

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “FY 2011 TRIBAL SOLID WASTE MANAGEMENT ASSISTANCE PROJECT”

ACTION: Request for Proposals (RFP) - Initial Announcement

RFA NO: EPA-OSWER-ORCR-11-04

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: For EPA assistance under the Office of Resource Conservation and Recovery, 66.808 - Solid Waste Management Assistance; for Bureau of Indian Affairs assistance under the Division of Environmental and Cultural Resources Management, 15.041- Environmental Management Indian Programs; for Department of Agriculture assistance under the Rural Development (RD), 10.760 - Water and Waste Disposal Systems for Rural Communities; for Indian Health Service projects, 93.445 - Sanitation Facilities Construction Program; and for Department of Defense, assistance under the Native American Land Environmental Mitigation Program, CFDA is not applicable.

DATES: The closing date and time for receipt of proposals is July 22, 2011, 5:00 p.m. ET. Proposals, as described in *Section 4(C)* of this announcement, must be received in the EPA Headquarters Program Office through hand delivery, U.S. Postal Service, or express mail service by July 22, 2011, 5:00 p.m. ET in order to be considered for funding; proposals submitted electronically through www.grants.gov must be received by grants.gov by July 22, 2011 5:00 p.m. ET in order to be considered for funding. Proposals received after the closing date and time of this announcement will be returned to the sender without further consideration. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting a proposal in hard copy use a commercial delivery service or express mail option to transmit their proposals.

SUMMARY: This notice announces the availability of funds and solicits proposals from eligible entities for the Tribal Solid Waste Management Assistance Project. Eligible entities may apply for funding under one of four categories: (1) proposals to characterize/assess open dumps; (2) proposals to develop integrated waste management (IWM) plans and tribal codes and regulations; (3) proposals to develop and implement alternative solid waste management activities/facilities (including equipment acquisition); and (4) proposals to develop and implement cleanup, closure, and post-closure programs for open dumps in Indian Country. **Each proposal must address only one of the four proposal categories described above. Applicants interested in applying for more than one category may do so as long as each proposal is for only one category and each proposal must be separately submitted.**

FUNDING/AWARDS: The estimated funding available under this competitive opportunity is \$500,000 subject to the availability of funds, the quality of proposals received and other

applicable considerations. The Tribal Solid Waste Interagency Workgroup (Workgroup) anticipates selection of approximately 10 proposals for award. Estimated award values shall range from a minimum of \$10,000 to a maximum of \$500,000. (*Refer to Section 2(B).*)

CONTENTS BY SECTION:

1. Funding Opportunity Description
2. Award Information
3. Eligibility Information
4. Proposal and Submission Information
5. Proposal Review Information
6. Award Administration Information
7. Agency Contact
8. Other Information

Section 1 - Funding Opportunity Description

A. Background

The Tribal Solid Waste Interagency Workgroup (Workgroup) was created to coordinate federal assistance to tribes to help them comply with the municipal solid waste landfill regulations (40 CFR Part 258), establish integrated solid waste management programs, and to close open dumps. Since fiscal year 1999, the Workgroup has funded over 200 projects valued at approximately \$25 million. Fiscal Year 2011 is the thirteenth year of the project.

The Workgroup members include representatives from the U.S. Environmental Protection Agency (EPA); the U.S. Department of the Interior, Bureau of Indian Affairs (BIA); the U.S. Department of Health and Human Services, Indian Health Service (IHS); the U.S. Department of Agriculture, Rural Development (RD); and the U.S. Department of Defense (DoD).

Assistance awards under this announcement may be made by any of the participating agencies listed above with the exception of the Department of Defense. Assistance awards under this announcement from participating federal agencies may take the form of grants, cooperative agreements, loans, technical assistance, and use of equipment. The final decision on the type of funding vehicle awarded will be based on the awarding agency's policies and procedures. Because agency requirements differ, additional forms and information may be required to complete the award process depending on the agency making the award.

