

**U.S. ENVIRONMENTAL PROTECTION AGENCY  
Office of Environmental Education  
Fiscal Year 2011 Request for Proposals (RFP) for the  
Environmental Education Sub-Grants Program  
EPA-EE-11-03  
Catalog of Federal Domestic Assistance (CFDA) Number 66.951**

**Important Information about the Due Date**

The Environmental Protection Agency (EPA) will accept **both hard copy and electronic submissions of proposals.**

**EPA will consider all hard copy proposals that are postmarked by the U.S. Postal Service or sent through an official delivery service with documentation indicating EPA acceptance from a delivery service by 11:59pm (local time), November 8, 2011. Hand deliveries will be accepted during core business hours of 9:00 am to 4:00 pm local time through November 8, 2011.** Applicants choosing to submit applications in hard copy must submit **an original and two copies** of the proposal materials described in Section IV to **the Regional Office in which the project will be located.** The ten EPA Regional Offices and the Environmental Education (EE) contacts in them are listed in Section VII (Agency Contacts).

**EPA will consider all proposals submitted electronically through <http://www.grants.gov> by 11:59 Eastern Standard Time (EST), November 8, 2011.** 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 email.

**Executive Summary**

The EPA, Office of Environmental Education, is announcing a Request for Proposals (RFP) for support of the Environmental Education Sub-grants Program for 2011. This is a new announcement that has not previously been distributed.

The Environmental Education (EE) Sub-grants Program is a competitive grant program that supports EPA's efforts to increase public awareness and knowledge about environmental issues and provide participants in EE grant-funded projects the skills necessary to make informed environmental decisions and to take responsible actions toward the environment.

This RFP sets forth the process that will be used to select a grant recipient (the Prime) who will develop and implement a project to make sub-awards to organizations to meet the specified expected environmental and educational results of the program. An estimated \$1.5 million is expected to be available this fiscal year subject to availability of funds, the quality of proposals received, and other applicable considerations. EPA plans to award one (1) agreement for approximately \$150,000 in each of EPA's ten (10) Regions under this RFP.

There is a cost sharing requirement of a minimum of 25% of the total cost of the prime's sub-grant project. See Section III(B) for a more detailed explanation of this matching funds requirement.

## **Table of Contents**

**Section I Funding Opportunity Description**

**Section II Award Information**

**Section III Eligibility Information**

**Section IV Application and Submission Information**

**Section V Application Review Information**

**Section VI Award Administration Information**

**Section VII Agency Contacts**

**Section VIII Other**

**Appendices:**

**A. Federal Forms and Instructions**

**B. Checklist for Proposal**

**C. Expected Outputs and Outcomes and Examples of Performance Measures (Logic Model)**

**D. Instructions for Grants.gov Electronic Submissions for Announcement Number EPA-EE-11-03**

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

### **A. Background on the Environmental Education Sub-grants Program**

This RFP solicits grant proposals to support EPA's mission to promote environmental stewardship and help develop knowledgeable and responsible students, teachers, and citizens. Under this RFP, EPA expects to provide financial support to eligible recipients (as defined in Section III(A)) for the development and implementation of innovative projects whose primary focus is to make and manage sub-awards to organizations, other than their own, to design, demonstrate, and/or disseminate environmental education practices, methods, and/or techniques as described in this RFP. Proposals should provide information about how they will make sub-awards that educate diverse populations on environmental issues that especially affect their local communities, including but not limited to minority, low income and tribal communities.

The National Environmental Education Act requires that 25% of all funds obligated under the EE Section 6 Grant Program in a fiscal year be for sub-grants of not more than \$5,000. EPA plans to select one applicant in each of its 10 Regions to award and manage the sub-grants as described in this RFP.

The amount available for each successful applicant under this program is approximately \$150,000. Each regional recipient will be required to use exactly **\$92,273.50** of this

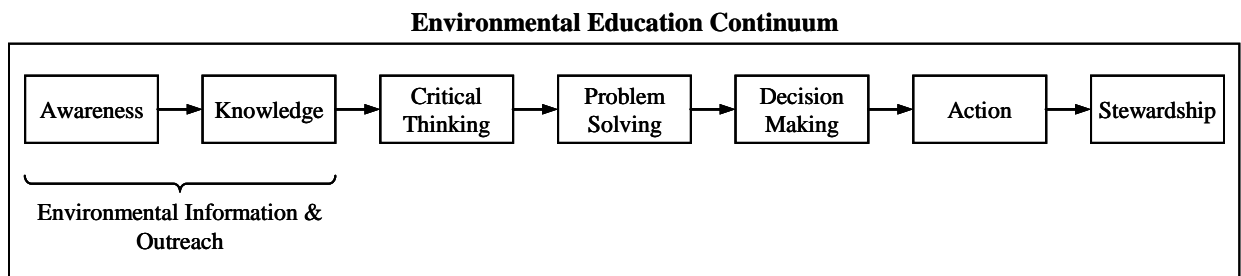
amount for a minimum of 19 sub-awards of up to \$5,000 each to entities that would qualify as “eligible applicants” as defined in Section III(A).

Grantees must establish methods to document and report measurable results from grant projects. To ensure that grant proposals are competitive, applicants should carefully read Sections IV and V regarding how to structure a proposal and ensure their proposal addresses the evaluation criteria and will have attainable, measurable results.

## B. Definitions

The purpose of this grant program is for EPA to provide funds to recipients to manage and award sub-grants to sub-awardees who will conduct environmental education (EE) activities. The prime recipients will select the sub-awardees and also administer and manage the sub-grants.

Environmental information and outreach may be important elements of the funded EE activities, but these activities by themselves are not environmental education and may not be the only focus of any of the sub-grants funded. The following graph illustrates the differences among these activities along a continuum:



By itself, environmental information only addresses awareness and knowledge, usually about a particular environmental issue. Outreach involves information dissemination and requests or suggestions for action on a particular issue (often without the critical thinking, problem solving and decision making steps in between). EE covers the range of steps and activities from awareness to action with an ultimate goal of environmental stewardship. Below are definitions of these and other terms used throughout this RFP.

(1) “Environmental Education (EE)” increases public awareness and knowledge about environmental issues and provides the skills necessary to make informed environmental decisions and to take responsible actions. EE is based on objective and scientifically-sound information, and does not advocate a particular viewpoint or a course of action. EE teaches individuals how to weigh various sides of an issue through critical thinking

and enhances their own problem solving and decision making skills on environmental topics.

(2) “Environmental Information” provides facts or opinions about environmental issues or problems. Information is essential to any educational effort. However, environmental information is not, by itself, environmental education. Information provides facts or opinions whereas education teaches people how to think, analyze, and solve problems.

(3) “Environmental Outreach” disseminates information and sometimes asks audiences to take specific action, but doesn’t necessarily teach people how to analyze an issue. Outreach often presents a particular point of view, and often in pursuit of a particular goal. Examples may include a community meeting to inform residents about a toxic site in their area and where they can go for help, or a campaign to get volunteer participants for a beach or stream clean-up event.

(4) “Environmental Stewardship” is voluntary commitment, behavior, and action that results in environmental protection or improvement. Stewardship refers to an acceptance of personal responsibility for actions to improve environmental quality and to achieve sustainable outcomes. Stewardship can be practiced by individuals, groups, schools, organizations, companies, communities, and state and local governments.

### **C. Funding Priorities**

All proposals must provide information about how the applicant will ensure that each sub-award it makes:

- addresses at least one of the educational priorities listed in section I(C)(1)
- addresses at least one EPA strategic environmental priority listed under section I(C)(2)
- satisfies the definition of “environmental education” as defined under Section I(B).

**The maximum funding available per award under this announcement is \$150,000, of which exactly \$92,273.50 must be used for sub-awards of up to \$5,000 each.**

#### **(1) EPA’s Educational Priorities for this Grant Program are:**

**(a) Capacity Building:** Increasing capacity to develop and deliver coordinated environmental education programs across a state or across multiple states.

**(b) Educational Advancement:** Utilizing environmental education as a catalyst to advance state or local education reform goals.

**(c) Community Projects:** Addressing environmental stewardship in a local educational context and using community-based stewardship activities as the primary teaching tool.

**(d) Human Health and the Environment:** Educating K-12 youth, post secondary students, and educators in formal and non-formal settings about human health threats from environmental pollution/issues and how to minimize human exposure to preserve good health.

**(e) EE Teaching Skills:** Providing pre-service and in-service professional development for teachers, faculty, or non-formal educators to improve their environmental education teaching skills and/or knowledge about environmental issues and content.

**(f) Career Development:** Educating K-12 youth, post secondary students, and their educators in formal and non-formal settings about environmental issues, solutions and stewardship for the purpose of encouraging interest in environmental careers.

The educational priorities listed above are not in order of importance or preference.

