

United States Environmental Protection Agency Region 9

San Francisco Bay Area Water Quality Improvement Fund

2010 Request for Proposals

Agency Name: U.S. Environmental Protection Agency Region 9 (EPA)

Funding Opportunity Name: San Francisco Bay Area Water Quality Improvement Fund

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-R9-WTR3-10-006

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SUMMARY

The U.S. Environmental Protection Agency Region 9 (EPA) is soliciting proposals under this announcement to protect and restore the water quality of the San Francisco Bay and its watersheds through comprehensive watershed management. This announcement seeks to fund projects to achieve significant improvement in water quality and attainment of beneficial uses. Proposals must achieve results concerning one or more of the following SF Bay water quality priorities:

- Protecting and restoring habitat including riparian corridors, floodplains, wetlands, and the Bay.
- Reducing polluted run-off from urban development and agriculture.
- Implementing TMDLs and watershed plans to restore impaired waterbodies.

The total amount anticipated to be awarded under this announcement is \$2 million. Awards will range from approximately \$500,000 to \$1,500,000 of federal funds with each project period being up to four years. Applicants must provide a minimum non-federal match of 25 percent of the total cost of the project. A broad range of entities are eligible to submit proposals under this announcement for proposals that address San Francisco Bay and its watersheds within the nine Bay Area counties (Marin, Napa, Sonoma, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco) as described in Section III.A. If additional funds become available (e.g., as a result of the federal fiscal year 2011 budget) EPA reserves the right to make additional awards under this announcement. Any additional selections for awards will be made no later than six months after the original selection decisions.

Important Dates

January 28, 2011	Proposals must be received by EPA via Grants.gov, mail, overnight delivery, hand delivery, or courier service by 5pm Pacific Standard Time
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March 4, 2011	Initial project approvals identified and project applicants selected for funding will be requested to submit a formal application package
March 25, 2011	Complete application and work plans received by EPA
April 2011	Awards made

The above dates (other than the January 28, 2011 proposal submission date) are anticipated dates and may be subject to change.

Intent to Apply (OPTIONAL): EPA invites applicants to submit an informal notice of Intent to Apply by email to the contacts below by December 20, 2010. Submission of intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

Contact: Luisa Valiela
 Phone: (415) 972-3400
 Email: valiela.luisa@epa.gov

Contact: Erica Yelensky
 Phone: (415) 972-3021
 Email: yelensky.eric@epa.gov

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I. Funding Opportunity Description

A. Background. The San Francisco Bay Water Quality Improvement Fund (SFBWQIF) has been available since 2008 as a result of an annual Congressional appropriation for U.S. Environmental Protection Agency Region 9 (EPA) to administer a competitive grant program for the protection and restoration of San Francisco Bay watersheds. Congress has appropriated \$17 million since 2008 for this program. With the previous funds, EPA has awarded four grants supporting 27 projects, leveraging nearly \$12 million, and involving 37 partners. Information on these awards is available at: <http://www.epa.gov/region9/water/watershed/pdf/SFBWQIFprogressReportEPAnov08.pdf>

This is the third competition for the SFBWQIF. Under it, EPA is soliciting new proposals with remaining fiscal year 2010 funding (approximately \$2 million) and possible additional funds if they are appropriated as part of the 2011 federal budget.

B. Program Priorities. EPA is seeking proposals involving partnerships that lead to significant environmental results concerning one or more of the following SF Bay water quality priorities:

- Protecting and restoring habitat including riparian corridors, floodplains, wetlands, and the Bay.
- Reducing polluted run-off from urban development and agriculture.
- Implementing TMDLs and watershed plans to restore impaired waterbodies.

Proposed activities should be based on information contained in TMDLs, watershed plans, and/or related decision tools and assessments. Project proposals that are derived from a thorough planning process have a higher likelihood of success. Successful proposals will focus on supporting priority activities that will achieve significant environmental results within a specified timeframe. Water quality and habitat results must be quantitatively described and a timeframe should be provided for achieving the results. Anticipated results should not be expressed in general terms, for instance just referencing “water quality improvements.”

EPA is encouraging proposals emphasizing conservation and the use of in-site natural features, often referred to as low impact development (LID), to better address water quality degradation due to urbanization. Proposals concerned with stormwater are encouraged to address “retrofitting” of our existing developed areas. Proposals implementing LID and related green infrastructure methods should describe how the proposed activities establish the capacity to achieve more extensive future implementation utilizing non-grant funding sources (e.g., Clean Water Act State Revolving Fund.)

Similarly, proposals are encouraged to more fully utilize innovative management practices to address negative water quality impacts associated with agricultural activities

within the Bay watersheds. EPA encourages proposals to include natural resource managers to protect and restore watershed functions and values, and to involve agencies and organizations with purview over aquatic resources and land use. In addition, proposals that build institutional capacity (e.g. local ordinances, zoning, etc.) or other methods to remove barriers to widespread utilization of LID practices and provide for ongoing water quality improvement are sought.

Proposals may include planning and assessment activities if the proposal clearly demonstrates the activities have a high likelihood of resulting in implementation and significant environmental results. For example, EPA may support proposals for the development of plans and decision tools necessary to more effectively target implementation activities and achieve significant results within an adaptive management framework.

