

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: "Targeted Air Shed Grant Program"

ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-OAR-IO-10-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.202

DATES: The closing date and time for receipt of application submissions, regardless of mode of submission, is **June 4, 2010 by 4:00 p.m., Eastern Daylight Savings Time (EDT)**. All hard copies of application packages must be received by **June 4, 2010, 4:00 p.m. EDT** in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 4, 2010, 4:00 p.m. EDT** in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply to airshed_rfa@epa.gov by May 19, 2010. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted applications.

SUMMARY:

This notice announces the availability of funds and solicits applications from eligible entities to compete for financial assistance through the Targeted Air Shed Grant Program. This program will assist local, state and/or tribal air control agencies in developing plans, conducting demonstrations, and implementing projects in order to reduce air pollution in nonattainment areas that EPA determines are the top five most polluted areas relative to annual ozone (O₃) or annual average fine particulate matter (PM_{2.5}) National Ambient Air Quality Standards (NAAQS). The overall goal of the Targeted Air Shed Grant program is to reduce air pollution in the Nation's areas with the highest levels of ozone and PM_{2.5}.

FUNDING/AWARDS:

The total estimated funding for this competitive opportunity is approximately \$10,000,000. EPA anticipates awarding a total of approximately 3-5 assistance agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. The maximum amount of requested federal funding by applicants shall not exceed \$3,350,000.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA received funding in its 2010 Appropriations Act to reduce air pollution in the nation's areas with the highest levels of ozone or particulate matter 2.5 (PM_{2.5}) exposure. Exposure to these pollutants is associated with numerous adverse effects on human health, including increased respiratory symptoms, hospitalization for heart or lung diseases, and even premature death.

Congress directed EPA to make the funds available for competitive grants to reduce air pollution in nonattainment areas that the Agency determines are ranked as the top five most polluted areas relative to annual ozone or PM_{2.5} standards. Using values calculated from Agency air quality data, the Office of Air and Radiation (OAR) has identified the following areas as the top 5 most polluted areas for annual ozone (8-hr) and the top five most polluted areas for PM_{2.5} (annual average) standards.

Non Attainment Areas Ranked As the Top 5 Most Polluted Areas Relative to Ozone or PM_{2.5} (Annual) Standards based on 2006-2008 Values

Ozone (8 hr) Non Attainment Areas:

1. Los Angeles South Coast Air Basin, CA

Classification	Subpart 2/ Severe 17
Status	Nonattainment
2006-2008 Design Value (parts per million)	0.119
Met 1997 NAAQS in 2006-2008?	No

2. San Joaquin Valley, CA

Classification	Subpart 2/ Serious
Status	Nonattainment
2006-2008 Design Value (parts per million)	0.108
Met 1997 NAAQS in 2006-2008?	No

3. Los Angeles-San Bernardino Cos (W Mojave), CA

Classification	Subpart 2/ Moderate
Status	Nonattainment
2006-2008 Design Value (parts per million)	0.104
Met 1997 NAAQS in 2006-2008?	No

4. Sacramento Metro, CA

Classification	Subpart 2/ Serious
Status	Nonattainment
2006-2008 Design Value (parts per million)	0.102
Met 1997 NAAQS in 2006-2008?	No

5. Riverside Co (Coachella Valley), CA

Classification	Subpart 2/ Serious
Status	Nonattainment
2006-2008 Design Value (parts per million)	0.097
Met 1997 NAAQS in 2006-2008?	No

PM_{2.5} (Annual) Non Attainment Areas

1. San Joaquin Valley, CA

Status	Nonattainment
2006-2008 Annual Design value (micrograms per cubic meter)	21.5
Met Annual NAAQS in 2006-2008?	No

2. Los Angeles-South Coast Air Basin, CA

Status	Nonattainment
2006-2008 Annual Design value (micrograms per cubic meter)	19.7
Met Annual NAAQS in 2006-2008?	No

3. Liberty-Clairton, PA

Status	Nonattainment
2006-2008 Annual Design value (micrograms per cubic meter)	18.3
Met Annual NAAQS in 2006-2008?	No

4. **Birmingham, AL**

Status	Nonattainment
2006-2008 Annual Design value (micrograms per cubic meter)	17.3
Met Annual NAAQS in 2006-2008?	No