To assist in understanding EPA's educational priorities for the sub-award grants, detailed descriptions of some of the education priorities are provided below and in the online Frequently Asked Questions ([http://epa.gov/enviroed/grants\\_faq.html](http://epa.gov/enviroed/grants_faq.html)).

**Capacity Building** as used here has a "statewide" focus. Capacity building requires networking with various types of organizations, including educational organizations, and statewide implementation of EE programs. In the EE sub-grants program, "Capacity Building" activities that EPA would consider to be good candidates for small grant funds from the Prime include ones that involve all or part of: helping develop effective leaders and organizations to design, implement, and link environmental education programs across a state or states to promote long-term sustainability of the programs; coordination activities that involve major education and environmental education providers, including state education and natural resource agencies, schools and school districts, professional education associations, and nonprofit educational, and tribal organizations; identifying and assessing EE needs and setting priorities; developing a state EE master plan; identifying appropriate EE resources; establishing requirements for EE instruction and curricula; facilitating communication and networking among EE providers; promoting sustained professional development for EE teachers; and sponsoring EE leadership seminars.

**Educational Advancement** refers to state, local, or tribal efforts to improve student academic achievement through the use of EE. Educational advancement activities that

EPA would consider to be good candidates for funding in the sub-grants program would focus on changes in curriculum, instruction, assessment, or how schools are organized to include EE. Curriculum and instructional changes may include the use of EE to encourage inquiry and problem solving, real-world learning experiences, project-based learning, team building and group decision-making, and interdisciplinary study. (See <http://www.epa.gov/enviroed/eepubsEPA.htm#edreform>) Assessment changes may include developing EE content and performance standards and realigning curriculum and instruction to the new standards and new assessments. School site changes may include activities that support the creation of EE magnet schools or the encouragement of parental and community involvement in EE projects or programs.

**Teaching Skills:** A resource to help guide the selection and/or development of sub-grant activities that address “teaching skills” is the *Guidelines for the Preparation and Professional Development of Environmental Educators* developed with EPA funds. “Prime” applicants or their sub-awardees may download or order a copy of this publication by going to EPA’s web site at <http://www.epa.gov/enviroed/eepubsEPA.htm#guidelines>

## **(2) EPA’s Strategic Environmental Priorities for This Grant Program**

All proposals must provide information as to how the applicant will ensure that every sub-award they make addresses at least one of EPA’s strategic priorities listed below. The mission of EPA is to protect human health and the environment. EPA has identified seven key priorities that help focus the work of the Agency. EPA’s priorities are:

- (a) Taking Action on Climate Change**
- (b) Improving Air Quality**
- (c) Assuring the Safety of Chemicals**
- (d) Cleaning Up Our Communities**
- (e) Protecting America’s Waters**
- (f) Expanding the Conversation on Environmentalism and Working for Environmental Justice**
- (g) Building Strong State and Tribal Partnerships**

Many of these priorities focus on environmental challenges that require a population that is diverse, informed, environmentally literate, as well as willing and able to translate their knowledge and skills into decisions and actions that protect the environment in their communities. “Communities” include but are not limited to minority, low income and tribal communities. Environmental education is an important non-regulatory tool the Agency uses to help us meet our mission. For more information on EPA’s priorities, go to: <http://blog.epa.gov/administrator/2010/01/12/seven-priorities-for-epas-future>.

## **D. Statutory Authority**

Section 6 of the National Environmental Education Act of 1990 (Public Law 101-619) authorizes the award of Environmental Education Grants.

## **E. Linkage to EPA's Strategic Plan and Expected Outputs and Outcomes**

**(1) Linkage to EPA's Strategic Plan.** All proposals must support EPA Strategic Goal 5 (Compliance and Environmental Stewardship), Objective 5.2 (Improve Environmental Performance through Pollution Prevention and Other Stewardship Practices), Sub-Objective 5.2.1. (Prevent Pollution and Promote Environmental Stewardship). See EPA's Strategic Plan at <http://tinyurl.com/3t8whce>.

**(2) Expected Outputs and Outcomes (See Appendix C). All awards made under this RFP and all sub-awards made by prime recipients** must implement EE projects and activities that improve behavior through non-regulatory means and raise public awareness of actions that can be taken to promote environmental stewardship. During the evaluation process for proposals, EPA will determine if the applicant's work plan contains a well-defined approach to ensuring clear outputs and outcomes from each sub-awardee. Progress should at least begin on medium-term or long-term outcomes during the project period. For more detailed information on expected outputs and outcomes from environmental education grants, please see Appendix C.

## **F. Other Funding Opportunities**

Please note that this is a very competitive grant program. Limited funding is available and not all grant proposals can be funded. If your proposal is not funded, you may wish to review other available grant funding opportunities on <http://www.grants.gov> or on the EE Link web site for the North American Association for Environmental Education at <http://eelink.net/pages/EE-Link+Introduction>.

## **Section II. Award Information**

### **A. Funding Type**

The funding for selected projects will be in the form of grants.

### **B. Number and Amount of Awards**

The total estimated funding for this competitive opportunity is \$1,500,000. EPA anticipates awarding one grant (for a two-year period) in each of EPA's ten Regions for \$150,000 subject to the availability of funds, the quality of proposals received and other applicable considerations. Each regional prime recipient will be required to use \$92,273.50 of this amount for a minimum of 19 sub-awards over the two year period, and each sub-award must be in an amount of up to \$5,000 to an organization other than

their own. **(Note: no entity may receive more than one sub-award from each prime recipient per a two-year grant period under this program).**

### **C. Start Date and Length of Project Period**

**Proposals should plan for projects to begin no earlier than January 30, 2012.** The award to the prime recipient will cover a two year period which will operate from approximately January 30, 2012 – January 30, 2014, which will include the outreach to and selection of sub-awardees and the time period allotted for the sub-award activities. Applicants should plan for a flexible start date since the date awards are made varies from Region to Region.

### **D. Funding and Partial Funding Provisions**

EPA reserves the right to reject all proposals and make no awards under this announcement. EPA also reserves the right to make additional awards, up to 6 months from the date of the original selection decisions, if additional funding becomes available. Any additional awards will be made in accordance with the requirements of this announcement and Agency policy. EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of a proposed project. 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 or selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

### **E. Multiple Proposals**

An eligible applicant may submit proposals to multiple Regional Offices under this RFP, but may submit only one proposal per Region. Each Region will evaluate, score and rank all eligible proposals received in that Region based upon the criteria established in this announcement. An organization may receive an award as a Prime recipient from more than one Region under this program.

## **Section III. Eligibility Information**

### **A. Eligible Applicants**

Any local education agency, college or university, state education or environmental agency, nonprofit organization as described in Section 501(C)(3) of the Internal Revenue Code, or a noncommercial educational broadcasting entity as defined and licensed by Federal Communications Commission may submit a proposal as a “prime applicant”. Applicant organizations must be located in the United States or territories and the majority of the educational activities must take place in the United States; or in the U.S. and Canada or Mexico; or in U.S. Territories. A teacher's school district, an

educator's nonprofit organization, or a faculty member's college or university may apply, but an individual teacher or faculty member may not apply.

“Tribal education agencies” that are eligible to apply include a school or community college which is controlled by an Indian tribe, band, or nation, which is recognized as eligible for special programs and services provided by the United States to Indians because of their status as Indians and which is not administered by the Bureau of Indian Affairs. Tribal organizations do not qualify unless they meet that criteria or the non-profit criteria listed above. The terms for eligibility are defined in Section 3 of the Act and 40 CFR 47.105.

NOTE: All recipients of awards under this RFP must ensure that all the sub-grants they award with funds from this program go to entities that would qualify as “eligible applicants” to this program as defined above.

## **B. Matching Funds**

Non-federal matching funds of at least 25% of the total cost of the proposed project are required. The matching requirement is explained in detail in Section IV(C) (4) under Budget and Non- Federal Match. In order to ensure you meet the match requirement, divide the total cost of your proposed project, including the minimum 25% match, by 4. For example, if the total cost of your program is \$200,000 then your match must be a minimum of \$50,000 ( $200,000/4 = 50,000$ ) and your request from EPA would be no more than \$150,000 ( $200,000 - 50,000 = 150,000$ ). Please see Section IV(C)(4) for additional examples of minimum matches. Proposals that do not demonstrate how they meet the match requirement will not be considered eligible. If you have any questions about the match, please email [EEGrants@epa.gov](mailto:EEGrants@epa.gov).

## **C. Threshold Eligibility Criteria**

Proposals must meet the following threshold criteria to be eligible for funding consideration under this RFP. **Failure to meet any of the following criteria in the proposal will result in disqualification of the proposal for funding consideration.** Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

(1) a. Applications must **substantially comply with the application submission instructions and requirements** set forth in Section IV of this announcement or else they will be rejected. Where a page limit is specified in Section IV, pages in excess of the page limitation will not be reviewed.

