Congress in 1996, establishes health based standards for pesticide residues in raw and processed food. It is intended to protect the public from exposure to pesticides and to create an environment favorable for the development and adoption of lower risk, effective crop protection tools for U.S. agriculture. The EPA, the U.S. Department of Agriculture (USDA), and numerous agricultural organizations are working on efforts to implement the FQPA. For this effort, EPA, under the Strategic Agricultural Initiative, established regional programs for FQPA implementation and partnership activities to reduce risks and use of pesticides in agriculture. For more background information on FQPA, visit the EPA website at <http://www.epa.gov/pesticides/regulating/laws/fqpa/>.

### **Purpose and Scope**

The Strategic Agricultural Initiative (SAI) <http://www.epa.gov/pesticides/grants/aginitiative.htm> was developed as EPA's outreach program to demonstrate and facilitate the adoption of farm pest management practices that will enable growers to transition away from the use of high-risk pesticides.

The SAI encourages the development of pest management practices and products that are less toxic, effective and will support the implementation of the [Food Quality Protection Act \(FQPA\)](#). The in-field adoption by farmers of already identified potential low-risk integrated crop or pest management tools and strategies is a priority. The program supports innovative efforts that enable growers to decrease

reliance on agricultural chemicals while maintaining economical outcomes, by developing, demonstrating and/or applying reduced-risk alternatives and ecologically-based integrated approaches to pest management.

### Goals and Objectives

The goals of the Strategic Agricultural Initiative are to:

- Significantly reduce or eliminate the use by growers of organophosphate, carbamate or other pesticides regulated by FQPA.
- Demonstrate region specific pest management practices/technologies and integrated crop management systems to replace pesticide uses that have been canceled or may be canceled under FQPA.
- Utilize demonstration, extension, outreach and/or education on integrated or sustainable agricultural production practices in partnership with producers, commodity groups and other agricultural stakeholders by making the best use of expert field consultants, USDA research, EPA's reduced risk substitutes, and university supported technical support on alternatives and pest management practices.
- Actively engage scientists, producers, industry, and local/state/federal partners in the specifics of implementing FQPA.
- Quantitatively measure and document the effects and impacts of using the reduced risk/IPM programs on the environment, human health and community.
- Implement reduced risk alternatives and /or ecologically based Integrated Pest Management (IPM) adoption on commercial agricultural farms.

Applicants for this program **must** address at least two of these goals/objectives in their proposals.

FQPA/SAI funds are not intended to support basic research, however, proposals may include a component for applied on-farm research, as long as they also have demonstration, education and/or outreach activities. Applicants are encouraged to maximize the use of project funds for actual project activities and reduce the amount of funds spent on administrative costs.

### EPA's Priorities for 2009

EPA has identified several priority areas for the SAI Program for 2009. Proposals under this program should address at least one of the following 2009 priorities: Priority areas that EPA has identified for the SAI Program for 2009 are:

- Specific agricultural pesticides for which reduced risk alternative methods of pest management are sought, especially on minor food crops:
  1. Azinphos methyl (AZM)
  2. Soil fumigants – especially methyl bromide (includes chloropicrin, dazomet, and metam sodium/potassium).
  3. Regional high risk/high benefits and few (or poorly adopted) alternatives.

- Specific agricultural issues involving pesticides for which integrated pest management (IPM) advancements are sought:

1. Resistance management (such as glyphosate weed resistance)
2. Water quality and runoff (e.g. impaired waterways)
3. Pollinator protection
4. Endangered species protection
5. IPM approaches for controlling rodents in livestock operations
6. Repeat of emergency exemption (Section 18) requests on minor food crops
7. Urban / Rural Interface and volatile pesticides
8. VOC emitting pesticides alternatives for use on minor crops

#### Linkage to EPA Strategic Plan

Projects funded under the Strategic Agricultural Initiative will support the Regional priority of agriculture and progress toward EPA Strategic Plan Goal 4 - Healthy Communities and Ecosystems; Objective 4.1 - Chemical, Organism and Pesticide Risk; Sub-Objective 4.1.5 – Realize the Value from Pesticide Availability.

#### Expected Outcomes and Outputs

1. *Outcomes.* *Outcome measures* are environmental improvements that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. These improvements are changes, benefits, effects or consequences to the environment that are a result from the accomplishment of activities, efforts and outputs. Through this grant program, EPA expects to: 1) increase the number of growers using reduced risk/IPM tools and techniques; 2) measure quantitative and qualitative benefits to human health, the environment, and communities; and 3) support partnerships between crop producers, EPA, other federal/state/local agencies, and other interested stakeholders to implement reduced risk/IPM programs, disseminate project outcomes to producers, and increase the scope of the FQPA/SAI program.

2. *Outputs.* *Output measures* are the results or products of an environmental activity or effort that are related to an environmental goal or objective which will be produced or provided over time or by a specific date. The anticipated outputs of these projects include: a) educational and outreach materials for growers that include reduced-risk pest management; b) conferences, seminars, and on-site field training; c) partnerships established between federal and non-federal programs to provide reduced risk/IPM programs for minor food crop producers; d) acres affected by the project including pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods; and e) percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients.

The project work plan must include a plan for tracking and measuring progress towards achieving the expected environmental outputs/outcomes listed above. For example, the work plan should explain what will be accomplished under each of the objectives during the project, the individuals responsible for the activity, and when completion of each objective is anticipated.

### Performance Measures

Proposals for this program must identify how the success of the project will be evaluated in terms of environmental results. Proposals **must** include the following measures:

1. Number of acres affected by the project under management that include pesticide risk reduction practices. If applicable, include those acres treated with biopesticides or reduced risk pesticides and/or those pest management techniques that do not employ chemical methods.
2. Percent reduction or pound per acre reduction expected in the use of highly toxic active ingredients and/or pesticide products.
3. Declared SAI Transition Gradient number (0-5 Rating) from the “SAI Transition Gradient” listed below. Rating **must** be provided at the beginning and end of the project.

