

## **ENVIRONMENTAL PROTECTION AGENCY**

### **“Support for Local Activities to Quantify and Reduce Greenhouse Gas Emissions”**

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Notice of Solicitation# OAR-GPD-03-01.

**SUMMARY:** This notice announces the availability of funds and solicits applications from state, tribal and local agencies and non-governmental organizations involved with local climate change and air quality issues, to support local programs that mitigate climate change and the urban heat island effect. EPA anticipates award of up to 3 cooperative agreements whose total value shall not exceed \$185,000, for fiscal year 2003.

**DATES/DEADLINES:** The deadline for submission of proposals is May 9, 2003. Applications submitted by 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 7, 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](http://www.epa.gov/air/grants_funding.html)) on April 11, 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 will be applicable to all cooperative agreements resulting from this competition (see section VIII below).

**FOR FURTHER INFORMATION CONTACT:** Andrea Denny (Mail Code 6205J), U.S. EPA, Office of Atmospheric Programs, Global Programs Division, 1200 Pennsylvania Avenue, N.W., Washington, DC 20460. Phone: (202)564-3467; Fax: (202)565-2096; or e-mail: [denny.andrea@epa.gov](mailto:denny.andrea@epa.gov).

#### **CONTENTS BY SECTION:**

- I. Overview and Deadlines
- II. Eligible Entities
- III. Background and Scope of Work
- IV. Funding Issues
- V. Selection Criteria
- VI. Evaluation and Selection
- VII. Applications
- VIII. Executive Order 12372 Compliance
- IX. How to Apply

#### **I. Overview and Deadlines**

## A. Overview

EPA is announcing the availability of funds to assist programs that support local climate change and/or heat island mitigation efforts. These programs will assist local governments to: 1) understand and evaluate their GHG emissions and mitigation options, 2) understand the heat island effect and implement measures to control it, and 3) achieve sustainable greenhouse gas emissions reductions while achieving economic, health and environmental co-benefits. EPA is particularly interested in applications that support existing local government efforts, build new partnerships, and address the links among clean air, climate change and heat islands.

## B. Deadlines

The deadline for submitting completed applications (original and one copy) is May 9, 2003. Refer to *Section VII, Applications* for detailed instructions on preparing and submitting applications.

## II. Eligible Entities

Proposals for this assistance agreement will only be accepted from non-profit organizations, as defined by OMB Circulars A-87 and A-122. Targeted organizations include, but are not limited to, state, tribal and local air pollution control, environmental or energy agencies, and non-governmental organizations focused on supporting local environmental activities.

## III. Background and Scope of Work

### A. Background

In February of 2002, President Bush announced a comprehensive climate change strategy for the US and set a voluntary goal of reducing greenhouse gas intensity (the ratio of greenhouse gas emissions to gross domestic product) by 18% over the next decade. Local governments can be an important contributor to this goal, given their historic success in helping achieve cost-effective GHG emissions reductions, their previous experience with voluntary programs and their ability to test policy innovations that can further this goal. This project aims to help build upon this history of successful greenhouse gas reductions at the local level.

Current local policies directly affect many sources of GHG emissions, for example, through control of transportation, land use, solid waste disposal, building codes and procurement practices. Local governments, therefore, have the opportunity to reduce GHG emissions while capitalizing on the co-benefits of GHG mitigation actions. Among the co-benefits are creating jobs, developing new markets for environmental technologies, improving air quality, protecting public health, reducing energy costs, reducing landfill costs, reducing urban heat islands, etc.

### B. Scope of Work

EPA's Office of Atmospheric Programs, State and Local Capacity Building Branch, seeks to support programs that will work with local governments across the nation to help them measure,

mitigate and monitor their climate change emissions and/or adopt policy initiatives that help combat the heat island effect. EPA seeks applications requesting funding for new or existing programs that can support local governments at various stages of development of greenhouse gas and urban heat island mitigation efforts.

#### 1. Program Emphasis

The program is designed to encourage action at the local level to reduce greenhouse gas emissions and reduce the heat island effect. Given the links between climate change and heat islands, EPA welcomes applications from eligible entities which address one or more objectives of the following Program Emphasis areas:

- a. Support for implementation of quantifiable greenhouse gas reduction actions in communities with existing greenhouse gas commitments or plans. (70-80% of fund allocation)
- b. Facilitation and technical support for collaborative efforts among local governments in the New England Region and with the New England Governors' Eastern Canadian Premiers' Climate Action Plan process. (10-15% of fund allocation)
- c. Promotion of heat island mitigation at the local level through community-based forums to: build awareness, facilitate local dialogue, expand stakeholder network, and enhance existing heat island mitigation strategies. (10-15% of fund allocation)

These fund allocations are intended as guidelines only. EPA reserves the right to change these allocations, or to not issue an award in one or more program emphasis areas.

#### **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 September 30, 2004.

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

EPA anticipates award of 1-3 cooperative agreements resulting from this competition.

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

1. Consultations with the recipient on the preparation of detailed quarterly reports and other written and oral communications.
2. 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 initial awards, in any combination, of up to a total of \$185,000, 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.

