

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: CLIMATE AND INTEGRATED ASSESSMENT MODELING STUDIES

ACTION: Request for Proposals (RFP)

RFP NUMBER: EPA-OAR-CCD-12-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date and time for receipt of proposal submissions, regardless of mode of submission, is 4:00 p.m. Eastern Standard Time (EST) on July 27, 2012. All hard copy proposal packages and electronic submissions through www.grants.gov must be received by EPA by 4:00 p.m., EST on July 27, 2012 in order to be considered for funding. Proposals submitted electronically via www.grants.gov must be submitted by 4:00 p.m., EST on July 27, 2012. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposals have been successfully evaluated and preliminarily recommended for award.

SUMMARY: This notice announces the availability of funds and solicits proposals that advance the field of the economic and integrated assessment modeling of climate change through expert modeling comparisons and studies.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity is \$1,250,000. EPA anticipates awarding one cooperative agreement from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The relationship between energy and resource use, economic growth, and environmental impacts continues to be the subject of intense study. Atmospheric emissions of greenhouse gases (GHGs) have historically been closely correlated with economic activity, and measures to reduce these emissions have economic implications. Moreover, increased concentrations of GHGs may

affect ecosystems and have economic implications as well. The analysis of the interactions between the economy, the environment, and resource use has been advanced through the use of sophisticated economic and integrated assessment models.

The Climate Economics Branch (CEB), as part of the Climate Change Division in EPA's Office of Air and Radiation, is responsible for the modeling and economic analysis of domestic and international scenarios that reduce GHG emissions. Approaches to mitigating GHGs include regulatory and voluntary programs, as well as market based mechanisms. CEB analysis of these measures is a core function of the Climate Change Division. Furthermore, advancing the state-of-the-art in modeling the relationship between energy use, economic growth, and environmental impacts in the context of climate change is a priority of CCD.

EPA is interested in funding a cooperative agreement to benefit the field of economic and integrated assessment modeling related to climate change through regular collaborations and the development of model comparison studies. EPA expects that the field will benefit from model comparison studies and collaborations involving domestic and international modelers studying energy, economics, and greenhouse gases. These model comparisons and modeling studies should benefit the modeling community, stakeholders who use model outputs, and the general public by increasing the quality, transparency, and understanding of models, input datasets, and modeling assumptions. CEB would like to advance studies that include, for example: the domestic and international economic effects of climate change programs and scenarios; the interactions between various sectors of the economy in response to greenhouse gas mitigation; the ecological consequences of climate change and/or climate change mitigation; and research into economic and integrated assessment modeling assumptions and the development of improved modeling methodologies.

B. Scope of Work

This is a new funding opportunity. EPA seeks proposals from eligible entities interested in advancing the field of climate economic and integrated assessment modeling through a regular series of studies on GHG emissions and approaches to mitigating emissions and climate impacts.

Economic and Integrated Assessment Climate Studies

Entities interested in this funding opportunity should submit proposals that include an overview of prospective GHG emissions and approaches to mitigating emissions and climate impacts topics for study, including the structure, composition, and expected timing of collaborations. The successful cooperative agreement recipient shall have sufficient standing and stature within the community to convene leading international energy, economic, and integrated assessment modelers working in the field of climate change. Proposals should address the prospects for involving participants and plans for doing so. Provision should be made for members of the study community to review their respective work and approaches, and to learn from each other as they compare their results to those of their peers. These climate economic and integrated assessment studies may be short term efforts or may involve years of modeling and comparison.

Results of the studies will provide a basis for understanding the models themselves, but also serve to highlight insights from the models of the various issues related to emissions and mitigation. These study results will be made public, through dissemination by internet and, when appropriate, through the publication of journal articles.

