

OVERVIEW
U. S. ENVIRONMENTAL PROTECTION AGENCY, Region III
Chesapeake Bay Program Office Fiscal Year 2010 Request for Proposals (RFP) for the
Development and Implementation of the Chesapeake Bay Innovative Nutrient and
Sediment Reduction Program
EPA-R3-CBP-10-06
Catalog of Federal Domestic Assistance (CFDA) Number 66.466

Important Dates

May 5, 2010	Issue RFP
June 16, 2010	Proposal Submission Deadline (see section IV for more information) and RFP Closed
July 6, 2010	Approximate date for EPA to notify applicants of results
July 27, 2010	Approximate date for Applicant to submit federal cooperative agreement application. Processing of this assistance agreement is intended to take no more than 60 days
September 27, 2010	Approximate date of award

Executive Summary

The U. S. Environmental Protection Agency (EPA), Chesapeake Bay Program Office, is announcing a request for proposals for support of the Chesapeake Bay Innovative Nutrient and Sediment Reduction Program for 2010-2016. This is a new announcement that has not previously been distributed.

The Chesapeake Bay Innovative Nutrient and Sediment Reduction Program (the Program) is a competitive grant program to support efforts within the Chesapeake Bay watershed to vastly accelerate nutrient and sediment reductions with innovative, sustainable and cost-effective approaches. This RFP sets forth the process that will be used to select a grant recipient who will develop and implement the Program, with the primary focus of making subawards to organizations to meet the specified expected environmental results of the program. An estimated \$6 million to \$10 million is expected to be available annually for a six year period, depending upon funding availability, the amount of fiscal year funds ultimately received in the Agency's operating plan, and the quality of proposals received. EPA plans to award one agreement under this announcement.

The EPA will consider all proposals that are postmarked by the U.S. Postal Service, hand-delivered, sent through an official delivery service with documentation indicating EPA acceptance from a delivery service, or submitted via Grants.gov on or before 5:00 EDT on June 16, 2010. Any proposals postmarked, hand delivered, sent, or submitted via <http://www.grants.gov/> after the due date and time will not be considered for funding. No proposals will be accepted by facsimile or e-mail.

U. S. ENVIRONMENTAL PROTECTION AGENCY, Region III
Chesapeake Bay Program Office Fiscal Year 2010
Request for Proposals (RFP) for the Development and Implementation of the
Chesapeake Bay Innovative Nutrient and Sediment Reduction Program
EPA-R3-CBP-10-06

FULL TEXT ANNOUNCEMENT

Section I: Funding Opportunity Description

A. About the Chesapeake Bay Program: The Chesapeake Bay is North America's largest and most biologically diverse estuary. A resource of extraordinary productivity, it is worthy of the highest levels of protection and restoration. Authorized by Section 117 of the Clean Water Act, the Chesapeake Bay Program is responsible for supporting the Chesapeake Executive Council through a number of actions including the coordination of federal, state, and local efforts to restore and protect living resources and water quality of the Chesapeake Bay and Watershed. Section 117 also authorizes EPA to provide assistance grants to support the goals of the Program.

B. Contributing Factors for Nutrient and Sediment Reduction: There are several significant contributing factors for nutrient and sediment reduction to the Chesapeake Bay watershed. Those contributing factors include:

- Section 117(g) of the Clean Water Act requires that EPA ensure the development and implementation of management plans to achieve and maintain the nutrient goals of the Chesapeake Bay Agreement for the quantity of nitrogen and phosphorus entering the Bay and its watershed and to achieve and maintain water quality requirements necessary to restore living resources.
- The *Chesapeake 2000: A Watershed Partnership (Chesapeake 2000)* was set forth in June of 2000 by the Chesapeake Bay Program's governing Chesapeake Executive Council. The Chesapeake 2000 agreement consolidated prior commitments and established new goals and deadlines for protecting and restoring the Chesapeake Bay's living resources, water quality, and vital habitats, promoting sound land use and engaging communities beyond 2000.
- President Obama's Executive Order (EO) 13508 to protect and restore the Chesapeake Bay was issued in May 2009. The EO calls for a new strategy for restoring and protecting the Chesapeake Bay. This new strategy builds upon existing Chesapeake Bay Program goals and identifies a small set of strategy goals and outcome measures that are representative of the "new era of shared federal leadership" in protecting and restoring the Bay, as called for in the Executive Order.
- EPA will issue a Bay-wide Total Maximum Daily Load (Bay TMDL) to define needed reductions in nitrogen, phosphorus and sediment necessary to address as many as 92 impaired segments of the tidal portions of the Bay. Under this TMDL, EPA has issued

clear “expectations” for development of Watershed Implementation Plans by the States and District that will outline the specific programs, plans, resources, and actions needed to achieve the required load reductions.

Through this grant program, EPA will award a “prime” grant to a recipient that will fund subgrants for projects to demonstrate how new and innovative actions and technologies can achieve meaningful reductions of nutrients (i.e. nitrogen and phosphorus) and sediment to achieve the water quality and living resource goals outlined in the Clean Water Act *Chesapeake 2000*, the EO federal strategy, and the Bay TMDL (including the State’s Watershed Implementation Plans).

