

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Sustainability for the 7th Generation Initiative (SGI)

ACTION: Request for Applications (RFA)

RFA NUMBER: OAR-OAQPS-09-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.038

DATES: The closing date for receipt of hard copy application packages is **January 23, 2009, 4:00 p.m., Eastern Standard Time (EST)**. Electronic submissions must be submitted via www.grants.gov by **January 23, 2009, 11:59 p.m., EST**. Applications received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose application has been successfully evaluated and preliminarily recommended for award.

SUMMARY: The United States Environmental Protection Agency (U.S. EPA) is accepting applications from federally recognized Tribal governments and Tribal consortia. This notice announces the availability of funds and solicits applications from eligible entities to receive financial assistance through the Sustainability for the 7th Generation Initiative (SGI). The way of life for many Indian cultures is centered on the concept of “seven generations.” That is to say that the decisions today are always considered by the impact they will have on the seventh generation to come. The SGI provides a framework to integrate transportation, energy, land use and air quality planning programs into projects that yield measurable air quality benefits in a relatively short period of time. SGI works with eligible entities to help develop activities to help reduce emissions and promote sustainability with the goal of cleaner and healthier air. This is performed by participants working with EPA and other partners to increase Tribal community participation and leverage resources. The long-term goal is to help Tribal communities build self-sustaining, Tribal community-based partnerships that will continue to achieve positive environmental impacts, livability/cultural preservation, and economic development benefits for many generations to come.

FUNDING/AWARDS: The total estimated funding available under this competitive opportunity is approximately \$100,000. EPA anticipates award of up to two cooperative agreements resulting from this solicitation, subject to availability of funding and the quality of applications received, ranging in value up to \$50,000 each.

CONTENTS BY SECTION

- I. Funding Opportunity Description**
- II. Award Information**
- III. Eligibility Information**
- IV. Application and Submission Information**
- V. Application Review Information**
- VI. Award Administration Information**
- VII. Agency Contacts**
- VIII. Other Information**

I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

U.S. EPA provides an opportunity for Tribes seeking to establish an environmental presence on their reservation. The way of life for many Indian cultures is centered on the concept of “seven generations.” In other words, decisions made today are always considered by the impact they will have on the seventh generation to come. The Sustainability for the 7th Generation Initiative (SGI) is a program designed to help Tribal communities reduce their emissions and promote sustainability with the goal of cleaner and healthier air. Participants work cooperatively with EPA and other partners to increase Tribal community participation and leverage resources. This effort will provide a framework that, when implemented in Indian country, can achieve measurable emissions reductions within 3 years. The framework is designed to be replicable in various locations, but with the flexibility to meet the needs and priorities of the individual locations. EPA serves as a catalyst to help the project location identify local issues, determine activities to address those issues, build partnerships within the Tribal community and surrounding community, and provide a framework of technical expertise and resources to help achieve the project objectives. The SGI program objectives include: making the project place-based and locally-driven; encouraging collaboration between multiple stakeholders at the public and private level; identifying and leveraging resources (both monetary and in-kind) among public and private partners; and utilizing a consensus-based project selection approach through a core management group of stakeholders.

A similar type of program, the Sustainable Skylines Initiative (SSI), has been piloted in Dallas, Texas and Kansas City, Kansas and Missouri. For more information on the Sustainable Skylines Initiative visit www.epa.gov/sustainableskylines. EPA is now planning to expand this type of effort to Indian country. To do this EPA is interested in developing up to two pilots in Indian country.

B. Scope of Work

U.S. EPA is soliciting applications for projects and programs designed to address air quality issues through Indian country in the locations of EPA Region 5 states of Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin. Potential Sustainable 7th Generation Initiative locations would need to address the following issues, such as air quality, climate change, transportation, energy, land use, green buildings and resource efficiency. A project must be in the nature of research, investigation, study, experiment or demonstration designed to advance the state of the knowledge in the chosen project location. Projects are chosen for their ability to address the objectives outlined above and their ability to yield measurable environmental benefits within three years. (The activities do not have to be completed within three years, but at least be able to quantify initial benefits within a three year period.)