All proposals must demonstrate the candidate's ability to successfully coordinate climate economic and integrated assessment studies involving national and international modelers and other experts.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

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

1. Linkage to EPA Strategic Plan. All proposals must support EPA Strategic Plan Goal 1 'Taking Action on Climate Change and Improving Air Quality; Objective 1.1 'Address Climate Change' of EPA's 2011-2015 Strategic Plan, which states, "Reduce the threats posed by climate change by reducing greenhouse gas emissions and taking actions that help communities and ecosystems become more resilient to the effects of climate change." The Climate Change Division (CCD) supports studies to advance the understanding of climate change analysis.

These collaborations, model comparisons, and studies provide insights on strategies to reduce greenhouse gas emissions and understanding of possible long term climate change impacts to the economy and environment.

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

Expected outputs from the project to be funded under this announcement include, but are not limited to, convening model comparisons and modeling studies on important GHG emissions, mitigation and climate impact issues, and on topics related to improving modeling methodologies. Findings from completed studies and progress of on-going studies shall be presented to EPA on an annual basis, and the results of all studies shall be published.

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

3. Outcomes. The term "outcome" means the result, effect or consequence that will occur

from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be qualitative and environmental, behavioral, health-related, or programmatic in nature, but must also be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

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

- Improved understanding of domestic and international economic effects of climate change programs and scenarios.
- Improved understanding of the interactions between various sectors of the economy in response to greenhouse gas mitigation.
- Improved modeling assumption and methodologies for economic and integrated assessment analysis of climate change scenarios.

4. Performance Measures. The applicant should also develop performance measures they expect to achieve through the proposed activities and describe them in their proposal. These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and output and outcome strategies and will provide the basis for developing lessons to inform future recipients. It is expected that the description of performance measures will include the following:

- Increased insight into potential GHG mitigation approaches and their potential effects on economic growth, resource use and climate change impacts. This increased insight could be measured by publication by study participants of peer reviewed journal articles describing insights drawn from analyses.
- Advances in the modeling of the economic and integrated assessment aspects of climate change. These advances could be measured by publication by study participants of peer reviewed journal articles describing improved modeling methodologies and assumptions.

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

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

D. Supplementary Information

The statutory authority for this action is the Clean Air Act, §103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies

related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution. Such activities include rendering technical services and providing financial assistance, as well as promoting studies with the goal of improved understanding of climate change economics, mitigation, and integrated assessment. NEPA §102 (2) (F) authorizes the award of grants for work done internationally. This includes activities such as coordinating studies with international experts.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for the award under this competitive opportunity is approximately \$1,250,000.

B. Partial Funding.

In appropriate circumstances, EPA reserves the right to partially fund proposals.

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

EPA anticipates award of one cooperative agreement under this announcement, valued at up to \$250,000 per year, subject to the availability of funds, quality of evaluated proposals, and other applicable considerations.

In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selection. Any additional selection for awards will be made no later than six months from the date of the original selections.

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

The estimated project period for awards resulting from this solicitation will begin in late summer/early fall 2012. Proposed project periods may be up to five years.

E. 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:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;

- collaboration during performance of the scope of work;
- in accordance with 40 CFR 30.44(e) or 40 CFR 31.36(g), as appropriate, review of proposed procurement;
- reviewing qualifications of key personnel (EPA does not have the authority to select employees or contractors employed by recipient);
- review and comment on content of printed or electronic publications prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with [CFDA 66.034](#), proposals will be accepted from States, local governments, territories, Indian Tribes, possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private non-profit institutions located in the U.S. or abroad.

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 that: (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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit proposals under OMB Circular A-122 and this RFP.

For-profit organizations are not an eligible entity for this funding opportunity. Additionally, 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.

B. Cost Sharing or Matching

No matching funds are required under this competition.

