

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: UNDERGROUND STORAGE TANK COMPLIANCE ASSISTANCE AND TRAINING SUPPORT IN INDIAN COUNTRY

ACTION: Request for Proposals (RFP)

RFP NO: EPA-OLEM-OUST-16-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.804

DATES: The closing date and time for receipt of proposal submissions is March 11, 2016, 11:59 p.m. ET. Proposals must be submitted electronically through www.grants.gov by 11:59 p.m. Eastern Time on March 11, 2016 to receive consideration. Proposals received after 11:59 p.m. ET on March 11, 2016, will not be considered.

SUMMARY: This notice announces the availability of funds and solicits proposals to promote the prevention of releases from federally-regulated underground storage tanks (USTs) in Indian country and the compliance of UST facilities in Indian country with federal regulations. Funding under this announcement shall be used for activities that support UST compliance in Indian country through education of owners and operators, training opportunities for Tribal government personnel, and Tribal UST compliance program development and collaboration. The goals of this cooperative agreement are to provide Tribal governments and UST facilities in Indian country with training, compliance assistance, and collaborative opportunities.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is \$1,000,000. Maximum funding in FY2016 shall not exceed \$200,000. EPA anticipates award of one cooperative agreement from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations. Cooperative agreements awarded will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds. (*Refer to Section 2(A).*)

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SECTION 1 - FUNDING OPPORTUNITY DESCRIPTION

A. Background

Over 2,500 active underground storage tanks (USTs) at about 900 facilities in Indian country in the United States contain petroleum or hazardous substances regulated by the U.S. Environmental Protection Agency (EPA). About 195 federally-recognized Indian tribes (Tribes) have active or closed USTs within the exterior boundaries of their reservations. EPA implements the UST program in Indian country and is committed to strengthening partnerships with Tribes.

Releases from USTs—for example from spills, overfill, or leaking USTs and piping—can threaten human health and the environment. The lack of proper operation and maintenance is one of the major causes of new releases from USTs.

EPA continues to support efforts to improve compliance with environmental regulations and prevent releases at UST facilities in Indian country. Compliance assistance, a tool EPA uses to improve a regulated community's compliance with regulations, may include activities, tools, or technical assistance that provides clear and consistent information for helping the regulated community understand and meet its obligations under environmental regulations.

For more information on EPA's UST program in Indian country, please go to <http://www2.epa.gov/ust/underground-storage-tanks-usts-program-indian-country>.

B. Project Description

EPA's Office of Underground Storage Tanks (OUST) is soliciting proposals to promote the prevention of releases from federally-regulated USTs in Indian country through compliance assistance, training, and Tribal program development. Funding under this announcement is for activities that support compliance assistance (such as providing interactive training) for UST owners and operators in Indian country; engaging, interactive training for Tribal government and non-government personnel involved with Tribal environmental programs (Tribal personnel); Tribal UST compliance program development; collaborative efforts among Tribes and other government and non-government entities; and, information exchange.

The goal of the proposed project is to provide Tribes and UST owners and operators in Indian country with compliance assistance and engaging, interactive training opportunities provided by an entity with extensive UST field knowledge and training expertise, including activities such as communication, technical information exchange, and programmatic support.

A general description of activities associated with this project follows. There is no requirement that an applicant (you) include all of the possible types of activities or subject areas in your proposal. You may propose additional or alternative subject areas that achieve the objectives of the project description for this request for proposal (RFP).