C. Proposals: This RFP is seeking cost effective proposals from eligible applicants for one task: Task (1) Chesapeake Bay Innovative Nutrient and Sediment Reduction Program with a total estimated funding of between \$6,000,000 and \$10,000,000 each year.

If your organization has an interest in this project area, has the skills to accomplish the task, and is eligible to receive a federal assistance agreement as described in Section III, we encourage you to submit a proposal. Each proposal will be evaluated based on the relevant criteria referenced in Section V. The proposal should have a work plan and budget for the first year and an estimated budget detail for each of the subsequent years.

The tasks and activities to be performed by the recipient are described below:

Task (1) Chesapeake Bay Innovative Nutrient and Sediment Reduction Program

This RFP is seeking proposals from eligible applicants to develop and implement a Chesapeake Bay Innovative Nutrient and Sediment Reduction Program. The successful applicant under this RFP will award subgrants on a competitive basis to achieve the objectives of the program and measurable environmental results, as described below, and support the demonstration, technology transfer, effective dissemination and institutionalization of innovative approaches to expand the collective knowledge about the most cost-effective and sustainable approaches to dramatically reduce or eliminate nutrient and sediment pollution to the Chesapeake Bay and its tributaries. The objective of the Program is to support efforts within the Chesapeake Bay basin to: 1) accelerate nutrient and sediment reductions with innovative, sustainable and cost-effective approaches, and 2) actively transfer and disseminate the lessons learned under the subawarded projects throughout the larger Bay region, and 3) work to institutionalize the continued and expanded implementation of innovative nutrient and sediment reduction practices and approaches within the existing and emerging pollutant sectors.

Subawarded grants should be for amounts ranging from \$200,000 to \$1,000,000. Recognizing a need to foster a balance of cost-effectiveness with innovation to achieve better and accelerated methods for pollution reduction, for purposes of this RFP, EPA is defining "innovative" to include both: (a) new technologies or techniques for reducing nonpoint nutrient/sediment loads to the Bay, and/or (b) sustainable improvements in removal efficiencies and/or cost-effectiveness of current approaches.

Consistent with achieving the objectives described above, and the environmental results identified below and in Appendix A, activities to be performed by the grant recipient are:

- Make subawards to achieve the program objectives (as described in Section I of this RFP) and environmental results through a competitive process that treats all entities fairly.
- Design, establish, and implement a subaward program that: promotes competition for the subawards through publicizing the subaward opportunities; includes a process for evaluating and selecting subawardees, including developing relevant criteria to be used to evaluate and select subawardees; and funds and tracks at least eight watershed-based subaward projects.
- Present workshop(s) in appropriate locations in the Chesapeake Bay watershed to advertise the program and assist potential subaward applicants in a transparent manner that ensures that no subaward applicant or group of applicants has an unfair competitive advantage during the subaward competitions.
- Disperse monies to subaward recipients in a timely manner as required by the applicable grant regulations.
- Provide hands-on technical assistance to support the implementation of the subaward projects.
- Qualitatively and quantitatively measure environmental results and successes of the subaward projects to attain environmental results
- Ensure subawarded project results are disseminated and transferred for broad application in sectors and well positioned to influence and inform infrastructure changes.
- Ensure all subaward activities are in line with the Chesapeake Bay Program's programmatic objectives.

The applicant's subaward program should be designed to cultivate projects with the environmental result of vastly accelerating nutrient and sediment reductions with innovative, sustainable and cost-effective approaches. Focus should be placed on advancing efforts that help implement both 1) the states' forthcoming Watershed Implementation Plans, being developed under the Chesapeake Bay TMDL, and 2) reaching the states' and local communities' two-year milestones for pollution load reductions and increasing program capacity. In addition, these projects should lead to new knowledge from the development and transfer of leading-edge, inventive ways of approaching nonpoint and point source load reductions while also contributing knowledge of cost-effective, sustainable new ways of doing business.

Eligible activities for the program are described below. Please note that applicants need not propose to carry out all of these activities through the subaward program but may choose among the eligible activities when designing their proposed program. Applicants may also propose other types of activities for accelerating nutrient and sediment reductions in the Chesapeake Bay Watershed with innovative, sustainable and cost-effective approaches

- **Stormwater (New and Existing Development):** direct technical assistance and capacity building for the adoption and implementation of local standards, ordinances, regulations, and programs that promote and achieve the reduction of nutrient and sediment loads associated with stormwater runoff to restore or maintain predevelopment hydrology; demonstrate how levels of stormwater control can be attained that achieve conditions "better than nature" (e.g. no runoff challenge); provide assistance to local governments for the development and implementation of stormwater utilities or similar financing measures to support efforts in

stormwater management; establish systems and/or institutions that support accountability and results reliably in stormwater management implementation; establish policies and/or programs that achieve significant and measureable reductions in nutrient loads from urban/suburban turf grass; and illustrate how targeting specific types of geographic locations of stormwater runoff and/or nutrient and sediment prevention or local government code/ordinances improvements to improve stormwater management or reduction controls could result in more effective ways to protect local waterways and clean up the Bay ecosystem.

