

## **OVERVIEW (OV) INFORMATION**

**AGENCY:** U.S. ENVIRONMENTAL PROTECTION AGENCY  
REGION 2

**TITLE:** EJ COLLABORATIVE PROBLEM-SOLVING GRANTS FOR SAFE AND  
CLEAN DRINKING WATER IN RURAL PUERTO RICAN  
COMMUNITIES

**ANNOUN. TYPE:** INITIAL ANNOUNCEMENT

**FUNDING NO:** EPA-R2-EJ-07-01

**CFDA NO:** 66.311

**DATES:** ANNOUNCEMENT DATE: February 14, 2007  
CLOSING DATE: April 13, 2007

**EXECUTIVE SUMMARY:** On the island of Puerto Rico, there are many communities that are often referred to as “non-PRASA communities” because they do not receive drinking water from the island’s primary supplier, the Puerto Rico Aqueduct and Sewer Authority (“PRASA”). Instead, these communities are serviced by small drinking water systems to supply them with potable water. There are approximately 240 small drinking water systems in rural Puerto Rican communities, serving an estimated population of 300,000. However, such small drinking water systems find it difficult to comply with the Safe Drinking Water Act (“SDWA”) and the Clean Water Act (“CWA”) because of the lack of adequate financial and technical resources, thus, posing risk to human health and the environment. In addition, such environmental and/or public health concerns are further aggravated by human activities including, but not limited to, improper disposal of household chemicals, litter, and debris and the release of bacteria from livestock and human waste to water sources that supply a significant segment of the population in Puerto Rico with drinking water.

The projects awarded under this financial assistance program must use the collaborative problem-solving approach to assist communities in: (1) ensuring safe drinking water for residents; and (2) reducing the adverse impacts of drinking water contamination on human health.

## **FULL TEXT ANNOUNCEMENT**

- I. Funding Opportunity Description**
- II. Award Information**
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### **SECTION I - FUNDING OPPORTUNITY DESCRIPTION**

#### **A. Background and Project Purpose**

On the island of Puerto Rico, there are many communities that are often referred to as “non-PRASA communities” because they do not receive drinking water from the island’s primary supplier, the Puerto Rico Aqueduct and Sewer Authority (“PRASA”). Instead, these communities are serviced by small drinking water systems to supply them with potable water. There are approximately 240 small drinking water systems in Puerto Rican communities, serving an estimated population of 300,000. However, such small drinking water systems find it difficult to comply with the Safe Drinking Water Act (“SDWA”) and the Clean Water Act (“CWA”) because of the lack of adequate financial and technical resources, thus, posing risk to human health and the environment. In addition, such environmental and/or public health concerns are further aggravated by human activities including, but not limited to, improper disposal of household chemicals, litter, and debris and the release of bacteria from livestock and human waste to water sources that supply a significant segment of the population in Puerto Rico with drinking water.

The purpose of this cooperative agreement program is to improve the environmental and/or public health conditions of the non-PRASA communities by reducing the community’s exposure to drinking water pathogens and other contaminants. Region 2 is soliciting applications from eligible applicants to address the concerns of non-PRASA communities in Puerto Rico. The projects awarded under this financial assistance program must use the collaborative problem-solving approach to assist communities in: (1) ensuring safe drinking water for residents; and (2) reducing the adverse impacts of drinking water contamination on human health.

#### **B. Definition of Environmental Justice**

Environmental Justice is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. EPA has this goal for all communities and persons across this Nation. It will be achieved when everyone enjoys the same degree of protection from environmental and health hazards and equal access to the decision-making process to have a healthy environment in which to live, learn, and work.

### C. Environmental Justice Collaborative Problem-Solving Model (EJ CPS Model)

Considerable progress has been made since Executive Order 12898 (“Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” issued on February 11, 1994) to address environmental and/or public health conditions in communities throughout the country. However, despite this progress, some communities still lack the means to address the complex, interrelated factors related to environmental justice, such as environmental, public health, economic and social concerns. Thus, OEJ began exploring the use of collaborative problem-solving approaches to provide a systematic approach for communities to build partnerships with other stakeholders to improve their environmental and/or public health conditions in local areas.

Collaborative problem-solving simply means that various stakeholders agree to work together to address a particular issue or concern. In situations involving environmental justice issues, stakeholders often have to reconcile divergent interests in order to address complex and interrelated environmental, public health, economic and social problems in local communities. Many of these problems are deeply rooted and difficult to resolve without the concerted effort and active participation of all the stakeholders. When multiple stakeholders work together, they create a collective vision that reflects mutually beneficial goals for all parties. Such collaboration fosters the conditions that enable the parties to mobilize the resources necessary to realize stronger, more lasting solutions.

OEJ created the EJ CPS Model, as a guide for communities using the collaborative problem-solving approach. The EJ CPS Model includes the following elements that can be used as tools in the collaborative problem-solving process:

- **Issue Identification, Visioning, and Strategic Goal-Setting:** The first element involves identifying the problem, such as environmental contamination; envisioning possible solutions; and then setting goals to achieve those solutions.
- **Community Capacity-Building and Leadership Development:** The second element calls for what’s known as community “capacity building,” which means finding a way to provide interested parties such as residents with the skills, information, and resources they need to achieve their goals.
- **Consensus Building and Dispute Resolution:** The third element entails “consensus building” and “dispute resolution,” which means finding effective ways of making group decisions, involving all appropriate parties and, when necessary, resolving disagreements. This is perhaps one of the most complex and challenging elements in the CPS Model.
- **Development of Multi-Stakeholder Partnerships and Leveraging of Resources:** The fourth element involves creating partnerships with key stakeholders. Environmental justice efforts across the nation have produced some remarkable partnerships between communities, faith groups, philanthropic organizations, universities, all levels of government, business and industry, and academia. These partnerships seek to examine problems together, develop action plans, and bring together the resources necessary to achieve everyone’s goals. But exactly which stakeholders come together and when/how is unique to each situation or circumstance, as evident in this section.

