

**Form E-Mail Requesting Application Packages**

USEPA's Great Lakes National Program Office (GLNPO) [in cooperation with EPA Region 2] is pleased to invite you to submit a federal grant application for the project:  
[GLNPO ID - TITLE in the amount of \$\$\$ for xxx years.]

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

**APPLICATION SUBMISSION.** Applications should be submitted by [May 31, 2007], or earlier to expedite issuance of an award this fiscal year. Please send an original and two copies of a signed SF 424 and supporting documents to the attention of Mr. Eden Barragan at:

USEPA - GLNPO (G-17J)  
77 West Jackson Boulevard  
Chicago, Illinois 60604-3590

**NOTE:** The workplan should be submitted electronically (attached to an e-mail, on a CD, or on a floppy disk) to the GLNPO Project Officer at or before submission of the full application package.

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

- (i) your D-U-N-S number in Form 424 block 8.c; the number is available to you without cost from: <http://www.dnb.com/us/>
- (ii) the Congressional District of the Applicant in Form 424 block 16. The District is available from <http://nationalatlas.gov/congdistprint.html>
- (iii) An Indirect Cost agreement or proposal, as described in pages 5 and 6 of the "Grants Requirements/ Instructions."
- (iv) Audit information in the "Remarks" block of SF424A, Section F, line 23. This is mentioned in the "Grants Requirements and Instructions", but is not included on the actual instructions to the SF424A.

**WORKPLAN.**

- Your workplan should follow the format suggested in Part I of the Requirements and Instructions (Item HI4).
- Projects involving use of existing environmental data or collection of new environmental data must meet quality requirements; consequently, you may be able to save time and effort by preparing your workplan in the form of a quality assurance project plan as described in Part IV of the Requirements and Instructions (Item HI4).

- The Requirements and Instructions also include typical conditions which are added to Federal grants, which you should consider in developing the total budget and timelines for the project(s).  
- In addition, the following adjustments to your proposal should be included in your workplan: [PO should provide any appropriate changes that do not affect the integrity of the competition. This is particularly important where the amount of the proposal is less than what was originally proposed]

You should be prepared to discuss the proposed work with me and submit a draft workplan for discussion before transmitting the final workplan and application materials.

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

**Please take note.** There is increasing scrutiny of EPA grants and grantees. EPA's Inspector General highlighted grants issues in testimony to Congress on June 11, 2003 and there have been several reports by the Inspector General and by the General Accounting Office in recent years which focused on grants. We expect that both EPA and grantee practices will continue to be audited. Consequently, there may be a greater attention than in the past on issues such as: assessing probability of success, reasonableness of proposed project costs, outcomes, milestones, deliverables, and oversight. It is vitally important that all grantees adhere to Federal requirements in applicable OMB circulars on Cost Principles (A-21, A-87, or A-122), Administrative Requirements (A-102 or 110), and Audit Requirements (A-133) available at <http://www.whitehouse.gov/omb/grants/>

**QUESTIONS/EPA PROJECT OFFICER.** As the EPA Project Officer assigned to this project I will assist you with the application process and will be responsible for negotiating any changes to your project. Please feel free to contact me by phone at xxx-xxx-xxxx, or e-mail me at xxx.xxx@epa.gov. In addition, my mailing address is:

USEPA-Great Lakes National Program Office  
77 West Jackson Blvd. (G-17J)  
Chicago, IL 60604-3590

[ Freshwater Protection Section]  
[ USEPA Region 2]  
[ 290 Broadway, 24th floor]  
[ New York, NY 10007]

Should I not be immediately available, you may also contact xxx [Team Leader] (xxx-xxx-xxxx / xxx.xxxx@epa.gov) for assistance. [Seth Ausubel, Chief, Freshwater Protection Section, EPA Region 2, at 212-637-3852 / ausubel.seth@epa.gov] Answers to some of your questions may also be found at the EPA Grants Information web page at <http://www.epa.gov/ogd>