

Agency: ENVIRONMENTAL PROTECTION AGENCY (EPA)

Title: "CLIMATE SHOWCASE COMMUNITIES"

Action: Request for Proposals (RFP)

RFP No.: EPA-OAR-CPPD-10-09

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.041

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **July 26, 2010, by 4:00 p.m., Eastern Daylight Savings Time (EDT)**. All hard copies of proposal packages must be received by **Jeanette Shepherd by July 26, 2010, by 4:00 p.m. EDT** in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) **by JULY 26, 2010, by 4:00 p.m. EDT** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding.

Summary: This notice announces the availability of funds and solicits proposals from eligible entities to compete for financial assistance through the Climate Showcase Communities Grant Program. This program will assist local and tribal governments in developing plans, conducting demonstrations, and implementing projects that reduce greenhouse gas emissions while achieving additional environmental, economic, public health, and/or community benefits. The overall goal of the Climate Showcase Communities program is to create replicable models of sustainable community action that generate cost-effective and persistent greenhouse gas reductions while improving the environmental, economic, public health, or social conditions in a community.

Funding/Awards: The total estimated funding for this competitive opportunity is approximately \$10,000,000. Approximately \$500,000 of this amount will be awarded to tribal governments or tribal consortia under a tribal government set-aside. EPA anticipates awarding up to approximately 30 cooperative agreements from this announcement subject to availability of funds and the quality of proposals received.

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I. Funding Opportunity Description

A. Background

On June 16, 2009, EPA joined with the U.S. Department of Housing and Urban Development (HUD) and the U.S. Department of Transportation (DOT) to help improve access to affordable housing, more transportation options, and lower transportation costs while protecting the environment in communities nationwide. It is the goal of this partnership to discourage sprawl and encourage or incentivize location efficient investments, smart growth practices, and green infrastructure development.

As a result of this partnership, a set of guiding livability principles have been developed. The Livability Principles can be found at <http://www.epa.gov/smartgrowth/partnership/#livabilityprinciples> and include: 1) Provide more transportation choices, 2) Promote equitable, affordable housing, 3) Increase economic competitiveness, 4) Support existing communities, 5) Leverage federal investment, and 6) Value communities and neighborhoods.

Local and tribal governments can play a critical role in achieving these livability principles and in addressing climate change—both in reducing emissions of greenhouse gases (GHG) and minimizing the negative impacts of future climate change. The Climate Protection Partnerships Division (CPPD) of EPA's Office of Air and Radiation is committed to reducing GHG through energy and resource management, by employing cost-effective partnerships with all appropriate sectors of our economy—including local and tribal governments.

Local and tribal governments across the country have committed to taking action to reduce GHG emissions within their communities, but many struggle with meeting the goals and targets they have set. Differences in demographics, geography, economics, and other factors preclude a one size fits all approach to identifying solutions that balance climate change with other environmental, economic, health, and social concerns. In order to achieve wide-spread and sustainable GHG reductions, local and tribal governments require access to an array of models of action so that they can assess the best fit for their own unique circumstances.

CPPD offers a host of programs and activities to assist local and tribal governments assess their options for reducing GHG including:

- **State and Local Climate and Energy Program.** In this initiative EPA works with state, tribal, and local governments to promote cost-effective climate and clean energy policies and programs that reduce GHG emissions. The program coordinates with offices across EPA and other federal agencies to offer a comprehensive collection of resources and tools to state, local, and tribal governments.
- **ENERGY STAR Partnership Program.** Through this program EPA works with state and local governments in addition to many other stakeholders to promote energy-efficient solutions that make it cost effective to protect the climate for future generations. EPA promotes the purchasing of efficient products, the assessment and improvement of energy efficiency in commercial and residential buildings, and the construction of efficient new buildings. Through the ENERGY STAR program, EPA has developed training, outreach materials, and cost-free tools and resources (such as the commercial building benchmarking tool Portfolio Manager) that local and tribal governments can use to assess and manage their energy use as well as support initiatives in the community.
- **Combined Heat and Power (CHP) Partnership.** Working with partners and stakeholders, EPA fosters development of cost-effective CHP applications through the CHP Partnership.
- **Green Power Partnership.** This program supports organizations interested in purchasing or installing green power products as a key component of their environmental strategies.

In 2007, the Local Climate and Energy Program (then known as the Clean Energy-Environment Municipal Network) was established to help local and tribal governments assess and adopt available policies and programs that effectively integrate clean energy into a low-cost, clean and reliable energy system. This program consolidated earlier programs that offered support to local and tribal governments on both clean energy and climate change, and also functions as a gateway to additional Agency programs and resources that target local and tribal government climate action either directly or indirectly. The program focuses on showcasing cost-effective best practices through case studies, peer exchange, and resource tools; providing guidance; and publically documenting the co-benefits associated with reductions in GHG (e.g. green job creation, improved transit access for disadvantaged communities, reduced stormwater runoff, reduction of co-pollutants produced concurrent with GHG, benefits to improved public health).

