

# U.S. EPA Region 6 Lead Based Paint Vulnerable Population Grant Request for Proposals (RFP) FY 2012

**AGENCY:** U.S. Environmental Protection Agency (EPA), Region 6, Multimedia Planning and Permitting Division, Toxics Section

**TITLE:** Lead-Based Paint Vulnerable Population Projects (2012)

**ACTION:** Request for Proposals

**RFP NO:** EPA-R6-LBP-12-01

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:**  
66.718 National Community – Based Lead Outreach and Training Grant Program

**DATES:**

The closing date and time for receipt of proposal submissions, regardless of mode of submission, is **5/15/2012**, 5:00 p.m., Central Standard Time (CST). All hard copies of proposal packages must be received by **5/15/2012**, 5:00 p.m. CST in order to be considered for funding. Electronic submissions must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) by **5/15/2012**, 5:00 p.m. CST in order to be considered for funding. ***Proposals received (if hard copy) or submitted electronically after the closing date and time will not be considered for funding.***

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an **Intent to Apply** by **5/1/2012** to the Agency Contact listed in **Section VII** of this announcement by postal or electronic mail. Submission of Intent to apply is **optional**; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

Expected Start Date of Selected Grant(s): ***On or after 10/1/2012.***

**SUMMARY:**

**Notice of Request for Proposals for Projects to be Funded from the Multimedia Planning and Permitting Division, Lead-Based Paint Projects for Region 6 – CFDA 66.718**

The U.S. Environmental Protection Agency (EPA) Region 6 is soliciting grant proposals from eligible entities to raise awareness of the hazards of lead-based paint, especially from renovation and repair activities in older homes and child care facilities, with the goal of reducing children's exposure to lead.

Applicants should provide information from the candidate community on the following criteria:

- 1) amount of housing stock that is pre-1978
- 2) data on children with Elevated Blood Lead Levels (EBLLs)
- 3) whether a significant amount of renovation, repair and painting activities are expected to occur in this community (e.g., post-natural disaster, trend in renovations or additions, etc.)
- 4) statistics on children living in poverty
- 5) how the preceding four criteria may be exacerbated by population density issues (e.g., densely populated urban areas or very sparsely populated rural and/or tribal areas. A community may be a neighborhood, town, city or region that might incorporate more than one town, such as the Texas Panhandle.)

Partnerships between community-based organizations, local governments, faith-based groups, and /or other entities to improve the environmental health of a community regarding lead poisoning prevention are encouraged.

## **FUNDING/AWARDS**

EPA Region 6 has approximately \$50,000 to award. It is anticipated that approximately 1-2 awards will be made. The number of grants EPA will fund as a result of this announcement will be based on the quality of proposals received, the availability of funding, and other applicable considerations. EPA reserves the right to reject all proposals and make no awards.

## **CONTENTS BY SECTION:**

### **I. Funding Opportunity Description**

### **II. Award Information**

### **III. Eligibility Information**

### **IV. Proposal and Submission Information**

### **V. Proposal Review Information**

### **VI. Award Administration Information**

### **VII. Agency Contact**

### **VIII. Other Information (Appendices)**

## **SECTION I - FUNDING OPPORTUNITY DESCRIPTION**

### **A. Purpose and Goals**

According to the latest data available from the Centers for Disease Control and Prevention (CDC), approximately 0.9 percent of children remain at risk for adverse health effects of elevated blood-lead levels (> or = to 10 ug/dl). In addressing the remaining vulnerable populations of children at risk, particularly in low-income communities, it is important to consider a variety of approaches to reach those children who are still at risk. In order to do this, EPA would like to raise awareness about lead poisoning prevention, particularly regarding renovation, repair and painting activities. These type activities, along with deteriorating paint, are the largest contributor to childhood lead poisoning. The EPA Renovation, Repair and Painting (RRP) rule was developed to reduce possible exposure to lead paint and dust from these activities, and became fully effective in April 2010. However, many in the general public are still not aware of the dangers of home renovations and not even all contractors have been RRP trained and certified.

EPA Region 6 believes that in order to address the remaining children at risk for lead poisoning, it must look at the lead problem from the community level. The community represents a smaller nucleus and may have an understanding of how best to communicate effectively to stakeholder groups. Target audiences include, but are not necessarily limited to: pre-1978 home owners, Do-It-Yourselfers (DIYers), apartment managers, child care facility managers, parents, health care providers, city building permit and/or code enforcement departments, and contractors.

