

**U.S. EPA, Region 7
Tribal Air Grants FY-2008
Request for Proposals**

AGENCY NAME: U.S. Environmental Protection Agency, Region 7, Air and Waste Management Division, Air Planning and Development Branch

FUNDING OPPORTUNITY NAME: 2008 Tribal Air Grants Request for Proposals

ANNOUNCEMENT NUMBER: EPA-R7AWMD-08-001

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.038

Training, investigations, and special purpose activities of Federally-recognized Indian Tribes consistent with the Clean Air Act (CAA), Tribal Sovereignty and the protection and management of air quality.

IMPORTANT NOTE: Applicants who have already submitted a proposal to EPA Region 7 under this announcement DO NOT NEED TO RE-APPLY and NO FURTHER ACTION IS REQUIRED.

OVERVIEW

Notice of Request for Proposals for programs and projects funded from the Region 7 Air and Waste Management Division, to address air quality issues in Indian Country in Region 7.

Date Issued: December 20, 2007

Revised Proposal Due Date: March 24, 2008

PROPOSALS RECEIVED AT EPA REGION 7 OR GRANTS.GOV AFTER THE DUE DATE WILL NOT BE REVIEWED.

The awards announcement is anticipated no later than May 31, 2008.

EXECUTIVE SUMMARY

U.S. EPA is soliciting grant proposals for programs and projects designed to address ambient air quality issues throughout Indian Country in Region 7. The funding mechanism that Tribal applicants may apply for is Clean Air Act (CAA) Section 103. Proposals approved for funding under CAA Section 103 are 100% federally-funded and no cost share/match is required.

Federally-recognized Indian Tribes within EPA Region 7 are eligible to receive funds under this Announcement. These funds are not competitive and are exempt from EPA Grants Competition Policy (EPA Order 5700.5A1) under Section 6(b)2 and Section 6(c)(6); however, due to limited funding we are providing an opportunity for Federally

Recognized Tribes to develop air program or project proposals so EPA Region 7 personnel can determine the distribution of funds.

As of the publication date of this RFP, the budget for FY-2008 for the U.S. EPA has not been authorized; however, the EPA estimates that approximately \$200,000 will be available to fund Tribal air activities under CAA Section 103. EPA Region 7 intends to make four grant awards of approximately \$50,000 each.

Tribal air quality proposals that are chosen for funding will submit full application packages (See Section IV for application and submission information).

Tribes will have staggered project periods not to exceed 12 months from the date of the award. The award notice signed by the Grants Management Officer for the Policy and Management Division is the authorizing document that will be provided through postal mail. The award process may take up to 60 days from the date of selection.

I. Funding Opportunity Description

A. Background

Section 103 of the CAA is the funding mechanism to support Tribal interest in conducting various projects with regard to ambient air quality throughout Indian Country. Projects eligible under CAA Section 103 directs EPA to support short-term projects aimed at conducting and promoting research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention and control of air pollution.

Proposal approved for funding under CAA Section 103 are 100% federally-funded and no cost share/match is required. In the past, tribal projects included capacity building activities (i.e., training, locating possible sources of air pollution, etc.) to establish a program within the tribe to protect ambient air quality, and protect public health and the environment within and around the tribal community and reservation.

B. Purpose

The purpose of this notice for Tribal Air Grants is to support the achievement of U.S. EPA's Strategic Plan's goals and objectives. Specifically, the CAA Section 103 grants must relate to the following goals, objectives, and sub-objectives for outdoor air:

- Goal 1 – Clean Air and Global Climate Change
Objective 1.1 – Healthier Outdoor Air
Sub-objective 1.1.2 – Reduced Risk from Toxic Air Pollutants
- Goal 1 – Clean Air and Global Climate Change
Objective 1.5 – Reduced Greenhouse Gas Emissions

C. Program Priority Areas

In the past, activities using CAA Section 103 funding for Tribes have included air quality characterization studies, air quality management plans, identification and investigation of air pollution sources, air quality monitoring baseline studies, training, and community

education and outreach projects. Additional information with regard to Tribal ambient air programs and projects can be obtained from the Office of Air and Radiation's "Tribal Menu of Options", which can be accessed at the following web site:
<http://www.epa.gov/oar/tribal/pdfs/menuoptions.pdf>.