- **Constructive Engagement with Other Stakeholders:** The fifth element calls for an active, supportive role by other stakeholders, such as businesses, academia, civic organizations, and all levels of government. These relevant non-community stakeholder groups can play an important role in participating and assisting in the collaborative partnership. The possible roles that each of these stakeholder groups can play are outlined in this section.
- **Sound Management and Implementation:** The sixth element involves developing sound organization and management to produce results. This means developing and carrying out work plans with clear goals and a clear timeframe and giving responsibilities to various people. This element also involves choosing who will be a leader, spokesperson, or decision-maker within each group.
- **Evaluation, Lessons Learned, and Replication of Best Practices:** The seventh element calls for reviewing the lessons learned over time and deciding what is working or not working. Evaluation helps determine whether a program is achieving its goals. Evaluation is a valuable tool when undertaking any project, especially for measuring results. In its broadest definition, evaluation is a systematic way to learn from past experience by assessing how well a project is working. It also helps move the project into the future by building on strengths and correcting problems. The ability to summarize progress in quantitative, qualitative, institutional, and social terms, as well as to incorporate lessons learned into a continuous process, is critical to sustaining the work. And finally, the project's best practices should be identified and communicated so that others can learn and use them.

#### D. Qualified Environmental Statutes

This is a multi-statute program and is designed for projects that are authorized by both of the following federal environmental statutes:

1. **Clean Water Act, Section 104(b) (3):** conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
2. **Safe Drinking Water Act, Section 1442(c)(3)(C):** develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.

**PLEASE NOTE:** Applications for proposed projects that are inconsistent with the above stated EPA statutory authorities or goals of the program are ineligible for funding and will not be reviewed and scored.

## E. Environmental Results - Outputs and Outcomes

All proposed projects must be linked to environmental results (or outcomes) and demonstrate how they will contribute to the ultimate goals of clean and safe water, and healthy communities and ecosystems. Environmental results are used as a way to gauge a project's performance and are described in terms of output measures and outcome measures. The term "output" means an activity, effort, and/or associated work product related to an environmental goal or objective that will be produced or provided over the period of time or by a specific date. 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.

In addition, output and outcome measures help gauge the effectiveness of EPA's programs by ensuring that EPA's limited resources are used to further the Agency's Strategic Goals. Strategic Goal 4, within which environmental justice is located, is divided into the following objective and sub-objective:

Goal 4: Healthy Communities and Ecosystems  
Objective 4.2: Communities  
Sub-objective 4.2.2: Restore Community Health

Therefore, an applicant must produce environmental results that will demonstrate how the project will result in healthy communities and ecosystems. Anticipated environmental results may include but are not limited to:

- Increase in accessible safe drinking water for residents; and
- Reduction in the number of residents exposed to water borne pathogens

Possible examples include the number of households that have access to safe drinking water or the number of small water systems that are compliant with the Safe Drinking Water Act standards.

## F. Partnerships

Establishing partnerships from a wide array of different stakeholders is a necessary component of collaborative problem-solving and is an important aspect of the EJ CPS Model. Therefore, one of the requirements under this RFA is to obtain, at a minimum, one signed Memorandum of Agreement (MOA) from one of your partners.

If your project is awarded, you should be aware of your responsibilities under the applicable grant regulations. The applicable grant regulations under 40 CFR Part 30 can be accessed at: [http://www.access.gpo.gov/nara/cfr/waisidx\\_05/40cfr30\\_05.html](http://www.access.gpo.gov/nara/cfr/waisidx_05/40cfr30_05.html).

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward, or subgrant, procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants **MUST** complete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify

contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the 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.

## **SECTION II - AWARD INFORMATION**

### **A. Funding Availability and Project Period**

Each project will be funded for a budget of \$75,000 and a project period of 2 years. The anticipated program total is \$75,000.

### **B. Number of Anticipated Awards**

EPA estimates making at least ONE award. The Agency reserves the right to make additional awards up to four months from the date of original selection decisions. Any additional awards will be made in accordance with the terms and conditions of this announcement. The Agency reserves the right to reject all applications and make no award.

## **SECTION III -- ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Assistance under this program is only available to: (1) 501(c)(3) non-profit organizations as designated by the Internal Revenue Service; or (2) non-profit organizations recognized by the state, territory, commonwealth, or tribe in which it is located so that they can address local environmental and/or public health issues. 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. For profit organizations are not eligible to apply.

### **B. Threshold Eligibility Criteria**

Before an application is scored by the Review Panel, it must have satisfied the following conditions:

**1. Applicant Eligibility:** You must demonstrate that you are an eligible applicant under this program. Eligibility under this program is limited to: (1) 501(c)(3) non-profit organizations as designated by the Internal Revenue Service; or (2) non-profit organizations recognized by the state, territory, commonwealth, or tribe in which it is located so that they can address local environmental and/or public health issues. 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. For profit organizations are not eligible to apply.

**2. Qualified Environmental Statutes:** You must demonstrate that the project you propose is authorized by the Safe Drinking Water Act and the Clean Water Act. Projects that do not involve these two statutes will not be reviewed or scored.

