



2015 Project Selection Process and Criteria Remediation Projects Only

Summary of Steps & Associated Timeline

PROCESS STEP	TIMELINE
Request for Proposals & Proposal Submission	February 24, 2014 – May 2, 2014
Preliminary Evaluation by ITRC Board of Advisors	May 7, 2014 – May 19, 2014
Detailed Evaluation by federal agencies, SEP, IAP and stakeholders	May 27, 2014 – July 9, 2014
Voting ITRC Board of Advisors Considers Proposals	Week of August 11, 2014 (Board meeting)
Final Project Selection & Announcement	October 2014

February 24, 2014 – May 2, 2014 Request for Proposals - Proposal Submission

ITRC Board of Advisors issues request for proposals by February 24, 2014, with proposals being due May 2, 2014.

May 7, 2014 – May 19, 2014 – Board of Advisors Preliminary Evaluation

The ITRC Board of Advisors will conduct a preliminary evaluation of all proposals received by the deadline and in the proper format. The purpose of this preliminary evaluation is to select 1 – 3 proposals that will be considered further in a final ranking phase. The ITRC Board of Advisors will consider the following factors for each of the qualifying proposals (ITRC Board Liaisons will also be asked whether or not their agency’s current funding to ITRC can be used to fund the proposal if it moves forward):

For ITRC Team proposals:

- 1.) Proposal has scope and outcomes that are aligned with ITRC's purpose and mission
- 2.) Proposal has a scope that ITRC can address (e.g. proposal is technical in nature, not policy-oriented; not a research or demonstration project)
- 3.) Proposal has a scope and outcome that are unique compared to current/past ITRC projects
- 4.) Proposal has a clearly defined problem statement that identifies the barriers addressed by the project
- 5.) The proposal explains how an ITRC project can solve or partially solve the problem identified in the problem statement.
- 6.) There is a clear market need for this project
- 7.) Proposal identifies the potential to form a qualified team for the project (i.e. 5 states, skills needed, sectors needed)

For training proposals:

- 1.) Proposed training curriculum is based on an ITRC Technical and Regulatory Guidance document
- 2.) Proposal shows that there is market need for the training course
- 3.) Proposal details why additional training (beyond the internet based training course) is needed for the specific topic
- 4.) Proposal explains why and how additional training (beyond the internet based training course) will increase the use of the ITRC guidance document
- 5.) Proposal presents a well-defined process for developing a curriculum
- 6.) Proposal identifies potential to form a qualified instructor team for this training course (i.e. at least one state regulator, skills needed, sectors needed)

May 27, 2014 – July 9, 2014 – Detailed Evaluation of Proposals by Federal Agencies, ITRC State Engagement Program, IAP, and ITRC Stakeholders

ITRC will also collect detailed input from the federal agencies that fund ITRC, the ITRC State Engagement Program, Industry Affiliates Program (IAP), and ITRC public/tribal stakeholders. The ITRC Voting Board of Advisors will review the information collected through the detailed evaluation and will use this information to identify which projects ITRC will fund in 2015. The ITRC Voting Board will develop a draft 2015 budget at the 2014 ITRC Board Meeting in August that includes funding for 2015 projects. The final decision to fund the projects will be made by the ITRC Board in October 2014, after ITRC has confirmed its 2015 income.

Detailed Evaluation by Federal Agencies – Due July 9, 2014

ITRC Board Liaisons will consider the following factors when completing the detailed evaluation and will reach out to others in their agency (however, only Board Liaisons should fill out the survey).

- What is your level of interest in the proposal? (1) This project is of interest to our agency/group, and we support funding it and/or will provide team members, (2) This project is not of interest to our agency/group, but is a project ITRC should pursue, or (3) This project should not be funded by ITRC.
- Is the timing right for the project (topic is relevant, but not too new)?
- Would the proposed project accelerate smart environmental decision-making and increase the effectiveness of the regulatory process?
- Would the proposed project increase ITRC's status as the "go-to" provider of guidance & training on innovative solutions to protect human health and the environment?

ITRC State Engagement Program Input Collected

ITRC's State Engagement Program will survey state environmental agencies to collect input on the proposals. State Points of Contact (POCs) in each state (which includes coordination with ITRC Team Leaders in their state) will provide input by considering the following options to describe planned level of participation by their state if the proposal became an ITRC Team.

For ITRC Team proposals::

- **Team member, product development input, and implementation activities** - State plans to have a team member for the proposed project and will reply to surveys, conduct reviews, attend training dry runs, and work to get products used (*3 points*)
- **Product development input and implementation activities, but no team member** - State is interested in the proposed project and will reply to surveys, conduct reviews, attend training dry runs, and work to get products used, but does not expect to have a team member (*2 points*)
- **May do product development input and implementation activities** - State is not especially interested in the proposed project but may respond to surveys, conduct reviews, attend training dry runs, and work to get products used (*1 point*)
- **None** - State is not interested in the proposed project and will not have a team member or respond to surveys, conduct reviews, attend training dry runs, nor work to get products used (*0 points*)

For training proposals:

- State envisions 15 or more state agency representatives taking this training course assuming there is no registration fee (3 points)
- State envisions 5 to 14 state agency representatives taking this training course assuming there is no registration fee (2 points)
- State envisions 1-4 state agency representatives taking this training course assuming there is no registration fee (1 point)
- State is not interested in additional training on this topic (0 points)
- Do you see your state more readily incorporating ITRC's guidance document on this topic into state processes after taking additional training on this topic? (Answer ranges from 0/not at all to 5/very well)

Industry Affiliates Program (IAP) and Public/Tribal Stakeholders – Due July 9, 2014

ITRC's Industry Affiliates Program (IAP) and public/tribal stakeholders will be queried about their interest in each proposal by the appropriate representative on the ITRC Board of Advisors. The ITRC Board representative will consolidate the information and provide it by the deadline to the ITRC Director.

August 12, 2014 – August 14, 2014 – ITRC Board Considers Proposals

Based upon the input collected from the detailed evaluation, ITRC Board of Advisors voting members will consider the proposals at the 2014 ITRC Board Meeting in conjunction with developing a draft 2015 ITRC Budget. The Voting Board will present a draft of the budget, along with recommendations of which projects to fund, to the full Board of Advisors. The Board will consider the following factors:

- What is the level of interest in the proposal from the federal agencies that fund ITRC?
- What is the level of participation expected from ITRC States?
- What is the level of interest in the proposal from the Industry Affiliates Program (IAP)?
- What is the level of interest in the proposal from ITRC Public and Tribal stakeholders?
- Would the proposed project accelerate smart environmental decision-making and increase the effectiveness of the regulatory process?
- Would the proposed project increase ITRC's status as the "go-to" provider of guidance & training on innovative solutions to protect human health & the environment?
- Are there suitable implementation venues for the proposed products?
- Can ITRC fund this project?

October 2014 – Final Project Selection & Announcement

Once ITRC's calendar year 2015 budget is finalized, the final 2015 projects will be announced and proposers will be notified about whether their proposal was selected.