Energy projects listed on pages 27-29 of the Tribal Menu of Options are encouraged for this proposal which support Goal 1, Objective 1.5, "Reduced Greenhouse Gas Emissions". Energy projects may include – but are not limited to – promoting Energy Star campaigns such as "Change a Light, Change the World"; providing outreach through businesses, community groups, and schools; promoting awareness of free training available from EPA for building owners and operators, and looking for opportunities to integrate distributed renewable energy into the tribe's energy supply.

D. Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant recipients adequately address environmental outputs and outcomes.

Outputs and outcomes differ both in their nature and in how they are measured. Applicants **must** discuss environmental outputs and outcomes in their work plan.

Outputs: The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal or 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.

Examples of environmental outputs include, but are not limited to, an air quality management plan, an emissions inventory, air monitoring data, and periodic progress reports.

Outcomes: The term "outcome" means an environmental 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, or health-related, but "must be quantitative". They may not necessarily be achievable within an assistance agreement funding period.

Examples for outcomes may include, but are not limited to, "Significant number of community members with increased awareness of air quality issues", and/or "increased number of tribal residents breathing cleaner air."

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. Environmental results not only assess the success of an applicant's project, they also gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. The Strategic Goal for this program is:

- Goal 1 – Clean Air and Global Climate Change
Objective 1.1 – Healthier Outdoor Air

- Sub-objective 1.1.2 – Reduced Risk from Toxic Air Pollutants
- Goal 1 – Clean Air and Global Climate Change
- Objective 1.5 – Reduced Greenhouse Gas Emissions

For more information on EPA's Strategic Plan go to:
www.epa.gov/ocfopage/plan/plan.htm

II. Award Information

A. Amount of Funding Available

As of the publication date of this RFP, the budget for FY2008 for the U.S. EPA has not been authorized; however, the EPA estimates that approximately \$200,000 will be available to fund Tribal air activities under CAA Section 103. EPA Region 7 intends to make four GRANT awards of approximately \$50,000 each. Tribal air quality proposals that are chosen for funding will submit full application packages (See Section IV for application and submission information).

B. Funding Mechanism

A grant is an assistance agreement that is used when the recipient is responsible for project performance with little EPA involvement. For such projects, EPA will monitor performance by reviewing and approving quarterly reports to determine that work plan objectives are being accomplished in the manner and timeframe stated in the work plan, and will approve necessary changes to the work plan and/or budget.

C. Start Date/Project Duration

The awards announcement is anticipated no later than May 31, 2008. Tribes will have flexible project periods not to exceed 12 months from the date of the award. The award notice signed by the Grants Management Officer for the Policy and Management Division is the authorizing document and will be provided through postal mail. The award process may take up to 60 days from the date of selection.

D. Miscellaneous

EPA reserves the right to make additional awards under this announcement if additional resources become available (after the actual awards are made). Proposals evaluated but not selected for funding may be retained for a period of four months from the date of initial selections for future award consideration if additional funds become available. Prioritization for additional funding selections will be in accordance with the terms of the announcement and EPA policy.

Funding awarded this year (FY-2008) is not a guarantee of future funding.

EPA reserves the right to reject some or all proposals and make no awards under this announcement.

III. Eligibility Information

A. Eligible Applicants

Consistent with the Applicant Eligibility Section of CFDA No. 66.038, awards under this program are generally available to Federally-recognized Indian Tribes and Intertribal Consortia, which submit proposals with significant technical merit and relevance to EPA's Office of Air and Radiation's mission. For certain competitive funding opportunities under this CFDA description, the Agency may limit eligibility to compete to a number or subset of eligible applicants consistent with the Agency's Assistance Agreement Competition Policy.