**b. The Environmental Protection Agency (EPA) will accept both hard copy and electronic submissions of proposals.**

**EPA will consider all hard copy proposals that are postmarked by the U.S. Postal Service or sent through an official delivery service with documentation indicating EPA acceptance from a delivery service by 11:59pm (local time), November 8, 2011. Hand deliveries will be accepted during core business hours of 9:00 am to 4:00 pm local time through November 8, 2011.** Applicants choosing to submit applications in hard copy must submit **an original and two copies** of the proposal materials described in Section IV to **the Regional Office in which the project will be located**. The ten EPA Regional Offices and the Environmental Education (EE) contacts in them are listed in Section VII (Agency Contacts).

**EPA will consider all proposals submitted electronically through <http://www.grants.gov> by 11:59 Eastern Standard Time (EST), November 8, 2011.** 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 email.

c. Applications postmarked, hand 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 mishandling by EPA or because of technical problems associated with grants.gov. When making a submission via hand delivery, see Section VII for the specific person/office that must receive the application package by the submission deadline; receipt by an agency mailroom is not sufficient. Applicants will receive confirmation of the receipt of their application from the relevant contact listed in Section VII as soon as possible after the submission deadline—in most cases within two weeks of receipt.

(2) The applicant must be an **eligible organization** as described in Paragraph (A) above;

(3) The applicant must demonstrate how it will meet the **non-federal match** as stated in Paragraph III(B) above;

(4) The applicant must request federal assistance funds from EPA of **no more than \$150,000**.

(5) The applicant must demonstrate how it will ensure that it will make environmental education **sub-awards of up to \$5,000 each to at least 19 different recipients and totaling exactly \$92,273.50 per two year period**.

(6) The applicant must demonstrate how it will ensure that **each of the sub-awards it makes from funds awarded under this announcement will address at least one of the EPA educational and one of the EPA strategic environmental priorities** listed in

Sections I (C)(1) and I(C)(2) and **satisfy the definition of “environmental education”** as defined under Section I (B).

#### **D. Ineligible Activities**

Environmental education funds cannot be used for the following activities by either the prime recipient or the sub-awardees:

- (1) Technical training of environmental management professionals;
- (2) Environmental “information” and/or “outreach” projects that have no educational component, as described in Section I (B);
- (3) Advocacy promoting a particular point of view or course of action;
- (4) Lobbying or political activities as defined in OMB Circulars A-21 <http://www.whitehouse.gov/omb/circulars/a021/a021.html>, A-87 <http://www.whitehouse.gov/omb/circulars/a087/a087-all.html>, and A-122 [http://www.whitehouse.gov/omb/circulars/a122/a122\\_2004.html](http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html).
- (5) Non-educational research and development; or
- (6) Construction projects—EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building.

Proposals that contain ineligible activities, to be performed either by the prime awardee or by its sub-awardees and paid for by EPA funds, may be removed from consideration for funding depending on the extent to which the proposal contains the ineligible activities.

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

#### **A. Submission Requirements**

Please follow the instructions below and do not submit additional items or forms. **Please do not refer to websites or online tools in your proposal as the reviewers will evaluate only the materials provided in the application**. This RFP describes all the information and forms necessary to prepare a complete proposal package, as well as a description of the review process that will be used in each EPA Region and the criteria and point system under which your proposal will be reviewed and ranked (see Section V). If an applicant is selected as a finalist after the evaluation process is concluded, EPA will provide the finalist with additional federal forms and any other information and instructions needed to complete the process.

Applicants have the option to submit their proposals in *one of two ways*: (1) hard copy; or (2) electronically through <http://www.grants.gov>. Regardless of the option chosen, applicants must submit the information described below. If you wish to apply with hard copy (paper) submission, please follow the instructions below for “Hard Copy Submission” and go to the environmental education website <http://www.epa.gov/enviroed/grants.html> where you can access and print the two required federal forms. If you wish to apply electronically via <http://www.grants.gov>, please follow the instructions in Appendix D for “Electronic Submission”. Note that registration for grants.gov can take a week or longer. Further detailed instructions are available on <http://www.grants.gov> and can be downloaded.

**Hard Copy Submission: The EPA will consider all hard copy proposals that are postmarked by the U.S. Postal Service or sent through an official delivery service with documentation indicating EPA acceptance from a delivery service by 11:59pm (local time), November 8, 2011. Hand deliveries will be accepted during core business hours of 9:00 am to 4:00 pm local time through November 8, 2011.** Applicants choosing to submit applications in hard copy must submit **an original and two copies** of the proposal materials described below to **the Regional Office in which the prime recipient’s sub-award project will be located**. The ten EPA Regional Offices and the EE contacts in them are listed in Section VII (Agency Contacts).

## **B. Format of Proposal Submission**

The required contents of the proposal package are described in detail below. The entire narrative portion of the Work Plan (which includes the Program Summary, Program Description, and Program Evaluation) shall not exceed 7 single spaced pages. “One page” refers to one side of a single-spaced typed page. The pages must be letter-sized (8 ½ X 11 inches), and font is preferred to be 10 point or larger. The Detailed Budget and Appendices (i.e., Timeline, Logic Model, and Programmatic Capability and Past Performance) are not included in the page limit. Applicants are encouraged to provide double sided applications and copies when submitting hard copies.

## **C. Contents of Submission**

*Checklist of Items to Submit:* A complete proposal package must contain all of the information outlined below (**original and 2 copies** of each, if submitting a hard copy application). Please also refer to the additional instructions provided under “Instructions” below. Also, please see Appendix B, Checklist for Proposal.

- (1) Standard Form (SF) 424, Application for Federal Assistance
- (2) SF 424A Budget Information

- (3) Work plan (not to exceed 7 single spaced pages total):
  - (a) Program summary (recommended not to exceed 1 page);
  - (b) Program description;
  - (c) Program evaluation;
- (4) Detailed budget (not included in page limit)
- (5) Appendices (not included in page limit):
  - (a) Timeline;
  - (b) Logic model;
- (6) Programmatic Capability and Past Performance (not included in page limit)

**Instructions:**

**(1) Standard Form (SF) 424 -- Application for Federal Assistance.** Complete the form. Refer to Appendix A for additional instructions.

**(2) Standard Form (SF) 424A – Budget Information.** Complete only Section B with the EPA funds and matching funds in separate columns and with the totals in column 5. Do **not** complete Section A, C, D, E or F of this form. Refer to Appendix A for additional instructions.

**NOTE:** The **two federal forms required are available online at** [http://www.epa.gov/education/grants\\_apply.html](http://www.epa.gov/education/grants_apply.html) and the website also has examples of completed forms. You can key in your data and budget information on the online forms and print a hard copy (and print or make 2 additional copies) to be submitted by mail or delivery service with your proposal, if you choose to submit hard copies rather than electronically through grants.gov. Only finalists will be asked to submit additional federal forms necessary to process a federal grant.

**In addition to the federal forms mentioned above, online at** <http://www.epa.gov/enviroed/grants.html> you can view or download: a basic logic model template, “Tips for Developing Successful Grant Applications”, descriptions of projects funded under the EE grant program in each state, Frequently Asked Questions, and other education links and resource materials. The “Excellence in EE” series of publications listed at <http://www.epa.gov/enviroed/eepubsEPA.htm#guidelines> includes guidelines for developing and evaluating educational materials, the initial preparation of environmental educators, and using environmental education in grades K-12 to support state and local education goals.

**(3) Work Plan.** A work plan describes your proposed project. The work plan (and the appendices described below as applicable) must address the requirements in Section I of this solicitation as well as any applicable threshold eligibility requirements in Section III and the evaluation criteria in Section V. Grant reviewers look at many proposals and providing your information in the order listed prevents information from being overlooked. Your application package will be scored based on the ranking factors identified in Section V. The work plan must not exceed 7 single spaced pages total; excess pages will not be reviewed.

**(a) Project Summary:** Provide a recommended one page overview of your project in the following format.

(i) Organization and Network Affiliation: Briefly describe: 1) your organization, 2) who will manage and implement your project, and 3) whether you are part of a network of EE professionals and, if so, describe the network and how your relationship with the network will be used to contribute to the success of your project. Full details about your own organization and staff will be in an appendix.

(ii) Educational and Environmental Priorities: Name the EPA Educational and Strategic Environmental Priorities (Section I(C)) that your project will address.

(iii) Summary: Briefly explain the strategy, goals and objectives of your proposed project to award sub-grants and how you will ensure that all the sub-grants will meet the definition of environmental education given in Section I(B), that all sub-grants will address at least one educational priority listed in Section I(C), and that all sub-grants will address one or more of EPA's strategic environmental priorities listed in Section I(C).