EPA Region 6 seeks to award grants to recipients under this program who are best able to undertake activities that will raise awareness of the hazards of lead-based paint, especially from renovation and repair activities in older homes and child care facilities, with the goal of reducing children's exposure to lead.

EPA Region 6 will fund up to **two (2)** demonstration, training, outreach and/or education projects that are expected to achieve measurable environmental results (see Section I.D.) in the priority areas as outlined in **Section I.C.**

### **B. Background**

The number of children with elevated blood-lead levels has continued to decrease, even though tens of thousands children under six years old still have blood lead levels greater than or equal to CDC's level to

trigger community-wide prevention activities of 10 ug/dl (micrograms per deciliter). Additionally, recent studies indicate adverse health effects to children at levels lower than 10 ug/dl. In response, and because approximately 38 million home built before 1978 have the potential of lead-based paint, EPA is targeting reductions in the number of children with blood lead levels of 5 ug/dl and greater.

Many communities in this country continue to be disproportionately affected by childhood lead poisoning. These communities, which are often under-served, range from tracts of low-income, older, and poorly maintained housing, to rural or tribal communities, and to communities experiencing a significant amount of renovation or repair due to natural disaster or other reasons. Nationally, lead-based paint exposure from deteriorated paint or renovation, repair and painting activities is the single largest source of lead poisoning. Therefore, it is important that lead education is provided to homeowners, apartment managers, day care managers and renters before they hire a contractor (or begin remodeling or renovations themselves) to work in homes with lead hazards. Contractors also need to know of the RRP requirements to be trained and certified in lead-safe work practices.

Outreach efforts to target audiences in at-risk communities will help to raise awareness of the lead poisoning issues, the importance of lead-safe work practices, increase demand for trained and certified contractors, and ultimately reduce the number of incidences of childhood lead poisoning. With diverse audiences, multiple communication channels will be necessary. Coalitions / collaborations can be an effective strategy to successfully communicate lead-related messages.

### **C. Scope of Work**

Proposals are expected to address outreach and education regarding lead-based paint issues to one or more of the following audiences: pre-1978 home owners, Do-It-Yourselfers (DIYers), landlords and apartment managers, child care facility managers, parents, health care providers, building permit / code enforcement departments, and contractors. Proposals that fail to address outreach and education of at least one of the audiences mentioned **will not be reviewed**.

Communities will be reviewed on the following criteria:

- 1) amount of housing stock that is pre-1978 (percentage and/or number)
- 2) data on children with Elevated Blood Lead Levels (EBLLs)
- 3) whether a significant amount of renovation, repair and painting expected to occur (e.g., post-natural disaster, trend in renovations or additions, etc.)
- 4) statistics on children living in poverty
- 5) how the preceding four criteria may be exacerbated by population density issues (e.g., densely populated urban areas or very sparsely rural and/or tribal areas. A community may be a neighborhood, town, city or region that might incorporate more than one town, such as the Texas Panhandle).

Activities eligible for grant funding do not include lead abatement, environmental lead testing and analysis, blood-lead testing, and actual renovation activities. Activities that are part of a larger strategy/plan, supported by the partnership or an existing partnership/network that supports the needs of the community, will be preferred.

Lead poisoning prevention outreach and education may be provided to communities through various methods, including but not limited to: workshops, health fairs, guest speakers, lectures, panel presentations, demonstrations at home improvement stores, peer education, practitioner to client interactions, written materials (e.g., brochures, fact sheets, pamphlets), public service announcements, health programs, education videos, radio and television advertisements, in-home education, etc. Education on lead-safe work practices / lead poisoning prevention may be provided for landlords and renters, Do-It-Yourself homeowners, parents, health care providers, building permit / code enforcement officials, or child care facility managers, as well as outreach to contractors. The information presented should be tailored to the needs of the community.

Applicants should demonstrate that they understand how the local culture, values, language, and history of the community may positively or negatively influence health behaviors or partner with community groups who have

such background information. Applicants should be aware of any natural gathering places in the community or partner with community groups who have such background information. Text, visuals, and format should be consistent with the average literacy of the community. Outreach activities that are based on community partnership strategies that support the needs of the community will receive more points than those without such strategies. (See Evaluation Criteria Section V.D.1)

#### **D. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

Pursuant to Section 6a of EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA must link proposed assistance agreements to the Agency’s Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, <http://www.epa.gov/ogd/grants/award/5700.7.pdf>).