The Sustainable 7th Generation Initiative (SGI) is intended to result in projects that:

- Maximize federal, state, regional, and local resources to provide tangible cross-cutting projects that result in specific air, water, waste and livability/cultural preservation benefits.
- Provide economy of scale to amplify media attention, level of support, and outreach ability for specific projects while showcasing a larger sustainability effort.
- Bridge Tribal and regional sustainability efforts to re-energize existing programs and developing key emerging priorities.

Under the SGI, there is no one definition for a project location. Applicants will need to provide a concise description of their proposed project location. A Tribal reservation would normally be

considered a project location. For example, in our SSI pilot locations, the metropolitan area of Dallas, Texas is considered one project location while both Kansas City, Kansas and Kansas City, Missouri are considered one project location.

To be considered for the Sustainable 7th Generation Initiative (SGI), applicants **must address one or more activities in at least five of the following seven categories:**

1. livability/cultural preservation (e.g., visibility impairment reduction activities, mitigation of air pollution impacts on culturally important species such as food sources)
2. stationary and area sources (e.g., conduct pollution prevention audits for small business to reduce energy consumption and environmental impacts)
3. energy and climate (e.g., reduction of landscape equipment emissions through sustainable lawn irrigation and turf management)
4. land use transportation strategies (e.g., increased public transportation, reduction in vehicle miles traveled, converting parking lots to parks)
5. diesel engines (e.g., reduction in idling, retrofits)
6. green building and development (e.g., link green building techniques with affordable housing initiatives)
7. off-road sources (e.g., small off-road equipment replacement & retrofits)

Even though all applicants must address at least five project categories as noted above to be eligible for the SGI, funding under this cooperative agreement can **not** be used for implementation. Funding **can** be used for such activities as:

- investigating different environmental problems in the project location and preparing education materials for the community regarding the result of the investigations;
- analyzing the problem in the project location and their relative risks and potential solutions;
- finding additional partners and resources to make the project self-sustaining;
- evaluating and tracking the progress of the project, measuring results, and communicating lessons learned with their and other communities;
- convening, facilitating and providing information to the stakeholder group, community or general public about any of the above activities and their results.

Since the SGI provides a framework for achieving sustainability which focuses on stakeholder partnerships and involvement, EPA does not expect the applications to describe fully planned activities for categories listed above. However, applications should identify the one category for which they anticipate there to be an issue and describe the type of activity or activities to be conducted. (While only one activity is required to be eligible for the grant, the applicant may decide to include more than that one activity if they so choose.) Applications that do **not** address at least one category will be rejected. Applicants are not limited to the examples cited for each of the seven project categories. Not all of the activities described in the application will be funded through this cooperative agreement. The premise of this initiative is that supplemental funding could come from the various stakeholders and initiative partners such as state or local governmental agencies, Tribal community, and/or private partners. The application should explicitly state which of the activities described are requesting funding at this time from this assistance agreement.

The key to SGI is the process of forming and maintaining partnerships at both the private and public level. The overall goal of the SGI is to work in partnership with the funded entity to create a locally-led,

self-sustaining, Tribal community-based partnership that will continue to improve the local environment, even after the cooperative agreement ends. The partnership needs to include representatives and stakeholders from all “sides” of the community: residents, local businesses, and local governments. All partners and stakeholders work together to collect information, disseminate information out to the community, collect feedback, and use a consensus-based process to make decisions. SGI requires that all project locations be willing to work together and commit to collaborating to achieve long-term sustainability. To achieve success, it is important that the project location seek community-participation and increase community-awareness.

EPA will make available to all recipients a resource pool of technical support and information such as initiative brochures; database consisting of various sustainable activities and the resource needs to implement the activities; “how-to” manual on how to get the project started, recruit and form partnerships, market and hold press events; and a network consisting of other EPA and federal offices which can provide additional technical support.

