



2010 Request for Proposals Community Environmental Demonstration Projects



RurAL CAP and Alaska Native Tribal Health Consortium are soliciting proposals for community environmental demonstration projects that are innovative and address approaches for enhancing human health and the environment of Tribal communities in rural Alaska.

I. Basic Award Information

Award floor: \$5,000
Award ceiling: \$30,000.00, but
Average award will be: \$20,000
Expected number of awards: 10-12
Total amount to be awarded: Approximately \$200,000
Match requirement: No match required.

II. Timeline

Request for Proposals released: **October 5, 2009**
Proposals are due: **5pm December 8, 2009 (received in office)**
Applicants deemed ineligible for funding consideration will be notified within 15 calendar days of the ineligibility determination.
Proposals will be reviewed by a selection committee: December 8, 2009 – January 5, 2010
Pre-Awards will be announced: **January 5, 2010.**
Successful applicants will then complete the full proposal, negotiate any grant changes by: **January 9, 2010.**
Unsuccessful applicants will be notified on or before **January 21, 2010.**
Project start date: **February 1, 2010** (12 month project period ending on January 31, 2010)

III. Important Dates

Recipients are required to attend project orientation during the Alaska Forum on the Environment in February 2010. Recipients will share project information (*outcomes*) during the Alaska Tribal Conference on Environmental Management (ATCEM) in October 2010.
Quarterly progress reports and financial reports will be due 10 days after the close of each quarter and a final report will be due 70 days after the close of the project period. Reports may be submitted by mail, fax, or e-mail to the administrator.
Quarterly report (progress and financial) due dates: **To be determined**
Final report (covers entire project period, progress and financial): **To be determined**
Recipients must attend monthly or quarterly teleconferences.

IV. Eligible applicants

All Federally-recognized Indian Tribes, Tribal consortia, States, Territories, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions which submit proposals proposing projects with significant technical merit and relevance to EPA's mission, may apply. A Tribal consortium is defined as a partnership between two or more Tribes authorized by the governing bodies of those Tribes to apply for and receive assistance.
Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

V. Eligible projects

Examples of small demonstration projects to be awarded through this competition include: environmental training projects; projects that demonstrate new approaches to providing safe drinking water; projects that address climate

change; projects that address indoor air quality; projects that advance the state of knowledge or transfer information on the use of integrated solid waste management systems to solve local waste management and generation problems; projects that take an innovative approach or utilize an experimental technology to advance waste management programs, including recycling and the reduction of wastes; projects that provide education, training, and outreach materials to teach Alaska Native Villages about waste's impact on subsistence resources and human health, energy use, and pollution; innovative solid waste demonstration projects that involve dissemination of information to others so that they can benefit from the knowledge gained; projects that involve learning, teaching, or discovery on improving sanitation to reduce human contact with waste; projects that reduce human exposure to harmful air pollution such as fine particulates; projects that protect subsistence resources from contamination all are eligible as long as the projects are likely to reduce risks to Tribal members' health or the Tribal members' environment in rural Alaska and are within limitations and requirements of the statutory authority on which the project is based.

Some ways to implement eligible projects might include:

- Training projects that demonstrate new approaches or technology to community members and/or other Tribal communities
- Demonstration projects that share methods or technology with community members and/or other Tribal communities in ways that are not currently being done
- Demonstration projects that will utilize methods or technology in order to determine whether the methods or technology will work in a community
- Projects which create methods or tools by which multiple Tribal communities can share approaches, technology, and/or lessons learned

Projects should include gathering or transferring of information, or advancing the state of knowledge. Projects should involve new, innovative or experimental methods, approaches or technologies and include plans for disseminating the results so that Tribal members and others can benefit from the knowledge gained.

In order for a project to be considered a 'demonstration,' it must be definitive, with a beginning and an end. The small demonstration projects are "one time" projects. The projects must be innovative, must show off new, largely untested processes or products, or tried and true processes newly adapted to a particular use. A demonstration of well-known and widely used ideas or processes will not qualify as a demonstration.

Successful project proposals will be for the benefit of Alaska tribal communities, must be performed in Alaska, and must address eligible projects such as those listed above in ways that have not already been tried. Proposed projects may not exceed \$30,000 and the average award will be \$20,000. Proposed projects may not take longer than one year to complete.