Proposals must demonstrate consistency with the San Francisco Estuary Partnership's Comprehensive Conservation and Management Plan (CCMP) by indicating the CCMP objective(s) and action(s) to be implemented under the project. A list of the CCMP objectives and actions that address program priorities is included as Attachment A and should be filled out and returned with the proposal submission package. For additional information on the CCMP refer to the link in Section VIII.C. In addition, proposals should strive to be consistent with other comprehensive planning efforts, such as the San Francisco Bay Regional Water Quality Control Board's Basin Plan, the Bay Area Integrated Water Resource Management Plan (IWRMP), the Association of Bay Area Government FOCUS Project, the Bay Area's Baylands Ecosystem Habitat Goals, local general plans, and stormwater management plans.

All proposals that include a monitoring component should be compatible with the California Surface Water Ambient Monitoring Program (SWAMP), the California Wetland and Riparian Area Monitoring Program, and the San Francisco Bay Regional Monitoring Program (RMP). All proposals should include an information transfer component to promote the use of project results by other San Francisco Bay watersheds.

C. EPA's Strategic Plan Linkage and Environmental Results. Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the EPA's Strategic Plan. EPA also requires that applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (<http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan. All proposals must support EPA's strategic goals to improve and restore impaired water quality on a watershed basis and facilitate ecosystem-scale protection and restoration under EPA Strategic Plan Goal 2 - Clean and Safe Water, Objective 2.2 (Protect Water Quality), Sub-objective 2.2.1 (Protect and Improve Water Quality on a Watershed Basis) and Goal 4 - Healthy Communities and Ecosystems, Objective 4.3 (Ecosystems), Sub-objective 4.3.1 (Protect and Restore Ecosystems). (<http://www.epa.gov/ocfo/plan/plan.htm>)

2. Environmental Outputs and Outcomes. The significance of environmental outputs and outcomes you expect to achieve, and your plan for tracking and measuring your progress towards achieving them will be considered as evaluation criteria during the selection process (See Section V.)

a. Outputs. The term "output" means an activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over a specific period of time or by a specific date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Expected outputs from the projects to be funded under this announcement may include, but are not limited to, the following:

- Number of stream miles where Best Management Practices (BMPs) have been implemented to reduce sediment and/or trash inputs.
- Amount of mercury contaminated sediment or stream bank material that has been removed to address mercury impairment.
- Number of landscape architects, engineers, and related practitioners that attended LID technical workshops related to residential sites.
- Amount of acreage where riparian buffers or floodplains were incorporated in the design of flood control projects.
- Number of ordinances adopted that promote riparian buffers and LID.
- Amount and acreage of vineyards with farm management plans to enhance habitat, and control sediment and other pollutants.
- Amount of native plant revegetation accomplished by outreach programs for disadvantaged youth and/or in urban creeks.

Progress reports and a final report will also be a required output, as specified in Section VI.D of this announcement, "Reporting Requirements."

b. Outcomes. 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. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. Outcomes to be achieved beyond the assistance agreement funding period should be included.

Outcomes expected as a result of the awards under this announcement may include, but are not limited to, the following:

- Water quality improvements expressed as pollutant load reductions, attainment of water quality objectives, or other indicators, especially in impaired waterbodies.
- Stream miles with re-established stable hydrogeomorphology.

- Pollutant load reductions to be achieved by LID methods implemented as a result of local ordinances passed aimed at protection and restoration of water quality and aquatic resources.
- Number of people or communities whose behavioral change included using pollution prevention techniques or installing BMPs to reduce polluted runoff.
- Increased acreage treated with green infrastructure practices to restore watershed functions and improve stormwater quality.
- Estimated sediment load reduction as a result of vineyard management plans compared to TMDL requirements.

Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at:

http://www.epa.gov/nps/watershed_handbook/pdf/ch09.pdf.

II. Award Information

The funds for the awards under this announcement were appropriated to EPA in the FY 2010 Consolidated Appropriations Act which authorizes EPA to award grants in accordance with the terms and conditions included in the Act's explanatory report and in furtherance of Section 320 of the Clean Water Act (CWA) (National Estuary Program), 33 U.S.C. §1330. The FY 2010 Consolidated Appropriations Act modifies the standard match requirement for implementation under Section 320 of the CWA (see Section III B) and requires that the grants be awarded competitively.

Funding for the projects is not guaranteed and is subject to the availability of funds, the evaluation of proposals based on the criteria in this announcement, and other applicable considerations.

A. Available Funding. The total amount anticipated to be awarded under this announcement is \$2 million. The amount of federal funding will range from approximately \$500,000 to \$1,500,000 per award. EPA anticipates awarding 2 to 5 grants under this solicitation. EPA reserves the right to make no awards, or fewer awards than expected under this announcement. In addition, award of funding through this competition is not a guarantee of future funding.

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

B. Project Period for Awards. The estimated project period for awards resulting from this solicitation will begin in April 2011. Proposed project periods may be up to 4 years.

C. Partial Funding. In appropriate circumstances, EPA reserves the right to partially fund proposals/applications under this announcement by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion(s) thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

D. Funding Type. Projects selected will receive funding in the form of grants.

III. Eligibility Information

A. Eligible Applicants. The following entities are eligible to apply for funding under this announcement unless restricted by the authorizing statute(s): State, local government agencies, districts, and councils; regional water pollution control agencies and entities; State coastal zone management agencies; public and private universities and colleges, and; and public or private non-governmental, non-profit institutions. Non-profit organizations must have documentation of non-profit status from the U.S. Internal Revenue Service or their state of incorporation, except that non-profits organizations as defined in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying as defined in Section 3 of the Lobbying Disclosure Act 1995 or superseding legislation are ineligible.

