

U.S. EPA
Office of Prevention, Pesticides and Toxic Substances
Proposed Cooperative Agreement to Establish and Manage a
Tribal Council for Chemical Concerns and Pollution Prevention (TC3P2)
Announcement - EPA-HQ-OPPT-2010-04

Federal Agency Name: U.S. Environmental Protection Agency, Headquarters, Office of Pollution Prevention and Toxics

Funding Opportunity Title: Headquarters – Request for Applications (RFA) for the Tribal Council for Chemical Concerns and Pollution Prevention (TC3P2) Program Administrator

Announcement Type: Initial Announcement

Funding Opportunity Number: EPA-HQ-OPPT-2010-04

Catalog of Federal Domestic Assistance (CFDA) No.: 66.716 - Surveys, Studies, Demonstrations, Educational Outreach, and Special Projects within the Office of Prevention, Toxics and Toxic Substances

Statutory Authority: Toxic Substances Control Act, Section 10(a) as supplemented by P.L. 106-74 (1999); 12-22

Action Dates: The closing date and time for receipt of hard copy application submissions is May 28, 2010, 5:00 p.m., Eastern Standard Time (EST). Hard copies of application packages must be postmarked or received by Irina Myers (see contact information in Section VII) by May 28, 2010, 5:00 p.m. EST in order to be considered for funding. Electronic submissions must be submitted via <http://www.grants.gov> by May 28, 2010, 11:59 pm., EST. U.S. EPA will no longer consider applications sent by e-mail. Applications received or postmarked after the closing date and time will not be considered for funding. For additional information on submitting an application please refer to Section IV of this announcement.

Brief Description: EPA's Office of Pollution Prevention and Toxics (OPPT) is soliciting applications from eligible applicants (see Section III A.) for research, studies, training and demonstration projects to support tribal participation in a committee (the TC3P2) to: 1) Represent tribal interests in the development and implementation of chemical risk management and pollution prevention programs; and, 2) Facilitate tribal cooperation with EPA in resolving associated issues.

The successful applicant will: 1) Assist federally-recognized tribes, Native Alaskan Villages and intertribal organizations in forming the TC3P2; 2) Assist the TC3P2 in developing a charter that covers activities eligible for EPA funding; and, 3) Provide professional support and participant support costs to the TC3P2 in the conduct of its meetings and other activities.

The TC3P2 is intended to:

- raise and assess tribal chemical risk management and pollution prevention program development and implementation issues with OPPT;
- assess national chemical risk management policy and pollution prevention initiatives that affect tribes and Native Alaskan Villages;
- offer a network for tribal chemical risk management officials to share information and represent tribal interests on chemical risk management policy and pollution prevention initiatives that impact tribes; and,
- promote and enhance tribal chemical risk management and pollution prevention program development.

For more information on the TC3P2, see Section I.C below.

Funding and Awards: EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds and the quality of applications received. The total estimated funding for this competitive opportunity is approximately \$500,000 to \$750,000 for a five-year period. Approximately \$100,000 to \$150,000 is expected to be available in fiscal year (FY) 2010. At the conclusion of the first-year period of performance, incremental funding of approximately \$100,000 to \$150,000 may be made available each year for the remaining four years, depending on the Agency's budget and the recipients performance, allowing the project to continue for a total of five years.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. History

The Forum on State and Tribal Toxics Action (FOSTTA) was formed in September 1991 and funded under cooperative agreements with the Environmental Council of the States (ECOS) in cooperation with the National Tribal Environmental Council (NTEC) and the National Conference of State Legislatures (NCSL). Under these cooperative agreements, FOSTTA convened state and tribal leaders twice each year to examine the nature and direction of the federal/state/tribal system for managing chemical risks and pollution prevention programs. As of 2007, the FOSTTA cooperative agreement has not been renewed; hence, OPPT is looking to convene another forum for tribes to participate in the development of joint federal/tribal chemical risk management and pollution prevention programs.

B. Authority

EPA expects to make one award under the authority provided in Section 10 of the Toxic Substances Control Act to fund studies, research, demonstration projects and training which address chemical risk management and prevention of pollution. All costs the successful applicant incurs must be allowable under the applicable Office of Management and Budget (OMB) Cost Circulars: 2 CFR Part 220; A-21 (universities); 2 CFR Part 225; A-87 (state, local and Indian Tribal governments; 2 CFR Part 230; A-122 (nonprofit organizations). Copies of this circular can be found at <http://www.whitehouse.gov/omb/circulars/>. In accordance with EPA policy and the OMB circulars, as appropriate, any recipient of funding must agree not to use assistance funds for lobbying, fund-raising, or political activities (e.g., lobbying members of Congress or lobbying for other federal grants, cooperative agreements or contracts). See 40 CFR Part 34.