Successful project proposals must demonstrate in the application a commitment to capturing the project in a way that can be shared and replicated. Assistance in capturing the project will be available from the administrator. Examples of how projects may be shared with other communities include producing brochures, videos, slide shows, hand-outs, web-based presentations, or other documentation of the changes that occurred, the steps that were taken, the lessons learned, and the resources and supplies needed to implement a similar project. Priority will be given to projects that can be replicated in other communities, will address a common need, are the innovative in their approach to solving problems in a sustainable way, and have the community support that would be necessary for project success.

VI. Threshold Eligibility Criteria

These are requirements that, if not **all met by the time of proposal submission**, will result in elimination of the application from consideration for funding. Only proposals from eligible entities (see '**Eligible Applicants**' above) that meet all of these criteria will be evaluated against the ranking factors in '**Evaluation Criteria**' of this announcement. Applicants deemed ineligible for funding consideration will be notified within 15 calendar days of the ineligibility determination.

- Proposals must be submitted as a hard copy. Proposals may *not* be submitted by fax or e-mail.
- Applicants must demonstrate in their application that the project they will manage will be performed in Alaska.

- Applicants submitted from entities on the Debarred or Suspended list will not be considered.

VII. Proposal Submission:

Proposals must be received by **5pm on Tuesday, December 8, 2009**. Proposals *cannot be submitted through e-mail or fax*. One original and one copy of the complete application must be submitted to:

**Community Environmental Demonstration Projects
c/o RurAL CAP
P.O. Box 200908
Anchorage, AK 99520–0908**

Proposals received after the closing date and time will **not** be considered for funding. Final revised project proposals will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection. Applicants must be available to make requested revisions in the timeframe specified by the funder to receive funding.

VIII. Application Materials

The application package *must* include all of the following materials (each item is explained in further detail just below):

- A. Narrative Proposal
 - a. Project Summary
 - b. Project Approach – including: Key Personnel, Office Equipment, Project Replication
 - c. Narrative Workplan
 - 1. Environmental Results—Outcomes and Outputs
 - 2. Description of the associated work products to be developed
 - 3. Programmatic Capability and Reporting on Environmental Results
- B. Narrative Budget
- C. Attachments
 - a. Tribal Support
 - b. Letters of Support from partners

- A. Narrative Proposal:** The Narrative Proposal, including sections the Project Summary, Project Approach, and Narrative Work Plan (below), must explicitly describe how the proposed project meets the guidelines established in this announcement and addresses each of the evaluation criteria set forth below.

The Narrative Proposal must include the following parts:

a. Project Summary

The Project Summary shall contain a summary of how the applicant proposes to perform the activities described in this announcement, a description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.

The Project Summary should also contain the following:

- Project Title
- Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- Funding Requested. Specify the amount you are requesting.
- Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.

b. Project Approach

Describe your approach for performing the activities described in this announcement. Include a project timeline. Provide beginning and ending dates (keeping in mind that projects will start on February 1, 2010 and end on January 31, 2011). Include specific activities to be accomplished each month. Use the Evaluation Criteria as a guide for some of the details to include and explain.

Key Personnel

Describe in this section who will be the dedicated project lead for this Community Environmental Demonstration Project. Describe what 'level above support' or supervisor this project lead will have (this could be a supervisor, council administrator, or other type of position who oversees the project lead's activities) who will track financial and programmatic reporting activities. For the project lead and any other key personnel, include a brief description of his/her capacity level (length of related project experience).

Office Equipment

Describe what infrastructure is available for project administration, specifically show that there is support within the applicant's organization to have reliable access to standard office equipment including workspace, phone, fax, and internet with e-mail. Also describe how the administrator (RurAL CAP or ANTHC) of these Community Environmental Demonstration Projects can contact the project lead during standard business hours and what sort of message retrieval system (email, voicemail, fax) will be available.

Project Replication/Sharing

Include information in this section regarding how this project can be replicated and shared with others. Describe steps to for developing creative approaches, tools, or technologies that can be replicated by other tribes or serve as a model for other tribes with similar problems. Some examples of possible tools include; brochures, tip sheets, power point presentation on project steps, resource lists, video, or display.

c. Narrative Work Plan

1. Environmental Results—Outcomes and Outputs

Identify the expected quantitative and qualitative outcomes of the project including what measurements will be used to track your progress towards achieving the outcomes, and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the outputs will be tracked and measured.