Your summary should use ordinary terms to provide reviewers with an understanding of the purpose, strategy, and expected outcomes of your project. A person unfamiliar with your project should be able to read this paragraph and understand your plan. Note: Although no points are given for the Summary during the review process (see Section V), this part of the proposal is important for reviewers to get a quick snapshot of your project. Information provided in the Project Summary is also used in the eligibility screening, so do not omit it from your proposal.

**(b) Project Description:** Describe precisely what your project will achieve, using the following headings – what, why, how, and who. Explain each aspect of your proposal clearly and address each topic below. Please address all of the following to ensure that grant reviewers can fully comprehend and evaluate your proposal.

(i.) What: (1) Identify which educational priority or priorities your project will address through the awarding of sub-grants and explain why you are focusing on that/those

priority(ies). Educational priorities are defined under Section I(C). (2) Identify which environmental issue(s) your project will address through the awarding of sub-grants, explain why you have chosen this/these issue(s), including why the issue(s) is/are important to your specific target population of sub-awardees and their audiences. Examples of environmental issues include (but are not limited to) air quality, water quality, greenhouse gas emissions and climate change, chemical risks, and hazardous waste. (3) Identify the EPA strategic priority or priorities you will address by awarding sub-grants in your project. EPA strategic priorities are defined under Section I(C). (4) Explain the goals of your project. What are you trying to achieve through awarding the sub-grants? (5) Explain how your project will increase environmental stewardship as defined in Section I(B).

(ii) Why: Explain the rationale for your sub-award project. Why are you proposing to do this sub-award project, and why are you taking the approach you are taking? Why are you reaching out to these particular organizations, schools, or otherwise eligible entities, etc., and the audiences they serve?

(iii) How: Explain how you will reach your goals and objectives. Clearly explain how you will achieve your expected outputs and outcomes, including those described in the Appendix. Explain how you will complete all the steps in your entire project from beginning to end. This includes clearly identifying your process and procedures for seeking and selecting your sub-awardees and for administering and monitoring the sub-grants. Note: It is up to the prime recipient to decide how to seek and select the sub-awards. A competition is one option the prime recipient may employ in seeking and selecting sub-awardees. Other examples of options include, but are not limited to: a simplified application process, referrals from professional EE networks, a designated result of a workshop or other type of professional training, etc.

Also include clear explanations of how you will ensure that all sub-grant activities address at least one educational and one strategic environmental priority of EPA and all are fundamentally educational (not just outreach or information distribution, as defined in Section I). Proposals must also explain how the prime recipient will ensure that sub-awardees implement EE activities that improve behavior through non-regulatory means and raise public awareness of actions that can be taken to promote environmental stewardship. This includes explanations of how the prime will monitor the sub-awardees' activities, materials, and delivery methods to ensure they achieve the project's expected outputs and outcomes. (Please see the information provided in the online FAQs at <http://www.epa.gov/enviroed/grants.html> about evaluating environmental education materials.) Do not omit steps that lead up to or follow the actual process and procedures you will employ as a prime recipient in your sub-grant project (e.g., if you plan to make a presentation about your project at a local or national conference, specify where). If your project will contribute a new or innovative concept,

process or procedure to the field of EE or has the potential for wide application and could serve as a model for others, please explain how.

(iv) **Who**: Describe the demographics of your target population of sub-awardees, including the number and types of organizations, schools, nature centers, etc., you expect to award sub-grants to, and what types of audiences those sub-awards will reach, such as formal or non-formal educators and students, specific grade levels, and geographic locations. (Note: Be sure to include both the number of sub-awardees and the number of people to be reached in the sub-grant activities.) Discuss the needs of that population and their audience and why you have chosen to target them. Also, **explain your outreach plan** to attract interest in your sub-award project among your target population. If your organization is part of a professional network of environmental educators, please explain that network here, especially if/ how the network will fit into the outreach plan. An important priority for EPA is expanding the conversation on environmentalism by reaching a variety of audiences. Proposals should be clear as to how they will ensure the sub-awards and the sub-awardees' activities will reach a varied population/audience in **as many states/territories/commonwealths as possible within the Region** in which the project will take place, including but not limited to minority, low income, and tribal communities.

Note: Prime recipients of this grant must demonstrate how they will ensure that:

- Sub-awards go to entities that would qualify as "eligible applicants" to this program as defined in Section III(A).
- No sub-grantee receives more than one award from each prime recipient per two year grant period.

**(c) Project Evaluation**: In this section, you must explain your plans for meeting the goals and objectives of your project, and your plans for tracking and measuring your sub-awardees' progress toward achieving their expected outputs and short-term outcomes. Also explain your plans for evaluating any sub-awardees' medium- and long-term outcomes that can be measured within the project period. For additional information on EE project outputs and outcomes, please refer to Appendix C. Evaluation plans may be quantitative and/or qualitative and may include, for example, evaluation tools, observation, or outside consultation. Pre- and post-training questionnaires are one way to determine if your sub-awardees' learning measures are being satisfied. If funded by EPA, grant recipients must be willing to report evaluation results to EPA. Please be sure to include prime project and sub-awardee evaluation activities in your timeline of activities explained in Section IV(C)(5) below. For additional guidance on project evaluation, please see <http://meera.snre.umich.edu> which is a website partially supported with EPA funds to assist educators and others in evaluating their educational projects.

Please Note: All grants awarded by EPA, including EE grants, must support the EPA Strategic Plan (see Section I(E)(1)) and result in improved environmental results over time. Therefore, all proposals to this RFP must demonstrate how they support EPA's Strategic Plan and how they will result in short and long term environmental improvements.

**(4) Budget and Non-Federal Match:** Create a detailed budget table with three columns titled "EPA Funds, "Non-EPA Funds, and "Total" to show how EPA funds and non-federal matching funds will be used. Make sure you demonstrate how you will meet the non-Federal match requirement described in Section III of this solicitation. In the detailed budget, use the same order and headings listed on the Budget Form 424A. These cost categories are: personnel/salaries; fringe benefits; travel; equipment over \$5000; supplies; contract costs; other costs; and indirect costs, where appropriate, since not all applicants will use every cost category. Provide details for each expense, such as personnel (number of staff, title or role in program, hourly wage, and percentage of time spent on project), travel (reasons for travel, costs and locations of trips, and costs per mile for travel and per diem per person), and supplies (provide categories and detailed listings according to the project tasks in which they will be used). Make sure you factor in the costs for all processes and procedures used to seek and select sub-awardees, as well as the funds given out as sub-awards, and clarify which costs will be paid by EPA or will be paid by matching funds. NOTE: The prime recipient must award exactly \$92,273.50 in EPA funds to sub-grants of up to \$5,000 in value; funds given to sub-grants are generally shown in the budget on the line labeled "Other". (See Appendix A, Instructions for the SF424 Application, which includes instructions for preparing a detailed budget.)

**Please note** the following funding restrictions:

-- Applicants are generally allowed to include indirect costs; such as expenses for rent, supplies and other administrative and office support costs on the "indirect costs" line of their proposed budget as long as they have a federally approved/negotiated indirect cost rate agreement in place. Organizations without a federally approved/negotiated indirect cost rate agreement MUST submit an indirect cost rate proposal to their cognizant Federal agency (with a copy to EPA if EPA is not the cognizant agency) for approval within 90 days of being notified that they will receive a grant award if they wish to be reimbursed for indirect costs. Please note: recipients are not allowed to seek reimbursement for indirect costs until an approved indirect cost rate is obtained. To find more information on indirect cost rate agreements, go to

<http://www.aqd.nbc.gov/indirect/indirect.asp>

-- If you anticipate earning "program income" (money earned as a result of EPA-funded project activities) as the prime recipient of the EPA award, show the estimated amount,

explain how it is to be earned (the source of income), and how it will be used to enhance your project. When you do use program income on your project, it is important that you include the amount in your detailed budget.

-- EPA's EE Grant Program will not fund either the Prime recipient or any of its sub-awardees for the acquisition of real property (including buildings) or the construction or modification of any building. EPA may, however, fund activities such as creating a nature trail with educational signs or building a bird watching station, as long as these items are an integral part of the environmental education project, and the cost is a relatively small percentage of the total amount federal funds requested.

-- Funds for salaries and fringe benefits may be requested only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages applicants to request reasonable amounts of funding for salaries and fringe benefits to ensure that the proposal is competitive.

**Matching Funds Explanation:** Non-federal matching funds must be at least 25% of the total cost of the applicant's proposed project. The match must be used for allowable costs and may be provided by the applicant or a non-federal third party organization or institution. The match may be provided in cash or by in-kind contributions and other non-monetary support. In-kind contributions often include salaries or other verifiable costs such as supplies/materials, and this value must be carefully documented. In the case of salaries, applicants may use fair market value for the locale. If the match is provided by a third party, the applicant is still responsible for proper accountability and documentation. All grants are subject to federal audit.

