

AGENCY: U.S. Environmental Protection Agency, Region 8

FUNDING OPPORTUNITY TITLE: Region 8 Indoor Air Quality Projects, FY 2011/2012

ACTION: Request for Proposals

RFP NUMBER: EPA-R8-IA2011-12

CATALOG OF FINANCIAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.034, Surveys, Studies, Research, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act (CAA)

DATES: The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **June 21, 2010, 5:00 p.m., Mountain Standard Time (MST)**. All hard copies of proposal packages must be received by Ron Schiller in EPA's Region 8 Denver office by **June 21, 2010, 5:00 p.m., Mountain Standard Time (MST)** in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **June 21, 2010, 5:00 p.m., Mountain Standard Time (MST)** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding. See Section IV of this RFP for further submission information.

IMPORTANT DATES:

May 7, 2010	RFP Opens
June 21, 2010	RFP Closes, Proposals Due
July, 2010 *	Anticipated Notification of Selection
October 1, 2010 *	Anticipated Date of Award

* Indicates anticipated dates/time frames that may be subject to change

SUMMARY

Under the statutory authority of the Clean Air Act, Section 103(b)(3), the EPA is authorized to award grants for research, investigations, experiments, training demonstrations, surveys and studies related to the causes, effects, extent, prevention, reduction and elimination of air pollution. EPA Region 8's Indoor Environments Program is publishing this Request for Proposals (RFP), soliciting applications from eligible entities for the following indoor air quality (IAQ) program priority areas: to promote EPA's IAQ Tools for Schools Program; to promote asthma education and awareness projects; and to promote awareness of the dangers of environmental tobacco smoke (ETS). Projects must take place within one or more of the states in EPA Region 8, which include Colorado, Montana, North Dakota, South Dakota, Utah and Wyoming.

FUNDING/AWARDS

The total estimated funding for this competitive opportunity is approximately \$240,000. EPA Region 8 intends to fund between 2-3 grants from this announcement. Funding levels will be in the range of \$20,000 to \$80,000 per year over a two-year period. Funding levels are dependent on future EPA national funding levels and Regional funding allocation decisions.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background/Program History

Studies by EPA have shown indoor air pollution to be among the top five environmental risks to public health. The EPA estimates that indoor air levels of air pollution are often 2 to 5 times higher than outside levels of pollution. These levels are a concern because it is estimated that most people spend as much as 90% of their time indoors.

The goal of EPA's Indoor Air Program is to reduce human health risks by reducing public exposure to indoor air contaminants. This is done through voluntary outreach and education efforts. The EPA partners with and supports entities in the public and private sector in this work. This can include financial support provided through grant competitions such as this RFP

B. Scope of Work

EPA Region 8 is soliciting proposals to fund IAQ projects for the following high priority Program areas:

Indoor Air Quality (IAQ) Tools for Schools: Demonstration projects or technical support to assist school districts in making use of the Tools for Schools Program. The ultimate goal of this Program is to reduce school occupants' exposure to indoor air pollution. Assistance includes identifying a suitable indoor air coordinator, completing an IAQ walk through, distributing and collecting checklists and developing an IAQ management plan. A more detailed explanation of the Tools for Schools Program can be found at www.epa.gov/iaq/schools

Asthma: Asthma education and outreach projects that promote awareness of environmental triggers that can trigger asthma attacks. These education efforts can be done through the building of community capacity to further the outreach and education of asthma services (i.e., the establishment of community-based coalitions, advisory boards, etc.) Applicants can use an asthma trigger identification activity as part of a Healthy Homes home visitation Program. Projects could also be for school-based education campaigns, or any innovative approach that effectively promotes asthma education and awareness. Emphasis should be directed towards groups, areas or populations that are disproportionately affected by asthma, including children, Native American populations, rural areas with limited access to health care or economically disadvantaged communities.

Environmental Tobacco Smoke (ETS): Education and outreach projects that encourage behavior change in persons who smoke in the presence of children or other family members. This activity may include the use of EPA's Take the Pledge Program. Applicants could also integrate the ETS activity as part of a Healthy Homes Program. Emphasis should be on reducing the number of children who are exposed to indoor ETS on a regular basis. More information on EPA's Take the Pledge Program can be found at www.epa.gov/smokefree/pledge/index.html.

