

U.S. EPA, Region 7
Resource Conservation and Pollution Prevention Branch
2016 Sustainable Materials Management Grants
Request for Applications (RFA) FY- 2016

AGENCY: U.S. Environmental Protection Agency, Region 7

TITLE: Sustainable Materials Management Program

ACTION: Request for Applications

RFA NUMBER: EPA-R7AWMD-16-1

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.808 Solid Waste Management Assistance Grants

DUE DATE: All applications must be submitted through Grants.gov by **August 29, 2016**, at 4:00 p.m., Central Time to be considered for funding.

Applications received after the due date and time will not be reviewed (See sections III and IV).

SUMMARY: EPA Region 7 is soliciting applications that address one or more of the three National Sustainable Materials Management Priorities identified in Section I below AND have Region-wide reach or target activities in one or more of the Region 7 “Making a Visible Difference” communities. These projects must be implemented *in Region 7*. (Region 7 encompasses the states of Iowa, Kansas, Missouri and Nebraska.)

This funding supports EPA’s Strategic Goal 3: Cleaning Up Communities and Advancing Sustainable Development.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is approximately \$75,000. EPA anticipates awarding up to four projects, ranging in value from approximately \$15,000 to \$25,000, subject to the availability of funds, the quality of the applications received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA Region 7 is soliciting applications from eligible entities to address one or more of the three national Sustainable Materials Management Priorities identified below AND that have Region-wide reach or target activities in one or more of the Region 7 “Making a Visible Difference” communities (Council Bluffs, Iowa/Omaha, NE.; Muscatine, Iowa; Kansas City, MO/Kansas City, KS.; Wichita, KS; and St. Louis, Mo.). These projects must be implemented in EPA Region 7, which encompasses the states of Iowa, Kansas, Missouri and Nebraska.

The Sustainable Materials Management (SMM) program vision: Protect human health and the environment by advancing the sustainable use of materials throughout their lifecycle to minimize waste and environmental impacts. See <https://www.epa.gov/smm/epa-sustainable-materials-management-program-strategic-plan-fiscal-years-2017-2022>

The three SMM national strategic priorities are:

- The Built Environment
- Sustainable Food Management
- Sustainable Packaging

Within each of these priorities, there are program objectives that applicants should address in their proposals where applicable:

Objective 1: Decrease disposal rate: This objective focuses on tracking and reducing the overall amount of materials disposed, which would encompass activities targeting *source reduction, reuse, recycling* and *prevention*.

Objective 2: Reduce environmental impacts of materials: This objective focuses on reducing the environmental impacts of materials across their life cycle, including greenhouse gas emissions and reductions in water and energy use.

Objective 3: Increase socio-economic benefits: This objective focuses on tracking and reporting material impacts on the economy as well as social aspects.

Objective 4: Increase capacity of state and local governments, communities and key stakeholders to adopt and implement SMM policies, practices and incentives: This objective involves increasing the number of states and communities where SMM capacity has been expanded as a result of EPA’s technical assistance and support. This objective also involves increasing the per capita quantity and/or quality of recyclables recovered for manufacturing and increasing the number of households with access to organic collection and recycling.

B. Project Goals/Scope of Work

As noted above, EPA Region 7 is soliciting applications that address one or more of the three national Sustainable Materials Management Priorities stated above AND that have Region-wide reach or target activities in one or more of the Region 7 “Making a Visible Difference” communities identified below. Region 7 encompasses the states of Iowa, Kansas, Nebraska, and Missouri. A project with Region-wide reach would affect a large geographic portion of EPA Region 7, such as an entire state, several states, or even all four Region 7 states.

Making a Visible Difference in Communities

Environmental and public health impacts affect people most significantly where they live – at the community level. EPA is focused on providing better support to communities, especially in environmentally overburdened, underserved, and economically distressed areas where the needs are greatest. See <https://www.epa.gov/smartgrowth/making-visible-difference-communities>

The Making a Visible Difference communities in Region 7 are:

Iowa

- Council Bluffs (with Omaha, Nebraska)
- Muscatine

Kansas

- Kansas City (with Kansas City, Missouri)
- Wichita

Missouri

- Kansas City (with Kansas City, Kansas)
- St. Louis

Nebraska

- Omaha (with Council Bluffs, Iowa)

Awards will be made under the authority of Section 8001(a) of the Resource Conservation and Recovery Act of 1976 which restricts the use of these assistance agreements to the following activities: conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, public education programs and studies.