**3. Complete Application Package:** You must submit a complete application package by including all required forms and documents.

**4. Timely submission:** You must submit all applications by the announcement closing date through postal service, courier mail, or grants.gov. Electronic submissions are OPTIONAL and not required. Applications submitted electronically **MUST** be submitted through grants.gov. Electronic submissions via Email will not be accepted.

### **C. Cost-sharing or Matching Funds**

Cost-sharing or matching is not required as a condition of eligibility or, otherwise, for applications selected for award.

Applications/Proposals must substantially comply with the application/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 proposal/application and/or parts of the application/proposal, pages in excess of the page limitation will not be reviewed. (Include underlined language below if applicable)

In addition, applications/proposals must be received by the EPA [or "postmarked by" if applicable] or through [www.grants.gov](http://www.grants.gov) on or before the solicitation closing date published in Section IV of this announcement.

Applications/Proposals received after the published closing date will be returned to the sender without further consideration.

## **SECTION IV - APPLICATION AND SUBMISSION INFORMATION**

### **A. Address to Request Application Package**

The two required forms (SF-424, Application for Federal Assistance and the Key Contact List EPA Form 5700-54) can be downloaded at: <http://www.epa.gov/ogd/forms/forms.htm>. A copy

is also available in the Appendices. You may also request a hardcopy by contacting Christina Maldonado (see Section VII for contact information).

## **B. Content and Form of Application Submission**

No matter what mode of submission, applications MUST include the following required items:

- (1) SF-424, Application for Federal Assistance (Appendix A)
- (2) Key Contacts List EPA Form 5700-54 (Appendix B)
- (3) Workplan
- (4) Detailed Budget (Appendix C)
- (5) Proof of Non-profit Status

One original plus 2 copies is requested for hardcopy submissions. Applications submitted electronically through [www.grants.gov](http://www.grants.gov) do not require 2 copies.

### **1. SF-424 Application for Federal Assistance:**

The official form is required for all Federal grants, and it must have an original signature. It requests basic information about the applicant and the proposed project. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. 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 Web site at: <http://www.dnb.com>.

### **2. Key Contacts List EPA Form 5700-54:**

This form asks you to list all the key personnel and their contact information. Key personnel include the authorized representative, payee, administrative contact, and the principal investigator (Project Manager).

### **3. Workplan:**

The workplan must not exceed 10 typewritten pages. If the workplan exceeds 10 pages, only the first 10 pages of the workplan will be reviewed and scored. The pages of the workplan should be letter size (8 ½ X 11 inches), with normal type size (10 or 12 characters per inch), and at least 1" margins. There will be no penalty for using a different page size or font type, but it is strongly discouraged. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple. Do not include videos or DVDs.

The workplan must contain the following sections and must be identified by the headings in the exact order as listed below:

#### **I. Organizational Assessment (approximately one-page)**

- **Past Performance on Reporting Outputs and Outcomes:** Describe in detail your prior experience in reporting the outputs and outcomes of your projects. Please explain the following:



- You must supply information about prior agreements (federal and non-federal) and how you have reported on outputs and outcomes from your projects.
- You must supply information on how you made progress on outputs and outcomes.
- **Programmatic Capability:** Explain in detail how your organization has the technical capability to carry out this project. Please explain the following:
  - Have you successfully completed federally or non-federally funded projects similar in size, scope, and relevance to the proposed project in the past?
  - Have you met all your funders' reporting requirements? Historically, have you submitted reports in a timely manner? Have your funders been satisfied with the reports you have submitted? Please provide a contact name, phone number, and email address so that EPA can verify the information you provide.
  - Your plan or strategy for timely and successfully achieving the objectives of your project.
  - Staff expertise/qualifications, staff knowledge, and resources to successfully achieve the goals of the project. In particular, describe how the Project Manager selected to run this project is qualified to do so. Applicants that have no prior history, will receive a neutral score of 2.5.

## II. Project Description (approximately 9 pages)

- **Description of the Affected Community:** Describe the affected community that is being serviced by small drinking water systems. You should also describe how your organization has worked with or provided services to the affected community. An “affected community,” for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks.
- **Description of the Environmental and/or Public Health Concern:** Describe the environmental and/or public health issue that is impacting the affected community.
- **Environmental and/or Public Health Improvement (Long-term Environmental Outcome):** You have just identified the environmental and/or public health concern. Now describe the improvement in the environmental or public health condition that you are seeking to attain.
- **Identifying the Causes of the Environmental and/or Public Health Concern:** List all factors, such as barriers to information, ineffective policies, lack of programs, etc., you believe contribute to the current state of the environment and/or public health condition in the affected community.

**When making this list, you may want to think about the following:**

- Who or what is responsible for the state of the environment or the public health concern?
  - Is it lack of policies, programs, or resources?
  - Is it general unawareness on the part of the community residents?
- Do the current laws, policies, regulations provide enough protection for the environment? For public health?
- Do the residents need to change their behavior in order to avoid an environmental exposure?

- **Changes that Bring About the Improvement (Environmental Outputs and Outcomes):** You have just identified the improvement in the environmental and/or public health condition you seek to attain AND the factors that you believe have contributed to the current state of the environment and/or public health condition in the affected community. Describe the changes you think will be necessary to bring about the environmental and/or public health improvement.

**Will an improvement in the environmental and/or public health condition require...**

- A better understanding of laws, regulations, policies, decision-making processes?
- Meaningful involvement of the community resident in the decision-making process?
- A change in behavior on the part of community residents to avoid the environmental exposure?
- Establishment of a program or service organization (e.g., health clinic)?