The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative and may or may not be achieved within the assistance agreement funding period. Outcomes may be short term (changes in learning, knowledge, attitude, skills), intermediate (changes in behavior, practice, or decisions), or long term (changes in condition of the natural resource).

Some examples of outputs might include:

- Partnerships formed to focus on improved environmental practices (such as solid waste management, air quality) related to the demonstration project
- Plans developed for the transfer of solid and/or hazardous wastes from communities to properly managed sites
- Demonstration of a new approach to improving Alaska Native Village sanitation to reduce human exposure to waste
- Demonstration of a new approach and process for banning plastic bags or Styrofoam that maximizes community participation
- Pounds of materials to be collected for backhaul, recycling, or other proper disposal
- Number of people educated about the environmental issue being addressed

Some examples of outcomes might include:

- Increased capacity for Tribal environmental stewardship
- Reduced exposure to smoke from uncontrolled, open burning of waste
- Improved bacteriological quantity of stored water in households without piped water and sewer (i.e., “honey-bucket” community).
- Increased availability of water quantity in houses without piped water and sewer
- Reduction in volume of wastes disposed of in a solid waste dump site
- Volume of segregated waste that is recycled
- Change in local knowledge about environmental conditions
- Change in behavior for those involved in local village training projects
- Innovative local demonstration projects that result in the backhaul of solid and hazardous wastes out of the community
- Manual outlining best management practices for safe sanitation management for a village without piped sanitation systems
- Guide for safe drinking water storage and management practices for households with or without piped drinking water
- Formal Tribal governmental partnerships to focus on improved solid waste management
- Local Plan developed for transfer of solid and hazardous wastes from community to properly managed sites
- Innovative pollution prevention activities such as reduction of waste, segregation, or recycling solid wastes

2. Description of the associated work products to be developed:

- Explanation of project benefits to the public, and specifically the potential audience(s) served
- Description of the roles of the applicant and partners, (if any)
- Description of the applicant’s organization and experience related to the proposed project
- Description of the staff expertise/qualification, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. For example, demonstrated ability to work with Alaska Tribal communities with sensitivity, and in a manner that most closely meets their needs and priorities, within the scope of this announcement.
- Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget.
- Description of how the project will address *any, some, or a combination* of the following (depending on project focus, describe the areas related to your project):
 - Incorporation of a variety of partners
 - Incorporation of benefits to the environment and community
 - Being part of a community-based plan
 - Incorporation of culturally-appropriate practices or ways of achieving goals
 - Demonstrate on-the-ground, voluntary, environmental results (difference in attitudes, behavior, or conditions).

3. Programmatic Capability and Reporting on Environmental Results--Outcomes and Outputs

Submit a list of federally funded projects (**including federal grants**) similar to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe:

- whether, and how, you were able to successfully complete and manage those agreements
- your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports
- how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements

In evaluating applicants under these factors, evaluators will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant).

B. Detailed Budget Narrative: (This is NOT included in the 10 page limit)

Describe not only the total cost of the project, but break costs into these line items and include a description of how each line item was calculated.

****This source of funding does not allow indirect costs from the subawardee. Given that these are one-time, small, demonstration projects, administrative activities should be minimal. Technical assistance will be available from the subaward administrator.**

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Contractual
- G. Construction
- H. Other - *Break down into other items such as: internet, printing, postage, shipping, rent, phone, etc.*
- I. Total Direct Expenses

J. Total Request

It is highly recommended that you research each line item, especially supplies and equipment to be purchased. Please be sure to estimate costs based on the expectation that prices for transport and other goods will likely to continue to rise in the near future!

Required Costs

There will be one training period at the beginning of the project award period, scheduled simultaneously with the Alaska Forum on the Environment and GAP training in Anchorage February 2010. This training is mandatory. All proposal budgets must include travel, hotel, and per diem costs to enable at least one lead person on the project to attend the technical training in February in Anchorage. This may be actual costs to this project or matching costs from another grant (such as a GAP grant that includes travel to AFE/training). Budgets *may* also include (as actual or match costs) the cost of attending ATCEM 2010. The project proposals must also include the name of the person(s) who will be expected to attend the training during AFE.

