



**Multimedia State and Tribal Assistance Grants (STAG)
FY2010 Solicitation**

September 2010

Office of Compliance
Office of Enforcement and Compliance Assurance
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (MC 2221-A)
Washington, D.C. 20460

<http://www.epa.gov/compliance/state/grants/stag/index.html>

FEDERAL AGENCY NAME: U.S. Environmental Protection Agency, Office of Enforcement and Compliance Assurance (OECA), Office of Compliance (OC)

FUNDING OPPORTUNITY TITLE: FY 10 Multi-Media Grant Program Solicitation Notice

ANNOUNCEMENT TYPE: Request for Proposals – Initial Announcement

FUNDING OPPORTUNITY NUMBER: EPA-OECA-NPMAS-10-001

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.709 – Multi-media Capacity Building Grants for States and Tribes

DATES: The closing date and time for proposal submissions, regardless of mode of submission, is November 16, 2010, 4:00 p.m. Eastern Daylight Time (EDT). All hard copies of proposal packages must be received by November 16, 2010, 4:00 p.m. EDT in order to be considered for funding. Electronic submissions must be made via www.Grants.gov by November 16, 2010, 4:00 p.m., EDT in order to be considered for funding. Proposals received or submitted after the closing date and time will not be considered for funding. See Section IV for further submission information.

Questions must be submitted in writing via e-mail, to the following email box: MultimediaCapacity_Grants@epa.gov, before 4:00 PM EDT, October 12, 2010. Written responses will be posted on EPA's website at <http://www.epa.gov/compliance/state/grants/stag/index.html>. EPA will conduct a Q&A session, via conference call, to address questions related to the grant focus area. The call will be held on October 20, 2010 at 11:00 AM EDT. The call-in number to participate on the call is: 1-866-299-3188, conference code number 2025641386.

SUMMARY: The Office of Compliance (OC), within EPA's Office of Enforcement and Compliance Assurance (OECA), is soliciting proposals for states and tribes to strengthen their ability to address environmental and public health threats, while furthering the art and science of environmental compliance. Projects under this Solicitation Notice will be used to build and expand the capacity and ability of the states and tribes to operate their environmental compliance and enforcement program. These funds cannot be used for the actual implementation of the compliance and enforcement program. This year, EPA is soliciting proposals focused on Permit Compliance System (PCS) Modernization and the Integrated Compliance Information System – National Pollutant Discharge Elimination System (ICIS-NPDES). Available grant funding will support: (1) clean-up and migration of data from legacy PCS to ICIS-NPDES; (2) clean-up of migrated data within ICIS-NPDES; (3) feasibility studies and/or requirements analyses for what is necessary to fully populate required data in ICIS-NPDES; (4) pilot studies or prototypes⁰ of state and tribal processes for data collection and entering of required data into ICIS-NPDES, especially for new NPDES program areas such as CAFOs; and/or (5) feasibility studies and/or requirements analyses for state and tribal adoption of the National Environmental Information Exchange Network Discharge Monitoring Report (NetDMR) and/or other

electronic reporting tools. EPA anticipates that slightly over \$1.8 million will be available under this announcement, depending on Agency funding levels and other applicable considerations. The federal portion for each assistance agreement is anticipated to range between \$25,000 and \$200,000.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Statutory Authority

As a threshold determination, to be selected for funding, a project must consist of activities within the statutory terms of these EPA grant authorities: CAA §103(b) (3), CWA §104(b) (3), SDWA §1442(a) &(c), RCRA §8001, TSCA §10, FIFRA §20 and MPRSA §203. Most of these statutes authorize grants for the following activities: “research, investigations, experiments, training, demonstrations, surveys and studies.” These activities relate generally to the gathering or transferring of information or advancing the state of knowledge. **Grant proposals must emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method.** For example, a proposal to install an established software program to upgrade a computer system would not in itself fall within the statutory terms “research, studies,” etc. On the other hand, the statutory term “demonstration” can encompass the first instance of the application of a pollution control technique, or an innovative application of a previously used method. Similarly, the application of established practices may qualify when they are part of a broader project which qualifies under the term “research.” EPA cannot fund demonstration projects year after year for an indefinite period of time. Funding priorities must be allowable under 66.709 (Capacity Building Grants and Cooperative Agreements for States and Tribes) of the CFDA. Lastly, federal funds cannot generally be used to provide a match or cost-share for other federal projects.

B. Focus areas open for proposals under this solicitation

The focus for proposals is the Permit Compliance System (PCS) Modernization and the Integrated Compliance Information System – National Pollutant Discharge Elimination System (ICIS-NPDES).

