February 2008

Appendix A - Grants.gov Proposal/Application Instructions For Announcement Number EPA-OPPT-08-003

National Community-Based Lead Outreach and Training Grant Program

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is 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.

To begin the application process under this grant announcement, go to http://www.grants.gov and click on the "Application" tab on 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 and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-OPPT-08-003, or the CFDA number that applies to the announcement (CFDA 66.718), in the appropriate field. 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 proposal electronically to EPA through Grants.gov (http://www.grants.gov) no later than 5:00 p.m. Eastern Standard Time on March 31, 2008.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to www.epa.gov/lead or go to http://www.grants.gov and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Proposal/Application 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

The proposal/application 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

The proposal must consist of no more than ten pages, excluding attachments (letters of commitment and resumes), with page numbers. One page is one side of a single-spaced typed letter-size page. If a proposal consists of more than ten pages, the additional pages will not be reviewed. Proposals must be legible and easily readable, in PDF, MS Word, or WordPerfect WP6/7/8 for Windows and consolidated into a single file. Illegible or unreasonably difficult to read applications may not be reviewed.

     1. **Cover Page.** Include the following information:
        a. **Project Title.** "National Community-Based Lead Outreach and Training Grant, EPA-OPPT-08-003."
        b. **Name of Organization Submitting Proposal.**
        c. **Project Contact Name.** Include name, mailing address, phone and fax numbers and email address for the individual from the submitting organization who should be contacted regarding the proposal/award.
        d. **Name(s) of Partnering Organizations.**
        e. **Total Project Cost.** Specify the total amount requested from EPA, as well as any resources or funding from any other sources that are contributing support.
        f. **Summary Statement.** Prepare a brief (one to two sentences) overview to

describe the project and identify the name(s) and location(s) (city and state) of the low-income community (or communities) where the grant activities will take place.

2. **Work Plan Narrative.** Provide a description of the tasks and activities that will be conducted to accomplish the anticipated outputs and outcomes of the project as discussed in Section I, Part E of this announcement. The work plan must address each of the evaluation criteria disclosed in Section V, Part B of this announcement, which includes: (1) community (or communities) selected, (2) measurement and results, (3) project management, (4) approach, (5) partnerships, (6) replicability/sustainability, and (7) budget.

In addition, provide information on your organizational experience, including an indication as to whether the organization has access to facilities to conduct the project and if training will be required for personnel. Provide information on your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them to successfully achieve the goals of the proposed project. (Include resumes for key personnel as an attachment.) Include a project schedule/timeline which lists tasks/steps and time period for completing each in a timely manner.

Submit a plan to track and measure progress toward achieving the outputs/outcomes as described in Section I of the grant announcement.

3. **Attachments**. The attachments to the work plan will not count as part of the ten-page limit. The attachments should only include resumes of key personnel, letters of support from each group of a partnership, and information on previous grant funding (details are provided below). For each group represented in a partnership, include a letter showing agreement and commitment to the project.

Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

Submit a list of federally funded assistance agreements similar in size, scope, and relevance to the proposed project that was performed by the recipient within the last two years that describes whether and how they were able to successfully complete and manage the grant and the history of meeting the reporting requirements.

When evaluating the proposals, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If 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 under Section V of

this announcement when the proposal is evaluated.

Application Preparation and Submission Instructions

Documents I through III listed under Application 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 above in Section III, and in the RFP, and save the document to your computer as an MS Word, PDF or WordPerfect 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 (such as letters of commitment and resumes), 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."

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 – FY08 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY08 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 – FY08 Assoc Prog Supp – 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 (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted.   If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.]   If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at http://www.grants.gov/help/help.jsp or contact Darlene Watford at watford.darlene@epa.gov .

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the application deadline, please Darlene Watford at watford.darlene@epa.gov. Failure to do so may result in your application not being reviewed.