**1. Linkage to EPA Strategic Plan** – All proposals must support EPA’s Strategic Plan Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution; Objective 4.1: Ensure Chemical Safety. Specifically, proposed activities will “by 2014, reduce the percentage of children with blood lead levels above 5 ug/dl to 1.0 % or less” and “by 2014 reduce the percent difference in the geometric mean blood lead level in low-income children 1 – 5 years old as compared to the geometric mean for non-low income children 1 – 5 years old to 10 per cent.” For information please visit <http://www.epa.gov/planandbudget/strategicplan.html>.

**2. Outputs** - The term “output” means an environmental activity, effort, and/or associated work products 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 projects funded under this announcement may include but are not limited to: training courses, seminars, meetings, conferences, educational outreach material, the number of families and other entities who receive lead outreach and other activities that will result in the reduction of lead poisoned children.

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 outcomes that could be produced under this grant include: an increased number of organizations educated in lead poisoning prevention; an increased number of organizations who participate in lead poisoning prevention efforts; an increased number of firms and renovators becoming certified; an increased number of children tested for lead poisoning; and ultimately, a decreased number of children with elevated blood-lead levels. Additional outcomes may also be identified in the project proposal.

**4. Performance Evaluation** – The applicant should also address how they will gauge the effectiveness of their activities. For instance, will informal feedback from the audience provide an evaluation of the effectiveness of the outreach activity? Another instance, will an audience of do-it-yourselfers be asked to indicate if they plan to implement lead safe work practices during home improvement sessions. Whatever the performance evaluation approach, the proposal should describe the techniques that will be used in the project.

**Table 1** provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to lead-based paint and improve long-term environmental health outcomes.

**Table 1: Definitions**

<b>Activities</b>	<b>Environmental Outputs</b>	<b>Anticipated Intermediate Environmental Outcomes</b>	<b>Anticipated Long-term Health Environmental Outcomes</b>
Description of services your project will provide (e.g., conduct training, organize a conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of publications produced or people trained)	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g., increase in do-it-yourselfers using lead safe work practices, additional child care facilities providing lead poisoning prevention information to parents)	Long-term health environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are desirable when possible (e.g., decrease in children with elevated blood lead levels, decrease in children exposed to lead in residences or child-occupied facilities)

**Table 2: Example**

<b>Example Activities</b>	<b>Example Environmental Outputs</b>	<b>Example Anticipated Intermediate Environmental Outcomes</b>	<b>Example Anticipated Long-term Health Environmental Outcomes</b>
Identify appropriate outreach products and services and disseminate to child care facility managers about building maintenance issues and protecting children.  Encourage child care facility managers to provide information	Number of products and services disseminated  Number of child care facilities educated about lead poisoning and renovation issues  Number of child care facilities agreeing to disseminate information to	Number of parents associated with the child care facilities who were educated about lead poisoning prevention and home repair/renovation projects	Decrease in children with elevated blood lead levels  Decrease in children exposed to lead in residences or child-occupied facilities)

to parents about how to protect children in their homes.	parents		
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**E. Supplementary Information**

The statutory authority for this action is TSCA Section 10.

**SECTION II - AWARD INFORMATION**

**A. What is the amount of funding available?**

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$50,000. Successful project(s) addressing the priorities identified in Section I.B. will be funded in the range of \$25,000 - \$50,000.

Proposals for less than \$25,000 and those that exceed \$50,000 will not be reviewed.

**B. Partial funding**

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal 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 Region 6 award in this competition?**

EPA Region 6 anticipates award of up to **two (2)** cooperative agreements under this announcement ranging in value from approximately **\$25,000** to **\$50,000**, subject to the availability of funds, quality of evaluated proposals, and other applicable considerations. In addition, EPA Region 6 reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. **Any additional selections for awards will be made no later than four months from the date of the original selections.** EPA reserves the right to reject all proposals and make no award.

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

The estimated project period for awards resulting from this solicitation will begin **on or after 10/1/2012**. Proposed project periods are generally expected to be 12 months, but proposals with project periods up to 24 months will also be considered.

**E. Funding Type**

Successful applicants will be issued a cooperative agreement as appropriate. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA awards cooperative agreements for those projects in which it expects to have substantial interaction with the recipient throughout the performance of the project. EPA will negotiate the precise terms and conditions of "substantial involvement" as part of the award process. Federal involvement may include close monitoring of the recipient's performance; collaboration during the performance of the scope of work; in accordance with 40 CFR 30.44(e) or 31.36(g), as appropriate, review of proposed procurements; reviewing qualifications of key personnel; and/or review and comment on the content of printed or electronic publications prepared. EPA does not have the authority to select employees or contractors employed by the recipient. The final decision on the content of reports rests with the

recipient.