B. Cost Sharing/Match Requirement. Matching funds of no less than 25 percent of the total project cost are required under this competition based on language in the FY 2010 Consolidated Appropriations Act conference report (incorporated by reference as statutory language) which allotted \$7 million to the EPA to continue the SFBWQIF. Accordingly, EPA is requiring applicants to demonstrate in their proposal submission how they will provide the minimum non-federal match of 25 percent of the total cost of the proposed project. This means EPA will fund a maximum of 75 percent of the total project cost. In addition to cash, matching funds can come from in-kind contributions, such as the use of volunteers and/or donated time, equipment, expertise, etc., consistent with the regulations governing matching fund requirements (40 CFR 31.24 or 40 CFR 30.23). Federal funds may not be used to meet the match requirement for this grant program unless authorized by the statute governing their use.

Please use the following formula and examples to develop the correct match amount for your project.

Formula: (Federal Portion / .75) - Federal Portion = Match

1) Example: If the total project cost is \$1,066,666, the applicant must provide \$266,666 in matching funds or services and the federal portion would be \$800,000.

2) Example: If the total project cost is \$1,333,333, the applicant must provide \$333,333 in matching funds or services and the federal portion would be \$1,000,000.

C. Leveraging Criteria. In addition to the cost match requirement described above, under Section V 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 a third party to support or complement the project awarded under the competition which are above and beyond the EPA grant funds awarded and the required match. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV.D.2.d). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is generally when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project. Under this announcement, an applicant may propose a voluntary cost share or “over match” to legally commit to provide costs or contributions above the costs or contributions needed to satisfy the required cost share described above. Applicants who propose to use a voluntary cost share **must** include these costs or contributions 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 (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- 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 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share can be used as leveraging. 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 40 CFR Parts 30 or 31 as applicable.

D. Threshold Eligibility Criteria. These are requirements which if not met by the time of proposal submission will result in elimination of the proposal from further consideration for funding. Only proposals that meet all of these criteria will be evaluated against the ranking factors (see Section V) 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. Applicants must meet the applicant eligibility requirements described in Section III. A.
2. Projects must address at least one or more of the following priorities:
 - Reducing polluted run-off from urban development and agriculture.
 - Implementing TMDLs to restore impaired waterbodies.
 - Protecting and restoring habitat including riparian corridors, floodplains, wetlands, and the Bay.
3. Proposals must support Strategic Plan Goal 2 and 4 of EPA's Strategic Plan as specified in Section I.C.1.
4. Applicants must demonstrate how they will provide a match of at least 25 percent of the total project cost as described in Section III. B.
5. Proposals must describe how the activities are consistent with SFEP's CCMP by completing and returning Attachment A which identifies the relevant CCMP objective(s) and action(s) to be implemented by the project.
6. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal narrative, pages in excess of the page limitation will not be reviewed.
7. Projects that are not carried out within one or more of the nine Bay Area counties (Marin, Napa, Sonoma, Solano, Contra Costa, Alameda, Santa Clara, San Mateo, and San Francisco) are ineligible.
- 8a. Proposals must be received by EPA via Grants.gov, mail, overnight delivery, hand delivery, or courier service by **5:00pm Pacific Standard Time on January 28, 2011**, as specified in Section IV of this announcement. Applicants are responsible for ensuring that their proposals reach the designated person/office specified in Section IV of the announcement by the submission deadline. Failure to do so may result in your proposal not being reviewed.
- b. Proposals received after the submission deadline will be considered late and returned to sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or technical difficulties associated with www.grants.gov. Where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient.
- c. Proposals submitted by fax or emailed directly to EPA Region 9 will not be considered. However, applicants may submit applications electronically through Grants.gov.

IV. Proposal and Submission Information

A. Address to Request Application Package. This announcement describes all the documents required to submit a proposal package. Specific Grant application forms, including Standard Forms SF 424 and SF 424A, are available at <http://www.epa.gov/region09/funding/applying.html> and by mail upon request by calling the Region 9 Grants Management Office at (415) 972-3702.

B. Form of Application Submission and Deadline. Applicants have the option to submit their proposal in *one* of two ways: 1) electronically via www.grants.gov or 2) hard copy and CD by regular first class US Postal Service mail, overnight delivery, hand delivery, or courier service. All proposals must include the information described in Section IV.C regardless of mode of submission. Complete proposal packages must be submitted electronically through grants.gov or **received** by EPA Region 9 at the address below by **5:00pm Pacific Standard Time on January 28, 2011.**

1. Grants.gov – Electronic submission. Applicants who wish to submit their proposals electronically through the federal government’s Grants.gov website may do so. Grants.gov allows an applicant to download an application package template and complete the package offline based on agency instructions. After an applicant completes the required package, they can submit the package electronically to Grants.gov, which transmits the package to EPA. Complete instructions for submitting applications via grants.gov are included as Attachment B to this announcement.

For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. ***Note that the registration process may take a week or longer to complete.*** If your organization is not currently registered with Grants.gov, please encourage your office to designate an Agency Official Representative and ask that individual to begin the registration process as soon as possible.