- **Actions that Bring About the Changes (Activities):** You have just described the changes which need to occur in order to attain the improvement in the environmental and/or public health condition in the affected community. Now describe what actions (or activities) which need to be taken to bring about those changes. Collaborative problem-solving approaches must be included in your discussion of the actions needed to bring about the changes (see Section I, C “Environmental Justice Collaborative Problem-Solving Model” for more information).

**When putting together your action plan, you may want to consider the following:**

- How is building capacity within my organization and among the community residents going to further the project? For example, what role is the community going to play for this particular project? And how does their involvement lead to improvements in the environment? To public health?
- Why is leadership development important for my project? What will these new leaders do, what are their roles, and how will they contribute to improvements in the environment? To public health?
- Who are my key stakeholders (current and prospective partners) and why are they necessary for this project? What roles do they play?
- Who do I need to include as partners and how am I going to recruit them?
- Do I anticipate any conflicts or disagreements to arise within my organization, between partners, with community residents, with outside organizations? How am I going to resolve such potential conflicts or disagreements?
- Are there other stakeholders who are essential in bringing about changes that will improve the environment and public health? What roles do they play and how am I going to recruit them?
- How am I going to manage this project and develop my management skills to further my efforts on this project? To efficiently and effectively run my organization?
- What mechanism am I going to have in place that will let me reflect back on and evaluate past efforts? How will this allow me to make adjustments and improvements to the project?
- How is evaluation going to play a role at the completion of the project?

- **Tracking Progress Toward Achieving Environmental Changes and Improvements:**  
Describe how you plan to track and measure your progress toward achieving the environmental changes and improvements. You may use an activity timeline that highlight important milestone and activity dates.

**4. Detailed Budget:**

You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized and broken into unit costs. The budget must total \$75,000. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your workplan.

### C. Submission Dates and Times

Complete applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm April 13, 2007. All required items under Section IV. B must be submitted in a single package on/or before this date to be reviewed and scored. Electronic applications may be submitted through [www.grants.gov](http://www.grants.gov). E-mailed and late applications will not be reviewed and scored. Hardcopies can be mailed or sent via courier service to:

**NOTE: ALL APPLICATIONS MUST BE  
SUBMITTED IN ENGLISH.**

Cristina Maldonado  
U.S. Environmental Protection Agency,  
Region 2  
Centro Europa Building  
1492 Ponce Deleon Avenue, Suite 417  
San Juan, PR 00907-4127

Tel.: 787-977-5835  
E-Mail: [maldonado.cristina@epa.gov](mailto:maldonado.cristina@epa.gov)

### D. Intergovernmental Review

Executive Order 12372, Intergovernmental Review of Federal Programs is applicable to awards, resulting from this announcement. Applicants selected for funding will be required to provide a copy of their applications to their State Point-of-Contact where the projects will be conducted for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Selected applicants must **submit copies of their applications to the appropriate state contact below**. The following is the point of contact for Puerto Rico:

Jose Caballero / Mayra Silva  
Puerto Rico Planning Board  
Federal Workplans Review Office  
Minillas Government Center  
P.O. Box 41119  
San Juan, Puerto Rico 00940-1119  
Telephone: (787) 723-6190  
Fax: (787) 722-6783

## **E. Funding Restrictions**

EPA grant funds can only be used for the purposes set forth in the grant and must be consistent with the statutory authorities for the award. The recipient cannot use these funds for the following activities under this cooperative agreement program:

- Litigation against the federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other federal grants;
- Travel for federal employees;
- Survey development or survey (soliciting identical information from 10 or more identical people; and
- Human health studies (taking blood or other samples from humans).

## **F. Consequences of Not Following Submission Requirements**

Applications will NOT be reviewed and scored if the application:

- is submitted **after April 13, 2007** the RFA closing date;
- does not meet the Threshold Evaluation Criteria (See Section III. B and V. A. 1); or
- is not submitted in English.

## **G. Treatment of Late Applications**

Applications that are not post-marked by the US Postal Service or date-stamped by courier service by 11:59 pm April 13, 2007, will not be considered for award. For applications submitted through [www.grants.gov](http://www.grants.gov), applications that are not submitted by 11:59 pm April 13, 2007, will not be considered for award.

## **H. Electronic Submission Procedures**

### **GRANTS.GOV General Application Instructions for Electronic Submissions**

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 “Apply for Grants” 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-R2-EJ-07-01 or the CFDA number (CFDA 66.311), 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 go to 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 April 13, 2007 11:59pm.

To view the full funding announcement, go to [http://www.epa.gov/region02/grants/2007\\_rfa\\_ejcps\\_puertorico.pdf](http://www.epa.gov/region02/grants/2007_rfa_ejcps_puertorico.pdf) 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.

#### **I. Programmatic Capability Ranking Criteria**

Applicants will be required to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor in Section V. A. 2 “Programmatic Capability.” In evaluating an applicant for programmatic capability purposes under the relevant ranking factor, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

#### **J. 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 applications or portions of applications 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.

#### **K. Pre-application Assistance**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

## SECTION V – APPLICATION REVIEW INFORMATION

### A. Criteria

**1. Threshold Evaluation Criteria.** Only applicants meeting the threshold criteria in Section III will be evaluated against criteria in this section.