Projects that are demonstrations must involve new or experimental technologies, methods, or approaches. EPA expects that the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

NOTE - EPA Region 7 will not fund projects to support capital equipment or pay for construction or construction planning or any acquisition of land or interest in land.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan

All applications must support Goal 3 of EPA's 2014-2018 Strategic Plan, Cleaning Up Communities and Advancing Sustainable Development; Objective 3.2, Preserve Land. Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant recipients adequately address environmental outputs and outcomes.

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. The term "output" means an environmental activity, effort, and/or associated work product that is related to an environmental goal or objective, that will be produced or provided over a period of time or by a specific date. The term "outcome" means an environmental 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.

Environmental results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goal for the Sustainable Materials Management Program is:

- Goal 3: Cleaning Up Communities and Advancing Sustainable Development
- Objective 3.2 (Preserve Land), Conserve resources and prevent land contamination by reducing waste generation and toxicity, promoting proper management of waste and petroleum products, and increasing sustainable materials management.
- For more information visit: <https://www.epa.gov/planandbudget/strategicplan>

Therefore, all proposed projects must demonstrate how they will result in reducing waste generation and/or toxicity, promoting proper management of waste, and increasing sustainable materials management.

These innovative waste management practices will support the cleaning up of communities and advancing sustainable development. Outcomes and outputs from this funding will help reduce virgin materials use, increase material recovery from wastes, reduce energy use, and/or prevent releases at waste management facilities.

2. Outputs and Outcomes

Outputs and outcomes differ both in their nature and in how they are measured. Applicants *must* discuss environmental outputs and outcomes in their work plan.

Outputs: The term “output” means an environmental activity, effort, and/or associated work products 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.

Examples of outputs expected from the projects funded under this solicitation may include but are not limited to the following: number of stakeholders involved in the process, increase in knowledge and understanding, number of workshops, website hits, or number of training sessions.

Outcomes: The term “outcome” means 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, or health-related, but “must be quantitative.” They may not necessarily be achievable within an assistance agreement funding period.

Examples of environmental outcomes expected from the projects to be funded under this announcement may include, but are not limited to, the following: pounds of hazardous or solid waste prevented, recycled or beneficially used.

3. Performance Measures

The applicant should develop performance measures or milestones they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding for this competitive opportunity is approximately \$75,000.

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

The Region anticipates awarding up to four projects, ranging in value from approximately \$15,000 to \$25,000, subject to the availability of funds, quality of the applications received, and other applicable considerations.

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

Funding decisions made under this competition will be made by Region 7 and will be based on the evaluation of applications against the criteria in this announcement and funding availability. Because EPA typically receives requests for funding far in excess of available funds, EPA cannot provide grant funds to all applicants.

C. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications 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 awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will be November 2016 through October 2017.

F. Funding Type and Additional information

Awards will be made via a cooperative agreement, which is an assistance agreement that is used when the recipient is responsible for project performance with substantial Agency involvement. For such projects, EPA will closely monitor performance by reviewing and approving grant activities, quarterly reports to determine that work plan objectives are being accomplished in the manner and timeframe stated in the work plan, and will approve any proposed changes to the work plan and/or budget.

It is anticipated that the cooperative agreement(s) awarded under this announcement will be limited to a one year project period.

EPA reserves the right to reject all applications and make no awards under this announcement or make fewer awards than expected.

III. ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Consistent with the Applicant Eligibility Section of CFDA No. 66.808, applications will be accepted from states; local, tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. Individuals and for-profit organizations are not eligible.

Non-profit organization, as defined by 2 CFR Part 200.70, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve or expand its operations. Note that 2 CFR Part 200 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, colleges, universities, hospitals, state local and federal-recognized Indian tribal governments are, nevertheless, eligible to submit applications under Section 8001 of the Solid Waste Disposal Act and this RFA.