C. Program Description

1. Purpose and Scope

The cooperative agreement awarded under this RFA is intended to fund an organization to conduct research, studies and demonstration projects and provide training to assist tribes, Native Alaskan Villages, and intertribal organizations in forming the TC3P2 and developing the TC3P2's charter and to provide financial assistance (i.e. travel scholarships) and expertise to support tribal participation in TC3P2 activities over five years as it:

- raises and assesses tribal chemical risk management and pollution prevention program development and implementation issues with OPPT;
- assesses national chemical risk management policy and pollution prevention initiatives that affect tribes and Native Alaskan Villages;
- offers a network for tribal chemical risk management officials to share information and represent tribal interests on chemical risk management policy and pollution prevention initiatives that impact tribes; and,

- promotes and enhances tribal chemical risk management and pollution prevention program development.

EPA anticipates that the TC3P2 will include about 10-20 authorized representatives from the more than 500 federally-recognized tribes, Native Alaskan Villages and intertribal organizations. The successful applicant will determine the composition of the tribal members of TC3P2 in consultation with EPA.

2. Goals and Objectives

The goal of this project is to improve tribal and EPA collaboration in improving environmental conditions and human health for tribal populations through chemical risk reduction and pollution prevention.

The objectives of this project are to:

- strengthen tribal chemical risk management and pollution prevention programs where they already exist;
- assist tribes and Native Alaskan Villages that do not have chemical risk management and pollution prevention programs in assessing whether they need such programs and, if so, in developing and implementing such programs;
- facilitate communications between tribes, Native Alaskan Villages and intertribal organizations and the States on chemical risk management and pollution prevention issues;
- provide chemical risk management and pollution prevention information to tribes, Native Alaskan Villages and intertribal organizations;
- help tribes, Native Alaskan Villages and intertribal organizations become knowledgeable about and have a better understanding of chemical risk management and pollution prevention issues;
- raise any chemical risk management and pollution prevention concerns, interests, inquiries and information communicated to the TC3P2 by tribes, Native Alaskan Villages, and intertribal organizations to EPA and other federal agencies; and,
- promote chemical risk management education and pollution prevention awareness and assist in the establishment, development, and implementation of comprehensive chemical risk management and pollution prevention programs in Indian country.

3. Activities to be Funded

- Forming the TC3P2:
 - Conduct a study to assess the interests of tribes, Native Alaskan Villages and intertribal organizations in participating in the TC3P2.
 - Using criteria contained in the terms and conditions of the agreement, populate the TC3P2 with approximately 10 – 20 members capable of representing the interests of tribes, Native Alaskan Villages and intertribal organizations on chemical risk management and pollution prevention issues. The recipient will carry out the selection process in consultation with EPA's project officer. However, the recipient will make the final decisions regarding the composition of the TC3P2.
- Developing the TC3P2 Charter:
 - Conduct research and studies as well as provide training to assist the TC3P2 in developing a formal charter addressing purpose, scope, membership, meeting participation, committee structure, rules of conduct, etc. While TC3P2 will have authority in determining the content of its Charter, EPA's ability to provide financial support to the TC3P2 is governed by federal law. For example, the organization supporting the TC3P2 may not use EPA funds to conduct a study that has a principal purpose of evaluating EPA pollution prevention programs. EPA's Project Officer will provide the recipient with an inventory of such restrictions for consideration by the TC3P2 in developing its charter.
- Supporting the TC3P2:
 - Assist TC3P2 with identifying the need for research, studies, demonstration projects, training, planning meetings, developing meeting agendas, and communicating meeting dates and agendas.
 - Make, or assist in making, all logistical arrangements for TC3P2 representatives for the biannual full TC3P2 meetings, TC3P2 Executive Committee, and Working Group meetings. In lieu of some in-person meetings, the recipient may also conduct web-based meetings, conference calls and employ other training mechanisms to facilitate full and effective participation of TC3P2 members and other meeting attendees
 - Provide funding for necessary travel-related expenses, such as travel, airfare, hotel and per-diem to enable tribal members to participate in the TC3P2 meetings. The recipient will decide which TC3P2 members receive travel assistance.
 - Develop and maintain a website where members and the public can access information about the TC3P2, including research reports, studies, training course announcements and the results of TC3P2 meetings.