**2. Ranking Criteria.** Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. The corresponding points next to each criterion are the weights EPA will use to score the workplans. Points will range depending on how well the applicant meets the given criterion. Each workplan will be rated under a points system, with a total of 100 points possible. Please note that certain sections are given greater weight than others. The workplan will be scored on the following Ranking Criteria:

Criterion	Maximum Points per Criterion
<p><b><u>Past Performance on Reporting Outputs and Outcomes:</u></b> You will be evaluated on the information you provide about prior agreements (federal and non-federal) and how you have reported on outputs and outcomes from your projects. In addition, you will be evaluated on how well you made progress on outputs and outcomes.</p> <p>Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2.5 points.</p>	5 points total
<p><b><u>Programmatic Capability:</u></b> You will be evaluated on your ability to demonstrate how you and your staff are qualified to undertake this project. The evaluators will rely on information provided by you to determine whether or not you have successfully completed prior projects, met funders' reporting requirements, and have a strategy for achieving the objectives of your project. In addition, the evaluators will evaluate the qualifications of your staff, including the Project Manager, have the expertise, knowledge, and resources to work on this project.</p> <p>Applicants who have no relevant or available past performance will receive a neutral score for this factor. A neutral score in this case is 2.5 points.</p>	10 points total
<p><b><u>Description of the Affected Community:</u></b> You will be evaluated on your ability to clearly describe the affected community. Provide detailed information on the location of the community and demographics. In addition, you will be evaluated on your ability to demonstrate your ties to the affected community.</p>	10 points total
<p><b><u>Description of the Environmental and/or Public Health Concern:</u></b> You will be evaluated on your ability to clearly describe the environmental and/or public health concern that is impacting the affected community. The environmental and/or public health concern must be consistent with the Safe Drinking Water Act and the Clean Water Act.</p>	5 points total
<p><b><u>Identifying the Causes of the Environmental and/or Public Health Concern:</u></b> You will be evaluated on your ability to consider all the possible factors that are contributing to the current environmental and/or public health condition within the affected community. More points will be given for applications that have thoroughly and comprehensively examined all possible causes.</p>	10 points total
<p><b><u>Environmental and/or Public Health Improvement:</u></b> You will be evaluated on your ability to clearly describe the environmental and/or public health improvement you hope to achieve under this project. Evaluators will give more points to applications that have clear and realistic goals.</p>	5 points

<b>Changes that Bring About the Improvement:</b> You will be evaluated on your ability to identify the key changes that need to take place in order to reach the environmental and/or public health improvement that you identified. Key changes that logically and realistically lead to environmental and/or public health improvements will receive more points. Applicants who have thoroughly and comprehensively identified all possible key changes will receive more points.	<b>20 points total</b>
<b>Activities that Bring About the Changes:</b> You will be evaluated on your ability to clearly describe the activities that will lead to the key changes identified above. Activities must be strategic, clear, logical, and realistic. In other words, the activities that you propose must logically lead to the key changes identified and eventually result in the environmental and/or public health improvement you propose. You must include collaborative problem-solving approaches as part of your strategy.	<b>25 points total</b>
<b>Tracking Progress Toward Environmental Changes and Improvements.</b> You will be evaluated on your ability to describe how you plan to track and measure your progress toward achieving environmental changes and improvements. More points will be given to those who can establish clear milestones, benchmarks, and dates.	<b>5 points total</b>
<b>Detailed Budget.</b> You will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project.	<b>5 points total</b>
<b>Total Maximum Points Available</b>	<b>100</b>

## B. Review and Selection Process

All workplans will be reviewed and scored under a two-step process.

**Panel Review Process** – Region 2 will convene a panel of reviewers to review, score, and rank the applications. The rank list will be sent to the Regional Selection Official for final selection of awards.

## C. Anticipated Announcements and Award Dates

Below is a tentative schedule of important dates:

<b>Date</b>	<b>Activity</b>
February 14, 2007	RFA is announced
Feb 1 – April 12, 2007	Eligible applicants develop, complete, and submit their workplans.
April 13, 2007	Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm. Electronic Submissions through Grants.gov must be done by 11:59 pm.
April 13 – 27, 2007	Threshold Reviewers will review all applications received on/or before the closing date for Threshold Eligibility.
April 30, 2007	Letters to ineligible applicants will be sent, explaining the reason(s) for ineligibility.
Approx. May 15, 2007	Ineligible applicants must request a debriefing of reason(s) for ineligibility.
May 31, 2007	EPA reviews, scores, and ranks all eligible applications.
June 1, 2007	The EPA Selection Official will make final selections for award. All applicants will be notified of the results of the selection by mail.
July 1, 2007	The recipients of the cooperative agreements will be announced.



## SECTION VI – AWARD ADMINISTRATION INFORMATION

### A. Award Notices

After all workplans are received, acknowledgments will be mailed to applicants. Once workplans have been recommended for funding, the EPA will notify the finalists and request complete applications. The finalists will be required to complete additional government application forms prior to receiving a grant, such as the EPA Form SF-424B (Assurances - Non-Construction Programs), EPA Form 5700-49 (the Certification Regarding Debarment, Suspension, and Other Responsibility Matters), and other required forms. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

### B. Administrative and National Policy Requirements

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: <http://www.epa.gov/ogd/grants/regulations.htm>.

### C. Reporting

**1. Quality Assurance Project Plans (QAPP)** – Quality assurance is sometimes applicable to assistance projects (see 40 CFR 30.54 and 40 CFR 31.45). Quality assurance requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources, such as databases or literature. Once the award is made, if a Quality Assurance Project Plan is required for the project, the applicant will have to draft a QAPP prior to beginning work on the project. You must reserve time and financial resources in the beginning of your project in order to prepare your QAPP and include the cost for developing your QAPP in your Detailed Budget. Selected applicants cannot begin data collection until EPA approves the QAPP.