B. Project Description

The Workgroup seeks to fund projects that support the development and strengthening of tribal or cooperative multi-tribal solid waste management programs. *Each proposal must address only one of the four proposal categories described below. Applicants interested in applying for more*

than one category may do so as long as each proposal is for only one category and each proposal is separately submitted **Activities under Categories 1-3 must have been completed prior to submission of a proposal applying for funding under Category 4 and applicants must demonstrate this in their proposal. Categories 1, 2, or 3 may be completed with other funding sources (e.g., tribally funded or other federal program funding) and still be considered for Category 4 funding under this RFP.** The categories and requirements for each category are set out below:

1. **Characterize/Assess Open Dumps.** The Workgroup recognizes that many sites are not adequately characterized and assessed to determine if they are high-threat open dumps. To address this deficiency, tribes may submit proposals to characterize and assess a waste site(s) to gauge the extent of its threat to human health and the environment. Under this category, a trained hazardous materials professional would examine the waste in the dump and determine if the dump presents a threat to human health and the environment. The hazardous materials professional may or may not need to do additional on-site and off-site monitoring.

Proposals for this category, as further described in *Section 4*, must provide:

- a. Background information including:
 - i. Known information on the size and content;
 - ii. History of the open dump;
 - iii. Number of people who use the dump;
 - iv. Information that confirms that the site is located on reservation/tribal land;
 - v. Why the site is a threat to human health and the environment (if applicable);
 - vi. If the site has a Sanitation Deficiency System (SDS) number in the IHS Sanitation Deficiency System (include the SDS project number and name) and/or is the site listed in the IHS Operation and Maintenance Data System (include the FDS number and facility name);
 - vii. The distance of human population(s) and development from the site;
 - viii. The distance from roads/highways or infrastructure (e.g., hospitals, schools, etc.) to the site;
 - ix. The distance from important natural/environmental/cultural features to the site, including water bodies, drinking water wells, etc.
- b. Tribe's current solid waste management practices, including a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; (b) drinking water systems; and (c) sewage treatment systems.
- c. A description of the tribe's future plans for solid waste management or, if available, include a copy of the tribe's current integrated waste management plan.

- d. Details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
 - e. A progress report on projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
 - f. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds) (i.e., in-kind contributions).
 - g. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
 - h. Provide documentation of adverse audit findings related to your organization.
 - i. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel who will be significantly involved in the project. The summaries may be in the form of resumes.
2. **Develop an Integrated Waste Management (IWM) Plan and Tribal Codes and Regulations.** Integrated waste management (IWM) plans and tribal waste codes and regulations are an essential part in developing a tribe's capacity to sustain management of waste. If a tribe does not have an IWM plan, it may submit a proposal to the Workgroup for the development of an IWM plan. If the tribe has developed an IWM plan in the past but wishes to update the plan, it may submit a proposal to the Workgroup updating the plan. The proposal should describe what the updated plan will accomplish (e.g., accommodate additional housing or planned housing or development, etc.).

Proposals for this category, as further described in *Section 4*, must provide:

- a. Timetable of activities involved in developing the tribal IWM plan and model tribal codes and regulations.

- b. Tribe's current solid waste management practices, including a description of tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal; and recycling, as applicable; (b) drinking water systems; and (c) sewage treatment systems.
- c. The IWM plan must include a description of the types of activities being considered and how they fit into your tribe's situation. Activities that a plan might include are:
 - i. Planned waste audits;
 - ii. Review existing or develop new model tribal solid waste codes;
 - iii. Regulations with fee structures;
 - iv. Solid waste enforcement programs;
 - v. Management plans for currently generated wastes, including hazardous wastes;
 - vi. Details on waste and/or recycling pickup and collection programs, including transportation of wastes to permitted landfills, resource recovery facilities or approved transfer stations;
 - vii. Information on tribal recycling, waste prevention, education, environmentally preferable purchasing, and outreach programs; and
 - viii. If transfer stations are included in the plan, describe how and where the waste and/or recyclables in the transfer station will be disposed.
- d. Include details on how the proposal will contribute to overall sustainable tribal environmental program capacity-building (For example: Does the proposal include substantial tribal involvement in developing the IWM plan? Does the proposal include development of a mechanism to pay for operation of the recommended solid waste solution past the project period?).
- e. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- f. A progress report on projects previously awarded under the Tribal Waste Management Assistance Project (if applicable).
- g. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;

- iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
- h. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
 - i. Provide documentation of any adverse audit findings related to our organization.
 - j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.
3. **Develop and Implement Alternative Solid Waste Management Activities/Facilities (Including Equipment Acquisition).** Integrated waste management (IWM) plans and tribal solid waste codes and regulations are an essential part of developing a tribe's capacity to sustain management of its solid waste. A tribe **must** submit a tribally approved IWM plan for developing alternative solid waste management activities/facilities.