EPA’s technical support and information include but not limited to the following:

- Information about EPA and other federal programs: This includes support and information from not only EPA but other federal programs that have joined the initiative. This allows for better collaboration and networking between federal programs and local communities.
- Technical Support: The recipient will receive both EPA headquarters and regional support from staff that will be available to the partnership group. This could include scientific data and information such as access to databases, models and other forms of support to evaluate and reduce risks, and support as to how to develop an action plan, select individual activities, form partnerships, consensus-building, communication and marketing strategies, establish programmatic goals which can be measured, and become self-sustaining long after the agreement ends.
- Training: All SGI recipients will be required to attend one annual training each year of the grant (a maximum of one training each year). Some of the training objectives will be to help the recipient with strategic planning, developing an action plan, cooperative agreement management and reporting requirements, sharing of ideas and lessons learned from pilot projects, and opportunities to increase awareness and networking with other community representatives. **Expenses for annual training (i.e., travel, lodging, etc.) must be included in the applicant’s budget narrative proposal (see Section IV.D.2(h)). The first training will occur in Dallas, Texas March, 2009. (Training locations for 2010 and 2011 have yet to be determined, applicants can include travel cost estimates for these).**
- Communication and Coordination: All recipients are connected together through regular emails, conference calls, and newsletters, so the project locations can provide informal and formal support to each other, share ideas and experiences and help each other solve problems. Being able to share information, build upon lessons learned, and network with various federal and state/local agencies is one of the keys of the Sustainable 7th Generation Initiative. The overall goal of the SGI is to help project locations achieve sustainability with the goal of cleaner and healthier air but to do this in a locally-led, self-sustaining, collaborative way.

C. EPA Strategic Plan Linkage, Anticipated Outcomes/Outputs and Performance Measures

- 1. Linkage to EPA Strategic Plan.** This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Healthier Outdoor Air), Sub-Objectives 1.1.1 (More People Breathing Clean Air), 1.1.2 (Reduced Risk from Toxic Air Pollutants), Objective 1.2 (Healthier Indoor Air) and Objective 1.4 (Radiation). This project supports EPA efforts “to protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants.” (http://www.epa.gov/cfo/plan/2006/entire_report.pdf)
- 2. Outputs.** The term “output” means an environmental activity, effort, and/or associated work product related to an environmental goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the activities to be funded under this announcement will vary. Where applicable, emission reductions from the demonstration project should be quantified and compared to emission reductions that would have been achieved through the use of proven existing control technologies. As a minimum, expected outputs are:

- Creation of a broad-based locally-led stakeholder group that has an understanding of and has prioritized the list of risks and environmental pollutants in their project location and engaged the community through a consensus process.
- The project location reaches a consensus of the selection of partnership programs and /or other approaches to address the project location’s risks and these programs and approaches are implemented to reduce risks in the project location. While different locations will select different partnership programs, they will be expected to achieve the specific outputs/outcomes of the programs they chose.

To estimate *some* of the anticipated *outputs* of your application, EPA highly encourages you to use one or more of the models described below where possible:

- EPA Greenhouse Gas Emissions Quantifier: <http://epa.gov/cleanenergy/energy-resources/calculator.html>
- Energy Star, WaterSense, WasteWise and other quantification tools: <http://epa.gov/energy>
- EPA Diesel Emissions Quantifier <http://cfpub.epa.gov/quantifier/>

Progress reports and a final report will also be a required output, as specified in Section VI.D of this announcement, “Reporting Requirement.”

- 3. Outcomes.** The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

Examples of environmental outcomes from the projects to be funded under this announcement may include but are not limited to the following: increased coordination of city and regional sustainability efforts; identification and implementation of priority projects, and increased understanding of the environmental or economic effectiveness of the demonstrated technology or best practice.

- 4. Performance Measures.** To receive a cooperative agreement, the applicant must develop performance measures they expect to achieve through the proposed activities. *The performance measures should focus on specific, quantitative actions related to the applicant's activities, outputs, and outcomes.* These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform future recipients.

a. Developing Performance Measures for your Proposed Work Plan

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- 1) What are the measurable short term and longer term results the project will achieve?
- 2) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

One tool that may be useful in developing output and outcome measures is a “logic model.” A logic model is a visual model that shows the relationship between your work and your desired results. It communicates the performance story of your project, focusing attention on the most important connections between your actions and the results. A logic model can serve as a road map for the project, explaining where you are and where you hope to end up.

