

US EPA ARCHIVE DOCUMENT

OVERVIEW SECTION

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: "CONSUMER EDUCATION ABOUT REDUCING GREENHOUSE GAS EMISSIONS THROUGH AWARENESS AND USE OF ENERGY-EFFICIENT PRODUCTS AND PRACTICES"

ACTION: Request for Proposals (RFP)

RFP NO.: EPA OAR-CPPD-06-04

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO.: 66.034

DATES: The closing date for applicants to submit proposals under this RFP is **June 9, 2006, 4:00 p.m. EST**. All proposals, however transmitted, must be received by the closing date and time to receive consideration. No late proposals will be accepted.

SUMMARY: This notice announces the availability of funds and solicits proposals to increase overall consumer understanding and relevance of the connection between energy efficiency and the environment on national, regional and local levels.

FUNDING/AWARDS: The total estimated funding available under this competitive opportunity is approximately \$1,350,000.00. EPA anticipates award of up to three cooperative agreements, resulting from this announcement, subject to the availability of funds and quality of evaluated proposals. Final applications will be requested from those eligible entities whose initial proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of award from EPA, awardees will be provided with instructions and a due date for submittal of the final application package.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The Climate Protection Partnerships Division (CPPD) is committed to reducing greenhouse gas emissions through energy efficiency and cost-effective partnerships with industries in all sectors of our economy where emissions reductions can be achieved. ENERGY STAR[®], one of CPPD's dynamic government/industry partnerships, offers businesses and consumers energy-efficient solutions, making it easy to save money while protecting the environment.

In 1992, the US Environmental Protection Agency (EPA) introduced ENERGY STAR as a voluntary labeling program designed to identify and promote energy-efficient products to reduce greenhouse gas emissions. Computers and monitors were the first labeled products. Through 1995, EPA expanded the label to additional office equipment products and residential heating and cooling equipment. In 1996, EPA partnered with the US Department of Energy (DOE) for particular product categories. The ENERGY STAR label is now on major appliances, office equipment, lighting, consumer electronics and more. The label has been extended to cover new homes and commercial and industrial buildings, as well as some energy efficiency services.

Through the partnerships with more than 7,000 private and public sector organizations, ENERGY STAR delivers the technical information and tools that organizations and consumers need to choose energy-efficient solutions and best management practices.

American homes produce more greenhouse gas emissions than cars. By making energy-efficient choices, these emissions can be significantly reduced – leading to better air quality and energy savings. Public education about energy-efficient products and practices has been vital to achieving reduced greenhouse gas emissions. Consumers are now more aware of energy efficiency issues, as well as how being energy-efficient can help them save on energy bills. This is likely due to the rise in energy costs and other energy issues. However, in order for consumers to make the necessary lifestyle changes that will lead to further energy efficiency and environmental protection, we must increase their understanding of the connection between energy use and the environment and make this information relevant to them so they will incorporate energy-efficient practices and products in their homes, offices and daily activities.

B. Scope of Work

The Climate Protection Partnerships Division seeks to fund proposals that will increase overall consumer understanding and relevance of the connection between energy efficiency and the environment on national, regional and local levels. Proposals should demonstrate establishment and experience in consumer advocacy and social marketing, as well as knowledge about energy efficiency and environmental issues. Tactics used in outreach should reach consumers at a "grassroots" level, as well as reaching diverse audiences.

Examples of the types of activities that proposals may address include the following:

- Successful outreach through the use of unique communications channels that will provide substantive, action-oriented information about the importance of energy efficiency, energy savings, and environmental protection in both residential and commercial sectors, to reduce the risks of global warming. Education can focus on residential, business or other sectors.
- Identify unique methods for disseminating energy efficiency and environmental information in a way that compels the American public to take actions to save energy, as well as to help them make informed choices about incorporating energy-efficient practices and products in their homes, offices and daily activities, which will lead to a long-term behavior change and increased environmental protection.