- Maintain up-to-date TC3P2 databases, mailing lists and files, as well as up-to-date chemical risk management and pollution prevention contacts with all tribes, Native Alaskan Villages and intertribal organizations.
- Serve as a clearinghouse for tribal chemical risk management and pollution prevention codes, laws, regulations, programs and policies, as well as related education and training materials.
- Convey publicly available information about funding opportunities for chemical risk management and pollution prevention programs to tribes, Native Alaskan Villages and intertribal organizations.
- Facilitate tribal and intertribal consortia participation in the development and implementation of federal chemical risk management and pollution prevention policies and programs that will be carried out on tribal lands.
- Propose updates to the TC3P2 charter and by-laws as necessary to ensure effectiveness in achieving TC3P2 goals and objectives.
- Ensure that annual budgets submitted to EPA for incremental funding requests are concurred in by a majority of the TC3P2 members.
- Assist the TC3P2 in defining training and demonstration project needs and obtaining technical assistance where the Council requests such assistance.
- Make appointments for filling TC3P2 vacancies pursuant to the adopted charter. The recipient will carry out the selection process in consultation with EPA's project officer. However, the recipient will make the final decisions regarding the composition of the TC3P2.

D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Strategic Plan Linkage

The award to be made under this announcement is expected to support EPA Strategic Plan Goal 4 – Healthy Communities and Ecosystems, Objective 4.1 – Chemical, Organism and Pesticide Risks, Sub-objectives 4.1.1 – Reduce Chemical Risks. The award will also support EPA Strategic Plan Goal 5 – Compliance and Environmental Stewardship, Objective 5.2 – Improve Environmental Performance through Pollution Prevention and Other Stewardship Practices, Sub-objective 5.2.1 – Prevent Pollution and Promote Environmental Stewardship. To see EPA's 2006-2011 Strategic Plan, visit http://www.epa.gov/ocfo/plan/2006/entire_report.pdf. Specifically, the TC3P2 will inform tribes, Native Alaskan Villages and intertribal organizations of chemical risk management and pollution prevention issues, promote chemical risk management and pollution prevention education and awareness among tribal populations, and assist in the establishment, development, and implementation of comprehensive chemical risk management and pollution prevention programs in Indian country.

2. 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 environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement-funding period.

Expected outcomes from this cooperative agreement include, but are not limited to:

- a. increased cooperation between EPA and tribes and Native Alaskan Villages involved in various aspects of chemical risk management and pollution prevention programs;
- b. improved tribal understanding of chemical risk management and pollution prevention concerns to more effectively protect human health and the environment in Indian country; and,
- c. enhanced capabilities of tribal participants through increased knowledge of how to implement quality chemical risk management regulatory and pollution prevention programs, leading to better protection of human health and the environment in Indian country.

3. Outputs

The term “output” means an environmental activity, effort, and/or associated work products 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. The anticipated outputs of this cooperative agreement are research reports, studies, demonstration projects and training leading to: a) formation of the TC3P2; b) development of a TC3P2 Charter; and c) operation of the TC3P2.

II. Award Information

A. Amount of Funding Available

The total expected amount available for one award under this announcement is approximately \$500,000 – \$750,000. EPA expects that approximately \$100,000 to \$150,000 will be available in FY 2010. The funding level requested for the first year may not exceed \$150,000. At the conclusion of the first one-year period of performance, incremental funding of approximately \$100,000 to \$150,000 may be made available for each year, depending on the Agency’s budget and the recipient’s performance, allowing the project to potentially continue for a total of five years.

B. Funding Restrictions

Indirect costs must be included in the funding amount.

In accordance with 40 CFR 30.25 (f), “Recipients are authorized without prior approval or a waiver to:

(1) Incur pre-award costs 90 calendar days prior to award.

(i) Pre-award costs incurred more than 90 calendar days prior to award require the prior approval of the EPA Award Official.

(ii) The applicant must include all pre-award costs in its application.

(iii) The applicant incurs such costs at its own risk (i.e., EPA is under no obligation to reimburse such costs if for any reason the recipient does not receive an award or if the award is less than anticipated and inadequate to cover such costs).

(iv) EPA will only allow pre-award costs without approval if there are sufficient programmatic reasons for incurring the expenditures prior to the award (e.g., time constraints, weather factors, etc.), they are in conformance with the appropriate cost principles, and any procurement complies with the requirements of this rule.”