- **Agriculture:** support the verification, technology transfer, dissemination and institutionalization of expanded implementation of the next generation of tools and actions that will address the greatest agricultural challenges facing restoration of water quality in the Bay; address key manure nutrient management issues (e.g., phosphorus saturation in soil, ammonia emissions, alternative uses for manure nutrients); get widespread implementation of nitrogen-use efficiency tools to better manage inorganic nitrogen inputs on cropland; and explore the social, economic, cultural, and technical implementation hurdles to, and opportunities for, making fundamental changes to the way we farm in the watershed that will ensure the long-term sustainability of agriculture within the Chesapeake Bay watershed and a restored Bay ecosystem.
- **Emerging Source Sectors and New Technologies:** support the reduction of nutrients and sediments from other sectors that may represent emerging or increasingly significant sources to the Chesapeake Watershed (e.g., septic systems, resource extraction, legacy sediments, transportation-related activities) or technology advancements and/or different applications of existing technologies that have been shown to yield proven or cost-effective reductions of nutrients or sediments, with opportunities for widespread implementation across the Chesapeake Watershed.

Obtaining Additional Information: For additional background information on the Chesapeake Bay Program achievements and commitments, see the Chesapeake Bay Program website located at <http://www.chesapeakebay.net/> or call 1-800-YOUR-BAY to receive information by mail.

D. Authorizing Statutes and Regulations: **Authorizing Statutes and Regulations:** Water quality grants and cooperative agreement projects are authorized under the Clean Water Act, Section 117(d). Under Section 117(d) of the Clean Water Act, EPA has the authority to issue grants and cooperative agreements for the purposes of protecting and restoring the Chesapeake Bay watershed. These projects are subject to EPA's General Grant Regulations: 40 CFR Part 30 for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations and 40 CFR 31 Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

E. Environmental Results: EPA Order 5700.7 requires that all cooperative agreements be aligned with EPA's strategic goals and objectives and that assistance agreements result in real measurable results. Under this Order, EPA requires assistance programs to focus not only on outputs (i.e., the activities and/or associated work products performed or conducted by an assistance agreement recipient during the funding period) but also on outcomes (i.e., the results, effects, or consequences of a recipient's activities). EPA will negotiate outcomes and outputs with the selected grantee(s). Examples of expected outcomes and outputs for the cooperative

agreement to be awarded under this announcement, and for the subaward projects, are listed in Appendix A.

F. The Agency's Strategic Plan/Government Performance and Results Act (GPRA)

Linkage: The overall goal of the cooperative agreement is to protect and restore the Chesapeake Bay watershed through continued technical support and outreach necessary to address water quality restoration goals and maintain public awareness of Chesapeake Bay restoration. This goal supports the Agency's Strategic Goal #4: Healthy Communities and Ecosystems; Objective 4.3: Ecosystem; Sub-objective 4.3.4: Improve Aquatic Health of the Chesapeake Bay. The projects funded under this announcement must be able to be linked to this strategic goal.

Section II: Award Information

A. Funding Amount: The EPA Chesapeake Bay Program Office plans to make one award for approximately \$6,000,000 to \$10,000,000 annually for FY2010 through FY2016 depending on funding availability, satisfactory performance and other applicable considerations.

The award made under this RFP will support the Chesapeake Bay Program partners by administering the Innovative Nutrient and Sediment Reduction Program. The Cooperative Agreement will be funded under Section 117(d) of the Clean Water Act and under the Catalog of Federal Domestic Assistance (CFDA) number 66.466.

EPA reserves the right to reject all proposals and make no awards under this announcement.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selection is made. Any additional selection for awards will be made no later than six months after the original selection decision.

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 project, 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.

B. Award Type: EPA has determined that a cooperative agreement is the appropriate funding vehicle for this project. Cooperative agreements are used under circumstances where substantial involvement is anticipated between EPA and the recipient during performance of the activity. Typically, federal involvement would be in the form of participation with other Chesapeake Bay Program partners and stakeholders in an advisory capacity to the grantee. This participation is expected to include involvement in an advisory capacity by the Chesapeake Bay Program's related committees (on which EPA also participates) to ensure that all the recommendations for the technical work support the Chesapeake Bay Program partners; although the grantee rather than the committees will make final funding decisions. All work conducted is to support the efforts to restore the Chesapeake Bay ecosystem. EPA will not

make subaward decisions; the grantee will make the subaward selections and administer the subawards.

C. Expected Project Period: The expected project period of the cooperative agreement is six years. No commitment of funding can be made for future fiscal years. The expected start date for award resulting from this RFP is September 27, 2010.

Section III: Eligibility Information

A. Eligible Applicants: Nonprofit organizations, State and local governments, colleges, universities, and interstate agencies are eligible to submit proposals in response to this RFP. For-profit organizations are not eligible to submit proposals in response to this RFP.

B. Cost-Share or Matching Requirements: Per CWA 117(d)(2)(A), the agency shall determine the cost share requirement for awards.. The CFDA Number 66.466 states that assistance agreement applicants must commit to a cost share ranging from five percent to fifty percent of eligible project costs as determined at the sole discretion of EPA. For this RFP, EPA has determined that an applicant must provide a minimum of fifty percent of the total cost of the project as the non-federal cost share.