Environmental Justice

In all three of the listed program priority areas, applicants must consider environmental justice issues when developing a proposed work plan. This would include developing proposals that benefit underserved populations, low income families, Native American communities, isolated populations or any group that is disproportionately and adversely affected in any of the three program areas.

C. EPA Strategic Plan Linkage and Anticipated Output/Outcomes

1) Linkage to EPA Strategic Plan

Proposals submitted under this competition must support Goal 1 of EPA's Strategic Plan, Clean Air and Global Climate Change; Objective 1.2, Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air. A statement to this effect must be included in the proposal.

Applicants can apply for funding in one or any combination of these three priority areas. Proposals must clearly indicate measurable health-based outputs and outcomes that will be achieved under the proposed activity. In rating the proposals, reviewers will judge the proposed work plan according to how well it defines and measures these outputs and outcomes. More information on the ranking process can be found in Section V, Application Review Information.

Outputs: The term “output” means an environmental activity, effort or work product related to an environmental goal and objective that will be produced or provided during a grant period. Outputs can be quantitative or qualitative, but must be measurable.

Outcomes: The term “outcome” means the result or effect from carrying out an environmental program or activity that is related to a program goal or objective. Outcomes may be environmental, behavioral or health related, but must be quantitative.

Outputs and outcomes can include but are not limited to the examples in the following table.

Example Activities	Programmatic/Environmental Outputs	Intermediate Action Outcomes	Long Term Environmental Health Outcomes
Tools for Schools – assist schools or school districts in the development of a plan to improve the indoor air.	Number of Schools adopting the Tools for Schools Program, number of persons being trained on improving indoor air of school	Number of schools completing walk through inspections, number of school officials demonstrating good practices, increased awareness of indoor air quality.	Reduction in building occupant absenteeism. Reduction in number of asthma attacks. Reduced number of complaints. Long term indoor air management plan institutionalized to address indoor air issues.
Example Activities	Programmatic/Environmental Outputs	Intermediate Action Outcomes	Long Term Environmental Health Outcomes
Asthma – develop plan or activity, provide training, develop educational materials, conduct media campaign that educates doctors, nurses, caregivers, parents on	Number of parents, caregivers, health care professionals provided training. Number of persons contacted in media or outreach campaigns.	Number of persons demonstrating increased knowledge of asthma triggers.	Reduction in number of asthma related hospital visits. Reduction in number of school days missed related to asthma. Measurable improvements in

identification and control of asthma triggers.			quality of life for asthmatic patients.
ETS – Environmental Tobacco Smoke reduction, awareness. Education campaigns, increased awareness of dangers of second hand smoke.	Number of parents that “Take the Pledge” not to smoke indoors in the presence of children.	Number of parents with increased awareness of danger of second hand smoke. Measurable improvement in indoor air quality.	Reduction in number of asthma episodes related to second hand smoke exposure.

D. Supplementary Information

The statutory authority for this action is the Clean Air Act (CAA), Section 103, which authorizes the award of grants to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. It further authorizes EPA to make training grants for these purposes. For purposes of this announcement, demonstrations must involve new or experimental technologies, methods, or approaches. The results of the project must be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not a demonstration. For detailed information on section 103 of the CAA go to <http://www.epa.gov/oar/caa/caa103.txt>.

II. AWARD INFORMATION

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$240,000. EPA Region 8 intends to award 2-3 grants under this competition. Awards will range from \$20,000 to \$80,000, depending on the requested funding levels and quality of individual proposals. EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections. EPA Region 8 also reserves the right to reject all proposals and make no award as a result of this announcement, or award lower amounts of funding than originally stated.

Applicants can request anywhere from \$20,000 to \$80,000 in funding. The number of grant awards and funding levels of the individual grants will be determined by the quality of proposals submitted under this RFP. Actual funding levels for these two year grants will ultimately be determined by budget allocations made available to the EPA in the upcoming fiscal years. Therefore, while Region 8 intends to provide \$240,000 in total funding over a two year period for these projects, there can be no guarantee of funding levels.