1. Targeted UST Compliance Assistance For Owners And Operators Of UST Facilities In Indian Country

- Conduct targeted, engaging, and interactive compliance assistance training provided by an experienced UST trainer for owners and operators of facilities in Indian country who are not currently receiving technical assistance or training from other entities, such as a Tribal government or Tribal consortia. Explain (and demonstrate when practicable, such as using hands-on techniques) to owners and operators the proper operation and maintenance of UST equipment in general, and equipment particular to their facility; identify and address existing compliance issues; and discuss the necessary testing, financial responsibility, recordkeeping requirements, and other regulatory requirements as referenced in 40 CFR Part 280.
- Provide owners and operators with general and facility-specific UST compliance materials, when possible, such as information manuals, maintenance checklists, recordkeeping forms, and training CDs. Develop materials in coordination with EPA.
- Coordinate and collaborate with EPA and Tribes to prioritize and schedule locations for onsite compliance assistance training courses. Communicate training schedules to EPA, Tribes, and other interested entities at least 120 days in advance. Provide EPA with a list of attendees in a quarterly progress report.

2. UST Compliance Training For Tribal Personnel

- Provide basic UST program management and compliance training to Tribal personnel given by an experienced UST trainer, in an engaging and interactive manner, on the proper operation and maintenance of UST equipment, financial responsibility, recordkeeping, and the federal UST requirements as referenced in 40 CFR Part 280. Include a component that teaches Tribal personnel to conduct onsite compliance assistance for owners and operators and compliance monitoring inspections of facilities. Conduct specialized training, as needed, on specific UST-related topics such as automatic tank gauges and cathodic protection.

An experienced UST trainer should provide the training discussed above in an engaging and interactive manner using various forms as appropriate, such as classroom education, interactive workshops, online, CD, and video trainings. Hold classroom trainings and workshops in centrally located or accessible sites in or near Indian country in order to reach the widest possible audience. Develop the training program and course materials in coordination with EPA and interested Tribes.

- Coordinate and collaborate with EPA and interested Tribes to prioritize and schedule training locations. Communicate training schedules to EPA, Tribes, and other interested entities at least 120 days in advance. Provide EPA with a list of attendees in a quarterly progress report.

- Provide attendees with compliance training materials such as information manuals, guidance documents, checklists, workbooks, forms, and training CDs. Develop materials in coordination with EPA.
- Arrange training logistics and provide travel funding support, as needed, for Tribal personnel to attend compliance training classes conducted by you or other organizations.
- Conduct program-related administration activities such as: develop courses; register participants; provide completion notices; and, keep records.

3. Tribal UST Program Development and Collaboration

- Develop collaborative networks to improve Tribal UST programs, increase Tribal involvement in UST-related activities, and improve UST compliance in Indian country. Where appropriate, assist in developing potential collaborative networks among Tribes and between Tribes and other organizations involved in UST regulatory activities.
- Encourage and support accelerated Tribal awareness, interest, and involvement in UST compliance and program management activities.
- Arrange event logistics and provide travel funding support, as needed, for Tribal personnel to attend program development events facilitated by you or other organizations.
- Communicate event schedules to EPA at least 120 days in advance. Provide EPA with a list of attendees in a quarterly progress report.

Please note that you must limit your activities to building the capacity of Tribes to carry out their UST programs rather than actual implementation of tribal UST programs.

4. Communication and Information Sharing

- Communicate and disseminate current federal, Tribal, and appropriate state UST program information to Tribes.
- Solicit input from Tribes, where possible, to encourage UST information exchange, increase communication, and continue improvements in compliance activities and training. Collect and disseminate Tribal success stories and best practices to share with other Tribes and EPA.

- Identify opportunities for enhancing Tribal knowledge in relevant, focused, UST program areas. Identify areas where compliance assistance could be improved and develop suggestions for compliance projects, focus areas, or trainings.
- Attend appropriate conferences, meetings, workshops, and seminars on UST compliance and release prevention issues to gather and disseminate information to Tribes in training classes, communication networks, and meetings.

Please note that you must limit your activities to building the capacity of Tribes to carry out their UST programs rather than actual implementation of tribal UST programs.

C. EPA Strategic Plan Linkage

The project selected for award through this competition will support progress towards EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 2 (Preserve Land). Specifically, the work supported will train Tribes and UST owners and operators within Indian country on the proper operation and maintenance of UST systems to prevent releases, spills, and overfills to the environment.