5. **Cincinnati-Hamilton, OH-KY-IN**

Status	Nonattainment
2006-2008 Annual Design value (micrograms per cubic meter)	15.7
Met Annual NAAQS in 2006-2008?	No

B. **Scope of Work**

OAR's Targeted Air Shed Program is soliciting applications from eligible entities, as described in Section III of this announcement, for demonstration and/or implementation projects designed to reduce air pollution in nonattainment areas that the Agency determined are ranked as the top five most polluted areas relative to annual ozone or PM_{2.5} standards. The goal of the Targeted Air Shed Program is to implement programs, projects, and approaches, which demonstrate documentable reductions in ozone and/or PM_{2.5} air pollution in the designated areas, address precursors of PM_{2.5} and/or ozone pollution, and are replicable elsewhere. Proposed activities must be for emission reduction activities deemed necessary for compliance with the NAAQS (National Ambient Air Quality Standards) for these pollutants and that demonstrate the potential for inclusion in the affected jurisdiction's State Implementation Plan (SIP) submission to EPA intended to meet those standards. Proposed activities can complement but should not replicate activities already being funded with an existing Clean Air Act (CAA) Section 105 grant being carried out in the applicant's nonattainment area. Proposed activities must be for implementation; proposals only including planning exercises will not be considered. Proposed activities must be designed to achieve reductions in ozone and/or PM_{2.5} values in one or more of the designated nonattainment areas identified above in Section I.A by addressing one or more of the following priority emissions-generating or emissions-reducing activities:

- Industrial;
- transportation (vehicle, marine, locomotive);
- land use;
- residential, commercial, agricultural, aqua-cultural, and/or natural resource management;
- municipal operations (including municipal energy, water, and solid waste facilities);
- use or supply of green power products, on-site renewables, combined heat and power, and other clean energy supply options;
- other innovative activities which generate measurable reductions of ozone and/or PM_{2.5} values.

Proposed projects should be focused on local, community areas rather than large geographic areas, to promote higher success rates in reducing PM_{2.5} and/or ozone pollution and their precursors. Projects should also focus on addressing environmental justice (EJ) concerns in communities that may be disproportionately affected in adverse ways (e.g, increased medical problems) by pollution issues. EJ concerns relate to the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income, with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has established priorities at the Administrator and OAR Assistant Administrator levels to incorporate EJ considerations in regulatory and policy activities such as rule-making to focus attention on communities experiencing disproportionate environmental or health impacts; to address specific multi-pollutant air quality concerns; to ensure that air quality monitoring is conducted in low-income and minority communities that may be close to sources of pollution and in schools; and to address emissions from leaks, flares, malfunctions, diesel operations, and freight distribution.

In addition to the above, applications submitted under this announcement should:

- establish approaches and practices that will achieve ongoing ozone and/or PM_{2.5} reductions;
- build and leverage partnerships across multiple stakeholder groups to expand the impact of the project;
- create models of success that are broadly replicable in other jurisdictions; and,
- achieve secondary benefits of reduction in air toxics and other GHG reductions.

Where relevant, applicants should also describe how the proposed project(s) would help to complement research, planning, or implementation activities supported by other EPA grants, such as Clean Diesel Retrofit funding, Community Action for a Renewed Environment (CARE) grants, Climate Showcase Community grants, EJ Showcase Community grants, and Community-Scale Air Toxics Ambient Monitoring grants.

C. EPA Strategic Plan Linkage and Anticipated Outcomes, Outputs and Performance Measures

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

1. Linkage to EPA Strategic Plan.

All applications must support Goal 1, Clean Air and Global Climate Change; Objective 1.1: Healthier Outdoor Air, Sub-Objective 1.1.1 Ozone and PM_{2.5} of EPA's 2006-2011 Strategic Plan, which states, "Through 2011...[EPA will]...protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants." This project supports EPA efforts to reduce air pollution in nonattainment areas that are ranked as the top 5 most polluted areas relative to annual ozone or PM_{2.5} values.