#### **Strategic Agricultural Initiative (SAI) Transition Gradient**

- |          |  |
|----------|--|
| <b>0</b> | No transition, growers resist any change.  |
| <b>1</b> | Growers are interested in learning about reduced-risk pest management practices                  |
| <b>2</b> | Reduced-risk pest management practices have been initiated at the grower level on a pilot basis. |
| <b>3</b> | Growers utilize key management practices to determine pest management needs.                     |
| <b>4</b> | Full implementation of reduced-risk pest management practices.                                   |
| <b>5</b> | Adoption of a <i>whole systems</i> approach.   |
4. In addition to the mandatory measures listed above, projects may include other measures. Additional measures **must** be identified as either direct or surrogate measures. These measures are to be expressed as a benefit to human health and the environment as well as demonstrating results from the use of the reduced-risk practices or integrated pest management (IPM) program that can be tracked throughout the project. Direct measures identify actual environmental changes occurring with IPM program adoption. In contrast, surrogate measures identify changes in strategies or behavior that contribute to environmental changes.

Applicants seeking funds from the Strategic Agricultural Initiative Program must address the applicable eligibility criteria in Section III and the general and program specific criteria in Section V of this solicitation.

### **3) Resource Conservation Challenge (RCC) Grant Initiative- (CFDA 66.808)**

EPA Region 8 is soliciting proposals for grants that address solid waste reduction, recycling, and management issues at the local, State, regional and/or national levels. These priorities reflect the national priorities of EPA’s Resource Conservation Challenge (RCC) (<http://www.epa.gov/rcc>).

#### **RCC Section I – Requested Project Scope**

EPA is focusing on specific kinds of projects, and proposals under this area must address one or more of the four national priorities listed below. Additional guidance on projects within the four national priorities is presented below:

- *For Municipal Solid Waste (MSW) recycling*, Region 8 will consider only projects that address rural recycling programs, including pilot projects based on existing self-sustaining cooperative teamwork models; or that provide recycling/reuse technical assistance to communities, tribes and Federal facilities or that provide liaison services between the public and private sector. A network of municipal entities and private business should be utilized to maximize efficiency of routes to end markets.
- *For Electronic Stewardship*, Region 8 will consider only projects that increase the reuse or recycling of electronic equipment or the procurement of green electronic equipment in Region 8. Projects that address this priority must establish a baseline of current electronics recovery or procurement levels and a method to measure progress made due to the project. Applicants are encouraged to build on the many existing tools related to electronics recovery and procurement (e.g., The Federal Electronics Challenge, <http://www.federalelectronicschallenge.net>, the Electronic Project Environmental Assessment Tool, <http://www.epeat.net>, the Electronics Environmental Benefit Calculator, <http://eerc.ra.utk.edu/ccpct/eebc/eebc.html>, or EPA's Plug-in to eCycling, [www.epa.gov/plugin](http://www.epa.gov/plugin)). Projects in this priority can include, but are not limited to outreach or educational efforts to promote electronic recycling or green electronics purchasing to individuals, businesses, or units of local governments; evaluation or demonstration of innovative approaches to reuse, recovery, or procurement.
- *For Industrial Materials Recycling (IMR)*, Region 8 will consider projects that beneficially use or recycle industrial materials, with an emphasis on coal combustion products, construction and demolition (C&D) materials, scrap tires, mining wastes, brass/bronze foundry sands, or copper or steel slags. Examples include, but are not limited to:
  - Leveraging partnerships across various stakeholders to address a need(s) or barrier(s) to increasing IMR
  - Developing a tools which provide searchable information for locating materials and end-uses (markets) in Region 8 and surrounding states
  - Developing a beneficial use program to streamline regulatory determinations for materials reuse/recycling
  - Facilitating technical and regulatory acceptance through the use of pilots
  - Outreach to sectors such as transportation, building construction, or agriculture to increase IMR
  - Training webinar(s) addressing programs/policies, environmental protection, long-term risks, technical performance, barriers, and/or other needs for increasing IMR
  - Developing outreach or support for IMR markets
  - Developing an environmentally preferable purchasing program for construction companies in targeting these materials together with the outreach campaign program
- *For Priority Chemicals*, Region 8 will consider only projects that address:
  - Reductions in Priority Chemicals at the point of generation to reduce the resultant amount of Priority Chemicals in waste streams; or

- Outreach, technical assistance, and education for health care facilities or other organizations to manage pharmaceutical wastes properly according to individual State and/or Federal regulations and/or best management practices.

**Environmental Results: Outputs/Outcomes** (see discussion under section 4 below)

**4) School Chemical Cleanout Campaign (SC3)(CFDA 66.808)**

If you are applying for SC3 funding please ensure that you use SC3 criteria. These funds may not be used for chemical packaging or disposal (training and inventory only).

Tribal Healthy Schools Grants and Cooperative Agreement projects are intended to create sustainable and healthy school environments. Projects are to improve compliance and environmental performance at Indian country schools. The focus of EPA's School Chemical Cleanout Campaign (SC3) is to promote pollution prevention at tribal schools by reducing the amount of chemicals stored at schools, encouraging the use of alternatives/reduction in chemical use, and reducing the amount of chemical waste going to landfills, including completing comprehensive inventories for ongoing management of chemicals to be retained, and for removal and disposal. All projects under this area must be performed at Indian Country Schools in EPA Region 8. The successful grantee will be required to participate in EPA sponsored training at their location, and will be required to provide space for up to 35 participants for two and one-half day training sessions. Training is for the grantee and their partners/collaborators (note: the grantee cannot force their partners to attend). EPA will provide the training and the curriculum.

