

EPA 2013/2014 Urban Waters Small Grants Request for Proposals



Thursday, November 14, 2013
2:00 – 4:00 PM Eastern Standard Time

Welcome! We will be providing an overview of the important sections of the Request for Proposals (RFP) during this session. The RFP is available at:
<http://www2.epa.gov/urbanwaters/urban-waters-small-grants>

Moderator: Caroline Klos, EPA Office of Water
Presenters: Jennifer Ousley, EPA Region 7
Ji-Sun (Sun) Yi, EPA Office of Water

Today's Webinar

❖ **Section I – Funding Opportunity Description**

- Program Objectives, Urban Waters Federal Partnership, Eligible Geographic Areas, Project Types, Statutory Authority

❖ **Section II – Award Information**

- Amount of Funding

❖ **Section III – Eligibility Information**

- Eligible Applicants, Cost Sharing/Match Requirements, Threshold Eligibility Criteria

❖ **Section IV – Application & Submission Information**

- Form of Application Submission, Content of Application Submission

❖ **Section V – Application Review Information**

- Selection Criteria, Review & Selection Process

❖ **Section VI – Award Administration Information**

- Award Notices, Reporting, National Training Workshop, Urban Waters Learning Network

❖ **Contracts & Subawards (last 30 min)**

Webinar Logistics

- ❖ **To Ask a Question:** Type your question in the “Questions” tool box on the right side of your screen and click “Send”.
 - Questions may be typed in at any time throughout the webinar
 - Not all questions may be answered live during the webinar. Answers to all questions will be posted on the Q&A document at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>
- ❖ **To Report Technical Issues (such as audio problems):** Type your issue in the “Questions” tool box on the right side of your screen and click “Send” and we will respond by posting an answer in the “Questions” box.
- ❖ **Webinar Recording:** The Webinar is being recorded. We will post a copy of these slides & the recording on the EPA Urban Waters Small Grants website (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants>).

Key Dates

- ❖ **Sept 26 – Dec 16, 2013:** Open application period
- ❖ **Dec 9, 2013:** Last day to submit questions (must submit in writing to urbanwaters@epa.gov.
 - Written responses will be posted on EPA's Urban Waters Small Grants Q&A website - <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>. See website for Q&A posting dates.)
- ❖ **Dec 16, 2013:** Submission deadline for proposals
 - For hard copy submissions - by 4pm EST
 - For electronic submissions via Grants.gov - by 11:59pm EST



Section I

FUNDING OPPORTUNITY DESCRIPTION



Urban Waters Small Grants Goal

To fund research, investigations, experiments, training, surveys, studies, and demonstrations that will advance the restoration of urban waters by improving water quality in urban areas through activities that also support community revitalization and other local priorities. This program recognizes that healthy and accessible urban waters can help grow local businesses and enhance educational, recreational, social, and employment opportunities in nearby communities.



Program Objectives

- ❖ Address local urban water quality issues
- ❖ Engage, educate, and empower
- ❖ Support community priorities
- ❖ Involve underserved communities



Urban Waters Federal Partnership

- ❖ This grant program supports EPA's efforts in the multiagency Urban Waters Federal Partnership, currently underway in 18 locations, described as Eligible Geographic Areas in the RFP
- ❖ Eligible applicants do **not** need to be:
 - current participants in the Federal Partnership, nor
 - currently active in or based in the Eligible Geographic Area
- ❖ *The intent of this solicitation is to strengthen and diversify the work taking place in these areas*
- ❖ More information on the Federal Partnership is available at www.urbanwaters.gov

