

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: Tribal Training Support for the Community and Tribal Air Quality Programs
ACTION: Request for Applications (RFA)
RFA NUMBER: EPA-OAR-OAQPS-16-04

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.037

DATES: The closing date and time for receipt of application submissions is **July 8, 2016, by 4 p.m. Eastern Time (ET)** in order to be considered for funding. Application packages must be submitted electronically to the EPA through grants.gov (<http://www.grants.gov>) no later than **July 8, 2016, by 4 p.m. ET** in order to be considered for funding.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities to provide tribal training and technical support to tribal governments seeking to investigate, develop and establish air quality management programs for lands under their jurisdiction.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$300,000 over 3 years. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of applications received and other applicable considerations. The cooperative agreement will be funded incrementally over a period of 3 years. The EPA estimates the first year of funding will be approximately \$100,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The EPA's Office of Air Quality Planning and Standards' (OAQPS) Community and Tribal Programs Group (CTPG) within the Office of Air and Radiation, provides leadership and technical assistance to federally recognized tribes and the EPA regional offices on tribal air quality issues, cross-office coordination on tribal issues and consults with tribes to help protect the sovereignty and cultural resources of American Indian Nations. The CTPG is soliciting applications from eligible entities to increase tribal capacity through training and technical support.

Currently, there are 566 federally-recognized tribes nationwide (<http://www.bia.gov/WhoWeAre/BIA/OIS/TribalGovernmentServices/TribalDirectory/index.htm>). Many of these tribes receive funding support from the EPA to investigate their air quality and make informed decisions about how to best restore, protect, and preserve air resources for lands within their jurisdiction. While several tribal governments have completed air quality assessments and determined no further needs, many more do require support to conduct air quality related activities. The purpose of this project is to provide continuous air quality training and technical support to tribal partner governments and supplement other ongoing activities on a short-term basis.

B. Scope of Work

The EPA is requesting applications from eligible entities to provide training and technical support to tribes and the tribal community. The training and support should be designed to develop and/or enhance the capacity of tribes to successfully implement efficient and effective air quality management programs.

Target Audience

The target audiences will primarily be tribal air program representatives, as well as other tribal professionals involved in air quality abatement, such as public health professionals and community members affected by air quality issues.

Air Quality Programs

Applicants are encouraged to include the following air quality programs in their training curriculum: ambient air modeling and monitoring; air toxics; emission inventory development; regulation development; and program development including climate change. The curriculum for community members will provide for capacity building on air quality issues, the Clean Air Act (CAA), etc., with the goal of supporting effective public participation.

Training Methods

The training should incorporate team-based interactive classroom exercises, presentations by experienced tribal and non-tribal air quality professionals, in-the-field hands on exercises, classroom discussion and participation, and question and answer discussions. Training should be structured to maximize the use of tribal instructors available time and promote interaction and networking, in addition to the basic learning experience, in a manner specifically for and culturally sensitive to the needs of tribes. Even though EPA staff can assist the grantee, the grantee must be able to deliver training without input from the EPA.

Training Objectives

Applicants **must** address each of the following training objectives in their narrative proposals:

- **Permit Training:** Support tribes in development of permits and permit programs and to review state permits.
- **State Implementation Plan (SIP) Training:** Support tribes to participate in the SIP development process.
- **National Meetings:** Recognizing the importance of communications and networking, the recipient should organize and promote one or more annual national meetings for tribes to meet and discuss current and future air quality issues. Issues should be based on the recipient's expertise, tribal feedback and current national program initiatives. Attendance from all parts of Indian country is preferred and support from the EPA and national tribal organizations is essential. Financial support, although limited, should be available to tribes unable to fund travel.
- **Community Training:** Provide training for community individuals as appropriate.

Applications submitted for consideration should: 1) describe how national meetings will be developed in a manner that encourages interest and attendance amongst tribal air programs in coordination with public and private tribal air program interests; 2) discuss how funding support would be structured for tribes unable to fund travel, how locations would be determined; and 3) discuss proposals for ensuring topics are current and of interest to the broadest audience.

NOTE: The preceding list is not all-inclusive and similar projects may be negotiated to support the stated mission and objectives as part of the overall tribal air program.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs and Performance Measures

Pursuant to section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," the EPA must link proposed assistance agreements to the Agency's Strategic Plan. The EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, https://www.epa.gov/sites/production/files/2015-03/documents/epa_order_5700_7a1.pdf).