All proposals for this area must address the following items:

- 1) Use of collaborative problem solving and resolution techniques to engage and develop partnerships with students, staff, parents, community-based organizations, EPA, other federal agencies, including the Bureau of Indian Affairs and the Bureau of Indian Education, and tribal governments, etc.:
- 2) Implementation of pollution prevention techniques and following environmental laws for schools with a focus on improved environmental performance:
- 3) Development of a responsible chemicals management plan, using EPA's School Chemical Cleanout Campaign (SC3) workbook for "Building Successful Programs to Address Chemical Risks in Schools":
- 4) Use of EPA's Healthy Schools Environmental Assessment Tool (Healthy Seat) and inclusion of elements for management and evaluation of environmental safety, and health issues:
- 5) Development of a partnership with a tribal community-based organization on the reservation to assist in the development of the proposal and participate in all facets of the project (including assistance in working with K-12 schools on the reservation). An MOU identifying the applicants and the community based organization's roles and responsibilities must be submitted with the proposal; and
- 6) Provision of letter(s) of support from partners discussing their role in the collaboration.

Proposals related to SC3 must also include support for training (including securing a proper facility, covering any necessary training costs of the project partners, and reproduction of training materials and assistance in planning and participation in training to be provided by EPA) for:

- a) Introduction to SC3
- a) Using collaborative problem-solving, mediation and dispute resolution,
- b) Following environmental laws relating to schools which are relevant to chemical storage, handling, use and disposal, pollution prevention,
- c) Drafting a responsible chemical management/development management plan,
- d) Using the SC3 workbook, and
- e) Monitoring using the HealthySEAT program.

Proposals that can demonstrate a proper chemical collection and disposal component at Indian country schools through partnerships may score higher under the criteria in Section V.D. 4. Funds from the grants and cooperative agreements cannot be used for packaging or disposal (training and inventory only).

### **Environmental Results: Outputs/Outcomes Under RCC and SC3**

Pursuant to EPA Order 5700.7, “*Environmental Results under EPA Assistance Agreements*,” EPA requires that all grant and cooperative agreement applicants and recipients adequately address environmental outputs and outcomes. EPA, in negotiating an assistance agreement work plan after an award under this competition, will ensure that the work plan contains well-defined outputs, and, to the maximum extent practicable, well-defined outcomes. For example, the work plan should explain what will be accomplished under each of the objectives during the project, the individuals responsible for the activity, and when completion of each objective is anticipated.

**Outputs.** The anticipated outputs for the projects to be awarded under these areas include, but are not limited to measurable increases in the number of: educational and outreach materials produced and distributed promoting one of the above mentioned priorities; organizations that commit to offer recycling to their customers; industries that beneficially use industrial byproducts; sharing SC3 lessons learned with teachers and school districts, and technical assistance workshops conducted to share industrial material recycling or priority chemical reduction processes and technologies.

**Outcomes.** The expected outcomes of the awards to be made under these areas may include but are not limited to: initiation or increase in: pounds of municipal solid waste reduced or recycled; pounds of Greenhouse gases (GHG) reduced and BTUs of energy saved or recovered; tons of industrial byproducts beneficially used; SC3 pollution prevention/reduction; pounds of school chemicals reduced and/or removed from schools; and pounds of priority chemicals reduced/removed from waste streams.

### **Alignment with EPA’s Strategic Plan**

The awards expected to be made under this announcement for RCC and SC3 are expected to support *environmental results* associated with the following goal and objectives in EPA’s Strategic Plan: Goal 3, Objective 1.1 (Reduce waste generation and increase recycling); and Goal 5 objectives 5.2.1 and 5.2.2: (Prevent Pollution and Promote Environmental Stewardship by Government, Public and Business). For more information visit: <http://www.epa.gov/ocfo/plan/2003sp.pdf>. EPA will track the

progress towards attainment of project specific outcomes, which should indicate whether these projects are working toward environmental results.

## **Section II: Award Information**

**A. Amount of Funding Available:** The total amount of funding available under this solicitation is dependent on final budget allocations which have not yet been determined for FY 2009 and the quality of proposals received. The breakdown of estimated funding expected to be available for each funding program included in this solicitation is shown in Table 1.

Total funding available is not expected to exceed approximately \$246,000.00

All projects should have an anticipated start date of October 1, 2009. All projects must be completed within the negotiated project performance period, normally 12 to 24 months. Performance periods will not exceed two years.

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to reject all proposals and make no awards under this announcement, or make fewer awards than anticipated. In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any 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.

EPA reserves the right to make additional selections for awards under this announcement consistent with Agency policy and without further competition if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

**B. Types of Award Agreements:** EPA anticipates awarding assistance agreements in the form of grants based on this RFP. However, if any proposals request or warrant substantial EPA involvement (e.g., for technical assistance, extensive oversight of activities or review of new methods) then EPA reserves the right to award a cooperative agreement.

Awards will be in the form of grants or cooperative agreements. Grants have minimal EPA oversight. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. EPA sees its role as providing training, tools, technical assistance and other support. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for projects selected may include:

- ✓ monitoring of the recipient's performance;
- ✓ collaborating with EPA during the performance of the scope of work;
- ✓ reviewing proposed procurements under 40 CFR 31.36(g);
- ✓ approving qualifications of key personnel (EPA does not have authority to select employees or

- ✓ contractors employed by the recipient);
- ✓ reviewing and commenting on content of publications (printed or electronic) prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

**C. Dollar Range of Awards:** Under this announcement Region 8 expects to fund approximately 1-4 projects ranging from approximately \$10,000.00 to a maximum of \$60,000.00 per project. EPA plans to make one award per area but there is no guarantee that this will happen. See Table 1 for specific information on the grant program for which you are applying.

**D. Project Period:** Project periods can be up to two years. The estimated start date for projects awarded under this solicitation is October 1, 2009 and project duration would not exceed September 30, 2011.

**E. Submitting Multiple Proposals (see Section I. D also):** If an applicant wants to submit the same project proposal for different funding programs they must be submitted as separate proposals that address the applicable requirements and program criteria for each of those funding programs. However, a single project cannot receive funding from more than one funding program. In addition, applicants may submit different project proposals to the same or different funding programs so long as each project proposal is in the form of a separate proposal submission and addresses the applicable requirements.

