

ENVIRONMENTAL PROTECTION AGENCY

“Climate, Clean Air and Energy: Networks to Improve Access to Information and Resources for Transfer of Clean Technologies to Developing and Transition Countries”

AGENCY: Environmental Protection Agency (EPA).

ACTION: Notice of Solicitation# OAR-GPD-03-02.

SUMMARY: This notice solicits proposals from non-governmental, nonprofit organizations and universities experienced in managing internet-based technology information systems. The proposed project is intended to support, maintain and enhance a website to disseminate information on U.S. technology transfer programs and to develop related programs to address needs identified through the website. The work supported under this cooperative agreement will build on the initial success of the U.S. Climate Technology Cooperation Gateway website located at (<http://www.usctcgateway.net>).

DATES/DEADLINES: To allow for efficient management of the competitive process, OAP is requesting organizations submit an informal notice of Intent to Apply by April 18, 2003. Submission of the informal notice of Intent to Apply is Optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation and selection of submitted proposals.

The deadline for submission of Final Proposals is May 12, 2003. Applications submitted via U.S. Mail must be received by the deadline date.

QUESTIONS/COMMENTS: All questions or comments must be communicated in writing via regular U.S. mail, facsimile, or electronic mail to the person indicated in the section titled “For Further Information Contact” below. All questions and comments must be received by EPA no later than April 18, 2003. Responses will be posted on EPA’s Office of Air and Radiation Grants/Funding home page (http://www.epa.gov/air/grants_funding.html) on April 25, 2003.

SUPPLEMENTARY INFORMATION: The statutory authority for this action is Clean Air Act, Section 103(b)(3). The Catalog of Federal Domestic Assistance (CFDA) number is 66.034. Executive Order 12372, Intergovernmental Review of Federal Programs is applicable to this proposed grant (see section VIII below).

FOR FURTHER INFORMATION CONTACT: Simone Brant (Mail Code 6205J), U.S. EPA Office of Atmospheric Programs, Global Programs Division, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460. Phone: (202)564-3521; Fax: (202)565-2155; or e-mail: brant.simone@epa.gov.

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I. Overview and Deadlines

A. Overview

EPA is announcing the availability of funding to support proposals from non-governmental, nonprofit organizations and universities experienced in managing internet-based technology information systems. The proposed project is intended to support, maintain and enhance a website to disseminate information on U.S. technology transfer programs and to develop related programs to address needs identified through the website. The work supported under this cooperative agreement will build on the initial success of the U.S. Climate Technology Cooperation Gateway website located at (<http://www.usctcgateway.net>).

B. Deadlines

In order to efficiently manage the selection process, the Office of Atmospheric Programs requests that an informal notice of "Intent to Apply" be sent by April 18, 2003 to the contact name listed under the section below labeled "For Further Information Contact." Please provide name of the organization, point of contact, phone number, email address and project title.

An informal notice of "Intent to Apply" simply states in the form of email or fax that your organization intends to submit a proposal to be received by the deadline. Submitting an "Intent to Apply" does not commit an organization to submit a final proposal. The "Intent to Apply" is an optional submission; those not submitting an "Intent to Apply" may still apply by the deadline.

The deadline for receipt of completed final proposals (original and six copies, plus one fully-completed and signed Application for Federal Assistance, forms SF 424 and 424A) is May 12, 2003.

II. Eligible Entities

Proposals for this grant will only be accepted from universities and non-profit organizations, as defined by OMB Circular A-122.

III. Background and Scope of Work

A. Background

One of the major barriers preventing transfer of climate-friendly, clean technologies is the lack of access to objective information and services to support technology transfer available in developing and transition countries. This issue was addressed in negotiations under the United Nations Framework Convention on Climate Change (UNFCCC) in the technology transfer decision at the 7th Conference of the Parties, in November 2001. This decision mandated a new framework for effective technology transfer that includes developing methods, information systems and programs under the UNFCCC to address major barriers to technology investment such as the lack of access to objective information and services to support technology transfer currently available in developing and transition countries.

In response to this need, EPA is working with other agencies, including USAID and DOE, to provide coordinated documentation of U.S. programs which support transfer of climate-friendly technologies to developing countries. This effort also includes demonstration of internet tools, resources and systems which can serve as both components of and model approaches for the development of an international technology information clearinghouse under the UNFCCC.