The Climate Showcase Communities grant program extends EPA's capacity to share with the public best practices by funding projects that can serve as living models of innovation and education that help meet the 6 livability principles. Projects are intended to build capacity within their own communities to create lasting change and serve as models for local and tribal governments across the nation who can learn from and adapt successful strategies as needed for their own communities. In early 2010, 25 local and tribal governments were awarded funds to implement Showcase Projects in their communities. To view these projects, visit: <http://epa.gov/statelocalclimate/local/showcase/>

B. Scope of Work

The Climate Showcase Communities Program provides funding for planning, demonstration and/or implementation projects designed to address climate change by reducing greenhouse gas (GHG) emissions. The goal of this program is to implement innovative programs, projects, and approaches which demonstrate documentable reductions in GHG and are replicable elsewhere. The Office of Air and Radiation requests proposals from eligible entities, as described in Section III, which will achieve reductions of GHG emissions through actions taken by local and tribal governments. Proposed activities must achieve reductions in GHG emissions by addressing one or more of the following priority areas:

- energy performance in municipal operations (including municipal energy, water, and wastewater utilities)
- energy performance in residential, commercial, agricultural, aqua-cultural, and/or industrial buildings
- land use, transportation, or community master planning
- reduction of vehicle miles traveled
- solid waste management
- agricultural, aqua-cultural, and natural resource management
- use or supply of green power products, on-site renewables, and other clean energy supply options
- heat island management
- removal of barriers for greenhouse gas management, through the development of effective programs, policies, or outreach
- other innovative activities which generate measurable reductions of greenhouse gases

In addition, proposals submitted for consideration should: 1) achieve ongoing GHG reductions 2) build capacity within local and tribal agencies to address GHG emissions 3) build and leverage partnerships across multiple stakeholder groups; 4) link climate change initiatives with broader environmental, economic, health, environmental justice, and social co-benefits; and 5) create models of success that are broadly replicable.

Applicants will also be scored on their ability to link their proposed projects to broader climate management by describing how the project relates to "complementary activities" they have completed, in progress, or planned. Complementary activities include other policies, programs, or actions undertaken by a local or tribal government related to climate change management. Examples of complementary activities include, but are not

limited to: completion of a GHG inventory or action plan, low-income weatherization programs, employing an energy, climate, or sustainability manager, or upgrading lighting systems in city buildings. Complementary activities must be separate from any efforts submitted as a cost-share or cost-match for Climate Showcase Communities funding.

In addition, to be eligible for funding consideration, proposals must include activities that are within the statutory terms of EPA's financial assistance authority. Under the Climate Showcase Communities authorizing statute, Public Law 111-88, grants may be used to support direct costs of approved planning activities, demonstrations, and project implementation, as well as allowable indirect costs in accordance with established EPA policies and guidelines. For more information about allowable activities, please see Appendix C.

To encourage information sharing and help build capacity among grantees, EPA will make the following technical support and peer exchange opportunities available to all recipients of agreements under this announcement:

- Training Workshop.

All Climate Showcase Communities funding recipients will be required to have one person attend the annual Climate Showcase Communities training workshop each year of the grant. Training workshop objectives include: strategic planning, training on tools and resources, cooperative agreement management and reporting requirements, sharing of ideas and lessons learned from pilot projects, and opportunities to increase awareness and networking with other community representatives. **Expenses for one attendee at the annual training workshop (i.e., travel, lodging, etc.) must be included in the applicant's budget narrative. The first applicable training workshop will occur in Spring 2011. Training workshop locations have not yet been determined.** For purposes of travel planning, assume that each workshop will run for 3 days. Applicants may include expenses for up to three people to attend the annual training workshops. Additional training opportunities may be available and expenses for such training may be included in the budget narrative. Such training must be for a purpose authorized under the statutory authority for the grant.

- Peer Exchange Opportunities.

EPA will establish collaborative venues for funding recipients to exchange ideas, brainstorm on overcoming barriers, and learn from each other. These networks may include online forums, conference calls, or other mechanisms which are expected to be available at no cost to the grant recipients. Participation in peer exchange opportunities is voluntary and applicants will not need to include peer exchange opportunities costs in their budgets. Grantees may draw down grant funds for the time spent involved in these peer exchange opportunities.

C. EPA Strategic Plan Linkage and Anticipated Outcomes, Outputs and Performance Measures

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

1. Linkage to EPA Strategic Plan

All proposals must support Goal 1 (Clean Air and Global Climate Change); Objective 1.5: Reduce Greenhouse Gas Emissions. Specifically, proposed activities will gather and produce data that will enable a better understanding of strategies to reduce greenhouse gas emissions from local and tribal government operations and community-based programs.

http://www.epa.gov/ocfo/plan/2006/goal_1.pdf

2. Outputs

The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following: number of buildings retrofitted, vehicle miles traveled reductions, kilowatt hours saved, number of feasibility studies conducted, number of educational material distributed in outreach events; number of people who attended conferences and training (or the number of conferences or training sessions held); creation of a program designed to improve community quality of life; progress toward environmental justice objectives; or adoption of a program, policy or activity that supports increased use of strategic energy and climate management practices.

Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.”