For more information on EPA's Strategic Plan, please visit
http://www.epa.gov/ocfo/plan/2006/goal_1.pdf

2. **Outputs.** The term "output" means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Examples of outputs from the project(s) to be funded under this announcement may include, but are not limited to, the following: vehicle miles traveled reductions, kilowatt hours saved; creation of a program designed to improve community quality of life; progress toward environmental justice objectives; or adoption of a program, policy or activity that supports increased use of strategic energy and climate management practices.

Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, "Reporting Requirement."

3. **Outcomes.** The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

Intermediate Outcomes:

- Annual pounds or tons of fine particulate matter (PM_{2.5}), nitrogen oxides (NO_x), and/or volatile organic compound (VOCs) reduced; and/or annual gallons of gasoline or diesel fuel saved;
- number of people who reduced their emissions footprint;
- costs per ton of pollution reduced;
- green jobs created.

End Outcomes:

- Documented improved ambient air quality;
- Health benefits achieved (health benefits may be measured by numbers of illnesses, health care costs, or missed work/school days avoided, reduced mortality from air pollution);
- reductions in emissions of air pollution;
- improvements in air quality;
- creation of more walkable neighborhoods.

Other potential outcomes may include, but are not limited to:

- An increased understanding of the environmental or economic effectiveness of the implemented technology;
- Increased public awareness of project and results;
- Widespread adoption of the implemented technology;
- Compliance with SIP and/or National Ambient Air Quality Standards (NAAQS).

4. **Performance Measures.** The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in the application. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome and output strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include an estimate of ozone and/or PM_{2.5} reductions including the assumptions used to make those estimates. If an applicant is unable to calculate ozone and/or PM_{2.5} reductions, they may include estimates of other quantifiable outputs that have a direct relationship with ozone and/or PM_{2.5} levels. Examples of such outputs include kilowatt hour savings, vehicle miles traveled reductions, or reduced engine idle time.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- 1) What are the measurable short term and longer term results the project will achieve?
- 2) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

D. Supplementary Information

The statutory authority for this action is Public Law 111-88 which authorizes award of targeted air shed grants for demonstration and implementation projects designed to reduce air pollution in nonattainment areas that the Agency determined are ranked as the top five most polluted areas relative to annual ozone or PM_{2.5} standards. The total funding authorized for these competitive grants is \$10 million.

All applications will be reviewed to determine National Environmental Policy Act (NEPA) applicability.

If necessary, additional environmental information may be required from Applicants in order to complete the NEPA review process. For more information, please visit EPA's NEPA site <http://www.epa.gov/compliance/nepa/>

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$10 million.

B. Partial Funding.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. How many agreements will EPA award in this competition?

The total estimated funding for this competitive opportunity is approximately \$10,000,000. EPA anticipates awarding a total of approximately 3-5 cooperative agreements from this announcement, subject to availability of funds, the quality of applications received, and other applicable considerations. Applicants can submit more than one application so long as each one is separately submitted and is for a different project but the **maximum amount of federal funding that can be requested by an applicant in an application is \$3,350,000-applications requesting more than that will be rejected.** In addition, 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.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will begin in Summer 2010. Proposed project periods may be up to 5 years.

E. Funding Type

The funding for selected projects will be in the form of a grant or cooperative agreement depending upon the nature of the proposed activity and the extent of EPA involvement. 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:

- Close monitoring of the successful applicant's performance to verify the results

proposed by the applicant;

- Collaboration during performance of the scope of work;
- In accordance with 40 CFR 31.36(g), review of proposed procurement;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Entities eligible to submit applications under this announcement are those air pollution control agencies, as defined by Section 302(b) of the Clean Air Act (CAA), that: (a) have been delegated substantial responsibilities for development and implementation of the state implementation plan (SIP) to attain and maintain national ambient air quality standards for either ozone or PM_{2.5} within an area identified in Section I.A of this announcement, and (b) are currently receiving a continuing air program grant under Section 105 of the CAA to carry out those responsibilities.

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, 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.

D. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all of the following 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. Applications must substantially comply with the application 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, pages in excess of the page limitation will not be reviewed.
 - b. In addition, applications must be received by the EPA or through www.grants.gov as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Applications 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 application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Maureen Hingeley at airshed_rfa@epa.gov as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
- 2) Applications 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 applications will only be accepted via an **express delivery service**. EPA will not

accept applications submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.

