

ECOS/EPA TRI PARTNERSHIP

2012 REQUEST FOR PROPOSALS

1. OVERVIEW

The Environmental Council of the States (ECOS) announces the availability of funds and solicits proposals for projects that focus on: A. States and the Toxics Release Inventory (TRI) and B. TRI and environmental public health/risk communication/risk assessment. ECOS will award 2-3 grants to organizations interested in exploring how TRI data is or can be utilized by the states and utilized for public health, risk communication, and risk assessment.

2. BACKGROUND

ECOS is the national, non-profit, non-partisan association representing the state and territorial environmental commissioners. Its mission is to serve as a champion for States; to provide a clearinghouse of information for state environmental commissioners; to promote coordination in environmental management; and to articulate to Congress, federal agencies and the public state positions on environmental issues. ECOS is the fiscal and contract agent for this scope of work.

The ECOS-EPA TRI Partnership provides key audiences with an opportunity to attain a greater understanding of Toxic Release Inventory (TRI) data and other related data and information. Under this partnership, the National Training Conference on the Toxics Release Inventory (TRI) and Environmental Conditions in Communities serves as the primary nationwide TRI conference. The public and interested stakeholders hear the latest TRI information and take part in discussing the dataset's uses and applications. The ChemicalRight2Know.com website provides current TRI information and resources along with a forum that allows a wide range of users to share and discuss TRI information. Webinars provide a platform for information sharing and a collective focus on topics related to TRI such as the use of TRI data in analyzing environmental justice.

3. GRANT AWARD INFORMATION

It is anticipated that the TRI Mini Grant Program for 2012-2013 will award a total of \$30,000 to two-three grantees.

PROPOSAL DEADLINE

Proposals must be submitted by **11:59pm EST, September 6, 2012**. Late applications will not be accepted.

ELIGIBLE APPLICANTS

Assistance under this announcement is generally available to states, the District of Columbia, US territories (for example, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, Puerto Rico, and the US Virgin Islands), federally recognized Indian tribes, intertribal consortia of federally recognized tribes, public and private colleges and universities, and other public or private nonprofit organizations. Profit-making firms are not eligible to receive assistance agreements from this program.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) non-profit organizations which are excluded from coverage of this part in accordance with § 230.20(c). 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.

Federal Agencies may not apply. Federal employees are not eligible to serve in a principal leadership role on an assistance agreement, and may not receive salaries or augment their Agency's appropriations in other ways through awards made under this program.

4. 2012-2013 FUNDING PRIORITIES

The TRI Program grants will be focused on 1. States and the Toxics Release Inventory (TRI) and 2. TRI and public health/risk communication.

A. States and TRI

The small grants program is looking for innovative projects pertaining to States and the TRI program that help to:

- Promote further state involvement in TRI,
- Assist state's in developing a specific TRI program (e.g. a state TRI starter kit, a state TRI program guidelines document, State Data Exchange MOA guidelines document, etc.),
- Integrate TRI with other state programs, (e.g. pollution prevention, air permitting, water discharges, air and/or water enforcement, etc.),
- Integrate EPA's annual State Fact Sheet and the TRI.net data for year-to-year comparisons,
- Foster better data quality (e.g. a computer program to identify and notify state facilities that erroneously label data),

- Create state TRI discussions (e.g. a “round table” where issues are discussed, with work groups that could address these issues and provide findings and recommendations to EPA.

We are looking for innovative and novel projects on States and the TRI program that may also fall outside of the funding priorities listed above. Applicants should communicate with Bryan Shipley, ECOS, at bshipley@ecos.org if they have a project topic they would like to discuss for merit under the mini grants program.

B. TRI and Environmental Public Health/Risk Communication

The small grants program is looking for innovative projects pertaining to TRI and Environmental Public Health/Risk Communication.

Possible example projects include:

- Risk assessment tools or models utilizing TRI data.
- Risk communication tools utilizing TRI data.
- Communicating risk from TRI releases.
- Uses of TRI in environmental public health.
- Uses of TRI in risk communication and risk assessment.

5. HOW TO APPLY

A. CRITERIA FOR COMPETITIVE APPLICATIONS

In order to be considered for selection by ECOS as grantee for the project, the responding applicant **MUST** submit the following information in its response to this solicitation (**not to exceed 5 pages in total plus resumes**).

