

**REQUEST FOR GRANT APPLICATIONS:  
REGION III REGIONAL GEOGRAPHIC INITIATIVE PROJECTS  
EPA.R3 OPM-04-01**

**OVERVIEW INFORMATION**

**Federal Agency Name** - Environmental Protection Agency, Region III

**Funding Opportunity Title** - Region III Regional Geographic Initiative (RGI) projects.

**Announcement Type** - Initial request for applications

**Funding Opportunity Number** - EPA.R3OPM-04-01

**Catalog of Federal Domestic Assistance (CFDA) Number** - 66.610: Surveys, Studies, Investigations and Special Purpose Grants within the Office of the Administrator

**Dates** - Applications must be postmarked to the Regional Office by 5 p.m. Eastern Daylight Savings Time, Friday, July 16<sup>th</sup>, 2004. Applications should also be submitted for intergovernmental review at this time in accordance with Executive Order 12372.

**FULL TEXT OF ANNOUNCEMENT**

**I. Funding Opportunity Description**

EPA Region III is soliciting assistance applications for grants or cooperative agreements which address the National RGI Criteria and regional strategic priorities. RGI grants fund unique, geographically-based projects that support the Agency's ability to protect human health and the environment.

RGI projects are used as "seed" or "start-up" funds that further regional strategic initiatives. Region III is specifically looking for projects that are multi media in nature, showcase innovation, promote collaboration, and identify opportunities for leveraging other sources of funding. Emphasis will be placed on projects that would result in environmental or human health outcomes within a specific time frame.

It is our intention to approve RGI assistance agreements under the following statutes:

1. Clean Water Act, Section 104
2. Safe Drinking Water Act, Section 1442
3. Solid Waste Disposal Act, Section 8001
4. Clean Air Act, Section 103
5. Toxic Substances Control Act, Section 10

6. Federal Insecticide, Fungicide, and Rodenticide Action, Section 20
7. Comprehensive Environmental Response, Compensation and Liability Act, Sections 104 and 311
8. Marine Protection, Research and Sanctuaries Action Section 203
9. Pollution Prevention Act, Section 6605
10. National Environmental Education Act, Section 6

#### **A. National RGI Criteria**

The projects must address one or more of the following:

- **Places, sectors or innovative projects.** Places can be urban or rural, watersheds or airsheds, coasts or highlands, river corridors or transportation corridors. Scale can be local (from neighborhoods to watersheds), and cover an ecosystem. They must, however, be less than national in scope. Places should be tied together socially, environmentally or politically.
- **Be based on a regional, state or other strategic plan.** Problems addressed can be health or ecosystem, preferably both as in the long term they are inseparable, and should reflect the local condition (e.g. economic and social sustainability).
- **Address problems that are multi-media in nature or fill a critical gap in the protection of human health and the environment.** Multi-media is defined as a combination of media coordinated under one project or set of projects. Air, water or waste problems of significance may anchor the effort, however.
- **Demonstrate state, local and/or other stakeholder participation.** Participation is preferable at all stages of project development and implementation. Discuss the likelihood that this project will be adopted/continued after initiative funds are no longer available.
- **Identify opportunities for leveraging other sources of funding.**

#### **B. Regional Strategic Priorities**

The projects also must produce measurable results in one of the following regional strategic priorities:

- **Watershed Restoration** - Source Water protection, Acidification, Water Supply, Wet Weather, TMDL's.

- **Reducing Environmental Exposure to Sensitive Populations** - reduce lead exposure in children (via outreach to landlords on regulatory requirements); reduce asthma in children and elderly, reduce exposures to pesticides, asbestos, radon and harmful food exposures.
- **Enhancing Environmentally Responsible Development** - Low impact development projects, Greenways, Transportation, Economic Development, Energy star/green energy; minimize environmental impacts; green architecture (minimize storm water).

## **II. Award Information**

### **A. Funding:**

EPA Region III plans to award funding of approximately one million dollars with individual grants ranging from \$25,000 to \$150,000.

The number of awards will depend on individual project costs.

Awards will be made for projects starting October 1, 2004 or later with performance periods not to exceed two years.

***Should additional funding become available for award the Agency may award additional grants based on this solicitation and in accordance with the final selection process, without further notice or competition.***

### **B. Type of Awards:**

Grants or Cooperative Agreements. A Cooperative Agreement will be used if there is substantial involvement, participation or collaboration between the EPA and the recipient during the performance of the workplan. If applicable, EPA involvement should be formally documented in the workplan or a condition may be added in the award agreement.