C. 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 from eligible entities (see above) 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.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, proposals must be received by the EPA or through www.grants.gov as specified in Section IV of this announcement on or before the proposal submission deadline published in Section IV 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. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with www.grants.gov. Where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Jia Li as soon as possible after the submission deadline – failure to do so may result in your proposal not being reviewed.
2. Proposals must support EPA Strategic Plan Goal 1, ‘Taking Action on Climate Change and Improving Air Quality’. (*See Section I*)
3. Hard copy proposals will only be accepted via an **express delivery service**. EPA will not accept proposals submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.
4. All proposals must demonstrate the candidate’s ability to successfully coordinate climate economic and integrated assessment studies involving national and international modelers and other experts.
5. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.

IV. PROPOSAL AND SUBMISSION INFORMATION

A. How to Obtain Proposal Package

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

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipient roles and responsibilities, from EPA's Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm or <http://www.epa.gov/ogd/AppKit/application.htm>

To obtain a paper copy of materials, please send an email or written request to li.jia@epa.gov; or request a paper copy of materials by U.S. Postal Service from the following mailing address:

Jia Li, Ph.D.
U.S. Environmental Protection Agency
1200 Pennsylvania Avenue, NW (6207J)
Washington, DC 20460

B. Form of Proposal Submission

Applicants have the option to submit their proposals in *one of two ways*: 1) Hard copy (express delivery service or Hand Delivery) or 2) Electronic submission through www.grants.gov only.

EPA will not accept proposals submitted by email or standard 1st Class Mail delivery by U.S. Postal Service.

All proposals must be prepared, and include the information, as described in Section IV.C. below regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms-links below in Proposal Materials) and four copies of a complete proposal package--**no binders or spiral binding**--to:

Hand Delivery or Express Delivery Address (FedEx, UPS, DHL, etc.)

U.S. Environmental Protection Agency
ATTN: Jia Li, Ph.D. (813C)
1310 L. Street, NW
Washington, DC 20005

Phone: (202) 343-9380

Hard Copy Proposal Submission Deadline

All hard copies of proposal packages must be received by **Jia Li** by July 27, 2012 by **4:00 p.m., Eastern Standard Time (EST)**.

2. Grants.gov Submission (see Appendix III, Grants.gov Submission Instructions)

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 July 27, 2012 by **4:00 p.m., EST**.

C. Content of Proposal Submission

The following forms and documents must be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information (SF-424A)
- III. Narrative Proposal (**as described in section IV.C. of the announcement**)

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

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

Complete the form available at <http://www.epa.gov/ogd/AppKit/application.htm>. 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.

II. Standard Form (SF) 424A, Budget Information

Complete the form available at <http://www.epa.gov/ogd/AppKit/application.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.

III. Narrative Proposal

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 20 single-spaced typewritten pages, including the Summary Page. Font size should not be less than 12. Pages in excess of 20 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20-page limit.

1. Summary Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of January 2012).
- f. DUNS number-See Section VI.C.
- g. CCR number – See Section VI.C

2. Work Plan

The work plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III C) of this announcement, and address each of the evaluation criteria set forth in Section V.

- a. **Project Summary/Approach:** This section should contain the following components:
 - i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
 - ii. Description of the associated work products to be developed.
 - iii. Explanation of project benefits to the public and, specifically, the potential audience(s) served.
 - iv. Description of the roles of the applicant.
 - v. Description of the applicant's organization and experience related to the proposed project.
 - vi. Description of the applicant's staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

- vii. Budget and estimated funding amounts for each work component/task of the entire project period. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as “other” and “contractual.”

*Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency prior to award.

b. Environmental Results—Outcomes, Outputs, and Performance Measurements:

Identify the expected quantitative and qualitative outcomes of the project (**See Section I**), including what performance measurements or other means will be used to track and measure your progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements or foreign equivalent **funded assistance agreements** (assistance agreements include federal and/or foreign equivalent funded grants and cooperative agreements but not federal and/or foreign equivalent contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. In addition to the SF 424A, please provide specified total costs of the project in U.S Dollars. Applicants must itemize costs related to personnel, travel, equipment, supplies, other direct costs, and total costs.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

4. Attachments. These are not included in the 20-page limit. Nor are these attachments considered during evaluation of an applicant's proposal.