C. Attachments (These are NOT included in the 10 page limit)

- Letters or resolutions of Tribal support *or* for projects submitted by Alaska Tribal governments, the signature of an authorized elected Tribal Official.
- Letters of support from agencies, organizations, or other entities who will partner with this project

Tribal Support

Applicants should demonstrate that they have Tribal government support for their project. For proposals submitted by Alaska Tribal governments, the signature from an Authorized elected Tribal Official is sufficient. For example, acceptable means of demonstrating support can be: a signature by an elected Tribal Official, a Tribal Council resolutions specific to the project being proposed, or letters of support.

Partnerships

Applicants should demonstrate that any organization who will partner with them for this project is committed to the project. Submit a letter of support from the partner, signed by the leader of the organization/agency/or other entity.

IX. Evaluation Criteria

Applicants should directly and explicitly address these criteria as part of their application submittal. Each application will be rated under a points system, with a total of 100 points possible.

Criteria	Points
<p>1. Project Approach: Under this criterion, proposals will be evaluated based on the extent and quality to which the project approach demonstrates the applicant’s ability to:</p> <ul style="list-style-type: none"> • Implement a Community Environmental Demonstration Project in Alaska that addresses approaches for enhancing the human health or the environment of Tribal 	45

<p>communities in rural Alaska for the benefit of Tribal communities in Alaska. The small demonstration projects must be performed in Alaska, and be relevant to communities in Alaska with the potential to be replicated, shared, and thereby benefit additional Tribal Communities in Alaska. Examples of small demonstration projects are described in Section V. of this announcement. (15 points)</p> <ul style="list-style-type: none"> • Description of the Tribal community (or communities) to be served, including a statement of the problem that will be targeted by the project and the community's (or communities') commitment to resolving the problems that affect the local environment and the health of community members. Ability and descriptive plan to oversee and monitor the project for successful and timely completion of demonstration projects. (10 points) • Exhibit willingness, creativity, and dedication to partnering with available resources to complete the projects. For example, this could include partnering with other tribes or tribal consortia, environmental programs and staff, local volunteers, community health aides, etc. Project shows plan to network with other environmental service providers, including sharing results of the project with other Alaska tribes during ATCEM, AFE, and other venues, etc. (10 points) • Applicants will also be evaluated based on the extent and quality to which they demonstrate that they will include the following: <ol style="list-style-type: none"> 1) incorporate of a variety of partners and/or utilizes available resources efficiently; 2) incorporate of ecological and socioeconomic benefits; 3) project is part of a community-based plan; 4) incorporate culturally-appropriate practices or ways of achieving goals; and 5) demonstrate on-the ground, voluntary environmental results (difference in attitudes, behavior, or conditions). (10 points) <p>Note: The proposal description should also include the intent to attend ATCEM conferences, along with the name of the person(s) who will be attending and their role(s) in the proposed project.</p>	
<p>Environmental Results—Outcomes and Outputs: Under this criterion, the Administrator will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes. The benefit of the outcomes and outputs the applicant expects to achieve will serve as a model to enhancing human health of Tribal communities in rural Alaska for the benefit of Tribal communities in Alaska.</p> <p>Specific expected benefits to the Tribal community (or communities) served by the project, including (at a minimum) the number of people who will be impacted by the project, the type of change(s) expected after the project is completed, and the extent of change(s) expected from the project. Expected benefits should be things that can be measured in some way.</p>	<p>20</p>