Cost share may be in the form of cash or in-kind contributions. Involvement from foundations, watershed groups, private sector, eligible governmental, as well as non-conventional partners can help with match. This match must be met by eligible and allowable costs and is subject to the match provisions in grant regulations. Proposals that do not demonstrate how the 50 percent (dollar-for-dollar) match will be met will be rejected.

C. Threshold Eligibility Criteria: Only proposals from eligible entities (see Section III.A above) that meet the following threshold eligibility criteria will be evaluated against the criteria in Section V.B. Applicants must meet the following threshold criteria to be considered for funding. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified in writing within 15 calendar days of the ineligibility determination:

1. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement, or they will be rejected. Where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, proposals must be postmarked, hand-delivered, sent through an official delivery service with documentation indicating EPA acceptance from a delivery service, or be submitted through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline. Proposals postmarked, delivered, sent, or submitted via grants.gov 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 or because of technical problems solely attributable to the grants.gov website and not the applicant. Applicants should confirm receipt of their proposal with Veronica Kuczynski at 410-267-5743 or kuczynski.veronica@epa.gov as soon as possible after the submission - failure to do so may result in your proposal not being reviewed.

3. Projects funded under this announcement must be linked to the strategic goal outlined in Section I.F.
4. For a proposal to be considered eligible for funding, all work included in the proposal must take place within the Chesapeake Bay Watershed, which includes portions of Delaware, Maryland, New York, Pennsylvania, Virginia, West Virginia, and all of the District of Columbia.
5. The eligibility and cost-share requirements of Section III.A. and B. must be met.

Section IV: Application and Submission Information

A. Federal Application: Do not submit a full federal grant application in response to this RFP. If your proposal is preliminarily selected for funding, an EPA project officer will request an application from you, negotiate the work plan and budget and oversee the process of awarding the cooperative agreement.

B. Content and Form of Proposal Submission:

Proposal Elements: Each proposal will be evaluated using the criteria referenced in Section V. B. of this announcement. You must submit a single-spaced narrative proposal of up to 10 pages in length (see Appendix A) by the date and time specified in Section IV.C below. The format for this proposal is contained in Appendix A of this announcement. Review the directions for the preparation of the proposal. Proposals that are not prepared in substantial compliance with the requirements in Appendix A will not be considered for funding and will be returned to the applicant.

The proposal package **must** include all of the following materials:

1. **Standard Form (SF) 424, Application for Federal Assistance** – Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 8 of the Standard Form SF 424. Please note that the organizational Dunn and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
2. **Narrative Proposal** – The format for this proposal is contained in Appendix A of this announcement. Review the directions for the preparation of the proposal.

Requirements for Narrative Proposal—See Appendix A: All proposal review criteria in Section V, as well as the requirements in Section I, must be addressed in the proposal. The proposal shall not exceed 10 single-sided pages in length. Pages refer to one-side of a single-spaced typed page. Font size should be no smaller than 10, and the proposal must be submitted on 8 ½" x 11" paper. Note that the 10 pages must include all supporting materials, including resumes or curriculum vitae and letters of support. With the exception of documentation of non-profit status and the SF-424, if you submit more than 10 pages, the additional pages will be discarded and will not be reviewed.

Confidential Business Information: It is recommended that confidential business information ("CBI") **not** be included in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. 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 are considered confidential and protected from disclosure prior to the completion of the competitive selection process. .

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 applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposals, and requests for clarification about the announcement. Applicants should email their questions to Veronica Kuczynski at 410-267-5743 or kuczynski.veronica@epa.gov. All questions and answers will be posted on <http://www.epa.gov/region3/chesapeake/grants.htm>.

C. Submission Dates and Times: EPA will consider all proposals that are postmarked by the U.S. Postal Service, hand-delivered, sent through an official delivery service with documentation indicating EPA acceptance from a delivery service, or submitted via Grants.gov on or before 5:00 EDT on June 16, 2010. All submissions postmarked, hand delivered, sent, or submitted via <http://www.grants.gov/> after the deadlines specified above will not be considered for funding. No proposals will be accepted by facsimile machine submission.

D. Intergovernmental Review: Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program is eligible for coverage under Executive Order (EO) 12372, An Intergovernmental Review of Federal Programs. An applicant should consult the office or official designated as the single point of contact in his or her state for more information on that state's required process for applying for assistance if the state has selected the program for review. Single Points of Contact can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>. Further information regarding this requirement will be provided if your proposal is selected for funding.

E. Funding Restrictions:

Administrative Cost Cap Requirement Under Statutory Authority: Grantees applying for Chesapeake Bay Program assistance agreements must adhere to the requirement for “Administrative Costs” under the Clean Water Act, Section 117 (d)(4), which states that administrative costs shall not exceed 10 percent of the annual grant award. **Appendix B: Administrative Cost Cap Worksheet:** **Administrative Cost Cap Worksheet** is provided as an example of a method to calculate the 10 percent limitation. You are not required to submit Appendix B with your proposal.