Initial award amounts may vary between \$20,000 and \$185,000. Anticipated allocations among possible awards may be viewed in *Section III(B)(1), Program Emphasis*.

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 application.

**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 these 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 150 points possible.

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

<b>Program Emphasis 1</b>	
Clearly stated goals and objectives that encourage and support local programs to mitigate climate change and/or the urban heat island effect	20
History of participation in local climate change initiatives, and established relationship with wide network of local governments	15
Ability to work effectively with local communities across the United States, with diverse infrastructures, obstacles to action, and economic situations	15
Familiarity with existing local climate change action plans	15
Proven quantification methodology for local ghg reduction actions	15
Proven delivery mechanism to reach intended audience	10
Program that is sustainable and replicable	10
Organizational and administrative capacity to carry out planned work including demonstrated technical proficiency and experience working on these or related environmental topics.	10
Reasonable time-frame and budget	10
Framework for evaluation of success, including greenhouse gas emissions reductions and air quality, health, and economic co-benefits	10
<b>Total Points for Emphasis 1</b>	<b>130</b>

**Program Emphasis 2**

Clearly stated goals and objectives that encourage and support local programs to mitigate climate change and/or the urban heat island effect	20
Established relationships with New England communities active on climate change	20
Ability to link local communities with state or regional efforts on climate change (e.g., the New England Governors'-Eastern Canadian Premiers' Action Plan)	20
Established relationships with stakeholder groups working on climate change.	20
Framework for evaluation of success, including greenhouse gas emissions reductions and air quality, health, and economic co-benefits	10
Proven delivery mechanism to reach intended audience	10
Organizational and administrative capacity to carry out planned work including demonstrated technical proficiency and experience working on these or related environmental topics	10
Program that is sustainable and replicable	10
Reasonable time-frame and budget	10
<b>Total Points for Emphasis 2</b>	<b>130</b>

### **Program Emphasis 3**

Clearly stated goals and objectives that encourage and support local programs to mitigate climate change and/or the urban heat island effect	20
Demonstrates technical and analytic proficiency on heat island issues, and exhibits ability to distill clear message that resonates with target audience	20
History of working on heat island mitigation or related impact-areas, which may include public health, air quality, energy efficiency, city planning, or climate change mitigation.	20
Experience building stakeholder coalitions to address environmental or public health issues.	20
Organizational and administrative capacity to carry out planned work including demonstrated technical proficiency and experience working on these or related environmental topics	10
Framework for evaluation of success, including greenhouse gas emissions reductions and air quality, health, and economic co-benefits	10
Proven delivery mechanism to reach intended audience	10
Program that is sustainable and replicable	10
Reasonable time-frame and budget	10
<b>Total Points for Emphasis 3</b>	<b>130</b>

## **VI. Evaluation and Selection**

A team chosen to address a full range of climate change, heat island, and air quality concerns and EPA program expertise will evaluate each application. The team will base its evaluation solely on the criteria identified in this notice. Evaluations of each application will be converted to a percent score, averaged, and ranked. Completed evaluations will be referred to a committee of OAP managers who are responsible for final selection. This final selection may depart from strict rank order in order to achieve the fund allocations described earlier in this solicitation.

The Office of Atmospheric Programs expects to complete the Evaluation/Selection process and make recommendations to the grants office by June 3, 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. Applications**

The application must be submitted with the completed federal grant application forms and be a maximum of ten (10) 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 application 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 would be available in September 2003).
5. Project purpose: goals and objectives
6. Description of collaborative activities and partnerships with other stakeholders if applicable
7. Work plan -- The narrative work plan should not exceed 5 pages and should include:
  - a. project objective and goals
  - b. detailed description of all tasks;
  - c. dates of initiation and completion;
  - d. products and deliverables; and
  - e. proposed budget for each task
8. Report Schedule: Acknowledgment of quarterly report requirement (schedule established by EPA) and planned final report submission date
9. 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.

*Applications from eligible entities which were previously submitted, evaluated, but not selected*

*for this funding in the past 2 years, may be resubmitted for consideration.*

### **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 by regular or express mail on or before midnight May 9, 2003. Applications received after the deadline date will not be considered for funding. Please provide an original and one copy, plus one fully-completed and signed Application for Federal Assistance. The application package should be addressed to:

1. Mailing Address (USPS mail only):

Andrea Denny (Mail Code 6205J)  
OAR Office of Atmospheric Programs  
State and Local Capacity Building Branch  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

2. Express Delivery (Fed Ex, UPS, etc):

Andrea Denny (Mail Code 6205J)  
OAR Office of Atmospheric Programs  
State and Local Capacity Building Branch  
U.S. Environmental Protection Agency  
501 3<sup>rd</sup> St., NW, Room 267  
Washington, DC 20460

Applications e-mailed or faxed will serve only as a placeholder and must be followed by an original signature document and 1 copy, 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 Andrea Denny at: (202) 565-2096 (fax) [denny.andrea@epa.gov](mailto:denny.andrea@epa.gov) (email).

### **DEADLINE FOR COMPLETED FINAL PROPOSALS**

**Must be received no later than midnight on**

***May 9, 2003***