B. Cost Sharing or Matching

There are no cost share requirements for these projects. All grants are subject to Federal audit.

C. Eligibility Criteria

To be eligible for funding, applicants must meet all of the following criteria. Failure to meet any one of the criteria will result in the proposal being disqualified for funding consideration. 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. The proposal must be submitted to EPA Region 7 or Grants.gov by the due date and time, and in a method as specified in Section IV. of this solicitation.
2. Proposals must address all areas as outlined in Section IV.A, and IV.D., in the Proposal Submission Information section of this request for proposal. Proposals received with a postal or submission date past the deadline, will not be reviewed.
3. To be eligible, proposals must at least contain forms SF424 and SF424A, a project narrative, and a budget summary. Proposals without any of these items will be declared ineligible for funding consideration.
4. The project proposal must support EPA's Goal 1 – Clean Air and Global Climate Change.
5. Proposals wherein the applicant is requesting EPA assistance grant funds in excess of \$50,000 will not be reviewed.
6. Proposed projects must be located in one or more of the following Region 7 states: Iowa, Kansas, Missouri or Nebraska

IV. Proposal Submission Information

A. Proposal Elements:

Proposals will consist of a cover page, SF424, SF424A, and a Project Narrative, which together total no more than 11 pages in length. The Project Narrative is limited to no more than six pages. A page is one side of a piece of paper, size 8-1/2" by 11", using no smaller than 11 point Times New Roman font with 1" margins, and double spaced. A budget summary must also be included. Information on past performance, the budget summary, and other attachments do not count against the 11 page limit. If applicable, include a statement whether this application is a continuation of the activities performed under a previously funded project; (if so, provide the assistance number and status of the related grant or cooperative agreement).

Each eligible proposal will be evaluated and ranked by a panel of EPA Region 7 reviewers based on the evaluation criteria and weights listed and described in Section V. A of this Request for Proposals. The project narrative should specifically address each of the evaluation criteria disclosed in Section V.A.

1. Cover Page: Include the following information (page 1)

a. Project Title

b. Project Manager:

Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number, mailing address and e-mail address.

c. Total Project Cost:

Specify total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

d. Project Period:

Provide anticipated beginning and ending dates.

e. Summary Statement:

One to two sentence summary describing the number of communities and target audience that will benefit from the activities in the proposal

2. Standard Form (SF) 424, Application for Federal Assistance (page 2)

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.

3. SF424A Budget Information for Non-Construction Programs (pages 3-4)

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

be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package.

4. Project Narrative - includes Parts 2.a. – 2e as follows: (pages 5 – 11)

The project narrative should specifically address each of the evaluation criteria disclosed in Section V.A (Review and Selection Criteria), and should be used as a guide for organizing, preparing, and completing the work plan. The narrative, including Parts 2.a. through 2.e. should not exceed six (6) pages. These pages should be numbered starting with page 5, and run from pages 5 through page 11.

a. Project Description

Provide a brief project description that describes the tasks and activities that will be conducted as they relate to the program priority areas and your stated objectives. Provide a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period.

b. Specific Environmental Outputs

Identify the specific outputs (activities or deliverables) that will be accomplished by the project during the project period. Outputs may be quantitative or qualitative, but must be measurable during the funding period. Examples of environmental outputs include, but are not limited to, an air quality management plan, an emissions inventory, air monitoring data, and periodic progress reports. Examples of energy-related outputs are included on page 2 of this RFP and available from the Tribal Menu of Options.

c. Specific Environmental Outcomes

Specify the quantitative or qualitative outcomes of the project, which will include the type of measurement and how you will measure and evaluate the results of your project. Examples of outcomes may include but are not limited to, “Significant number of community members with increased awareness of Air Quality issues,” “increased number of Tribal residents breathing cleaner air,” and/or “number Energy Star brochures distributed to Tribal businesses.”

d. Tracking Plan

Plan for tracking and measuring progress in achieving expected outputs/outcomes as discussed in Section I.D of this announcement.

e. Milestones Chart

Chart of expected accomplishments and activity completion dates, as applicable.