C. Funding Type

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

- a. review of the project, measurements and quality assurance plans;
- b. close monitoring of the successful applicant’s performance to verify the results proposed by the applicant;
- c. consultation with the recipient in selecting TC3P2 members – however, the recipient will make the final decision on the composition of the TC3P2;
- d. collaboration during performance of the scope of work, particularly during the initial training for TC3P2 members;
- e. consultation with the recipient in developing the TC3P2’s Charter, providing the recipient with information on the nature of activities that can and can not be supported with federal funding – the recipient along with the TC3P2 will make the final decisions regarding the content of the Charter, but EPA is restricted from funding certain types of activities;
- f. review and comment on reports prepared under the cooperative agreement – however, the recipient will make the final decision on content;
- g. providing the recipient with data and EPA research publications, studies and other information regarding Agency chemical risk management and pollution prevention programs;
- h. facilitating effective communication between the TC3P2 and states; and,
- i. project evaluation and other similar activities.

D. Total Number of Awards

EPA anticipates making one cooperative agreement under this announcement. Selection will be based on the criteria established in this announcement (See Section V.A).

E. Start Date/Project Duration

Award funds for the selected application are expected to be available in FY 2010. The proposed project period may be up to five years.

F. Disclaimer

EPA reserves the right to reject all applications and make no award under this announcement.

G. 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 a project, 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.

H. Additional Awards

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, 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.

III. Eligibility Information

A. Eligible Applicants

In accordance with CFDA 66.716, EPA will accept applications from the following eligible applicants: States, U.S. territories or possession, federally recognized Indian tribal governments and Native American Organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, local governments, and individuals and international entities. For profit organizations are not eligible. Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its

operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this part in accordance with § 230.20(c)

B. Cost Sharing/Matching

There are no cost share requirements for this project .

C. Threshold Eligibility Criteria

These requirements, **if not met by the time of application submission**, will result in elimination of the application from consideration for funding. Only applications that meet ALL of these criteria will be evaluated against the ranking factors in Section V of the 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.

- a. Applicants must be eligible (See Section III. A) to receive funding under this announcement and propose activities which are eligible for funding under Section 10 of TSCA.
- b. The funding level requested for the first year may not exceed \$150,000.
- c. The proposed project period of performance must be for five years.
- d. Only one application may be submitted per applicant. Additional applications will be rejected.
- e. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement. However, where a page limit is expressed in Section IV with respect to the application and/or parts of the application, pages in excess of the page limitation will not be reviewed.
- f. Applicants are responsible for ensuring that their application are received by EPA or received through <http://www.grants.gov>, on or before the application submission deadline stated in Section IV of this announcement. 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. For hard copy submissions, 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 myers.irina@epa.gov as soon as possible after the submission. Failure to do so may result in your application not being reviewed.

IV. Application and Submission Information

A. How to Obtain Application Package

Applicants must send applications to the contact listed below by hard copy or electronically through <http://www.grants.gov>. **U.S. EPA will no longer consider applications sent by e-mail.** Applicants must prepare their application package, as described below in Section IV, Part B to be considered for evaluation. Applicants must submit a complete, detailed application to include all of the documents described in Section IV.C below. The required forms are available through EPA's Office of Grants and Debarment website at http://www.epa.gov/ogd/grants/how_to_apply.htm.

B. How to Submit Applications

Applicants have the option to submit their application in one or two ways: 1) Hard copy by express delivery service or the U.S. Postal service, or 2) electronically via Grants.gov website. All applications must be prepared, and include the information, as described below in Section IV.C.

1. Hard Copy Submission

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their application packages. If submitting a hard copy application through an express delivery service, the package must show it was picked-up for delivery or postmarked by May 28, 2010 and an email alerting EPA to expect the application package should be sent to: myers.irina@epa.gov. Please provide one original of the application package (including signed and completed SF 424 and SF 424A forms) and one copy (preferably double-sided) – **no binders or spiral binding** – to:

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

U.S. Environmental Protection Agency
ATTN: Irina Myers (Mail Code 7408M)
Office of Pollution Prevention and Toxics
1201 Constitution Avenue, NW
EPA-East Building, Room 5410F
Washington, DC 20004
Phone: (202) 546-8822

Hard copy applications sent by regular US Postal Service should be addressed to: Irina Myers, Environmental Assistance Division (MC-7408M), USEPA Office of Pollution Prevention and Toxics, 1200 Pennsylvania Avenue, NW; Washington, DC 20460-0001. If submitting a hard copy application through US Postal Service, the package must be received or postmarked by May 28, 2010, 5:00pm.; EST and an email alerting EPA to expect the application should be sent to myers.irina@epa.gov.