3. 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 qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are required to document the following anticipated environmental outcome: the annual reduction in emissions of greenhouse gases from the funded local or tribal government climate initiative. They are also expected to produce one or more additional environmental, behavioral, health, social, or programmatic outcomes such as: reductions in emissions of air or water pollution, improvements in air or water quality, number of people who reduced their fossil energy use, green jobs created, creation of more walkable neighborhoods, or number of community members participating in or benefiting from a program.

4. Performance Measures

The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include an estimate of GHG reductions including the assumptions used to make those estimates including quantifiable outputs that have a direct relationship with GHG emissions (such as kilowatt hour savings, vehicle miles traveled reductions, reduced engine idle time, or tons of waste diverted from a landfill) and the emissions factors used to translate them to GHG reductions.

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

- i) What are the measurable short term and longer term results the project will achieve?

- ii) 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?

D. Supplementary Information

The statutory authority for this action is Public Law 111-88 which authorizes award of funding for planning, demonstration, and implementation projects designed to address climate change by reducing GHG emissions. The total funding authorized is \$10 million. As a policy matter, EPA may set aside five percent of this funding (\$500,000) for tribal governments-See Section V.

Planning projects must lead to direct, documentable reductions in GHG emissions—projects resulting solely in the completion of a GHG Inventory or GHG Action Plan will not be funded, however, these activities may be funded if they are a critical component of a larger proposal with documentable GHG reductions.

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 considered a demonstration project.

Implementation activities are also eligible for funding under this announcement, but applicants are strongly encouraged to go beyond routine, traditional, and established practices by incorporating innovation or educational components into their implementation projects.

All proposals will be reviewed to determine National Environmental Policy Act (NEPA) applicability. If necessary, additional environmental information may be required from Applicants in order to complete the NEPA review process. For more information, please visit EPA's NEPA site <http://www.epa.gov/compliance/nepa/> or consult Appendix C.

II. Award Information

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$10,000,000. EPA intends to award approximately \$500,000 of this amount to tribal governments under a tribal government set-aside component (see Section V.B. for additional details). This tribal set aside may be increased or decreased subject to the number of meritorious tribal proposals received and funding availability.

B. Partial Funding

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

C. How many assistance agreements will EPA award in this competition?

EPA anticipates awarding a total of approximately 20 to 30 cooperative agreements from this announcement, ranging in value from \$100,000 to \$500,000, subject to availability of funds, quality of evaluated proposals, and other applicable considerations. The maximum amount available for any award is \$500,000 in federal funds.

Under the tribal set-aside, EPA expects to award 1-3 cooperative agreements ranging in value from approximately \$100,000 to \$500,000, for a total value of approximately \$500,000, subject to availability of funds, quality of evaluated proposals, and other applicable considerations.

Awards are subject to the availability of funds and quality of evaluated proposals. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months from the date of original selection date.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will begin February 1, 2011. Proposed project periods may be up to three years.

E. Funding Type

The funding for most selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement under cooperative agreements as part of the award process, the anticipated substantial Federal involvement for these projects will be:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

In appropriate circumstances, EPA reserves the right to award a grant rather than a cooperative agreement.

III. Eligibility Information

A. Eligible Entities

In accordance with CFDA 66.041, proposals will be accepted from local governments, Indian tribes, and Intertribal Consortia as defined below:

Local governments—a county, municipality, city, town, township, local public authority (including any public and Indian housing agency) school district, special district, intrastate district, council of governments, any other regional or interstate government entity, or any agency or instrumentality of a local government.

Federally recognized Indian tribal governments—the governing body or a governmental agency of any Indian tribe, band, nation, or other organized group or community (including Native villages)

certified by the Secretary of the Interior as eligible for the special programs and services provided by him through the Bureau of Indian Affairs as well as any organization or intertribal consortium that represents federally recognized tribes.

Intertribal Consortia-- an "intertribal consortium" is defined as a partnership between two or more tribes that is authorized by the governing bodies of those tribes to apply for and receive assistance under this program. Intertribal consortia are eligible to receive grants under this program only if the consortium demonstrates that all members of the consortium meet the eligibility requirements for the grant and authorize the consortium to apply for and receive assistance by submitting to EPA documentation of (1) the existence of the partnership between Indian tribal governments, and (2) authorization of the consortium by all its members to apply for and receive the grant.

B. Cost-Sharing or Matching

A 50% match is required for this program with the exception of tribal governments and intertribal consortia that are exempt from matching requirements. Applicants must precisely describe in their budget and budget narrative how they will contribute their cost share and/or match. A sample budget and budget narrative are provided in Appendix A.

The minimum match is determined by dividing the total amount of requested EPA funding by two. EPA will use the following formula:

$$\frac{\text{Total Amount of Requested EPA (\$)}}{2} = \text{minimum match (\$)}$$

For example, if an applicant requests \$100,000 in Federal Funding, the applicant would be responsible for a \$50,000 contribution for the project. Therefore, in the above-mentioned example, the minimum total project costs would be \$150,000 (\$100,000 EPA Funding and \$50,000 cost share/match).

The cost share and/or match can be in the form of cash or as in-kind contributions, such as use of volunteers and/or donated time, equipment, expertise, etc. All matching funds are subject to the regulations governing matching fund requirements at 40 CFR 31.24. In-kind contributions often include salaries or other verifiable costs which must be carefully documented. In the case of salaries, applicants may use either minimum wage or fair market value.