The following web sites provide information on how to develop a logic model and how to use a logic model as a tool to develop project measures:

- The Kellogg Foundation guide to developing logic models
www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf
- EPA Region 10 web page on measurement information and tools
<http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results>
- University of Wisconsin Extension Service online course on enhancing performance using logic models www.uwex.edu/ces/Imcourse
- National Fish and Wildlife Foundation logic model framework examples at www.nfwf.org/evaluation/logicframework.cfm

D. Supplementary Information.

The statutory authority for this action is the Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution. Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation activities are not eligible for funding under this announcement.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for award under this competitive opportunity shall not exceed \$100,000.

B. Partial Funding

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. How many agreements will EPA award in this competition?

EPA anticipates award of up to two cooperative agreements resulting from this solicitation, subject to availability of funding and the quality of applications received, ranging in value up to \$50,000 each. The value of each award will depend on the specific activity described in the application, the quality of the evaluated applications and the availability of funds and quality of evaluated applications. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of original selection date. EPA reserves the right to reject all applications and make no awards under this announcement.

D. What is the project period for awards resulting from this solicitation?

The estimated project period for awards resulting from this solicitation will begin March 1, 2009. Proposed project periods may be up to 3 years.

E. Funding Type

The funding for selected projects will be in the form of a cooperative agreement. Cooperative

agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.038, Training, Investigations, and Special Purpose Activities of Federally-Recognized Indian Tribes Consistent with the Clean Air Act (CAA), Tribal Sovereignty and the Protection and Management of Air, for grants awarded under CAA Section 103, applications will be accepted from federally recognized Tribal governments and Tribal consortia.

B. Eligible Items

Projects eligible for funding under Section 103 include but are not limited to ambient (outdoor) and indoor air quality management research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

Assistance awarded under the authorities described in this application **may not** be used to fund the purchase or construction of real property, mediation activities, nor personnel not actively involved in implementing said project or program elements.

C. Cost Sharing or Matching

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

However, applicants proposing a voluntary financial or in-kind commitment of resources may improve their scoring under the Leveraging Resources evaluation criterion of this solicitation (*Refer to Section V.A Evaluation Criteria*). Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24.

D. Threshold Eligibility Criteria

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see above) that meet all of the threshold criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1. Proposed projects must be located within EPA Region 5. EPA Region 5 is defined as the states of Illinois, Indiana, Michigan, Minnesota, Ohio, or Wisconsin.
2.
 - a. Applications must substantially comply with the application 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 application or parts thereof (e.g., narrative proposal), pages in excess of the page limitation will not be reviewed.
 - b. In addition, applications must be received by the EPA or received through <http://www.grants.gov/>, as specified in Section IV of this announcement, on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. applications received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems solely attributable to grants.gov and not the applicant. For hard copy submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Yvonne W. Johnson (919-541-3921 or Johnson.yvonne@epa.gov) as soon as possible after the submission deadline—failure to do so may result in your application not being reviewed.
3. Applications must support Goal 1 “*Clean Air and Global Climate Change*”, “*Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced. Reduce greenhouse gas intensity by enhancing partnerships with businesses and other sectors*” of EPA’s Strategic Plan.
4. Applications must not be for the purpose of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.
5. Applications must address at least one activity in at least five of the seven project categories as stated in Section I.B Scope of Work.

6. A project must be in the nature of research, investigation, study, experiment or demonstration designed to advance the state of the knowledge in the chosen project location.
7. Hard copy applications will only be accepted via an express delivery service. EPA will not accept applications sent via U.S. Postal Service, FAX, or email.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

EPA encourages applicants to obtain application materials and apply electronically through <http://www.grants.gov>.

Applicants may also download individual grant application forms from EPA's Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm or <http://www.epa.gov/ogd/AppKit/application.htm>

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

B. Mode of Application Submission

Applicants have the option to submit their applications in *one of two ways*: 1) Hard copy via express delivery, or 2) electronically via <http://www.grants.gov/>. Applications will not be accepted via email, fax or U.S. Postal Service. All applications must be prepared, and include the information as described in Section IV.C. below, regardless of mode of transmission.

1. Hard Copy Submission

Please provide one original of the application package (including signed and completed SF-424 and SF-424A forms) and four copies, preferably double-sided and not in binders or spiral binding, no later than **January 23, 2009, 4:00 p.m., EST.** to:

Hard Copy via Express Delivery (FedEx, UPS, DHL, etc.)