2. How to Send Proposals Electronically through <http://www.grants.gov>

Applicants choosing to send their application electronically must do so through

<http://www.grants.gov>. Grants.gov is a database created in response to the President's 2002 Fiscal Year Management Agenda to improve government services to the public. Agencies were instructed to "allow applicants for Federal grants to apply for and ultimately manage grant funds online through a common website, simplifying grants management and eliminating redundancies." Please refer to **Attachment A** at the end of this announcement for instructions on sending a proposal through <http://www.grants.gov>.

C. Content of Application Submission

Regardless of the mode of submission, the application package must include all of the following materials. Detailed instructions for each follow this list:

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

Complete the Form available at <http://www.epa.gov/ogd/forms/forms.htm>. There are no attachments. Be sure to include organization fax number and e-mail address in Block 5 of the SF-424 form. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.

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. Alternatively, applicants may also request a DUNS number online by going to <http://fedgov.dnb.com/webform> and following the instructions for a cooperative agreement.

2. Standard Form (SF-424A), Budget Information for Non-Construction Programs

Complete the Form available at <http://www.epa.gov/ogd/forms/forms.htm>. 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, 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. Clearly state the total funding amount requested for the ENTIRE project period in Block 15.

3. EPA Key Contacts Form 5700-54

Complete the form available at http://www.epa.gov/ogd/forms/adobe/5700-54_sec.pdf. There are no attachments. If additional pages are needed, attach these additional pages to your front page in the form of a Word document. Include a header on the additional pages with the form number and your name.

4. Assurances for Non-Construction Programs (SF-424B)

Complete the form. There are no attachments.

5. EPA Form 6600-06, Lobbying Form – Certification Regarding Lobbying

Complete the form. There are no attachments. Disregard the line in the upper right for inserting an EPA Project Control Number.

6. EPA Form 4700-4 – Pre-Award Compliance Review Report

Complete the form. There are no attachments. Applicants can get the form at this link http://www.epa.gov/ogd/forms/adobe/4700-4_sec.pdf to submit with their application package.

7. Project Application

a. Cover Page (Page 1): The cover page must list the following information with your letterhead:

EPA docket ID number: EPA-HQ-OPPT-2010-04

Project Title:

Project Coordinator:

Organization Name and Address:

Telephone No.: Fax No.: E-mail Address:

Project Duration (including Starting Date and Ending Date):

First-Year Funding Request:

Subsequent-Year Funding Requests, if applicable:

Total Funding Request (for the entire project):

b. Table of Contents (Page 2): A one-page table listing the different parts of the application and the page number on which each part begins.

c. Executive Summary (Page 3): The Executive Summary should be a stand-alone document, not to exceed one (1) page, containing the specifics of what is proposed and what you expect to accomplish regarding measuring results or movement toward achieving project goals.

d. Application Narrative (Includes Part I-VI): Parts I-VI listed below **MUST NOT** exceed twelve (12) double-spaced pages.

Part I. Project title. Descriptive project title.

Part II. Objectives. A numbered list (1, 2, etc.) of concisely written project objectives. In most cases, each objective can be stated in a single sentence. These objectives should be specific and clearly stated.

Part III. Justification. Describe how the project goals and objectives will meet the goal and objectives listed in Section I.C.2, “Program Description,” and the outcomes and outputs identified in Section D.1 under “EPA Strategic Plan Linkage.”

Part IV. Background Information. Explain your current state of knowledge and experience related to the purposes and objectives stated in Section I.C.

Part V. Resources. Describe the human resources, potential collaborators, partnerships, coalitions and/or existing networks you offer to increase possibility of project success. State the roles these people or organizations will play in the project.

Part VI. Approach and Methods. Describe in detail how the project will be carried out. Describe as well how the administrative activities will be carried out. Include a well-conceived work plan that is realistic and appropriate to achieving the identified objective. Include a financial management plan addressing: 1) an accounting system that meets generally accepted accounting principles; 2) a system of cost management and controls that ensures proper cost allocation and that complies with cost management requirements by the funding source; 3) a reporting system that fairly and accurately documents the spending of the grant funds; and, 4) how/when financial examination of grants receipt and expenditures as a compliance review to determine whether the grants terms and conditions are been met.

Part VII. Performance Measures and Expected Outcomes/Output. State how you will evaluate, track, and measure the success of the project in terms of measurable environmental results (see Section I.D). You should include performance measures that demonstrate the progress or environmental benefits of the project. At a minimum, all applications should include the following elements for the reporting of project measures: A plan for tracking and measuring your progress toward achieving the expected project outcomes and outputs identified in Section I.D.