Given that most technology transfers in these efforts occur on a business-to-business level not involving Governments, of necessity, the successful applicant for this cooperative agreement must be highly respected and credible in international fora; and, experienced in and committed to working closely and effectively with the U.S. private sector to promote clean technology market development domestically and internationally.

B. Scope of Work

EPA's Office of Atmospheric Programs seeks to support proposals from non-governmental, nonprofit organizations and universities experienced in managing internet-based technology information systems. The objective of this cooperative agreement is to support, maintain and enhance a website to disseminate information on U.S. technology transfer programs and to develop related programs to address needs identified through the website. The work supported will build on the initial success of the U.S. Climate Technology Cooperation Gateway website located at (<http://www.usctcgateway.net>).

The U.S. Climate Technology Cooperation Gateway website is designed to encourage the accelerated adoption of climate-friendly, clean energy technologies and practices in developing and transition countries by providing information about relevant U.S. sponsored programs and projects; access to tools, resources, technical experts and links to ongoing international activities including those under the UN Framework Convention on Climate Change (UNFCCC).

Specific efforts the Agency intends to support include:

1. Further population of the existing content including identification of relevant U.S. programs, tools, and resources to be added.
2. Additional development and maintenance of a web-based directory of organizations in

developing and transition countries capable of serving as regional experts.

3. Web-based communications with users of the site, to address the needs of developing and transition countries, and development of content/materials to meet those needs.
4. To raise awareness of the website and related information sources among relevant stakeholders, outreach materials will be developed and presentations made on the site.
5. To be successful, the site must also be able to serve as a model for dissemination of information on technology transfer in the course of negotiations under the UNFCCC. To do so, the site must:
 - a. Provide a single point of access through which other countries, international organizations and interested stakeholders can find information, tools, and programs the U.S. provides which help to promote transfer of clean technologies related to climate change; and
 - b. Demonstrate a decentralized approach to networking which provides access to existing resources, as a model for the international technology transfer process.

IV. Funding Issues

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

The estimated project period for awards resulting from this solicitation is September 1, 2003 through August 31, 2006.

B. How many agreements will EPA award in this competition?

EPA anticipates award of one cooperative agreement resulting from this competition.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicant(s) in the performance of work supported. The anticipated substantial Federal involvement for this project will be:

1. Consultations with the recipient on plans for site development and population.
2. Comments on draft web pages, outreach materials and other documents produced.
3. EPA Project Officer participation in conferences or workshops sponsored by the recipient.

C. What is the amount of funding available?

This project will be funded incrementally with an initial award of approximately \$50,000, in fiscal year 2003. Additional funds may be added in each subsequent year of the agreement, subject to availability of funds. The total funding for this project is anticipated to be \$200,000-\$500,000.

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

Yes, provided the recipient follows applicable procurement and subgrant procedures. Please note that EPA will not be a party to these transactions. Approval of a funding proposal does not relieve recipients of their obligations to compete service contracts, conduct cost and price analyses, and use subgrants only for financial assistance purposes in accordance with Subpart B Section .210 of OMB Circular A-133. Please indicate any intent to enter into such agreements in the proposal.

V. Selection Criteria

Each eligible proposal will be evaluated according to the criteria set forth below. Proposals which are best able to directly and explicitly address the primary criteria will have a greater likelihood of being selected as a recipient. Each proposal will be rated under a points system, with a total of 100 points possible.

The proposals will be ranked according to the following criteria and maximum point allocation:

Criterion	Maximum Points per Criterion
Well designed approach for development of website that promotes dissemination of information on U.S. technology transfer programs and resources and will serve as a model for international systems development under the UNFCCC.	25
Experience which demonstrates significant technical expertise in website development, building information networks and facilitating partnerships through the internet.	20
Ability to respond quickly and rapidly implement improvements to existing information systems including the US-CTC Gateway.	15
Thorough understanding of affected stakeholders including the private sector and international organizations.	10
Knowledge and familiarity with existing electronic information, tools and networks related to transfer of clean technologies and the UNFCCC process.	10
Demonstrated ability to cooperate with multiple government agencies on development of international climate technology information systems.	10
Proposal, including work plan, time-frame and budget, that is detailed, clearly stated, addresses all stated goals and objectives and is reasonable.	5
Availability of resources including existing technology transfer networks, network of contacts, and working relationships in the technology transfer field in the U.S. and internationally in order to incorporate a broad perspective to the work– including working relationships/cooperation with government organizations, intergovernmental organizations, non-governmental organizations, the private sector, and developing country experts.	5

