

- Resources and time frame required for this project, including beginning and ending dates.
- iv. Need for assistance. Provide the following information to the extent it is relevant to demonstrating the need for the specific project that is proposed:
 - A list of other sources of funding you have sought for the project.
 - A description of similar, identical, or otherwise relevant work that you have undertaken, including sources of funding for that work.
 - A description of Tribal or other studies, surveys and other sources of information that document the environmental issues that will be addressed by the project.
- v. Responsible parties and location.
 - Identify persons in charge of the project and their qualifications.
 - Identify major participants in the project (e.g., universities, Federal, State or local agencies) and their qualifications.
 - Identify location(s) where the project will be conducted.
- vi. External stakeholders.
 - Identify those who will be affected by the project and how they will be affected.
 - Identify those who will participate in the project and their roles.
- vii. Resources.
 - Identify any personnel and/or contractors to be involved in the project, including their roles and qualifications. Description should include any relevant training or experience. For example, if the project includes sampling and writing of a Sampling and Analysis Plan, describe any experience the person(s) has in writing a Sampling and Analysis Plan, in conducting soil or water sampling, etc.
 - Identify existing resources/information that will be used in conducting the project.
 - Identify any additional resources (including but not limited to training) that will be required for the project.
 - Describe any EPA training or assistance that will be required for Tribal personnel who will be working on the project. Such training may include the development of outreach material or a sampling analysis plan, etc.
- viii. Infrastructure and coordination.
 - Identify coordination efforts required to successfully conduct the project, within or outside the Tribe.
 - Identify ways in which this project will improve or build Tribal capacity.
 - Identify any assistance you may require in coordinating with other Federal, State or local agencies.

2. *Draft work plan (1–2 pages).* The submitted draft work plan should outline:

- i. Deliverables.
- ii. The separate phases of the project.
- iii. The tasks associated with each phase of the project.
- iv. The time frames for completion of each phase or task.
- v. The name, title of the person(s) who will conduct each phase or task.
- vi. The dates when progress reports will be provided to EPA, clearly showing deliverables, accomplishments, delays and/or obstacles. Project costs cannot be incurred until a final work plan has been approved by the appropriate EPA regional office.

3. *Estimated budget.* The estimated budget should outline costs for personnel, fringe benefits, travel, equipment, supplies, contractual, indirect cost rate, and any other costs associated with the proposed project.

4. *Letter or resolution from the Tribal leadership showing support for and commitment to the project.* (If it is not possible to obtain a letter/resolution from your Tribal leader to submit with your project proposal, an interim letter of explanation must be included with the proposal. An original letter/resolution from your Tribal leadership will be required prior to project award.)

5. *Letter of confirmation of availability for any other funds needed to complete the project.* If your proposal requires the use of additional funds for leveraging, please include a letter from the funding source confirming that these monies are available for the project. If the budget includes a Tribal in-kind contribution, a letter of confirmation is not needed.

6. *Confidential business information.* Applicants must clearly mark information considered confidential business information. EPA will make a final confidentiality determination for information the applicant claims as confidential business information, in accordance with Agency regulations at 40 CFR part 2, subpart B.

B. When and Where Must Project Proposals be Submitted?

The applicant may submit a project proposal to the appropriate EPA regional contact by mail, fax, or electronically. The proposal must be received by the EPA regional contact listed in Unit I.C. no later than close of business March 15, 2003. If the project proposal is submitted by fax or electronically by March 15, 2003, the EPA regional contact must receive an original copy of the proposal by mail within 5 working days thereafter.

Incomplete or late proposals will be disqualified for funding consideration.

V. Process for Awarding Cooperative Agreements

A. How Will Project Proposals be Reviewed and Selected?

Tribal project proposals will be reviewed and approved for validity and completeness by each respective region and then forwarded, along with regional comments, to an EPA Headquarters, Office of Pesticide Programs review panel. The team will consult with regional staff regarding their comments as necessary. If there is money left over after the selection process is completed, the review team will discuss and determine the allocation of the money. Selections will be made by close of business April 30, 2003. EPA reserves the right to reject all applications or initial/final proposals and make no awards. All costs charged to these awards must be allowable under OMB circular A-87.

B. How will Applicants be Notified?

Regions will notify their respective applicants of the selections. Those applicants not awarded funds may request an explanation for the lack of award from EPA regional staff.

VI. Criteria for Awarding Project Cooperative Agreements

Criteria on which the project proposals will be ranked are listed below. Applicants must submit information specified in this solicitation to address the award criteria. Applicants must also provide information specified in this solicitation that will assist both a Tribe and EPA in assessing the Tribe's capacity to do the project work outlined in the project proposal. The work plan and budget should reflect the training and the work that can realistically be completed during the period of performance of the cooperative agreement.

General Background Information Request

To provide reviewers with context for your proposed project, and to assist them in gaining the clearest possible sense of the impact of this project on your Tribe and the environment, please briefly provide some information about your reservation:

- 1. Specify the size, geography, and general climate of the reservation.
- 2. How many residents are Tribal members and how many are not Tribal members?
- 3. How much of the reservation is under cultivation?
- 4. Does the reservation include wetlands or other preserves?