

U.S. Environmental Protection Agency, Region 10

Protecting Puget Sound Watersheds, Water Quality and Aquatic Resources

from the Impacts of Growth

FY2008 Request for Proposals

Agency: U.S. Environmental Protection Agency (EPA), Region 10

Funding Opportunity Name: West Coast Estuaries Initiative for Puget Sound

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-R10-PSTWG1-2008

Catalog of Federal Domestic Assistance Numbers: 66.439

Overview

U.S. EPA Region 10 is soliciting proposals under this announcement to support the protection and restoration of high value Puget Sound aquatic resources in areas threatened by growth pressure through holistic watershed protection and management approaches at the local level. The grant funds will assist local and tribal governments in managing land uses while protecting watershed functions and values. Successful projects will match proposed activities to the appropriate watershed scale to ensure environmental results.

Entities of local governments, special purpose districts and federally recognized Indian tribes in the greater Puget Sound Basin are eligible to apply. State agencies, institutions of higher learning and non-governmental entities are not eligible to directly receive grant awards under this announcement; however, EPA encourages tribes and local governments to solicit their participation as local collaborators.

EPA Region 10 anticipates awarding up to ten cooperative agreements for the Puget Sound basin. Awards will range from approximately **\$250,000** to **\$625,000** and have a project period of two to four years. The total amount available is \$2.5 million dollars through the Fiscal Year 2007 Revised Continuing Appropriations Public Law 110-5. Applicants must demonstrate how they will provide the minimum non-federal match of 25 percent of the total cost of the proposal. Federally recognized Indian tribal governments may be exempt from the match requirement if they can demonstrate that fulfilling the match requirement imposes undue hardship. If additional funds become available for the West Coast Estuaries Initiative under the FY 2008 budget, the total amount to be awarded and the number of awards under this announcement may increase depending upon the quality of proposals received.

The West Coast Estuaries Initiative for the Puget Sound is a focused effort under EPA's Targeted Watersheds Grant Program (TWG). The TWG is designed to support the protection and restoration of the country's water resources through a holistic watershed approach to water

quality management. Under a separate announcement, EPA Region 9 is soliciting proposals as part of the West Coast Estuaries Initiative for the California Coast.

Important Dates:

January 31, 2008	Proposals must be received in hardcopy by U.S. EPA Region 10 by 5:00 PM Pacific Standard Time <u>or</u> stamped electronically through Grants.gov by 5:00 PM Pacific Standard Time.
March 31, 2008	Finalists notified and requested to negotiate and submit a formal application package.
May 1, 2008	Grant applications and work plans received via hardcopy <u>or</u> through Grants.gov.
July 1, 2008	Awards made.

Other than the January 31, 2008 proposal submission date, the above dates are estimated and subject to change.

EPA reserves the right to amend this solicitation as necessary. Amendments could be administrative (e.g., change of dates or location), technical (e.g., change in requirements), or affect the anticipated funding. If this occurs, EPA will post the amended solicitation at <http://yosemite.epa.gov/r10/water.nsf/Office+of+Water/PS08RFP> and on Grants.gov (<http://www.grants.gov>).

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U.S. EPA Region 10 West Coast Estuaries Initiative for Puget Sound:
2008 Request for Proposals

Protecting Puget Sound Watersheds, Water Quality and Aquatic Resources
from the Impacts of Growth

Funding Opportunity Number: EPA-R10-PSTWG1-2008

I. Funding Opportunity Description

U.S. EPA Region 10 is soliciting proposals under this announcement to support the protection and restoration of high value Puget Sound aquatic resources in areas threatened by growth pressure through holistic watershed protection and management approaches at the local level.

The Puget Sound basin is the largest population center in the Pacific Northwest. The basin encompasses over 16,000 square miles and contains more than a dozen major river systems. In December 2006 the Puget Sound Partnership recommended priorities for a healthy Sound. Projects funded under the announcement will support one or more of the following Puget Sound priorities:

- Reduce stormwater and non-point source pollution impacts.
- Protect water quality from pathogens, toxics, and excess nutrients.
- Protect habitat including riparian forests, shorelines, floodplains, wetlands, and marine waters.
- Protect ecosystem biodiversity and recover imperiled species.

Watershed Health Not Achievable With Current Development Patterns And Practices: The *2000 Puget Sound Plan*, *2007-2009 Puget Sound Conservation and Recovery Plan* and *Puget Sound Partnership Recommendations* recognize the impact of growth and development on the health of Puget Sound and the watersheds, humans, salmon, shellfish, and other species that depend on clean water and sustainable habitat. Extensive scientific research shows that *where development is located, how much development occurs, and what practices are used when developing* greatly affect the chemical, physical, and biological integrity of marine and fresh waters. Decisions regarding development patterns and parcel level practices can increase impervious cover and roads, increase stream crossings for roads and utilities, and can include harmful land-clearing practices. The cumulative result is excessive stormwater that scours fish habitat and delivers pollutants, pathogens, and excess nutrients to surface waters and significantly reduces water in streams during dry summer months.

Integrating Protection of Water Quality, Hydrology and Biology by Promoting Sensitive Land Use Practices: Local and tribal governments are faced with implementing multiple planning processes and mandates. Watershed planning decisions regarding *where protection and restoration occurs, how much protection and restoration is necessary, and what practices ensure effectiveness* are frequently the focus of watershed plans. Often missing from these processes is

an effort to connect watershed-based decisions with land development techniques and stormwater controls. Linking protection and restoration decisions with future land use decisions can prevent pollution and greatly enhance the potential to maintain Puget Sound's valuable resources.

Preventing pollution is the least costly and most effective way to protect watersheds and the salmon and shellfish that depend on clean water. Preventing impacts associated with urbanizing environments is increasingly important as resource managers strive to protect healthy watersheds while local governments plan for 1.4 million more people by 2020. Forecasted changes in climate heighten the importance of decision-making that provides for the long-term resiliency and buffering capacity of watersheds. We will need watersheds that store water longer and maintain watershed functions and processes while adapting to sea level rise and changes in temperature and precipitation.

To integrate planning processes and mandates into effective watershed protection and implementation programs, local and tribal managers need the best available scientific information to determine how ecological conditions can guide future land use decisions. They also need information to predict the impacts of land use changes on ecological conditions and tools and incentives to guide development in ways that are sensitive to watersheds and natural resources. With the integration of watershed scale information and land use management tools, local and tribal governments have a chance to accommodate growth while protecting and restoring water quality, habitat and hydrologic processes.