(View EPA’s strategic plan at <http://www.epa.gov/planandbudget/strategicplan>)

D. Measuring Environmental Results: Anticipated Outcomes/Outputs

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA requires that all grant applicants and recipients adequately address environmental outcomes and outputs. Outcomes and outputs differ both in their nature and in how they are measured. Applicants must discuss environmental outcomes and outputs in their proposed work plan.

1. **Outcomes.** The term “outcomes” refer to 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, must be quantitative, and may not necessarily be achievable during the project period. EPA anticipates outcomes from the project awarded under this announcement will include:
 - a. Improved understanding of UST regulations by owners and operators of federally-regulated facilities in Indian country and Tribal personnel, a corresponding improvement in significant operational compliance rates of UST facilities in Indian country, and a reduction in new UST releases.
 - b. Increased understanding of UST regulations by Tribal personnel resulting in improved Tribal environmental decision making, including how to respond to UST compliance needs and how to address and resolve noncompliance.
 - c. Identify project and training areas where compliance assistance could be improved.

2. **Outputs.** The term “output” means an environmental activity, effort, 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. EPA anticipates outputs from the project awarded under this announcement will include:
 - a. Develop engaging and interactive training programs that demonstrate effective transfer of skills.
 - b. Deliver engaging and interactive training to Tribes in areas where compliance assistance could be improved.
 - c. Develop collaborative UST networks that promote the prevention of releases from federally-regulated USTs and compliance of facilities with federal UST regulations in Indian country.
 - d. Distribute UST-related compliance and prevention information to Tribes and owners and operators within Indian country.
 - e. Increase the number of previously untrained UST owners and operators participating in compliance assistance training per year.
 - f. Increase the number of previously untrained Tribal personnel completing UST compliance trainings per year.
 - g. Increase the number of previously untrained Tribal personnel completing Tribal UST compliance inspector training courses per year.
 - h. Increase the number of previously untrained Tribal personnel attending advance, specialized trainings through support from the recipient per year.

E. Supplementary Information.

The statutory authority for the assistance agreement awarded by EPA under this announcement is the Solid Waste Disposal Act of 1976 as amended, Sections 8001, 9013, 42 USC §§6981, 6991 and other applicable provisions of Subtitle I, Energy Policy Act of 2005, Title XV, Ethanol And Motor Fuels, Subtitle B, Sections 1521 - 1533, Public Law 109-58, 42 U.S.C. 15801; Public Law 105-276 codified at 42 USC §6908a; and EPA's Annual Appropriations Act.

SECTION 2 – AWARD INFORMATION

A. What is the amount of available funding?

The total estimated funding available under this competitive opportunity is \$1,000,000, subject to the availability of funds, quality of proposals received and other applicable considerations. In FY16, maximum funding shall not exceed \$200,000. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

EPA reserves the right to make additional awards under this competition, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of the original selection decision. EPA reserves the right to reject all proposals and make no awards under this announcement or make fewer awards than anticipated.

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

EPA anticipates award of one cooperative agreement from this announcement.

A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement throughout the performance of the project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient’s performance; collaboration during the performance of the scope of work; in accordance with 2 CFR 200.317 and 2 CFR 200.318, as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

C. Will proposals be partially funded?

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

D. What is the project period for award(s) resulting from this solicitation?

The estimated start date for the award resulting from this announcement is May 2016. All project activities must be completed within the negotiated project performance period of five years.

SECTION 3 – ELIGIBILITY INFORMATION

A. Eligible Entities

Prevention, detection and compliance assistance agreements are only available to Federally-recognized Tribes and Intertribal Consortia that must meet the requirements, as described in the Federal Register Notice, Vol. 67, No. 213, pp. 67181-67183, "Update to EPA Policy on Certain Grants to Intertribal Consortia." For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy. Additionally, EPA may limit competition under this CFDA to Tribes and Inter-Tribal Consortia.