1. Background

In FY2011, OECA is continuing its efforts to complete the modernization of PCS. The legacy PCS system has little or no data for the relatively new and evolving NPDES program areas, such as Concentrated Animal Feeding Operations (CAFO), Storm Water, and Combined Sewer Overflow (CSO) and Sanitary Sewer Overflows (SSO). PCS Modernization, ICIS-NPDES, will address these serious data gaps, support the Agency's initiative for data integration, improve usability and access to NPDES information by utilizing current technology, and promote the exchange of data with states and tribes via the National Environmental Information Exchange Network and the Agency's Central Data

Exchange (CDX). (Go to www.epa.gov/exchangenetwork/grants/index.html to learn about EPA's Office of Environmental Information's separate grant program for implementation of data systems.) When completed, the modernized system will be the single national source of NPDES consolidated enforcement, compliance, and permit data used by EPA's regions, states and tribes to support their management and oversight of the NPDES program.

The development of the final phase of the PCS modernization, the "batch" component of ICIS-NPDES, will include the implementation of the functionality to allow for electronic reporting ("batch") of all the required NPDES data from the remaining 22 batch states in PCS. The batch states and tribes can be grouped into two categories: Hybrid and Full Batch.

- ***Hybrid*** states and tribes are those states and tribes that electronically transfer (batch) discharge monitoring report (DMR) data from a state or tribal system to ICIS and enter all of the non-DMR NPDES data into ICIS via the ICIS web screens. Most hybrid states and tribes are expected to use ICIS to directly manage the NPDES program.
- ***Full Batch*** states and tribes have their own information system to manage the NPDES program and will electronically transfer (batch) through the Exchange Network all of the required NPDES data from their state or tribal system to ICIS.

The batch component of the system is being developed and implemented in three major parts:

- **Part 1: Batch DMR for Hybrid States (Implemented in FY2008).** Hybrid states electronically transfer (batch) through the Exchange Network DMR data from a state system to ICIS-NPDES and enter all of the non-DMR NPDES data into ICIS-NPDES via the ICIS web screens. Most hybrid states are expected to use ICIS-NPDES to directly manage their NPDES program.
- **Part 2: NetDMR (Implemented in FY2009).** Development of the functionality for ICIS-NPDES (via CDX) to receive DMRs from facilities that have electronically signed and submitted them using NetDMR. The NetDMR tool was developed pursuant to an Exchange Network grant managed by Texas with the participation of 11 other states, Office of Environmental Information (OEI) and OECA. (The XML DMR schema component developed in Part 1: Batch DMR for Hybrid States was also used in the NetDMR flow.)
- **Part 3: Full Batch States.** Full Batch states have their own systems to manage the NPDES program and will electronically transfer (batch) all of their NPDES data from their state systems via CDX to ICIS-NPDES. This

will include the previously developed DMR data as well as all other data families in ICIS-NPDES. The Full Batch part of the PCS Modernization is planned to be developed and implemented as follows:

- Facility and Permit data families -- February 2011
- Inspection data families -- Targeted Production Date is January 2012
- Enforcement Actions, Program Reports, Violation data families – Second Quarter FY 2013

b. Project Approach

The general purpose of FY2010 grant funding is to support state and tribal efforts to obtain technical assistance to ensure and enhance the continued flow of NPDES data from states and tribes to ICIS. More specifically, grant funding will support: (1) clean-up and migration of data from legacy PCS to ICIS-NPDES; (2) clean-up of migrated data within ICIS-NPDES; (3) feasibility studies and/or requirements analyses for what is necessary to fully populate required data in ICIS-NPDES; (4) pilot studies or prototypes of state and tribal processes for data collection and entering of required data into ICIS-NPDES, especially for new NPDES program areas such as CAFOs; and/or (5) feasibility studies and/or requirements analyses for state and tribal adoption of the NetDMR and/or other electronic reporting tools. Examples of state and tribal activities to be covered in each of these five areas are described below.

The functionality and the structure of the modernized system are significantly different from that of the legacy PCS system. Therefore, the migration and conversion of the PCS legacy data to the modernized system, ICIS, will require a substantial amount of work to ensure that the migrated data is accurate, complete and in the right structure. A critical part of converting and migrating data from legacy PCS to ICIS is the data clean-up.

