

**July, 2006 Version 2**

## **Grants.gov Proposal/Application Instructions For Announcement Number EPA-OPPT-06-19**

### **General Application Instructions**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office 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 and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OPPT-06-19, or the CFDA number that applies to the announcement (CFDA 66.716), in the appropriate field. 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 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 January 12, 2007.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to [www.epa.gov/lead](http://www.epa.gov/lead) or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

### **Proposal/Application Materials**

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

- I. Application for Federal Assistance (SF-424)

- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal/Work Plan/Project Proposal, etc

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

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

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

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

**II. Standard Form SF 424A – Budget Information**

Complete the form. There are no attachments.

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

**III. Narrative Proposal**

The proposal must consist of no more than five pages (excluding attachments such as letters of commitment and draft budget forms), with page numbers. One page is one side of a single-spaced typed letter-size page. If a proposal consists of more than five pages, the proposal will be considered but the additional pages will not be reviewed. Proposals must be legible and easily readable, in PDF, MS Word, or WordPerfect WP6/7/8 for Windows and consolidated into a single file. Fonts should be no smaller than Times Roman 11 point, or equivalent. Pages should have margins that are at least 1 inch. Illegible or unreasonably difficult to read applications may not be reviewed.

The format for the submission must address all of the elements contained in Unit V. of the Request for Proposals, and should be organized and outlined as follows:

1. Summary section including:
  - a.. Project title
  - b. Name of applicant
  - c. Project contact
  - d. Target geographic location and/or population affected by the project
  - e. Total project cost and total amount requested from EPA
  - f. Statement as to whether this project addresses (a) an area of high incidence of elevated blood-lead or (b) an area of suspected but undocumented elevated blood-lead levels

g. One or two sentence overview of your proposal describing the types of activities to be undertaken and how this project will identify and/or reduce elevated blood lead levels.

2. Narrative addressing each evaluation criterion separately and in the order shown in Unit V. Applicants must describe how this project will meet each criterion.

Under Criterion 2, applicants must submit information demonstrating their programmatic capability to perform the project. If available, applicants should submit a list of federally funded assistance agreements that your organization performed within the last two years, and describe 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 this factor 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 environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

Also under Criterion 2, applicants should 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 two years, 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 submitting acceptable final technical reports. 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, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Under Criterion 3, applicants must submit a plan for tracking and measuring their progress toward achieving the program goals identified in Unit I of the announcement. There are questions under Criteria 2, 4 and 6 that address the project budget. These questions should be answered both in narrative form in order of the criteria listed below and supplemented by a 1 page detailed budget attachment (not included in narrative page limit) which provides further information for each object class category and information on matching funds, if any.

## **Application Preparation and Submission Instructions**

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

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

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section III, and in the RFP, and save the document to your computer as an MS Word, PDF or WordPerfect 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 other attachments that you would like to submit to accompany your proposal (such as letters of commitment), 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 – 1<sup>st</sup> 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 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> 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 or email at <http://www.grants.gov/help/help.jsp> or contact the appropriate EPA Regional Lead Contact (see list below).

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 grants.gov*) within 30 days of the application deadline, please contact the appropriate EPA Regional Lead Contact. Failure to do so may result in your application not being reviewed.

The EPA Regional Lead Contacts are:

Region 1 (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont): Regional Contact: James M. Bryson, USEPA Region 1 (CPT), One Congress St., Suite 1100, Boston, MA 02114–0203; telephone number: (617) 918–1524; fax number: (617) 918-0524; e-mail address: *bryson.jamesm@epa.gov*.

Region 2 (New Jersey, New York, Puerto Rico, and the Virgin Islands): Regional Contact: Lou Bevilacqua, USEPA Region 2 (MS 225), 2890 Woodbridge Ave., Edison, NJ 08837; telephone number: (732) 321–6671; fax number: (732) 321-6757; e-mail address: *bevilacqua.louis@epa.gov*.

Region 3 (Delaware, Maryland, Pennsylvania, Virginia, West Virginia, the District of Columbia): Regional Contact: Demian Ellis, USEPA Region 3 (3WC33), 1650 Arch St., Philadelphia, PA 19103–2029; telephone number: (215) 814–2088; fax number: (215) 814-3114; e-mail address: *ellis.demian@epa.gov*.

Region 4 (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee): Regional Contact: Liz Wilde, USEPA Region 4, 61 Forsyth St., SW., Atlanta, GA 30303; telephone number: (404) 562–8998; fax numbers: (404) 562-8973 and (404) 562-8972; e-mail address: *wilde.liz@epa.gov*.

Region 5 (Illinois, Indiana, Michigan, Minnesota, Ohio, and Wisconsin): Regional Contact: David Turpin, USEPA Region 5 (DT 8J), 77 W. Jackson Blvd., Chicago, IL 60604; telephone number: (312) 886–7836; fax number: (312) 353-4788; e-mail address: *turpin.david@epa.gov*.

Region 6 (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas): Regional Contact: Estella Sugawara-Adams, USEPA Region 6, 1445 Ross Ave., 12th Floor (6PD-T), Dallas, TX 75202; telephone number: (214) 665-2704; fax number: (214) 665-6762; e-mail address: *sugawara-adams.estella@epa.gov*.

Region 7 (Iowa, Kansas, Missouri, and Nebraska): Regional Contact: Christine Dustin, USEPA Region 7, ARTD/RALI, 901 North 5th, Kansas City, KS 66101; telephone number: (913) 551–7102; e-mail address: *dustin.christine@epa.gov*.

Region 8 (Colorado, Montana, North Dakota, South Dakota, Utah, and Wyoming): Regional Contact: Randy Brown, USEPA Region 8, 999 18th St., Suite 300,

Denver, CO 80202; telephone number: (303) 312-6021; fax number (303) 312-6044; e-mail address: *brown03.randy@epa.gov*.

Region 9 (Arizona, California, Hawaii, Nevada, American Samoa, Northern Mariana Islands, and Guam): Regional Contact: David Tomsovic, USEPA Region 9 (CMD 4), 75 Hawthorne St., San Francisco, CA 94105, telephone number: (415) 972-3858; fax number: (415) 947-3583; e-mail address: *tomsovic.david@epa.gov*.

Region 10 (Alaska, Idaho, Oregon, and Washington): Regional Contact: Barbara Ross, USEPA Region 10, Solid Waste and Toxics Unit (AWT 128), 1200 Sixth Ave., Seattle, WA 98101, telephone number: (206) 553-1985; fax number: (206) 553-8509; e-mail address: *ross.barbara@epa.gov*.