- 4) Proposed activities must be for emission reduction activities deemed necessary for compliance with the NAAQS (National Ambient Air Quality Standards) for these pollutants and that demonstrate the potential for inclusion in the affected jurisdiction's State Implementation Plan (SIP) submission to EPA intended to meet those standards.
- 5) Proposed activities must take place in at least one of the areas identified in Section I.A of this announcement.
- 6) Proposed activities must be designed to achieve reductions in ozone and/or PM_{2.5} values in one or more of the designated nonattainment areas identified in Section I.A by addressing one or more of the priority emissions-generating or emissions-reducing activities listed in Section I. Part B.
- 7) Applicants' proposed activities must not overlap with the applicants current CAA §105 grant activities.
- 8) Applicants' proposed activities must be for implementation; applications only including planning exercises will not be awarded.
- 9) The maximum amount of federal funding that may be requested by an applicant in an application is \$3,350,000. Applications requesting more than \$3,350,000 will be rejected.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain an Application Package

Applicants can download individual grant application forms from EPA's Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm.

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

B. Mode of Application Submission

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

1. Hard Copy Submission

Please provide one original of the application package (including signed and completed

SF 424, SF 424A and SF 424B forms) and four copies--**no binders or spiral binding**--to:

Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS etc.)

U.S. Environmental Protection Agency
ATTN: Maureen Hingeley (Mail Code: 6102A)
Office of Air and Radiation/OPMO
1200 Pennsylvania Ave., NW Room 6350C
Washington, DC 20460
Phone: (202) 564-1306

Hard Copy Application Submission Deadline

All hard copies of application packages must be received by Maureen Hingeley **by June 4, 2010, 4:00 p.m. EDT.**

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

Application Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 4, 2010 EDT.**

C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include the organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/AppKit/application.htm>

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (**as described below**)

Narrative Proposal

The Narrative Proposal (**sections 1-3 below**) cannot exceed a maximum of 20 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 20-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 any voluntary cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
- f. DUNS number-See Section VI

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.D), 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. Explanation of the emissions source categories addressed in the narrative proposal.
- V. Description of the roles of the applicant and partners, if any.
- VI. Description of the applicant's organization and experience related to the proposed project.
- VII. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- VIII. Budget and estimated funding amounts for each work component/task.
- IX. 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.

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 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. Detailed Budget Narrative

Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs. For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of

how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements at 40 CFR 31.24.

Management Fees: When formulating budgets for applications, 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 20-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. These should indicate how the supporting organization will assist in the project.

D. Can funding be used for the applicant to make subawards acquire contract services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as applicable. 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 applicable. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA 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 subawardee or subgrantee must be consistent with the

standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of subaward at 40 CFR 30.2(ff) or subgrant 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 and cannot use a subaward/subgrant as the funding mechanism.

E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

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:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the Procurement Standards in 40 CFR Part 30 or 40 CFR 31, as applicable. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), 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 named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

F. Submission Dates and Times

The closing date and time for receipt of application submissions, regardless of mode of submission, is **June 4, 2010, 4:00 p.m., Eastern Daylight Savings Time (EDT)**. All hard copies of application packages must be received by Maureen Hingeley by **June 4, 2010, 4:00 p.m. (EDT)**; electronic submissions must be submitted to www.grants.gov by **June 4, 2010, 4:00 p.m. (EDT)**. Applications received or submitted electronically after the closing date and time will not be considered for funding.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions thereof 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 applications confidential and protected from disclosure prior to the completion of the competitive selection process.

H. 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 application 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 applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the application, and requests for clarification about the announcement.

V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criteria set forth below. Applicants must explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors:</p> <p>(i) (20 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Parts A, B (Scope of Work), and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) and</p> <p>(ii) (15 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.</p>	35
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> 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.</p>	15
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed</p>	

<p>project taking into account their:</p> <p>I. (6 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,</p> <p>II. (6 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,</p> <p>III. (6 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project,</p> <p>IV. (7 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>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.</p>	<p>25</p>
<p>4. <u>Budget</u>: Under this criterion, the Agency will evaluate the proposed project budget to determine whether:</p> <p>I. (5 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes and</p> <p>II. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p> <p>An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost share/match and what role EPA funding will play in the overall project.</p>	<p>10</p>

<p>5. <u>Leveraging</u>: Under this criterion, applicants will be evaluated based on the extent they demonstrate that they 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. 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.</p>	<p>5</p>
<p>6. <u>Environmental Justice Impacts</u>: 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) 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.</p>	<p>10</p>

B. Review and Selection Process

Applications from eligible entities will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may 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 Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications

1. EPA anticipates notification to the **successful** applicant will be made via telephone, email or postal mail. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be made to the original signer of the Standard Form (SF) 424, Application 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 grants officer 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.

