

**Dear** (Name of the contact person provided in the proposal for FY2010 - GLRI - RFP01)

Focus Area:

Program Area:

Proposal Name:

Proposal ID:

Applicant Organization:

Selection Amount:

U.S. EPA's Great Lakes National Program Office (GLNPO) is pleased to invite you to submit a federal assistance application for the above project in support of the President's Great Lakes Restoration Initiative.

**AWARDS.** This message does not constitute a commitment of funds nor does it constitute an authorization to begin work. We must first review your formal application, including your workplan and budget, and formally tender you an offer of an award. An offer of an award can generally be expected within 60 days of submission for approvable projects requiring no more than minimal revisions.

**APPLICATION SUBMISSION.** Please contact your Project Officer, identified below, for specific discussions regarding your proposal and any changes that need to be made. We encourage you to share drafts of all of your application documents, especially your workplan, with the Project Officer, in advance of submitting your full application package. Applications should be submitted by June 25, 2010, or earlier to expedite issuance of an award as soon as possible this fiscal year. By that date, please send a pdf of the signed SF 424 and supporting documents via e-mail to your project officer, with a copy to [brail.lawrence@epa.gov](mailto:brail.lawrence@epa.gov). Please discuss any other means of transmittal with your Project Officer.

The necessary standard forms and instructions are available to you from <http://www.epa.gov/grtlakes/fund/appforms.html>. Subsequent references to Item numbers are references to numbers in the left column of that page. Please pay particular attention to the Checklist (Item HI3), which lists eleven items which must be completed to process your application. Please also use the Grants Requirements/Instructions (Item HI4) to avoid common causes of delay. For example, applicants often forget to include:

- (i) your D-U-N-S number in Form 424 block 8.c; the number is available to you without cost from: <http://www.dnb.com/us/>
- (ii) the Congressional District of the Applicant in Form 424 block 16. The District is available from <http://www.nationalatlas.gov/printable/congress.html>
- (iii) An Indirect Cost agreement or proposal, as described in pages 8 and 9 of the Grants Requirements/Instructions (Item HI4).
- (iv) Audit information in the "Remarks" block of SF424A, Section F, line 23. This is mentioned in the Grants Requirements/Instructions (Item HI4), but is not included on the actual instructions to the SF424A.

**WORKPLAN**

- Your workplan should address the workplan items identified for the workplan format in Part I of the Grants Requirements/ Instructions (Item HI4). Your proposal may already do so, or it may only require some minor adjustments.
- Projects involving use of existing environmental data or collection of new environmental data must meet quality requirements; (see [http://www.epa.gov/quality1/qa\\_docs.html](http://www.epa.gov/quality1/qa_docs.html) ) before such work begins. This will affect the timing of and budget for such projects. Note also that you may be able to save time and effort by preparing your workplan in the form of a quality assurance project plan as described in Part V of the Grants Requirements/Instructions (Item HI4).
- Grants Requirements/Instructions (Item HI4) also include typical conditions which are added to Federal grants, which you should consider in developing the total budget and timelines for the project(s).

**AFTER THE AWARD.** The website also includes material that will be helpful to you after your award is issued. Please pay particular attention to the "10 Common Grant Audit Issues" (Item M1); it will help you avoid problems such as accounting for labor costs using a pre determined allocation, rather than actual time records, and making payment requests too early (such as with a regular drawdown of equal amounts without regard to actual disbursements). There are also general Federal grants requirements which will affect you pertaining to audits, accounting standards, lobbying, minority or women's business enterprise, civil rights, utilization of small businesses, use of recycled paper and material, publications, meetings, construction, and disposition of property. These general requirements apply to each assistance agreement, whether or not specified in terms and conditions.

**PLEASE TAKE NOTE.**

- If you submitted your proposal to another federal agency for funding, you may also receive an offer from that agency to fund the specific costs for your proposal. In accordance with the OMB Cost Principles at 2 CFR Parts 220, 225, and 230 a federal grant recipient may not charge a grant for costs that the recipient will otherwise be reimbursed for from any other federal agency; consequently, we ask that you choose only one source of funding and inform all potential funders of that choice.
- Applicants who have been invited to submit assistance application packages for more than one proposal may consider whether there is a benefit to bundling the proposals in an application package for a single award. Note that any "bundled" proposals must still be discrete, identifiable elements within a common workplan; separate workplans may still be necessary; and reporting into the Great Lakes Accountability System on a project basis will generally still be required. Before submitting an application for "bundled" proposals, please contact your project officer(s) to discuss whether and how that would be done.
- Costs for promoting community involvement activities are allowable to the extent consistent with the EPA approved scope of work and applicable regulations. As authorized by 40 CFR 30.25(c)(2)(v) or 40 CFR 31.30(d)(4), EPA is granting prior approval for subawards of financial assistance to non-profit organizations or local governments representing residents in the area in

which the recipient will carry out its project, or who would otherwise be affected by or benefit from the project, even if those subawards were not described in the application and funded in the award. The recipient must notify EPA's project officer of the identity of the subrecipient and the purpose of the subaward when it makes the subaward.

- Non-profit organizations receiving cumulative federal funding in excess of \$200,000 will be contacted by an EPA contractor (working on behalf of the EPA Office of Grants and Debarment) to conduct a pre-award capability review. As per the EPA Order 5700.8 Section (7) (a) & (d) ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)), such a review is required to assess the "administrative capability" of the non-profit organization prior to receiving a grant award. Applicants should not wait for the review to submit application packages.

- Under certain circumstances, a recipient may be reimbursed for pre-award costs incurred within 90 days prior to the award; however, you incur these costs at your own risk since all pre-award costs must be consistent with the OMB and Agency requirements and the costs must be approved by EPA prior to reimbursement. See OMB Circular A-87.

- There is increasing scrutiny of EPA grants and grantees. We expect that both EPA and grantee practices will continue to be audited, particularly for this high-profile Presidential initiative. Consequently, there may be a greater attention than in the past on issues such as: assessing probability of success, reasonableness of proposed project costs, outcomes, milestones, deliverables, and oversight. It is vitally important that all grantees adhere to Federal requirements in applicable OMB circulars on Cost Principles (A 21, A 87, or A 122), Administrative Requirements (A 102 or 110), and Audit Requirements (A 133) available at <http://www.whitehouse.gov/omb/grants/>

**QUESTIONS/EPA PROJECT OFFICER.** The EPA Project Officer assigned to this project, (NAME, PHONE, EMAIL), will assist with the application process and will be responsible for negotiating any changes to your project.

Sincerely yours,

Gary Gulezian  
Director, Great Lakes National Program Office