Cost share and/or match are considered part of the total grant funds and must be included in the total award amount. Cost share and/or match should be used for the reasonable and necessary expenses of carrying out the workplan. All grant funds are subject to federal audit. Any restrictions on the use of grant funds also apply to the use of cost share and/or match.

The recipient is legally obligated to meet any proposed cost share/match that is included in the approved project budget because the grant agreement includes the cost share/match. Applicants may use their own funds or other resources for a cost share/match if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary cost shares/matches. Other Federal grants may not be used as cost shares/matches without specific statutory authority.

Applicants (tribes and tribal consortia are exempt) that do not demonstrate how they will meet the minimum 50 percent cost share and/or match requirement in their proposal submittal will not be considered for funding.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in 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.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, proposals must be received by the EPA or through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems 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. Applicants should confirm receipt of their proposal with Jeanette Shepherd as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
2. Proposals must support EPA's Strategic Plan Goal 1, "**Clean Air and Global Climate Change**"-- "*Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced. Reduce greenhouse gas intensity by enhancing partnerships with businesses and other sectors*". (See Section I).
3. Hard copy proposals will only be accepted via an **express delivery service**. EPA will not accept proposals submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.
4. Proposals must be for projects that include one or more of the priority areas that would generate quantifiable GHG reductions as stated in Section I.B, Scope of Work.
5. Proposals must include performance measures that demonstrate how the proposed activity will generate quantifiable greenhouse gas reductions including documentation of the assumptions and emissions factors used to calculate those reductions (see I.C.4 for details).
6. Proposals must demonstrate how the applicant will meet the 50% match (cost share and/or in-kind) requirement described in Section III. B, Cost Sharing or Matching. Federally recognized tribes and Intertribal consortia are exempt from a mandatory 50% match requirement.
7. Proposals requesting federal funding exceeding \$500,000 will be deemed ineligible and shall not be considered for award.

8. Applicants' proposed activities must include project implementation; applications for planning exercises only will not be awarded.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain a Proposal Package

Applicants can download individual grant application forms from EPA's Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm> .

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

B. Mode of Proposal Submission

Applicants have the following options to submit their proposals: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through www.grants.gov as explained in Appendix A. Proposals will not be accepted via fax or standard 1st class mail delivery by U.S. Postal Service. All proposals must be prepared and include the information as described below in Section IV.C "Content of Proposal," regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original copy of the proposal package (including signed and completed SF 424 and SF 424A forms)—no binders or spiral binding—to:

Hard Copy via Express Delivery Address (FedEx, UPS, DHL, USPS Express Mail, etc)

U.S. EPA
Attention: Jeanette Shepherd
OAR/OAP/Climate Protection Partnerships Division
1310 L Street, NW,
10th Floor
Washington, DC 20005
Phone: (202) 343-9792

Hard Copy Proposal Submission Deadline

All hard copies of proposal packages must be received by Jeanette Shepherd by **JULY 26, 2010 at 4:00 p.m., EDT.**

2. Grants.gov Submission (see Appendix A, Grants.gov Submission Instructions)

Proposal Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **JULY 26, 2010, 4:00 pm.**

C. Content of Proposal Submission

The proposal package **must** include all of the following materials:

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

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm> .There are no attachments. Please be sure to include 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.

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

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>. There are no attachments. 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.

- **Narrative Proposal**

The Narrative Proposal (including sections 1-3 below) cannot exceed a maximum of 15 single-spaced typewritten pages, including the Summary Information Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15 page limit. Please number pages.

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 e-mail 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. (Projects are anticipated to begin February 2011 and end no later than February 2014.)
- f. DUNS number-See Section VI.C.
- g. Estimate of potential greenhouse gases reductions including assumptions and emissions factors used to calculate those reductions.

2. **Narrative Proposal Work-Plan**

The narrative proposal 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 summary shall contain the following components:
 - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for

- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits 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.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. *Example; Expertise in managing local government environmental education programs, training in energy or climate management, or other relevant programmatic experience.*
- vii. Budget and estimated funding amounts for each work component/task.

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

b. Environmental Results—Outcomes, Outputs, and Performance Measures

Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what performance measurements will be used to track your progress towards achieving the expected outcomes (greenhouse gas reductions and one or more additional environmental, behavioral, social, health or programmatic benefit) and how the results of the project will be evaluated.

c. 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

3. Detailed Budget Narrative (See Appendix B, Budget Sample)

Clearly explain how EPA funds will be used. This section provides an opportunity for a 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. For applicants that provide a cost share and/or match, the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of how the match described in Section III.B will be met. All matching funds are subject to the regulations governing matching fund requirements at 40 CFR 31.24.

Management Fees: When formulating budgets for proposals, 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. Optional Attachments. These are not included in the 15-page limit.

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

b. Support Letters-These should indicate how the supporting organization will assist in the project.

*Note: all other supporting material over the 15 page limit will not be considered during the review.