### **Section III: Eligibility Information**

**A. Eligible Applicants:** The types of entities eligible to receive EPA funding under this announcement vary according to statutory requirements, the requirements of each grant program, and eligibility under the CFDA number. Table 1 specifies eligible applicants for each of the funding programs and the CFDA's included in this solicitation. Note that Tribes must be federally recognized and, for most funding programs, private individuals and for-profit organizations are not eligible to apply directly to EPA for funding; however, they may be able to participate in a project voluntarily or through a contract mechanism as described below. The only exception is that individual farmers can apply directly for funding under the Strategic Agricultural Initiative.

**B. Eligible Uses of Funds:** In general, EPA funds may be used to pay for personnel, fringe benefits, travel expenses, outreach materials, supplies and equipment (though there are typically limitations on equipment). Awardees *cannot* use federal funds to purchase land, vehicles or other capital equipment and *cannot* use federal funds to lobby or to complete work which was to have been done under a prior grant.

Funding cannot be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, or meeting any legal mandate (such as federal, state or local regulations or settlement agreements).

#### **C. Match Requirements:**

- 1. The Source Reduction Assistance (Pollution Prevention) Program requires a match of 5%.**
- 2. No matching funds are required for projects under the Strategic Agriculture Initiative.**

**3. No matching funds are required for projects under the Resource Conservation Challenge (RCC) Grant Initiative.**

**4. No matching funds are required for projects under the School Chemical Cleanout Campaign (SC3).**

To calculate the appropriate dollar match for the **Source** Reduction Assistance (Pollution Prevention) Program, multiply the amount of EPA funds being requested by .95 for the total, then subtract the requested amount to get the match. For example, \$25,000 of EPA funds multiplied by .95 equals \$23750.00. Subtract \$23750.00 from \$25,000 and the match required will be \$1,250.00.

**D. Threshold Eligibility Criteria:** Applicants and proposals must meet the eligibility requirements in sections A, B, and C above as well as the threshold eligibility factors identified below by the proposal submission date. Only those applicants and proposals that meet all these factors by the time of proposal submission will be evaluated against the ranking factors in Section V. **Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.**

The threshold criteria are as follows:

1.a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV, pages in excess of the page limitation will not be reviewed.

b. Proposals submitted by hard-copy must be **postmarked by June 29, 2009 and e-mailed proposals must be received by EPA by 5:00 p.m. (Mountain Time) on June 29, 2009.** Applicants should confirm receipt of their proposal with Gerard Bulanowski as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

c. Proposals postmarked (if sent by hard-copy) or received (if sent by e-mail) after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy or e-mailed submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient.

2. The applicant must be an eligible entity under the applicable funding program.

3. The proposed project activities must be eligible for funding under the applicable funding program, and must comply with any restrictions or requirements related to funding under that program (see discussion of program areas in Section I.D);

4. The activities proposed to be performed under the project must take place in Colorado, Wyoming, Utah, Montana, North Dakota or South Dakota, or on a Federally Recognized Tribal Reservation within Region 8's boundaries.

5. The activities proposed must align with EPA's Strategic Plan goals, objectives and sub-objectives;

6. For proposals submitted for the Strategic Agricultural Initiative, the activities proposed must not be duplicative of work already done or being done in the State or on the Tribal Reservation where the project will take place. In making this determination, EPA will consider information from its own program staff and may consider information from other sources. If proposed activities are duplicative, the applicant will be notified and the application will be returned;
7. If applying for Source Reduction Assistance (Pollution Prevention) Program funds, the proposal must demonstrate how the applicant will provide the required matching funds as indicated in Section C above;
8. If applicable, the proposal must not be requesting funding less than the minimum or greater than the maximum dollar amount specified as shown in Table 1 below for the respective programs.
9. Each proposal must address only **one** of the four grant funding sources covered by this announcement (a single proposal cannot cover more than one funding program) – those that address more than one will be rejected. However, applicants may submit the same project for consideration under different funding programs and may submit different project proposals to the same or different funding programs as described in Section I so long as they are separately submitted.

**Table 1: Funding Program Information for the FY09 RPGP**

<b>Funding Program</b>	<b>CFDA<sup>1</sup> Number</b>	<b>Amount<sup>2</sup> Avail. in FY09</b>	<b>Min/Max Dollars/project</b>	<b>Matching Funds</b>	<b>Type of Award</b>	<b>Eligible Applicants</b>	<b>Strategic Goal(s), objective(s), and sub-objective(s), project must align with<sup>3</sup></b>
Resource Conservation Challenge (RCC) Grant Program	66.808	<b>\$50,000</b>	No minimum, maximum \$50,000	Not required	Grants	States, Tribes, local governments, non-profits	Goal 3, Objective 3.1 Goal 5, Objective 5.2
School Chemical Cleanout	66.808	<b>\$80,000</b>	No minimum, maximum \$60,000	Not required	Grant or Cooperative Agreement	States, Tribes, local governments, non-profits, and institutes of higher education	Goal 3, Objective 3.1 Goal 5, Objective 5.2
Source Reduction Assistance (Pollution Prevention)	66.717	<b>\$50,000</b>	No minimum but maximum of \$25,000 per proposal	5%	Grant or Cooperative Agreement	States, Tribes, local gov., school dist and higher ed, non-profits, community-based grassroots orgs	Goal 1, Objective 1.5 Goal 5, Objective 5.2

Strategic Agricultural Initiative	66.716	96,000	No minimum but maximum of \$60,000 per proposal	Not required	Grant	States, Tribes, local gov., institutions of higher ed, non-profits including commodity groups/associations, farmers groups and individual farmers	Goal 4, Objective 4.1
TOTAL	\$246,000						

<sup>1</sup> The Catalog of Federal Domestic Assistance (CFDA) can be viewed on the web site

<http://www.cfda.gov>.

<sup>2</sup> The total amount of funding available under this solicitation is dependent on final budget allocations which have not yet been determined for FY 2009. The above amounts are estimates.