Tribal and Local Governments Uniquely Positioned: Tribal governments, local governments and special purpose districts in Puget Sound are uniquely positioned to address and minimize the impacts of population growth, land development and future impact through their land use management authorities. EPA is looking for opportunities to assist these entities in integrating land use programs and policies with watershed management. State agencies, institutions of higher learning and non-governmental entities will not be eligible to directly receive grant awards under the announcement; however, we strongly encourage their participation as local collaborators.

Link to EPA's Strategic Plan: The West Coast Estuaries Initiative for Puget Sound, as a focused effort under EPA's Targeted Watershed Grant (TWG) program, implements goals and objectives in EPA's 2006-2011 Strategic Plan. The premise of the program is that watersheds are improved most effectively and efficiently by managing water resource use and water quality on a watershed basis. The TWG supports EPA's goals (<http://www.epa.gov/ocfo/plan/plan.htm>) to improve and restore 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), and Sub-objective 4.3.8 (Restore and Protect the Puget Sound Basin).

Eligible Activities: Local and tribal governments are at various stages of developing and applying effective and robust watershed programs. Some need to improve the scientific understanding of their watersheds. Others understand how their watersheds work and need

assistance implementing a plan. Therefore, a wide range of activities will be eligible including, but not limited to, activities that:

- Enhance and implement watershed protection and restoration plans, land use and transportation plans, basin plans, stormwater controls and/or land development standards to maintain native vegetation and natural hydrology by protecting and restoring wetland, riparian, upland, and near shore habitats and ecological processes.
- Implement watershed protection by enhancing state planning processes such as Growth Management Act (GMA) and Shoreline Management Act (SMA) through the development of watershed land use designations, development standards and other regulations or incentive programs that protect and restore watersheds.
- Refine and implement watershed, land use plans based on watershed models predicting hydrologic impacts of alternative, future land cover conditions, development scenarios and resulting aquatic resource conditions.
- Develop and carry out laws, ordinances and incentive programs to implement watershed programs such as systematic implementation of low impact development in sensitive basins (unless engineering analyses demonstrate that it is infeasible), land acquisition, and transfer of development rights approaches and techniques.
- Increase watershed data and information available to local decision-makers who write and implement laws, ordinances, and permits.
- Monitor and measure watershed indicators to report on restoration or protection activities.
- Implement watershed-based, interagency monitoring and public involvement and education efforts to establish and run stream-team type approaches that monitor and assess conditions and trends of water quality and aquatic resources.

EPA will give preference to **multifaceted proposals** that lead to measurable outcomes or proposals that fill critical program needs leading to significant environmental results. Successful proposals will demonstrate how activities **address the impacts of growth** while achieving watershed protection and restoration goals.

Watersheds Defined: When we use the term “watershed”, we refer to watersheds that can range from a small drainage analysis unit to a larger basin or tributary system such as a water resource inventory area (WRIA). We include in the definition of watersheds those watersheds that drain to shorelines and pocket estuaries **Successful proposals will match proposed activities to the appropriate watershed scale to ensure activities lead to environmental results.**

Emphasizing Outputs and Outcomes: In accordance with EPA’s Strategic Plan, the West Coast Estuaries Initiative aims to advance projects beyond the planning stage to producing tangible environmental results. EPA’s priority is to support projects that are likely to achieve quantifiable results within the project period. Successful proposals are expected to achieve measurable outcomes in terms of on-the-ground watershed protection or recovery of water quality and local aquatic resources. Therefore, applicants for these funds must include specific statements describing the environmental results of the proposed project in terms of well-defined "outputs" and to the maximum extent practicable, well-defined "outcomes".

The term "output" means an activity, effort, or associated work product related to an environmental goal or objective that will be produced or provided over the period of time of the project funding or by a specific date. The term "outcome" means an environmental result, affect 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 short-term (i.e., changes in learning, knowledge, attitude, skill), intermediate (i.e., changes in behavior, practice, or decisions), or long-term (i.e., changes in condition of natural resources).

All proposed projects must be linked to environmental results and demonstrate how they will contribute to the ultimate goals of clean and safe water and healthy watersheds, communities and ecosystems. Environmental results are used as a way to gauge a project's performance and are described in terms of output measures and outcome measures.

In addition to on-the-ground environmental outputs, highly relevant outputs can be behavioral, health-related, or programmatic and need to be identified in the proposal. An example is increasing watershed approach information available to local and state decision-makers who write and implement laws, ordinances, and permits. Efforts designed to increase the knowledge of decision-makers can be viewed as environmental outputs if the grantee can show or measure the improvement in the knowledge of decision-makers who are in the position to create institutional changes necessary to restore or protect the environment. In such instances, "outcomes" may not be measured typically by environmental or water quality indicators, but rather by institutional indicators related to the adoption and application of laws and regulations, and the active management of programs necessary to provide environmental protection. However, we encourage you to predict the "outcomes" in terms of an environmental benefit or reduced risk to a watershed as a result of implementing a law, regulation or program. Additional information regarding EPA's definition of environmental results in terms of "outputs" and "outcomes" can be found at: <http://www.epa.gov/ogd/grants/regulations.htm>. Then scroll down to [Environmental Results under EPA Assistance Agreements \[EPA Order 5700.7\]](#)

Outcomes expected as a result of the awards under this announcement may include:

- Actual on-the-ground water restoration or protection projects put in place.
- Baseline and resulting water quality monitoring data that indicate measurable environmental improvement.
- Local ordinances passed aimed at protection and restoration of water quality and aquatic resources.
- Enhanced public participation and awareness of water quality issues at the community level.
- Protection or reduction in risk to high quality water or improved water quality, Clean Water Act (CWA) Section 303(d) delisting of streams, or increased recreational or subsistence use of water bodies.