Examples of activities for (1) clean-up and migration of data from legacy PCS to ICIS-NPDES and (2) clean-up of migrated data within ICIS-NPDES are:

- **Prepare, or clean-up, the data for migration within legacy PCS.**
 - For example, there are differences between legacy PCS and ICIS-NPDES concerning what data elements are “system” required. One example of this is that the Issuance, Effective and Expiration Dates in legacy PCS can be left blank. These fields must be populated in ICIS-NPDES. Therefore, states will need to verify these dates for their permits in legacy PCS in order for those permits to migrate to ICIS-NPDES.
 - Another example of a clean-up activity is that users can use designated, unused fields in legacy PCS to tell the migration software what to do with the permit (e.g., whether the permit should be migrated, what type of permit it is (master general permit, etc.), whether the permit should have a special regulatory component built in ICIS (CAFO, storm water, etc)).

- **Review data error logs from the migration process.** There are usually between 5 to 7 test data migration iterations performed against the data in legacy PCS for migrating states before that state is migrated to ICIS-NPDES. A list of data migration errors is produced from each of these iterations. These error listings are used by the migrating state to determine what they need to do next to their data in legacy PCS before the next iteration.
- **Analyze identified data errors (including missing data).** States will need to determine 1) what data errors require fixing before migration, 2) what data errors can wait until after migration, and 3) what needs to be done to correct the specific errors.
- **Determine how best to correct the errors.** For example, most states find that there are some common, recurring, errors listed. Rather than doing direct data entry of this data into PCS which may be very time consuming, the state may determine that these errors can be more easily corrected by using the QuickFile retrieval capability in PCS which allows the state to download the output to Excel where the data is created/corrected. The state can then use the QuickFile capability to create the Batch Input cards for transmitting and updating the data in legacy PCS.
- **Perform the activity to correct and clean-up the data** in legacy PCS and verify against the error listing.
- **Correct data in ICIS after migration is complete.** There are some errors that will allow the permit to migrate. The state will have to determine whether or not these errors should be fixed prior to data migration or after. For example, in legacy PCS, a non-required value can be input for a DMR; this cannot happen in ICIS-NPDES. If this error is not corrected prior to migration, the permit and limit will migrate (assuming no other errors), but the DMR will not (and have to be correctly input to ICIS-NPDES).

More detailed information on ICIS-NPDES data clean-up activities can be found in the document “PCS Data Clean-up List.” You may request an electronic copy of this document from the Agency Contact (see Section VII).

Additional details on the ICIS-NPDES, data migration process and activities can be found in the ICIS-NPDES Data Migration Plan,” dated September 8, 2004, and the “ICIS-NPDES Data Migration Guidance Document.” You may request an electronic copy of these documents from the Agency Contact (see Section VII).

Examples of activities for (3) feasibility studies and/or requirements analyses for what is necessary to fully populate required data in ICIS-NPDES are:

- Analyze ICIS functionality and data requirements including data formats to determine what is needed to fully populate required data in ICIS-NPDES from states and tribes.
- Analyze pros and cons of undertaking a transition to the full, or direct, use of ICIS-NPDES.
- Analyze requirements for entering the full amount of required NPDES data in ICIS-NPDES for non major facilities and wet weather sources. States and tribes may consider several alternatives for performing the analysis, such as doing some of the initial data entry in PCS (for those states that have not yet migrated to ICIS), doing some of the data entry directly into ICIS (for those states that have migrated to ICIS), or once migrated to ICIS-NPDES, batching some or all of the data from their state systems.
- Analyze data reconciliation processes to address legacy PCS and state systems data differences.

ICIS-NPDES supports state, tribal and EPA requirements for effective management of the NPDES program. The modernized system supports the tracking and managing of the more comprehensive data needs for existing (e.g., pretreatment) and new/evolving NPDES program areas (i.e., CAFO, SSO, CSO, Storm Water). More comprehensive NPDES data enhances EPA's and states' ability to identify and target areas with the most significant environmental and human health risk. The analyses above may assist states and tribes in deciding whether or not to use ICIS-NPDES as the primary system for managing their day-to-day NPDES program activities.

Examples of activities for (4) pilot studies or prototypes of state and tribal processes for data collection and entering of required data into ICIS-NPDES, especially for new NPDES program areas such as CAFOs are:

- Conduct study for revising state/tribal data collection and data entry practices associated with wet weather and minor facility program areas such as CAFOs, SSO, CSO, and Storm Water sectors for collection and entering of required data into ICIS-NPDES.
- Conduct pilot study or produce a prototype to test new data collection or data entry practices and procedures for new program areas. [For example, a state may conduct a pilot study of its new or revised process for the collection and flow of minor and wet weather data into ICIS focusing on a particular set of facilities (e.g., those discharging to impaired water bodies) or focusing on a particular family of data for all facilities (e.g., facility and permit data for all CAFO).]