1. Linkage to the EPA Strategic Plan. All applications must support progress towards the EPA's 2014-2018 Strategic Plan, Goal 1: "Addressing Climate Change and Improving Air Quality;" Objective 1.2: "Improve Air Quality," which states "achieve and maintain health- and welfare-based air pollution standards and reduce risk from toxic air pollutants and indoor air contaminants." The OAQPS works to develop national programs, policies and regulations for controlling air pollution, and aims to support tribes to advance air quality programs to help promote clean and healthy air for all its community members.

Specifically, the proposed activities will support the EPA's efforts to encourage and facilitate involvement of tribal partner governments in implementing ambient air quality programs under the CAA

in Indian country, through the provision of training and technical support.

Please read the [EPA's FY 2014-2018 Strategic Plan](#) for more information.

2. Outputs. The term “output” means an environmental activity, effort and/or associated work product related to an environmental goal and 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.

Expected outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following:

- Increased number of tribal environmental professionals trained;
- Tools that facilitate projects or provide access to information;
- Improved characterizations of outdoor air and/or indoor air quality;
- Develop, coordinate and provide support to implement meetings, trainings and capacity building workshops (e.g., providing logistical support, identifying tribal instructors and participants); and
- Improve tribal communities’ knowledge of air quality regulatory and permit processes.

Project outputs should aim to increase the awareness, capacity and action of tribal governments seeking to investigate, develop and establish air quality management programs. Additional outputs may be manifested through an increase in tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address identified air quality concerns.

Quarterly progress reports and a detailed final technical report will also be a required output, as specified in section VI.C of this announcement, “Reporting Requirements.”

3. Outcomes. The term “outcome” means 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, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following outcomes: increased awareness; capacity and action among tribal organizations seeking to investigate, develop and establish programs that assess air quality; and assist tribes, tribal professionals and tribal communities in addressing air quality concerns in Indian country. Therefore, applicants need to indicate how they will measure the degree of awareness, capacity and action achieved through their efforts.

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include measures of activities

related to the outputs and outcomes described in C.2 and C.3 above, and will include measures that demonstrate the level of activity and participation in areas of trainings, workshops, meetings, etc.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- i) What are the measurable short term and longer term results the project will achieve?
- ii) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Supplementary Information

The statutory authority for this action is the CAA, sections 103(a)(5) and 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys and studies related to the causes, effects (including health and welfare effects), extent, prevention and control of air pollution. This authority also authorizes for the establishment of programs that conduct and promote coordination and acceleration of training for individuals relating to the causes, effect, extent, prevent and control of air pollution. Tribal governments have both CAA authority over lands within their jurisdiction and discretion to address air pollution under the CAA. Training and supporting their involvement is directly related to the CAA authority described above.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$300,000 over 3 years, approximately \$100,000 annually.

B. Partial Funding

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

C. How many agreements will the EPA award in this competition?

The EPA anticipates awarding one cooperative agreement under this announcement with the total amount up to \$300,000, over 3 years, approximately \$100,000 annually, subject to the availability of funds, quality of evaluated applications and other applicable considerations. In addition, the EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selection. Any additional selections for award will be made no later than 6 months from the date of the original selection date.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will begin in late summer/early fall 2016. Proposed project period may be up to 3 years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. 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, the anticipated substantial federal involvement for this project will be:

- close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.037, applications will be accepted from states, local governments, territories, Indian tribes, and possessions of the U.S., including the federally recognized Indian tribal government, District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions.

Non-profit organization, as defined by 2 CFR Part 200, means any corporation, trust, association, cooperative or other organization that: (a) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (b) is not organized primarily for profit; and (c) uses its net proceeds to maintain, improve or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (a) colleges and universities; (b) hospitals; (c) state, local and federally-recognized Indian tribal governments; and (d) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under 2 CFR Part 200 and this RFA.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, non-profit organizations described in section 501(c)(4) of the Internal Revenue Code that engage in lobbying

activities as defined in section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Cost Sharing or Matching

No matching funds are required under this competition.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

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. However, where a page limit is expressed in section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.

b. In addition, initial applications must be submitted through www.grants.gov as stated in section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in section IV) on or before the application submission deadline published in section IV of this announcement. Applicants are responsible for following the submission instructions in section IV of this announcement to ensure that their application is timely submitted.

c. Applications submitted after the submission deadline will be considered late and deemed ineligible without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with Grants.gov or relevant SAM.gov system issues. An applicant's failure to timely submit their application through Grants.gov because they did not timely or properly register in SAM.gov or Grants.gov will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Regina Chappell as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
2. Applications must support EPA Strategic Plan Goal 1, “Addressing Climate Change and Improving Air Quality.” (*See section I*)
3. Applications must include applicant's previous documented project experience and demonstrate the capability to provide tribal training, technical support and statistical analysis materials that are relevant and culturally sensitive to Native Americans. Refer to section IV.C.2 for further information.
4. Applications must address each of the training objectives as stated in section I.B Scope of Work.

5. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must apply electronically through [Grants.gov](https://www.grants.gov) under this funding opportunity based on the grants.gov instructions in this announcement and Appendix A. If an applicant does not have the technical capability to apply electronically through grants.gov because of limited or no internet access which prevents them from being able to upload the required application materials to [Grants.gov](https://www.grants.gov), the applicant must contact OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email, etc.) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o Barbara Perkins
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Rm # 51267
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through grants.gov because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through www.grants.gov.

The EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request -- all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further

instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to the EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (i.e., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive application submission to the EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through grants.gov for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2015, with a submission deadline of January 15, 2016, the applicant would need a new exception to submit through alternative methods beginning January 1, 2016.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Grants.gov application Submission Instructions (see Appendix A.)

Your organization's authorized official representative (AOR) must submit your complete application electronically to the EPA through grants.gov (<http://www.grants.gov>) by **July 8, 2016 by 4 p.m. ET.**

C. Content of Application Package Submission

All application submissions must contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form 424. The forms are available at <https://www.epa.gov/grants/epa-grantee-forms>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (as described below)

Narrative Proposal

The Narrative Proposal (including sections 1-3 below) cannot exceed a maximum of 15 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15-page limit.

1. **Summary Information Page** (recommended not to exceed one page)
 - a. Project Title
 - b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
 - c. Funding Requested. Specify the amount you are requesting from the EPA.
 - d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
 - e. Project Period. Provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
 - f. DUNS Number

2. **Narrative Proposal Work Plan**

The narrative proposal work plan must explicitly describe how the proposed project meets the guidelines established in sections I-III (including the threshold eligibility criteria in section III.C) and must address each of the evaluation criteria set forth in section V.

- a. **Project Summary/Approach:** The summary shall contain the following components:
 - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task. The following bullets should be addressed:
 - a) How the applicant will identify and recruit a diverse pool of potential attendees and instructors;
 - b) The process applicant will use for completing the activities including all information considered relevant to demonstrating experience and capability to plan and schedule workshops, developing course content that is culturally sensitive for Native Americans, preparing workshop materials and support, acquiring training locations and equipment, and successfully implementing training, workshops, meetings and tools;
 - c) Explain how applicant would provide financial assistance for travel costs of attendees due to the variations in tribal air programs and monetary constraints;
 - d) Methodology to encourage tribes that are able to share in the cost of attending workshops; and
 - e) Explain how applicant will respond to requests from the tribal community for information and materials in a timely, supportive and personalized manner.

- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any. Applicants who intend to use the EPA funds to support other organizations' participation through subawards or contracts (including contracts with individual consultants) should carefully review section IV.D before including them as a partner in the proposal;
- v. Description of the applicant's organization and experience related to the proposed project.
 - a) Experience working with Native Americans in a culturally sensitive manner and an understanding of Indian country, including its culture, history, politics, health, spirituality, environmental challenges and conditions on reservations nationwide;
 - b) Understanding of the Tribal Authority Rule and its implications for Indian country and relationships with the EPA;
 - c) Understanding of the EPA's Indian Policy of 1984, the doctrines of Trust Responsibility and Fiduciary Responsibility, federal Indian law, and the government-to-government relationship between tribes and the federal government;
 - d) Ability to access impartial and tribally sensitive environmental professionals such as academic faculty and staff; recognition in Indian country and capability to provide training to tribal environmental program staff; and a location with reasonable access to Indian country;
 - e) Experience related to indoor environments, investigation techniques and equipment and remediation approaches and equipment;
 - f) Expertise related to ambient air quality, meteorological systems, and air toxics, including widely accepted investigation and remediation techniques, approaches, equipment and technology.
- vii. Description of applicant's organization and experience related to working with environmental justice and or tribal communities.
 - a) Understanding of the EPA's Policy on Environmental Justice for Working with Federally Recognized Tribes and Indigenous Peoples.