<sup>3</sup> EPA's 2006-2011 Strategic Plan goals, objectives and sub-objectives can be viewed on the web site

<http://www.epa.gov/ocfo/plan/plan.htm>

## **Section IV: Application and Submission Information**

### **A. Content and Format of Proposal**

The proposal format is described in detail in Attachment A and must contain the eight parts summarized below. **The total proposal cannot exceed 16 single spaced pages (for parts 1-6 below); any pages in excess of 16 will not be reviewed.** Parts 7 (attachments like letters of support) and 8 are not included in the page limit.

Note: Applicants must refer to Attachment A when preparing their proposals.

**Part 1, Cover Page:** This page includes the project title, applicant's contact information, amount of funds being requested, the funding program the proposal is applying to and applicant's DUNS Number (see Section IV, Part D for more information on DUNS).

**Part 2, Threshold Requirements:** Applicants must describe how their project meets each of the applicable threshold criteria in Section III for the program they are applying under.

**Part 3, General Criteria: 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 5 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 V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Also provide information on your plan and approach for tracking and measuring your progress towards achieving the expected project outcomes and outputs that apply to the funding area your proposal relates to including those identified in Section I.

**Part 4, Program Criteria:** Applicants must address the program ranking criteria that apply to the funding program applicable to the proposed project. Program criteria are listed in Section V of this solicitation.

**Part 5, Project Timeline and Deliverables:** Applicants must list each activity described in the proposal and include a start and finish date for the activity. If applicable, list the deliverable(s) from each activity.

**Part 6, Budget:** Applicants must provide specific details about how the EPA funding will be used. List the amount of funds that will be used to support the specific activities such as paying salaries and benefits, purchasing supplies or equipment, contracting for assistance, paying travel expenses, printing outreach materials, etc. Include information on other funding sources, if any, and how those funds will be used to support the project. An example of budget detail can be found in Attachment B.

**Part 7, Attachments:** If you have letters of support from stakeholders and other parties contributing to the project, the letters must be included with the proposal and will not be accepted by EPA after June 29, 2009. EPA requests that you include no more than three letters of support with your proposal.

**Part 8, SF 424 Form—Application for Federal Assistance**  
<http://www.epa.gov/ogd/AppKit/application.htm>

## **B. Proposal Submission Requirements**

In addition to the 16-page limit expressed above, applicants must comply with the following requirements:

- ✓ Use 8 ½ by 11 inch paper.

- ✓ For proposals that are mailed or delivered in hard copy, submit two hard copies that are printed double sided and submit one CD-ROM with the proposal in one complete file that is either in Word or Wordperfect format. Letters of support should be included as PDF files.
- ✓ Hard copies must be printed on recycled paper with a recycled content of no less than 30% post-consumer material.
- ✓ Do not use covers, binders or folders.

### **C. Submission Deadline for Proposals**

Proposals, prepared as described in this announcement and Attachment A, sent by U.S. mail or delivered via Federal Express, UPS or other commercial delivery service must be postmarked (or the equivalent for commercial delivery services) **by June 29, 2009**. The address for mail and delivery of proposals is:

Regional Priorities Grant Solicitation  
 Attn: Gerard Bulanowski  
 U.S. EPA Region 8 (8P-SA)  
 1595 Wynkoop Street  
 Denver, CO 80202-1129

E-mail submissions must be submitted to [r8cfp@epa.gov](mailto:r8cfp@epa.gov) and be **received by 5:00 p.m. Mountain Time on June 29, 2009**, the submission deadline stated in Section IV of this announcement. All required documents listed in Section IV of the announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their proposal materials through e-mail should confirm receipt of the materials with Gerard Bulanowski as soon as possible after submission.

Late proposals will not be accepted. Confirmation of proposal receipt will be made via e-mail to the person listed as the primary contact for the proposal. If you do not have an e-mail address, you will be notified by phone. Notification should be made no later than 10 days from the proposal deadline. If you do not receive any notification by this date, you should call Gerard Bulanowski at (303)312-6141 to confirm whether EPA received your proposal.

### **D. Requirement for DUNS Number**

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at <http://www.dnb.com>.

### **E. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

## **F. Pre-proposal/Application Assistance and Communications**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

## **G. 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 applicants 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 simple 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.

## **H. Contracts and Subawards**

a. EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards to subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR, Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultation compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with

subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B, Section .210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, if applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards of 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**b. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**Section V: Application Review Information**

There are three sets of criteria that proposals will be evaluated against: threshold criteria, general criteria and program criteria. As stated in Section III, a proposal must meet all of the threshold criteria in order to be evaluated and scored against the general and program criteria. General criteria account for 30 points and program criteria account for 70 points for a total possible score of 100 points. The General Criteria apply to proposals for all of the funding programs identified in Section I; the program criteria are specific to each program. Eligible proposals will be evaluated based on the general criteria and the applicable program criteria that applies to their proposal.

## **1. General Criteria (30 points possible)**

### **a. Programmatic Capability and Environmental Results Past Performance Criterion (24 points possible-items i-iv are each worth 6 points)**

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing the assistance agreements described in Section IV of the announcement, (ii) history of meeting the reporting requirements under the assistance agreements described in Section IV 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, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: In evaluating applicants under 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. Environmental Results Tracking Plan (6 points).**

Applicants will be evaluated based on their plan and approach for tracking and measuring their progress towards achieving the expected project outcomes and outputs that apply to the funding area they are proposing for including those identified in Section I.D.

## **2. Program Specific Criteria (70 points possible)**

Applicants must address, and will be evaluated based on, the program criteria for the funding program under which they are applying. Proposals will be evaluated based on the extent and quality to which they address the criteria.