Yvonne W. Johnson
U.S. Environmental Protection Agency
OAQPS/OID/CTPG (C304-03)
4930 Page Road
RTP, NC 27709
Phone: (919) 541-3921

EPA will not accept applications sent via U.S. Postal Service, FAX, or email.

2. Grants.gov Submission

Your organization's AOR (Authorized Representative) **must** submit your complete application package as described below, electronically to EPA through Grants.gov (www.grants.gov) no

later than **11:59 p.m. EST on January 23, 2009**. 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 www.grants.gov and click on “Get Registered” on the left side of the page. **Registration process may take a week or longer to complete**. If not already registered, we encourage your organization to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to 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 www.grants.gov/help/help.jsp or 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-OAR-OAQPS-09-01**, or the CFDA number that applies to the announcement (CFDA 66.038), in the appropriate field. You may also be able to access the application/application package by clicking on the Application button at the top right of the synopsis page for this announcement on www.grants.gov (to find the synopsis page, go to 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).

If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Application Materials

An application package **must** include all the Grant Application Forms listed below and a comprehensive Narrative Proposal as described in Section IV.C of the announcement. The narrative proposal should be readable in Adobe Acrobat PDF for Windows and consolidated into a single file and be prepared in accordance with Section IV.C of the announcement.

Grant Application Forms

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form LLL, *Pre-Award Disclosure of Lobbying Activities*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*

The **Grant Application Forms** listed above listed under Application Materials should appear in the “Mandatory Documents” box on the [http://www.grants.gov/](http://www.grants.gov) “Grant Application Package”

page. Click on the appropriate forms 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.”

The **Narrative Proposal**, will require attachment of electronic files. Prepare your narrative proposal as described in Section IV.C of this announcement and save the document(s) to your computer as a PDF file. When you are ready to attach your narrative proposal to the “grant application package”, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your narrative 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 file name should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your application, 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 your entire application package (signed grant application forms and a complete narrative proposal) has been saved, send it to your Authorized Representative (AOR) for submission to U.S. EPA via www.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., FY09), 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 their 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, they may contact grants.gov for assistance by phone at 1-800-518-4726 or email at www.grants.gov/help/help.jsp.**

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

C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain completed and Signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/forms/forms.htm>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction Programs*
- Standard Form 424B, *Non-Construction Programs*
- Standard Form LLL, *Pre-Award Disclosure of Lobbying Activities*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*

Narrative Proposal

The Narrative Proposal (**including sections 1-3 below**) cannot exceed a maximum of 15 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 15-page limit.

1. Summary Information Page (recommended not to exceed one page)

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates. (Projects are anticipated to begin March 1, 2009 and end no later than February 28, 2011.)

2. Narrative Proposal Work-Plan

The narrative proposal work-plan must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and must address each of the evaluation criteria set forth in Section V.

- a. **Project Summary/Approach:** The summary shall contain the following components:
 - Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task.
 - Concise description of proposed project location
 - Description of the associated work products to be developed
 - Explanation of project benefits to the public, and specifically the potential audiences served.

- Description of the roles of the applicant and partners, if any.
- Description of the applicant’s organization and experience related to the proposed project.
- Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A such as “other” and “contractual.”

***Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency during application phase.**

- b. Specific Environmental Outputs:** Identify Expected outputs from the activities to be funded under this announcement will vary. Where applicable, emission reductions from the demonstration project should be quantified and compared to emission reductions that would have been achieved through the use of proven existing control technologies. For more specific information see section I.C.2.
- c. Desired Environmental Outcomes:** Identify at least one of the seven project categories as described in Section I.B. and provide a brief explanation of activity or activities decided on or which may be of interest. Specify the expected quantitative and qualitative outcomes of the project, including how you will assess your progress in achieving the outcomes, and how you will measure and evaluate the results of your project.
- d. Collaboration or Partnerships:** Identify all proposed partnerships and stakeholder groups that will be involved in the project and what each groups’ roles will be in project staffing, funding, design and implementation. (Applicants are encouraged to submit proposed partnership letters; these letters will not be counted in the 15-page limit. See Section IV.D(4)(b) for more information)
- e. 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 applicants under this factor in Section V, 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 application and you will receive a neutral score for this factor under Section V. If you do not provide any response for this item, you may receive a score of 0 for this factor.