B. Budget Narrative

Provide a budget narrative with brief explanations on the following categories (note: these budget pages are **not** included in the six (6) page narrative workplan limit:

- ◆ Personnel
- ◆ Fringe benefits
- ◆ Travel
- ◆ Equipment (materials that are greater than \$5,000 per piece)

- ◆ Supplies (materials that are less than \$5,000 per piece)
- ◆ Contractual
- ◆ Other or miscellaneous costs
- ◆ Total direct costs (sum of above costs)
- ◆ Indirect charges (a negotiated rate with a federal agency or calculated “actual” rate)
- ◆ TOTAL

(Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc.)

C. Environmental Results Past Performance:

1. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

2. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

3. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

4. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

5. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

6. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

7. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

8. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

9. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

10. Describe the environmental results achieved by your tribe in the past 12 months (including a brief description of the project, the tribe's role, the project's goals, the project's progress, the project's impact, and the project's cost).

NOTE: Tribes with EPA-funded air monitoring stations must submit a one-to-two page summary of air quality monitoring data from the past 12 month period. Environmental data submitted to EPA electronic databases from the past 12 months is encouraged. The two page summary and environmental data is not part of the total page limit

D. Submittal Instructions

Applicants have the option of submitting their proposal, prepared in accordance with the instruction and requirements in Section IV.A. of this announcement, in one of the following two ways: either by hardcopy submission or electronically through Grants.gov.

Email submittal of proposals will not be accepted, and applicants must use only one of these two methods. **Multiple submissions will not be reviewed.**

1. Manual Hardcopy

If you wish to apply with a mail/delivery hardcopy submission, please contact Robert Fenemore at (913) 551-7745 to obtain the required forms. Hard copy proposal submissions must be postmarked by the closing date of **March 24, 2008** and mailed to the following address:

Attn: Robert Fenemore
EPA, Region 7
AWMD/APDB
901 N. 5th Street
Kansas City, KS 66101

2. Electronically via <http://www.grants.gov>
EPA encourages applicants to submit their proposal materials electronically through www.grants.gov. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions for electronic submission as outlined in Appendix A. **Proposals submitted through Grants.gov must be submitted by the closing date of March 24, 2008.**

If you wish to submit your initial proposal electronically via Grants.gov, the electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. Note that the registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible. For further instructions, see Appendix A of this announcement.

E. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. Further information regarding this requirement will be provided if your application is selected for funding.

F. Funding Restrictions

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching 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 government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87 "Cost Principles for State, Local, and Tribal Governments"; A-122 "Cost Principles for

Nonprofit Organizations”; and A-21 “Cost Principles for Educational Institutions”. Ineligible costs will be reduced from final grant award. No construction activities are allowed. Cost incurred prior to award by the Agency (Pre-Award Costs) will not be allowed.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark application or portions of application 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.

V. Proposal Review Information

A. Review and Selection Criteria:

EPA will review all proposals that meet the eligibility criteria listed in the Section III.C. Proposals will be reviewed based on the following evaluation criteria and weights under a points system, with a total of 100 points possible.

1. The proposal should address how the project(s), tasks and activities are linked to, and supportive of, EPA’s Strategic Plan for Clean Air and Global Climate Change (See I.B. “Purpose.) **10 points**
2. Project implementation should be specifically addressed and include a description of how the project and activities will be achieved, the desired “environmental results”, and the means for tracking and measuring those results. **20 points**
3. Extent to which the proposal contributes to projects and activities that protect ambient air quality, protect tribal health, prevent and control air pollution. The proposal should include a realistic timeline for activities to be accomplished and should identify specific measurable outputs, and identify how activities will result in long-term environmental benefits (outcomes). **30 points**
4. Proposals should include at least one energy project as outlined in Goal 1 – Clean Air and Global Climate Change; Objective 1.5 – Reduced Greenhouse Gas Emissions. (Energy projects are included in the Office of Air and Radiation’s “Tribal Menu of Options”, which can be accessed at the following web site: <http://www.epa.gov/oar/tribal/pdfs/menuoptions.pdf> **15 points**
5. Clarity of the budget and reasonableness of costs in relation to the expected benefits of the proposal. **15 points**
6. Environmental Results Past Performance Criterion (see IV.B). **10 points**