Proposals for this category, as further described in *Section 4*, must:

- a. Include a copy of the tribe's current integrated waste management plan (mandatory).
- b. Include the general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include but is not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
- c. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
- d. Include a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the

- proposal, including: (a) solid waste disposal and/or recycling as applicable; (b) drinking water systems; and (c) sewage treatment systems.
- e. Demonstrate how the tribe is implementing the IWM plan.
 - f. Include details on how the proposal will fund and lead to the development and use of an ultimate diversion/disposal option, which may include:
 - i. Assistance in developing waste management activities and capabilities (i.e., waste/recycling pick-up program development, including transportation of waste to a compliant municipal solid waste landfill or resource recovery facility, purchase of equipment, etc.); or
 - ii. Assistance in developing on-site waste management facilities (i.e., transfer station, convenience center, recycling centers, or a compliant municipal solid waste landfill).
 - g. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources may include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
 - h. Include a progress report of projects previously selected under the Tribal Waste Management Assistance Project (if applicable).
 - i. Provide documentation of adverse audit finding related to your organization.
 - j. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel that will be significantly involved in the project. The summaries may be in the form of resumes.
4. **Develop and Implement Cleanup, Closure, and Post-Closure Programs for Open Dump Waste Sites in Indian Country.** If a tribe has a tribally approved IWM plan, is implementing the plan and has developed alternative solid waste management activities/facilities that ensure the proper final disposal for the tribe's solid waste, they may submit proposals for assistance in the cleanup and closure of open dump sites in Indian Country.

Proposals for this category, as further described in *Section 4*, must:

- a. Include a copy of the tribe's current integrated waste management plan (mandatory).
- b. Include details that the tribe has formally adopted the IWM plan and that the tribe is implementing the IWM plan.

- c. Include a general budget (costs proposed in the budget must be linked directly to the proposal) and a schedule for plan development that may include, but are not limited to:
 - i. Personnel costs and fringe benefits;
 - ii. Contractual costs;
 - iii. Travel and training;
 - iv. Equipment and supplies;
 - v. Administrative costs;
 - vi. Other significant costs;
 - vii. Total indirect costs (must include documentation of accepted indirect rate); and
 - viii. Total cost (including Workgroup and non-Workgroup funds).
- d. Include a schedule indicating start times and completion dates of significant tasks under your proposal.
- e. Describe the sustainable alternative or alternatives currently in place for the solid waste generated (e.g., waste pick-up and/or recycling programs, transfer station, etc.) to ensure that after cleanup of the site, a new open dump will not be created.
- f. Give a background summary of the open dump site(s) including:
 - i. Confirmation that the site is on Indian Land and is included in the IHS Operation and Maintenance Data System (include the FDS number and facility name) and/or included in the IHS Sanitation Deficiency System (include SDS project number and name);
 - ii. Provide details about the site(s) threat to human health and the environment and how the site(s) adversely impacts tribal lands and resources;
 - iii. Location data (i.e., latitude and longitude); and
 - iv. Photo of the site(s), if possible.
- g. Include cleanup requirements:
 - i. Description of the project needs for identification of contaminants and releases, quantification of releases and contaminants, and closure and post-closure monitoring and site cleanup verification; and
 - ii. Description of the project's cleanup goals.
- h. Include closure compliance requirements:
 - i. Plans and procedures to ensure that the site will be closed and remain closed so a new open dump will not be created on the site.
- i. Include closure and post-closure financial information:

- i. Provide a table with estimates of the range of closure and post-closure maintenance costs for the site and alternative waste disposal costs (e.g., compliant municipal solid waste landfill) using the following categories: planning, equipment, construction, oversight, post-closure, and operation and maintenance.
- j. Include details on how the tribe will contribute in-kind resources, if any, to the project. In-kind resources can include labor, disposal fees, heavy equipment, administrative overhead, etc., and other fully-funded federal or state sources of assistance.
- k. Include a description of the tribal officials or entities currently responsible for operation and maintenance of tribal sanitation facilities in the area covered by the proposal, including: (a) solid waste disposal and recycling, as applicable; (b) drinking water systems; and (c) sewage treatment systems.
- l. Include a progress report on projects previously awarded under the Tribal Solid Waste Management Assistance Project (if applicable).
- m. Provide documentation of any adverse audit findings related to your organization.
- n. Include a list of key personnel. The applicant must submit a summary of the qualifications of key personnel who will be significantly involved in the project. The summaries may be in the form of resumes.