## **III. Eligibility Information**

**A. Eligible Applicants** - Assistance under this program is available to state, city, and township governments, special district governments, independent school districts, state controlled institutions of higher education, nonprofits other than institutions of higher education [includes community action agencies and other organizations having a 501(c)(3) status], private institutions of higher education and Indian Tribes.

**B. Cost Sharing or Matching** - There are no cost share or matching requirements for these projects.

### **C. Other Eligibility Requirements**

**Preliminary Eligibility Screening Requirements** - To be considered for funding, eligible applicants **must meet** all of the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the application for funding consideration:

1. Work must benefit the Region III geographic area of Pennsylvania, Delaware, Maryland, Virginia, West Virginia, and/or the District of Columbia;
2. The project must address one or more of the National RGI Criteria (Section I.A. of this announcement);
3. The project must address one or more of the regional strategic priorities (Section I.B. of this announcement);
4. The project must meet all format and content requirements contained in this announcement; and
5. The project must comply with the directions for submittal contained in this announcement.

**Incomplete proposals or proposals that do not meet the eligibility requirements will be returned to the applicant without being reviewed.**

### **IV. Application and Submission Information**

**A. Address to Request Application Package** - Standard Form 424 and other application forms may be obtained from the following website: <http://www.epa.gov/region3/grants/appforms.htm> or by contacting Barbara L. Latsios at the phone number/address listed in Section IV.F. of this announcement.

**B. Content and Form of Application Submission** - The following format must be used for all applications submitted:

- 1) Completed Page 1 of Standard Form SF-424, Application for Federal Assistance.
- 2) Completed Pages 1 and 2 of Standard Form SF-424A, Budget Information- (See Allowable Costs Section E. below).
- 3) Completed Assurances Form SF-424B.

- 4) Completed Certification Regarding Lobbying.
- 5) Completed SF-LLL, Disclosure of Lobbying Activities, if applicable.
- 6) Completed EPA Form 4700-4, Preaward Compliance Review Report.
- 7) Statement regarding whether this application is a continuation of a previously funded project. If so, please provide the assistance number and status of the current grant/cooperative agreement.
- 8) Cover Page including: Project Title; Name of Applicant; Project Contact; Regional Strategic Priority(ies) Addressed; Geographic Location affected by the project; and Community/Target Audience.
- 9) A narrative addressing each evaluation criteria separately and in the order shown in Section V, Application Review Information of this announcement.
- 10) Project narrative containing:
  - a) Project Goals (describe in measurable terms the environmental or human health issue to be addressed and how it will address one or more of the National and Regional criteria)
  - b) Project Tasks (outline the steps you will take to meet the project goals)
  - c) Schedule (list when you expect to complete significant steps and milestones).
  - d) Project Results/Evaluation (describe how you will measure and evaluate the results of your project).
  - e) Detailed itemization of the amounts budgeted by individual Object Class Categories (see Allowable Costs Section IV.E., of this announcement).
  - f) Indirect Cost Rate Agreement, as applicable.
  - g) Brief description of staffing and funding resources available to implement the proposed project including the number of workers and staff qualifications (no resumes are required).
  - h) Brief description of the applicant organization, experience related to the regional strategic priorities (watershed restoration, reducing environmental exposure to sensitive populations, and enhancing environmentally responsible development), and the organization's infrastructure as it relates to its ability to implement the proposed project.

**C. Submission Dates and Times** - EPA will consider all applications which are postmarked by the U.S. Postal Service or date stamped by courier service, on or before 5 p.m. Eastern Daylight Savings Time, Friday, July 16, 2004. **Applicants must submit two hard copies of their proposal along with a diskette or CD containing all forms in PDF format and narrative statements in either Corel WordPerfect or Microsoft Word formats. Applications received after the due date and time will not be considered. Email and fax submissions will not be accepted.**

**D. Intergovernmental Review** - Applications submitted under this announcement are subject to intergovernmental review under Executive Order 12372, Intergovernmental Review of Federal Programs. Applications must be submitted to the state Single Point of Contact (SPOC), if one exists in your state, at the same time it is submitted to EPA. For information on the State process and the name and address of the SPOC, refer to the Office of Management and Budget's webpage at: <http://www.whitehouse.gov/omb/grants/spoc.html>

**E. Funding Restrictions**

**Allowable Costs** - EPA grant funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. Ineligible costs will be reduced from final grant award.

**F. Other Submission Requirements**

If you have a project that meets the criteria, you must submit an application to:

U.S. Environmental Protection Agency, Region III  
1650 Arch Street  
Philadelphia, PA 19103-2029  
ATTN: Barbara L. Latsios, 3PM60  
Telephone Number: 215-814-5384

**G. Pre-Application Assistance** - None planned.

## **V. Application Review Information**

### **A. Evaluation Criteria**

Applications that meet the eligibility requirements will be evaluated and ranked based on the application evaluation criteria listed below.