VI. Evaluation and Selection

A. How does the selection process work?

Each proposal will be evaluated by a team chosen to address a full range of technology transfer/climate change/information technology matters. The Evaluation Team will base its evaluation solely on the criteria referenced in this notice. Completed evaluations will be referred to a Selection Committee who are responsible for further consideration and final selection.

The Office of Atmospheric Programs expects to complete the Evaluation/Selection process and make recommendations to the grants office by June 15, 2003. All applicants will be notified promptly, after final selections, regarding their application's status.

EPA reserves the right to reject all proposals or applications and make no award. Formal disputes challenging the Agency award decision, will be resolved using the Dispute Procedures at 40 CFR Part 30.63 and Part 31.70, Subpart F.

VII. Proposals

The proposal must be submitted with the completed federal grant application forms and be a maximum of fifteen (15) pages (no less than 1.5 line spacing, no less than 12 pt font, 1-inch margins), excluding federal forms. Please do not include binders or spiral binding. The complete grants application package can be downloaded from: <http://www.epa.gov/ogd/AppKit/index.htm>. The proposal should conform to the following outline:

1. Title
2. Applicant (Organization) and contact name, phone number, fax and e-mail address
3. Summary of funds requested from EPA
4. Project period: beginning and ending dates (for planning purposes, applicants should assume funds will be available in August or September 2003). Project must be completed within three years of award date.
5. Project purpose: goals and objectives
6. Work plan: The narrative workplan should not exceed 10 pages and should include:
 - project objective, goals and approach
 - detailed description of all tasks/activities
 - time line of activities including dates of initiation and completion
 - products and deliverables
 - travel and meetings
 - outreach and communication plan
 - proposed budget (see also 13 below)
7. Description of working relationship with supporting organizations, associations, and individuals to serve as resources for this work.

8. Recent and/or current activities related to website development and technology transfer.
9. Recent and/or current experience performing same or similar work
10. Resume and/or synopsis of relevant work experience of expert(s) to perform this work
11. Description of experience on developing information networks for technology transfer.
12. Report schedule: Acknowledgment of quarterly reporting requirement (schedule established by EPA)
13. Budget: provide a budget for the following categories:
 - Personnel
 - Fringe Benefits
 - Contractual Costs
 - Travel
 - Equipment
 - Supplies
 - Other
 - Total Direct Costs
 - Total Indirect Costs: must include documentation of accepted indirect rate
 - Total Cost

Applicants should clearly mark information in their proposal which they consider confidential. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Part 2, Subpart B.

VIII. Executive Order 12372 Compliance

Applicants selected for funding will be required to provide a copy of their proposal to their State Point of Contact for review, pursuant with Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required of initial applications and not all states require such a review.

IX. How to Apply

COMPLETED APPLICATION PACKAGES must be received via regular mail or express mail on or before midnight, May 12, 2003. Applications received after the deadline date will not be considered for funding. Please provide an original and six copies, plus one fully-completed and signed Application for Federal Assistance. Please do not use binders or spiral binding. The application should be addressed to:

1. Mailing Address (USPS mail only):

Simone Brant (Mailcode 6205J)
OAR/OAP/International Capacity Building Branch
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW
Washington, DC 20460

2. Express Delivery (FedEx, UPS, etc.):

Simone Brant (Mail Code 6205J)
OAR/OAP/International Capacity Building Branch
U.S. Environmental Protection Agency
501 Third St., NW, Room 4308A
Washington, DC 20001

Proposals e-mailed or faxed will serve only as a placeholder and must be followed by an original signature document and 6 copies, received by the deadline date. If the original is not received by the deadline, the application will not be considered. However, email or fax copies will expedite the review process and may be sent to Simone Brant at: (202)565-2155 (fax) or brant.simone@epa.gov (email).

DEADLINE FOR COMPLETED FINAL PROPOSALS
Must be received no later than midnight on
May 12, 2003.