Project periods for awards resulting from this competition will be from October 1st, 2010 to September 30th, 2012.

As stated previously, funding under this competition is contingent on future funding allocations made available to EPA. Since funding cannot be guaranteed for the second year of this two-year activity, applications are required to be written with measurable outcomes in both the first and second years of the proposed activity.

If an application is accepted for funding under this competition but the award cannot be funded at the level requested by the applicant, EPA Region 8 and the applicant will negotiate new output and outcome levels in the proposed work plan to reflect the lower funding level. If EPA Region 8 and the applicant cannot negotiate new outputs and outcomes for a lower funding level, no award shall be made.

All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87-A-122; and A-21, as appropriate (http://www.whitehouse.gov/omb/grants/grants_circulars.html). Ineligible costs will be reduced from the final grant award.

Funding decisions will be made under this competition by Region 8 staff, using the ranking criteria and Review and Selection Process described in Section V of this announcement. Since EPA Region 8 typically receives a large number of applications under this competition, there will not be enough funding to award all applicants.

Multiple proposals

Only one proposal will be accepted and reviewed from each applicant. If an applicant submits more than one proposal, EPA Region 8 will contact the applicant to determine which proposal should be considered for review.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.034, assistance under this program is generally available to all eligible entities. Eligible entities includes states, local governments, territories, Indian tribes, 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 non-profit institutions.

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 that: (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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit proposals under OMB Circular A-122 and this RFP.

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

B. Cost Sharing or Matching

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost

- share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share-

this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

C. Threshold Eligibility

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see Section III.A above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, applicants should note that any pages in excess of the 8-page limitation will not be reviewed.
 - b. In addition, proposals must be received by the EPA or through www.grants.gov as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can

clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov. Where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Ron Schiller as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

2.. Proposals must support EPA’s Strategic Plan Goal 1, “***Clean Air and Global Climate Change***”-- “*Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced. Reduce greenhouse gas intensity by enhancing partnerships with businesses and other sectors*”. (See Section I).

3. Hard copy proposals will only be accepted via an **express delivery service**. EPA will not accept proposals submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.

4. Applicants must meet the standards for eligibility described in Section 103(b)(3) of the Clean Air Act.(See Section I.D).

5. Applications must address at least one, or address any combination of the three priority areas as listed in Section I.B

6. Projects must be performed in one or more of the following states in Region 8, which includes Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming. While projects must be performed within Region 8, applicants need not be located within the boundaries of EPA Region 8 to be eligible to apply for funding.

7. Proposals for less than \$20,000 or more than \$80,000 per year will not be reviewed.

8. Applicants proposing to do IAQ Tools for Schools work can include a letter of commitment from the school district(s) demonstrating support, cooperation and coordination for the project. Applications from school districts must include a letter of commitment from an administrator.

9. Only one proposal will be accepted and reviewed from each applicant. If an applicant submits more than one proposal, EPA Region 8 will contact the applicant to determine which proposal should be considered for review.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain a Proposal Package

Applicants can download individual grant application forms from EPA’s Office of Grants and Debarment website at: <http://www.epa.gov/ogd/AppKit/application.htm> .

To obtain a hard copy of materials, please send an email to the Agency contact listed in Section VII of this announcement.

B. Mode of Proposal Submission

Applicants have the following options to submit their proposals: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through www.grants.gov as explained in Appendix A. Proposals will not be accepted via fax, email, or standard 1st class mail delivery by the U.S. Postal Service. All proposals must be prepared, and include the information, as described below in Section IV.C “Content of Proposal,” regardless of mode of transmission

1. Hard Copy Submission of Proposals

Hard copies should consist of one original and one copy of the proposed package (including signed and completed SF 424 and SF 424A forms). Proposal packages should be sent to:

Ron Schiller
EPA Region 8
Mail Code 8P-AR
1595 Wynkoop Street
Denver, CO 80202

Hard copy submissions must be sent via express mail delivery (FedEx, UPS, DHL, US Postal Priority, etc.) or hand delivered to the person designated above. Fax copies or copies sent via Standard 1st Class mail delivery will not be accepted. **All hard copy submissions must be received by 5:00 p.m., Mountain Standard Time (MST), June 21, 2010.**