Examples of Outputs and Outcomes: Outputs and outcomes relating to protection and restoration activities may be challenging to articulate. Protection outcomes may be acres protected or may be articulated as a reduction in risk to the resource. By using tools such as watershed characterization and modeling, local managers can predict alternative future land

cover conditions and their impacts to natural hydrology and water quality. Alternative land cover conditions can be developed by applying a range of site development standards (from existing standards to aggressive use of LID), housing options to achieve density requirements (e.g., 4 homes on ¼ acre lots or one fourplex on an acre), road widths and layouts, and native vegetation protection areas. Land use decisions concerning where to allow development and how to develop can then be made based in part on predicted impacts to water quality and watershed hydrology. For project proposing such activities, impervious surface cover and other characteristics of parcel and watershed scale development and protection can be used to quantify both protection and restoration outputs. If future land use decisions across the watershed are made in an effort to avoid impacts, the outcome could be expressed as a reduction in risk to watershed hydrology or good water quality.

For a project aimed at protecting water quality or hydrology while accommodating growth, expected outputs may be a watershed characterization that evaluates watershed processes and identifies the areas suitable for protection, restoration, and development. The project could implement the recommendations through incentive and education programs for developers, incorporating development and zoning changes, and low impact development or other related ordinances to address issues of clearing, grading and vegetation retention. Expected outcomes may be no net increase in effective impervious cover and stabilization or improvement of peak flows and low flows in a specified time period relative to the overall goal of protecting stated water quality.

For a project aimed at protecting or restoring a salmon run, expected outputs may be an ecosystem services valuation, an outreach effort to educate decision makers, and follow up changes to planning and zoning documents. The expected outcome would indicate the anticipated acres of intact flood plain protected, acres of critical wetlands restored, feet of dike removed in a specified time period relative to the overall goal of supporting a healthy salmon run, maintaining water quality standards, delisting a water-body segment listed as impaired under CWA Section 303(d), or attaining a milestone under a TMDL.

In another example, a proposal may be focused on protecting or restoring marine water quality and shellfish harvest areas. The anticipated outputs may be a local program that connects appropriate/innovative technologies and developments patterns (that rely on septic systems) to watershed issues. This may include innovative house-hold scale septic systems addressing nitrogen inputs to estuarine waters or connecting the location and use of septic systems in sensitive areas to land use decisions and water quality issues. Corresponding mid-term outcomes could include reduced pollutants in surface waters and an upgrade in local shellfish harvest.

Linking EPA's Strategic Plan, Proposed Activities, Outputs, and Outcomes through a Logic Model:

To ensure that proposals support EPA's national strategic plan, we require proposals to include a logic model. A logic model summarizes the major elements of the proposal so that connections between EPA's national plan and your proposed resources, activities, outputs and outcomes are clear. See Logic Model explanation and examples in Appendix B.

Information about and efforts to link land use decisions to watershed protection and restoration:

Protecting Aquatic Ecosystems: A Guide for Puget Sound Planners to Understand Watershed Processes

<http://www.ecy.wa.gov/biblio/0506027.html>

Ecosystem Services Enhanced by Salmon Habitat Conservation in the Green/Duwamish and Central Puget Sound Watershed

http://earthconomics.org/resources/publication_documents/WRIA_9_Ecosystem_Service_Analysis.pdf

Draft Birch Bay Watershed Characterization Pilot Study

http://www.co.whatcom.wa.us/pds/shorelines_critical_areas/workproducts.jsp

Chico Creek Watershed

http://www.psat.wa.gov/Programs/growth/LID_futures.htm

<http://www.psat.wa.gov/Programs/growth/reports/EPA%20Chico%20Report%2012-041.doc>

Evaluation of Economic Incentives for Decentralized Stormwater Runoff Management: Shepherd Creek Watershed Pilot Project, Water Quality Component

<http://www.epa.gov/federalregister/EPA-RESEARCH/2005/October/Day-26/r21373.htm>

<http://www.epa.gov/ORD/NRMRL/lrpd/esm/projects/sheperdcreek.htm>

Using Market Forces to Implement Sustainable Stormwater Development

http://yosemite.epa.gov/oarm/igms_egf.nsf/3b85f9fbd4a5e54b85256fb60070e5a2/b697cdc7d11d07ae85257008001b8fea!OpenDocument&Click=

<http://www.portlandonline.com/bes/index.cfm?c=34598>

II. Award Information

The total anticipated award under this announcement is \$2.5 million of Fiscal Year 2007 funds for up to ten cooperative agreements in the Puget Sound basin. Awards will range from approximately \$250,000 to \$625,000 in federal dollars and have a project period of two to four years. **Proposals that request an amount in excess of \$650,000 in federal funds will not be considered for funding.**

Partial Funding: EPA reserves the right to partially fund proposals/applications by funding discrete portions or phases of proposed projects. If we decide to partially fund a proposal/application, we will not prejudice any applicants or affect the basis on which the proposal/application or portion of the proposal was evaluated and selected for award; therefore, maintaining the integrity of the competition and selection process.

Additional Awards: EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

Cooperative Agreements: Selected recipients will enter into a funding agreement with EPA Region 10 (see Section VII). The West Coast Estuaries Initiative for Puget Sound will fund cooperative agreements. The cooperative agreements will be awarded under the independent authority contained in the Department of the Interior, Environment, and Related Agencies Appropriations Act, 2006 (P.L. 109-54). Cooperative agreements (as opposed to traditional grants) permit substantial involvement between the EPA Project Officer and the applicant in the work supported by the agreement. EPA will negotiate the precise terms and conditions of “substantial involvement” as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 31.36(g), review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the recipient.

III. Eligibility Information

A. Eligible Applicants

Entities of local governments, special purpose districts and federally recognized Indian tribes in the greater Puget Sound basin are eligible to apply. The greater Puget Sound basin is defined as all U.S. watersheds draining to Puget Sound, Georgia Basin and the Strait of Juan de Fuca (<http://www.psp.wa.gov/resources/maps.htm>). Federal and state agencies, institutions of higher learning and non-governmental entities are not eligible to directly receive grant awards under this announcement. However, EPA strongly encourages local and tribal governments to solicit participation from these entities as local collaborators. They are eligible for subawards or subcontracts. See more detail on subawards in Section IV. Federal agencies are ineligible for subaward or subcontract.

B. Cost Sharing/Match Requirement

EPA requires applicants to demonstrate how you will provide the minimum non-federal match of 25 percent of the total cost of the proposal. 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 program.

Federally recognized Indian tribal governments may be exempt from this match requirement if fulfilling the match requirement imposes undue hardship. Tribal governments needing an exemption from the 25 percent match requirement **must submit a one-page written request with justification within 30 calendar days from the date of this announcement**. Match exemption requests should be sent directly to the EPA contact listed in Section IV.D. EPA will notify the tribe of its decision within 10 business days. If approved, the proposal will be scored as if it meets the minimum 25 percent match.