Pilot studies or prototyping an innovative idea should help states and tribes develop short and long-term plans (i.e., work plans, performance partnership agreements) for completing the work required for the collection and entry of all the required data for non major facilities and wet weather sources into ICIS-NPDES.

Examples of activities for (5) feasibility studies and/or requirements analyses for state and tribal adoption of the NetDMR and/or other electronic reporting tools are:

- Evaluate costs and benefits of using NetDMR (either state-hosted or nationally-hosted) versus developing a new state built electronic reporting tool.
- Evaluate costs and benefits of switching from a state's existing electronic system versus using NetDMR (either state hosted or nationally hosted). This is particularly relevant for states that have existing systems that work with PCS, but not with ICIS-NPDES.
- Evaluate costs and benefits of using another state's electronic system versus NetDMR (either state hosted or nationally hosted).
- Analysis of state or tribal business processes that might need to be changed to use other state electronic reporting systems or NetDMR (either state hosted or nationally hosted).
- Determine requirements and develop outreach and marketing material for state or tribal use in promoting the use of NetDMR to their regulated community.
- Analysis of state or tribal system capability to accept DMR XML formatted data from ICIS-NPDES.

NetDMR is a web-based software tool that allows facilities to electronically sign and submit discharge monitoring reports electronically into ICIS-NPDES. In addition, the tool is available for state and tribal use in EPA's Central Data Exchange (CDX) environment or a state-hosted or tribe-hosted environment. The use of the NetDMR tool can result in considerable savings to states and tribes because it provides for electronic submission of DMR data to EPA or the state and, therefore, reduces the amount of information that is currently being manually entered by state or tribal staff.

c. Linkage with EPA's Strategic Plan and Expected Outputs/Outcomes

This project relates to EPA Strategic Plan Goal 5.1 "Achieve Environmental Protection Through Improved Compliance." Specifically, the PCS modernization and ICIS-NPDES efforts will result in the following outputs and outcomes:

Outputs:

- A modernized and improved information system that contains more accurate, timely and complete information, and addresses today's NPDES program requirements, especially wet weather sources.

- An easier to use system (e.g. simple drop down lists with plain English names, replacing cryptic PCS codes).
- An easier exchange of NPDES data between states/tribes to EPA and ICIS-NPDES via the National Environmental Information Exchange Network.
- More accurate and complete knowledge of the universe of facilities.
- Migrated and converted state and tribal data from PCS to ICIS-NPDES.

Outcomes:

- More complete and accurate information about the NPDES program and water quality for the public.
- Improved ability of EPA and states and tribes to manage the NPDES permitting and enforcement program, which should improve compliance and thus improve water quality and public health.

II. AWARD INFORMATION

A. Funding Type

Applicants have the option of requesting that the assistance agreement be a grant or cooperative agreement. EPA anticipates that all awards will be grants. Cooperative agreements may be considered in limited cases if the work requires “substantial involvement” between the EPA 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 may include the following:

- Close monitoring of the successful applicant’s performance to verify the results reported by the applicant;
- Collaboration during performance of the scope of work;
- In accordance with 40 CFR part 30 or 31, as applicable, review of proposed procurements and subawards including approval of the substantive terms of procurement contracts and subawards (EPA will not select contractors or subawardees);
- Review qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Review and comment on reports and publications prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

Go to <http://www.epa.gov/ogd> for more guidance on when substantial involvement may be required and what that involvement might entail.

B. Amount of Funding Available

EPA anticipates that slightly over \$1.6 million will be available under this announcement, depending on Agency funding levels and other applicable considerations. The funds available are from OECA's Multi-Media State and Tribal Assistance Grants (STAG) appropriation. The federal portion for each assistant agreement is anticipated to range between \$25,000 and \$200,000, although proposals below or above that range will be considered. State and tribal matching funds are not required.

C. Additional Information

EPA reserves the right to reject all applications and make no award as a result of this announcement or make fewer awards than anticipated. EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

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.

EPA cannot predict that additional funds for these focus areas will be available in future years. Therefore, states and tribes should assume that these funds will be available on a one-time only basis and should not propose projects requiring additional annual funding beyond the maximum three year period of the grant or cooperative agreement.

D. Project Duration

EPA will negotiate a project start date that follows award acceptance by the successful applicant.

EPA will only consider funding projects for the focus areas described below which can be completed in three years or less. Applications describing proposals for projects lasting more than 3 years may need to be re-negotiated to a 3 year fundable period.