- b. **Environmental Results—Outcomes, Outputs and Performance Measures:** Identify the expected quantitative and qualitative outcomes of the project (see section I.), including what performance measurements will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.
- c. **Programmatic Capability and Past Performance:** Submit a list of federally funded assistance agreements (assistance agreements include federal grants and cooperative agreements) similar in size, scope and relevance to the proposed project that your organization performed within the last 3 years (no more than 5 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, the EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from the 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 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.

- d. Detailed Budget and Budget Narrative (See Appendix B, Budget Sample):** This section provides an opportunity for a narrative description of the budget found in the SF-424A. Clearly explain how the EPA funds will be used. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award
- i. Description of the budget and estimated funding amounts for each work component/task.
 - ii. Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
 - iii. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. *Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.
 - iv. For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200.

(OPTIONAL) Attachments. These are optional and are not included in the 15 page limit. Nor are these attachments considered during evaluation of an applicant's application.

- a. **Resumes.** Provide resumes of key personnel who will be significantly involved in the project.
- b. **Support Letters.** Specifically indicate how the supporting organization will assist in the project.
- c. **Quality Assurance Narrative Statement**
- d. **Negotiated Indirect Cost Rate Agreement.**
- e. **Approval Letter.** If applicable, approval letter to use alternate means to submit initial

application.

D. Submission Dates and Times

The closing date and time for submission of applications is **July 8, 2016, by 4:00 p.m., ET**. Applications submitted after the closing date and time will not be considered for funding.

E. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and application assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application meets the threshold criteria in section III. of this announcement, will be reviewed according to the evaluation criteria set forth below. Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach</u>: Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) The extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in:</p> <ul style="list-style-type: none">• Section I, Part B (Scope of Work) (5 pts);• Section I, Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) (5 pts);• Section IV. Part A.2.a (Narrative Proposal Work Plan Project Summary/Approach) (10 pts); and <p>(ii) (10 pts) Whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.</p>	<p>30</p>
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures</u>: Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in section I of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and</p>	<p>15</p>

<p>measure the applicant’s progress towards achieving the expected outputs and outcomes.</p>	
<p>3. 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 their:</p> <p>(i) (5 pts) Past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in section IV.C of the announcement;</p> <p>(ii) (8 pts) History of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in section IV.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 in a timely manner 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; and</p> <p>(iii) (8 pts) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project; and</p> <p>(iv) (9 pts) Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>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 (i.e., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or 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.</p>	<p>30</p>
<p>4. Location: Under this criterion, the Agency will evaluate the extent to which the applicant’s physical location will affect its ability to successfully achieve the objectives of this announcement as described in section I. Proximity is important because close contact and accessibility to tribes is essential and reasonable proximity will help minimize travel expenses.</p>	<p>5</p>
<p>5. Budget: Under this criterion, the Agency will evaluate the proposed project budget to determine whether:</p> <p>i. (5 pts) Costs are reasonable to accomplish the proposed goals, objectives and measureable environmental outcomes; and</p> <p>ii. (5 pts) The proposed budget provides a detailed breakout for the approximate funding used for each major activity.</p> <p>An applicant’s budget and budget narrative must account for both federal funds</p>	<p>10</p>

and any non-federal funds (i.e., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.	
6. <u>Environmental Justice Impacts:</u> Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (See section I) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income and, in particular, tribal communities, that the applicant can demonstrate have been or are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities.	5
7. <u>Expenditure of Awarded Grant Funds:</u> Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.	5

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria described above. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications

1. The EPA anticipates notification to successful applicants will be made via e-mail or postal mail. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its

application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by EPA's grants office.

Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of the EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents and forms (e.g., a work plan), which must be approved by the EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.

2. The EPA anticipates notification to unsuccessful applicant(s) will be made via email or postal mail. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>.

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 application 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 Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html.

C. Reporting Requirements

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and a summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by the EPA, after award.

D. Reporting and Use of Information Concerning Recipient Integrity and Performance

If the federal share of any federal award may include more than \$500,000 over the period of performance, applicants are advised about the post-award reporting requirements reflected in the [Award](#)

[Term and Condition for Recipient Integrity and Performance Matters contained in Appendix XII](#) to 2 CFR Part 200.

E. Disputes

Assistant 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://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested by contacting the person listed in section VII of the announcement.

F. Additional Provisions For Applicants Incorporated Into The Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to DUNS, SAM, copyrights, disputes and administrative capability, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. AGENCY CONTACT

For further information contact:

U.S. Environmental Protection Agency
ATTN: Regina Chappell
OAQPS/OID/CTPG
4930 Page Road, C304-3
Research Triangle Park, NC 27709
Phone: (919) 541-3650
Email: chappell.regina@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage at: <http://www.epa.gov/grants/air-grants-and-funding>.