To determine if the minimum match is met, the following formulas may be helpful:

1. Amount (\$) requested from EPA/Cost (\$) of entire project ≤ 0.75 , or
2. Total cost (\$) of proposal/4 = Amount (\$) needed for match.

For example, if the total cost of the project is \$833,333, the applicant must provide \$208,333 in matching funds or services. In this example, the federally funded portion of the project would be \$625,000.

C. Threshold Eligibility Criteria

Below are requirements which, if not met at the time of submission, will result in elimination of your proposal. Only proposals that meet all of these criteria will be evaluated against the ranking

factors in Section V. Applicants deemed ineligible as a result of the threshold eligibility review will be notified within 15 calendar days after the determination is made.

1. Applicants must meet the eligibility requirements as described in Section III.A. Eligible Applicants.
2. Applicants must demonstrate how they will provide a match of 25 percent of the total project cost as described in Section III.B. Cost Sharing/Match Requirement and may not request federal funding in excess of \$625,000. Alternatively, applicants must receive an approved match requirement exemption as described in Section III.B.
3. The proposal package must contain the seven components as described in Section IV.C. Content of Application Submission.
4. Submissions that are faxed or emailed will not be accepted, as described in Section IV.D. Submission Dates and Times.
5. Proposals must be received in hardcopy by EPA or electronically through Grants.gov on or before the solicitation closing date and time specified in Section IV. Application and Submission Information. Proposals received after the closing date and time will be returned to the sender without further consideration.

D. Funding Restrictions

Clean Water Act (CWA) requirements: Certain projects or activities are ineligible for West Coast Estuaries funding. These include activities required or regulated under the CWA. For example, activities for the development of Total Maximum Daily Loads (TMDLs) and required activities under Phase I and II Stormwater permits will not be funded. Activities implementing the non-regulatory component of TMDLs are eligible (e.g., the elements of a watershed plan that address non-point source pollution).

International work: Projects with an international work plan must directly and primarily benefit U.S. waters. Under this solicitation, foreign land acquisition or proposals that contain work plans with a majority of projects to be implemented outside of U.S. borders will not be considered for funding.

Subgrants and Subawards: Subgrants or subawards to third parties are eligible under this award. Proposals containing a subaward project (also called mini-grants) are also eligible, but the portion to be regranted to third parties within the watershed via a smaller-scaled competition should account for no more than 20 percent of the requested funding amount. 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 organization to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “sub-award” at 40CFR 30.2(ff) or “sub-grant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. See Section IV for more details on subgrants and contracts with partners.

Major Equipment and Major Structures: Under this announcement, we will consider funding major equipment purchases over \$10,000 if the equipment is critical to achieving the environmental outputs and outcomes described in the proposal. For the purpose of this solicitation, “major equipment” is defined as an article of property of a durable nature that normally may be expected to have a period of service of a year or more after being put into use and an acquisition cost which equals or exceeds \$10,000. If your project is selected for funding and you proposed to purchase major equipment, you must demonstrate during the grant cost review process that purchasing equipment is more cost effective than leasing.

The construction of buildings or other major structures will not be funded. For the purpose of this solicitation, “major structures” is defined as an activity that results in a permanent structure constructed over a plot of land or in a body of water that normally may be expected to have a period of service of a year or more after being put into use. Examples may include, but are not limited to, buildings, dams, reservoirs, and traditional roads. We will consider funding other watershed restoration, construction-type activities if they are critical to achieving the environmental outputs and outcomes described in the proposal. This includes, but is not limited to, removing and replacing culverts, removing and moving back dikes, activities associated with implementing low impact development, and activities needed to upgrade problematic septic systems.

Allowable Costs: All costs incurred under this program must be allowable under the applicable Code of Federal Regulations (formerly Office of Management and Budget (OMB) Cost Circular: 2 CFR 225 (formerly A-87) for State and Local and Indian Tribal Governments. You may find copies of this circular 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).

IV. Application and Submission Information

A. Address to Request Application Package

Grant application forms, including Standard Forms SF 424 and SF 424A, are available at <http://www.epa.gov/ogd/AppKit/application.htm> or by submitting an email request to Sally Hanft at hanft.sally@epa.gov.

B. Form of Application Submission

Applicants must submit their proposal using one of the two methods outlined below. You must prepare all proposals and include the information as described in Section IV.C regardless of mode of submission.

1. Hard Copy. Two hard copies of the complete proposal package as described below in Section IV.C, may be mailed, express mail delivery, or hand delivered. Please mark all submissions: **ATTN: Sally Hanft, West Coast Initiative for Puget Sound** (see Section IV.D for address).

2. Grants.gov Submission. Applicants who wish to submit their materials electronically through the federal government's Grants.gov web site may do so. Grants.gov allows you to download a proposal or application package template and complete the package offline based on agency instructions. After you complete the required proposal or application package, you may submit the package electronically to Grants.gov, which transmits the package to EPA. Letters of commitment, a logic model, and maps, if not in electronic format, will need to be scanned so they can be submitted electronically as part of the proposal package.

Application/proposal materials submitted through Grants.gov will be time/date stamped electronically. Complete instructions on applying through Grants.gov are provided in Attachment A. **PLEASE NOTE: YOU MUST REGISTER AT GRANTS.GOV AT LEAST A WEEK IN ADVANCE. YOU CANNOT REGISTER AT THE LAST MINUTE.**

C. Content of Application Submission

Proposals (Item 1. Cover Page and Item 2. Project Narrative, below) must not exceed 12 written pages double-sided and should use no less than 12-point font, single space. Pages in excess of 12 will not be reviewed. All materials including the project narrative, budget, tables, timeline, charts, graphs, and pictures must be included within the 12 pages. In addition to the 12 pages which include the Cover Page and Project Narrative, please submit:

- Signed SF 424.
- SF 424A.
- Maps.
- Letters of commitment.
- A Logic Model.

NOTE:

- The documents listed above are required if you submit electronically or in hard copy.
- Appendices will not be reviewed.
- You are responsible for the contents of your proposals.
- Only applicants selected for award will be asked to submit a full application package.