**2. Semi-annual Reports** - The Project Manager will be required to submit semi-annual reports to update the Project Officer and the EPA Technical Advisor on the project's progress.

**3. Final Report Requirement** – The Project Manager must submit a Final Report for EPA approval (EPA Project Officer and EPA Technical Advisor) within ninety (90) days of the end of the project period. A draft of this report should be submitted within 60 days of the end of the project period. A Financial Status Report is also required and will be described in the award agreement document. The EPA will collect, review, and disseminate those final reports that can serve as models for future projects.

### D. Dispute Resolution

An applicant deemed ineligible because it did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A. 1) will be notified no later than 15 calendar days from EPA's receipt of the workplan, of the reason(s) for the application's ineligibility. The applicant will have **15 calendar** days from the date of the notification to request

a debriefing on the decision. Responses can be made via e-mail, postal, or courier service but must be dated with the **15 calendar** day period for dispute resolution.

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://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

#### **E. Non-profit Award Administrative Capability**

All nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

## **SECTION VII – AGENCY CONTACTS**

**NOTE: ALL APPLICATIONS MUST BE  
SUBMITTED IN ENGLISH.**

Cristina Maldonado  
U.S. Environmental Protection Agency, Region 2  
Centro Europa Building  
1492 Ponce Deleon Avenue, Suite 417  
San Juan, PR 00907-4127

Tel.: 787-977-5835  
E-Mail: [maldonado.cristina@epa.gov](mailto:maldonado.cristina@epa.gov)

## APPENDIX A

**Application for Federal Assistance SF-424**

Version 02

\* 1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

\* 2. Type of Application:

- New
- Continuation
- Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify)

\* 3. Date Received:

Completed by Grants.gov upon submission.

4. Applicant Identifier:

5a. Federal Entity Identifier:

\* 5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street1:

Street2:

\* City:

County:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

**f. Name and contact information of person to be contacted on matters involving this application:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

Title:

Organizational Affiliation:

\* Telephone Number:

Fax Number:

\* Email:

**Application for Federal Assistance SF-424**

Version 02

**9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

**11. Catalog of Federal Domestic Assistance Number:**

CFDA Title:

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

**\* 15. Descriptive Title of Applicant's Project:**

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

Version 02

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

Add Attachment

Delete Attachment

View Attachment

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

\* a. Federal

\* b. Applicant

\* c. State

\* d. Local

\* e. Other

\* f. Program Income

\* g. TOTAL

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

a. This application was made available to the State under the Executive Order 12372 Process for review on .

b. Program is subject to E.O. 12372 but has not been selected by the State for review.

c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes

No

**21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)**

**\*\* I AGREE**

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:

\* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:

\* Date Signed:

**Application for Federal Assistance SF-424**

Version 02

**\* Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

**INSTRUCTIONS FOR THE SF-424**

Public reporting burden for this collection of information is estimated to average 60 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form (including the continuation sheet) required for use as a cover sheet for submission of preapplications and applications and related information under discretionary programs. Some of the items are required and some are optional at the discretion of the applicant or the Federal agency (agency). Required items are identified with an asterisk on the form and are specified in the instructions below. In addition to the instructions provided below, applicants must consult agency instructions to determine specific requirements.

Item	Entry:	Item	Entry:
1.	<p><b>Type of Submission:</b> (Required): Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• Preapplication</li> <li>• Application</li> <li>• Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.</li> </ul>	10.	<p><b>Name Of Federal Agency:</b> (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
		11.	<p><b>Catalog Of Federal Domestic Assistance Number/Title:</b> Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
2.	<p><b>Type of Application:</b> (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> <li>• New – An application that is being submitted to an agency for the first time.</li> <li>• Continuation - An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals.</li> <li>• Revision - Any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided.                      A. Increase Award      B. Decrease Award                      C. Increase Duration    D. Decrease Duration                      E. Other (specify)</li> </ul>	12.	<p><b>Funding Opportunity Number/Title:</b> (Required) Enter the Funding Opportunity Number and title of the opportunity under which assistance is requested, as found in the program announcement.</p>
		13.	<p><b>Competition Identification Number/Title:</b> Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable.</p>
		14.	<p><b>Areas Affected By Project:</b> List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.</p>
3.	<p><b>Date Received:</b> Leave this field blank. This date will be assigned by the Federal agency.</p>	15.	<p><b>Descriptive Title of Applicant's Project:</b> (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For preapplications, attach a summary description of the project.</p>
4.	<p><b>Applicant Identifier:</b> Enter the entity identifier assigned by the Federal agency, if any, or applicant's control number, if applicable.</p>		
5a.	<p><b>Federal Entity Identifier:</b> Enter the number assigned to your organization by the Federal Agency, if any.</p>	16.	<p><b>Congressional Districts Of:</b> (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5<sup>th</sup> district, CA-012 for California 12<sup>th</sup> district, NC-103 for North Carolina's 103<sup>rd</sup> district.</p> <ul style="list-style-type: none"> <li>• If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland.</li> <li>• If nationwide, i.e. all districts within all states are affected, enter US-all.</li> <li>• If the program/project is outside the US, enter 00-000.</li> </ul>
5b.	<p><b>Federal Award Identifier:</b> For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>		
6.	<p><b>Date Received by State:</b> Leave this field blank. This date will be assigned by the State, if applicable.</p>		
7.	<p><b>State Application Identifier:</b> Leave this field blank. This identifier will be assigned by the State, if applicable.</p>		
8.	<p><b>Applicant Information:</b> Enter the following in accordance with agency instructions:</p> <p><b>a. Legal Name:</b> (Required): Enter the legal name of applicant that will undertake the assistance activity. This is the name that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website.</p> <p><b>b. Employer/Taxpayer Number (EIN/TIN):</b> (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your organization is not in the US, enter 44-4444444.</p> <p><b>c. Organizational DUNS:</b> (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p><b>d. Address:</b> Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p><b>e. Organizational Unit:</b> Enter the name of the primary organizational unit (and department or division, if applicable) that will undertake the</p>	17.	<p><b>Proposed Project Start and End Dates:</b> (Required) Enter the proposed start date and end date of the project.</p>
		18.	<p><b>Estimated Funding:</b> (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.</p>
		19.	<p><b>Is Application Subject to Review by State Under Executive Order 12372 Process?</b> Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the</p>