Part VIII. Programmatic Capability and Environmental Results 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 three agreements, preferably with EPA) and describe:

- a. whether, and how, you were able to successfully complete and manage those agreements; and,
- b. 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, the 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 past reporting information, please indicate this here in the application and you will receive a neutral score for these factors under Section V (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 in this section, you may receive a score of 0 for these factors.

In addition, provide information on:

- a. your organizational experience and plan for timely and successfully achieving the objectives of the proposed project;
- b. your staff expertise/qualifications and knowledge; and,
- c. other organizational resources, or the ability to obtain them, to successfully achieve the goals of the proposed project.

8. Budget Detail

In addition to the SF-424A form, prepare a detailed, itemized budget, linking the cost of each objective with the budget. Explain the need for funding under each of the appropriate budget categories. Under travel, include the travel location(s), estimated number of trips, estimated total mileage and number of nights' lodging required throughout the entire project period. For guidelines and a sample budget, see <http://www.epa.gov/ogd/AppKit/budget%20sample.pdf>.

NOTE on 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 applicant's 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.

9. Disclosure of Lobbying Activities (SF-LLL), if applicable

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

10. Negotiated Indirect Cost Rate Agreement

Attach a copy of your organization's Indirect Cost Rate Agreement.

11. Application Appendices

These appendices must be included in the grant application as attachments to the project application and will not count as part of the page limit for the project application. There is no page limit to

these attachments:

Appendix A: Timetable

Applicant must submit a timeline documenting a schedule of major project activities and milestones. Timeline should include the following components:

- a. completion of study to assess interests of tribes, Alaskan Native Villages and intertribal organizations in forming and participating in the TC3P2;
- b. selection of TC3P2 committee members;
- c. development of the TC3P2 Charter;
- d. completion of and updates to the TC3P2 website;
- e. planned TC3P2 meetings and Webinars, etc.;
- f. planned communications;
- g. submission of quarterly and annual financial and progress reports

D. Coalitions

Groups of two or more eligible applicants may choose to form a coalition and submit a single application for this assistance agreement. However, one entity must be responsible for the cooperative agreement. Coalitions must identify which eligible organization will be the recipient of the cooperative agreement, and which eligible organization(s) will be subawardees of the recipient. Subawards or subgrants must be consistent with the definition of that term in 40 CFR Parts 30.2(ff) and 31.3. The recipient must administer the cooperative agreement, is accountable to the EPA for proper expenditure of the funds and reporting, and will be the point of contact for the coalition. As provided in 40 CFR Parts 30.2(gg) and 31.3, subrecipients or subgrantees are accountable to the recipient or grantee for proper use of EPA funding.

Coalitions may not include for-profit organizations that will provide services or products to the successful applicant. For-profit organizations are not eligible for subawards. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement procedures of 40 CFR Parts 30 and 31. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the application. Moreover, the fact a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligation to comply with competitive procurement requirements or consultant compensation limitations.

E. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372 or Section 204 of the Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your application is selected for funding.

F. Allowable Costs

EPA grant funds may only be used for purposes set forth in the assistance agreement, and must be

used consistent with the statutory authority for the award. Assistance agreements funds may not be used to match funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may not be used to sue the Federal Government or any other governmental entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circulars A87, A122, and A21 as appropriate.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions thereof that 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 applications are considered 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 applications, provide informal comments on draft applications, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the application, and requests for clarification about the announcement. Responses to questions will be posted on OPPT's web site at <http://www.epa.gov/oppt/tribal>.

I. Contracts and Subawards

1. 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 appropriate. 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 appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the 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 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 A133, 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 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. 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, as appropriate and relevant, the qualifications, expertise, and experience of:

- a. An applicant's named subawardees/subgrantees identified in the application if the applicant demonstrates in the 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.
- b. An applicant's named contractor(s), including consultants, identified in the application if the applicant demonstrates in its 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 noncompetitive 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 application evaluation process unless the applicant complies with these requirements.

V. Application Review Information

The Agency Contact listed in Section VII will send an e-mail acknowledgment to each applicant upon receipt of their application.

All applications will first be reviewed for threshold eligibility purposes (see Section III) by the Agency Contact listed in Section VII. Each application that meets the threshold eligibility requirements set forth in Section III.C will be subjected to a technical and programmatic review by a panel of EPA staff using the selection criteria listed below.

A. Selection Criteria

Each eligible application will be evaluated according to the criteria set forth below. Applicants must directly and explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of **150 points** possible.

1. Project Description (15 points): Under this criterion, applicants will be evaluated based on their ability to clearly and concisely describe the goals and objectives of the RFA and how they address the Goals and Objectives stated in Section I.C.2.