B. Cost Sharing or Matching

No matching funds are required under this competition. Although cost sharing/matching is not required as a condition of eligibility under this competition, under Section 5 of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (*See Section 4 of the announcement*). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share must include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (2 CFR 200.306).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR 200.

Other leveraged funding/resources that are not identified as a voluntary cost share. This form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 2 CFR Parts 200 or 1500.

C. Threshold Eligibility Criteria

Proposals must meet the following “threshold criteria” by the time of proposal submission to be considered for funding. Only proposals from eligible entities (*see Section 3*) that meet all of these criteria will be evaluated against the ranking factors in Section 5 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. Your proposal must substantially comply with the proposal submission instructions and requirements in Section 4 of this announcement or EPA will reject it. However, where a page limit is expressed in Section 4 with respect to the proposal, pages in excess of the page limitation will not be reviewed.
2. In addition, initial proposals must be submitted through [Grants.gov](https://www.grants.gov) as stated in Section 4 of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section 4) on or before the proposal submission deadline published in Section 4 of this announcement. Applicants are responsible for following the submission instructions in Section 4 of this announcement to ensure that their proposal is timely submitted.
3. Proposals 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](https://www.grants.gov) or relevant [SAM.gov](https://www.sam.gov) system issues. An applicant’s failure to timely submit their proposal/application through [Grants.gov](https://www.grants.gov) because they did not timely or properly register in [SAM.gov](https://www.sam.gov) or [Grants.gov](https://www.grants.gov) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their proposal with Lela Hagan at Hagan.lela@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
4. Proposals must support EPA Strategic Plan Goal 3 (Cleaning Up Communities and Advancing Sustainable Development), Objective 2 (Preserve Land). Specifically, you

must discuss how the proposed activities will prevent land contamination by promoting the prevention of releases from UST systems and compliance with federal regulations. These activities will provide opportunities for Tribes and UST owners and operators across Indian country to learn how to properly operate UST systems and protect their lands from UST releases. (See Section 1.C, EPA Strategic Plan Linkage.)

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.

SECTION 4 – PROPOSAL 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. 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) *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
US EPA
1200 Pennsylvania Avenue, N.W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

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

In the request, you 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 you lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access which prevents you from being able to upload the required application materials through [Grants.gov](https://www.grants.gov).

EPA will only consider alternate submission exception requests based on the two reasons stated above and will respond timely to the request -- all other requests will be denied. If EPA approves an alternate submission method, you will receive documentation of this approval and further instructions on how to apply under this announcement. You 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 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 proposal submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2015, it is valid for any competitive or non-competitive proposal submission to EPA through December 31, 2015). You need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. You 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, you 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 7 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. Submission 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 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 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 Adobe Reader Compatibility Information on Grants.gov

You may also be able to access the application package for this announcement by searching for the opportunity on Grants.gov. Go to Grants.gov and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OLEM-OUST-16-03, or the CFDA number that applies to the announcement (CFDA 66.804), 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 Grants.gov. To find the synopsis page, go to 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 EPA through Grants.gov no later than March 11, 2016, 11:59 p.m. ET. Please allow 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:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Narrative Proposal (Project Narrative Attachment Form) - prepared as described in *Section 4.E, Content and Form of Proposal* of this announcement.

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 Lela Hagan, at (703) 603-7145. Failure to do so may result in your application not being reviewed.

C. 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 [Grants.gov](https://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 Lela Hagan with the FON in the subject line. If you are unable to email, contact Lela Hagan at (703) 603-7145. Be aware that EPA will only consider accepting applications that were unable to transmit due to [Grants.gov](https://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 [Grants.gov](https://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 Lela Hagan at (703) 603-7145.
 - b. Unsuccessful transfer of the application package: If a successful transfer of the application cannot be accomplished even with assistance from [Grants.gov](https://www.grants.gov) due to

electronic submission system issues or unforeseen exigent circumstances, send an email message to Hagan.lela@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](http://www.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 Lela Hagan 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.