For-profit organizations are not eligible for this funding opportunity. Additionally, non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. COST SHARING/MATCH REQUIREMENTS

There are no cost-share requirements for these projects. While voluntary cost sharing is not prohibited, it will not be considered as part of the evaluation and scoring criteria in the selection process. Should the applicant propose a voluntary cost share, those funds must be included in the project budget on the SF-424 and will be considered part of the grant. The recipient would be 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 appropriate action as authorized by 2 CFR Part 200 as applicable. All grants are subject to Federal audit.

C. THRESHOLD ELIGIBILITY CRITERIA

Threshold Eligibility Screening Requirements

To be eligible for funding consideration, applicants *must meet* all of the following criteria; failure to meet these criteria will result in the application being disqualified for funding consideration. Any applicant deemed ineligible will be notified within 15 calendar days of the decision:

1. Projects must occur within one or more of the following EPA Region 7 states: Iowa, Kansas, Missouri, and/or Nebraska
2. Projects must address at least one Sustainable Materials Management program priority identified in Section I AND have Region-wide reach or target at least one Region 7 Making a Visible Difference community as listed in Section I.B.
3.
 - a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the narrative workplan, pages in excess of the page limitation will not be reviewed.
 - b. In addition, initial applications must be submitted through [Grants.gov](https://www.epa.gov/grants) as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for as explained in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV of this announcement to ensure that their application is timely submitted.
 - c. Applications 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.epa.gov/grants) or relevant [SAM.gov](https://www.epa.gov/sam) system issues. An applicant's failure to timely submit their application through [Grants.gov](https://www.epa.gov/grants) because they did not timely or properly register in [SAM.gov](https://www.epa.gov/sam) or [Grants.gov](https://www.epa.gov/grants) will not be considered an acceptable reason to consider a late submission. Applicants should confirm receipt of their application with Kim Olson as soon as possible after the submission deadline. Failure to do so may result in your application not being reviewed. Kim Olson can be reached at 913-551-7458, or email olson.kim@epa.gov.
4. Project activities are limited to conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, public education programs and studies.
5. Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can

benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration and all or parts of the application will be eliminated from consideration.

6. EPA Region 7 will not fund projects to support capital equipment or pay for construction or construction planning or any acquisition of land or interest in land.
7. If an application is submitted that has ineligible activities, that portion of the application will be ineligible for funding and may render the entire application ineligible for funding.

IV. APPLICATION 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, the applicant must contact OGDWaivers@epa.gov, or the address listed below in writing (e.g. by hard copy or 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
USEPA Headquarters
William Jefferson Clinton Building
1200 Pennsylvania Ave., N.W.
Mail Code: 3903R
Washington, DC20460

Courier Address:

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

In the request, the applicant 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 they lack the technical capability to apply electronically through Grants.gov because of 1) limited internet access or 2) no internet access, which prevents them from being able to upload the required application materials through www.Grants.gov.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request. All other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of the approval and further instructions on how to apply under this announcement. Applicants 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 application 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 application submission to EPA through December 31, 2015). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants 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, the applicant 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 VII 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. Grants.gov Application Submission Instructions

Your organization's authorized official representative must submit your complete application electronically to EPA through www.Grants.gov no later than 4 p.m. Central Time, August 29, 2016.

C. Content of Application Package Submission

All application submissions must contain completed and signed grant application forms, as well as a Narrative Work Plan as described below.

Grant Application Forms: Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at www.epa.gov/grants/epa-grantee-forms.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Work Plan (as described below)

Narrative Work Plan: The narrative work plan (sections 1-3 below) must not exceed a maximum of 10 single-spaced typewritten pages. Supporting materials such as resumes and letters of support can be submitted as attachments and are not included in the 10 page limit. The work plan must address all the relevant threshold criteria in Section III and the evaluation criteria in Section V.