2. Proposed Approach to Forming and Supporting the TC3P2 (60 points): Under this criterion, applicants will be evaluated based on their ability to successfully demonstrate:

- a. previous successful experience conducting research, studies, and demonstration and training projects with tribes, tribal organizations and their peoples, and awareness of cultural differences among tribal populations (**15 points**);
- b. previous successful experience in forming and supporting stakeholder and co-regulator associations, councils or other forms of collaborative and consultative organizations (**20 points**);
- c. excellent communication skills applied among tribes, tribal organizations and tribal populations (**10 points**);
- d. the ability to help build and maintain effective partnerships to advance tribal issues and target solutions to specific situations (**10 points**); and,
- e. the use of technology to foster communication and understanding and to achieve the administrative, budgetary, project-management and communication activities necessary to meet the project objective (**5 points**).

3. Programmatic and Environmental Results Capability (75 points): Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project, taking into account the following factors:

- a. past performance in successfully managing and completing federally funded assistance agreements similar in size, scope, and relevance to the proposed project within the last three years (**5 points**);
- b. history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project within the last three years and submitting acceptable final technical reports under those agreements (**5 points**);
- c. financial management capabilities as evidenced in part through the financial management plan called for under Section IV.C.7.d.Part VI (**20 points**);
- d. organizational experience and plan for timely and successful achievement the objectives

- of the proposed project (**10 points**);
- e. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (**10 points**);
- f. extent and quality of documented and/or reported progress towards achieving the expected results (e.g., outcomes and outputs) under federal agency assistance agreements performed within the last three years, and if such progress was not being made, whether the applicant adequately documented and/or reported why not (**10 points**); and,
- g. extent to which the project includes methods for tracking and measuring the applicant's progress toward achieving the expected project outcomes and outputs identified in Section I.D (**15 points**).

Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the application and you will receive a neutral score for these sub-factors (items a and b 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.

B. Selection Official

The final funding decision will be made by a senior EPA manager based on the OPPT review team's ranking of applications as well as overall Agency program priorities and the need to avoid duplication of effort.

VI. Award Information

A. Award Notices

Once all of the applications have been reviewed, evaluated, ranked and a selection is made, applicants will be notified of the outcome of the competition via e-mail. The notification is not an authorization to begin performance on the selected project. The notice of award sent via U.S. Mail to the applicant's authorized representative and signed by the EPA award official is the authorizing document.

The grantee information for the successful application will be posted on the EPA website at <http://www.epa.gov/oppt/tribal> at the conclusion of the competition. As previously noted, EPA reserves the right to reject all applications and make no award under this announcement.

B. Administrative and National Policy Requirements

The award and administration of the assistance agreement will be governed by the Uniform Administrative Requirements for Grants and Cooperative Agreements to states, tribes, and local governments set forth at 40 CFR part 31. In addition, the provision in 40 CFR part 32, governing

government wide debarment and suspension, and the provisions in 40 CFR part 40 regarding restrictions on lobbying, apply.

Nonprofit applicants that are recommended for funding under this announcement will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding, depending on the size of the award, may be required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

In accordance with 40 CFR 30.54 and 31.45, projects that include the generation or use of environmental data are required to submit a Quality Assurance Project Plan (QAPP). This includes efficacy and performance data, surveys and similar results. The award recipient must develop and implement quality assurance and quality control procedures, specifications and documentation that are sufficient to produce data of adequate quality to meet project objectives. The QAPP is the document that provides comprehensive details about the quality assurance/quality control requirements and technical activities that must be implemented to ensure that project objectives are met. The QAPP should be prepared in accordance with EPA QA/R5: EPA Requirements for Quality Assurance Project Plans. The QAPP must be submitted to the EPA Project Officer at least 30 days prior to the initiation of data collection or data compilation. Requirements for QAPPs can be found at http://www.epa.gov/quality1/qa_docs.html.

If a conference or workshop is an element of the project, the applicant will be required to answer the following questions: Who is initiating the conference/workshop/meeting? How will it be advertised? Whose logo will be on the agenda and materials? What is the percentage of participants, i.e. federal, state, local or public? Will the grant recipient prepare the proceedings and disseminate the information back to the targeted community? Will program income be generated from this event?

If indirect costs are budgeted in the assistance application and the nonprofit organization or educational institute does not have a previously established indirect cost rate, it agrees to prepare and submit its indirect cost rate application and/or cost allocation plan in accordance with the appropriate Federal Cost Principle, OMB Circular A122, "Cost Principles for Non-Profit Organizations" or OMB Circular A21, "Cost Principles for Educational Institutions" within ninety (90) days from the effective date of the award for this assistance agreement.