VIII. OTHER INFORMATION (Appendices)

Appendix A. Grants.gov Submission Instructions

Grants.gov Application Instructions

The electronic submission of your application 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 on the registration requirements that must be completed in order to submit an application through grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the

top of the page and then go to the “Get Registered” link on the page. 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. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

Applicants need to ensure that the AOR who submits the application through grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the dropdown menu and then follow the instructions accordingly. Please note: To apply through grants.gov, you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OAR-OAQPS-16-04, or CFDA 66.037, in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to the EPA through grants.gov (<http://www.grants.gov>) no later than July 8, 2016. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

Please submit all of the application materials described below using the grants.gov application package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Application Materials

The following forms and documents are required under this announcement:

Mandatory Documents:

- Application for Federal Assistance (SF-424)
- Budget Information for Non-Construction Programs (SF-424A)
- Assurances for Non-Construction Programs (SF-424B)
- Grants.gov Lobbying Form
- EPA Key Contacts Form 5700-54
- EPA Form 4700-4 – Pre-award Compliance Review Report
- Narrative Proposal (Project Narrative Attachment Form)-prepared as described in section IV of the announcement.

Optional Documents - See Section IV.C of Announcement:

- Resumes
- Support Letters
- Quality Assurance Narrative Statement
- Negotiated Indirect Cost Rate Agreement
- Approval Letter

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Regina Chappell, at 919-541-3650. Failure to do so may result in your application not being reviewed.

Technical Issues With Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to grants.gov BEFORE the due date identified in section IV of the solicitation. The grants.gov support desk operates 24 hours a day, seven days a week, except federal holidays. A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: grants.gov issues a “case number” upon a request for assistance.
3. Transmission Difficulties. If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above

instructions do not resolve the problem so that the application is submitted to www.grants.Gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to Regina Chappell at chappell.regina@epa.gov with the FON in the subject line. If you are unable to email, contact Regina Chappell at 919-541-3650. Be aware that the EPA will only consider accepting applications that were unable to transmit due to www.grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.

- a. If you are experiencing problems resulting in an inability to upload the application to grants.gov, it is essential to call www.grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to grants.gov, such as extreme weather interfering with internet access, contact Regina Chappell at 919-541-3650.
- b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to Regina Chappell, chappell.regina@epa.gov prior to the application deadline. The email message must document the problem and include the grants.gov case number as well as the entire application in PDF format as an attachment.
- c. Grants.gov rejection of the application package: If a notification is received from grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to Regina Chappell, chappell.regina@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by grants.gov and attach the entire application in PDF format.

Appendix B. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how the EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs and total costs.

If the project budget includes any voluntary cost-share, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. If the EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving the EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see section III.B for more detailed information on cost share.

Applicants should use the following instructions, budget object class descriptions and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-state and out-of-state, number of travelers and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g., inspections) or related to proposed project activities (e.g., attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; or (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment.”** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services and rental costs should be included in the “Other” category.

- Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- Other - List each item in sufficient detail for the EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant federal or state agency. Examples of Indirect Cost Rate calculations are shown below:

 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(2) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$80,000	

TOTAL PERSONNEL	\$80,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20% (\$120,000)	20% (\$20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
TOTAL FRINGE BENEFITS	\$24,000	\$4,160
Travel		
Travel for Project Manager and staff: 200 miles per month @ \$0.55 per mile X 12 months	\$1,320	
TOTAL TRAVEL	\$1,320	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$10,000	
TOTAL SUPPLIES	\$10,000	
Contractual		
Support Services Contract	\$20,000	
TOTAL CONTRACTUAL	\$20,000	
Other		
Travel for representatives to attend workshop training 50 trips x \$1,000 each	\$50,000	
TOTAL OTHER	\$50,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$12,000	
TOTAL INDIRECT	\$12,000	
TOTAL FUNDING	\$197,320	\$24,960
TOTAL PROJECT COST	\$222,280	

** Cost-Share funds, while **not** required under this RFA, must also be included on the SF-424A as detailed in section III.B of this RFA.

Note on 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 applicant's cognizant federal audit agency, or at the rate provided for by the terms of the agreement negotiated with the 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 the EPA assistance agreements.

Management fees or similar charges cannot 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 work plan.