

benefit of Federal agencies are not eligible for funding.

The term "non-profit" is defined in U.S. Office of Management and Budget (OMB) Circular A-122, while "educational institution" refers to colleges and universities subject to OMB Circular A-21. Groups of two or more eligible applicants may choose to form a coalition and submit a single application in response to this solicitation. However, one applicant will be accountable to EPA for proper expenditure of funds. Furthermore, any financial transactions between coalition members must comply with 40 CFR part 30.

Per section 501(c)(4) of the Internal Revenue Code, non-profit organizations that engage in lobbying activities—as defined in Section 3 of the Lobbying Disclosure Act of 1995—are not eligible to apply for or be part of a coalition. Non-profit organizations and educational institutions are not required to provide matching funds for grants awarded under section 311(c).

Evaluation of Proposals: EPA will conduct the competition consistent with EPA Order 5700.5, Policy on Competition for Assistance Agreements (9/12/02). EPA will assemble a review panel consisting of members familiar with the Federal facilities program and non-Federal stakeholder involvement in the cleanup process. The review panel will use a point system to rank applications and make recommendations to FFRRO's Office Director, who will then make the final selections.

Successful and unsuccessful applicants will be notified of their award status in writing. Disputes will be resolved in accordance with 40 CFR 30.63. EPA anticipates awarding grants within sixty (60) calendar days of the application deadline.

EPA reserves the right to reject all applications and make no awards.

Proposal Contents: Proposals must be clear and decisive, strictly follow the specified criteria, and provide sufficient detail in order for the panel members to compare the merits of each and decide which proposal best supports the intent of the research. Vague descriptions and unnecessary redundancy may reduce the chance of a favorable rating. Proposals providing the best evidence of a quality project and appropriate use of funds will have the greatest chance of being recommended by the panel. Each proposal must include the following sections, all of which are described in detail further below:

Cover page (1 page)
Overview (1page)

Budget (1 page)

Responses to Threshold Criterion (½ page)

Eligibility

Responses to Evaluation Criteria (up to 12 pages)

Familiarity with Subject Matter

Technical Approach

Past Performance on Other Grants

Leveraging Other Resources

To ensure fair and equitable evaluation of the proposals, do not exceed the single-sided page limitations referenced above. There is no guarantee that pages submitted beyond the limitations will be reviewed by the evaluation panel. In addition, all materials included in the proposal (including attachments) must be printed on letter-sized paper with font sizes no smaller than 12 points. Furthermore, all materials must be printed double-sided on paper with a minimum recycled content of at least 35%.

Cover Page: This page is intended to introduce the applicant and identify a primary point of contact for communication with EPA. The cover page should be a single page and include the following information. Applicants are free to use any format they choose:

- Applicant identification—the name of the main implementor of the project.
- Contact—the name of the person who is responsible for the proposal.
- Mailing address/telephone/fax/e-mail of the point of contact for the proposal.
- Submittal date.

Overview: Briefly summarize your approach to undertaking the necessary research and how you envision the findings will be applied.

Budget: Present a clear and detailed budget for the project. The following budget categories may be useful: salaries, fringe benefits, indirects, other direct, travel, equipment, supplies, printing, administrative, and contracts. EPA defines "equipment" as any item which costs \$5,000 or more. Items less than \$5,000 are considered supplies. Allowable expenses include direct costs related to the research and any indirect costs authorized under the applicable OMB Circular.

Threshold Criterion: The applicant must satisfy the following threshold criterion in order for the proposal to be considered:

- Eligibility: All applicants must demonstrate that they are either an eligible non-profit organization or an educational institution.

Evaluation Criteria: An applicant's response to each of the following criteria will be the primary basis upon

which EPA rates the proposal. The evaluation panel will review each proposal carefully and assess the responses based on how well they address the criteria. A point system will be used to evaluate the proposals. Listed next to the title of each evaluation factor below is the maximum number of points that can be earned for that particular criterion (out of a maximum possible score of 100).

1. Familiarity With Subject Matter (35 Points)

- Describe your experience with environmental cleanups, especially those conducted at Federal facilities (e.g., Former Used Defense Sites (FUDS), BRAC sites, NPL sites).
- Describe your experience with public participation, especially with regard to Federal programs.
- Describe your experience conducting research and disseminating the results.
- What do you consider to be the greatest challenge(s) currently facing the Federal facilities cleanup program, and how would enhanced non-Federal stakeholder involvement better assist the process?
- What do you consider to be "meaningful" stakeholder involvement?

2. Technical Approach (35 Points)

- What, specifically, do you propose to research (e.g., certain issues, certain sites, etc.) and why?
- Describe which research methods you propose to use and why.
- What difficulties do you expect to encounter and how might they be overcome?
- What will be the deliverables/end products?
- How and to whom will the findings be disseminated?
- How do you envision the findings will be applied?
- What measures will you use to determine the success of the project?
- What role will environmental justice play in your research?

3. Past Performance on Other Grants (25 Points)

- Describe your performance history administering grants or cooperative agreements for EPA, other Federal agencies, and/or state/local/tribal regulatory agencies; provide contact information so that the evaluation panel members can obtain additional information as necessary.
- You must also demonstrate satisfactory past performance conducting research; you may include evaluation results from previous projects, as well as letters of commendation.