- f. Programmatic Capability:** Submit a list of 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 that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the application and you will receive a neutral score for these factors under Section V. If you do not provide any response for this item, you may receive a score of 0 for this factor.

Leveraged Resources: Demonstrate how you will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority.

- g. Budget:** Provide a detailed itemized budget application using the **example** below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be funded by EPA grant, and what portion will be paid by the applicant or other partners. Break out budget by year.

Budget Example:

1. Personnel:

Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds. For example: **EPA Grant** **Applicant**

* Fleet Manager @ \$600/wk x 12 weeks = \$7,200 \$0

(or)

* Fleet Manager@ \$15/hr x 40 hrs/wk x 12/wks =	\$0	\$7,200
Total =	<u>\$7,200</u>	<u>\$7,200</u>

2. Fringe Benefits:

Indicate all mandated and voluntary benefits to be supplemented with these funds. For example:

	EPA Grant	Applicant
* Health Insurance-		
1 FTE @ \$35/month x 12/months =	\$420	\$0
* Dental –		
1 FTE @ \$40/mo x 12/months =	\$480	\$0
Total =	<u>\$900</u>	<u>\$0</u>

3. Travel:

Indicate number of individuals traveling, destination, number of trips, and reason for travel. For example:

	EPA Grant	Applicant
* Site Visit to Regional Transportation Warehouse		
Local Travel Mileage - 1000 miles x \$0.36 =	\$0	\$360
*Strategic Meeting with Co-applicants		
Air Fare for 1 person to Chicago, IL =	\$250	\$0
Per diem for 2 days @ \$40/day for 1 person =	\$80	\$0
Hotel for 1 night for 1 person =	\$75	\$0
Total =	<u>\$405</u>	<u>\$360</u>

4. Equipment:

Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. EPA policy defines equipment as items costing \$5,000 or greater. Indicate if your organization’s definition differs. For example:

	EPA Grant	Applicant
* 5 Diesel Particulate Filters @ \$7,000/each	\$35,000	\$0
Total =	<u>\$35,000</u>	<u>\$0</u>

5. Supplies:

Indicate any items to be purchased that will be used in support of air project workplan objectives.

	EPA Grant	Applicant
For example:		
* 50 DOC and anti-idling pamphlets for community members @ \$2 each	\$0	\$100
*Copying and postage costs	\$0	\$100
Total =	<u>\$0</u>	<u>\$200</u>

6. Contractual:

Indicate any proposed contractual items that are reasonable and necessary to carry out the workplan objectives. Please note that contracts must be competed in accordance with 40 CFR 30.44 or 31.36, as applicable. Examples of

contractual items include training from equipment manufacturer, installation of retrofit equipment by 3rd party, etc. For example:

	EPA Grant	Applicant
* Fleet mechanic training on retrofitting, anti-idling workshop 50 mechanics @ \$100/each	\$5000	\$0
* Installation of DOCs 20 units @ \$75/each [\$15.00 per sample = 15 x 52 = \$780]	\$0	\$1,500
Total =	<u>\$5,000</u>	<u>\$1,500</u>

7. Other:

Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the workplan.

For example:

	EPA Grant	Applicant
* Office needs (postage, phone, fax, etc.) =	\$150	\$150
* Office space (utilized for project-related activities such as installation, etc.) \$120/mo x 2/mo =	\$240	\$0
Total =	<u>\$390</u>	<u>\$150</u>

8. Total Direct Charges:

Summary of all costs associated with each object-class category.

	EPA Grant	Applicant
* Total =	<u>\$29,895</u>	<u>\$9,410</u>

9. Total Indirect Costs:

Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/grant period. If the organization has no approved rate, the applicant should indicate if organization is in negotiations with their cognizant federal agency to obtain a new rate.