E. Content and Form of Proposal

The following documents are required for all proposal packages. All proposal packages must contain a “Narrative Proposal,” on completed and signed Standard Form 424 (Sf-424), “Application for Federal Assistance,” and a budget narrative. The “Narrative Proposal,” a maximum of 15 pages in length, must explicitly describe the your proposed project and specifically address each of the applicable evaluation criteria disclosed in *Section 5(A), Evaluation Criteria*, and the relevant threshold eligibility criteria in *Section 3(C)*.

1. **Standard Form 424 (SF-424), Application for Federal Assistance.**

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Include the organization fax number and email address in Block 5 of the SF-424. Include your organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number on the SF-424. You may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. **Standard Form (SF-424A), Budget Information.**

Complete the form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Show the total amount of federal funding you are requesting for the project period on line 5(e) and on line 6(k) of SF-424A; the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (for example, personnel costs and fringe benefits), and the amount should be indicated on line 22.

3. **Narrative Proposal.**

Narrative Proposals must be concise, well organized, and not exceed 15 typed, single-line spaced, 8 1/2 x 11” pages. The cover page, item “a” below, is included in this page limit. The Narrative Proposal must provide the information detailed in this section and **include responses to all *Section 3(C), Threshold Eligibility Criteria, Section 5(A), Evaluation Criteria, as well as the information identified in Section 1, Funding Opportunity Description***. Factual information about your proposed project must be provided. Do not include discussions of broad principles that are not specific to the proposed work or project covered by your proposal. **Responses to evaluation criteria should include the criteria number and title but need not restate the entire text of the criteria.**

Sufficient detail must be provided to allow for an evaluation of the merits of the proposal. Vague descriptions, redundancy, and failure to address the selection criteria will result in a lower ranking.

The Narrative Proposal (*Sections “a” and “b” below*) must substantially conform to the following outline and content:

- a. **Cover Letter.** The cover letter must include a brief description of your project, be written on your organization’s official letterhead, and signed by an official with the authority to commit your organization to the proposed project. The cover letter must also include:
 - i. **Project Title.**
 - ii. **Applicant Information.** Provide the name and full address of the organization applying for funds. This is the agency or organization that will be receiving the grant and will be accountable to the EPA.
 - iii. **Contacts.** Provide phone/fax numbers, e-mail address, and mailing address of the Project Manager and head of organization/Executive Director responsible for the project application. These individuals may be contacted if other information is needed.
 - iv. **Cooperative Partners.** Provide names and phone numbers of individuals and organizations that have agreed to participate in the implementation of the project, if any.
 - v. **Funding Requested.** Specify total amount you are requesting from EPA. The total funding requested amount may not exceed \$1,000,000, excluding any in-kind contribution or match. Proposals requesting federal assistance funding in excess of this value will not be considered. Identify funding from other sources, including cost share or in-kind resources.
 - vi. **Project Period.** Specify anticipated beginning and ending dates.
- b. **Detailed Project Narrative.** The project description should provide the information below on how the applicant will implement and conduct its project and discuss how the proposal addresses each of the evaluation criteria in *Section 5* of this announcement.
 - i. **Project Description.**
Provide a description of how you will implement and conduct the proposed project activities as referenced in *Section 1(B), Project Description*, and program objectives. (1) Describe specific actions, tasks, and methods, the responsible organizations performing each, and estimated start and completion dates for each

task or responsibility; (2) Describe associated work products you will develop; (3) Explain project benefits to the public and specifically the potential audience(s) served; (4) Describe your role and partners roles, if any; (5) Describe your organization and its experience related to the proposed project; (6) Describe your staff's expertise, qualifications, knowledge, and resources or your ability to obtain them to achieve the goals of the proposed project.