E. Contracts and Subawards

1. Funding may be used to provide subgrants or subawards of financial assistance 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 appropriate. Successful applicants must compete contracts for services and products

and conduct cost and price analyses to the extent required by the procurement provisions of these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their applications. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligations to comply with competitive procurement requirements. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the application solely based on the firm's role in preparing the 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.

2. 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 competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(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.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

State agencies, local governments, U.S. territories, the District of Columbia, federally recognized Indian Tribes and Intertribal Consortia, and multi-jurisdictional state organizations and associations of environmental regulatory professionals with enforcement and compliance assurance responsibilities or responsibilities that support the Clean Water Act National Pollutant Discharge Elimination System (NPDES), including but not limited to data management or research. Applicants who do not meet this threshold factor will be notified within 15 days.

B. 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.

C. Cost Sharing and Leveraging Information

No matching funds are required under this competition.

D. Eligibility Screening Requirements: Threshold Criteria

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

1. Substantial Compliance with Submission requirements:

- a. Proposal packages must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. Where a page limit is expressed in Section IV with respect to the project narrative, pages in excess of the page limitation (5-12) will not be reviewed.
- b. Proposal packages must be received by the EPA or through www.Grants.gov on or before the proposal submission deadline published in Section IV.D of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.

c. Proposal packages 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. Applicants should confirm receipt of their proposals with Lorna Washington or Pam Stanley as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

2. Eligible applicants: Applicants must be an eligible entities as described in Section III.A.

3. Proper focus areas and projects: Proposals must include full and complete narratives. Proposals must describe how the project, training, or demonstration pilot will address all critical components as described in the focus areas narrative (Sections I.B.) and evaluation criteria (Section V.A.). Proposals that do not fully comply with this requirement will not be considered for funding. Again, in FY2010, all projects must be submitted under the following focus area:

PCS Modernization/ICIS-NPDES projects - (1) clean-up and migration of data from legacy PCS to ICIS-NPDES; (2) clean-up of migrated data within ICIS-NPDES; (3) feasibility studies and/or requirements analyses for what is necessary to fully populate required data in ICIS-NPDES; (4) pilot studies or prototypes of state/tribal processes for data collection and entering of required data into ICIS-NPDES, especially for new NPDES program areas such as CAFOs; and/or (5) feasibility studies and/or requirements analyses for state or tribal adoption of the NetDMR and/or other electronic reporting tools.

Please be aware that proposals which do not address this focus area (also described in Section I of this announcement) are considered ‘ineligible’ and will not be considered for funding. Applicants who do not meet this threshold factor will be notified within 15 days.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain Proposal Packages

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 and by mail upon request by calling the Grants and Interagency Management Division at (202) 564-5320.

B. Mode of Proposal Submission

Applicants have the following options to submit their proposals: 1) Electronically through www.grants.gov as explained in Appendix A, or 2) hard copy by express delivery service to the specified EPA contact below. Proposals will not be accepted

via fax or standard 1st class mail delivery by U.S. Postal Service. All proposal packages must be prepared, and include the information, as described below in Section IV.C, "Content of Proposal Submission" regardless of mode of transmission.

1. Grants.gov Submission Instructions - For complete instructions on how to apply via Grants.gov, see Appendix A, "Grants.gov Proposal Submission Instructions for Announcement Number EPA-OECA-NPMAS-10-001."

Proposal Submission Deadline: Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **November 16, 2010, 4:00 p.m., EDT.**

2. Hard Copy Submission - Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A 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: Lorna Washington / Pam Stanley (Mail Code 2221A)
OECA/Office of Compliance.
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: (202) 564-1386

All hard copies of proposal packages must be received by November 16, 2010, 4:00 p.m., EDT.

C. Content of Proposal Submission

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

1. 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 or by visiting the web site at www.dnb.com.

2. SF-424A, Budget Information for Non-Construction Programs

Complete the form. There are no attachments. The total amount of federal funding requested for the three year 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.

3. *Project Narrative* – The project narrative must include the information listed below. If a particular item is not applicable, clearly state this in the proposal. **This project narrative must be 5-12 typewritten 8.5 x 11-inch pages (a page is one side of a piece of paper) including the cover page, supporting appendices, and resumes. Additional pages will not be considered.** Supporting materials, such as letters of support from potential partner entities and budget narrative will not count against the 12 page limit for the project narrative.