- Address approaches/channels for disseminating information and what educational tactics will be used (e.g. media, Internet, member outreach, etc.)
- Solid understanding and substantial knowledge base of energy and environmental issues facing Americans today, as well as energy efficiency measures and best practices that are required in order to reach consumers and compel them to take action that will not only save energy and money, but lead to an overall change in behavior that will yield long-term benefits for the environment.
- Present a results oriented, phased approach for each year of the project showing goals, considered activities and anticipated results.
- Education about the link between energy use and the environmental impact
- Leading consumers to take action in their homes and offices that will improve energy efficiency and help protect the environment
- Increase consumer awareness of energy-efficient practices that can be done in the home or office to save energy and reduce the risks of global warming
- Working with state and local governments to improve energy performance to existing buildings (e.g., offices, schools, hospitals, hotels, etc.)

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. **Linkage to EPA Strategic Plan.** This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.5 (Reduce Greenhouse Gas Intensity). This project supports EPA's efforts in fostering voluntary energy efficiency improvements with the goal of reducing carbon dioxide emissions.
2. **Outcomes.** Through this project, EPA hopes to reduce emissions of greenhouse gases by increasing consumer understanding and relevance of energy efficiency and environmental issues.
3. **Outputs.** The anticipated outputs for this project may include educational and outreach materials, web content, various forms of media, member outreach, community events and other programs or activities that will result in increased understanding and relevance of energy efficiency and environmental issues with consumers, leading them to take action in their daily lives to help reduce greenhouse gas emissions.

D. Supplementary Information

The statutory authority for this action is Clean Air Act, Section 103(b)(3) which authorizes the award of grants to conduct, and promote the coordination and acceleration of, research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effect, extent, prevention and control of air pollution. This opportunity will provide funding to a non-profit organization to conduct public information and outreach projects that will lead to the prevention of carbon dioxide emissions.

II. FUNDING OPPORTUNITY DESCRIPTION

A. Amount of Funding Available

The total estimated funding available under this competitive opportunity is approximately \$1,350,000.00.

B. Number of Awards

EPA anticipates awarding up to three cooperative agreements, ranging in annual value from \$100,000-\$250,000, subject to the availability of funds and the quality of evaluated proposals.

C. Start Date/Project Duration

The estimated project period for awards resulting from this solicitation is October 1, 2006 through September 30, 2009. All projects must be completed within the negotiated project performance period.

D. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial federal involvement for this project will be

1. close monitoring of the successful applicant's performance;
2. collaboration during the performance of the scope of work;
3. approving substantive terms of proposed contracts;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
6. approving quality assurance plans for collecting and assessing data, if warranted.

E. Funding to Acquire Services or Fund Partnerships

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and sub-award or sub-grant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. For profit organizations are not eligible sub-grant recipients under this announcement. The nature of the transaction between the recipient and the sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 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.

F. Miscellaneous

EPA reserves the right to reject all proposals and make no awards, or to partially fund proposals by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process.

The EPA reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months after the original selection decisions.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Proposals will be accepted from 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, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation mission.

Non-profit organization, as defined by [OMB Circular A-122](#), means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, education, service, charitable, or similar purposed 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) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

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. Other Requirements

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. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed. Proposals must be received by the EPA or through www.grants.gov on or before the solicitation closing date published in Section IV of this announcement. Proposals received after the published closing date will not be considered.

C. Cost Sharing or Matching

Cost-sharing or matching is not required as a condition of eligibility.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain an Application Package

EPA encourages applicants to obtain proposal materials electronically through <http://www.grants.gov>. Applicants may also download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipients roles and responsibilities, from EPA's Grants and Debarment Web Site at: (http://www.epa.gov/ogd/grants/how_to_apply.htm).

To obtain a paper copy of materials, please send an email request to: cppd.grant-funding-inquiries@epa.gov, send a FAX to (202) 343-2204, or email to: durrett.denise@epa.gov. The mailing address to request a paper copy of materials by U.S. Postal Service is:

U.S. Environmental Protection Agency, ATTN: Denise Durrett, Mail Code 6202J,
OAR/OAP/CPD, 1200 Pennsylvania Avenue, NW, Washington, DC 20460.

B. General

Applicants must submit one original proposal package signed by an authorized representative. All narrative proposals as described in C.2 below, regardless of how submitted, must not exceed 20 pages in length and must conform to the outline below. Resumes and other documentation, such as letters of support, can be submitted as attachments and will not count toward the 20 page limit. The budget narrative will also not count towards the page limit. All proposals must be submitted as one Microsoft Word, WordPerfect 6/7/8 for Windows or Adobe Acrobat file and must be formatted for 8 ½" x 11" paper using no smaller than 10 point font with 1" margins.