ii. **Programmatic Capability and Environmental Results Past Performance.**

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA 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, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from 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 past 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. In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

iii. **Performance Measurement: Anticipated Outcomes and Outputs.**

Anticipated Outcomes. Specify the expected environmental outcomes as described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement. Discuss how you propose to track and measure your progress towards achieving the project outcomes and results. (Refer to *Section 5(A), Evaluation Criteria, Performance Measurement.*)

Anticipated Outputs. Identify the expected project outputs, including those described in *Section 1(D), Measuring Environmental Results: Anticipated Outcomes/Outputs* of this announcement and how you will track and measure your progress towards achieving the expected project outputs. Outputs,

quantitative or qualitative, must be measurable during the project performance period.

iv. Detailed Budget Narrative and Table

Include a detailed budget narrative and table which clearly explains how you will use funds. Your budget narrative should identify (1) specific tasks for which EPA funding will be used; (2) the costs associated with each task, (3) the costs that you or your partners will fund for each task, if appropriate, and (4) what outputs will be produced as a result of each task (*refer to Section 1.E, Measuring Environmental Results: Anticipated Outcomes/Outputs*). The budget should include information on each major task broken out using the following cost elements:

1. Personnel
2. Fringe Benefits
3. Contractual Costs
4. Travel
5. Supplies
6. Equipment
7. Other Costs (be specific)
8. Administrative Costs (other than Indirect Costs)
9. Non-EPA Project Funding. Identify funding from other sources including in-kind resources
10. Total Direct Costs
11. Total Indirect Costs (must include Negotiated Indirect Cost Rate Agreement as documentation of federally-approved indirect cost rate (percentage))
12. Total Project Cost (Total Direct + Indirect Costs). Costs proposed in the budget must be linked directly to the narrative proposal

Use the table below to identify specific tasks for which you will use EPA funds. You are not limited to three tasks. Add more columns, as necessary, to include activities listed in Section 1 of this announcement.

Format for Budget Table

Budget Categories (Required Field)	Project Activities			TOTAL (Required Field)
	Activity 1: (fill in)	Activity 2: (fill in)	Activity 3: (fill in)	
Personnel				
Fringe Benefits				
Contractual				
Travel				
Supplies				

Equipment				
Other Costs				
Administrative				
Total Direct				
Non-EPA Project Funding				
Total Indirect Costs				
Total Project Cost				

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.

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.

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; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

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.

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.

Other Costs - List each item in sufficient detail for 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)

Management Fees: When formulating budgets for proposals or applications, you must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with 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 EPA assistance agreements. You may not use management fees or similar charges to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- v. **Leveraging.** Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.
 - vi. **Expenditure of Awarded Grant Funds.** Describe your organization's procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- c. **Attachments.** The following documents shall be included as attachments to the narrative proposal. These documents will not count as part of the 15-page limit and do not have an individual page limitation. Please provide a list of all attachments to the proposal. EPA will not consider attachments to the proposal beyond those you list.
- i. **Letters of Support.** You may include letters of support from organizations with which your that you have been involved with which describe your involvement with the organization and a contact name and information from the supportive organization. You may include letters confirming commitments.

- ii. **Documentation or evidence of current nonprofit status** under Federal, state, or Tribal law, if applicable.
- iii. **Negotiated Indirect Cost Rate Agreement.**
- iv. **Biographical Sketch.** Resumes or curriculum vitae for all Principal Investigators and any other key personnel.
- v. **Approval Letter to Use Alternate Means to Submit Initial Application,** if applicable.

F. Additional Provisions 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 proposal 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 proposals 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.