**IMPORTANT:** The required matching non-federal share is 25% of the ENTIRE cost of the applicant's proposed project. To calculate 25% of the entire cost of the project, calculate how much you will spend on the entire project from beginning to end, including both federal funds and your own/matching funds, and divide this amount by 4. The amount resulting will be the amount you will need to contribute to the project as the minimum match. For example, if the total cost of the project is \$200,000, divide this amount by 4, which equals \$50,000. Your match needs to be at least \$50,000 and the amount you request from EPA would be \$150,000. (Some applicants find it easier to calculate their match requirement by dividing the amount of federal funds they are requesting by 3; e.g., if you are requesting \$150,000 from EPA then your minimum match requirement is \$50,000. Note: If your entire project costs are for an amount higher than \$200,000, you must ensure you are covering all costs over the maximum \$150,000 that EPA can provide. For example, if your program's total cost is \$400,000, you would have to provide \$250,000 because EPA can provide a maximum of \$150,000.)

**Other Federal Funds:** You may not use any federal funds to meet any part of the required 25% match described above, unless it is specifically authorized by statute. If you have already been awarded federal funds for a project for which you are seeking additional support from this grant project, you must indicate those funds in the budget section of the work plan. You must also identify the project officer, agency, office, address, phone number, and the amount of the federal funds.

**(5) Appendices.** Appendices provide information on your timeline, logic model, and past performance and programmatic capability.

(a) **Timeline** - Include a “timeline” to link your project activities to a clear schedule and indicate at what point over the months of your budget period each action, event, milestone, and evaluation will occur from the beginning of your seeking sub-award applicants to selecting sub-awardees, making the awards, and evaluating your own project’s progress and the accomplishments of your sub-awardees. Please ensure that you have realistic goals and will use effective methods to reach them.

(b) **Logic Model** – Provide a graphic to display the outputs and outcomes produced by the project, including the selection and award of sub-grants and the activities, products and long term results of the sub-awards. Grants funded in this program are expected to demonstrate measurable results that include:

- (1) Improved environmental conditions and the promotion of and/or student/teacher/citizen participation in environmental stewardship;
- (2) Increased public awareness of environmental issues and improved environmental literacy;
- (3) Increased educator/student access to quality environmental education;
- (4) An environmental education program that is sustainable and relevant to its audience.

An example of a basic logic model is attached in Appendix C of this document. Our website has a basic logic model where you can enter your data and print a copy to submit with a proposal (<http://www.epa.gov/enviroed/grants.html>). Refer to Appendix C for additional instructions and information on outputs and outcomes.

(c) **Programmatic Capability and Past Performance** – Attach a description of your programmatic capabilities and ability to successfully implement and manage the proposed sub-award project so as to achieve your objectives in a timely and effective manner. Include staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the project, and your organizational experience and past history in performing tasks similar to the proposed

project (including awarding and managing sub-grants). Include a paragraph describing the qualifications of each of the key personnel conducting the project. If you send resumes for the key personnel conducting the project, please keep them to a maximum of 3 one-page resumes.

Please also submit a list of 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 (e.g., grant funded projects in which you issued sub-grants) 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.

Note: Do **not** include letters of endorsement or recommendation or have letters mailed in later. Regardless of the source, letters of endorsement or recommendation will **not** be considered in evaluating proposals. Please do not submit other appendices or attachments.

#### **D. Submission Deadline**

**The EPA will accept both hard copy and electronic submissions of proposals.**

**EPA will consider all hard copy proposals that are postmarked by the U.S. Postal Service or sent through an official delivery service with documentation indicating EPA acceptance from a delivery service by 11:59pm (local time), November 8, 2011. Hand deliveries will be accepted during core business hours of 9:00 am to 4:00 pm local time through November 8, 2011.** Applicants choosing to submit applications in hard copy must submit **an original and two copies** of the proposal materials described in Section IV to **the Regional Office in which the project will be**

**located.** The ten EPA Regional Offices and the EE contacts in them are listed in Section VII (Agency Contacts).

**EPA will consider all proposals submitted electronically through <http://www.grants.gov/> by 11:59 Eastern Standard Time (EST), November 8, 2011.**

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 email.

### **E. 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 proposal, and requests for clarification about the announcement.

Three conference calls will be conducted by EPA staff to answer questions about this solicitation notice from potential applicants. The conference calls will take place on Thursday, September 22, 2011 at 3:30 p.m. Eastern Daylight Time (EDT), Tuesday, September 27, 2011 at 2:00 p.m. (EDT) and Friday, September 30, 2011 at 12:00 p.m. (EDT).

To participate in the conference calls, dial the toll free number and give the Conference ID code. The call-in number is: **1-866-246-5569**

Sept. 22, 2011 3:30pm, EDT, ID code: 97738763  
Sept. 27, 2011 2:00pm, EDT, ID code: 97740900  
Sept. 30, 2011 12.00 pm, EDT, ID code: 97741103

Please go to <http://www.epa.gov/enviroed/grants.html> for more information about this RFP and about the Environmental Education program at EPA in general. Answers to frequently asked questions about this RFP will be listed on the web page [http://www.epa.gov/enviroed/grants\\_apply.html](http://www.epa.gov/enviroed/grants_apply.html).

All inquiries should be sent to [EEGrants@epa.gov](mailto:EEGrants@epa.gov). Email inquiries only.

## **F. Contracts and Sub-awards:**

Applicants must comply with the following requirements for sub-awards. The requirements also apply to applicants that plan on using EPA assistance funds for contracting.

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

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient complies with applicable requirements for sub-awards or sub-grants 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 consultant compensation.

Applicants are not required to identify sub-awardees/sub-grantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee/sub-grantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant 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/application.

Successful applicants cannot use sub-grants or sub-awards 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 sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant 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 sub-award/sub-grant as the funding mechanism.

Section V of this 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 sub-awardees/sub-grantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use sub-awards/sub-grants 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 sub-awardees/sub-grantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

#### **G. Confidential Business Information**

EPA recommends that you do not include confidential business information ("CBI") in your proposal/application. However, if CBI 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. The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

#### **H. Management Fees**

When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for by the terms of the agreement

negotiated with EPA. These are fees added to the direct costs in order to accumulate and reserve funds for ongoing expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA grants. Management fees or similar charges may not be used to improve or expand the project funded, except to the extent authorized as a direct cost of carrying out the scope of work.

## **Section V. Application Review Information**

### **A. Evaluation and Scoring**

Only proposals that meet all of the eligibility criteria in Section III will be evaluated on a 100 point scale using the criteria below. Applicants should take these criteria into consideration when designing proposals and should address them directly in their proposals. *Please carefully review Section IV(C)(3-5) to ensure you address in your proposal all the factors reviewers will use to rank your proposal.* The following criteria and points will be used in all 10 EPA Regions to score eligible proposals:

***Note: Project Summary – No points are assigned, but information in this section is used in determining if proposals meet some of the eligibility criteria in Section III.***

#### **(1) Project Description –Maximum Score: 45 points**

(i) What: Maximum Score: 10 points. Under this factor proposals will be evaluated based on the substance, clarity and completeness of the explanation of what the sub-award project will entail. Please refer to Section IV(C)(3)(b)(i) for content and format required.

(ii) Why: Maximum Score: 8 points. Under this factor proposals will be evaluated based on the substance, clarity and completeness of the explanation of the rationale for the proposed sub-award project. See Section IV(C)(3)(b)(ii) for further information.

(iii) How: Maximum Score: 12 points. Under this factor proposals will be evaluated based on the substance, clarity and completeness of the explanation of how the proposed sub-award project will be implemented efficiently and effectively, and how well the proposals demonstrate how the project will achieve the expected program goals and objectives. See Section IV(C)(3)(b)(iii) for further information.

(iv) Who: Maximum Points: 15 points. Under this factor proposals will be evaluated based on how well the applicant's proposed sub-award project:

- identifies the population from which sub-awardees will be sought and selected and the audience those sub-awardees will be trying to reach, lists the number of organizations to be given sub-awards and the approximate numbers of audience participants to be reached in the sub-award activities, explains why the sub-awardee population and their target audience were chosen, and explains the *outreach plan* to attract interest in the sub-award project among the target population. If the applicant has a *professional connection with an established network of environmental education programs* throughout the Region in which the proposal is being submitted, that professional network should be described here and the explanation as to if/how the applicant's relationship with the network will be used to enhance the opportunities for identifying and reaching sub-awardees will be evaluated. (8 points).
- reaches diverse audiences in the sub-award activities, including but not limited to a wide geographic distribution (i.e., in as many states/territories/commonwealths as possible within the Region in which the project is located) of minority, low income and tribal communities, and demonstrates how the activities will help address environmental issues that are more likely to adversely affect the audiences targeted (7 points).

Please refer to Section IV(C)(3)(b)(iv) for further information.