2. Grants.gov Submission (see Appendix , Grants.gov Submission Instructions)

Proposal Submission Deadline: Your organization’s authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later **5:00 p.m., Mountain Standard Time (MST), June 21, 2010.**

C. Content and Format of Proposal Submission

Narrative proposals, as described below, should not exceed eight single spaced pages (not including Standard Form SF-424, SF 424-A, letters of support/commitment and resumes). Pages in excess of the eight page limit will not be reviewed. Page size should be 8.5 x11” with font size of 11 points or larger and margins no smaller than one inch. One side of a printed sheet of paper is considered one page.

Proposal Content

The proposal package *must* include the following materials::

- **Standard Form (SF) 424, Application for Federal Assistance**

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>)

There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

- **Standard Form (SF) 424A , Budget Information**

Complete the form available at <http://www.epa.gov/ogd/AppKit/application.htm>.

There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

- **Narrative Proposal**

The Narrative Proposal (**sections 1-3 below**) cannot exceed a maximum of **8** single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the **8** page limit.

1. **Summary Information Page** (recommended not to exceed one page)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates. (Projects are anticipated to begin on October 1, 2010 and end no later than September 30th, 2012.)
- f. DUNS number-See Section VI.C.

2. **Narrative Proposal Work-Plan**

The narrative proposal work-plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of

this announcement (including the threshold eligibility criteria in Section III.C), and must address each of the evaluation criteria set forth in Section V.

- a. Project Summary/Approach:** The summary shall contain the following components:
- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
 - ii. Description of the associated work products to be developed.
 - iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
 - iv. Description of the roles of the applicant and partners, if any.
 - v. Description of the applicant's organization and experience related to the proposed project.
 - vi. Description of what the applicant will accomplish in the IAQ priority area(s) addressed by this project.
 - vii. Description of the need for the project.
 - viii. An explanation of how elements of the project may be sustained beyond the life of the project.
 - ix. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
 - x. Budget and estimated funding amounts for each work component/task.
 - xi. Discussion of how the project promotes Environmental Justice concerns (see Section I)

***Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.**

b. Environmental Results—Outcomes, Outputs and Performance Measures

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I**), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

- **Outputs:** Activities or deliverables accomplished by the grant. Examples of outputs include number of persons trained, number of

persons told not to smoke in front of their children, number of school staff trained in the Tools for Schools Program.

- Outcomes: Measurable health or environmental improvements that result from the activity outputs. Examples of outcomes include reductions in school days missed because of illness, reduced number of hospital or ER visits related to indoor air problems, measurable improvements in indoor air, increased public awareness that allows individuals to take actions on a personal level that result in improved indoor air quality and reductions in health problems related to indoor air.

c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA 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/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

d. Voluntary cost share/match and other leveraged funds (See Section III.B also)

Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations,

education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

3. Budget Narrative

Clearly explain how EPA funds will be used. This section provides an opportunity for a brief narrative description of the budget found in the SF-424A. Applicants must itemize costs related to the following:

- Personnel
- Fringe benefits
- Travel
- Equipment
- Supplies
- Contractual
- Other costs
- Total direct costs (the sum of the above)
- Indirect charges
- Total (please also include a brief breakdown of costs such as salary and benefit rates, number of trips to be taken and approximate cost per trip, specific equipment purchases, training costs).

The total amount of Federal funding requested for the project should be shown on line 5(e) and on line 6(k) of the SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate, the base and the amount should also be indicated on line 22.

Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

4. Attachments. These are not included in the **8** page limit.

a. Biographical Sketch. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

b. Negotiated Indirect Cost Rate Agreement.

c. Quality Assurance Narrative Statement.

d. Support Letters. - All projects that include partnerships must include at least one letter of support from each of those partners. Letters of support, resumes or information on past performance capabilities will not be counted as part of the 8 page limit for the application narrative

D. Submission Dates and Times

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **June 21, 2010, 5:00 p.m., Mountain Standard Time (MST)**. All hard copies of proposal packages must be received by Ron Schiller by this [date and time](#); electronic submissions must be submitted to www.grants.gov by this [date and time](#). Proposals received or submitted electronically after the closing date and time will not be considered for funding.

E. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. However, the agency considers competitive proposals confidential and protected from disclosure prior to the completion of the competitive selection process.

F. Pre-Application Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposal packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

G. Dun and Bradstreet (D & B) Info on Application of Federal Assistance (SF-424)

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

H. Intergovernmental Review

This program is eligible for coverage under E.O. 12372, “Intergovernmental Review of Federal Programs”. An applicant should consult the official designated as the point of contact in their state for more information on the process the state requires to be followed in applying for assistance, if the state has selected the program for review. Further information regarding this can be found at www.whitehouse.gov/omb/grants_spoc.

I. Funding Restrictions

EPA grant funds may only be used for the purpose set forth in the grant agreement, and must be consistent with the statutory authorities for the award. Grant funds may not be used for matching other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the A-87 “Cost Principles for State, Local, and Tribal Governments”; A-122 “Cost Principles for Nonprofit Organizations”; and A-21 “Cost Principles for Education Institutions”. Ineligible costs will be reduced from the final grant award. Costs incurred prior to award by the applicant have to be approved by EPA for the proposed project. Awardees should not begin their work until all paperwork is finalized and awarded.

J. Contracts and Subawards

EPA funding can be used by the applicant to make sub awards, acquire contract services or fund partnerships. However, applicants should be aware that EPA awards funds to one eligible applicant as the recipient, even if other eligible applicants are named as partners, co-applicants or members of a consortium. The recipient is ultimately accountable to EPA for proper expenditure of funds.

Funding may be used to provide sub-grants or sub-awards of financial assistance, which includes using sub-awards or sub-grants to fund partnerships, provided the recipient complies with applicable requirements for sub-awards or sub-grants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify sub-awardees, sub-

grantees or contractors (including consultants) in their proposal. However, if they do, the fact that an applicant selected for award has named a specific sub-awardee, grantee, contractor or consultant in a proposal the EPA chooses for funding does not relieve the applicant of its obligations to comply with sub-award/sub-grant or competitive procurement requirements as appropriate.

Also note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on their role in preparing the proposal.

Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA's grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the sub-awardee or sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210(ff) of OMB Circular A-133, and the definitions of sub-award at 40 CFR 30.2(ff) or sub-grant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a sub-award or sub-grant as the funding mechanism.

K. Consideration of Sub-awardees and Contractors in Evaluation Process

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise and experience of:

- 1) An applicant's named sub-awardee/sub-grantee(s) identified in the application if the applicant demonstrates in the application that if it receives an award that the sub-award/sub-grant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use sub-awards/sub-grants to obtain commercial services or products from for-profit firms or individual consultants.
- 2), An applicant's named contractor, including consultants, identified in the application if the applicant demonstrates in its proposal/application that the contractor was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor, that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of any named sub-awardees/grantees or contractors during the application evaluation process unless the applicant complies with these requirements.

V. REVIEW INFORMATION

Only those eligible applicants who meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their proposal package submittal. Each eligible proposal will be rated under a points system with a total of 100 points possible.

A. Evaluation Criteria

- 1) **Project Summary/Approach (20 points):** Under this criterion, the Agency will evaluate the following factors: (i) (10 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in **Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)**, (ii) (10 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.
- 2) **Environmental Results—Outcomes, Outputs and Performance Measures (10 points):** Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in **Section I** of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.
- 3) **Budget (20 points):** Under this criterion, the Agency will evaluate the proposed project budget to determine whether,
 - I. (10 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes,
 - II. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.
 - III (5 pts) the project will be sustainable after EPA financial assistance.

An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they

will account for any required or voluntary cost share/match and what role EPA funding will play in the overall project.