2. Hard Copy and Compact Disc (CD). If selecting this method of submission, applicants must send two hard copies of the complete proposal package as described below in Section IV.C, and a CD of the complete proposal package via mail, overnight delivery, hand delivery, or courier service. To reduce paper use, applicants are requested to submit double-sided printed proposals. **Please address all submissions to:**

**ATTN: Luisa Valiela, SF Bay Area Water Quality Improvement Fund,
EPA Region 9 (WTR-3), 75 Hawthorne Street, San Francisco, CA 94105**

The CD may contain files in Adobe Portable Document Format (.pdf), Microsoft Word (.doc), or WordPerfect (.wpd). Letters of support and maps will need to be scanned so that they can be submitted as part of the CD. Pictures and/or computer generated maps may be included as separate files using .jpg or .tif format.

C. Content of Proposal Submission. The proposal package must include all of the following material:

- **Standard Form (SF) 424, Application for Federal Assistance**
Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm> . Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711 or visiting the D&B website at: <http://www.dnb.com>.

- **Standard Form (SF) 424A , Budget Information**
Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm> . The total amount of federal funding requested for the project period should be shown 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 (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. No funds to be used as leveraging should be shown on this form.

***Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency**

- **Proposal Narrative**

The proposal narrative (including sections 1-3 below) **cannot** exceed a maximum of 20 single-spaced typewritten pages. The proposal narrative, budget, tables, timeline, charts, graphs, and pictures are all included within the 20 page limit. Pages in excess of 20 will not be considered; however, please note that the SF 424, the SF 424A, Attachment A, letters of support, resumes, maps and match waiver request do not count toward the 20 page limit. The proposal narrative must include the information listed below:

1. Summary Page

- a. Project Title.
- b. Abstract. Provide a brief executive summary (approx. 150 words) that describes the proposed work, the water quality priorities to be addressed, the anticipated outputs and outcomes, and identification of the watershed plan, TMDL, etc. from which the proposed activities are based.
- c. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- d. Funding Requested. Specify the amount you are requesting from EPA.
- e. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- f. Project period. Provide beginning and ending dates.
- g. DUNS number. (See Section VI.C.)

2. Proposal Narrative

The proposal narrative should describe how the proposed project meets the guidelines established in Sections I-III of this announcement, and address each of the evaluation criteria set forth in Section V.

a. Scope of Work/Approach: The scope should contain the following components:

- i. Description of the specific water quality and environmental problems that the project addresses. Identify the watershed(s) to be addressed and discuss the watershed plan, TMDL and/or associated documents that provide the rationale for the project. Provide evidence that sufficient planning and assessment has been completed to undertake priority activities that will achieve significant environmental results. If planning activities are proposed, clearly discuss the likelihood of these activities resulting in implementation and significant environmental results.
- ii. Detailed description of the specific actions, methods and work products to be undertaken and the responsible institutions, including an estimated time line for each task with milestones. Include the work that will be done using the federal funds and the non-federal matching funds and leveraged resources (see Section III.C. and Section V.A.3 for leveraging guidance and criteria.)
- iii. Explanation of project benefits and specifically the environmental significance of the project, highlighting the value and importance of the resources being protected and/or restored, and the extent and magnitude of the anticipated results. If applicable, explain how the proposed activities will establish institutional capacity or other mechanisms to provide for the ongoing implementation adding to the overall benefits and environmental significance of the project.
- iv. Identify the specific CCMP objective(s) and action(s) to be implemented (See Attachment A.) For information on the CCMP, see Section VIII and the following link:
http://www.sfestuary.org/userfiles/d/docs/Final_CCMP.pdf
- v. Description of the roles of the applicant and partners (including subawardees), if any. Highlight the development of new and existing partnerships that are important to the ongoing health of San Francisco Bay.
- vi. Description of the applicant's organization and experience related to the proposed project. If applicable, demonstrate that the involved project participants include partners that have purview over water quality and land use decisions to protect and restore San Francisco Bay watershed functions and values.
- vii. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- viii. Budget summary table with estimated funding amounts for each work component/task.

b. Environmental Results—Outputs and Outcomes

Identify the expected project outputs (Section I.C.2) and outcomes (Section I.C.3) and describe how progress towards achieving them will be tracked and measured. Be as specific as possible in quantifying the anticipated outputs and outcomes. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. Special emphasis should be placed on specifying quantitative outcomes related to achievement of water quality objectives and the protection of beneficial uses. Outcomes achievable beyond the assistance agreement funding period should be included.

All proposals that include a monitoring component should describe the monitoring framework that is compatible with the California Surface Water Ambient Monitoring Program (SWAMP), the California Wetland and Riparian Area Monitoring Program, and the San Francisco Bay Regional Monitoring Program (RMP).

c. Programmatic Capability and Past Performance

Submit a list of federally and/or non-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 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 will receive a score of 0 for these factors.

d. Leveraging

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded and any required cost match as required under Section III of the announcement 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.

3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. This section provides an opportunity for narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. Explanations of the costs associated with each project task, including match and leveraged amounts, should be provided. Description of costs should correspond to figures presented in the SF 424A. A table highlighting key tasks and/or outputs for the length of the project with the associated budget breakdown is recommended.

Management Fees: When formulating budgets for proposals/applications, applicants 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. Management fees or similar charges may not be used 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.