Pages should be numbered for ease of reading. Applicants must use a standard 12-point type font with 1-inch margins. While these guidelines establish the minimum type size requirements, applicants are advised that readability is of paramount importance and should take precedence in selection of an appropriate font for use in the application. The font size for tables, charts, graphs, and figures may be smaller than font size 12 but should be clearly visible. All project narratives must include the following documentation:

- a. **Cover Page:** Include the following information: State or Tribe and Department; Title of Project; Focus Area; Total Project Cost (including state/tribe cash and in-kind contributions); Total Funds Requested from EPA; Contact Person (name, title, address, phone, fax and e-mail); preferred assistance agreement (grant or cooperative agreement).
- b. **Narrative:** Summary of problem being addressed, project goals and components, and how project components will address the problem and attain the goals.
- c. **Workplan and Project Milestones**
- d. **Project Costs:** personnel (staff positions and title), travel (number of individuals traveling, destination, number of trips and reasons for travel), equipment (identify each item (and estimated cost) to be purchased with an estimated cost of \$5,000 or more per unit and a useful life of more than one year); supplies, contractual (list each proposed contract and specify its purpose and estimated cost); other expenses that are necessary to carry out this project (provide enough detail to determine reasonableness and allowability of costs) , total direct, indirect costs, and total charges.

Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA

assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

e. **Evaluation criteria:** address each of the evaluation criteria (Section V.A.) for the focus area that you are applying for. Background information for general criteria that are provided for multiple focus areas is provided below.

f. **Timeline with milestones and Budget:** Provide a projected timeline for the project period (the start date will follow award acceptance by the successful applicant). A three year project period is the maximum that will be allowed. The timeline should show timeframes and major milestones for the project. The budget should address the project costs listed above.

g. **Tracking environmental results:** Provide a clear description of the project's anticipated outputs, including deliverables, as well as likely short-term and long-term outcomes. Describe the planned strategy for measuring and tracking progress toward achieving the expected environmental outputs and outcomes identified in this announcement. See Section I.B.1.c for the discussion of anticipated environmental results for the specific focus area.

As part of the Project Narrative, an applicant should describe how the project will result in the protection of environmental resources and link the outcomes to the Agency's Strategic Plan. Additional information regarding EPA's discussion of environmental results in terms of "outputs" and "outcomes" can be found at:

<http://www.epa.gov/ogd/grants/award/5700.7.pdf>.

h. **Past Reporting of Environmental Results:** Submit a list of federally and/or nonfederally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) that your organization performed within the last three years (no more than five, and preferably EPA agreements) that were similar in scope and relevance to the proposed project, 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. Applicants with OECA STAG grants history must submit a list of those grants and use them to comply with this section.

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 the applicant

does 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

D. Submission Dates and Times

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **November 16, 2010, 4:00 p.m., Eastern Daylight Time (EDT)**. All hard copies of proposal packages must be received by Lorna Washington or Pam Stanley **by November 16, 2010, 4:00 p.m. EDT**. Proposals received or submitted after the closing date and time will not be considered for funding.

E. Executive Order 12372, Intergovernmental Review of Federal Programs

Not applicable.

F. Funding Restrictions

In accordance with EPA guidance and OMB Circular A-87 (Cost Principles for State, Local and Indian Tribal Governments), relocated to 2 CFR Part 225, the recipient must agree that it will not use assistance funds for lobbying, fundraising or political activities (e.g., lobbying members of Congress, or lobbying for other federal grants, cooperative agreements or contracts). Foreign travel is not permissible, and equipment purchases require prior written permission by the EPA project officer if they were not included in the approved application. The terms and conditions of the formal assistance agreement may put additional and specific limitations on the funding.

G. DUNS Number

All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering (DUNS) number when applying for federal grants or cooperative agreements. Organizations can receive a DUNS number when applying for federal grants or cooperative agreements. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll free DUNS number request line at 1-866-705-5711 or by visiting the web site at www.dnb.com.

H. 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 of applications 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, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

V. PROPOSAL REVIEW INFORMATION

A. Ranking Criteria

EPA will first review proposals to determine if they satisfy the threshold criteria described in Section III of this announcement. Proposals that meet all of the threshold eligibility factors will then be evaluated and ranked based on how well they address the criteria detailed below. (Maximum points for each criterion are indicated.)