- a. Resumés.** Provide resumés or curricula vitae for all principal investigators and any other key personnel.
- b. Support Letters.** Specifically indicate how the supporting organization will assist in the project.
- c. Negotiated Indirect Cost Rate Agreement** – this is optional.

D. Can funding be used for the applicant to make sub-awards, 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 proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive

procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133 , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

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

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal if the applicant demonstrates in the proposal 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 if the applicant demonstrates in its proposal 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 evaluation process unless the applicant complies with these requirements.

F. Submission Dates and Times

The deadline for receipt of all proposal package submissions is **July 27, 2012 at 4:00 p.m., eastern standard time (EST)**. All electronic submissions via www.grants.gov and hard copies of proposal packages also must be received by **4:00 p.m., EST on July 27, 2012** in order to be considered for funding. Proposals received after the closing date and time will not be considered for funding. Email submission will not be accepted.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

G. Confidential Business Information

EPA recommends that you do not include confidential business information (“CBI”) in your proposal/application. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203. Applicants must clearly indicate which portion(s) of their proposal/application they are claiming as CBI. EPA will evaluate such claims in accordance with 40 CFR Part 2. 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.

The Agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

H. Pre-Proposal Assistance and Communications

Consistent with EPA’s Assistance Agreement Competition Policy ([EPA Order 5700.5A1](#)), EPA’s Climate Change Division staff are available to provide appropriate pre-proposal assistance to potential applicants interested in competing for this assistance agreement. The assistance may include helping potential applicants determine whether the applicant or the applicant’s proposed project is eligible for funding, answering questions from potential applicants about administrative issues relating to the submission of a proposal, and responding to requests for clarification of the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

EPA Staff will not discuss draft proposals, provide informal comments on draft proposals, or provide advice to potential applicants on how to respond to the RFP.

Potential applicants are responsible for the content of their proposal and for ensuring that

their proposal is submitted as specified in Section IV of the announcement. Receiving information from EPA does not guarantee funding.

V. PROPOSAL REVIEW INFORMATION

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

A. Evaluation Criteria

Criterion	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors:</p> <ul style="list-style-type: none"> (i) (30 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section i, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) (ii) (10 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end. 	40
<p>2. <u>Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section i of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p>	10
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their:</p> <ul style="list-style-type: none"> i. (9 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement; ii. (8 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the 	35

<p>applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not;</p> <p>iii. (9pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project;</p> <p>iv. (9 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items I and II of this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these sub-factors (items I and II above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p>4. Budget: Under this criterion, the Agency will evaluate the proposed project budget and budget narrative to determine whether:</p> <p>i. (10 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes;</p> <p>ii. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity.</p>	<p>15</p>

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated by a review team using the evaluation criteria described above. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Proposal Notifications

- a. EPA anticipates notification to the *successful* applicants will be made, via telephone, electronic or postal mail. The notification will advise the applicant that his/her Proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance. The notice shall require submission of a Final Application. (*Refer to Section IV (B), Content and form of Application Submission*)

This notification, which advises that the applicant's proposal has been recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of recommendation.

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

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed

at: www.whitehouse.gov/omb/grants/spoc.html

C. Central Contractor Registration (CCR)/System for Award Management (SAM) 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.

Please note that the CCR will be replaced by the System for Award Management (SAM). SAM is expected to be live and active July 2012. To learn more about the switch from CCR to SAM, please go to

<https://www.bpn.gov/ccr/NewsDetail.aspx?id=2012&type=N>

To learn more about SAM, you can go to SAM.gov.

D. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required.

The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project.

The schedule for submission of quarterly reports will be established by EPA, after grant is awarded.

E. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Jia Li Ph.D. at li.jia@epa.gov.

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of [EPA Order 5700.8](#) - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

G. Subaward and Executive Compensation Reporting

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award 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.