D. Can funding be used for the applicant to make subawards acquire contract services or fund partnerships?

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.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism

E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and 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, if 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 or 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 demonstrates 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 non-competitive 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 or 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 qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal evaluation process unless the applicant complies with these requirements.

F. Submission Dates and Times

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is JULY 26, 2010, 4:00 p.m., Eastern Daylight Savings Time (EDT). All hard copies of proposal packages must be received by Jeanette Shepherd by July 26, 2010 by 4:00pm EDT; electronic submissions via Grants.gov must be submitted to www.grants.gov by July 26, 2010 by 4:00pm EDT. Proposals received or submitted electronically after the closing date and time will not be considered for funding.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. However, the agency considers competitive proposals confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Pre-application/Application Communications and Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposal packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Such questions may be submitted to ClimateShowcaseInquiries@epa.gov

Frequently asked questions from the 2009 Climate Showcase Communities Grant Program RFA can be found in Appendix C.

V. Application Review Information

A. Evaluation Criteria

Only eligible entities whose proposal(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly and fully 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.

Criteria	Points
<p>1. Project Summary/Approach: Under this criterion, the Agency will evaluate the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements and objectives stated in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) related to,</p> <p>a) (15 pts) Overall Project Approach: The extent and quality to which the Applicant's narrative proposal demonstrates the ability to achieve ongoing climate mitigation by addressing one or more of the priority areas identified in Section I.B in an innovative and cost-effective manner that complements other climate mitigation efforts in the community.</p> <p>b) (10 pts) GHG Reduction Potential: The extent and quality to which the applicant's proposal is expected to result in on-going and increased GHG reductions, and whether the proposal adequately documents estimates of GHG reductions using realistic assumptions.</p> <p>c) (10 pts) Capacity and Partnerships: The extent and quality to which the applicant's proposal enhances the community's ability to implement future climate change programs by promoting training, education, and partnerships among staff, citizens, and stakeholder groups that represent all community members regardless of race, color, national origin, or income.</p> <p>d) (10 pts) Co-Benefits: The extent and quality to which the applicant's proposal discusses linkages with broader environmental, economic, health, social, and environmental justice co-benefits and demonstrates the ability to achieve such co-benefits.</p>	<p>55</p>

<p>e) (10 pts) <u>Replicability</u>: The extent and quality to which the applicant’s proposal demonstrates the project’s ability to be replicated by communities across the US and whether the narrative proposal includes a plan to facilitate such replication.</p>	
<p><u>2. Environmental Results-Outcomes, Outputs and Performance Measures</u>: Under this criterion, the Agency will evaluate:</p> <p>a) (10 pts) the effectiveness of the applicant’s plan for tracking and measuring progress toward achieving the expected project outputs and outcomes related to greenhouse gas reductions including those identified in Section I.C of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p> <p>b) (5 pts) the effectiveness of the applicant’s plan for tracking and measuring progress toward achieving expected project outputs and outcomes related to co-benefits (environmental, economic, health, social, or environmental justice benefits). In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p>	<p>15</p>
<p><u>3. Past Performance--Programmatic Capability and Reporting on Environmental Results</u>: Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s:</p> <p>a) (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement.</p> <p>b) (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal 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.</p> <p>c) (5pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project.</p> <p>d) (5 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items 1 and 2 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 reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items 1and 2 above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any</p>	<p>20</p>

response for these items, you may receive a score of 0 for these factors.	
<p>4. Budget: The Agency will evaluate the proposed project budget to determine whether,</p> <p>a) (5 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,</p> <p>b) (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p><i>An applicant's budget and budget narrative must account for both federal funds and non-federal funds (cost share and/or match). Applicants must precisely describe in their budget narrative how they will account for their cost share and/or match. This requirement regarding cost share and/or match is not applicable to tribal governments or intertribal consortia.</i></p>	10

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by EPA evaluation teams. Local government applicants and tribal government/tribal consortia applicants will be reviewed, based on the criteria above, by separate review panels. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score within their group (i.e. tribes/tribal consortia will be ranked against tribes/tribal consortia and local governments against local governments). Preliminary funding recommendations will be provided to the Approving Official based on this ranking. While EPA expects to make awards of approximately \$500,000 under the tribal set-aside, this amount may be increased or decreased subject to the number of meritorious tribal proposals received and funding availability.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation teams. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. Award Administration Information

A. Award Notices

Following evaluation of proposals, all applicants will be notified regarding their status.

Application Notifications

1. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail October 15, 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants

officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail by October 15, 2010. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. 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>.

D. Reporting Requirement

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 activity, 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. The schedule for submission of quarterly reports will be established by EPA, after award.

EPA intends to profile ("Showcase") the successful applicants, share results, and distribute lessons learned via the Climate Showcase Communities website. Elements of the recipients' quarterly and final reports will be included on this public website, and recipients will be encouraged to share additional information about their projects at their discretion. See <http://www.epa.gov/statelocalclimate/local/showcase/> for examples.

E. Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

F. 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 <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Jeanette Shepherd at shepherd.jeanette@epa.gov.