B. Review and Final Selection Process

All proposals will be screened by EPA staff against the threshold eligibility purposes in Section III.C. A selected panel of EPA reviewers will review the eligible proposals based on the evaluation criteria listed above in Section V.A. Both the quality and quantity of the proposals will play a significant role in the selection of grants for funding. In evaluating applicants for programmatic capability purposes, EPA will consider information provided by the applicant in their application/proposal as well as information from other sources, including agency files.

Based upon the review of proposals against the criteria in Section V.A., the review panel will develop a list of the most highly rated proposals. Funding recommendations will then be made to the EPA Region 7 Air and Waste Management Division Director, who will make final funding decisions based on the recommendations of the review team and the availability of funding and the following additional factors:

1. Availability of funding;
2. Cost of the project compared to the relative benefit; and
3. Extent of anticipated environmental impact of the project in the region

C. Anticipated Announcement and Award Date

Region 7 anticipates announcing successful proposals no later than March 31, 2008. Project award is anticipated no later than 60 days after the notification of the successful applicant(s). The Agency reserves the right to reject all proposals and make no awards.

VI. Award Administration Information

A. Award Notices and Other Award Requirements

Applicant(s) will be notified of recommendation for funding by e-mail after final decisions have been made. This letter is not an authorization to begin performance. Successful applicant(s) will be invited to submit a complete grant application package prior to award (see 40 CFR 30.12 and 31.10) that will be due approximately three weeks after notification. Required forms and instructions for preparing and submitting the completed application will be provided at that time.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan content prior to award, as appropriate and consistent with Agency policy, including the Assistance Agreement Competition Policy, EPA Order 5700.5A1.

Upon receipt of a complete application, work plan, and budget, the recommendations for funding of the award will be made to the Regional Administrator. When all funding decisions are complete, a grant award notification will be issued to the recipients.

Applicants who have been selected for award and whose final application has been approved can expect to receive an award document which constitutes an agreement between EPA and the recipient organization, and sets forth the terms and conditions of the financial assistance. As the assistance agreement is a legal document, an authorized representative of your organization must indicate acceptance by signing and returning the appropriate copies to the EPA Region 7 Grants Administration Unit.

Specific instructions will be provided with the award document.

In accordance with EPA policy, and 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).

Unsuccessful applicants will receive by e-mail or telephone within fifteen calendar days of the final selections for award. (See information in VI.C. regarding disputes.)

D. Environmental Program Grants and Cooperative Agreements

1. **Statutory Authority and Applicable Regulations:** The general award and administration process is governed by regulations at 40 CFR part 30 ("Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"), 40 CFR part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments") and 40 CFR part 35, subpart A ("Environmental Program Grants for State, Interstate, and Local Government Agencies") and subpart B ("Environmental Program Grants for Tribes") as applicable.
2. Tribal Air Quality grants will be awarded under CAA Section 103, and must consist of activities within the statutory terms of this EPA grant authority.

C. 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.

D. Quality Assurance

If environmental activities include direct measurements or data generation, environmental modeling or compilation of data from literature or electronic media as part of the funding agreement, a Quality Assurance Project Plan (QAPP) and submission date to EPA for approval, will be required unless the organization can show a previously EPA approved Quality Management Plan. No federal funds may be expended or requested for reimbursement for data collection or environmental sampling activities prior to submittal and approval of the Quality Assurance Project Plan to/by the EPA Project Officer. For further questions on QAPP development, please contact Leland Grooms, at (913) 551-5010. For questions on the emissions inventory QAPP development, please contact Shelly Rios, at (913) 551-7296.