SECTION 5 – PROPOSAL REVIEW INFORMATION

All proposals received by the closing date and time for the submission will first be reviewed to determine eligibility for funding based upon compliance with the Threshold Eligibility Criteria in *Section 3(C)*. Only proposals determined eligible will be evaluated for technical merit. Proposals that do not meet the Threshold Eligibility Criteria will not be reviewed according to the evaluation criteria set forth below. **You must directly and explicitly address these criteria** as part of your proposal package. EPA will rate your proposal using a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>Project Description. Under this criterion, EPA will evaluate the extent to which your proposal effectively addresses the scope of work activities described in <i>Section 1(B) of this announcement</i>. The proposal will be evaluated based on the quality and extent to which it:</p> <p>a. Provides a description of the proposed project goals, activities, budget, and milestones in a clear, concise, and realistic manner. (15 points)</p>	35

<ul style="list-style-type: none"> b. Demonstrates a qualitative approach and contribution to overall UST compliance assistance and training for owners and operators and Tribal personnel in Indian country. (10 points) c. Demonstrates a qualitative approach and contribution to overall Tribal UST compliance program development and collaboration for Tribes. (10 points) 	
<p>Programmatic Capability and Environmental Results Past Performance. Under this criterion, the proposal will be evaluated based on your ability to successfully complete and manage the proposed project taking into account your:</p> <ul style="list-style-type: none"> a. Past performance in successfully completing and managing the assistance agreements identified in response to this section. (10 points) b. Organizational experience and plan for timely and successfully achieving the objectives of the proposed project (10 points) c. Staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (10 points) d. History of meeting the reporting requirements under the assistance agreements identified in response to this section including whether you submitted acceptable final technical reports under those agreements and the extent to which you adequately and timely reported on your progress towards achieving the expected outputs and outcomes under those agreements, and if such progress was not being made whether you adequately reported and why not. (10 points) <p><i>NOTE: In evaluating you under items “a” and “d” of this criterion, EPA will consider the information provided by you and may also consider relevant information from other sources including EPA files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items a and d 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.</i></p>	<p>40</p>
<p>Performance Measurement. Under this criterion, EPA will evaluate the extent to which the narrative proposal realistically describes how the project will lead to measurable environmental results (i.e., significant operational compliance increased, number of untrained owners and operators trained, etc.). Your proposal will be evaluated on the quality and extent to which it:</p> <ul style="list-style-type: none"> a. Specifies clearly the anticipated environmental outcomes and outputs. (4 points) b. Describes clearly the measures of success for the project. Measure of success either 	<p>10</p>

<p>should be measures of environmental improvement or directly linked to such measures. EPA will look for quantitative and qualitative measurability. (3 points)</p> <p>c. Describes how success in achieving project outcomes and outputs will be evaluated and measured. Include a description of any planned reports or other deliverables that measure and track the project success and, document achievement of expected outcomes and outputs identified in this section. (3 points)</p>	
<p>Detailed Budget Narrative. This criterion refers to the proposed budget, in-kind goods and services, and other resources that you propose. Your proposal will be evaluated based on the extent that you:</p> <p>a. Provide a detailed write up of the budget using appropriate categories and funding amounts to achieve the proposed objectives. (2 points)</p> <p>b. Include cost estimates for each of the proposed project activities to be conducted using EPA funds. (2 points)</p> <p>c. Describe your approach, procedures, and controls for ensuring that grant funds will be expended in a timely and efficient manner. (2 points)</p> <p>d. Demonstrate your ability to sustain effectively the proposed project by showing realistic start and completion dates of significant tasks and responsibilities. (4 points)</p>	<p>10</p>
<p>a. Leveraging. Under this criterion, applicants will be evaluated based on the extent you demonstrate that you will leverage additional funds/ resources beyond the grant funds awarded to support proposed project activities and, how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities. (5 points)</p>	<p>5</p>

B. Other Factors

The EPA Headquarters Selection Official will make final funding decisions based upon rankings and preliminary recommendations of the EPA evaluation team. In making the final decision, the EPA Headquarters Selection Official may consider programmatic priorities, EPA’s experience with your past performance on other grants, demonstrated ability to provide engaging and interactive training, and demonstrated UST compliance assistance or UST inspector training experience.



C. Review and Selection Process.

All proposals received by the closing date and time for the submission will first be reviewed to determine eligibility for funding based upon compliance with *Section 3(C)*. Only proposals determined eligible will be evaluated for technical merit. Each eligible proposal will be evaluated by a review panel of EPA Headquarters staff for technical merit, based on the evaluation factors detailed in *Section 5(A)* of this announcement.