### **A. Source Reduction Assistance (Pollution Prevention) Program Criteria**

All applicants must address in their proposal, and will be evaluated against, the following criteria:

1. Whether the proposal includes a well-conceived strategy to achieve goals and objectives - 35 points
2. Whether the proposal identifies specific environmental and/or public health outcomes and outputs that are expected to be achieved and how the applicant intends to achieve them - 30 points
3. Whether the budget is realistic – 4 points
4. Whether letters of support are included from partners – 1 point

**B. Strategic Agricultural Initiative Program Criteria**

**1. Strategic Agricultural Initiative Program focuses on sustainable agriculture and a whole systems approach – 10 points - each item is worth 5 points**

Proposals will be evaluated based on: (i) The description of the program's approach to methods for grower participation and adoption of sustainable pest management practices, along with applied research and extension program components, and; (ii) The extent that a "whole systems" approach to pest management is encouraged. The project should strive to integrate pest, soil, crop, and water management practices.

**2. Importance of project in relation to FQPA – 10 points**

Proposals will be evaluated based on the extent that they address critical pest management issues relative to the Food Quality Protection Act (FQPA) and are consistent with the goals of the FQPA Strategic Agricultural Initiative (See Section I.D.3 for goals). Projects must focus on actual results, getting information and agricultural practices into the hands of growers who actually use them to shift away from FQPA-targeted pesticides to other methods of pest management.

**3. Commodity and region-wide significance and degree of transferability to other areas - 5 points**

Proposals will be evaluated based on the extent they address agricultural commodity pest problems, discuss critical pest management issues (explaining the importance of the project and the commodity) and address how the agricultural practice and reduced-risk tools could be adapted to other locations with similar cropping systems.

**4. On-farm demonstration with active roles for multiple grower participation - 10 points**

Proposals will be evaluated based on the extent of their partnerships and the participation of growers as part of the project activities. Cooperation with scientists, extension officers, pest control advisors, crop consultants other non-profit organizations, and other partners is encouraged. Letters of support from collaborators, indicating their contributions to the project, should be provided for this factor.

**5. Clearly stated and measurable objectives. – 10 points - 5 points for each item**

Proposals will be evaluated based on their clarity and ability to explain the project objectives and the degree to which the proposed project will: (i) Reduce or eliminate the use of highly toxic pesticides; and (ii) Increase farmers' adoption of reduced risk alternatives and/or sustainable integrated pest or crop management methods. Include a clear explanation of the methods (both quantitative and qualitative) that will be used to measure progress and impacts. Measures of success should be linked to reduction of pesticide use/risks, implementation of alternative agricultural practices, and/or similar impacts.

**6. Environmental Measurement/Outputs and Outcomes (Medium and Long-term outcomes) – 15 points**

Projects will be evaluated on their likelihood of achieving predicted environmental results, expected outcomes, project goals, and produce on-the-ground, quantifiable environmental change. Include a description of expected outputs and outcomes. Include performance measures that can be tracked throughout the project. Please note that these performance measures may be the same as or in addition to the mandatory measures listed in Section I, D. 3 of this announcement.

If your project is selected for funding, measures included in your proposal may be subject to negotiation. Be sure to describe the method you will use to obtain data to support the measures indicated.

**7. Outreach/Use of extension to enhance the likelihood of grower adoption – 10 points**

Proposals will be evaluated based on whether they include clear plans for extension, outreach or communication that will likely lead to effective learning and adoption of new agricultural practices. Proposals must also include a description of how long-term sustainable adoption will be measured.

**C. Resource Conservation Challenge (RCC) Program Criteria**

**1. Project Description (10 points)**

- How well does the proposal present a clear description of priority environmental problems or environmental significance of the issues which the project will address? (3 points)
- Is there a well-conceived strategy with goals and tasks that are clear and concise, and do they show how the project will succeed? (3.5 points)
- Are the tasks, budget, and timeline achievable and realistic for project success? (3.5 points)

**2. Project Objectives/Goals (15 points)**

- To what extent and how well does the project address one or more of the EPA Region 8 priorities listed above and the types of projects listed in RCC Section I? (5 points)
- Does the proposal specify realistic goals and objectives that deal with the environmental problems or issues identified? (5 points)
- Are the work tasks in the strategic work plan clearly linked to budget requests? (5 points)

**3. Project Benefits (25 points)**

- How significant are the environmental benefits and/or impacts and/or reductions of materials that the project is expected to achieve? To what extent will the project lead to measurable environmental improvements, e.g., amount of pollution prevented, waste reduced, reused, recycled, or resources conserved? (5 points)
- Will the project also achieve other benefits, such as: economic, social, or market development? (3 points)
- Will the project, as described in the work plan, be self-sustaining? (i.e., maintained into the future without additional EPA grants) (5 points)
- Does the project take a creative, innovative approach and/or implements successful models from other areas? (5 points)
- Will partnerships be formed as a result of the project? (3 points)

- Will the project deliverables be transferable or useful to others? (4 points)

#### **4. Project Results (20 points)**

- Does the proposal contain clear output and/or outcome measures of success? Measures 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. (7 points)
- To what extent does the applicant's plan demonstrate clear steps/procedures to be taken to achieve accurate measurement of the outputs or outcomes identified in Section I? (7 points)
- Will the measured project benefits be reported within the negotiated performance period? (3 points)
- Does the workplan include an effective communication plan to show the project benefits and results to others in Region 8? (3 points)

### **D. School Chemical Cleanout Proposals Program Specific Review Criteria**

#### **1. Project Description (10 points)**

- How well does the proposal present a clear description of priority school chemical cleanout issues and needs for specific schools related to pollution prevention and chemical management practices which the project will address? (4 points)
- Is there a well-conceived strategy with goals and tasks using collaborative problem solving techniques that are clear and concise, and they show how the project will succeed? (3points)
- Are the tasks, budget, and timeline achievable and realistic for project success? (3points)

#### **2. Project Objectives/Goals (10 points)**

- To what extent and how well does the project address EPA Region 8 school chemical cleanout priorities listed in Section I.4? (4 points)
- Does the proposal specify realistic goals and objectives that deal with the school chemical cleanout problems or issues identified? (2 points)
- Are the work tasks in the strategic work plan clearly linked to budget requests? (2 points)
- Have partnerships been developed to ensure that unneeded and unnecessary chemicals will be removed and properly disposed? (2 points)