Allowable Costs: EPA assistance agreement funds may only be used for the purposes set forth in the cooperative agreement and must be consistent with the statutory authority for the award. Federal funds may not be used for cost sharing for other federal grants (except where authorized by statute), lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in the Office of Management and Budget (OMB) Circular A-87 "Cost Principles for State, Local and Tribal Governments," (2 Code of Federal Regulations Part 225); A-122 "Cost Principles for Nonprofit Organizations," (2 Code of Federal Regulations Part 215); or A-21 "Cost Principles for Educational Institutions," (2 Code of Federal Regulations Part 220). During the grant negotiation, any ineligible costs outlined in the proposal (i.e. lobbying activities) will not be included in the final grant award.

Management Fees: When formulating budgets for proposals, 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 similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

Partnerships, Contractors and Subawards:

a. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

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 or 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 these regulations. The regulations also contain limitations on consultant compensation. While applicants are not required to identify subawardees/subgrantees and/or contractors or consultants in their proposal, if they do so the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor or consultant in the proposal EPA selects 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, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 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 if the applicant demonstrates in the proposal 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 profits or individual consultants;
- (ii) An applicant’s named contractor(s), including consultants, identified in the proposal if the applicant demonstrates in its proposal 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.

F. Other Submission Requirements: You may submit proposal(s) in one of two ways:

If you wish to apply with a hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically via <http://www.grants.gov/>, please follow the appropriate instructions under “Electronic Submission” below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>. Please only use one form of submission.

Grants.gov Electronic Submission

The electronic submission of your proposal must be made by an official representative of your institution who is registered with [Grants.gov](http://www.grants.gov) and is authorized to sign applications for federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with [Grants.gov](http://www.grants.gov), please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R3-CBP-10-06, or the CFDA number that applies to the announcement (CFDA 66.466), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline: Your organization must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 5 p.m. EDT on June 16, 2010.

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://www.epa.gov/region03/chesapeake/grants.htm> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 8 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. Narrative Proposal – The format for the proposal is contained in Appendix A of the announcement. Review the directions for the preparation of the proposal. See Section IV.B. of this announcement for additional guidance. The document should be readable in PDF or MS Word for Windows and consolidated into a single file.

Application Preparation and Submission Instructions

Documents 1 and 2 listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document 1, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed and then click on the box that says “Move Form to Submission List.” This action will move the document over to the box that says “Mandatory Completed Documents for Submission.”

For document 2, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.B and Appendix A of this announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form” and open the form. Click “Add Mandatory Project Narrative File” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space

beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters. If there are other attachments that you would like to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY10 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY10 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2nd Submission.”

Once your proposal/application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact the person listed in Section VII of this announcement.

Proposal packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact the person listed in Section VII of this announcement. Failure to do so may result in your proposal not being reviewed.

Hard Copy Submission

Please submit three complete, unbound copies of the proposal package that is described in Section IV.B and Appendix A (SF 424 and Narrative Proposal) and an electronic copy of the

narrative proposal in either Word or WordPerfect via email or disk. The hard copies of the proposal should be double-sided, if possible. The proposal must be mailed or delivered to:

Veronica Kuczynski
U.S. Environmental Protection Agency
Chesapeake Bay Program Office
410 Severn Ave., Suite 109
Annapolis, MD 21403
kuczynski.veronica@epa.gov

(EPA-R3-CBP-10-06)

Section V: Application Review Information

A. Evaluation Process: After EPA reviews proposals for threshold eligibility purposes as described in Section III of this announcement, the Chesapeake Bay Program Office will conduct a merit evaluation of each eligible proposal. Reviews will normally involve teams of professionals from EPA and non-EPA organizations. All reviewers will sign a conflict of interest statement.

B. Evaluation Criteria: Maximum Score: 140 points

1. Organizational Capability and Program Description: (Maximum score: 60 points)

- i) Applicants will be evaluated based on the quality of their proposed program and how it demonstrates the ability to achieve the objectives of the Chesapeake Bay Innovative Nutrient and Sediment Reduction Program as described in Section I.C and the environmental results described in Appendix A. **(15 points)**
- ii) EPA will evaluate the applicants' approach and plan for making competitive subawards including how they will promote competition for subawards and the applicant's process for evaluating and selecting proposed subawardees, including the criteria to be used to evaluate and select subawardees and whether those criteria are related to the program objectives **(15 points)**
- iii) EPA will evaluate the applicant's approach for ensuring that the subawards will help to achieve the objectives of the program as described in Section I.C of the announcement and the environmental results in Appendix A . **(15 points)**
- iv) Applicants will be evaluated based on how well the proposal demonstrates that the applicant has the organizational capacity, experience, travel capabilities, and technical and outreach expertise to accomplish the proposed plan of work successfully. **(15 points)**

2. Programmatic Capability and Environmental Results Past-Performance: (Maximum score: 40 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 identified in response to Section IV.B and Appendix A of the announcement. **(10 points)**

(ii) History of meeting the reporting requirements under the assistance agreements identified in response to Section IV.B and Appendix A 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. **(10 points)**