	<p>assistance activity, if applicable.</p> <p><b>f. Name and contact information of person to be contacted on matters involving this application:</b> Enter the name (First and last name required), organizational affiliation (if affiliated with an organization other than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>		<p>State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State</p>																								
20.			<p><b>Is the Applicant Delinquent on any Federal Debt?</b> (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.</p> <p>If yes, include an explanation on the continuation sheet.</p>																								
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <table border="0" data-bbox="154 420 844 997"> <tr> <td data-bbox="154 420 503 451">A. State Government</td> <td data-bbox="511 420 844 493">M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="154 451 503 483">B. County Government</td> <td data-bbox="511 493 844 567">N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)</td> </tr> <tr> <td data-bbox="154 483 503 514">C. City or Township Government</td> <td data-bbox="511 567 844 619">O. Private Institution of Higher Education</td> </tr> <tr> <td data-bbox="154 514 503 546">D. Special District Government</td> <td data-bbox="511 619 844 651">P. Individual</td> </tr> <tr> <td data-bbox="154 546 503 577">E. Regional Organization</td> <td data-bbox="511 651 844 682">Q. For-Profit Organization (Other than Small Business)</td> </tr> <tr> <td data-bbox="154 577 503 609">F. U.S. Territory or Possession</td> <td data-bbox="511 682 844 714">R. Small Business</td> </tr> <tr> <td data-bbox="154 609 503 640">G. Independent School District</td> <td data-bbox="511 714 844 745">S. Hispanic-serving Institution</td> </tr> <tr> <td data-bbox="154 640 503 672">H. Public/State Controlled Institution of Higher Education</td> <td data-bbox="511 745 844 777">T. Historically Black Colleges and Universities (HBCUs)</td> </tr> <tr> <td data-bbox="154 672 503 703">I. Indian/Native American Tribal Government (Federally Recognized)</td> <td data-bbox="511 777 844 808">U. Tribally Controlled Colleges and Universities (TCCUs)</td> </tr> <tr> <td data-bbox="154 703 503 735">J. Indian/Native American Tribal Government (Other than Federally Recognized)</td> <td data-bbox="511 808 844 840">V. Alaska Native and Native Hawaiian Serving Institutions</td> </tr> <tr> <td data-bbox="154 735 503 766">K. Indian/Native American Tribally Designated Organization</td> <td data-bbox="511 840 844 871">W. Non-domestic (non-US) Entity</td> </tr> <tr> <td data-bbox="154 766 503 798">L. Public/Indian Housing Authority</td> <td data-bbox="511 871 844 903">X. Other (specify)</td> </tr> </table>	A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)	B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)	C. City or Township Government	O. Private Institution of Higher Education	D. Special District Government	P. Individual	E. Regional Organization	Q. For-Profit Organization (Other than Small Business)	F. U.S. Territory or Possession	R. Small Business	G. Independent School District	S. Hispanic-serving Institution	H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)	I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)	J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions	K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity	L. Public/Indian Housing Authority	X. Other (specify)	21.	<p><b>Authorized Representative:</b> (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant.</p> <p>A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)</p>
A. State Government	M. Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)																										
B. County Government	N. Nonprofit without 501C3 IRS Status (Other than Institution of Higher Education)																										
C. City or Township Government	O. Private Institution of Higher Education																										
D. Special District Government	P. Individual																										
E. Regional Organization	Q. For-Profit Organization (Other than Small Business)																										
F. U.S. Territory or Possession	R. Small Business																										
G. Independent School District	S. Hispanic-serving Institution																										
H. Public/State Controlled Institution of Higher Education	T. Historically Black Colleges and Universities (HBCUs)																										
I. Indian/Native American Tribal Government (Federally Recognized)	U. Tribally Controlled Colleges and Universities (TCCUs)																										
J. Indian/Native American Tribal Government (Other than Federally Recognized)	V. Alaska Native and Native Hawaiian Serving Institutions																										
K. Indian/Native American Tribally Designated Organization	W. Non-domestic (non-US) Entity																										
L. Public/Indian Housing Authority	X. Other (specify)																										

**APPENDIX B**

Form Approved OMB No:2030-0020 Approval Expires 12/3/02



**KEY CONTACTS FORM**

**Authorized Representative:** *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Complete Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Payee:** *Individual authorized to accept payments.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mail Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**Administrative Contact:** *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_

**Principal Investigator:** *Individual responsible for the technical completion of the proposed work.*

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
FAX Number: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
Web URL: \_\_\_\_\_