Each proposal package must contain all of the components listed in this section. Failure to submit any of the seven components will result in disqualification and removal from the selection process.

1. Cover page. The cover page should include:
 - i. The name of the Puget Sound watershed to be addressed with clear identification of watershed boundary and size.
 - ii. Nominee contact information (i.e., name, affiliation, address, telephone, and e-mail of the person who we can contact).
 - iii. Abstract. Provide a brief (approximately 150-word) executive summary of the proposal. This should include a brief description of the need for the work, the proposed work, and the anticipated outputs and outcomes.
2. Project Narrative. The narrative description of the proposed tasks and activities must include the following sections:

Description of the watershed: Describe the watershed, including high valued, critical or significant natural resources such as wetlands, functioning riparian areas, intact watershed processes, fish and shellfish resources, high quality waters, etc. Include a description of the physical, chemical, biological, ecological, socioeconomic, and cultural characteristics, including rural, urban, and environmental justice areas and land cover. Describe the environmental threats or problems facing the watershed including development pressures and the existing watershed plans and planning efforts addressing the problems and threats, including demographics of the impacts.

Project need: Describe the environmental significance of the project, that is, the problem or conservation issue(s) to be addressed, why it is a priority, and the relevance to the overall watershed. The objectives of the proposal and the immediate and long-term desired outcomes should be described relative to the overall environmental conditions. An assessment of the natural resource and environmental conditions and evidence of problem sources (existing or impending problems), along with the prioritization of the threats and impairments facing the watershed should be included. The prioritization should focus on those threats and impairments that will be addressed by the proposal. Provide evidence that sufficient comprehensive planning and assessment has been completed to ensure that the proposed activities achieve tangible and sustainable environmental results.

Project plan: Describe the work that will be done using West Coast Estuaries Initiative funding and the non-federal matching funds. Identify the specific outputs (deliverables) and the anticipated outcomes (i.e., quantifiable results) associated with the major project components.

Project components: Describe in detail the tasks and activities for each project for each year of the project period. Include milestones and/or timelines for accomplishing tasks for the project period. Explain how the projects fit together to benefit the watershed as a whole and are ready for implementation (i.e., feasibility). Include a statement explaining why the proposal will work and what makes it innovative. If the proposal is a market-based trading project, describe the drivers, the buyers and sellers, and the scheme already in place so that a trade can begin.

Partnering: Describe how you will engage partners and other stakeholders in your project.

Financial Integrity/Budget: Explanations of the costs associated with each project should be included. Description of costs should correspond to amounts presented in the SF 424A (see item 6). See sample format at <http://yosemite.epa.gov/r10/omp.nsf/webpage/Region+10+Grants:+Work+Plans+and+Budgets>.

Anticipated Outputs and Outcomes: Applicants must include specific statements describing the anticipated environmental results of the proposed project in terms of well-defined "outputs" and to the maximum extent practicable, well-defined "outcomes" (See Section I for details on outputs and outcomes). The information should be summarized in the form of a logic model. (See item 7 below.)

Monitoring and Measuring: Describe the water quality monitoring and assessment that will be conducted consistent with the project components. Identify appropriate environmental indicators that will be monitored, and describe the method for evaluating environmental improvements. Describe the methodology (i.e., sampling, survey models, etc.) and time table that will be used to measure progress, including your approach to measuring progress towards achieving the expected project outputs and outcomes. Monitoring does not need to be paid for under this grant; however, existing monitoring should be sufficient enough to document proposal outcomes.

Environmental Results Past Performance: Identify federally/state funded assistance agreements that your organization performed within the last three years (no more than five and preferably EPA agreements) and briefly describe how you documented and/or reported on progress towards achieving the expected results (i.e., outputs and outcomes). If you were not making progress, please indicate why not. If you do not have any relevant or available information, please indicate this in the proposal and you will receive a neutral score.

Peer Outreach and Information Transfer. Describe the outreach component and the strategy for disseminating results and lessons learned among watershed organizations, governmental agencies, and others with similar environmental challenges within the project watershed and to a wider audience. Describe how the project will promote and actively conduct technology transfer or provide technical assistance that improves the knowledge of tribal or local decision-makers.

Programmatic Capability/Technical Experience: Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. In addition, identify federally/state funded assistance agreements similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (no more than five and preferably EPA agreements) and briefly 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 submitting acceptable final technical reports. 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 under Section V. Note: The proposal narrative should include any additional information, to the extent not otherwise addressed above, that addresses the evaluation criteria found in Section V.A.

3. Map(s). A map of the watershed and the proposed work areas must accompany the narrative text.
4. Signed SF 424.
5. SF 424A. In addition to the narrative text, applicants must provide a detailed breakdown of cost by category for each project on the SF 424A. All project costs including grant administration costs, matching funds, other leveraged funds, and travel, including travel to two annual conferences (see Section VIII.B), should be included. 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. See Section IV F for more information on restrictions on management fees and similar charges.
6. Letter(s) of Commitment: 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 projects is required. All letters must be on the official letterhead of the agency or organization.
7. A Logic Model. Activities, Outputs and Outcomes should be summarized in the form of a logic model. Please see Appendix B for more information and logic model examples.

D. Submission Dates and Times

Applicants who choose to submit their materials in hard copy form must send two copies of their complete proposal packages to U.S. EPA Region 10, 1200 Sixth Avenue, Suite 900, ETPA-086, Seattle, Washington 98101 ATTN: Sally Hanft, West Coast Initiative for Puget Sound.

Proposals submitted to the EPA will be considered if:

- Hardcopy received through standard mail courier, hand-delivery, or by express delivery service by 5:00 p.m., Pacific Standard Time, January 31, 2008.
- If a proposal is hand delivered to EPA Region 10 offices at the address above, please go to the 12th floor of the building to the Public Environmental Resource Center.
- Submission through Grants.gov received by Grants.gov by 5:00 p.m., Pacific Standard Time, January 31, 2008.

An entity may submit multiple proposals. There is no limit on the number of proposals submitted by an entity.

E. Pre-proposal/Application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (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. You are responsible for the contents of your applications/proposals. However, consistent with the provisions in the announcement, we will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. You may find additional information in our "Frequently Asked Questions" document.

F. Management Fees

When formulating budgets for proposals/applications, you must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. 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.

G. Partnerships, Contractors and Subawards

Contracts and Subawards:

a. 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/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application 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/application.