(iii) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. **(10 points)**

(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. **(10 points)**

Note: In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors

3. Watershed and Ecosystem Knowledge: (Maximum score: 10 points)

Applicants will be evaluated based on their knowledge of and direct experience with the technical and policy issues related to the restoration and protection of the Chesapeake Bay watershed and the specific challenges and issues facing the restoration of the Chesapeake Bay ecosystem. Under this factor, proposals will be evaluated based on the following subcriteria, each of which is of equal weight:

- i) To what degree does the proposal demonstrate the applicant's knowledge of the specific challenges and issues faced in the Chesapeake Bay restoration? **(5 points)**
- ii) To what degree does the proposal demonstrate the applicant's expertise in assembling sustainable, innovative, cost-effective project approaches to accelerating nutrient and sediment load reductions? **(5 points)**

4. Tracking and Measuring Environmental Results: (Maximum score: 20 points)

Under this criterion, applicants will be evaluated based on the extent to which the proposal:

- (i) Demonstrates the applicant's ability to track and measure their progress toward achieving the expected outputs and outcomes described in Appendix A for the respective task being proposed. **(5 points)**
- (ii) Demonstrates the applicant's ability to effectively measure environmental results and successful watershed management approaches and to compile this data and information and communicate it to the CBP and its partners, particularly the states. **(5 points)**
- (iii) Demonstrates the applicant's ability to manage, disperse, and track multiple subawards. **(5 points)**
- (iv) Provides for the accomplishment of the examples of activities listed in Section I.C. **(5 points)**

5. Cost effectiveness (Maximum score: 10 points)

Applicants will be evaluated based on the degree to which their proposal is cost-effective, considering the following factors: organizational overhead (indirect costs); ability to perform the duties within the operational range of budgets provided by the Chesapeake Bay Program? **(10 points)**

C. Review and Selection Process:

Review: Eligible proposals will be evaluated based on the criteria stated in Section V.B above and ranked by a panel of reviewers from EPA and other federal agencies. The review team will then forward the highest ranked proposal to the Director or Deputy Director of the Chesapeake Bay Program Office for final selection. The final selection will be based on the rankings and recommendations of the review panel, and may also consider programmatic priorities.

Anticipated Announcement and Award Dates:

Important Dates

May 5, 2010	Issue RFP change date
June 16, 2010	Proposal Submission Deadline (see section IV for more information) and RFP Closed
July 6, 2010	Approximate date for EPA to notify applicants of results
July 27, 2010	Approximate date for Applicant to submit federal cooperative agreement application. Processing of this assistance agreement is intended to take no more than 60 days
September 27, 2010	Approximate date of award

Section VI: Award Administration Information

A. Award Notices

It is expected that applicants will be notified in writing of funding decisions on or around July 6, 2010 either via email or U.S. Postal Service. Notification of selection does not indicate that the applicant can start work on the project. The selected applicants will then be asked to submit a full federal assistance agreement application package. A Federal project officer provides assistance in the application process and negotiates a work plan, budget, and starting date. Processing for this particular cooperative agreement award is expected to take 60 days.

B. Administrative and National Policy Requirements

If your proposal is selected, the following information will be helpful in preparing your cooperative agreement application.

Disputes Resolution Process: 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) that can be found at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Veronica Kuczynski by email at kuczynski.veronica@epa.gov or fax at 410-267-5777.

DUNS Requirement: Applicants are required to provide a Dunn and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal assistance agreements. A DUNS number must be included in every application. The DUNS number must be included in Block 8 of the Standard Form 424 entitled, Application for Federal Assistance (Expiration date 4/31/3012). Organizations can receive a DUNS number at no cost by calling the dedicated toll free DUNS number request line at 1-866-705-5711. Additional information on obtaining a DUNS number can also be found at: <http://www.dnb.com>

Indirect Costs: If indirect costs are budgeted in the assistance application and the non-profit organization or educational institute does not have a previously established indirect cost rate, it will need to prepare and submit an indirect cost rate proposal and/or cost allocation plan in accordance with the appropriate federal cost principle, OMB Circular A-122, "Cost Principles for Non-Profit Organizations" or OMB Circular A-21, "Cost Principles for Educational Institutions" within 90 days from the effective date of the award.

If a local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate proposal and/or cost allocation plan in accordance with OMB Circular A-87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant federal agency has been designated by OMB must develop and submit its indirect cost rate proposal to its cognizant agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its proposal within that period.

EPA Requirements for Quality Management Plans and Quality Assurance Plans: In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Management Plan (QMP) and Quality Assurance Project Plan (QAPP).

The QMP must document quality assurance policies and practices that are sufficient to produce data of adequate quality to meet program objectives. The QMP should be prepared in accordance with EPA QA/R-2: EPA Requirements for Quality Management Plans (refer to <http://www.epa.gov/region03/chesapeake/grants.htm>, Attachment 7). The recipient's QMP should be reviewed and updated annually as needed. The QMP must be submitted to the EPA Project Officer at least 45 days prior to the initiation of data collection or data compilation.

The recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The Quality Assurance Project Plan (QAPP) is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R-5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at http://www.epa.gov/quality1/qa_docs.html.

Federal Requirements: An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). EPA reserves the right to negotiate and/or adjust the final cooperative agreement amount and work plan content prior to award consistent with Agency policies.