#### **3. Project Benefits (10 points)**

- How significant are the environmental benefits and/or impacts and/or reductions of materials that the project is expected to achieve? To what extent will the project lead to measurable environmental improvements, e.g., Number of stakeholders participating in collaborative problem solving and addressing chemical management concerns, number of agreements stakeholders develop to improve environmental management practices, number of schools and classrooms that adopt green chemistry principals or microscale chemistry, number and pounds of chemicals that have been properly managed, number of chemical substitutions, number of schools and pounds of chemicals properly disposed by partnerships, number of partners receiving compliance or direct assistance, and number of partners that improve chemical management practices? (3 points)

- Is there a sound partnership between the applicant and tribal community-based grassroots organization? (1 point)
- Will the project also achieve other benefits, such as: economic, social, or market development? (1 point)
- Will the project, as described in the work plan, be self-sustaining? (i.e., maintained into the future without additional EPA grants) (1 point)
- Does the project take a creative, innovative approach and/or implements successful models from other areas? (2 points)
- Will partnerships be formed as a result of the project? (1 point)
- Will the project deliverables be transferable or useful to others? (1 point)

#### **4. Project Results (40 points)**

- Does the proposal contain clear output and/or outcome measures of success? Measures 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. (7 points)
- How many science classes will adopt green chemistry principles. (2 points)
- What will be the number of chemicals labeled, stored, and secured in appropriate storage areas. (5 points)
- What will be the number of alternative chemicals substituted for use in classrooms and for cleaning. (2 points)
- What will be the pounds of chemicals reduced, treated or eliminated. (10 points)
- What will be the number of participants receiving direct compliance assistance the reduce, treat, or eliminate pollution (2 points)
- What will be the number of participants receiving direct compliance assistance that increases their understanding of environmental requirements. (2 points)
- What will be the number of training sessions and people trained. (2points)
- Will the measured project benefits be reported within the negotiated performance period? (3 points)
- Does the workplan include an effective communication plan to show the project benefits and results to others in Region 8? (5 points)

#### **Review and Selection Process for Proposals:**

Eligible proposals will be evaluated by a review panel(s) based on the criteria above. The panel(s) will review the proposals and evaluate them based on the general and applicable program criteria above. Each reviewer will assign a numerical score to each proposal they review with a maximum of 100 points possible.

Proposals will be rank ordered based on their numerical scores. The review panel(s) will make preliminary funding recommendations to the Region 8 Approving Official based on the final review panel rankings and budgetary considerations. The Approving Official will then make final selection decisions based on the panel recommendations and may also take into account other factors such as geographical diversity, project diversity and programmatic priorities in making final selection decisions.

## **Section VI: Award Administration Information**

**A. Award notices:** Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications and forms will be requested, as necessary, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package. Note: The dates below are estimates and are dependent on when Region 8 receives its final budget numbers. Region 8 will do its best to notify applicants if decision dates will be extended.

1. EPA anticipates notification to *successful* applicant(s) will be made via telephone or electronic mail by July 16, 2009. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The applicant must complete the necessary application forms, work plan and Quality Assurance Project Plan (if applicable). Upon satisfactory completion of these elements, the EPA grants officer will send an award notice that is the authorizing document allowing work to begin on the project. If work is anticipated to begin prior to the award being made, prior approval must be obtained by the EPA Project Officer and Grants Management Office.
2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or U.S. mail by July 31, 2009. In either event, the notification will be sent to the person listed as the primary contact for the proposal

## **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://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

**2. Executive Order 12372**, Intergovernmental Review of Federal Programs may be applicable to awards resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their State point of contact for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Not all States require such a review.

**3. 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 <http://www.epa.gov/ogd/competition/resolution.htm> Copies of these procedures may also be requested by sending a written request to:

U.S. EPA Region 8  
Attn: Grants Management (TMS-G)  
1595 Wynkoop Street  
Denver, CO 80202-1129

**4. Data Access and Information Release.** The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom

of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask the grantee for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 CFR 30.36.

**5. Nonprofit Administrative Capability Clause.** Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 – Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

**6. Instructions for Final Application Submission.** Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

**7. Grantees will be required to submit periodic progress reports** based on a schedule to be determined by the EPA Project Officer. The progress report should include, at a minimum, a summary of performance progress to date, detailed expenditures to date, problems encountered, successes achieved and lessons learned. The EPA Project Officer may specify other information to be reported. EPA will track this information to monitor the progress of the project. In addition, a final project report is required and the elements of this report will be determined by the EPA Project Officer.

**8. Quality Assurance and Quality Control (QA/QC).** Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or condition; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as databases or published literature. Regulations pertaining to QA/QC requirements can be found in 40 CFR Parts 30.54 and 31.45. Additional guidance can be found at [http://www.epa.gov/quality/qa\\_docs.html#noeparqt](http://www.epa.gov/quality/qa_docs.html#noeparqt). Applicants should allow sufficient time and resources for this process in their proposed projects. A project-specific Quality Assurance Project Plan (QAPP) or functional equivalent must be submitted and approved by EPA. All projects will require a QAPP or functional equivalent. Applicants for the FY 2009 Sustainable Practices and Regional Priorities Grant Program are not required to submit a Quality Assurance Project Plan (QAPP) as part of the application package, but a QAPP may be required at the time of award. Each grant award will contain a condition establishing a deadline for the grantee to submit acceptable quality assurance documentation to EPA.

## **Section VII: Agency Contact**

Questions regarding this solicitation will be accepted until 5:00 p.m. Mountain Time June 29, 2009, and must be submitted in writing to the following e-mail address: [r8cfp@epa.gov](mailto:r8cfp@epa.gov). Questions sent to this e-mail address will be responded to via e-mail within 72 hours. If you do not have an e-mail address, questions can be faxed to Gerard Bulanowski at (303) 312- 6141. Please include a phone number so you can be called with a response. This solicitation, questions received, and answers provided will be posted on the web site <http://www.epa.gov/region8/grants/> (see 2009 Sustainable Practices and Regional Priorities Grant Program).