4. Attachments. These are not included in the 20-page limit.

a. Resumes. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

b. Support Letters. To substantiate the information contained in the narrative portion of the submission, letters verifying partnerships, and matching and leveraged funds should be submitted as appropriate. Include a minimum of one letter signed by an authorizing official from an entity committing to provide matching funds, either in cash or in-kind contributions, including the total value

of its commitment toward the project(s). All letters must be on the official letterhead of the agency or organization.

c. CCMP Checklist. Fill out the CCMP Checklist provided as Attachment A of the RFP.

d. Map(s). Provide a map of the watershed and the proposed work areas related to the project. Maps of HUCs (also known as USGS Cataloging Units) and state 303(d) listings can be found on EPA's Surf Your Watershed web site at <http://www.epa.gov/surf/>.

D. Intergovernmental Review. If selected for award, applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR Part 29.1-29.13. Applicants should consult the office or official designated as the single point of contact (SPOC) in his or her state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. You may find a listing of SPOCs at the following website maintained by the Office of Management and Budget: <http://www.whitehouse.gov/omb/grants/spoc.html>.

E. Confidential Business Information. It is not recommended that confidential business information ("CBI") be included in your proposal/application. However, if CBI is included in the proposal/application, it will be handled in accordance with 40 CFR Part 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant which is otherwise required by 40 CFR Part 2.204(c)(2) prior to disclosure. However, EPA protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

F. Proposal Communications and Assistance. In accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. However, EPA will respond to questions regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

G. Contracts and Subawards/Subgrants. EPA awards funds to one eligible applicant as the "recipient" even if other eligible applicants are named as "partners" or "co-applicants" or members of a "coalition" or "consortium." The recipient is accountable to EPA for the proper expenditure of funds and reporting requirements.

1. Subawards, Contracts, and Partnerships. If successful applicants intend to use EPA grant funds to purchase goods or services under the grant, such applicants must compete the contracts for those goods and services and conduct cost and price analyses to the

extent required by the procurement provisions of 40 CFR Part 30 or 31. The regulations also contain limitations on consultant compensation. While applicants are not required to identify contractors or consultants in their proposal, if they do so it does not relieve the applicant of its obligations to comply with competitive procurement requirements, nor does it guarantee that costs incurred for such contractor/consultant will be eligible under the grant/cooperative agreement. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal based solely on the firm's role in preparing the proposal.

2. Subawards/Subgrants. Successful applicants may award subgrants (also referred to as subawards) of financial assistance to fund partnerships under the EPA grant provided the recipient complies with applicable requirements for subgrants/subawards including those contained in 40 CFR Parts 30 or 31. Successful applicants cannot use subgrants/subawards to avoid requirements in EPA grant regulations for competitive procurement by using subgrants/subawards to acquire commercial services or products from for-profit organizations. EPA will not be a party to subgrant/subaward agreements.

3. Subawardee and Contractor Consideration during Evaluation. Section V of the announcement describes the evaluation criteria and the evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 and 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for-profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal if the applicant demonstrated in its proposal that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper noncompetitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost of price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualification, experience, and expertise of named subawardees/subgrantees and/or named contractors during the proposal evaluation process unless the applicant complies with these requirements.

V. Proposal Review Information

Only eligible entities whose proposal(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system with a total of 100 points possible.

A. Evaluation Criteria

Points	Criteria
30	<p>1. <u>Scope/Approach:</u> Under this criterion, proposals will be evaluated based on whether they present:</p> <ul style="list-style-type: none"> • a technically/scientifically sound approach for addressing one or more of the program priorities in Section I, Part B (Scope of Work). (20 pts) • realistic goals and a time schedule for the execution of all project tasks. (5 pts) • activities based on watershed plans, TMDLs and/or related assessments to ensure that priority activities are being undertaken that will lead to water quality objectives and the protection of beneficial uses within a specific timeframe. (5 pts)
30	<p>2. <u>Environmental Results—Outcomes and Outputs:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • that significant environmental results, that include specific (quantitative) water quality and related environmental outcomes, will be achieved by the project. (20 pts) • an effective plan for tracking and measuring progress toward achieving expected project outputs and outcomes, including those identified in Section I. (10 pts) <p><i>* EPA will consider the quality and scope of the monitoring component to measure environmental results under this criterion. If monitoring is not an appropriate project activity necessary to achieve and document results, proposals will not receive a lower rating under this criterion.</i></p>
20	<p>3. <u>Partnerships/Leveraging:</u> Under this criterion, proposals will be evaluated based on whether they demonstrate:</p> <ul style="list-style-type: none"> • strong partnerships, particularly those that establish or enhance new and unique relationships that contribute to the environmental results and include agencies that have purview over water quality and land use decisions. (5 pts) • activities to establish new institutional capacity or other methods for ongoing water quality results. (5 pts) • that the applicant will leverage additional funds/ resources beyond the grant funds awarded and any required cost share as required under Section III of the announcement to support the proposed project activities and how these

	<p>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 they 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. (10 pts)</p>
<p>10</p>	<p>4. <u>Budget/Resources:</u> Under this criterion, proposals will be evaluated based on whether:</p> <ul style="list-style-type: none"> • the budget is reasonable and appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. (5 pts) • the budget provides an approximation of the percentage of the budget designated for each major activity. (5 pts)
<p>10</p>	<p>5. <u>Programmatic Capability and Past Performance:</u> Under this criterion, proposals will be evaluated based on the applicant's:</p> <ul style="list-style-type: none"> • past performance in successfully completing and managing the assistance agreements identified in the proposal narrative as described in Section IV.C of the announcement. (2 pts) • history of meeting the reporting requirements under the assistance agreements identified in the proposal narrative as described in 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. (2 pts) • organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (3 pts) • staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. (3 pts) <p><i>* In evaluating applicants under the first two items of this criterion, EPA 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (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.</i></p>