C. Content and Form of Proposal Submission

All proposal submissions must contain a completed Standard Form (SF) 424, Application for Federal Assistance, a narrative proposal and a detailed budget narrative. Submissions must conform to the outline below.

1. 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.

2. Narrative Proposal

Summary Information Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount being requested from EPA.
- d. Total Project Cost. Special total cost of the project. Identify funding from other sources, including any in-kind resources.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October 1, 2006).

Narrative

- a. **Description of key project activities and approaches.** The project description must explicitly describe the applicant's proposed project and how it meets the guidelines in Section I.B, Scope of Work
- b. **Programmatic Capability and Environmental Results Past Performance.** Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports, and (iii) 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. If you were not making progress, please indicate whether, and how, you documented why not. 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 and

prior Federal agency 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 that relates to these factors, please indicate this in the proposal and you will receive a neutral score for those factors under Section V.

In addition, please provide an overview of your organization and its mission, and information on your organizational experience in consumer advocacy and social marketing (to inform the general public about energy use, energy efficiency and the impacts they have on the environment) and your plan for timely and successfully achieving the objectives of the proposed project. Provide brief biographical sketches of key technical experts who will be involved in the project, other staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

c. **Reporting requirements.** Agreements awarded under this solicitation will require submission of quarterly reports. Applicants are required to discuss how they intend to accomplish this requirement in their initial proposal.

d. **Environmental results.** The proposal must include the Applicant's plan for tracking and measuring its progress toward achieving the expected environmental outputs and outcomes identified in Section I. of this announcement.

Finally, applicants should provide additional information, to the extent not addressed above, that addresses the evaluation criteria in Section V.

3. Detailed Budget

Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs and total cost.

D. Submission Date and Time

The closing date for applicants to submit proposals under this announcement is **June 9, 2006, 4:00 p.m. EST**. Proposals received after this date will not be considered.

E. Instructions for Submission Using Grants.gov

Applicants are encouraged to submit their proposal electronically at: <http://www.grants.gov>. If you apply using Grants.gov, the electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.Grants.gov> and click on "Get Started," and then click on "For AORs" (Authorized Organization Representative) 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 your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.Grants.gov> and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using Grants.gov (https://apply.Grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-OAR-CPPD-06-04**, or the CFDA number, in the space provided. Then complete and submit the application package as indicated.

You may also be able to access the application package by clicking on the button "How To Apply" 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 top of the page then go to EPA opportunities).

Please be sure to view the additional instructions for applying electronically under this announcement through use of Grants.gov that are available for download on Grants.gov and in Attachment A.

F. Instructions for Hard Copy Submission

Hard copy proposals must be submitted in Microsoft Word, WordPerfect 6/7/8 for Windows, or Adobe Acrobat.

Because of the unique situation involving U.S. mail screening in Washington, DC, EPA strongly recommends that applicants use an express mail option to submit their proposals. Proposals shall be addressed to:

Express Delivery Address (FedEx, UPS, DHL, courier, etc.)

U.S. EPA

Attn: Denise Durrett

OAR/OAP/Climate Protection Partnerships Division

1310 L Street, NW, 9th Floor

Washington, DC 20005

Regular Mail Delivery Address (U.S. Postal Service)

U.S. EPA

Attn: Denise Durrett (Mail Code 6202J)

OAR/OAP/CPD

1200 Pennsylvania Avenue, NW

Washington, DC 20460

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/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. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

H. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft 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 applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

Each eligible proposal will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criterion	Maximum Points, per Criterion
<p>Project Description. The extent and quality to which the proposal describes the importance of the project and its potential to increase overall consumer understanding and relevance of the connection between energy efficiency and the environment on national, regional and local levels including whether the proposal effectively describes:</p> <ul style="list-style-type: none"> ○ The importance of the market and audience that will be affected; ○ Experience in consumer advocacy and social marketing as well as ability to reach diverse audiences; ○ Ability to perform successful outreach through the use of unique communications channels that will provide substantive, action-oriented information about the importance of energy efficiency, energy savings, and environmental protection in both residential and commercial sectors, to reduce the risks of global warming; ○ Unique methods for disseminating energy efficiency and environmental information in a way that compels the American public to take actions to save energy, as well as to help them make informed choices about incorporating energy-efficient practices and products in their homes, offices and daily activities, which will lead to a long-term behavior change and increased environmental protection; ○ The candidate's solid understanding and substantial knowledge base of energy and environmental issues facing Americans today, as well as energy efficiency measures and best practices that are required in order to reach consumers and compel them to take action that will not only save energy and money, but lead to an overall change in behavior that will yield long-term benefits for the environment; ○ A results oriented, phased approach for each year of the project showing goals, considered activities and anticipated results 	30
<p>Programmatic Capability/Environmental Results Past Performance. Under this criterion, applicants will be evaluated based on (i) their past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years, (ii) their history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years and submitting acceptable final technical reports under those agreements, (iii) the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federally funded agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not, (iv) their organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (v) their staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p>	30