If a state, tribal or local government does not have a previously established indirect cost rate, it will need to prepare its indirect cost rate application and/or cost allocation plan in accordance with OMB Circular A87, "Cost Principles for State, Local, and Indian Tribal Governments." The local government recipient whose cognizant federal agency has been designated by OMB must develop and submit its indirect cost rate application for approval to its cognizant federal agency within six (6) months after the close of the governmental unit's fiscal year. If the cognizant federal agency has not been identified by the OMB, the local government recipient must still develop (and when required, submit) its application within that period. Human Subjects: A grant recipient must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects.

These requirements are given in 40 C.F.R. 26. For observational studies involving children and/or pregnant women, please refer to Subparts B & D of 40 C.F.R. 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's Institutional Review Board's (IRB) approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

C. Reporting Requirements

The successful applicant will be required to submit quarterly progress reports throughout the duration of the project. Progress reports are due 30 days post each quarter of the project period. Reports should include a description of project activities including accomplishments, successes and lessons learned along with any problems and/or delays. Data on performance measures should be reported in table format whenever possible. Quarterly Financial Status Reports (FSRs) will also be required. A final project report is also required 90 days following the end of the project period according to the same format. All reports can be submitted either electronically or by hard paper copy.

D. Dispute Resolution Process

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3269, 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 the EPA contact listed in Section VII.

Human Subjects: A grant applicant must agree to meet all EPA requirements for studies using human subjects prior to implementing any work with these subjects. These requirements are given in 40 C.F.R. § 26. Studies involving intentional exposure of human subjects who are children or pregnant or nursing women are prohibited by Subpart B of 40 CFR Section 26. For observational studies involving children or pregnant women and fetuses please refer to Subparts C & D of 40 CFR Section 26. U.S. Department of Health and Human Services regulations at 45 CFR § 46.101(e) have long required "... compliance with pertinent Federal laws or regulations which provide additional protection for human subjects." EPA's regulation 40 C.F.R. Part 26 is such a pertinent Federal regulation. Therefore, the applicant's Institutional Review Board (IRB) approval must state that the applicant's study meets the EPA's regulations at 40 CFR § 26. No work involving human subjects, including recruiting, may be initiated before the EPA has received a copy of the applicant's IRB approval of the project and the EPA has also provided approval. Where human subjects are involved in the research, the recipient must provide evidence of subsequent IRB reviews, including amendments or minor changes of protocol, as part of annual reports.

Data Access and Information Release: The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a

Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

Animal Welfare: A grant recipient must agree to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 U.S.C. 2131-2156. The recipient must also agree to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (50 Federal Register 20864-20865 (May 20,1985))

VII. Agency Contact

If you have questions or need additional information regarding this announcement, please contact:

U.S. Environmental Protection Agency
ATTN: Irina Myers (Mail Code 7408M)
Office of Pollution Prevention and Toxics
1201 Constitution Ave. NW
EPA-East Building, Room 5410F
Washington, DC 20004

Phone: 202-564-8822
Fax: 202 564-8197
e-mail: myers.irina@epa.gov

All questions or comments must be communicated in writing via postal mail, fax or e-mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at <http://www.epa.gov/oppt/tribal>.

ATTACHMENT A

Grants.gov Application Instructions

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. 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” 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-OPPT-2010-04, 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 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 May 28, 2010, 11:59pm Eastern Standard Time.

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 – Preaward Compliance Review Report
7. Narrative Proposal-prepared as described in Section IV. C of the announcement
8. Budget Detail (Budget Narrative Attachment Form)-See Section IV.C of the announcement
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable
11. Other Attachments, if applicable

The application 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.

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 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.)

3. SF-424B, Assurances for Non-Construction Programs

Complete the form. There are no attachments.

4. Grants.gov Lobbying Form – Certification Regarding Lobbying

Complete the form. There are no attachments.

5. 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.)

- 6. 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. Narrrative Proposal**
Prepared as described in Section IV.C.7 of the announcement.
- 8. Budget Detail - Itemized Budget (Budget Narrative Attachment Form)**
Prepare the Detailed Itemized Budget in accordance with the instructions in Section IV.C.8 of the announcement and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.”
- 9. 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.
- 10. 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.
- 11. 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.

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 documents 7 and 8, you will need to attach electronic files. Prepare your narrative proposal and budget detail as described above and save the documents 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.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

Documents 9 through 11 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 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, 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 contact Irina Myers (myers.irina@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 Irina Myers, Grant Program Manager, at (202)564-8822. Failure to do so may result in your application not being reviewed.