B. Review and Selection Process. Eligible proposals will be evaluated by the EPA Region 9 Selection Committee which will score and rank proposals using the evaluation

criteria identified above in Section V.A. The Committee will consist of EPA staff and may also include representatives from other Federal agencies. After the evaluations, final funding decisions will be made by the Director of the EPA Region 9 Water Division based on the rankings and preliminary recommendation of the EPA Region 9 Selection Committee. In making the final funding decisions, the Water Division Director may also take into account the following factors:

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

VI. Award Administration Information

A. Award Notices. All applicants, including those who are not selected for funding, will be notified in writing on or around March 4, 2011 either by email or U.S. Postal Service. Successful applicant(s) will be invited to submit a complete application package prior to award (see 40 CFR 30.12 and 31.10) that will be due approximately 30 days after being notified. Required forms and instructions for preparing and submitting the completed application will be provided at that time.

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

1. Work plan components to be funded under the grant;
2. Estimated funding amounts for each work plan component;
3. Work plan commitments/outputs for each work plan component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule; and
5. Roles and responsibilities of the recipient and EPA in carrying out the work plan commitments.

In addition, successful applicants will be required to certify that they have not been Debarred or Suspended from participation in federal assistance awards in accordance with 40 CFR Part 32. Applicants will receive a notice of award through postal mail.

B. Administrative and National Policy Requirements. The general award and administration process for all San Francisco Bay Area Water Quality Improvement Funds is governed by regulations at 40 CFR Part 30 ("Uniform Administrative Requirements for Grants and Agreements to Institutions of Higher Education, Hospitals, and Other Non-profit Organizations") and 40 CFR Part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"). All costs incurred under this program must be allowable under the applicable Code of Federal Regulation (formerly Office of Management and Budget (OMB) Cost Circulars): 2CFR 225 (formerly A-87) for States and local governments, 2 CFR 230 (formerly A-122) for

nonprofit organizations, or 2 CFR 220 (formerly A-21) for universities. Copies of these circulars can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (i.e., lobbying members of Congress or lobbying for other Federal grants, cooperative agreements, or contracts.)

C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements. Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=65430b8cd60ba715d7bbf033c2c00425&rgn=div5&view=text&node=2:1.1.1.4.1&idno=2>) (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

D. Reporting. Project monitoring and reporting requirements can be found in 40 CFR Part 30.50-30.52, 40 CFR Part 31.40-31.41. In general, recipients are responsible for managing the day-to-day operations and activities supported by the grant or cooperative agreement to assure compliance with applicable federal requirements, and for ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted quarterly and are due 30 days after the reporting period. The format for these reports will be identified during the grant application time frame, and will include reporting on established performance measures indicated in the project description (i.e., goals, outputs and outcomes). The final report is due 90 days after the assistance agreement has expired.

E. Dispute Process. 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: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register.

F. Administrative Capability Requirement. Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition,

nonprofit applicants that qualify for funding may be required, depending on the size of the award, to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement will be required to have at least two of their employees complete the mandatory online training, EPA Grant Management Training for Non-Profit Applicants and Recipients.” One person must be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training must be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>.

G. Restrictions on Use of Federal Funds. In accordance with the EPA policy and OMB circular, any recipient of funding must agree not to use assistance funds for fund-raising, or political activities such as lobbying members of Congress or lobbying for other federal grants, cooperative agreements, or contracts. EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the federal government or any other government entity.

H. Pre-award Costs. In certain circumstances costs incurred prior to the grant award may be eligible for reimbursement. However, this does not include any costs associated with responding to this solicitation or in finalizing the application package. If costs are incurred before the award, they are incurred at the applicant’s or grantee’s own risk.

I. Compliance with the National Environmental Policy Act and other applicable environmental laws. Projects funded by the SFBWQIF are authorized under CWA section 320 which does not require an Environmental Information Document (EID) under the National Environmental Policy Act. However, compliance with other Federal environmental laws, such as the Endangered Species Act and the National Historic Preservation Act, and state regulations may be required.

J. Use of Award Funds. 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/conditions implementing this requirement.

K. Subaward and Executive Compensation Reporting. Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170 (<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=65430b8cd60ba715d7bbf033c2c00425&tpl=/ecfrbrowse/Title02/2cfr17>)

0_main_02.tpl), unless they qualify for an exception from the requirements, should they be selected for funding.

VII. Agency Contact

For additional information, please contact:

Luisa Valiela, SFBWQIF Lead
Watersheds Office
EPA Region 9 (WTR-3)
San Francisco, CA 94105
415-972-3400
valiela.luisa@epa.gov

Erica Yelensky
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San Francisco, CA 94105
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VIII. Other Information

A. Quality Assurance and Quality Control (QA/QC). Certain quality assurance and/or quality control (QA/QC) and peer review requirements are applicable to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or condition; ecological or health effects and consequences; or the performance of environmental technology. Environmental data also include information collected directly from measurements, produced from models, and obtained from other sources such as data bases or published literature. Regulations pertaining to QA/QC requirements can be found in 40 CFR Parts 30.54 and 31.45. Additional guidance can be found at http://www.epa.gov/quality/qa_docs.html#noeparqt. Applicants should allow sufficient time and resources for this process in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. A project specific Quality Assurance Project Plan (QAPP) must be submitted and approved by EPA if your project includes sampling of any kind. If your proposal is selected and a QAPP required, you are encouraged to contact the EPA's QA Office at 415-972-3411 as soon as possible to discuss the process and set up a schedule for review. Allow 3-4 months in your timeline for approval of these plans.