Note: In evaluating applicants under 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). Applicants with no relevant or available past performance or reporting history (items i, ii, and/or iii above), will receive a neutral score for those elements of this criterion.	
EPA Strategic Plan Linkage, Anticipated Outcomes/Outputs and Performance Measurement. Effectiveness of applicant's plan for tracking and measuring progress toward achieving expected outputs and outcomes identified in Section 1 of this announcement. Extent and quality to which the Applicant's proposal includes an effective method for tracking the effectiveness of efforts to increase consumer understanding about the connection between energy use, energy efficiency and their impacts on the environment. Tracking may focus on the effectiveness of (1) the messaging and tactics used to deliver the messaging, (2) materials developed, (3) reach to diverse audiences and (4) other activities that will result in reduced greenhouse gas emissions through informed choices about incorporating energy-efficient practices and products in the daily lives of Americans.	20
Budget/Resources. Extent to which the applicant's proposed budget is clearly stated, detailed, and appropriate to achieve the project's objectives.	20

All eligible proposals will be evaluated by a review team comprised of staff from the Climate Protection Partnerships Division (CPPD) against the selection criteria disclosed in this notice (See Section V.A., Evaluation Criteria). Based on the numerical score, proposals will be rank ordered by the review team and forwarded to a selection committee. The selection committee, comprised of CPPD managers, will review the rankings. Based on those rankings, as well as consideration of programmatic priorities, the selection committee will provide funding recommendations to the Approving Official, who is the Office of Atmospheric Programs (OAP) Director. The Approving Official will make the final funding recommendations based on the selection committee recommendations, and in doing so may also consider geographic dispersion of awards and program balance.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final applications will be requested from those eligible entities whose initial proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of award from EPA, awardees will be provided with instructions and a due date for submittal of the final application package.

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.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

C. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and a summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of performance, detailed expenditures, problems encountered, successes achieved, and lessons learned. The schedule for submission of progress reports will be established by EPA after award.

D. Disputes

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/051371.htm>.

Copies of these procedures may also be requested by contacting Denise Durrett at durrett.denise@epa.gov.

VII. AGENCY CONTACT

All questions while this funding opportunity is open should be emailed to cppd.grant-funding-inquiries@epa.gov. Answers will be posted, bi-weekly, until the closing date for this announcement at the OAR Grants/Funding website http://www.epa.gov/air/grants_funding.html

FOR FURTHER INFORMATION CONTACT: Denise Durrett, (MC 6202J), US EPA, Office of Atmospheric Programs, 1200 Pennsylvania Avenue, NW, Washington, DC 20460. Fax: (202) 343-2204, or email durrett.denise@epa.gov.

Attachment A – Grants.gov Instructions

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency. Or, go to OAR’s website: http://www.epa.gov/air/grants_funding.html.

A. Proposal Materials

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

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. Narrative Proposal (See Sections IV. C and C. 2 of the announcement)

III. Detailed Itemized Budget (See Sections IV. C and C. 3 of the announcement)

B. 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 document I, click on the 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 the 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 documents II and III, you will need to attach electronic files. Prepare your narrative proposal and budget narrative as described above and in Section IV.C of the announcement and save them to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your narrative 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. For the budget narrative, you may click “Add Optional Project Narrative File” and proceed as before. 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 – FY06 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 06 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 – FY06 Assoc Prog Supp – 2nd Submission.”

Once your application 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 application 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., FY06), 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 application 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 email at support@grants.gov , or email durrett.denise@epa.gov.

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

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact durrett.denise@epa.gov. Failure to do so may result in your application not being reviewed.