Deliverables: Awarded applicant will be required to provide a chart or list of deliverables providing items and dates due.

Pre-Award Administrative Capability Review for Non-Profit Organizations: 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). 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.

The Order, in Section 7(c), defines non-profit organizations as any corporation, trust, association, cooperative, or other organization that: (1) Is operated primarily for scientific, education, service, charitable, or similar purposes in the public interest; (2) Is not organized primarily for profit; (3) Uses its net proceeds to maintain, improve, and/or expand its operations; and (4) Is subject to 40 CFR Part 30. The term does not include: colleges and universities as defined under Office of Management Budget (OMB) Circular A-21; state, local and federally-recognized Indian Tribal

governments; hospitals; and organizations considered as similar to concerns under Attachment C to OMB Circular A-122.

Incurred Costs: Funding eligibility ends on the date specified in the award. The time expended and costs incurred in either the development of the proposal or the final assistance application, or in any subsequent discussions or negotiations prior to the award, are neither reimbursable nor recognizable as part of the recipient's cost share.

C. Reporting

Quarterly or semiannual progress reports as determined by the federal project officer will be required as a condition of this award.

Section VII: Agency Contact

For administrative and technical issues regarding this RFP, please contact Veronica Kuczynski via email at: kuczynski.veronica@epa.gov. All questions must be received in writing via email or fax at 410-267-5777 with the reference line referring to this RFP (RE: EPA-R3-CBP-10-06). All questions and answers will be posted on <http://www.epa.gov/region3/chesapeake/grants.htm>.

Section VIII: Other Information

In developing your proposal, you may find the following documents helpful. Websites for guidance documents are listed here. If you prefer a paper copy, please call 1-800-YOUR BAY.

Boundaries of the Chesapeake Bay Watershed

http://www.chesapeakebay.net/content/maps/cbp_18894.pdf

An electronic copy of the *Chesapeake 2000* agreement is located at:

http://www.chesapeakebay.net/content/publications/cbp_12081.pdf.

Electronic copy of the *Chesapeake Bay Program Guidance for Data Management* is located at

<http://archive.chesapeakebay.net/cims/Guidance%20for%20Data%20Management%20Nov%202006.pdf>.

EPA Requirements for Quality Management Plans and Quality Assurance Plans: Requirements for quality assurance plans are defined in EPA Requirements for Quality Assurance Project Plans (QA/R-5). These documents are located at http://www.epa.gov/quality1/qa_docs.htm.

Please visit the EPA Grants website at <http://www.epa.gov/ogd> if you have questions about grant issues such as costs or eligibility.

An electronic copy of the *Chesapeake Bay Program Grant and Cooperative*

Agreement Guidance is located at <http://www.epa.gov/region3/chesapeake/grants.htm>.

Additional questions about grant issues such as cost or eligibility can be obtained at

<http://www.epa.gov/ogd> or <http://www.epagov/region3/chesapeake/grants.htm> for EPA Grant

and Cooperative Agreement Guidance. For questions pertaining to the task and/or general questions, please refer to Section VII: Agency Contact.

Further information on Chesapeake Bay Program committees can be found at <http://www.chesapeakebay.net/committeeactivities.aspx?menuitem#14890>.

Appendix A
Narrative Proposal Format
Chesapeake Bay Program Office Fiscal Year 2010 Request for Proposals (RFP) for the
Development and Implementation of a
Chesapeake Bay Innovative Nutrient and Sediment Reduction Program
EPA-R3-CBP-10-06

The following information must be provided or the proposal may not be considered complete and may not be evaluated.

Format: Narrative proposals as described below shall not exceed 10 single-spaced pages. The proposal must be submitted on 8 ½" x 11" paper. Font size should be no smaller than 10. Note that the 10 pages must include all supporting materials, including resumes or curriculum vitae and letters of support. With the exception of documentation of non-profit status and the SF-424, if the proposal includes more than 10 pages, the additional pages will be discarded and not considered in the review. Applicant's responses should be numbered and submitted according to the format listed below.

1. Name, address (street and email), and contact information of the applicant

2. Background - Include the following in this section:

- i) Brief description of your organization.
- ii) Documentation of non-profit status, if applicable.
- iii) Brief biographies of applicant lead(s) including resumes and/or curriculum vitae.
- iv) DUNS number-See Section VI of RFP.

3. Work plan - Include the following in this section:

- i) Provide a clear and concise discussion of how your organization will meet the objectives and requirements of the Program as described in Section I of the announcement.
- ii) Budget: For the first year and each of the subsequent years, provide a budget detail breakdown by the major budget categories (i.e. personnel, fringe benefits, travel, equipment, supplies, contractual, construction, other, and indirect). In each of the budgets, include the cost share amount (a minimum of 50 percent - dollar for dollar) and specify how much of the funding will go to subawards and/or contractors. Please note that subaward costs must be included in the "Other" budget costs category. For an example budget detail, please go to: http://www.epa.gov/region03/grants/Application_Kit_for_Grants_and_Cooperative_Agreements.pdf, page 42. In addition, grantees applying for Chesapeake Bay Program assistance agreements must adhere to the requirement for "Administrative Costs" under the Clean Water Act, Section 117 (d)(4), which states that administrative costs shall not exceed 10 percent of the annual grant award. For this RFP, EPA has determined that administrative costs shall not exceed 10 percent. Information on how to calculate the 10 percent administration cost cap is located in **Appendix B: Administrative Cost Cap Worksheet**.