4) Programmatic Capability and Past Performance (15 points): Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:

I. (5 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement,

II. (5 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not,

III.(5 pts) staff expertise and qualifications, staff knowledge, organizational experience and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: In evaluating applicants under items I and II of this criterion, the Agency 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). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items I and II above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

5) Environmental Justice Impacts (10 points): Under this criterion, the Agency will evaluate the extent to which the proposed project helps to promote addressing environmental justice issues and concerns (See Section I.B) including how it will help to minimize and/or reduce exposures and negative impacts of environmental risks to communities, including but not limited to minority, low-income, and tribal communities, that the applicant can demonstrate are more likely to be adversely affected (e.g., higher rates of medical problems due to environmental factors) by such risks than other communities

6) Leveraging/partnering (25 points) Under this criterion, applicants will be evaluated based on the extent they can demonstrate the existence of partnerships or existing relationships with other agencies, school districts or other organizations that will allow them to work more effectively and efficiently with target populations. Partnering with

other organizations or entities that have existing relationships or work histories with target populations is seen both as a way to work more effectively with a target group, and as a means to accomplish more on a limited budget. Partners should be recognized entities with experience in the relevant activity area. In addition to partnering, leveraging of funds can include but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged funds/resources will play to support the proposed project activities.

B. Review and Selection Process

Applicants will first be evaluated to determine if they meet the eligibility criteria as described in Section III. If they do not meet the criteria they will be disqualified and notified of the disqualification. All remaining proposals will be reviewed, evaluated and ranked by an EPA evaluation team using the above evaluation criteria. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. A list of the most highly scored applications will then be submitted to a Selection Official.

C. Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making final decisions, the Selection Official will also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Region 8 Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following the review of eligible proposals and the conclusion of the competition process, applicants will be notified regarding the status of their proposal.

Proposal Notifications

- i. EPA anticipates notification to the *successful* applicant(s) will be made via telephone, email, or postal mail by July, 2010. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

This notification, which advises that the applicant's proposed project has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA Region 8 Award Official is the authorizing

document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

- ii. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail by July, 2010. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

Final applications and forms will be requested, as needed, from those successful applicants. These applicants will be provided with instructions and a due date for submittal of the final application package. EPA Region 8 reserves the right to negotiate the final grant amount and work plan prior to making the award, as appropriate and consistent with Agency policy including the Assistance Competition Policy, EPA Order 5700.5.A1. All final work plans must include all information required in 40 CFR parts 35.107 and 35.507. All work plans and applications will be approved by the EPA Region 8 Project Officer and Grants Specialist assigned to each recipient before funds are awarded. Successful applicants will certify that they have not been debarred or suspended from participation in Federal assistance awards in accordance with 40 CFR Part 32.

B. Administrative and National Policy Requirements

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Air quality grants are awarded under the authority of Section 103(b) of the CAA and 42 USCA 7403. The regulations governing the award and administration of air quality projects are 40 CFR Part 30 (community based organizations or coalitions, non-profit organizations, and colleges, universities or other institutions of higher education); and 40 CFR Part 31 (state, tribal, county, city or local health or environmental agencies or departments).

Grants are covered under the following EPA grant regulations: 40 CFR Part 30 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other non profit organizations), 40 CFR Part 31 (Uniform Governments) and 40 CFR Part 35, Subpart A (Environmental Program Grants for State, Interstate and Local Government Agencies). These regulations can be found at <http://www.epa.gov/ogd>. These regulations specify basic grant reporting requirements, including performance and financial reports (see 40 CFR 30.51, 30.52, 31.40, 31.41, 35.115 and 35.515). In negotiating these grants, EPA will work closely with recipients to incorporate appropriate performance measures and reporting requirements into each grant agreement consistent with 40 CFR 30.51, 31.40, 35.115 and 35.515. These regulations provide some flexibility in determining the appropriate content and frequency of performance reports. Eligible applicants that receive funding under this announcement must submit quarterly progress reports and an annual Financial Status Report.

C. Copyrights

The EPA reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34, the copyright in any work developed under a grant, sub-grant, or contract under a grant or sub-grant; and also any rights of copyright to which a grantee, sub-grantee or a contractor purchases ownership with grant support.