The proposal should be streamlined and concise following the format provided below:

Organization Name:	Primary Contact Information
EIN/Tax ID:	Name:
City:	Position Title
State/Province:	Address:
Country:	Phone:
Type (NGO, State, etc)	Fax:
Organization Web Address:	Email:
Organization General Email Address:	

Organization Information

Qualifications: Brief description of corporate qualifications to perform the work described in Scope of Work (e.g., similar projects, credentials, certifications, etc)

References: (name, address, phone number, email address) – preferably where the grantee has provided similar work described in the Scope of Work

Project Information

Grant Amount Being Requested from ECOS:

Projected Grant Start Date:

Projected Grant End Date:

Project Title/Name: Limit to 60 characters (including spaces)

Two Sentence Project Summary: Limit to 200 characters (including spaces)

Project Scope of Work/Description: Include technical and project management approach, project objectives, deliverables, and project schedule and milestones.

Limit to 1500 characters (including spaces)

Project Team: List key individuals and describe their qualifications relevant for project implementation. Provide resumes of proposed project staff

Project Keywords:

Project Location Country(s):

Project Location States/Territories:

Budget/Fiscal Documents

Applicants are required to submit a detailed, line-item budget that breaks down how the request from the ECOS would be spent if awarded.

The following line items **MUST** be included:

-Salaries and Benefits:

-Equipment:

-Contractual Services:

-Supplies and Materials:

-Travel:

-Printing:

-Misc/Other:

For each line item, the applicant must provide the # of units, cost per unit, and a description along with include hourly rates, estimated hours for completion, and any relevant assumptions.

Fiscal Documents

These will vary depending upon the organization type but may include an applicant organization's IRS Form 990, most recent GAAP-audited financial statements, and an A-133 audit.

Permits and Approvals

Applicants are asked to describe any necessary permits or approvals associated with the proposed project. Fields required for any permit or approval are: Date submitted or approved, agency contact person, status, and a brief narrative description.

Other

Please provide other important information for the review of this proposal.

- Statement of any Litigation
- Applicant Organization Board of Trustees

B. PROPOSAL SUBMISSION

Only electronic proposals submitted through the **ChemicalRight2Know.com** on-line application system or email via bshiple@ecos.org will be considered. Uploading of documents will be available.

6. GRANT TIMELINE

The anticipated timeline for this grant round is as follows:

August 6, 2012: RFP Released

September 6, 2012: Proposal submission deadline

October 1, 2012: Grants announced

7. COMMUNICATIONS REQUIREMENTS

These include: issuing at least one press release; providing a project description, funder recognition, and links to the ECOS and ChemicalRight2Know websites on the grantee's website; and providing notice to ECOS of external communications – articles, workshops, etc., and events -- as they occur).

8. RESTRICTIONS

Grant funds cannot be used for political advocacy, fundraising, lobbying or litigation activities or to support projects resulting from legally mandated mitigation projects.

9. WAIVER

By submitting a bid in response to this RFP, the Responding Vendor expressly waives any and all claims against ECOS, its officers, directors, employees, subcontractors, and agents, and assumes full responsibility for any and all damages, claims, losses, costs, and expenses which the Responding Vendor may incur arising from or relating to this RFP or its response to this RFP. This waiver does not apply to damage or loss resulting from the sole negligence, gross negligence, or willful misconduct of ECOS, its directors, officers, employees, or agents.

The Responding Vendor expressly acknowledges that its response to this RFP does not create a contract between the Respondent Vendor and ECOS, but instead is an invitation for the Responding Vendor to bid for an opportunity to be chosen to enter into a contract with ECOS. The Respondent Vendor further acknowledges that the decision to select or not select a Responding Vendor's proposal is made in ECOS's sole discretion, and may be based on any factors ECOS chooses to consider, and may or may not be based solely on cost considerations.

10. CONFIDENTIALITY AND NONDISCLOSURE

By submitting a bid in response to this RFP, the Responding Applicant agrees to keep confidential and not use or disclose any information that is acquired during the bidding process concerning ECOS, its business, finances, or operations. The provisions of this Section shall not prevent the Responding Applicant from disclosing information to the extent required by a judicial order or other legal obligation, provided that, in such event, the Responding Applicant or shall promptly notify the ECOS in writing, and shall cooperate with the ECOS to contest or minimize the scope of the disclosure (including application for a protective order).

QUESTIONS

Please direct any questions to:

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