VII. Agency Contact

Agency contact:

U.S. EPA
Attention: Jeanette Shepherd
OAR/OAP/Climate Protection Partnerships Division
1310 L Street, NW,
10th Floor
Washington, DC 20005
Phone: (202) 343-9792

All questions or comments while this funding opportunity is open should be e-mailed to ClimateShowcaseInquiries@epa.gov. Answers will be posted bi-weekly until the closing date for this announcement at the OAR Grants/Funding website http://www.epa.gov/air/grants_funding.html

VIII. Other Information (Appendices)

Appendix A. Grants.gov Submission Instructions

Grants.gov Instructions

The electronic submission of your proposal must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign grant proposals 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 them to designate an 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.

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-CPPD-10-09, or the CFDA number that applies to the announcement (CFDA 66.041), in the appropriate field. 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).

Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than JULY 26, 2010, 4 p.m. EDT.

Please submit *all* of the proposal materials described below.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP
- IV. Other Attachments Form for other optional documents-See Section IV.C of the RFP:
 - a. **Biographical Sketch.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
 - b. **Support Letters**-These should indicate how the supporting organization will assist in the project.

The proposal package *must* include all of the following materials:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include 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.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments. 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. If indirect costs are included, 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.

III. Narrative Proposal

Prepared as described in Section IV.C of the announcement. The document should be readable in PDF format and consolidated into a single file.

IV. Other Attachments Form-other optional documents (See above)

Application Preparation and Submission Instructions

Documents I through III listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, 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 will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.C of the announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (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 would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. 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.”

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 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 10 Assoc Prog Supp – Back-up 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 – FY10 Assoc Prog Supp – 2nd Submission.”

Once your proposal package 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.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application 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 application 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> or contact Jeanette Shepherd.

Proposal packages submitted thru grants.gov will be time/date stamped electronically.

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

Appendix B. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any cost-share, mandatory or voluntary, the Budget Detail portion of the narrative proposal must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. Mandatory cost-share funds must be in the form of cash contributions to the Equipment Object Class. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see Section III.B if this RFP for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	Year 1 EPA Funding	Year 1 Cost-Share	Year 2 EPA Funding	Year 2 Cost Share
Personnel				
1 FTE Energy Manager @ \$55,000/yr	\$55,000	\$0	\$55,000	\$0
0.5 FTE Outreach Coordinator @ \$45,000/yr	\$0	\$22,500	\$0	\$22,500
0.25 FTE IT Specialist @ \$80,000/yr	\$0	\$20,000	\$0	\$20,000
1 FTE Summer Intern @ \$1500/month x 3 months	\$0	\$4500	\$0	\$4500
0.5 FTE Climate Specialist @ \$36,000/yr	\$0	\$18,000	\$0	\$18,000
TOTAL PERSONNEL	\$55,000	\$65,000	\$55,000	\$65,000
Fringe Benefits				
Energy Manager @ 13.6% of salary	\$7500	\$0	\$7500	\$0
Outreach Coordinator @ 17% of salary	\$0	\$3825	\$0	\$3825
IT Specialist @ 16% of salary	\$0	\$3200	\$0	\$3200
Climate Specialist @ 16.5% of salary	\$0	\$2975	\$0	\$2975
TOTAL FRINGE BENEFITS	\$7,500	\$10,000	\$7,500	\$10,000
Travel				
Travel for 2 staff to attend Climate Showcase Communities Training Conference Airfare: 2 @ \$350 round trip Per Diem: 2 staff X 4 days @ \$50/day Hotel: 2 staff X 3 nights @ \$200/night	\$700 400 1200	\$0	\$700 400 1200	\$0
Local Mileage Energy Manager, 50 mi/mo @ \$0.54/mi x 12 mo Outreach Coordinator, 100 mi/mo @ \$.54/mi x 12 mo Intern, 50 mi/mo @ \$0.54/mi x 3 mo	\$325 650 80	\$0	\$325 650 80	\$0
Travel for staff to attend LEED Training Course Amtrak train fare, 2 staff x 3 trips @ \$107.50/trip	645	\$0		
TOTAL TRAVEL	\$4,000	\$0	\$4,000	\$0
Equipment				
Thermal Imaging Camera, 1 @ \$8000	\$8000	\$0	\$0	\$0
TOTAL EQUIPMENT	\$8,000	\$0	\$0	\$0
Supplies				
Office and related supplies to support training	\$3,500	\$0	\$5,500	\$0
TOTAL SUPPLIES	\$3,500	\$0	\$5,500	\$0
Contractual				
100 residential energy audits @ \$500 per audit	\$50,000	\$0	\$50,000	\$0
TOTAL CONTRACTUAL	\$50,000	\$0	\$50,000	\$0

Other				
Postage	\$1000	\$0	\$1000	\$0
Space rental for community workshops, 6 workshops @ \$2000	\$12,000	\$0	\$12,000	\$0
USGBC Membership	\$1000	\$0	\$1000	\$0
Energy Efficiency Journal Subscription	\$500	\$0	\$500	\$0
Printing and Publication Fees Outreach Brochure Energy Upgrade Manuals	\$2500 8000	\$0	\$2500	\$0
Sub Awards for School Efficiency Grants			\$8000	
TOTAL OTHER	\$25,000	\$0	\$25,000	\$0
Indirect Charges				
Federal Negotiated Indirect Cost Rate = 0% (Indirect Rate x Personnel = Indirect Costs)	\$0	\$0	\$0	\$0
TOTAL INDIRECT	\$0	\$0	\$0	\$0
TOTAL FUNDING	\$153,000	75,000	147,000	75,000
TOTAL PROJECT COST	\$450,000			

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal 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 cannot 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 work plan.