C. EPA Strategic Plan Linkage

The projects selected by EPA for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Land Preservation and Restoration), Objective 3.1 (Preserve Land), Sub-Objective 3.1.1 (Reduce Waste Generation and Increase Recycling) and Objective 3.2 (Restore Land), Sub-Objective 3.2.2 (Cleanup and Reuse Contaminated Lands). Specifically, recipients selected for award will help tribes establish integrated waste management programs, and cleanup open dumps in Indian Country.

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

D. Measuring Environmental Results: Anticipated Outcomes/Outputs

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

1. **Outcomes.** The term “outcome” refers to the result, effect, or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

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

- a. Solid waste characterized and assessed for risk at open dump sites;
 - b. Solid waste and/or recyclables properly managed as a result of the newly-developed solid waste management system; and
 - c. Solid waste reduced/removed from open dump sites in Indian Country.
2. **Outputs.** The term “output” refers to an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

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

- a. Development, production and distribution of educational and outreach materials;
- b. Development and/or approval of solid waste management plans, codes, and ordinances;
- c. Outreach events conducted in support of the integrated waste management plan;
- d. Increases in the number of additional homes served by the new solid waste management system; and
- e. Development of open dump cleanup plans.

E. Supplementary Information

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

Categories 1 and 2 fall under EPA’s statutory authority

Section 2 - Award Information

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$500,000 subject to the availability of funds, quality of proposals received and other applicable considerations.

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

Participating agencies reserve the right to not fund any proposals under this competition or fund proposals in some categories and not others-there is no guarantee that each category will be funded.

B. How many agreements will the Workgroup award in this competition?

The Workgroup anticipates selection of approximately 10 proposals for award under this competitive opportunity. Estimated award values shall range from a minimum of \$10,000 to a maximum of \$500,000. **The proposed total budget may not exceed a maximum value of \$500,000.**

For EPA selections, cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process for projects they have selected for development, the anticipated substantial federal involvement for these projects will consist of:

1. Close monitoring of the applicant's performance to verify the expected results proposed by the applicant;
2. Collaboration during performance of the scope of work;
3. Review any proposed changes to work plan and/or budget;
4. Review proposed procurements in accordance with 40 CFR 30.44(e) or 40 CFR 31.36(g);
5. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
6. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient); and
7. Review and concur on project outputs for consistency with the EPA approved scope of work.

C. Will proposals be partially funded?

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

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

The estimated project period for awards resulting from this solicitation will begin on October 1,

2011. All projects must be completed within the negotiated project performance period.

E. Can funding be used to acquire services or fund partnerships?

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Part 31. 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 Part 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

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

F. How will an applicant's proposed subawardees or contractors be considered during the evaluation process described in *Section 5* of this announcement?

Section 5 of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

1. An applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will

be properly awarded consistent with the applicable regulations in 40 CFR Part 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.

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

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

Section 3 - Eligibility Information

A. Eligible Entities

Proposals will be accepted from federally-recognized tribes and intertribal consortia. An intertribal consortium must meet the definition of eligibility in the Environmental Program Grants for Tribes Final Rule, at 40 [CFR](#) 35.504 (66 FR 3782, January 16, 2001) (<http://www.epa.gov/indian/pdfs/g219.pdf>), and be a non-profit organization within the meaning of [OMB Circular A-122](#). Profit-making organizations are not eligible.

B. Cost-Sharing or Matching

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

In order to be considered for evaluation, any leveraged funds/resources, and their source, must be identified in the proposal. (*Refer to Section 4(B)(2)(b)(v)*). Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the applicant proposes to provide a voluntary cost share as its form of leveraging. Leveraging other than voluntary cost share is not included in the project budget on the grant forms but should be included in the grant workplan in the form of a statement to the effect that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and their proposal.