2. EPA anticipates notification to **unsuccessful** applicant(s) will be made via email or postal mail. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

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 application 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 Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: www.whitehouse.gov/omb/grants/spoc.html

C. DUNS Number

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>.

D. Reporting Requirement

Quarterly progress reports and a detailed final technical report will be required. Quarterly reports summarizing technical progress, planned activities for the next quarter and summary of expenditures are required. The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (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 Maureen Hingeley at hingeley.maureen@epa.gov.

F. Non-profit Administrative Capability

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 may, depending on the size of the award, 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.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Maureen Hingeley (Mail Code: 6102A)
Office of Air and Radiation /OPMO
1200 Pennsylvania Ave., NW Room 6350C
Washington, DC 20460
Phone: (202) 564-1306
airshed_rfa@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage:
http://www.epa.gov/air/grants_funding.html.

VIII. Other Information (Appendices)

Appendix A. Grants.gov Submission Instructions

Grants.gov Instructions

The electronic submission of your application must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. 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 application 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](http://www.grants.gov). For more information on Adobe Reader please visit the [Help section](http://www.grants.gov/help/help.jsp) 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-OAR-IO-10-07**, or the CFDA number that applies to the announcement (CFDA **66.202**), in the appropriate field. You may also be able to access the application 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).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **June 4, 2010, 4:00 pm EDT**.

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

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Pre-award Compliance Review Report
7. Narrative Proposal-prepared as described in Section IV.C of the RFA
8. Disclosure of Lobbying Activities (SF-LLL), if applicable
9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement, if applicable
10. Other Attachments Form – Biographical Sketches for the Project Manager(s), if applicable
11. Other Attachments Form – Quality Assurance Narrative Statement, if applicable
12. Other Attachments Form – Support Letters, if applicable

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

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

Complete the form. There are no attachments. 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.

- **SF-424A, Budget Information for Non-Construction Programs**

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. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

- **SF-424B, Assurances for Non-Construction Programs**

Complete the form. There are no attachments.

- **Grants.gov Lobbying Form – Certification Regarding Lobbying**

Complete the form. There are no attachments.

- **EPA Form 5700-54, Key Contacts Form**

Complete the form. There are no attachments. If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

- **EPA Form 4700-4, Pre-Award Compliance Review Report**

Download and complete the form and attach it to your submission. The form can be downloaded from http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf

7. Narrative Proposal

Prepared as described in **Section IV.C** of the announcement.

8. SF-LLL, Disclosure of Lobbying Activities, if applicable

This form is required if your organization is involved in lobbying. Complete the form if your organization is involved in lobbying activities.

9. Other Attachments Form – Negotiated Indirect Cost Rate Agreement

Use if indirect costs are included in the project budget. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.) You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

10. Other Attachments Form – Biographical Sketches for the Project Manager(s)

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch

should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

11. Other Attachments Form – Quality Assurance Narrative Statement. Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of a quality assurance narrative statement.

12. Other Attachments Form – Support Letters. Specifically indicate how the supporting organization will assist in the project.

Application Preparation and Submission Instructions

Documents 1 through 5 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 5, 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 6 download and attach the form.

For document 7, 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 an MS Word or 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 to submit to accompany your proposal, 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.”

Documents 8 through 12 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 8 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 9 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 10 – Biographical Sketches for Project Manager(s). To attach documents 8-12, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional 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 application package has been completed and saved, send it to your AOR for submission to 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., 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 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 or email at <http://www.grants.gov/help/help.jsp> or Maureen Hingeley at hingeley.maureen@epa.gov.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please contact Maureen Hingeley at 202-564-1306. Failure to do so may result in your application not being reviewed.