1. **Summary Information Page** (recommended to not exceed one page)

- a. Project title
- b. Applicant information: include applicant (organization) name, address, contact person, phone number, fax, and email address
- c. Funding requested. Specify the amount you are requesting from EPA
- d. Total project cost. Specify total cost of the project. Identify funding from other sources including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates.
- f. DUNS number

2. **Work Plan**

The work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C.) and must address each of the evaluation criteria set forth in Section V.

a. **Project Summary/Approach:** the approach shall contain the following components

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institution, including estimated time line for each task.
- ii. Description of the associated work products to be developed.

iii. Explanation of the project benefit to the public, and specifically the potential audience(s) served.

iv. Description of the roles of the applicant and partners, if any.

v. Description of the applicant's organization and experience related to the proposed project and plan and approach for timely achieving the objectives of the project.

vi. Description of the staff expertise/qualifications, staff knowledge and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

vii. Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget sound in the SF-424A such as "other" and "contractual."

viii. Description of approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.

b. Environmental Results – Outcomes and Outputs

Identify the expected quantitative and qualitative outcomes of the project (see Section I.C.2), including what measurements will be used to track your progress toward achieving the expected outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress toward achieving the expected outputs will be tracked and measured.

c. Past Performance

Programmatic Capability and 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 application 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.

3. Detailed Budget Narrative

In addition to the SF 424A, provide a detailed itemized budget proposal using the example below, justifying the expenses for each of the following categories being performed within the grant/project period. The budget narrative is included in the 10 page limit.

1. Personnel: Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.
2. Fringe benefits: Indicate all mandated and voluntary benefits to be supplemented with these funds.
3. Travel: Indicate number of individuals traveling, destination, number of trips, and reason for travel.
4. Equipment: Identify items to be purchased, provide an estimated cost of each item, and make sure you can support your cost estimate. EPA policy defines equipment as items costing \$5,000 or more per piece.
5. Supplies: Identify any items to be purchased that will be purchased in support of the project (materials that are less than \$5,000 per piece)
6. Contractual: Indicate any proposed contractual items that are reasonable and necessary to carry out the work plan objectives. Please note that contracts must be competed in accordance with 2 CFR 200.317-326 as applicable.
7. Other: Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.
8. Total direct charges: Summary of above costs.
9. Indirect costs: The organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of the proposed project/grant period. If the organization has no approved rate, the applicant should indicate if the organization is in negotiations with their cognizant federal agency to obtain a new rate.
10. Total cost: Indicate overall figure of all direct and indirect costs

Other attachments: (optional and not included in 10 page limit) – Examples include resumes, letters of support, and negotiated indirect cost rate.

D. SUBMISSION DEADLINE

Applicants must submit their application packages via grants.gov no later than 4:00 p.m., Central Time, August 29, 2016.

A complete application package described in Section IV.C is required. For any questions concerning submission, please contact Kim Olson, at 913-551-7458, or at olson.kim@epa.gov.

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 confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at [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.

V. APPLICATION REVIEW INFORMATION

A. EVALUATION CRITERIA

All applications determined to be eligible, under the Section III threshold eligibility review, will be evaluated based on the following criteria and weights. Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed. Applicants should directly and explicitly address these criteria as part of their application submittal. Each application will be rated based on the following evaluation criteria and weights with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach</u> – Under this criterion, the Agency will evaluate the application based on the quality and extent to which the proposed activities have the potential to advance the goals of the Sustainable Materials Management program based on the following factors:</p> <p>(i) the quality and extent to which the narrative work plan includes a well-conceived strategy for addressing all of the requirements in Section I, Part B of the solicitation (Project Goals/Scope of Work). (10 pts)</p> <p>(ii) the quality and extent to which the narrative work plan includes a well-conceived strategy for addressing all of the requirements in Section I, Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) of the solicitation. (10 pts)</p> <p>(iii) whether the narrative work plan sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals by project end. (10 pts)</p>	<p>30</p>

<p>2. <u>Environmental Results - Outputs and Outcomes</u> – Under this criterion, the Agency will evaluate the quality and extent to which the application has clear measures of success and identifies outcomes and outputs. There must also be an effective plan or methodology for tracking and measuring progress toward anticipated outcomes and outputs. The following factors will be evaluated:</p> <p>(i) Whether there are clear and measurable short term and longer term results the project will achieve. (9 pts)</p> <p>(ii) Whether there is an effective plan or methodology for tracking and measuring progress towards achieving the anticipated outcomes and outputs (e.g., pounds of material recycled). See Section I.C for more information on outputs and outcomes. (9 pts)</p>	<p>18</p>
<p>3. <u>Programmatic Capability and Past Performance</u> - Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <p>(i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C of the announcement (8 pts)</p> <p>(ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C of the announcement, including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and, if such progress was not being made, whether the applicant adequately reported why not (8 pts)</p> <p>(iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project (8 pts)</p> <p>(iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (8 pts)</p> <p>Note: In evaluating applicants under items i and ii of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency 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 application and you will receive a neutral score for these sub factors (items i and ii 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.</p>	<p>32</p>