1. Evaluation and Ranking Criteria for PCS / ICIS-NPDES Proposals: All PCS/ICIS-NPDES proposals will be evaluated and ranked based on the criteria outlined below. See Section I.B.1 for more details about the projects that are allowed under this focus area. Go to Section IV.C. for more information about the general evaluation criteria. The following criteria and associated points will be used by EPA to evaluate the proposals:

EVALUATION CRITERIA	Weight (100 point scale)
CRITERION ONE: <u>Use of PCS or ICIS-NPDES</u>	20 points
<p>Applicants will be evaluated based on the extent and quality to which they:</p> <ul style="list-style-type: none"> • Describe the applicant’s current and future use of PCS (current use) or ICIS-NPDES (current and/or future use). For current use of either system, this description should include what compliance and enforcement programs are supported and the processes by which the data is being entered. (10 points) • Describe how the activities in the proposal will ensure that the state or tribe will continue to meet or exceed their NPDES regulatory requirements to report to EPA. (5 points) • Clearly state that activities will not cause a gap in existing data flow and data entry into PCS or ICIS-NPDES. (5 points) 	
CRITERION TWO: <u>Project Plan and Approach</u>	45 points
<p>Applicants will be evaluated based on the extent and quality to which they:</p> <ul style="list-style-type: none"> • Clearly show that the proposal is within the scope of the solicitation by identifying one or more of the five areas of support covered by the proposal and describing activities that fit appropriately within each of the areas identified. The five areas are: (1) clean-up and migration of data from legacy PCS to ICIS-NPDES; (2) clean-up of migrated data within ICIS-NPDES; (3) feasibility studies and/or requirements analyses for what is necessary to fully populate required data in ICIS-NPDES; (4) pilot studies or prototypes of state and tribal processes for data collection and entering of required data into ICIS-NPDES, especially for new NPDES program areas such as CAFOs; and/or (5) feasibility studies and/or requirements analyses for state and tribal adoption of the NetDMR tool and/or other electronic reporting tools. (15 points) • Present a clear plan that describes the steps and technical approach needed to complete the project. (15 Points) • Describe quality assurance and quality control activities to be used to ensure data or product quality including completeness and accuracy. (5 Points) • Describe activities related to the coordination needed between EPA and the states or tribes. (5 points) • Describe the effect on existing business practices or, if implementing new business practices, how this will be done. (Note: Meeting new data requirements, 	

such as for wet weather, is likely to require new business practices) (5 points)	
CRITERION THREE: <u>Project Management</u>	10 points
Applications will be scored based on an assessment of the applicant’s ability to successfully complete and manage the proposed project, taking into account the following factors (10 points) : <ul style="list-style-type: none"> • Availability of project manager expertise, subject matter experts, and technical expertise appropriate to the nature of the work. (5 points) • Description of financial management practices. (5 points) 	
CRITERION FOUR: <u>Tracking Environmental Results</u>	10 points
Applicants will be evaluated based on the extent and quality to which they: <ul style="list-style-type: none"> • Identify anticipated environmental outputs and outcomes. (5 points) • Describe a plan for tracking and measuring their progress toward achieving the anticipated environmental outputs and outcomes identified in Section I.B.1.c. (5 points) 	
CRITERION FIVE: <u>Past Reporting of Environmental Results</u>	5 points
Applicants will be evaluated based on the extent and quality to which they documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under federally and/or non-federally funded 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. Applicants that have no relevant environmental results past performance information and it is indicated in the proposal will receive a neutral score. (5 points)	
CRITERION SIX: <u>Timeline with Milestones and Budget</u>	10 points
Applicants will be evaluated based on: <ul style="list-style-type: none"> • The adequacy of the budget information provided and whether the proposed costs are reasonable (5 points) • The extent to which the proposed timeline with milestones demonstrates realistic and sound planning to achieve the goals of the proposal and track interim milestones (5 points) 	

B. Additional Selection Factors

EPA may consider the need to provide funding to high-ranking applicants who have not previously received funding within a similar focus area from previous STAG grant solicitations.

C. Review and Selection Process

All proposals received by the submission deadline will first be screened by EPA staff against the threshold criteria in Section III of this announcement. Proposals that do

not pass the threshold review will not be evaluated further or considered for funding. Proposals that successfully pass those reviews will then be evaluated on the evaluation criteria (Sections V.A and B) by program experts familiar with the project funding areas. In general, program experts are composed of EPA headquarters and regional program analysts, environmental protection specialists, and computer analysts who are experts in their respective areas and proficient in the technical subjects they are reviewing. Each reviewer assigns a numeric score to each ranking criteria area. These program experts will then convene as a consensus panel to finalize their evaluation and scoring and prepare a list of recommended projects based on the ranking of the final scores. The list will be provided to the Selection Official who makes the final funding recommendations. In making the final funding recommendations, the Selection Official will consider the panel rankings and scores and may also take into consideration programmatic priorities.