iii) **Environmental Results - Outputs and Outcomes:** Address how the project will meet the expected project outputs and outcomes below:

1. **Output:** An output is an environmental activity, effort, or work product related to an environmental goal or objective that will be produced within the assistance agreement period. Examples of expected outputs are:
 - List of subaward recipients (list must be in easy to use/read formatted spreadsheets or other similar electronic tool).
 - Numbers of acres under nutrient and sediment controls and/or expected by infrastructure (e.g., local standards or code/ordinance) changes.
 - Plans for how to transfer the technology or approach throughout the Chesapeake Bay.
 - Evaluation of the utility of new partnerships in accelerating nutrient and sediment controls in the watershed.
 - Evaluation of sustainability of controls implemented through projects.
2. **Outcome:** An outcome is a result, effect, or consequence that will result from carrying out an environmental program or activity that is related to an environmental programmatic goal or objective. Outcomes are quantitative measures that may not necessarily be achievable within the assistance agreement period. Examples of outcomes are:
 - Amount of nitrogen, phosphorus, and/or sediment (in pounds) reduced or prevented.
 - Stormwater runoff reduction of peak flows, total volume, and flow duration, based on before- and after-project measurements
 - Recovery of healthy aquatic life in nearby surface waters based on before- and after-project measurements
 - Cost savings resulting from project implementation.
 - Improved collective knowledge about how the Bay is cleaned up; resulting in reduction in the amount of nutrients in the CB and an improvement in living resources of the Bay.

iv) **Review Criteria:** Address in narrative form each of the review criteria identified in Section V.B of the RFP. Identify by the review criteria number and title followed by your narrative.

With specific respect to the Programmatic Capability and Environmental Results Past Performance factor in V.B:

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.

**Appendix B
EPA-R3-CBP-10-06**

**SAMPLE
(DO NOT SUBMIT WORKSHEET WITH APPLICATION)**

CHESAPEAKE BAY PROGRAM ADMINISTRATIVE COST CAP WORKSHEET

INSTRUCTIONS: In accordance with Section 117(d)(4) and 117(e)(6) of the Clean Water Act (CWA), the costs of salaries and fringe benefits incurred in administering a grant under Section 117(d) or 117(e) of the CWA shall not exceed 10 percent of the annual federal grant award. The worksheet, below is provided to assist you in calculating allowable administrative costs. The Budget Detail of your Application for federal Assistance (SF-424) should reflect how your administrative costs will comply with the cap. For specific guidance refer to page 2 of this sample "Compliance with CWA Section 117 Requirements Restricting Administrative Costs."

Federal grant amount	\$	
Cap %	X	.10
Limit on Administrative Costs	\$	(a)
List Administrative Costs: (Budgeted costs for application or actual costs for FSR)		
	\$	
Total	\$	(b)

Line (b) cannot exceed Line (a).

COMPLIANCE WITH CWA SECTION 117 RESTRICTING ADMINISTRATIVE COSTS

Statutory Authority

Under statutory authority, grantees applying for Chesapeake Bay Program grants/cooperative agreements under Section 117(d) or (e) must adhere to the requirement on administrative costs as follows:

Under Section 117(a)(1) Administrative Cost - The term “administrative cost” means the cost of salaries and fringe benefits incurred in administering a grant under this section.

Under Section 117(d)(4) - Administrative Costs. - Administrative costs shall not exceed 10 percent of the annual grant award.

Under Section 117(e)(6) - Administrative Costs. - Administrative costs shall not exceed 10 percent of the annual grant award.

Guidance for Determining Administrative Costs

As determined by EPA/CBPO, the following provides guidance in determining administrative costs for grants/cooperative agreements under Section 117 (d) and (e) of the Clean Water Act.

1. Administrative Costs

Salaries and fringe benefits charged against the project or program element for the sole purpose of administering the grant/cooperative agreements shall not exceed 10% of the annual Federal grant. One hundred percent of the salaries and fringe benefits related to these functions are considered administrative costs. Examples of administrative costs include, but are not limited to:

- preparation and submission of grant applications
- fiscal tracking of grants funds
- maintaining project files
- collection and submission of deliverables

2. Non-administrative Costs

Salaries and fringe benefits related to the implementation of the project or program element of the grant/cooperative agreement are not considered administrative costs. None of the salaries and fringe benefit costs related to these functions shall be considered administrative costs. Example:

- the salaries and fringe benefits for technical staff to conduct work to accomplish specific Bay Program goals as outlined in the program or project elements are not administrative costs.

3. Calculation of Administrative Costs

In order to ensure compliance with this requirement, use the format above or a similar format to calculate the costs and include in the Budget Detail of your Application for Federal Assistance (SF-424).

4. Questions Regarding Administrative Costs

The grantees shall direct questions to the EPA Project Officer who will determine what costs should be included as administrative costs on a case-by-case basis.