	EPA Grant	Applicant
* IDC Rate is 10% of total direct charges =	<u>\$3,895</u>	<u>\$0</u>

10. Total Cost:

Indicate overall figure of all direct and indirect costs. For example:

	EPA Grant	Applicant
* Total Budget =	<u>\$52,790</u>	<u>\$9,410</u>

***Management Fees:** When formulating budgets for applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent

authorized as a direct cost of carrying out the scope of work.

h. Attachments. These are not included in the 12-page limit.

1. Resumes. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

2. Support Letters. Specifically indicate how the supporting organization(s) will assist in the project and include any letters from the state, local, or tribal agencies and/or other private partners agreeing to support this project.

D. Submission Dates and Times

Applications must be postmarked or received by EPA on or before **January 23, 2009, 4:00 p.m., EST by hardcopy or through www.grants.gov by 11:59 p.m., January 23, 2009.** Applications received after the closing date and time will not be considered for funding. Please see Section IV.B for specific submission instructions.

E. Contracts and Subawards:

1. Can funding be used for the applicant to make subawards, acquire contract services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their application/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the application/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the application solely based on the firm's role in preparing the application/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the application/application if the applicant demonstrates in the application/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the application/application if the applicant demonstrates in its application/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the application/application evaluation process unless the applicant complies with these requirements.

F. 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 confidential 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. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

G. Pre-Application Assistance and Communications

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

V. APPLICATION REVIEW INFORMATION

Only those applications that meet the threshold criteria in Section III.C will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their application submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) (15 pts) the extent and quality to which the proposal narrative includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) (10 pts) the extent and quality to which the application's goals are innovative but realistic and will be actually implemented by project end, (iii) (10 pts) whether the application sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).</p>	<p>35</p>
<p>2. <u>Environmental Results—Outcomes and Outputs:</u> Under this criterion, the Agency will evaluate: (i) (10 pts) the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement, (ii) (5 pts) the potential for the project to achieve multi-pollutant reductions.</p>	<p>15</p>
<p>3. <u>Past Performance--Programmatic Capability and Reporting on Environmental Results:</u> Under this criterion, the Agency will evaluate the applicant's technical ability to successfully complete and manage the proposed project taking into account the applicants: (i) (10 pts) 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) (5 pts) history of meeting reporting requirements on 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) (5 pts) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) 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 within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily</p>	<p>20</p>

explained why not.	
<u>NOTE:</u> In evaluating applicants 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 under this criterion. A neutral score is half of the total points available in a subset of possible points. If you do not provide any response for these items, you may receive a score of 0 for these factors.	
4. <u>Staff Expertise/Qualifications:</u> (i) (5 pts) Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project , (ii) (5 pts) and description of the applicant’s organization and experience relating to the proposed project.	10
5. <u>Budget/Resources:</u> (i) (5 pts) Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, (ii) (5 pts) whether the budget provides an approximation of the percentage of the budget designated for each major activity.	10
6. <u>Leveraging Resources:</u> Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Any form of proposed leveraging that is evaluated under this factor must be included in the narrative proposal portion of the application and must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.	10

B. Review and Selection Process

Each application will be evaluated by a review team chosen to address a full range of issues associated with air quality. The evaluation team will base its evaluation solely on this RFA’s Section III.D, Threshold Eligibility Criteria and Section V.A., Evaluation Criteria. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking. (*Refer to Section V.A, Evaluation Criteria*).

C. Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following final selections, all applicants will be notified regarding their application’s status.

a. EPA anticipates notification to *successful* applicant(s) will be made, via electronic and postal mail by February 13, 2009. Applicants selected for funding will have an opportunity to negotiate elements of their work plan and budget and submit final applications, including all required assistance documents before the final award consistent with EPA's Competition Policy (EPA Order 5700.5A1, Section 11). The notification, which advises that the applicant's application has been successfully evaluated and recommended for award, is **not** an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic and postal mail by February 13, 2009. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review.

C. DUNS Number

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal assistance agreements. 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 website at: <http://www.dnb.com>.

D. Reporting Requirement

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

E. Disputes

Assistant 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) located on the web at: http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award

administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

VII. AGENCY CONTACTS

For further information, contact:

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OAQPS/OID/CTPG (C304-03)
RTP, NC 27711
Phone: (919) 541-3921
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All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: http://www.epa.gov/air/grants_funding.html.

VIII. Other Information

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.