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.

b. 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, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application 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/application if the applicant demonstrates in its proposal/application 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/application evaluation process unless the applicant complies with these requirements.

V. Application Review Information

A. Evaluation Criteria

All eligible proposals, based on the Section III threshold eligibility review, will be evaluated based on the following criteria and weights below. Points will be awarded based on how well each evaluation criterion and/or sub criterion is addressed.

Weight based on a 100 point scale.

20 points	<p>1. Environmental Significance. Proposals will be evaluated based on:</p> <p>(a) Significance of Watershed. Clear identification of the targeted watershed(s); the significance or value of the watershed and/or resources in the watershed including high quality water, low levels of impervious surfaces, functioning hydrology, productive natural resources such as fish or shellfish. (5 points)</p> <p>(b) Significance of Threats and Emerging Problems: The documentation of the threat of and emerging problems associated with development pressure including: potential increase in impervious surfaces in the watershed, potential loss of native vegetation, flood plain volume, water quality, hydrologic integrity, or intact watershed processes and resources. (5 points)</p> <p>(c) Relevance of proposal to priorities. The extent and quality to which the proposal demonstrates avoiding or solving environmental problems associated with growth in that watershed and reflects local, tribal, Puget Sound Partnership, state and federal environmental priorities and goals. (5 points)</p> <p>(d) Interrelated Projects. The extent and quality to which the proposed project(s) demonstrate an ecologically interconnected effort or are part of a larger interconnected effort to protecting or improving the water quality, hydrology and natural resources (fish and shellfish, wetlands and flood plains). (5 points)</p>
25 points	<p>2. Quality of Proposal. Proposals will be evaluated based on the extent and quality to which they describe project(s) that are part a multifaceted program and reflect a watershed-based approach to conservation, protection and restoration. Reviewers will evaluate whether the approach is technically/scientifically sound and/or innovative and if the methods are appropriate. Reviewers will focus on the following components:</p> <p>(a) Integration with Land Use Decisions. The extent and quality to which the proposal addresses watershed protection and restoration by addressing <i>where development will occur, to what extent development will</i></p>

	<p><i>occur or what practices will be used in developing the land. (7 points)</i></p> <p>(b) Multi-faceted Program. The extent and quality to which the described project(s) encompass, or are part, of a comprehensive/holistic watershed program and reflect a watershed-based approach to protection or restoration. (6 points)</p> <p>(c) Technical Merit and Feasibility. The extent and quality to which the applicant demonstrates an understanding of priority water resource needs or problems within the watershed, has substantially completed the assessment and planning phase, and is prepared to begin work or the proposed assessment is part of an integrated effort to show environmental results. Reviewers will look at level of project development such as the readiness to precede, technical merit, and expected environmental improvements. (6 points)</p> <p>(d) Innovation. The extent and quality to which the proposal describes unique, creative or novel approaches to environmental protection or restoration <u>or</u> a unique and novel approach within your jurisdiction. Emphasis will be placed on how well the proposal demonstrates a thoughtful and strategic approach to problem-solving including, but not limited to, the application of best available science, water quality trading, transfer of development rights, incentives for low impact development, use of ecosystem valuation to influence development and infrastructure investments, expanding program results under GMA and SMA beyond state requirements. (6 points)</p>
10 points	<p>3. Partners. Proposals will be evaluated based on how well they demonstrate and substantiate strong collaborative partnerships and document effective working relationships among state, tribal, local entities, and broad-based community involvement. Scores will be based on the extent and quality to which the applicant can show a wide variety of public, private, and non-profit participation and the level to which the applicant can demonstrate strong and diverse stakeholder stewardship and support.</p>
10 points	<p>4. Financial Integrity. Proposals will be evaluated based on the adequacy of the budget information, whether it is reasonable and clearly presented (5 points), and the extent to which the applicant can demonstrate a broad range of leveraging capacity. (5 points)</p>

20 points	<p>5. Anticipated Outputs and Outcomes. Proposals will be evaluated based on the extent and quality to which it clearly articulates a set of performance and progress measures and identified and measurable indicators as identified in <u>Section I</u>.</p> <p>(a) Outputs and Outcomes. The extent and quality to which the outputs and outcomes address priority watershed issues or problems, and relate to the proposed tasks and milestones. (8 points)</p> <p>(b) Measuring and Monitoring. The extent and quality to which the proposal demonstrates a sound plan for measuring progress toward achieving the expected outputs and outcomes including those identified in <u>Section I</u> of the announcement. (7 points)</p> <p>(c) Past Performance. The extent and quality to which the applicant adequately documented and/or reported on their progress towards achieving the expected results (outcomes and outputs) under Federal agency assistance agreements and state assistance agreements performed within the last three years. If progress was not being made, indicate the extent to which you adequately documented and/or reported why not. (5 points)</p> <p>Note: 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 to verify and/or supplement the information supplied by the applicant. Applicants with no relevant or available past performance reporting history will receive a neutral score for factor 5(c) of 2.5 points.</p>
5 points	<p>6. Outreach and Information Transfer. Proposals will be evaluated based on the design and breadth of the outreach and demonstration component. The score will be based on the extent and quality to which you demonstrate a clear strategy for transferring the knowledge and experience garnered to other watersheds with similar environmental challenges.</p>
10 points	<p>7. Programmatic Capability (Technical Experience) and Qualifications of the Applicant. Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors:</p> <p>(a) Organizational experience and plan for timely and successfully achieving the objectives of the proposed project. (4 point)</p> <p>(b) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (4</p>

	<p>points)</p> <p>(c) Past performance in successfully completing and managing federally and state funded assistance agreements similar in size, scope, and relevance to the proposed project within the last three years. (1 point)</p> <p>(d) History of meeting reporting requirements under federally and state funded assistance agreements similar in size, scope, and relevance to the proposed project within the last three years and submitting acceptable final technical reports under those agreements. (1 point)</p> <p>Note: The Agency will consider the information supplied by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (i.e., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance information or reporting history under items (c) and (d) will receive a neutral score of one-half point for each of those elements.</p>
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B. Review and Selection Process

All proposals received by EPA or submitted electronically through Grants.gov by the solicitation deadline will be evaluated against the threshold criteria listed in Section III of this announcement. Proposals that do not pass the threshold review will not be considered for funding and the applicant will be so notified.