18 Eligible Geographic Areas

01. Patapsco Watershed/
Baltimore Region (Maryland)
02. Anacostia Watershed
(Washington, DC/Maryland)
03. Bronx and Harlem River
Watersheds (New York)
04. South Platte Watershed
from the Headwaters to the
Denver Metropolitan Area
(Colorado)
05. Los Angeles River Watershed
(California)
06. Lake Pontchartrain Area/
New Orleans (Louisiana)
07. Northwest Indiana Area (Indiana)
08. Big River and Meramec
River Watersheds, near St.
Louis (Missouri)
09. Delaware River Basin (Covering
Philadelphia, Pennsylvania;
Camden, New Jersey;
Chester, Pennsylvania; and
Wilmington, Delaware)
10. Grand Rapids Area (Michigan)
11. Green-Duwamish River/Seattle
(Washington)
12. Mystic River Watershed
(Massachusetts)
13. Martin Peña Canal/San Juan
(Puerto Rico)
14. Middle Blue River/Kansas City
(Missouri)
15. Middle Rio Grande/Albuquerque
(New Mexico)
16. Passaic River/Newark (New Jersey)
17. Proctor Creek Watershed/Atlanta
(Georgia)
18. Western Lake Erie Basin, near
Toledo (Ohio)

Eligible Geographic Areas

- ❖ Proposed project activities must take place entirely within and focus on one of the Eligible Geographic Areas listed in the RFP & illustrated by the maps found on the Urban Waters grants mapping website - <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>
- ❖ Projects can include participation from, and provide benefits to, communities outside of these areas
- ❖ Applicant's office location or mailing address does not have to be within an Eligible Geographic Area
 - Support work (eg, grant management activities/paperwork) or indirect costs may happen outside of the Eligible Geographic Area

Mapping Website

To determine whether project activities take place within an Eligible Geographic Area, go to -

<http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>

- ❖ Link to the interactive online map to find your project area
- ❖ List of associated 12-digit Hydrologic Unit Codes (HUCs) for each Eligible Geographic Area
- ❖ Step-by-step instructions for creating the project area map. Note: this is *required* to be submitted as part of the proposal package



My project area isn't within an Eligible Geographic Area. Will these geographic areas include additional locations in the future?

We have not yet determined what areas will be included as future Eligible Geographic Areas in future competitions. We also have not yet determined if a geographic focus will be incorporated in a future grant competition, or if future grant competitions will be national in scope.



This RFP is focused on providing resources to specific Eligible Geographic Areas. Are there other funding opportunities available for urban waters efforts in areas outside of the Eligible Geographic Areas?

Information on federal funding opportunities is provided on Grants.gov (<http://www.grants.gov>).

Also, the National Fish and Wildlife Foundation's (NFWF) Five Star and Urban Waters Restoration Program grant just opened on Tue, Nov 12. Applications are due Feb 5, 2014. This nationwide grant program supports on-the-ground, community based conservation, outreach and education/training projects that are focused on improving wetlands restoration, water quality in urban rivers, downstream from forested land, especially in underserved communities. More information may be found at <http://www.nfwf.org/fivestar/Pages/home.aspx>.

Project Types

- ❖ Community Greening and Green Infrastructure
 - Note: Projects that construct or install stormwater infrastructure improvements, including use of low-impact development & green infrastructure, are **not** eligible activities
- ❖ Communities and Water Quality Data
- ❖ Integration of Water Quality and Community Development in Planning

Statutory Authority – Clean Water Act, Section 104(b)(3)

Eligible activities include conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, reduction, and elimination of water pollution

- ❖ Note: Please see Section I.C of the RFP for more information on what is considered a demonstration project.



QUESTIONS?





Section II

AWARD INFORMATION



Amount of Funding

- ❖ Total estimated funding available is approximately \$1.6M
 - An estimate of up to 26 awards (at \$60,000 each) may be made under this announcement
- ❖ Award amount range: \$40,000 to \$60,000
 - \$60,000 is the maximum amount of federal funding that may be requested
- ❖ Project period: 1 – 2 years
- ❖ Cooperative agreements will be awarded from this announcement (ie, EPA will have substantial involvement in the performance of the project)



Section III

ELIGIBILITY INFORMATION



Eligible Applicants

- ❖ States, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia), public and private universities and colleges, public or private nonprofit institutions/organizations, intertribal consortia, and interstate agencies are eligible to apply.
 - Individuals, for-profit commercial entities, and all federal agencies are **not** eligible to apply
- ❖ Only one proposal can be submitted per applicant
 - More information about this requirement may be found on the Q&A document available at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>



Are we eligible to apply for the current Urban Waters grant as a past recipient?