(2) **Project Evaluation –Maximum Score: 12 points.** Under this factor proposals will be evaluated based on the substance, clarity and completeness of the explanation of how the project's success in meeting its goals and objectives will be achieved, as well as tracked and measured. This includes evaluating the applicant's plan for tracking and measuring its progress toward achieving the expected program outputs and outcomes listed in Appendix C. In addition, the applicant will be evaluated based on its approach for ensuring that all sub-awards it makes will achieve the expected program outputs and outcomes listed in Appendix C. See Section IV(C)(3)(c) for more information.

(3) **Budget – Maximum Score: 12 points** - Under this factor, proposals will be evaluated on:

- (i) How well the budget information clearly and accurately shows how funds will be used (8 points);
- (ii) Whether the proposed project work plan shows evidence that it would be a good return on the investment (4 points).

Please refer to Section IV(C)(4) for further information.

(4) **Appendices –Maximum Score: 16 points.** Under this factor the appendices will be evaluated on the extent to which they clearly and completely address the content of each of the following. Please review Section IV(C)(5) for information on what content and format is expected in each of these appendices.

(i) Timeline: Maximum Score (8 points). The timeline links the steps of the plan to a clear project schedule and clearly indicates a realistic timeline of when each action, event, milestone, and evaluation will occur.

(ii) Logic Model: Maximum Score (8 points). The graphic displays outputs and outcomes developed through the sub-award project in accordance with the instructions and information in Appendix C.

**(5) Programmatic Capability and Past Performance - Maximum Score: 15 points.**

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:

(i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV(C)(5)(c) of the announcement, especially those involving the awarding of sub-grants in a federally funded program. Maximum Score: (2 points).

(ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV(C)(5)(c) of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not. Maximum Score: (2 points).

(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project. Maximum Score: (5 points).

(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Maximum Score: (6 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 sub-factors (items i and ii above). A neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

## **B. Review and Final Selections**

All applications received in the EPA Regional Offices will be screened by EPA staff to determine their eligibility for funding in this program (See Section III Eligibility Information.) All applications determined to be eligible will be evaluated using the criteria in Section V(A).

The review process to be used by each of the 10 EPA Regional Offices to evaluate eligible applications is described below. It is expected, but not guaranteed, that there will be an award (no more than one) for each region.

All eligible applications will be evaluated on the 100 point scale described in Section (V)(A) above by a regional review panel(s) of EPA staff and/or external peer reviewers approved by EPA (at least one review panel per Region). Each Region's review team or panel will rank order all eligible proposals received in that Region. Proposals will be rank ordered based on the reviewers' scores, and the scores and rankings will be provided to the applicable EPA Regional Selection Officials for the final funding decisions - funding decisions will be made separately by each region. In addition to providing the rankings and scores to the Selection Officials, EPA staff will also brief the Selection Official(s) on how the ranked proposals compare to one another as to the proposed variety and range of educational and EPA priorities, environmental issues, geographic areas, and audiences addressed among the sub-awardee activities —and as noted below the Selection Official(s) may consider this information in making the final selection.

Final funding selection decisions will be made by the Selection Official in each Regional Office based on the rankings by the evaluation team, and may also take into account the factors identified above in order to ensure an efficient and effective use of federal funds.

## **Section VI. Award Administration Information**

### **A. Notification to Applicants**

Applicants will receive a confirmation that EPA has received their proposal after EPA has entered information about all proposals into a database. The 10 EPA regional offices operate independently, so specific dates are not available for when EPA will

contact the highest scoring finalists to request additional federal forms and other information as recommended by reviewers and send non-selection notification to the others. Non-selection (rejection) notification will be sent within 15 calendar days after a decision of non-selection. If selected for a grant, an award package will be mailed to the recipient organization explaining the responsibilities of the grantee. **Notification of receipt of applications, as well as selection and non-selection notification will be sent to the individual identified on line #21 of the SF424.**

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

The Environmental Education Grant Program Regulations provide additional information on EPA's administration of this program (57 FR 8390; Title 40 CFR, part 47). Also, EPA's general assistance regulations at 40 CFR Part 31 apply to state, local, and Indian tribal governments and 40 CFR Part 30 applies to all other applicants such as nonprofit organizations. 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).

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 (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

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.

## **C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements**

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=65430b8cd60ba715d7bbf033c2c00425&rgn=div5&view=text&node=2:1.1.4.1&idno=2>) (e.g., individuals), applicants must:

- (1) Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>;
- (2) Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
- (3) Provide its DUNS number in each application or proposal it submits to the agency. 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>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

#### **D. Sub-award and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at [2 CFR Part 170](#), unless they qualify for an exception from the requirements, should they be selected for funding.

#### **E. Progress Reports and Work Products**

Specific financial, technical, and other reporting requirements to measure the grant recipient's progress will be identified in the EPA grant award agreement. Grant recipients must submit periodic formal progress reports, as instructed in the award agreement. Also, two copies of a Final Technical Report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the project period.

#### **F. 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) located on the web at: <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the person or persons listed in Section VII of this announcement.

#### **G. Unliquidated Obligations**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress

toward completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

## **Section VII. Agency Contacts**

Applicants who need clarification about specific requirements in this Solicitation Notice may contact the Office of Environmental Education in Washington, D.C. (email inquiries only) at [EEGrants@epa.gov](mailto:EEGrants@epa.gov). Information given to applicants in response to inquiries is solely for the purpose of clarifying specific procedural requirements in this RFP.

**Please check our Frequently Asked Questions online at <http://www.epa.gov/enviroed/grants.html> before contacting EPA with a question.**

Also please check our website at <http://www.epa.gov/enviroed/grants> for more information about the EPA Environmental Education Grants Program in general.

EPA will be hosting **three conference calls** for potential applicants interested in additional information about this Request for Proposals and the application process. The conference calls will take place on Thursday, September 22, 2011 at 3:30 p.m. Eastern Daylight Time (EDT), Tuesday, September 27, 2011 at 2:00 p.m. (EDT) and Friday, September 30, 2011 at 12:00 p.m. (EDT).

To participate in the conference calls, dial the toll free number and give the Conference ID code. The call-in number is: **1-866-246-5569**

Sept. 22, 2011	3:30pm	ID code: 97738763
Sept. 27, 2011	2:00pm	ID code: 97740900
Sept. 30, 2011	12.00 pm	ID code: 97741103

Applications submitted in hard copy should be sent via U.S. Postal Service, hand-delivered, or sent through an official delivery service with documentation indicating EPA acceptance from a delivery service to the Regional Office where the proposed program will be located. See below for complete address information for Regional Offices. (NOTE: EPA cannot be responsible for applications sent to the wrong person or address.)

**U.S. EPA Regional Offices**

**EPA Region I -- CT, ME, MA, NH, RI, VT**

**Mail proposals to:**

Kristen Conroy

U.S. EPA, Region 1  
Environmental Education  
5 Post Office Square, Mail Code ORA-01-1  
Boston, MA 02109-3912

**EPA Region II -- NJ, NY, PR, VI**

**Mail proposals to:**

Teresa Ippolito

U.S. EPA, Region 2  
Environmental Education, 26th Floor  
290 Broadway  
New York, NY 10007-1866

**EPA Region III -- DC, DE, MD, PA, VA, WV**

**Mail proposals to:**

Kathleen Kirkland

U.S. EPA, Region 3  
Environmental Education Grants (3PA00)  
1650 Arch Street  
Philadelphia, PA 19103-2029

**EPA Region IV -- AL, FL, GA, KY, MS, NC, SC, TN**

**Mail proposals to:**

Kathy Armstrong

U.S. EPA, Region 4  
Environmental Education  
Office of Public Affairs  
61 Forsyth Street, S.W.  
Atlanta, GA 30303

**EPA Region V -- IL, IN, MI, MN, OH, WI**

**Mail proposals to:**

Megan Gavin

U.S. EPA, Region 5  
Environmental Education (AT-18J)  
77 West Jackson Boulevard  
Chicago, IL 60604

**EPA Region VI -- AR, LA, NM, OK, TX**

**Mail proposals to:**

Bonnie King

U.S. EPA, Region 6  
Office of External Affairs (6XA-A)  
1445 Ross Avenue  
Dallas, TX 75202

**EPA Region VII -- IA, KS, MO, NE**

**Mail proposals to:**

Denise Morrison

U.S. EPA, Region 7  
Environmental Education  
Office of Public Affairs  
901 N. 5th Street  
Kansas City, KS 66101

**EPA Region VIII -- CO, MT, ND, SD, UT, WY**

**Mail proposals to:**

Wendy Dew

U.S. EPA, Region 8  
Environmental Education  
1595 Wynkoop Street  
Denver, CO 80202-1129

**EPA Region IX -- AZ, CA, HI, NV, American Samoa, Guam, Marianas Islands**  
**Mail proposals to:**

Sharon Jang

U.S. EPA, Region 9  
Environmental Education (OPA-2)  
75 Hawthorne Street  
San Francisco, CA 94105

**EPA Region X -- AK, ID, OR, WA**  
**Mail proposals to:**

Sally Hanft

U.S. EPA, Region 10  
Environmental Education  
Public Environmental Resource Center  
1200 Sixth Avenue, Suite 900 (ETPA-086)  
Seattle, WA 98101

**U.S. EPA Headquarters -- For clarification about specific requirements in this Solicitation Notice only. (Note: Email inquiries only. Please do not mail applications to EPA Headquarters).**

**For Information:**

Environmental Education Grant Program  
Office of Environmental Education  
Karen Scott (EEgrants@epa.gov)

**Section VIII Other**

**Notification of future Environmental Education Grant cycles:** If you wish to be notified when the next RFP is issued, visit our web site (<http://www.epa.gov/enviroed/grants.html>) to log in for notification of a new notice.