If EPA accepts an offer for a voluntary cost share, applicants must meet their sharing commitment as a condition of receiving EPA funding. The recipient is legally obligated to meet

any proposed voluntary cost share that is included in the approved project budget because the grant agreement includes the voluntary cost share. Applicants may use their own funds or other resources for a voluntary cost share if the standards at 40 CFR 31.24 are met. Only eligible and allowable costs may be used for voluntary cost shares. Other federal grants may not be used as voluntary cost shares without specific statutory authority (e.g., HUD's Community Development Block Grants).

C. Threshold Criteria

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

1. Proposals must include a copy of the tribe’s current integrated waste management plan if the applicant is applying for Categories 3 or 4 described in *Section 1(B), Scope of Work* of this announcement.
2. Proposals must substantially comply with the proposal submission instructions and requirements set forth in *Section 4 (B)* of this announcement or else they will be rejected. However, where a page limit is expressed in *Section 4(B)* with respect to the proposal, pages in excess of the page limitation will not be reviewed.

In addition, proposals must be received by the EPA or through www.grants.gov, as specified in *Section 4 (C)* of this announcement, on or before the proposal submission deadline published in *Section 4(C)* of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in *Section 4 (C)* of the announcement by the submission deadline.

Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical issues associated with grants.gov. For hard copy submissions, where *Section 4* requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with **Tonya Hawkins, EPA Project Officer**, as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

3. Proposals must address one and only one of the categories described in *Section 1(B)* of this announcement. Proposals that address more than one will be rejected. While applicants may submit multiple proposals under this announcement, each one must be separately submitted.

4. Applicants proposing for Category 4 activities in Section I.B must demonstrate in their proposal that they have already completed the activities under Categories 1-3 in *Section I(B)*.

Section 4 – Proposal and Submission Information

A. How to Obtain an Application Package

Applicants may download individual grant application forms, or electronically request a paper proposal package and an accompanying computer CD of information related to applicants/grant recipients' roles and responsibilities from EPA's Grants and Debarment website by visiting: http://www.epa.gov/ogd/grants/how_to_apply.htm.

Copies of this solicitation will be sent to all federally-recognized tribes in the United States. To download a copy of the solicitation from the Internet, go to: <http://www.epa.gov/oswer/grants-funding.htm>.

B. Content and Form of Proposal

The following documents are required for all proposal packages, irrespective of the mode of submission. All packages must contain a "Narrative Proposal," one completed and signed Standard Form 424 (SF-424), "Application for Federal Assistance," and a budget. The Narrative Proposal, a maximum of 20 single-spaced pages in length, must explicitly describe the applicant's proposed project, meet the requirements in Section I for the applicable category, and specifically address each of the evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the threshold eligibility criteria in *Section 3(C)*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance, with original signature.**

Individual grant application forms may be downloaded from EPA's Grants and Debarment website by visiting: <http://www.epa.gov/ogd/AppKit/application.htm>.

2. **Narrative Proposal**

Narrative Proposals must be concise, well organized, and not exceed 20 typed, single-line spaced, 8 1/2 x 11" pages; excess pages will not be reviewed. The Narrative Proposal must provide the information detailed in this section, **including responses to all *Section 3(C), Threshold Criteria, and Section 5(A), Evaluation Criteria, as well as the information identified in Section 1 for the category that is the subject of the proposal.*** Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria.**

Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

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

- a. **Cover letter or Tribal Resolution** signed by the Tribal Chairman or Executive Director, written on your organization’s official letterhead. Applicants must include a brief description of your project showing that the tribe has authorized the submission of the proposal. The cover letter or resolution must also include:
 - i. **Project Title:** Indicate the proposal category; enter only one: 1, 2, 3, or 4.
 - ii. **Applicant Information:** Include applicant (organization) name, address, contact person, phone number, fax and e-mail address, and DUNS number.
 - iii. **Contacts:** Provide phone/fax numbers, e-mail address, and mailing address of the Program Manager and head of organization/Executive Director responsible for the project proposal. These individuals may be contacted if other information is needed.
 - iv. **Funding Requested:** Specify the amount you are requesting from the EPA. The total amount of funding requested may not exceed \$500,000.
 - v. **Project Period:** Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October 1, 2011).
 - vi. **Cooperative Partners:** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project.
- b. **Detailed Project Description.** The project description should provide the information requested below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.