Yes! Past recipients may apply as a primary applicant and/or may participate as a partner organization. However, similar to the previous competition, only one proposal may be submitted per primary applicant.

Cost Sharing / Match Requirements

A minimum of \$4,000 as non-federal cost share/match is required

- ❖ May be provided in cash or can come from in-kind contributions
- ❖ Must be used for eligible and allowable project costs (eg, restricted to Clean Water Act Section 104(b)(3) activities)

Threshold Eligibility Criteria

- ❖ Applicant must be an eligible entity
- ❖ Project activities must take place entirely within and focus on one of the Eligible Geographic Areas
- ❖ Proposals must comply with the submission instructions described in RFP (Section IV)
- ❖ Cannot exceed page limits
- ❖ Project activities must comply with Section 104(b)(3) of the Clean Water Act
- ❖ Maximum of \$60,000 of federal funds may be requested
- ❖ Minimum of \$4,000 of non-federal cost share/match required
- ❖ Electronic proposals must be submitted via Grants.gov by 11:59 pm EST, on Dec 16, 2013.
- ❖ Hard copy proposals must be submitted by overnight/express delivery service by 4pm EST, on Dec 16, 2013.
- ❖ Only one proposal may be submitted per applicant
- ❖ Proposals that include any ineligible tasks may result in that portion of the proposal not be eligible for funding, or render the entire proposal ineligible



There are a lot of numerical limitations in this RFP – what are the really important ones I need to remember to make sure my proposal is eligible?

All of them! But *make sure* your proposal:

- ✓ One Eligible Geographic Area
- ✓ Pay attention to page limits! (10 pages for proposal narrative, including cover page & 10 pages for supporting materials (note exceptions in Section IV.C of RFP))
- ✓ Maximum of \$60,000 of federal funds requested
- ✓ Minimum of \$4,000 cost share/match
- ✓ One proposal per applicant

Remember there are no limits to how many proposals an entity can be a *partner* on, and no limits to the number of HUCs a project area can encompass within an Eligible Geographic Area. Proposals should focus on *one* project type.



QUESTIONS?





Section IV

APPLICATION & SUBMISSION INFORMATION



Form of Application Submission

- ❖ Electronic submissions via Grants.gov (<http://www.grants.gov>)
 - **Please allow sufficient time to submit your proposal via Grants.gov**
 - An official representative of your organization (ie, Authorized Organization Representative) must submit the electronic submission
 - Registration process requires a DUNS number & current registration with the System for Award Management (SAM)
 - For Grants.gov submission questions, call the Grants.gov 24-hour helpline at 1-800-518-4726 or visit <http://www.grants.gov/web/grants/support.html>

Form of Application Submission

- ❖ Hard copy submissions
 - 2 hard copies of all required documents, and an electronic version on compact disc (CD) must be sent by overnight/express delivery to the EPA contact listed in the RFP

Content of Application Submission

- ✓ Signed Standard Form (SF) 424, Application for Federal Assistance
- ✓ SF 424A, Budget Information for Non-Construction Programs
 - Trouble filling out these standard forms?
See Category E of the Q&A document (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>) to see if your question has already been addressed.
- ✓ Proposal Narrative
 - Pay attention to page limits (for both the narrative *and* supporting materials)!
- ✓ Project Area Map
 - Must demonstrate that project area is within an Eligible Geographic Area (<http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>)
 - Follow the step-by-step instructions to create the project area map, available at the URL address listed above