E. Copyrights

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

F. Management Fees

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.

G. DUNS Number

Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Individuals are exempt from this requirement. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711.

H. Disputes Process

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 the Agency Contacts listed in Section VII.

I. Reporting

The successful applicant(s) will be required to submit to EPA either electronic or hard copy performance reports, at a frequency required by their grant conditions and/or approved workplan, to illustrate their progress and document any issues or challenges in accordance with 40 CFR 31.40 or 30.51, as applicable, and a final report in accordance with 40 CFR 31.41 or 30.51 as applicable. An EPA Project Officer will work with the applicant to achieve the project goals and to provide necessary technical assistance.

J. Communications/negotiations with applicant

In accordance with the EPA Order 5700.5.A1 (Policy for Competition of Assistance Agreements), program offices may, but are not required to, provide the opportunity for pre-proposal/application assistance to potential applicants interested in competing for an

assistance agreement. If provided, the opportunity for pre-proposal/application assistance must be made available on an equal basis to all potential applicants.

VIII AGENCY CONTACTS

Robert Fenemore
Air Quality Grants Project Officer
913. 551-7745, Telephone
Fenemore.Robert@epa.gov

Chester Stovall
R7 Grants Competition Advocate
913.551-7549, Telephone
Stovall.Chester@epa.gov

APPENDIX A – GRANTS.GOV INSTRUCTIONS

How to submit your proposal through Grants.gov:

At <http://www.grants.gov>, you will find step-by-step instructions which will help you to apply under this announcement. Proposals submitted through grants.gov will be time/date stamped electronically.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal 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 Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

Application Process

To begin the application process for this announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab at the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package. You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R7AWMD-07-001 or the CFDA #66.038**, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to “Search Opportunities” and use the “Browse by Agency” feature to find EPA opportunities).

Application Submission Deadline

Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 24, 2008 at 11:59 PM CDT.

Application Materials

Applicants are required to submit four documents to apply electronically through Grants.gov. All four documents should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

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

should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

3. Project Narrative

Prepare as described in Section IV.A of the announcement. (Maximum of six pages.)

4. Budget Narrative

Detailed Itemized Budget as described in Section IV.B. Prepare the Detailed Itemized Budget and attach it by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” (See Application Preparation and Submission Instructions below for more details.)

5. Environmental Results Past Performance

Prepare as described in Section IV.C of the announcement.

6. Other Attachments Form

Prepare as needed.

Application Preparation and Submission Instructions

Documents 1 through 2 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 2, 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 3 (the Project Narrative) and document 4 (Budget Narrative) and any other attachments, you will need to attach electronic files. For the Project Narrative, prepare the document as described in Section IV.A of the announcement and save the document to your computer as MS Word, PDF or WordPerfect files. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your project narrative 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 narrative (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename,” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, 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.”

Perform the same procedure for the Budget Narrative as done for the Project Narrative, preparing the document using Section IV.C. When you return to the “Grant Application Package” page, select the “Budget 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.”

If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. Other Attachments are listed in the “Optional Documents” box, but please note that these so-called “optional” documents, if applicable to your organization, must also be submitted as part of the application package. To attach these documents, 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 – Region # – FY08 – Tribal Air – 1st Submission” or “Applicant Name – Region # – FY08 Tribal Air – 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 – Region # – FY08 Tribal Air – 2nd Submission.” Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviated where possible), the appropriate region, the fiscal year (e.g., FY07), and the grant category (e.g., Tribal Air). 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>, and at the same time you should notify **Robert Fenemore, as shown in Section VIII**. If you have any technical difficulties at any time during this process, please refer to <http://www.grants.gov/help/help.jsp>

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 **Robert Fenemore, as shown in Section VIII**. Failure to do so may result in your application not being reviewed.