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

- i. **Project Description.** Provide a description of how the proposed project supports the development and strengthening of tribal or cooperative multi-tribal solid waste management programs as referenced in *Section 1(B), Project Description*. The project description must identify the proposal category the

tribe is applying for and address the relevant proposal requirements for that category, as detailed in *Section 1(B), Project Description* of this announcement.

- ii. **Programmatic Capability and Past Performance.** Submit a list of federally and/or non-federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

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

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

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

Anticipated Outputs. Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and discuss how you propose to

track and measure your progress in achieving the expected project outputs. Outputs, quantitative or qualitative, must be measurable during the project performance period.

- iv. **Leveraging.** Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Describe the type and amount of leveraging proposed, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play in the overall project. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.
- v. **Cooperative Partnerships.** Identify all proposed partnerships and stakeholder groups that will be involved in the project. Describe what each group's role will be in project staffing, funding, design and implementation. Please note that procurement of commercial services (e.g., consultants, audio visual equipment, meeting space) is subject to the competitive procurement provisions of 40 CFR Part 30 or Part 31, as applicable. Naming a commercial vendor as a "partner" does not relieve the applicant of responsibility for complying with competitive procurement requirements, including cost or price analysis, or justifying a sole source procurement.

3. **Attachments.** The following documents should be included as attachments to the narrative proposal. These documents will not count as part of the 20 page limit and do not have an individual page limitation. Attachments beyond the required attachments below will not be considered. Please provide a list of all attachments to the proposal.

- a. **Letters of Support.** The applicant should provide names and phone numbers of persons to contact at these organizations along with a description of what involvement (e.g., assistance, role) the organization has or will have with your organization/project. Applicants may include letters confirming commitments. Letters of support may not be from staff of any of the participating agencies of the workgroup.
- b. **Budget/Resources.** Provide an itemized budget that outlines how the applicant will use the funds to carry out the proposed project. The budget should include in-kind goods and services, and other resources that will also be used in support of the proposed project. The package will be evaluated based on the extent that the budget is clearly stated, detailed, and appropriate to achieve the project's

objectives.

Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- c. **Milestones.** Schedule indicating start times and completion dates of significant tasks under your program.
- d. **Integrated Waste Management Plan.** Include a copy of the current Integrated Waste Management Plan, if applicable.

Note: Applicants are strongly advised to avoid submission of extraneous materials. Pages exceeding the maximum page limitation for the narrative proposal will not be considered.

C. Submitting a Proposal Package

Applicants may choose to submit their proposal package, as described in *Section B* above, either in hard copy (paper) format or through <http://www.grants.gov> with an electronic signature. Instructions for all methods are detailed below. Please select **only one** method. Proposals must be received by EPA or through grants.gov by July 22, 2011, 5:00 p.m. ET.

1. **Hard copy (paper) submission.** Submit a complete proposal package including all of the documents identified in *Section 4(B)* of this announcement. **The complete proposal must be sent through regular mail (U.S. Postal Service), express mail, or commercial delivery service to the EPA Headquarters Program contact listed below.** Paper submissions must include one original signature document and two copies of the completed Application for Federal Assistance (SF-424), the Narrative Proposal, and all Attachments.

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants submitting an proposal in hard copy use a commercial delivery service or express mail option to transmit their proposals to the physical address of the EPA contact listed below.

EPA Headquarters Address for Mailing Proposals – US Postal Service Mail:

Tonya Hawkins, U.S. Environmental Protection Agency, Office of Resource Conservation and Recovery (MC 5303P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 308-8278.

Address for all Commercial Delivery Services (i.e., all services other than the US Postal Service, including hand delivery):

Tonya Hawkins, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 6th Flr., Cubicle N-6823, Arlington, VA 22202; Phone: (703) 308-8278.

2. Using <http://www.Grants.gov>, The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov. 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 AOR and ask that individual to begin the registration process as soon as possible.