B. Assistance Agreement Terms and Conditions. Information Technology. Also as a Term and Condition of the grant, recipients will be required to institute standardized reporting requirements into their work plans and include such costs in their budgets. All environmental data generated as part of the project should be comparable to the state's Surface Water Ambient Monitoring Program (SWAMP).

C. Useful References. For further information, you may use the following links:

- **S.F. Bay Area TMDLs and 303(d) List of Impaired Water Bodies**
http://www.waterboards.ca.gov/sanfranciscobay/water_issues/programs/TMDLs/

- **California Surface Water Ambient Monitoring Program (SWAMP)**
http://www.waterboards.ca.gov/water_issues/programs/swamp/
- **S.F. Bay Regional Water Quality Control Board Basin Plan**
http://www.swrcb.ca.gov/sanfranciscobay/basin_planning.shtml
- **Handbook for Developing Watershed Plans to Restore and Protect Our Waters**
http://www.epa.gov/nps/watershed_handbook/
- **EPA Region 9 Watershed Priorities**
<http://www.epa.gov/region09/water/watershed/index.html>
- **SF Bay Regional Monitoring Program (RMP)**
<http://www.sfei.org/rmp/>
- **San Francisco Bay Delta Comprehensive Conservation and Management Plan**
http://www.sfestuary.org/userfiles/ddocs/Final_CCMP.pdf
- **Bay Area Integrated Regional Water Management Plan**
<http://bairwmp.org/>
- **Association of Bay Area Governments FOCUS Program**
<http://www.bayareavision.org/>
- **San Francisco Bay Area Wetlands Regional Monitoring Program**
<http://wrmp.org/protocols.html#protocols>
- **Bay Area's Baylands Ecosystem Habitat Goals**
<http://ceres.ca.gov/wetlands/sfbaygoals/docs/goals1997/goalsproject/about.html>

Attachment A: SFEP CCMP Objectives and Actions Checklist San Francisco Bay Area Water Quality Improvement Fund

2010 Request for Proposals

Complete this checklist to indicate the San Francisco Estuary Partnership's Comprehensive Conservation and Management Plan (CCMP) Objective(s) and Action(s) to be addressed by your proposed activities. The checklist includes the CCMP objectives and actions that address the program priorities for this grant program. Proposals must demonstrate consistency with the SFEP CCMP by indicating the CCMP objective(s) and action(s) to be implemented. Include this completed checklist in your proposal submission package.

AQUATIC RESOURCES		CCMP Objective(s) & Actions(s) Addressed by Proposal
Objective AR-2	Species-specific and non-indigenous management actions	
Action AR-2.3	Control problem non-native invasive species	
Action AR-2.7	Identify & control fish contaminants	
Objective AR-4	Water management, flows affecting aquatic resources	
Action AR-4.7	Protect shaded riverine aquatic habitats	
Action AR-4.8	Increase shaded riverine aquatic habitat	
Action AR-4.9	Protect & maintain tule islands, tidal wetlands & berms	
Action AR-4.10	Decrease adverse effects of dredging & flood control	
Action AR-4.11	Protect remnant stream habitats	
Action AR-4.12	Protect marshes, wetlands, and tidal sloughs	
Objective AR-6	Develop & implement Upper Estuary programs	
Action AR 6.6	Bay tributary stream flow analysis and stream restoration	
Objective AR-7	Protect, enhance, and restore subtidal habitats	
Objective AR-9	Reduce and prevent marine debris	
Action AR-9.1	Improve understanding of types and impacts of marine debris	
Action AR-9.2	Expand existing prevention and cleanup programs	

WILDLIFE		CCMP Objective(s) & Actions(s) Addressed

		by Proposal
Objective WL-1	Create & restore critical plant & animal habitats	
Action WL-1.1	Restore tidal salt marsh for clapper rail & salt marsh mouse	
Action WL-1.3	Acquire & restore wetlands	
Action WL-1.4	Restore tidal marshes	
Action WL-1.5	Identify, convert, or restore non-wetlands to wetlands or riparian	

WETLANDS MANAGEMENT		CCMP Objective(s) & Actions(s) Addressed by Proposal
Objective WT-1	Create a comprehensive Estuarywide wetlands management program	
Action WT-1.3	Protect wetland buffer areas; transitional habitats	
Action WT-1.4	Identify & protect & restore seasonal wetlands	
Objective WT-3	Protect wetlands and expand acquisition	
Action WT-3.2	Expand financial & technical assistance to landowners	
Action WT-3.3	Encourage wetland protection bylaws	
Objective WT-4	Expand wetland resource base	
Action WT-4.1	Identify, convert, restore non-wetland to wetlands or riparian	
Action WT-4.2	Prevent non-native invasive species in wetland restoration projects	
Action WT-4.3	Identify, develop & implement success criteria for wetland restoration	
Objective WT-5	Improve regional monitoring & tracking of restoration projects	
Action WT-5.1.1	Implement wetlands tracking, data management & coordination	

WATER USE		CCMP Objective(s) & Actions(s) Addressed by Proposal
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Objective WU-2	Develop water conservation methods & facilities	
Action WU-2.1	Ensure efficient agricultural water management	
Action WU-2.2	New methods of agricultural conservation	
Action WU-2.3	Water districts & municipalities develop conservation measures	

