

**U.S. EPA REGION 6 GUIDANCE FOR SUBMITTING
PRE-PROPOSALS FOR SOURCE REDUCTION ASSISTANCE
FOR FISCAL YEAR 2004**

ELIGIBLE ORGANIZATIONS: Local governments, private universities, and private non-profits within EPA Region 6 jurisdiction. Also the states of Arkansas, Louisiana, Oklahoma, New Mexico, and Texas; any federally recognized Indian Tribes; and any agency or instrumentality of a state including state universities.

PRE-PROPOSALS DUE APRIL 16, 2004

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I. INTRODUCTION

EPA Region 6 is announcing the availability of funds in FY 2004 through the Source Reduction Assistance Grant Program. This guidance supplements the national announcement (http://www.epa.gov/p2/pubs/2004RFP_sourcereduction.htm) and describes the process by which EPA Region 6 will award the grants under the Source Reduction Assistance Grant Program. Please see the cited national guidance above for eligible activities which are being funded this year. Region 6 guidance outlines eligible organizations, regional evaluation criteria, and general procedures for application and award of FY 04 multi-media pollution prevention grants and cooperative agreements through this program.

This program is open to all applicants in EPA Region 6. The Region may award approximately \$100,000 in grant/cooperative agreement funds through a competitive review process.

Individual awards may be for any amount up to the amount available. The average grant award is \$25,000. Organizations receiving pollution prevention grant funds are required to match Federal funds at a minimum of 5%, so that Federal funding for the project does not exceed 95% of the allowable project cost. Matching contributions may be through dollars and/or in-kind goods and services. Proposals may include up to 2 years in their schedule and budget.

II. ELIGIBLE ORGANIZATIONS

Applicants in EPA Region 6 eligible for funding under this program include local governments, private universities, and private non-profits within EPA Region 6 jurisdiction, as well as the States of Arkansas, Louisiana, Oklahoma, New Mexico, and Texas, and any federally recognized Indian Tribes within Region 6.

III. SELECTION PROCESS

EPA Region 6 will be awarding grants through a competitive process in which an EPA Region 6 panel will review and rank the applications in accordance to the criteria outline in section V of this document.

Two hard copies of each pre-proposal must be received at EPA Region 6 by 4 p.m. on April 16, 2004 to be eligible. Pre-proposals must be submitted to:

U.S. Environmental Protection Agency
Office of planning and Coordination (6EN-XP)
Attention: Eli Martinez
1445 Ross Avenue, Suite 1200
Dallas, TX 75202-2733

Region 6 will complete funding recommendations and award funds before September 30, 2004. The total number of grants awarded will be determined by the size of the grant requests and the amount of the grant funds available.

IV. APPLICATION FORMAT

Project proposals must be submitted in a pre-proposal format (See next paragraph) by April 16, 2004. After the selection process, applicants whose pre-proposals are recommended for funding will be notified to prepare the entire grant application.

Project pre-proposals must be between 1 and 10 pages long, using 10 characters per inch typeface and single spaced pages with 1" margins all around. Pre-proposals must include the following information:

1. Lead Agency - The agency applying for the grant funds and Key
2. Other involved Agencies - (if any) and key contacts.
3. Background - This section should include a statement of the problems or
4. Summary of Project - This section should include the project strategy,
5. Specification of Tasks and Deliverables - This section should specify tasks that will be completed to achieve project objectives and identify specific documents, which will be completed and submitted to EPA Region 6.
6. Level of Funding Requested - This section should indicate both the amount of Federal funds requested and the percentage of the total project cost that will be funded with Federal dollars.
7. Matching Resources for Project - Requested Federal money must be matched by at a minimum of five percent level of funds and/or in-kind

goods and services. This section should indicate the total matching contribution of all project participants.

8. Schedule for Implementation - This section should summarize the project tasks and deliverables and their projected completion dates.
9. Status Reports - This section should provide a projected schedule for reporting on a quarterly basis the status of the project.
10. Completed Standard Application Form (SF 424) "Application for Federal Assistance" and Budget Information Form (SF 424A). Please see <http://www.epa.gov/ogd/AppKit/application.htm> to download grant forms SF424 and SF424A.

V. EVALUATION CRITERIA

Review Process: A panel comprised of EPA staff will evaluate each proposal based upon the six criteria listed below. Proposals may receive up to 135 points.

1. *Project description and justification.* The proposal presents a clear description of the work to be done and explains why and how it addresses local, state, national, and/or international concerns. **Region 6:** In addition, the proposal fits the definition of pollution prevention.
(15 points).

2. *Project strategy.* The proposal includes a well-conceived strategy to achieve the project goals and objectives and a reasonable schedule for the execution of the tasks associated with each goal. Proposals that include a methodology for reporting environmental improvement measurements are encouraged. **Region 6:** Proposals which include the methodology for reporting environmental improvement measurements.
(35 points).

3. *Project management.* The proposal identifies key personnel who will work on the project and demonstrates their qualification and accountability.
(10 points).

4. *Project measurement.* The proposal contains clear measures of success for each major task or product, and provides a description of the format in which these measurements will be reported. Please note: the degree for evaluating each measure proposed is in proportion to the amount of resources devoted to the task or product. **Region 6:** Provide measurable results in any/all of the following:

- Reductions in Hazardous Waste (especially in persistent, bio accumulative and toxics (PBT) contaminants)
- Reductions in Non Hazardous Wastes
- Reductions in Air Emissions
- Water Conserved
- Energy Conserved
- Cost Savings from implementation of pollution prevention methods
- Reduced Regulatory Exposure (i.e. a facility no longer needing a permit or reducing waste sufficiently to be able to go from large quantity generator to small quantity generator or be conditionally exempt)

(35 points)

5. Budget. The budget breakout of the proposal demonstrates effective and judicious use of Federal funds. EPA requests a 5% match requirement subject to negotiations with the appropriate EPA Program office. **Region 6:** Applications with higher than the required 5% match are encouraged. Federal grant dollars are strongly leveraged, especially through partnerships.

(15 points)

6. Partnerships. The proposal makes effective use of partnerships, wherever possible, to leverage other organizations' funding and expertise. Partners must provide a letter of support from an official within the organization, specifying and confirming their specific contributions to the project. **Region 6:** Include partnerships resulting in measurable improvement for sustainable and healthy communities through pollution prevention, especially in environmental justice areas, tribal areas and/or in the highest Toxic Release Inventory (TRI) areas. Partners to include an/all of the following: other state agencies, tribes, non-governmental organizations (NGO), local governments, the regulated community and related associations and environmental justice groups.

(15 points)

7. Regional Priorities. Region 6: Promotion of participation and signing on of new partnerships in pollution prevention initiatives such as: Hospitals for a Healthy Environment (H2E), Environmentally Preferable Purchasing (EPP), Greening Government or Supply Chain, Performance Track, and/or P2 based Environmental Management Systems (EMS).

(10 points)

VI. FOR MORE INFORMATION

For more information, questions about this guidance, please contact EPA Region 6, Office of Planning and Coordination, Pollution Prevention Coordinator: Eli Martinez at (214) 665-2119, fax (214) 665-7446.