<p>3. Expenditure of Awarded Grant Funds - Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner. (5 pts)</p>	<p>5</p>
<p>4. Transferability – Under this criterion, the Agency will evaluate the proposed project based on the extent to which applicants describe a plan for how project deliverables (e.g., toolkits, assessment checklists, training modules, newsletters, smart phone apps, etc.) approaches, and lessons learned (e.g., insights, challenges, successes, recommendations, etc.) will be packaged and/or promoted to engage other entities that access the material during and after the grant period. Other entities may involve states, tribes, technical assistance providers, businesses, communities, nonprofit organizations, etc. (7 pts)</p>	<p>7</p>
<p>5. Budget - Under this criterion, the Agency will evaluate the proposed project budget to determine whether</p> <p>(i) costs are reasonable to accomplish the proposed goals, objectives and measureable environmental outcomes (4 pts)</p> <p>(ii) the proposed budget provides a detailed breakout of the approximate funding used for each major activity. (4 pts)</p>	<p>8</p>

B. REVIEW AND SELECTION PROCESS

All applications received by EPA by the submission deadline will first be screened by EPA staff using the threshold criteria in Section III of the announcement. Applications that do not pass the threshold review will not be evaluated further or considered for funding.

A panel of EPA staff will review eligible applications using the evaluation criteria listed in Section V.A and assign numerical scores to each application.

The panel will develop a list of the highest scored applications to submit to the Selection Official in Region 7 for final funding decisions. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel and may also take into account factors such as:

1. Geographic distribution of projects;
2. Programmatic priorities; and
3. Availability of funds.

C. Additional Provisions Incorporated By Reference

Additional Provisions For Applicants Incorporated Into The Solicitation:

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found on the [EPA Solicitation Clauses](#) page. 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.

VI. AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Following EPA's evaluation of applications, all applicants will be notified regarding their status.

Award Notification. EPA anticipates notification to successful applicants will be made via telephone or electronic or postal mail by September 30, 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 the Regional Grants Management Officer. 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.

Final negotiated work plans and budgets may be requested from those eligible entities whose application has been successfully evaluated and preliminarily recommended for award. This letter is not an authorization to begin performance.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/grants/policy-regulations-and-guidance-epa-grants>

C. 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.

D. REPORTING

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activities, advances achieved and costs of the project or activity. In addition, the final technical report shall 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.

E. GEOSPATIAL INFORMATION

Grants awarded under this announcement may involve Geospatial Information. Geospatial data generally means information that identifies, depicts, or describes the geographic locations, boundaries, or characteristics of inhabitants and natural or constructed features on the Earth. This includes such information derived from, among other sources, socio-demographic analysis, economic analysis, land information records and land use information processing, statistical analysis, survey and observational methodologies, environmental analysis, critical infrastructure protection, satellites, remote sensing, airborne imagery collection, mapping, engineering, construction, global positioning systems, and surveying technologies and activities. It also includes individual point or site-specific data that are referenced to a location on the Earth and digital aerial imagery of the Earth. This information may be derived from, among other things, Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data. For purposes of EPA grants, this refers to geographically based information or data or the tools, applications or hardware that allow one to collect, manage, analyze, store, or distribute data in a geographic manner.

F. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC)

Quality Assurance /Quality Control requirements are applicable to these grants (see 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. EPA can assist applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. Contact the Regional Office Grant Coordinator (See Section VII for Agency Contact information) for referral to an EPA QA/QC staff.

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 [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

VII. AGENCY CONTACTS

Kim Olson – Project Officer
Environmental Protection Specialist
913. 551-7458, Telephone
Olson.kim@epa.gov