POLLUTION PREVENTION		CCMP Objective(s) & Actions(s) Addressed by Proposal
Objective PO-1	Reduce pollutants by establishing a Pollution Prevention Program	
Action PO-1.2	Use effluent credits to encourage treating urban runoff	
Action PO-1.4.1	Improve agricultural practices to reduce pollutants	
Action PO-1.4.2	Implement control measures to reduce ag pollution	
Action PO-1.8	Pollution prevention to trash, bacteria, sediment & nutrients	
Objective PO-2	Improve regulatory systems for point & nonpoint source control	
Action PO-2.3	Control selenium and mercury in the Estuary	
Action PO-2.4	Urban runoff management update	
Action PO-2.5	Control measures for energy & transportation systems	
Action PO-2.6	Control agricultural sources of toxic substances	
Action PO-2.7	Reduce toxic loadings from mines	
Objective PO-3	Remediate pollution threats to public health and wildlife	
Action PO-3.1	Cleanup of contaminated sites—new priorities	
Action PO-3.2	Expedite cleanup of contaminated sites—improve processes	
Action PO-3.3	Funding of large-scale infrastructure improvements	
Objective PO-4	Improve water quality by restoring tidal wetlands, riparian & floodplains	
Action PO-4.1	Incentives to restore stream and wetland functions	
Action PO-4.2	Appropriate regulatory oversight and collaboration	
Action PO-4.3	Encourage opportunistic stream/wetland restoration	

LAND USE AND WATERSHED MANAGEMENT		CCMP Objective(s) & Actions(s) Addressed by Proposal
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Objective LU-1	Improve planning, regulatory, and development programs of local, regional, and state agencies to protect resources of the Estuary	
Action LU-1.1	Local general plans should incorporate watershed protection	
Action LU-1.1.1	Incorporate nonpoint source controls into local govt. & businesses	
Action LU-1.5	Promote stormwater BMPs and guidelines for site planning	
Action LU-1.6	Educate and train planners, public works depts. & builders on sustainable design and building practices	
Objective LU-2	Coordinate and improve integrated regional land use management	
Action LU-2.3	Adopt & implement regional polices to protect and restore natural floodplains	
Action LU-2.6	Prepare and implement Watershed Management Plans	
Action LU-2.7	Adopt & implement natural stream & wetland function policies	
Action LU-2.8	Increase incentives to economically disadvantaged communities	
Objective LU-5	Develop new public & private economic incentives for protection	
Action LU-5.3	Promote private sector protection & restoration efforts	

Attachment B: GRANTS.GOV INSTRUCTIONS

San Francisco Bay Area Water Quality Improvement Fund

2010 Request for Proposals

1. ELECTRONIC SUBMISSION

Applicants who wish to submit their materials electronically through the Grants.gov web site may do so. Grants.gov allows an applicant to download a proposal package template and complete the package offline based on agency instructions. After an applicant completes the required proposal package, it can submit the package electronically to Grants.gov, which transmits the package to the funding agency. Pictures and/or maps will need to be scanned so that they can be submitted electronically as part of the proposal package.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal package must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* 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.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R9-WTR3-10-006**, or the CFDA number that applies to the announcement (CFDA 66.126), in the applicable field. Then complete and submit the proposal package as indicated. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline

Your organization's AOR must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 P.M. Pacific Standard Time January 28, 2011.**

Please submit **all** of the proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency. Proposal materials submitted through Grants.gov will be time/date stamped.

How to submit your proposal through Grants.gov

Applicants are required to submit the following documents electronically through Grants.gov. All documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

- For the Proposal Narrative portion, you will need to attach electronic files. Prepare this as described in Section IV.C, CONTENT OF PROPOSAL SUBMISSION, of the announcement and save the document to your computer as an MS Word or PDF file. When you are ready to attach it to the proposal package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach it (previously saved to your computer) using the browse window that appears. You may then click "View Mandatory Project Narrative File" to view it. Enter a brief descriptive title of your project in the space beside "Mandatory Project Narrative File Filename," the filename should be no more than 40 characters long. If there are other attachments that you need to submit to accompany your proposal narrative (such as Attachment A, letters of support from partners or annotated resumes), you may click "add Optional Project Narrative File" and proceed as before. When you have finished attaching the necessary documents, click "Close Form." When you return to the "Grant Application Package" page, select the "Project Narrative Attachment Form" and click "Move Form to Submission List." The form should now appear in the box that says, "Mandatory Completed Documents for Submission."
- The following 2 additional documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.
 1. SF 424 – Application for Federal Assistance
 2. SF 424A – Budget Information for Non-Construction Programs
- For each document, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you

just completed, and then click on the box that says, “Move Form to Submission List.” This action moves the document over to the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary.

Please use the following format when saving your file: “Applicant Name – FY10 – “Reg9 SFBayFund Proposal” – 1st Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – “Reg9 SFBayFund Proposal” – 2nd Submission.” Once your proposal has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

From the “Grant Application Package” page, your AOR may submit the proposal package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>. If you have any other technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp>. Alternatively, please contact Luisa Valiela if you are having difficulties.

If you have not received a confirmation of receipt from EPA (*not from Grants.gov*) within 30 days of the proposal deadline, please contact Luisa Valiela (contact information below). Failure to do so may result in your proposal not being reviewed.

2. AGENCY CONTACT

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