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

Once you have downloaded the viewer, you may retrieve the proposal package by entering the Funding Opportunity Number, EPA-OSWER-ORCR-11-04, or the CFDA number that applies to this announcement (66.808), in the appropriate field. Then complete and submit the proposal package as indicated. **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 July 22, 2011, 11:59 p.m. ET. **Please submit all of the proposal materials described below.**

Proposal Materials. The following forms and documents are required under this announcement (*Refer to Section 4(B), Content and Form of Proposal Submission*):

- A. Application for Federal Assistance (SF-424)
- B. Narrative Proposal.
- C. Attachments

The proposal package must include all of the following materials:

- A. **Application for Federal Assistance, Standard Form (SF-424).** 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 Numbering 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.
- B. **Narrative Proposal** (also referenced as “Project Narrative Attachment Form” on <http://www.Grants.gov>). Prepare your Narrative Proposal in accordance with the instructions detailed in *Section 4(B)(2), Narrative Proposal* of this announcement (EPA-OSWER-ORCR-11-04). The Narrative Proposal shall not exceed 20 pages and must substantially conform to the outline and content detailed in *Section 4(B)* of this announcement.
- C. **Attachments.** The budget narrative, milestones, letters of support, and documentation of non-profit status if applicable as described in *Section 4(B)(3)* of this announcement shall be included as attachments to the narrative proposal. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. **These documents will not count as part of the 20 page limit and do not have an individual page limitation.**

Proposal Preparation and Submission Instructions.

Document A, listed under Proposal Materials above, should appear in the “Mandatory Documents” box on the <http://www.grants.gov> “Grant Application Package” page.

For Document A, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic “Grant Application Package” page, click on the form you just completed, and then click on the

box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document B, you will need to attach electronic files. Prepare your “Narrative Proposal” in accordance with the instructions detailed in *Section 4(B), Content and Form of Proposal Submission* of this announcement (EPA-OSWER-ORCR-11-04). Save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your “Narrative Proposal” to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and attach your “Narrative 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.

For Document C, the attachments to the Narrative Proposal identified in Section 4(B)(3) of this announcement, you may click “Add Optional Project Narrative File” and proceed as before to attach the attachments or attach them using the Other Attachments form.. 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 - Assoc Prog Supp - 1st Submission” or “Applicant Name - FY 11 Assoc Prog Supp Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY11 Assoc Prog Supp - 2nd 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 application package through <http://www.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., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to

verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact <http://www.grants.gov> for assistance by phone at 1-800-518-4726, or contact **Tonya Hawkins** at (703) 308-8278 or hawkins.tonya@epa.gov.

Proposal materials submitted through <http://www.grants.gov> will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the proposal deadline, please contact **Tonya Hawkins** at (703) 308-8278 or hawkins.tonya@epa.gov. Failure to do so may result in your proposal not being reviewed.

D. Confidential Business Information

It is not recommended that you include confidential business information (“CBI”) in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

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.

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 proposals.

EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Questions received from applicants and EPA's responses will also be posted online at <http://www.epa.gov/oswer/grants-funding.htm>.

Section 5 – Proposal Review Information

A. Evaluation Criteria

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their “Narrative Proposals.” Each

proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points per Criterion
<p>Project Description. This criterion refers to the quality and extent to which the proposal effectively addresses one of the four proposal categories detailed in <i>Section 1 (B) Project Description</i> of the announcement, and presents a clear and concise description of the proposed project. The proposal will be evaluated based on the quality and extent to which it:</p> <ul style="list-style-type: none"> • Effectively describes a well-conceived strategy to achieve realistic goals and objectives that deal with the environmental problems or issues that pertain to the category to which the proposal relates. (20 pts.) • Describe how the project will lead to a comprehensive and sustainable solid waste management program. (10 pts.) • Presents goals, tasks, plans and project milestones (schedule) that are clear, concise, and realistic. (5 pts.) 	35

<p>Programmatic Capability and Past Performance. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s: (i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.B of the announcement (10 points), (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.B of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not (10 points), (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project (5 points), and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (10 points). Note: In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p> <ul style="list-style-type: none"> • Organizational experience and plan for timely and successful achievement for the objectives of the project. (2.5 pts.) • Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (2.5 pts.) 	35
<p>Budget/Resources. This criterion refers to the proposed budget, in-kind goods and services, and other resources that the applicant outlines to carry out the proposed project. The proposal will be evaluated based on the extent that:</p> <ul style="list-style-type: none"> • The budget is clearly stated, detailed, and appropriate to achieve the project’s objectives. (15 pts.) 	15

