

March 2008

**Appendix A - Grants.gov Proposal/Application Instructions
For Announcement Number EPA-OPPT-08-007**

**Tribal Educational Outreach on Lead Poisoning and Baseline
Assessment of Tribal Children's Existing Exposure and Potential
Exposure and Risks Associated with Lead**

General Application Instructions

The electronic submission of your proposal/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 proposal/application process under this grant announcement, go to <http://www.grants.gov> and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step 1: Download a Grant Application Package" to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications are available to download for free on the Grants.gov website.](#) For more information on Adobe Reader please visit the [Help section](#) on grants.gov at**

<http://www.grants.gov/help/help.jsp> or
http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-HQ-OPPT-08-007, or the CFDA number that applies to the announcement (CFDA 66.715), in the appropriate field. You may also be able to access the proposal/application package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the "Find Grant Opportunities" button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

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 5 p.m. Eastern Standard Time on April 21, 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 six 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 six 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. **Name of Tribal Applicant or Tribal Consortium.** [If a Tribal Consortium is the applicant, also provide the names of all Federally-Recognized Tribes represented by the consortium.]
- b. **Project Title.** (Either “Lead Educational Outreach” OR “Lead Baseline Assessment.”)
- c. **Project Contact.** Include name, address, phone and fax numbers and email address.
- d. **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.
- e. **Summary Statement.** One to two sentences describing the types of activities to be undertaken and how this project will identify and/or reduce elevated blood lead levels the project.

2. **Work Plan Narrative.** The work plan must describe how this project will meet the evaluation criterion in Section V, Part B of this announcement. The work plan must address each of the evaluation criteria, which includes:

a. **Likelihood of incidences of childhood lead poisoning.** Indicate if the Tribal community has, or is suspected to have, a high likelihood of incidences of childhood lead poisoning. Provide information on the conditions in the community (e.g., housing age and quality, low-income population, concentration of children, communities disproportionately impacted by environmental factors). Indicate if the project activities will fill a need to reduce the incidences or suspected incidences of childhood lead poisoning. Include the estimated number of children living in the tribal community under the age of 6 years.

b. **Programmatic capability.** Include a plan to track and measure the outputs/outcomes as described in Section I. Include information on your ability to successfully complete and manage the proposed project taking into account the your: (i) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, and (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) ability to clearly track and measure progress toward achieving the expected program goals identified in Section I of the announcement. Note: In evaluating proposals under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history will receive a neutral score for those elements of this criterion.

c. **Environmental results past performance** Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and

cooperative agreements but not Federal contracts) 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. In evaluating proposals under this factor in Section V of the announcement, 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 environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V in the announcement.

d. Project management. Provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

e. Collaborations or partnerships. Identify and describe all proposed partnerships, consortia, cross tribal coalitions and stakeholder groups that will be involved in the project. Describe their interaction with the tribal community when conducting the project. Define how the partnership will be used to accomplish the purposes of the grant program. Include as an attachment, letters of commitment from all such partnerships that state commitment, role, staffing, funding, design, and implementation.

f. Approach. Fully describe the proposed approach for conducting the activities. (For Baseline Assessment Projects: Although grant funds cannot be used for case management under this grant, EPA is extremely interested in knowing what actions Tribes plan to follow regarding monitoring, education, and/or treatment for children whose blood-lead levels are determined to be elevated ($>10 \mu\text{g/dL}$) while screened under baseline assessment activities of this grant. It is important that the children who are found to have elevated blood-lead levels are treated. A description of specific steps and related information for follow-up activities must be included in the approach section for all proposed baseline assessment work plans.)

g. Budget. Identify and describe all proposed partnerships, consortia, cross tribal coalitions and stakeholder groups that will be involved in the project. Describe their interaction with the tribal community when conducting the project. Define how the partnership will be used to accomplish the purposes of the grant program. Include as an attachment, letters of commitment from all such partnerships that state commitment, role, staffing, funding, design, and implementation.

3. **Attachments.** The attachments should only include:

a. Resumes of key personnel.

b. A letter of support or a resolution from a Tribal Council or Chairperson. If it is not possible to obtain a letter/resolution from the Tribal Council or Chairperson to submit with your proposal, an interim letter of explanation must be included with the proposal. The letter/resolution will still be required prior to award of the grant, and

c. **Letters of commitment from each group of a partnership** or consortium providing commitment to the project (including those that are part of a tribal partnership).

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 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., FY06), 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.