Appendix C: Frequently Asked Questions

Many common questions regarding proposal deadlines, submissions instructions, or eligibility can be found within the RFA. For a full list of questions and answers from last year's RFP, please visit: <http://epa.gov/air/grants/09-08qa.pdf>

Process and Legal Questions

Q1. Will there be future rounds of funding each year?

A1. It is not yet known if additional funding will be made available for another Climate Showcase Communities Grant RFA in 2011 or future years.

Q2. How many proposals does CPPD expect to receive in response to this RFA? Is the program expected to be very competitive?

A2. In the 2009 solicitation, CPPD received 444 eligible applications and awarded 25 projects. CPPD expects to receive many quality proposals, and therefore anticipates a very competitive applicant pool.

Q3. Are there any restrictions on the funds that could be used to cover local government staff time, the percentage of funds that could be directed to community-based non-profits for their work in the project, or the percentage of funds that can be used for administrative costs?

A3. The RFP does not restrict the percentage or amount of grant funds that may be allocated toward applicant/recipient staff time or administrative costs. Similarly, the RFP does not restrict the percentage or amount of funding that may be granted via sub-award or as contracts to non-profit organizations- so long as the activities therein are eligible and responsive to the RFA.

Q4. Can one entity submit multiple proposals? And can the dollar amounts requested from EPA differ?

A4. Yes. There is no restriction on the number of proposals a single entity can submit. Each proposal will be evaluated independently based on the evaluation criteria identified in Section V.A. of the RFA. For entities submitting multiple proposals, the RFA does not limit the dollar amount requests per each proposal.

Q5. Can EPA Climate Showcase Communities funding be used to capitalize revolving loan funds or PACE programs?

A5. Climate Showcase Communities grant funding may be used for the administrative management and outreach associated with a loan program that would otherwise be deemed an eligible component of a proposal that fully responsive to the RFA. However, this grant funding may not be used to directly capitalize a loan fund or a PACE program.

Q6. Other than revolving loan funds, what other costs are considered ineligible for funding?

A6. Ineligible costs include costs which are prohibited by the Cost Principles applicable to the assistance applicant (i.e., OMB Circular A-87). A few examples include: entertainment costs (amusements, social activities and their related costs); promotional items or memorabilia; alcoholic beverages; fund raising; fines and penalties for failing to comply with federal, state, and local laws; lobbying; and legislative expenses. Please see:

<http://www.whitehouse.gov/omb/rewrite/circulars/a087/a087-all.html> for complete guidance.

Q7. If an applicant submits attachments which feature supplementary information, e.g. photos or reports, will they be considered in the evaluation?

A7. Proposals will only be evaluated according to the Evaluation Criteria described in Section V. Part A. In addition, only information within the 15 page limit (with the exception of resumes and letters of support) will be provided to reviewers.

Q8. Is there a minimum requested funding amount? Can we apply for less than \$100K of EPA grant funding?

A8. There is no formal requirement concerning a minimum request for EPA funding. The range listed in the RFA is intended to provide enough funding to make a substantive difference to a community. Applicants may request less than \$100,000 in federal funding if they feel they can be fully responsive to the RFA with a lower dollar amount.

Q9. Where can I get more information about the NEPA review process?

A9. EPA has prepared a handbook, *Environmental Review Guide for Special Appropriation Grants (April, 2008)*, which presents an overview to EPA's environmental review process and the levels of analysis associated with that review. The handbook contains background information, guidelines, checklists, other tools, and references that will assist grant applicants in understanding requirements under NEPA. The handbook should help applicants understand the environmental review process required under NEPA, as well as how to assist EPA during this review. EPA has also developed an online training course regarding the handbook. Both resources are available at:

<http://www.epa.gov/compliance/nepa/epacompliance/saaptraining/index.html>

Eligibility Questions

Q1. Is there any restriction as to size of town/locality?

A1. No, the RFA does not restrict population sizes.

Q2. Can a school district and local government in the same area apply separately?

A2. Yes, multiple entities from the same area may submit separate proposals. Each proposal will be reviewed independently.

Q3. Can a city and county apply jointly as a "climate community"? Can a consortium of local governments apply jointly?

A3. Only one entity can formally submit an proposal for a particular project.

However, the scope of work can reflect multi-jurisdiction collaboration. Also, please be advised that each collaboration would be limited to the maximum dollar amount of \$500,000 (e.g. you could not ask for a million dollars using the argument that you are two governments applying jointly).

Q4. What is the eligibility status for Puerto Rico, the District of Columbia and US Territories?