All eligible proposals will be reviewed and scored by a panel of EPA Region 10 staff, as well as representatives from outside agencies using the evaluation criteria outlined in Section V.A. Based on the review, the panel will develop a list of the most highly rated proposals. Final funding decisions will be made by the Approving Officials (Directors of the U.S. EPA Region 10 Office of Water and Watersheds and the Office of Ecosystems, Tribal and Public Affairs) based on the rankings, and preliminary recommendations of the evaluation teams and geographic diversity. In making the final funding decisions, the Approving Official may also consider programmatic priorities, geographic diversity and balance 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

All applicants, including those who are not selected for funding, will be notified by mail. Successful applicant(s) will be invited to negotiate and submit a complete application package prior to award (see 40 CFR 30.12 and 31.10) that will be due approximately 60 days after being notified. Required forms and instructions for preparing and submitting the completed application will be provided at that time.

EPA expects to announce its selections in the spring of 2008. The exact amount of funds to be awarded, specific activities, duration of the projects, and role of the EPA Project Officer will be determined in the pre-award negotiations between the selected applicant and EPA.

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 cooperative agreement;
2. Estimated work years and the estimated funding amounts for each work plan component;
3. Work plan commitments 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.

A listing of successful proposals will be posted on EPA Region 10's website at <http://yosemite.epa.gov/r10/water.nsf/Office+of+Water/PS08RFP> at the conclusion of the competition. This website will contain information about this announcement including information concerning deadline extensions or other modifications. Applicants will receive a notice of award through postal mail. The notice of award signed by the Award Official (or equivalent) in the Grants Administration Unit is the authorizing document, and will be mailed to the individual signing the original application.

B. Administrative and National Policy Requirements

The general award and administration process for all Targeted Watersheds Grants (including the West Coast Estuary Initiative) is governed by regulations at 40 CFR Part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" – includes Indian Tribal Governments).

C. DUNS Number

All applicants are required to provide a number from the Dun and Bradstreet Data Universal Numbering System (DUNS) when applying for federal assistance agreements. Organizations can receive a DUNS number in one day at no cost by calling the dedicated toll-free request line at 1-866-705-5711 or by visiting the web site at <http://www.dnb.com/us/>.

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://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by submitting an email to Sally Hanft at hanft.sally@epa.gov.

F. Use of Grant 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 be used only for 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.

VII. Agency Contact

For additional information, please contact:

Sally Hanft
US EPA Region 10 (ETPA 086)
1200 6th Ave. Suite 900
Seattle, WA 98101

Telephone: 206-553-1207
hanft.sally@epa.gov

VIII. Other Information

A. *Quality Assurance and Quality Control (QA/QC)*

All projects collecting environmental data will require a Quality Assurance Project Plan (QAPP).

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 development and approval of a QAPP in their proposed projects. If your organization does not have a Quality Management System in place, one must be developed. For successful proposals, a project specific QAPP must be submitted and approved by EPA. Allow one month for approval in your timeline.

B. *Allowance for Collection of Geospatial Information*

Grants awarded under this announcement may involve the collection of Geospatial Information. Geospatial data generally means information that identifies, depicts, or describes the geographic locations, boundaries, or characteristics of inhabitants and natural or constructed features on the Earth. This includes such information derived from, among other sources, socio demographic analysis, economic analysis, land information records and land use information processing, statistical analysis, survey and observational methodologies, environmental analysis, critical infrastructure protection, satellites, remote sensing, airborne imagery collection, mapping, engineering, construction, global positioning systems, and surveying technologies and activities. It also includes individual point or site specific data that are referenced to a location on the earth and digital aerial imagery of the earth.

This information may be derived from, among other things, Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data. For purposes of EPA grants, this refers to geographically based information or data or the tools, applications or hardware that allow one to collect, manage, analyze, store or distribute data in a geographic manner.

C. *Data Access and Information Release*

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

D. *Instructions for Final Application Submission*

Following EPA's evaluation of proposals/applications, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

E. *Assistance Agreement Terms and Conditions*

1. Annual Grantee Conference. The grantee must attend the annual National Targeted Watersheds Grantee Conference at the initiation of the project and a subsequent annual conference to be determined in consultation with the EPA Project Officer. Attendance at two conferences is mandatory. The purpose of these conferences is to provide watershed organizations with training and support to better restore, protect, and manage their watersheds, provide help and assistance regarding Agency grants management requirements and, most importantly, provide grant recipients with opportunities to share successful approaches with each other.

Attendance at a minimum of two conferences will be mandatory and will be included in the Terms and Conditions of the grant or cooperative agreement. The recipient will be allowed to use award funds to pay for travel and lodging. The cost of hosting the conference will be paid for by EPA. If the recipient wishes to use the award money for travel expenses, these costs must be included in the submitted proposed budget.

2. 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 will be required to be entered into the Agency's Storage and Retrieval data system (STORET) and recipients may need to purchase appropriate

ORACLE software. (If you need to purchase ORACLE, you may include the purchase in your budget). STORET is a repository for water quality, biological, and other physical data used by state environmental agencies, EPA and other federal agencies, universities, private citizens, and many other organizations. Information regarding training sessions sponsored by EPA will be provided. Watershed organizations may also want to contact their state agency responsible for entering data into the system. More information about STORET can be found at <http://www.epa.gov/STORET>.

Instructions for Grants.Gov Electronic Submissions

How to submit your proposal through Grants.gov:

At <http://www.grants.gov>, you will find step-by-step instructions which will help you to apply under this announcement. Proposals submitted through Grants.gov will be time/date stamped electronically.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal 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. PLEASE NOTE: YOU MUST REGISTER IN ADVANCE ON grants.gov (A WEEK OR LONGER), AND YOU CANNOT DO THIS AT THE LAST MINUTE.

To begin the application process for this 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 and Instructions" to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R10-PSTWG1-2008, or CFDA number, in the space provided. You may also be able to access the application package by clicking on the button "How To Apply" 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 Agency" feature to find EPA opportunities).

Applicants are required to submit electronic versions of the documents described in Section IV.C of the announcement to apply through Grants.gov: the proposal narrative, letters of nomination and support, map, SF 424 and SF 424A.

For the Proposal Narrative portion, you will need to attach electronic files. Prepare your narrative as described in Section IV.C of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal narrative to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your narrative (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 other attachments that you would like to submit to accompany your narrative, 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."