H. Use of Grant Funds

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

I. Website References In Solicitation

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. U.S. EPA does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

J. Unfair Competitive Advantage

EPA personnel will take appropriate actions in situations where it is determined that an applicant may have an unfair competitive advantage, or the appearance of such, in competing for awards under this announcement. Affected applicants will be provided an opportunity to respond before any final action is taken.

K. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations

For all competitive grant solicitations using funds under the FY 2012 Appropriations Act for awards, and for which for-profit or non-profit organizations are eligible applicants, Program Offices must include the following clause in Section VI of the solicitation:

Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E. Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: (1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or (2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Jia Li Ph.D. (Mail Code: 6207J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460
li.jia@epa.gov
Phone: (202) 343-9380

All questions or comments must be communicated in writing via postal mail, fax, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding website:

http://www.epa.gov/air/grants_funding.html .

VIII. Other Information and Appendices

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement. EPA further reserves the right to partially fund projects.

Applications evaluated but not selected for funding under this initial solicitation, may be retained for a period of six months to be considered in possible future awards subject to availability of additional funding.

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Appendix I. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.

- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.

- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment (Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding
Personnel	
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks	\$20,800
(3) Project Staff @ \$25/hr x 40 hrs/week x 40 wks	\$12,000
(1) Website designer @\$20/hr x 200 hrs	\$4,000
(2) Project Assistants @ \$15/hr x 40 hrs/wk x 15 wks	\$3,000
TOTAL PERSONNEL	\$39,800
Fringe Benefits	
20% of Salary and Wages	20%(\$39,800)
- Retirement, Health Benefits, FICA, SUI	\$7,960
TOTAL FRINGE BENEFITS	\$7,960
Travel	
Indicate number of individuals traveling, destination, number of trips, and reason for travel.	
Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300
* Site Visit = Local Travel Mileage - 1000 miles x \$ 0.60	\$600
Strategic Meeting with Co-applicants Air Fare for 1 person to location	\$1000
Air Fare for 1 person to location	\$1100
Per diem for 2 days @ \$40/day for 1 person	\$80
Hotel for 1 night for 1 person	\$80

TOTAL TRAVEL	\$6,160
Equipment	
TOTAL EQUIPMENT	\$0
Supplies	
Indicate any items to be purchased that will be used in support of project workplan objectives.	
Office and related supplies to support training	\$6,000
* 50 pamphlets for community members @ \$2 each	\$100
*Copying and postage costs	\$50
2 computers	\$500
TOTAL SUPPLIES	\$6,650
Contractual	
Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. Examples of contractual items include training from equipment manufacturer.	
* technical training,	\$4,000
*technical workshop	\$4,000
Support Services Contract	\$20,000
TOTAL CONTRACTUAL	\$28,000
Other	
Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.	
* Office space (utilized for project-related activities such as installation, etc.) \$120/mo x 2/mo	\$240
Sub-grants	
* Office needs (postage, phone, fax, etc.)	
TOTAL OTHER	\$240
Indirect Charges	
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$3,980
TOTAL INDIRECT	\$3,980
TOTAL FUNDING	\$92,790

TOTAL PROJECT COST (EPA funding)	\$92,790
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Note on 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 applicant's cognizant Federal 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 cannot 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 work plan.

Appendix II. Grants.gov Submission Instructions

Grants.gov Instructions

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-OAR-CCD-12-07, or CFDA 66.034, 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 July 27, 2012 at 4:00 PM EST.

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
- IV. Other Attachments Form for other optional documents-See Section IV.C of the RFP:
 - a. **Resume.** Provide resumes or curriculum vitae for all principal investigators and any other key personnel.
 - b. **Negotiated Indirect Cost Rate Agreement.**
 - c. **Support Letters.**

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 – FY12 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 12 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 – FY12 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., FY12), 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>.

***If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at support@grants.gov or call +1 (606) 545-5035 if outside the United States and if in the United States please call 1-800-518-4726.**

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