## **Section VIII: Other Information**

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

## **Attachment A: Required Content and Format for Proposal. See also Section IV.**

Proposals must contain parts 1-8 below. The total page limit for parts 1-6 is 16 single spaced pages-- excess pages will not be reviewed. The page limit does not apply to parts 7 and 8.

### **Part 1: Cover Page**

*Project Title:*

EPA funding program you are applying to:

Amount of funds being requested from EPA:

Amount of funds provided as match (if any):

Name of organization applying for funds:

Name of primary contact for this proposed project:

Address for primary contact:

Telephone number and e-mail address for primary contact:

DUNS Number:

### **Part 2: Threshold Criteria:**

Please describe how you are an eligible entity based on Section III.A, how you will meet any required match (III.C), and how you meet the applicable threshold criteria under Section III.D that applies to your proposal.

### **Part 3: General Criteria**

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

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff

expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Also provide information on your plan and approach for tracking and measuring your progress towards achieving the expected project outcomes and outputs that apply to the funding area your proposal relates to including those identified in Section I.

#### **Part 4: Program Criteria**

Address the program criteria for the funding program applicable to your proposal. For example, if you specify in Part 2 above that your proposal is applicable to the Strategic Agricultural Initiative, you must address the Strategic Agriculture program criteria in Section V.

#### **Part 5: Project timeline and deliverables**

List each activity described in the proposal and include a start and finish date for the activity. If applicable, list the deliverable (output) and outcome expected from each activity.

#### **Part 6: Budget**

Provide specific details about how the EPA funding will be used. List the amount of funds that will be used to support various activities such as paying salaries and benefits, purchasing supplies or equipment, contracting for assistance, paying travel expenses, printing outreach materials, etc. Include information on other funding sources, if any, and how those funds will be used to support the project. See the budget example in Attachment B of this solicitation.

#### **Part 7: Attachments (not counted as part of the page limit)**

Up to three letters of support can be included with the proposal. Letters will not be accepted by EPA after May 26, change date

#### **Part 8, SF 424 Form (not counted as part of the page limit)**

<http://www.epa.gov/ogd/AppKit/application.htm>

**Attachment B: Example of Budget Detail**

Provide a detailed itemized budget using the example below to show the expenses for each of the following categories being performed within the grant/project period. Below the chart is a description of line items. Indicate what portion of the cost will be paid by EPA, and what portion will be paid by the applicant or other partners.

<b>Line Item</b>	<b>Detailed Description</b>	<b>EPA funds</b>	<b>Match funds</b>
Personnel	Project Manager @ \$600/wk x 12 weeks	\$7,200	\$0
	<i>Project Asst @ \$10/hr x 20hrs/wk x 12 wks</i>	\$2,400	\$0
	<i>Total</i>	<b>\$9,600</b>	\$0
Fringe Benefits	Health Insurance- 1 FTE @ \$35/month x 12/months	\$420	\$0
	Dental - 1 FTE @ \$40/mo x 12/months	\$480	\$0
	<i>Total</i>	<b>\$900</b>	<b>\$0</b>
Travel	Site Visit to XYZ Facility		
	Local Travel Mileage - 1000 miles x \$0.48	\$0	\$480
	Meeting with project partners		
	Air Fare for 1 person to Denver	\$250	\$0
	Per diem for 2 days @\$40/day for 1 person	\$80	\$0
	Hotel for 1 night for 1 person	\$75	\$0
	<i>Total</i>	<b>\$405</b>	<b>480</b>
Equipment	Lease equipment for 6 months @ \$1000 per month	\$6,000	\$0
	<i>Total</i>	<b>\$6,000</b>	<b>\$0</b>
Supplies	100 pamphlets for community members @ \$2 each	\$200	\$0
	Computer equipment	\$0	\$1,000
	<i>Total</i>	<b>\$200</b>	<b>\$1,000</b>
Contractual	Training for 50 people @ \$100 each	\$5,000	\$0
	Water sample testing – 20 samples @ \$75 each	\$0	\$1,500
	<i>Total</i>	<b>\$5,000</b>	<b>\$1,500</b>
Other	Office needs (postage, phone, fax, etc.)	\$150	\$150
	<b>Total</b>	<b>\$150</b>	<b>\$150</b>

<b>Total Direct Charges</b>		<b>\$22,255</b>	<b>\$3,010</b>
Indirect Charges	10% of total direct charges	\$2,225	\$0
<b>Total amount of funds requested from EPA and total match</b>		<b>\$24,480</b>	<b>\$3,130</b>
<b>Total Cost of Project</b>		<b>\$27,620</b>	

Personnel: Indicate salaries and wages, by job title, of all individuals who will be supplemented with these funds.

Fringe Benefits: Indicate all mandated and voluntary benefits to be supplemented with these funds.

Travel: Indicate number of individuals traveling, destination, number of trips, and reason for travel.

Equipment: EPA policy defines equipment as items costing \$5,000 or greater (that is, the total cost of equipment purchase or lease). Note that not all funding programs allow for the purchase of equipment and some programs encourage leasing rather than purchasing equipment. If your project requires the purchase of equipment, you are encouraged to send an inquiry to [r8cfp@epa.gov](mailto:r8cfp@epa.gov) prior to submitting your proposal to ensure that equipment purchases are allowed.

Supplies: Indicate any items under \$5000 to be purchased that will be used in support of the project.

Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the project's objectives.

Other: Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.

Total Direct Charges: Summary of all costs associated with each line item category.

Indirect Costs: Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate.

Total amount of funds requested from EPA and total match: Add direct and indirect costs.

Total Cost of Project: Add the total amount requested from EPA and the total amount of funds provided as a match for an overall project cost.