For the SF 424 and SF 424A, 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." All additional documents may be submitted as "Attachments".

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 – West Coast Estuaries Initiative for Puget Sound - Watershed Name - State." 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 – West Coast Estuaries for Puget Sound- Watershed Name - State - 2nd Submission." Once your application 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 application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviated where possible), the appropriate region, the fiscal year (e.g., FY06), and the grant category (e.g., Environmental Quality). 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 application 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> and at the same time, should notify Carol Peterson at 202-566-1304 or peterson.carol@epa.gov of the problem. If you have any technical difficulties at any time during this process, please refer to <http://www.grants.gov/help/help.jsp>.

Measuring Environmental Results: Outputs and Outcomes

Beginning in early 2005, EPA has required that all grant recipients document outputs and "to the extent practicable" outcomes. Outputs and outcomes differ both in their nature, and in how they are measured.

OUTPUTS: Outputs are the activities or deliverables that are to be accomplished as a result of a grant. Outputs are generally described as deliverables or milestones in a workplan or timeline. EPA project officers track the completion of outputs to monitor the progress of a grant. Outputs include things like number of workshops held, number of volunteers trained, field work completed, study completed, watershed management plan completed, etc.

OUTCOMES: Outcomes are the measurable impacts or results of the work of the grant. While outputs are accomplished during the life of the grant, outcomes generally occur after the completion of the grant. It is useful to categorize outcomes as short, medium, and long-term. Measuring environmental outcomes can be challenging, especially for small grants.

Medium and long-term outcomes can be costly, especially if monitoring, sampling and analysis are involved. In addition, it can take many years for the long-term impact of a grant to have a measurable effect on the environment. For small grants, we tend to focus on short and medium-term outcomes, but we want to see the grant in the context of long term goals and objectives.

- *Short-term outcomes* may include things like: increased knowledge, active stewardship program.
- *Medium-term outcomes* might include: documented widespread adoption of best management practices, documented reduction of pesticide use (3 of pounds of pesticides per acre no longer being used on 2000 acres).
- *Long-term outcomes* might include: documented reduction of nutrients in lake, documented reduction in # of children with asthma, documented improvement of indoor air quality, meeting water quality standards.

Logic Models

Logic models come in many forms and shapes. You may find that a very simple version does the trick, or you can really get into the details. In any case, they all go something like this:

We need to conduct this research
so that
Scientists and the public understand why the fish are dying
so that
Decision makers can institute protective land use policies
so that
Residents can modify detrimental behaviors
so that
Conditions in the stream improve
so that
Salmon mortality is reduced in urban streams
so that
Beneficial uses are achieved.

Logic Model Example 1

Proposal:	
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Link to EPA Strategic Plan	Resources/Input	Activities (and targets, if any)	Stated Outputs (with targets)	Anticipated Outcomes (with targets)	Baseline
<p>Goal 2=Clean and Safe Water Objective 2.1: Protect Human Health Subobjective 2.1.1= Water Safe to Drink Objective 2.2= Protect Water Quality Subobjective 2.2.1= Improve Water Quality on a Watershed Basis 2.2.2= Improve Coastal and Ocean Waters</p> <p>Goal 4=Healthy Communities and Ecosystems Objective 4.3= Ecosystems. Protect, Sustain, and Restore the Health of Natural Habitats and Ecosystems Sub-objective 4.3.1=Protect and Restore Ecosystems Sub-objective 4.3.2=Increase Wetlands</p>	<p>Describe the resources ... funding amounts from EPA and match; in-house and/or contractor expertise; property; etc</p> <p style="text-align: center;">← delete sub-objectives that are not relevant</p>	<p>Describe actions, not results... e.g. conducting NEPA review, developing plans for... getting public input... purchasing equipment... constructing developing ordinance... watershed characterization</p>	<p>Describe actual products, reports, meetings, plans, for each activity. Include numbers and dates expected if known. These should be accomplishments <u>during</u> the grant period.</p>	<p>Examples: Broader results that <u>continue or occur after</u> the end of the grant project period. Include numbers and dates expected if known Short Term: (1) volume of cleaner water discharged or supplied for X number of people (2) Increased infiltration; (3) Increased public support or scientific understanding of watershed. Interim: (1) Reduction of pollutant loadings. (2) Environmental awareness within community. (3) Protection of X acres of wetland. (4) Reduction of risk to watershed Long term: restoration and maintenance of the chemical, physical, and biological integrity of ... or improved health of population... Supportive of strategic subobjectives in column 1</p>	<p>Data on current conditions discharge volumes, quality, high quality waters in need of protection, impervious cover against which to measure change due to funded activity.</p>

Logic Model Example 2

INPUTS	OUTPUTS		OUTCOMES		
<p><i>EPA funds \$148768</i></p> <p><i>Logan County Planning Division Manager time in project management \$1748</i></p> <p><i>(other stated inputs)</i></p>	ACTIVITIES	PARTICIPANTS	SHORT TERM	MEDIUM TERM	LONG TERM
	<p><i>Conduct a ecosystem valuation of a small watershed in Logan County to determine cost-benefit of protecting natural systems over engineered stormwater structures.</i></p> <p><i>Develop land use designations and development standards and incentive programs to implement recommendations of valuation.</i></p>	<p><i>Logan County staff and University staff conduct valuation.</i></p> <p><i>Logan County staff, with assistance from outside contract and local citizen committee, develop land use designations and development standards and incentive programs.</i></p>	<p><i>Ecosystem Valuation</i></p> <p><i>Develop land use designations and development standards and incentive programs</i></p>	<ul style="list-style-type: none"> • <i>Increase in acreage protected from development.</i> • <i>No net increase in effective impervious cover.</i> • <i>Reduced risk of increased flooding in down stream flood plain.</i> 	<p><i>Preservation of the naturally functioning ecosystem/ watershed processes so that all species dependant on all the functions of that ecosystem are maintained in plentiful supply on the watershed.</i></p>
			OUTCOME MEASURES		
			<p>Final report with recommendations for implementation</p> <p>Specific land use designations in sub area plan</p> <p>Incentive program</p>	<p># of wetland acres protected</p> <p># of functioning riparian miles protected</p> <p>Peak flow hydrology maintained or reduced with increase development</p>	<p>Watershed hydrology maintained. Less need for new restoration projects. Species maintenance or recovery.</p>