<p>3. Past Performance, Programmatic Capability, and Reporting on Environmental Results: Under this criterion, the Administrator will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants:</p> <ul style="list-style-type: none"> • Past performance in successfully completing and managing federally funded projects (including federal grants) similar to the proposed project performed within the last three years (8 points) • History of meeting reporting requirements and documenting progress achieved in meeting the expected outcomes and outputs (e.g., results) on federally funded projects (including federal grants) similar to the proposed project performed within the last three years and submitting acceptable quarterly and final technical reports under those agreements (7 points) <p>NOTE: In evaluating applicants under this criterion, the Administrator will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements under this criterion. A neutral score is half of the total points available in a subset of possible points.</p>	<p>15</p>
<p>4. Specific Workplan Proposal Narrative Elements: Proposals will be evaluated based on the extent and quality to which the proposed project demonstrates each of the following sub-criteria:</p> <ul style="list-style-type: none"> • A clearly articulated milestone schedule for project tasks and a description of roles and responsibilities of the applicant in carrying out the project components/tasks. (5 points) • Reasonableness of the budget and estimated funding amounts for each project component/task. Applicants will be evaluated based on the adequacy of the information provided in the detailed budget and whether the proposed costs are reasonable and allowable and if they describe the cost-effectiveness and reasonableness of all costs. (5 points) 	<p>10</p>
<p>6. Tribal Government Support: Under this criterion, applicants will be evaluated based on the extent to which they demonstrate that they have Tribal government support for their project. For proposals submitted by Alaska Tribal governments, the signature from an Authorized elected Tribal Official is sufficient. For example, acceptable means of demonstrating support can be demonstrated by signatures by an elected Tribal Official, Tribal Council resolutions specific to the project being proposed, or letters of support.</p>	<p>10</p>

X. Review and Selection Process

Applications will first be evaluated against “Threshold Eligibility Criteria,” listed above in section VI. Only those that meet the Threshold Eligibility Criteria will be evaluated using the evaluation criteria listed above by a Review Team. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Review Team Lead based on this ranking.

XI. Notifications

Notification to the *successful* applicant(s) will be made, via telephone, electronic or postal mail by **January 5, 2010**. The notification will advise the applicant(s) that its application has been successfully evaluated and recommended for award. The notification will be sent to the contact listed as the ‘contact person’ in the Project Summary of the Narrative. The notice shall require submission of a Final Application. This notification, which advises that the applicant’s project has been recommended for award, is **not** an authorization to begin performance. Complete Final Applications will be due **January 9, 2010**. The project start date will be **February 1, 2010**.

The administrator anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by **January 21, 2010**. The notification will be sent to the contact listed as the ‘contact person’ in the Project Summary of the Narrative.

XII. Reporting Requirements

Quarterly progress reports and a detailed final report will be required.

XIII. Proposal Assistance and Communications

Administrator staff will not meet with individual applicants to discuss draft proposed projects or proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. Administrators can provide clarification on the Request for Proposals.

ADMINISTRATOR CONTACTS

For further information, contact:

Alaska Native Tribal Health Consortium
Desirae Roehl
907-729-3496
droehl@anthc.org

Rural Alaska Community Action Program (RurAL CAP)
Aaron Salkoski (AJ)
907-279-2511
Asalkoski@ruralcap.com

XIV. Submission Dates and Times

Proposals must be received by **5pm on Tuesday, December 8, 2009**. Proposals *cannot be submitted through e-mail or fax*. One original and one copy of the complete application must be submitted to:

**Community Environmental Demonstration Projects
c/o RurAL CAP
P.O. Box 200908
Anchorage, AK 99520-0908**

Proposals received after the closing date and time will not be considered for funding.

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ADDITIONAL INFORMATION

Technical Assistance to Recipients:

Project technical assistance and information sharing workshops will be coordinated by RurAL CAP and ANTHC.

RurAL CAP and ANTHC will provide technical training and technical assistance to all awarded projects, including information on: project administration; financial management; purchasing and shipping of supplies; and environmental expertise. There will be one training period at the beginning of the project award period, scheduled during village site visits. **This training is mandatory.**

Additionally, all recipients will attend the ATCEM to share their best practices and project results with attendees, as well as receive another opportunity for technical assistance.

If there are other types of technical training that may be required as part of the proposed project, be sure to include a description of the type of training desired, who would be attending the training, and any costs that would be associated with the training (including travel, hotel, and per diem) in the proposal budget (unless covered by other funds).

All proposal budgets must include travel, hotel, and per diem costs to enable at least one lead person on the project to attend the technical training in February during the Alaska Forum. Budgets *may* also include (as actual or match costs) the cost of attending ATCEM. The project proposals must also include the name of the person(s) who will be expected to attend ATCEM.