D. Reporting

Grant recipients must submit quarterly progress reports and an annual Financial Status Report (FSR). The quarterly reports should report on the status of the work plan and progress on achieving deliverables and the meeting of other project goals. These reports can be submitted either electronically or by hard copy. Reporting will be based on a health based output and outcome format whenever appropriate. The FSR must accurately account for all Federal funds expended and identify appropriate use of those funds. A final end of year project summary and FSR will be required at the end of the grant work.

E. Geospatial Information

Grants awarded under this announcement may involve Geospatial Information. Geospatial data generally means information that identifies, depicts or describes the geographic locations, boundaries or characteristics of inhabitants and natural or constructed features of the earth. This includes such information derived from, among other sources, socio-demographic analysis, economic analysis, land information records and land use information processing, statistical analysis, survey and observations methodologies, environmental analysis, critical infrastructure protection, satellites, remote sensing, airborne imagery collection, mapping, engineering, construction, global positioning systems, and surveying technologies and activities. It also includes individual point or site-specific data that are referenced to a location on the earth. This information may be derived from, among other things, Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data. For purposes of EPA grants, this refers to geographically based information or data or the tools, applications or hardware that allow someone to collect, manage, analyze, store or distribute data in a geographic manner.

F. Quality Assurance/Quality Control (QA/QC)

Quality Assurance/Quality Control requirements are applicable to these grants (see 40 CFR 30.54 and 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements of information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. EPA can assist applicants with determining whether QA/QC is required for a proposed project. If QA/QC is required for the project,

the applicant is encouraged to work with the EPA's QA/QC staff to determine appropriate practices for the project.

G. Disputes

Assistance agreement competition related disputes will be resolved in accordance with the dispute resolution process published in 70 FR (Federal Register) 3629, 3639 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Ron Schiller at (303) 312-6017, or schiller.ron@epa.gov.

H. Non-Profit Pre-Award Administrative Capability Review

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 – Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding, depending on the size of the award may be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

In addition, non-profit applicants who receive an award under this announcement may be required to have at least two of their employees complete the mandatory online training, “EPA Grant Management Training for Non-Profit Applicants and Recipients.” One person would be the project manager, or equivalent, for the assistance agreement. The other individual must be the person authorized to draw down funds for the assistance agreement. The training may be completed by both employees prior to the acceptance of the award. The course can be accessed at: <http://www.epa.gov/ogd/training/index.htm>.

I. Exchange Network

The EPA, states, territories and tribes are working together to develop the National Environmental Information Exchange Network, a secure, internet and standards based way to support electronic data reporting, sharing and integration of both regulatory and non-regulatory environmental data. State, tribes and territories exchanging data with each other or with EPA should make the Exchange Network and the Agency's connection to it (the Central Data Exchange, or CDX) the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

VII AGENCY CONTACT

For further information, contact:

Ron Schiller
schiller.ron@epa.gov
(303) 312-6017

All questions and comments must be communicated in writing via telephone, fax or email to the Agency contact listed above. Questions and answers will be posted until the closing date of this announcement at the Region 8 Grants/Funding webpage:
<http://www.epa.gov/region8/air/iaq>

VIII OTHER INFORMATION - APPENDIX

Grants.gov Submission Instructions

The electronic submission of your proposal must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign grant proposals for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage them to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the [Help section](#) on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R8-IA2011-12, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than June 21, 2010

Please submit *all* of the proposal materials described below.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP
- IV. Other Attachments Form for other optional documents-See Section IV.C of the RFP:
 - a. Biographical Sketch.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
 - b. Negotiated Indirect Cost Rate Agreement.**
 - c. Quality Assurance Narrative Statement.**
 - d. Support Letters-**These should indicate how the supporting organization will assist in the project.

The proposal package *must* include all of the following materials:

I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

Prepared as described in Section IV.C of the announcement. The document should be readable in PDF format and consolidated into a single file.

IV. Other Attachments Form-other optional documents (See above)

Application Preparation and Submission Instructions

Documents I through III listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described in Section IV.C of the announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY10 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 10 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY10 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the proposal package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant

Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Ron Schiller (schiller.ron@epa.gov, (303) 312-6017)..

Proposal packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact **_Ron Schiller** (schiller.ron@epa.gov, (303) 312-6017.). Failure to do so may result in your proposal not being reviewed.