EPA regions may provide information to the review panel on an applicant's response to the "Programmatic Capability and Environmental Results Past Performance Reporting" ranking criterion. This information may take into account the regional EPA Office's experience, if any, with the applicant's performance on grants managed by the Region.

Upon completion of the technical merit evaluation, each proposal will be given an evaluated numerical score, with a total of 100 points possible. The evaluated numerical scores will be rank ordered. The review panel will recommend the proposal with the highest evaluated numerical score to the EPA Headquarters Selection Official for award.

SECTION 6 - AWARD ADMINISTRATION INFORMATION

A. Award Notices.

EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by March, 2016. The notification will be sent to the original signer of the proposal or the project contact listed in the proposal. This notification, which informs the applicant that its proposal 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 and Interagency Agreement Management Division. 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 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., work plan), which must be approved by 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.

B. Administrative and National Policy Requirements

1. Funding will be awarded as a cooperative agreement. The applicants whose proposals are selected will be asked to submit a cooperative agreement application package to EPA. This package will include the application (Standard Form 424), a proposed work plan, a

proposed budget, and other required forms. An EPA Project Officer will work with selected grantees to finalize the budget and work plan.

2. Approved cooperative agreements will include terms and conditions that will be binding on the grant recipient. Terms and conditions specify what grantees must do to ensure that grant-related and program-related requirements are met. You may view a listing and description of general EPA regulations applicable to the award of assistance agreements at <http://www2.epa.gov/grants/grant-terms-and-conditions>.
3. Grants and cooperative agreements with Tribal governments are subject to [Part 200—Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#).
4. An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms and conditions implementing this requirement.
5. Reimbursement Limitation. If the recipient expends more than the amount of funding in its EPA approved budget in anticipation of receiving additional funds from EPA, it does so at its own risk. EPA is not legally obligated to reimburse the recipient for costs incurred in excess of the EPA approved budget.
6. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. If your proposal is selected for funding, you may be required to provide a copy of your application to your [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: https://www.whitehouse.gov/omb/grants_spoc.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. The successful applicant will submit quarterly progress reports to the EPA Project Officer within thirty days after the end of each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results, and planned activities for the next quarter. In addition, a discussion and summary of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel involved with the project. EPA will establish a schedule of submission of quarterly reports after award.

At the close of the grant, the successful applicant will submit a final technical report to the EPA Project Officer within 90 calendar days of completion of the period of performance. The final

technical report shall include a summary of the project or activity, advances or goals achieved, and costs of the project or activity. In addition, the final technical report should 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.

D. Disputes

Assistance 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 [Dispute Resolution Procedures](#). Copies of these procedures may also be requested by contacting the person listed in Section VII of the announcement.

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 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 proposals 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.

SECTION 7 - AGENCY CONTACT

Lela Hagan, U.S. EPA, Office of Underground Storage Tanks (MC 5401-P),
1200 Pennsylvania Avenue, N.W., Washington, DC 20460; Phone: (703) 603-7145;
hagan.lela@epa.gov

SECTION 8 - OTHER INFORMATION

A. Exchange Network

The Environmental Information Exchange Network (Exchange Network, Network or EN) is a partner-inspired, developed, implemented and governed information network. It facilitates environmental data sharing among EPA, states, tribes and territories. The EN uses a standards-based approach that allows partners to exchange data over the Internet regardless of the specific information technology used. This replaces the need to perform complex and expensive data transformations to move data between systems or to share data on paper, discs or other media or via email. Partners share electronic data more easily and at a lower cost, and environmental decision makers are able to use the data to make timely decisions. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information available on the [Exchange Network](#).

B. Grants Resource Information

For additional information on how to apply for, manage, and complete an EPA grant, please visit: <http://www2.epa.gov/grants/epa-grants-101-tutorial>.