## Appendix A - Federal Forms and Instructions

### Instructions For the SF 424-Application

This is a standard Federal form to be used by applicants as a required face sheet for the Environmental Education Grants Program.

**Instructions for Completing the SF 424 – Application for Federal Assistance (an interactive PDF version of this form is available online at <http://www.epa.gov/enviroed/grants.html>).**

1. Select "Application."
2. Select "New."
3. Leave blank.
4. Leave blank.
5.
  - a. Leave blank.
  - b. Leave blank.
6. Leave blank.
7. Leave blank.
8.
  - a. Enter the legal name of the applicant **organization**.
  - b. Enter the Employee/Taxpayer Identification Number as assigned by the Internal Revenue Service (IRS).
  - c. Enter the DUNS number of the application organization.
  - d. Enter the address (including street, city, state, and zip code) of the applicant organization.
  - e. Enter information as appropriate.
  - f. Enter the name, telephone number, fax, and email address of the person to be contacted on matters involving this application. Middle name and suffix are optional.
9. Enter the appropriate letter to identify the applicant organization. If a not-for-profit organization, the organization must be categorized as a 501(c)(3) by the IRS to be eligible for an award from this grant program.

10. Enter "Environmental Protection Agency."
11. Enter "66.951."
12. Enter "EPA-EE-11-03."
13. Leave blank.
14. List only the major areas affected by the project and its sub-awards.
15. Enter the title of the project for which you are applying (**brief title** such as "Environmental Education: Region 5 Sub-grant Projects")
16.
  - a. List the Congressional District where the applicant organization is located.
  - b. List the Congressional District(s) affected by the project. If the project affects an entire state or more than one state, list the state(s) and enter "STATEWIDE."

To identify the appropriate Congressional District, go to <http://www.house.gov/>.

17. Enter the project start and end dates for the project (e.g., 01/30/12 to 01/30/14).
18. Enter the amount of funding requested or to be contributed during the funding/budget period.
  - a. Enter the amount of money you are requesting from EPA.
  - b. Enter the amount of money the application organization is contributing.
  - c. Enter the amount of money a state organization is contributing, as appropriate.
  - d. Enter the amount of money a local organization is contributing, as appropriate.
  - e. Enter the amount of money another organization is contributing, as appropriate.
  - f. Enter the amount for any program income which you expect will be generated by the proposed project: e.g., income from admission fees to a workshop financed by the grant funds. In your budget narrative explain how the income will benefit the project.

g. Enter the total amount of the project. The total of lines (b-e) must be at least 25% of the amount entered into (g) because this grant program has a matching requirement of a minimum of 25% of the total allowable proposed costs. **Divide the total amount entered in (g) by 4 to determine the match required for your proposal.**

19. Select "c. Program is not covered by E.O. 12372."

20. Answer as appropriate.

21. Enter the name, title, telephone number and e-mail of the person authorized to contract or obligate the applicant organization to the terms and conditions of the grant. Print a hard-copy of the SF-424 and sign it (preferably in blue ink to identify the original).

### **Instructions for the SF-424A - Budget**

This is a standard federal form used by applicants as a basic budget.

**Section A - Budget Summary –Do NOT complete** – Leave whole page blank for this program.

**Section B - Budget Categories - Complete Columns (1), (2) and (5) as stated below.**

All funds requested and contributed as a match must be listed under the appropriate Object Class categories listed on this form. Please round figures to the nearest dollar. In column (1) list by category how EPA funds will be spent; in column (2) list matching funds by category; then add across and put the totals in column (5) per category. Many applicants will have blank lines in some Object Class Categories and no applicant should use line 6(g) Construction because it is an unallowable cost for this program. NOTE: Your total dollar figures on the Form 424 and 424A and detailed budget should all be the same. Your detailed budget should list costs under the same object class categories used on this form, but with significantly more information; for example the 424A will have a total for travel and the detailed budget will list number of travelers and trips, locations, per diem costs, etc.

Line 6(i) - Show the totals of lines 6(a) through 6(h) in each column.

Line 6(j) - Show the amount of indirect costs. Please note: if you are claiming indirect costs, you MUST either: 1) have an Indirect Cost Rate Agreement on file with a Federal Agency, or 2) submit an indirect cost rate proposal to the EPA or other Federal agency (with copy to EPA) for approval within 90 days of being notified that you will receive a grant award. Recipients are not allowed to seek reimbursement for indirect costs until an approved indirect cost rate is obtained.

Line 6(k) - Enter the total amount of Lines 6(i) and 6(j).

Line 7 - Program Income - Enter the estimated amount of income, if any, expected to be generated from this proposed project. Do not add or subtract this amount from the budget total. Describe the nature and source of income in the detailed budget description and your planned use of the funds to enhance your project.

### **Instructions for Detailed Itemization of Costs**

The proposal must also contain a detailed budget description as specified in Section IV(C)(4) of this Notice, and should conform to the following:

**Personnel:** List all employees in the program by position title. Give the percentage of the budget period for which they will be fully employed in the program (e.g., half-time for half the budget period equals 25%, full-time for half the budget period equals 50%, etc.). The detail should include for each person: Percentage of time in program x Annual salary and/or hourly wage = Personnel cost. List this data for all personnel and then put the total on the Form 424A.

**Fringe Benefits:** Indicate percentage of basic salary and what it includes, such as health insurance.

**Travel:** If travel is budgeted, show trips, travelers, destinations, costs per mile, per diem and purpose of travel.

**Equipment:** Identify each piece of equipment with a cost of \$5,000 or more per unit to be purchased and explain the purpose for which it will be used. Less costly items are listed under supplies.

**Supplies:** List categories of supplies; e.g., laboratory supplies and office supplies for items that can be grouped. If the supply budget is less than 2% of total costs, you do not need to itemize.

**Contractual:** Specify the nature and cost of such services and how costs were determined such as by using estimates or historical information. Explain how you will select your contractor. EPA may require review of contracts for personal services prior to their execution to assure that all costs are reasonable and necessary to the project.

**Construction:** Not allowable for this program.

**Other:** Specify all other costs under this category, including the amount to be given out in sub-awards. This category may also include costs such as: printing, postage, conference fees for booths, and other costs that do not fall under the categories listed above.

**Indirect Costs:** Provide the percentage rate used and explain how charges were calculated for this program. Please note: if you are claiming indirect costs, you MUST either: 1) have an Indirect Cost Rate Agreement on file with a Federal Agency, or 2) submit an indirect cost rate proposal to the EPA or other Federal agency (with copy to EPA) for approval within 90 days of being notified that you will receive a grant award. Recipients are not allowed to seek reimbursement for indirect costs until an approved indirect cost rate is obtained.

**Income:** If you anticipate earning program income as a result of your EPA award, show the estimated amount, explain how it is to be earned (the source of income), and how it will be used to enhance your project. When you do use program income in your sub-award project, it is important that you include the amount in your detailed budget.

**Example of How to Set Up a Detailed Itemized Budget Table (NOTE: See above for the level of detail needed for each line item in the table.)**

Line Item	EPA Funds	Matching Funds	Total Project Cost
Personnel			
Fringe Benefits			
Travel			
Equipment			
Supplies			
Contractual			
Other			
Indirect Costs			
Income			
<b>Total</b>			

Be sure to double check your Detailed Itemized Budget against Form 424, Section 18 and Form 424A Section B to ensure the amounts you are requesting match each other.

## Appendix B -- Checklist for Proposal

**Checklist for Content of Proposal Submission**—Please submit only the following documents in this order (Please send **the original and two copies for hard copy submissions.**):

\_\_\_\_\_ Standard Federal Application Form (SF-424)

\_\_\_\_\_ Budget Form (SF-424A) - Section B – 1 page only - Use 3 columns - EPA share, matching share, and total in column 5

Work Plan (not to exceed 7 single spaced pages total):

\_\_\_\_\_ Project Summary Sheet –recommended 1 page – format required

\_\_\_\_\_ Project Description (what, why, how, who) – format required

\_\_\_\_\_ Project Evaluation Criteria for key outputs and outcomes

\_\_\_\_\_ Detailed Budget - Use three columns to show EPA, non-Federal, and the total portions for each expense. Use the same order and categories used on 424A, but with much greater detail. Be sure to double check your Detailed Budget against Form 424, Section 18 and Form 424A Section B to ensure the amounts you are requesting match each other.