<p>Performance Measurement: Anticipated Outcomes and Outputs. Under this criterion, EPA will evaluate the extent to which the “Narrative Proposal” realistically describes how the project will lead to measurable environmental results (i.e., amount of pollution prevented; waste reduced, reused, recycled or, resources conserved). Proposals will be evaluated on the quality and extent to which they:</p> <ul style="list-style-type: none"> • Clearly specify anticipated environmental outcomes and outputs as described in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (4 pts.) • Clearly describe the measures of success for the project. Measure of success should be either measures of environmental improvement or should be directly linked to such measures. The Workgroup will look for quantitative and qualitative measurability. (3 pts.) • Describe how progress towards achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and, document achievement of expected outputs identified in <i>Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs</i>. (3 pts.) 	10
<p>Leveraging. Under this criterion applicants will be evaluated based on the extent they demonstrate:</p> <ul style="list-style-type: none"> • (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. (5 pts.) 	5

B. Review and Selection Process

All timely received proposals will first be reviewed to determine eligibility for funding based upon compliance with the threshold criteria listed in *Section 3(C)*. Only proposals determined to be eligible will be evaluated for technical merit. Each eligible proposal will be evaluated for



technical merit by EPA headquarters staff based on the Criteria detailed in Section 5(A), *Evaluation Criteria* of the RFP. Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered for each category of proposals as described in Section I. Only those proposals in the top 15 percentile of each category will be considered for award. The review panel will consider these top ranking proposals for award based on the following factors: (1) diversity of projects within a category, (2) geographical diversity, (3) the amount of funding available for each category, and (4) each awarding agency's statutory authority. The review panel will then forward funding recommendations to the appropriate agency selection official who makes the final decisions. In making the final decisions, these officials may also consider programmatic priorities.

Section 6 – Award Administration Information

A. Award Notices

The Workgroup anticipates notification to both successful and unsuccessful applicants will be made, via telephone, electronic, or postal mail by August 24, 2011.

The notification to successful applicant(s) that their proposal has been selected for award is not an authorization to begin performance. EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with the Agency's Competition Policy (EPA Order 5700.5A1, Section 11). The "Award Notice" signed by the EPA Grants Officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection for further development by the Interagency Workgroup.

Other Workgroup members may have their own proposal development process governing those proposals selected for further development by the other Workgroup agencies.

B. Administrative and National Policy Requirements

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:
http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.
2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their [State Point of Contact \(SPOC\)](#) 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.
2. Grants and cooperative agreements with Tribal governments are subject to 40 CFR Part

31 and OMB Circular A-87 (2 CFR Part 225).

3. Reimbursement Limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.
4. Programmatic terms and conditions will be negotiated with the selected recipient.

C. Reporting Requirement

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

The final report will address goals and objectives, performance measurements, lessons learned, any other resources leveraged during the project and how they were used, and any plans to continue the project after the expiration of the grant/cooperative agreement and associated sources of funding. The final report will be submitted to the EPA Project Officer at the close of the grant. Reporting requirements may vary for applicants selected by other participants of the Interagency Workgroup.

D. Sub-awards 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. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (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 an award.

F. Use of Funds

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

G. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the cognizant Agency contact identified in *Section 7A, Agency Contact* of this announcement.

Section 7 – Agency Contact

A. EPA HEADQUARTERS ADDRESS FOR MAILING PROPOSALS – US POSTAL SERVICE MAIL:

Tonya Hawkins, U.S. Environmental Protection Agency, Office Resource Conservation and Recovery (MC 5303P), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 308-8278.

B. ADDRESS FOR ALL COMMERCIAL DELIVERY SERVICES (I.E., ALL SERVICES OTHER THAN THE US POSTAL SERVICE, INCLUDING HAND DELIVERY):

Tonya Hawkins, U.S. Environmental Protection Agency, 2733 Crystal Drive, Two Potomac Yard (North Building), 6th Flr., Cubicle N-6823, Arlington, VA 22202; Phone: (703) 308-8278.

C. OTHER AGENCY CONTACTS:

Contact	Agency
Pamela Snyder-Osmun	Bureau of Indian Affairs Division of Environmental and Cultural Resources

(703) 390-6341	Management
Steve Aoyama (301) 443-1046	Department of Health and Human Services Indian Health Service Division of Sanitation Facilities Construction
Joyce Taylor (202) 720-0499	Department of Agriculture Rural Development
Terri Kelly (703) 604-1926	Department of Defense Native American Lands Environmental Mitigation Program

Section 8. Other Information

A. National Environmental Information Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net. EXIT Disclaimer