Proposal Narrative

- ✓ Cover Page
- ✓ Project Description
 - Addresses:
 - Program Objectives 1 – 4
 - Project Type (pick one of the 3)
 - Partnerships
 - Environmental Results & Measuring Progress
 - Note: See Section I.B of RFP (pg 6 – 7) for definitions of environmental outputs & environmental outcomes. See also Appendix A for examples of outputs & outcomes.
 - Project Activities/Milestone Schedule/Detailed Budget Narrative
 - Note: Grant funds that will be used towards travel costs associated with attendance to the required Urban Waters National Training Workshop must be reflected in the budget.
 - Share Results
 - Programmatic Capability/Specialized Experience
 - Past Performance
- ✓ Quality Assurance/Quality Control (QA/QC)

Helpful Hints

- ❖ Format your proposal consistent with Section IV of the RFP, using exact same titles/headers.
- ❖ Pay attention to page limits and allowable attachments.
- ❖ Panelists only review what is in your proposal (except for past performance as noted in the RFP). Panelists will evaluate eligible proposals based only on the criteria/subcriteria outlined in Section V.A of the RFP, so please pay particular attention to Section V.A when preparing your proposal.
- ❖ Note how Section V criteria is connected to other sections of the RFP – such as Sections I and IV.



QUESTIONS?





Section V

APPLICATION REVIEW INFORMATION



Selection Criteria

Eligible proposals will be evaluated on the following criteria (100-point scale):

- ❖ Program Objective (1): Address local urban water quality issues (Total of 17 points)
- ❖ Program Objective (2): Engage, educate and empower (6 points)
- ❖ Program Objective (3): Support Community Priorities (6 points)
- ❖ Program Objective (4): Involve underserved communities (8 points)
- ❖ Project Types (3 points)
- ❖ Partnerships (7 points)
- ❖ Project Activities/Milestone Schedule/ Detailed Budget (Total of 15 points)
- ❖ Share Results (5 points)
- ❖ Environmental Results (Total of 13 points)
- ❖ Programmatic Capability/Specialized Experience (Total of 10 points)
- ❖ Past Performance (Total of 10 points)

Review and Selection Process

- ❖ All proposals will first be reviewed to ensure they meet the threshold eligibility criteria
- ❖ Eligible proposals will then be evaluated using the selection criteria
 - Proposals will be evaluated by EPA Regional review panels
 - Panels will evaluate proposals for Eligible Geographic Areas within that Region
 - Each Regional Office will provide their ranking list of proposals to the Selection Official in the EPA Office of Water
 - The Selection Official will review the lists and make final funding decisions for awards based on the rankings, and other factors, including: availability of funds, geographic diversity, project diversity, and program priorities



Section VI

AWARD ADMINISTRATION INFORMATION



Award Notices

- ❖ Applicants will be notified regarding their status
- ❖ Final applications will be requested from applicants whose proposal has been successfully evaluated and recommended for award
- ❖ Those entities will be provided with instructions and a due date for submittal of the final application package

Reporting

- ❖ There are semi-annual performance reports and financial reports
- ❖ A final report is due 90 days after the project period ends
- ❖ Within the first year of the project period, recipients are required to provide a presentation on their project to the local Urban Waters Federal Partnership in their Eligible Geographic Area.

National Training Workshop

- ❖ Recipients are required to attend the 2-day Urban Waters Small Grants National Training Workshop, anticipated to take place in early Fall of 2014 in Washington, DC.

Urban Waters Learning Network

The goal of the Learning Network is to create and promote the sharing of effective practices, provide technical assistance, and offer learning opportunities to urban waters practitioners located across the country.

- ❖ Membership to the Network is provided to all recipients.



QUESTIONS?



For More Information

- For Q&As, a recording of this webinar, and other updates, visit <http://www2.epa.gov/urbanwaters/urban-waters-small-grants>
- Questions may be sent to urbanwaters@epa.gov until December 9, 2013
- Proposal deadline is December 16, 2013

Thank you for participating!

Contracts & Subawards

Please carefully read through Section IV.E of the RFP (pg 23 – 25)

- ❖ Subgrants/subawards: Must comply with applicable requirements, including those contained in 40 Code of Federal Regulations (CFR) Parts 30 or 31.
- ❖ Contracts: 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.
- ❖ Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal.



QUESTIONS?



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Thank you for participating!