Appendices (not included in the page limit)

\_\_\_\_\_ Timeline - List all major events and milestones over project period

\_\_\_\_\_ Logic model showing outputs and outcomes

\_\_\_\_\_ Programmatic Capability and Past Performance

Please do not submit letters of recommendation or endorsement from individuals or organizations that explain the merits of your project or your past accomplishments. They will **not** add to your score regardless of who sends them on your behalf. Also, please do **not** submit any other documentation not asked for in this RFP. Items such as cover letters, maps and other attachments, binders and binder sheets, and audio visuals such as videos or CDs are not reviewed or evaluated.

## **Appendix C – Expected Outputs and Outcomes and Examples of Performance Measures (Logic Model)**

**Expected Outputs and Outcomes.** Outputs and short-term outcomes must occur and be reported to EPA within the prime recipient's grant period. Progress should at least begin on medium-term or long-term outcomes during the grant period. Recipients of these grants will further EPA's strategic goals by awarding sub-grants for educational activities that improve behavior through non-regulatory means, raise public awareness of actions that can be taken to prevent pollution, and promote environmental stewardship. During the evaluation process for proposals, EPA will determine if each work plan contains well-defined outputs and outcomes as described below.

- (a) **Outputs** are activities, efforts, and/or work products that the applicant proposes to produce or provide during the prime recipients' grant period to support an environmental goal. Expected outputs funded under this announcement may include (but not be limited to):
- a. outreach efforts to create awareness of the sub-award project and to seek qualified candidates for sub-awards;
  - b. review and selection of sub-award activities that educate teachers, students, and the public about environmental issues;
  - c. workshops or other outreach efforts for possible sub-award candidates and/or for sub-awardees once awards are made;
  - d. development of outreach, review and selection materials – both print and electronic;
  - e. designing methods to measure progress of sub-awardee activities;
  - f. designing systems or methods to track and report the results to EPA.

Grant proposals must clearly define measurable quantitative or qualitative outputs that can be reported during the funding period. After the project is implemented, grant recipients are required to submit to EPA status reports about their progress in achieving outputs. See examples of outputs in sample Logic Model below.

- (b) **Outcomes** are the results, effects, or consequences that will occur from carrying out the actions or outputs of the environmental education sub-award small grant program. Outcomes may have behavioral or health-related elements, but all must be environmental, educational and quantitative, and must be supportive of the EPA strategic plan. Outcomes may include (but are not limited to):
- a. efforts to reach diverse audiences, including but not limited to minority, low income, and tribal communities;

- b. efforts to reach a wide geographic distribution of communities in as many states/territories/commonwealths as possible within the targeted EPA Region;
- c. efforts among audiences to protect and restore the environment;
- d. a more environmentally literate public.

All of the outcomes may not necessarily be achievable during the prime recipient's grant period. Outcomes are classified as short-term, medium-term, and long-term.

Short-term outcomes may include (but are not limited to): increased interest and participation in environmental education among communities, organizations and their audiences - and increased learning, knowledge, and skills in environmental issues among the audience members of the sub-award activities. This type of outcome must be expected to occur during the program period.

Medium-term outcomes may include (but are not limited to): changes in attitudes and motivation to help protect the environment among the audience members of the sub-award activities. Decisions, actions, practices, and behavior that are the foundations of stewardship to protect the environment would occur at this stage. For example, a sub-award activity may include students cleaning up a stream, beach, habitat, or nature trail. Another sub-award activity may include teachers taking newly acquired skills into classrooms to teach and motivate students. Most projects will accomplish some medium-term outcomes during the project period.

Long-term outcomes include: enhanced civic responsibility and environmental improvements. These long-term outcomes may occur after the prime recipient's project ends and the sub-award activities close, such as establishing a more environmentally literate public that takes action to restore or protect a local natural resource or clean up a polluted site.

**Examples of Performance Measures (Logic Model).** The following chart provides examples of some of the outputs and outcomes Environmental Education Grants may produce. It is intended as guidance to define terms used in this announcement. A basic logic model template can be found on the EPA Environmental Education website (<http://www.epa.gov/enviroed/grants.html>) and used to print out a specific version that complements your grant proposal.

**Sample Logic Model of**

**PROGRAM PERFORMANCE MEASURES**

**(examples of outputs and outcomes for various types of projects)**

<b>OUTPUTS</b>	<b>OUTCOMES</b>		
Short-term	Short-term	Medium-term	Long-term
<p><b>Prime Recipient</b></p> <p>Local needs assessment to determine what activities sub-awards should support</p> <p>Marketing plan to attract/seek qualified applicants for the sub-award projects</p> <p>Workshops to offer technical assistance to potential sub-awardees on applying for and effectively managing a grant project</p> <p>Competitive announcement, including plan for review, selection and award of sub-grants</p> <p>Plans for managing and evaluating sub-award projects</p>	<p>Improved organizational capacity to implement an environmental education small grant program</p> <p>Increased awareness of environmental education needs in the Region</p> <p>Increased ability to replicate a small grant program and pass along the experiential knowledge to others</p>	<p>Increased networking with and access to regional environmental education programs</p> <p>Changes in awareness about issues and decisions that affect how diverse populations view environment issues in general and environmental education in particular</p>	<p>Establishment of sustainable environmental education programs in the Region</p>

<b>Sub-awardees</b>			
Recruitment of teachers, students, or other target audience	Students and teachers learn about the environment and develop skills to protect it	Students and community leaders make decisions to improve their environment	Improved environmental literacy and social change for the better
Teacher Training Workshops/Clinics	Increased critical thinking and problem solving skills	Specific actions are taken to improve the environment	Increased stewardship leads to civic responsibility for environmental protection, habitat preservation, and pollution prevention
Courses and Field Trips for students	Increased motivation to become stewards and protect habitat and the environment	Environmental stewardship is underway	
Educational Materials	Educators are motivated to train others	Assessment of actions to improve the environment/Measuring success	
Videos, CDs, DVDs, websites	Assessment of learning/measuring success		
Conferences and presentation of results			

## Appendix D – Instructions for Grants.gov Electronic Submissions for Announcement Number EPA-EE-11-03

### General Application Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, 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, please encourage your office to designate an Authorized Organization Representative (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](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-EE-11-03, or the CFDA number that applies to the announcement (CFDA 66.951), in the appropriate field. You may also be able to access the proposal 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’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59pm, Eastern Standard Time, November 8, 2011**. Please submit *all* of the proposal materials described below.

### Proposal Materials

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

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Work plan prepared as described in Section IV(C) of the announcement.
- IV. Budget and Non-Federal Match
- V. Appendices
  - (a) Timeline
  - (b) Logic model
- VI. Programmatic Capability and Past Performance

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

### **I. 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 5 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.

### **II. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### **III. Work Plan-Program Narrative Attachment**

Prepare in accordance with the instructions in Section IV(C) of the announcement. The document should be readable in PDF or MS Word and consolidated into a single file.

### **IV. Budget and Non-Federal Match-Program Narrative Attachment**

Prepare in accordance with the instructions in Section IV(C) of the announcement. The document should be readable in PDF or MS Word and consolidated into a single file.

## **V. Appendices-Program Narrative Attachment or Other Attachments Form**

Prepare in accordance with the instructions in Section IV(C) of the announcement. The document should be readable in PDF or MS Word and consolidated into a single file.

Appendices include:

- (a) Timeline;
- (b) Logic model;
- (c) Programmatic Capability and Past Performance

### **Application Preparation and Submission Instructions**

**Documents I through III** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page. The Other Attachments, Document IV, appears in the Optional Documents box.

For documents I and II, 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 **documents III, IV, and V**, you will need to attach electronic files. Prepare your work plan as described in Section IV of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your work plan 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 long. To attach the other required documents (IV Budget and Non-Federal Match and V Appendices), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments from that appears in the Optional Box.. 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 – FY11 –AssocProgSupp– 1<sup>st</sup> Submission” or “Applicant Name – FY 11 AssocProgSupp– Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY11 AssocProgSupp– 2<sup>nd</sup> Submission.”

Once your proposal 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 proposal 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., FY11), and the grant category (e.g., AssocProgSupp). 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 proposal 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 appropriate Regional EPA staff as identified in Section VII of the 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 60 days of the proposal deadline, please contact the appropriate EPA staff as identified in Section VII of the announcement. Failure to do so may result in your proposal not being reviewed.