The review process is designed to evaluate each applicant on their knowledge, experience, and familiarity with the program funding area to assure that projects are completed successfully and in a timely manner.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

All applicants, including those who are not selected for funding, will be notified once selection decisions have been made. EPA anticipates notification to successful applicant(s) will be made via e-mail or mail within 15 calendar days of the selection decision. This notification, which advises that the application has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA Award Official is the authorizing document and will be provided through postal mail. EPA also anticipates notification to unsuccessful applicant(s) will be made via e-mail or mail within 15 calendar days of the selection decision. The notification will be sent to the original signer of the application.

Final applications and forms will be requested, as necessary, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package.

EPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with EPA Order 5700.5A1, Section 11. In addition, successful applicants will be required to certify that they have not been debarred, suspended, or otherwise restricted from participation in federal assistance awards in accordance with 40 CFR Part 32.

B. Administrative and National Policy Requirements

The general award and administration process for assistance agreements are governed by regulations at 40 CFR Part 30 (Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations) and 40 CFR Part 31 (States, Tribes, interstate agencies, intertribal consortia and local governments). 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

C. Reporting

In general, recipients are responsible for managing the day-to-day operations and activities supported by the assistance funding; assuring compliance with applicable federal requirements, and ensuring that established milestones and performance goals are being achieved. Performance reports and financial reports must be submitted semi-annually and are due 30 days after the reporting period. The final report is due 90 days after the assistance agreement has expired. Recipients will be required to report direct and indirect environmental results from the work accomplished through the award. In negotiating this cooperative agreement, EPA will work closely with the recipient to incorporate appropriate performance measures and reporting requirements in the work plan consistent with 40 CFR 30.51, and 31.40.27.

D. Dispute Resolution Provision

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 the dispute procedures may also be requested by contacting Lorna Washington at (202) 564-1386 or Washington.lorna@epa.gov or Pam Stanley at (202) 564-0538 or Stanley.Pam@epa.gov.

E. Administrative Capability Review

Nonprofit applicants that are recommended for funding **for the first time** will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d 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, nonprofit 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.

F. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the subaward and executive total compensation reporting requirements established under OMB guidance at 2 CFR Part 170, unless they qualify for an exception from the requirements, should they be selected for funding.

G. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. 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>

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

VII. AGENCY CONTACTS

Agency Contacts:

Lorna Washington or Pam Stanley
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, N.W.
Mail code 2221A
Washington, DC 20460
Office of Compliance, OECA
Phone Number: (202) 564-1386 or (202) 564-0538
E-mail: Washington.lorna@epa.gov or Stanley.Pam@epa.gov

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

Questions must be submitted in writing via e-mail to the following email box: MultimediaCapacity_Grants@epa.gov, before **4:00 PM EDT, October 12, 2010**. Written responses will be posted on EPA's website at: <http://www.epa.gov/compliance/state/grants/stag/index.html>.

VIII. OTHER INFORMATION

A. Data Sharing

All recipients of assistance agreements under this announcement will be required to share with EPA any data generated through this funding agreement as a defined deliverable in the final narrative statement. EPA will protect critical infrastructure information from public disclosure to the extent allowed by applicable statutes and regulations.

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

B. Copyrights

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

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

Quality Assurance/Quality Control requirements are applicable to these cooperative agreements (see 40 CFR 30.54 and 40 CFR 31.45). If selected for award, the applicant will be required to develop and demonstrate an EPA approved Quality System, consisting of systematic procedures and tests that allow the recipient the ability to ascertain the uncertainty of the data. QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology.

Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. The components of a Quality System are a Quality Management Plan (QMP) and a Quality Assurance Project Plan (QAPP). Guidance on Quality Systems is available at http://www.epa.gov/quality/qa_docs.html.

Appendix A - Grants.gov Proposal Submission Instructions for Announcement Number EPA-OECA-NPMAS-10-001

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

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

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OECA-NPMAS-10-001, or the CFDA number that applies to the announcement (CFDA 66.709), in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Proposal Submission Deadline: Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than November 16, 2010, 4:00 p.m., EDT**

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

Proposal Materials

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

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in Section IV.C of the RFP

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

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

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

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

II. Standard Form SF 424A – Budget Information:

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

III. Narrative Proposal

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

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

Application Preparation and Submission Instructions

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

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

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

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

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

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY10), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the proposal package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact [name of EPA contact].

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal deadline, please contact Lorna Washington, washington.lorna@epa.gov, 202-564-1386; or Pam Stanley, stanley.pam@epa.gov, 202-564-0538. Failure to do so may result in your proposal not being reviewed.