Application Evaluation Criteria: Please address each evaluation criteria separately and in the order which it is shown. Refer to **Section IV. Application and Submission Information; B. Content and Form of Application Submission.**

The maximum score of 100 points can be reached as follows:

1. **Strategic Priority and Innovation:** The proposal has clearly described how it will support one of the National RGI Criteria (Section I.A. of this announcement); will support one of the Regional Strategic Priorities (Section I.B. of this announcement); and showcases innovation. (30 points)

2. **Project Goals and Objectives:** The proposal has clearly stated measurable goals and objectives. It describes how the project will meet the goals and objectives, and will address the environmental or human health issue(s) and achieve environmental results in a specific geographic area within a two-year time frame. (20 points)

3. **Partnerships:** The proposal demonstrates a financial commitment from organizations or individuals and the importance of the environmental or human health issue(s) to be addressed to the community(ies) or target audiences(s). It describes how the partnership functions and how it will carry out the work of the proposed project. (20 points)

4. **Budget:** The budget emphasizes that government funds will be used to effectively execute the goals and objectives of the proposed project. The detailed explanation should be specific and conform to the line items shown below (20 points):

| <b>Line Item</b> | <b>Information that the applicant must provide</b>  |
|------------------|---|
| Salaries         | List individual positions and the percentage of each individual's annual salary to be covered.  |
| Fringe Benefits  | Provide the fringe benefit rate as a percentage of salaries.  |
| Travel           | Travel must be project related - give a brief explanation and provide an itemization, i.e., number of trips, miles, mileage rate, per diem, etc.. |

|                         |   |
|-------------------------|---|
| Equipment               | Describe each item. (Tangible non-expendable personal property with a useful life of more than one year and an acquisition cost of \$5,000 or more per unit.) |
| Supplies/Materials      | Provide an itemization of the types of supplies/materials for which funding is requested. Supplies should include expendable items only.                      |
| Contractual Services    | Provide a description of each service being contracted with a justification for the requested level of funding.   |
| Other (please describe) | List other direct project expenses (e.g., postage, long distance phone charges, etc.).  |
| Indirect Costs          | Provide a copy of the indirect cost negotiation agreement with your cognizant federal agency, if applicable.  |

5. **Evaluating Success:** The proposal demonstrates how information about the project, including performance data, will enable EPA and the public to evaluate the success of the project (benefits the public or advances scientific knowledge based on the seriousness, extent, and urgency of the environmental problem toward which the project is directed). The proposal clearly states the time frame within which results will be achievable. (10 points)

## **B. Review and Selection Process**

Awards will not be made exclusively based on the evaluation. Awards will be divided among the states in order to serve and reflect the geographic diversity of the Region and among each of the three regional strategic priorities.

**Review Team** - Applications will be evaluated by an EPA Region III review team which will consist of staff from a cross-section of EPA programs.

**Selection Official** - Final selection of applications will be made by the Region III Regional Administrator.

**Dispute Resolution Process** - Procedures at 40 CFR 30.63 and 40 CFR 31.70 apply.



## **VI. Award Administration Information**

### **A. Award Notification**

After the applications have been reviewed, evaluated, and ranked, successful applicants will be notified within thirty (30) days regarding the outcome of the competition. Unsuccessful applicants will be notified within thirty (30) days after awards are made.

### **B. Administrative and National Policy Requirements**

**Applicable Regulations** - These projects are subject to EPA's General Grant Regulations: 40 CFR Part 30 "Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations" and 40 CFR Part 31 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments", as applicable. Applicants will also be subject to the requirements of 40 CFR 32 regarding debarment, suspension and a drug-free workplace.

Successful applicants may be requested to provide written accounting and procurement procedures in accordance with the general regulations prior to award. For workplans that involve the use of environmental data, successful applicants will need to comply with quality assurance requirements found in 40 CFR 30.54 and 40 CFR 31.45.

**C. Reporting** - Successful applicants will be required to submit to EPA quarterly performance reports to illustrate their progress and document any issues or challenges, and a final report.

## **VII. Agency Contacts**

Barbara L. Latsios, RGI Coordinator at [latsios.barbara@epa.gov](mailto:latsios.barbara@epa.gov) or 215-814-5384.

## **VIII. Other Information**

**Confidential Business Information** - Applicants should clearly mark information contained in their application which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B. If no such claim accompanies the application when it is received by the EPA, it may be made available to the public by EPA without further notice to the applicant.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award.

EPA reserves the right to reject all applications and make no awards.