A4. The statutory authority for this program specifically states that "communities" are eligible entities. As a matter of policy, EPA has defined "communities" to include local governments (as defined in 40 CFR 31.3), federally recognized Indian tribal governments, and intertribal consortium. The District of Columbia, Puerto Rico, and any territory or possession of the U.S. fall within the definition of "State" in 40 CFR 31.3 and do not constitute local governments. However, counties, municipalities, cities, towns, townships, local public authorities, school districts, special districts, intrastate districts, council of governments, and any other regional or interstate government entity, or any agency or instrumentality of the 50 States, the District of Columbia., Puerto Rico, or U.S. Territories do fall within the definition of local governments and, therefore, are eligible to apply under this RFA.

Please refer for Section III.A. of the RFA for more information.

Cost Match Questions

Q1. Are state funds or other third-party funds an eligible match? Or do they have to be local?

A1. Only Federal funds are specifically prohibited from use for matching funds. Please refer to 40 CFR 31.24(a) (7) for third party "in-kind" contributions.

Q2. Will applicants providing more than the required match percentage receive any special consideration?

A2. No. The evaluation criteria table in Section V. Part A does not include a ranking factor for applicants who propose to contribute more than the required match amount. Please refer to Section V.A. of the RFA for more information.

Q3. Can the applicant's proposed match come from prior expenses?

A3. Recipients may incur pre-award costs 90 calendar days prior to award provided they include such costs in their proposal, the costs meet the definition of pre-award costs and are approved by the EPA Project Officer and EPA Award Official. The definition of pre-award costs are those costs incurred prior to the effective date of the award directly pursuant to the negotiation and in anticipation of the award where such costs are necessary to comply with the proposed delivery schedule or period of performance and are in conformance with the appropriate statute and cost principles.

The approval of pre-award costs should be reflected in the budget period on the assistance agreement and if applicable, under a term and condition of the assistance agreement. Pre-Award costs incurred more than 90 calendar days prior to award require the approval of the EPA Award Official. Recipients incur pre-award costs at their own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).

Q4. Can funding from an on-going related work effort being undertaken by our agency be used as a partial match? Can ongoing related work being undertaken by organizations we might partner with in our proposal be used as match funds?

A4. Ongoing costs, such as equipment purchases and installations already in use may not be used to meet the required cost-match. However, ongoing costs (ex. insurance, lease, maintenance, etc) integral to the work performed under the grant agreement may be included as a cost-match.

Q5. Can other Federal funding be used as a cash match?

A5. A cost share may not be met by the costs borne by another Federal grant unless permitted by Federal law. For questions regarding any other Federal funding as potential matching funds for Climate Showcase Communities grants, applicants must check with the cognizant agency that issued the grants to determine whether those grant programs include statutory authority for those grant funds to be applied as match to other federal grants. If there is no statutory authority, under 40 CFR 31.24, funds from other federal grants cannot be used to satisfy the match requirement for Climate Showcase Communities grants.

Project and Evaluation Questions

Q1. What tools and calculators are considered acceptable to measure reductions?

A1. Proposals may demonstrate any "reasonable" approach to estimate reductions or activities that lead to reductions. CPPD will work with the selected applicants on quantification metrics as needed. For a list of EPA tools and resources that may be helpful in calculating GHG emissions, please see: <http://epa.gov/statelocalclimate/resources/index.html#a03>
Please note that applicants are still required to document the assumptions used to calculate emissions regardless of the tool or calculator used to estimate GHG reductions.

Q2. What kind of "readiness" are you looking for?

A2. CPPD is seeking a diversity of community and project types. This includes funding projects from communities that are just starting to address climate change as well as those that have long-standing programs. There are no specific prerequisites that an applicant must have in place to apply and receive funding.

Q3. How do we know if our proposed project is a good idea? Can someone from EPA or CPPD give me any guidance before we apply?

A3. Please refer to Section I.B. of the RFA. There you will find a description of priority areas, goals, and types of projects CPPD is authorized to consider for funding. It is up to each applicant to make the case to EPA in their proposal how their project best responds to the RFA. As stated in Section IV. Part H. Pre-application/Application Communications and Assistance of the RFA, EPA staff will not "discuss draft applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications."

Q4. What makes someone a stakeholder? Does collaboration among a County and its cities count as "multiple stakeholders" or does it need to include other entities, such as community groups, private sector or academic institutions?

A4. Stakeholders are people, groups, or organizations who affect or can be affected by the proposed project. Partnerships with stakeholder groups may be formal (ie as contractors, grantees, or providers of services) or informal (through community outreach, public forums, or other mechanisms). Collaboration among a County and its cities would count as "multiple stakeholders". "Multiple stakeholders" is meant to include different entities- other than grant applicant that may have a part in the proposed grant project. Please keep in mind that the partial points may be awarded for collaboration with a limited number of stakeholders and full points to applicants who involve a broad array of stakeholders.

Q5. What if most of the GHG emissions reductions associated with a proposal come after the completion of the 3 year project term?

A5. Projects that achieve reductions after the term of the project are eligible and in line with EPA's strategic goals. Proposals will be scored on their potential to achieve ongoing reductions as well as how well the applicant documents short and long term outputs, outcomes, and measures of progress. Proposals where the predominant emissions occur after the project period must still include discussion and rationale of the expected reduction.