**EPA Form 5700-54 (Rev 4-02)**

**APPENDIX C**  
**DETAILED BUDGET (sample)**

	Year 1	Year 2	Total
Personnel	<ul style="list-style-type: none"> <li>▪ Project Manager @ \$30,000 annual salary X 10% of time on project = \$3,000 per year</li> <li>▪ Outreach worker @ \$25,000 annual salary X 20% of time on project = \$5,000</li> <li>▪ Community support leader @ \$20,000 annual salary X 25% = \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project Manager @ \$30,000 annual salary X 25% of time on project = \$7,500 per year</li> <li>▪ Outreach worker @ \$25,000 annual salary X 10% of time on project = \$2,500</li> <li>▪ Community support leader @ \$20,000 annual salary X 10% = \$2,000</li> </ul>	\$38,250
Fringe Benefits	<ul style="list-style-type: none"> <li>▪ Project Manager 15% of salary (includes medical, dental, life insurance) = \$450 per year</li> <li>▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = \$500</li> <li>▪ Community support leader 10% of salary (includes medical, dental, life insurance) = \$500</li> </ul>	<ul style="list-style-type: none"> <li>▪ Project Manager 15% of salary (includes medical, dental, life insurance) = \$1,125 per year</li> <li>▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = \$250</li> <li>▪ Community support leader 10% of salary (includes medical, dental, life insurance) = \$200</li> </ul>	\$4,725
Travel	<ul style="list-style-type: none"> <li>▪ Local mileage for Project Manager for partner meetings: 25 miles @ \$0.30/mi. X 9 meetings = \$67.50</li> <li>▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ \$0.30/mi. X 15 times X 12 months = \$540</li> <li>▪ Travel to regional seminar: Per diem - \$30 per day X 2 days = \$60; Airfare = \$400</li> </ul>	<ul style="list-style-type: none"> <li>▪ Local mileage for Project Manager for partner meetings: 25 miles @ \$0.30/mi. X 15 meetings = \$112.50</li> <li>▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ \$0.30/mi. X 15 times X 12 months = \$540</li> </ul>	\$2,373
Equipment	<ul style="list-style-type: none"> <li>▪ DesignJet 4200 256MB 42in large format scanner for mapping = \$5,000</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	\$5,000
Supplies	<ul style="list-style-type: none"> <li>▪ 20 reams of copy paper @ \$4.00 for outreach materials = \$80</li> <li>▪ Laptop computer for Outreach worker to work off-site on community \$1,000</li> <li>▪ Miscellaneous supplies for staff on this project = \$500</li> </ul>	<ul style="list-style-type: none"> <li>▪ Miscellaneous supplies for staff on this project = \$500</li> </ul>	\$4,180
Contractual	<ul style="list-style-type: none"> <li>▪ Consultant for Quality Assurance Project Plan = \$3,000</li> <li>▪ Bookkeeper/Accountant \$10/hr @ 3 hrs/week @ 52 weeks = \$1,560</li> </ul>	<ul style="list-style-type: none"> <li>▪ Bookkeeper/Accountant \$10/hr @ 3 hrs/week @ 52 weeks = \$1,560</li> </ul>	\$7,680
Construction	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	<ul style="list-style-type: none"> <li>▪ None</li> </ul>	\$0
Other	<ul style="list-style-type: none"> <li>▪ Sub-grant to Partner 1 = \$3,000</li> <li>▪ Sub-grant to Partner 2 = \$2,000</li> <li>▪ Telephone \$30/month X 12 = \$360</li> <li>▪ Postage \$900 for outreach materials</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sub-grant to Partner 1 = \$3,000</li> <li>▪ Sub-grant to Partner 2 = \$2,000</li> <li>▪ Telephone \$30/month X 12 = \$360</li> <li>▪ General postage = \$100</li> </ul>	\$ 10,920
		Indirect Cost	\$1,872
		Total	\$75,000

## APPENDIX D

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 "Apply for Grants" 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 for the announcement.. To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R2-EJ-07-01, or the CFDA number that applies to the announcement (CFDA 66.311), 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 application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59pm, April 13, 2007.

Please submit all of the proposal/application materials described below. To view the full funding announcement, go to [http://www.epa.gov/region02/grants/2007\\_rfa\\_ejcps\\_puertorico.pdf](http://www.epa.gov/region02/grants/2007_rfa_ejcps_puertorico.pdf) 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. SF-424 Application for Federal Assistance
- II. Key Contacts Form
- III. Workplan
- IV. Detailed Budget
- V. Proof of Non-profit Status

**The Application package *must* include all of the following materials:**

**1. SF-424, Application for Federal Assistance**

**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.

**The document, SF-424**, above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For this document, 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 the 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.”

## **2. Key Contacts Form**

The Key Contacts Form – Complete the form. There are no attachments. This form merely lists all the key personnel within your organization who will be involved in the project.

**The document, Key Contacts Form**, above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For this document, 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 the 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.”

## **3. Workplan**

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

**You must follow all the instructions under Section IV. B. 3, “Workplan.” If you do not carefully follow the instructions or if you fail to address any required element in the Workplan, it may impact your ability to secure an award under this Program.**

For your Workplan, you will need to attach an electronic file. Prepare your narrative workplan as described above in Section IV. B. 3 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your workplan to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your Workplan (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 workplan, 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.”

#### **4. Detailed Budget**

You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized and broken into unit costs. Your budget will be evaluated on the reasonableness of the costs and how the budget relates to the activities in your workplan. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “Detailed Budget,” and submit it under “Other Attachments Form.”

### 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 IV.B.3 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.

For documents IV and V, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” For proof of non-profit status, you will need to scan this document, save, and attach using the directions above. 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 – FY07 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the

name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY07 Assoc Prog Supp – 2<sup>nd</sup> 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., 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 Christina Maldonado (see Section VII).

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 contact Christina Maldonado (see Section VII). Failure to do so may result in your application not being reviewed.