## **F. Funding Restrictions**

Grant funding MAY NOT be used for the following:

1. Buying real property, such as land or buildings.
2. Purchasing vehicles.
3. Lead hazard reduction activities, such as performing interim controls as defined in 40 CFR § 745.223 or performing abatements, risk assessments, or inspections as described in 40 CFR § 745.227.
4. Lead-based paint certification fees for individuals and firms.
5. Blood-lead screening or testing of individuals.
6. Testing children's toys or any other items for lead.
7. Meeting any legal mandate (such as federal, state, or local regulations or settlement agreements).
8. Duplication of funding for any lead-related activities that are being funded or have been previously funded by other EPA or other federal government sources.

EPA grant funds may be used only for the purposes set forth in the assistance agreement and must be consistent with the statutory authority for the award. Grant funds may not be used as matching funds for other federal grants, lobbying or intervention in federal regulatory or adjudicatory proceedings, and may not be used to sue the federal government.

## **SECTION III – Eligibility Criteria**

### **A. Eligible Applicants**

In accordance with CFDA's 66.718, proposals will be accepted from States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions. However, the projects must be performed in one or more of the following Region 6 states:

**Arkansas, Louisiana, New Mexico, Oklahoma and/or Texas.**

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, means any corporation, trust, association, cooperative or other organization that: (1) is operated primarily for scientific, educational, service, charitable or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a "non-profit organization(s)" as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit proposals under OMB Circular A-122 and this RFP.

For-profit organizations are **not** an eligible entity for this funding opportunity. Additionally, 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**.

### **B. Matching**

**No matching funds are required under this competition.**

### **C. Threshold Eligibility Criteria**

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all threshold eligibility 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. Projects must be performed in one or more of the following Region 6 states: **Arkansas, Louisiana, New Mexico, Oklahoma** and/or **Texas**. While projects must be performed within Region 6, applicants need not be located within the boundaries of EPA Region 6 to be eligible to apply for funding.
2.
  - a. Proposals must substantially comply with the 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 narrative proposal, pages in excess of the page limitation will be removed and will not be reviewed.
  - b. In addition, proposals must be received (if hard copy) or submitted electronically through [www.grants.gov](http://www.grants.gov) as specified in **Section IV** of this announcement on or before the proposal submission deadline published in **Section IV** of this announcement. **Applicants are responsible for ensuring that their proposal is received (if hard copy) or submitted electronically through [www.grants.gov](http://www.grants.gov) by the submission deadline.**
  - c. Proposals received (if hard copy) or submitted electronically through [www.grants.gov](http://www.grants.gov) 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 associated with [www.grants.gov](http://www.grants.gov). Applicants should confirm receipt of their proposal with Susan Stark at (214) 665-2704 or [stark.susan@epa.gov](mailto:stark.susan@epa.gov) as soon as possible after the submission deadline - failure to do so may result in your proposal not being reviewed. EPA anticipates final funding decisions by 6/26/2012.
  - d. Hard copy proposals will only be accepted via an express delivery service. EPA **will not accept** proposals submitted via e-mail, fax or standard 1st Class Mail delivery by the U.S. Postal Service.
3. All proposals must support EPA's Strategic Plan Goal 4: Ensuring the Safety of Chemicals and Preventing Pollution; Objective 4.1: Ensure Chemical Safety. (See **Section I.D**).
4. Proposals **must** address the priority areas and any specific requirements that apply to proposals in those areas as stated in **Section I.C**. Proposals that fail to address the priorities will not be reviewed.
5. **Applicants may submit only one proposal under this RFP. If an applicant submits more than one, EPA will contact the applicant to determine which one will be considered for review.**
6. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding.
7. Proposals that fail to address outreach and education of at least one the audiences listed in Section I.C. **will not be reviewed.**
8. Proposals for less than \$25,000 or more than \$50,000 will not be reviewed.

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

### **A. How to Obtain Proposal Package**

Applicants can download individual grant proposal/application forms from EPA's Office of Grants and Debarment website at: <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 Proposal Submission**

Applicants have the following options to submit their proposals: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through [www.grants.gov](http://www.grants.gov) as explained in **Appendix A**. Proposals **will not be accepted** via fax, email, or standard 1st class mail delivery by the U.S. Postal Service. All proposals must be prepared, and include the information, as described below in **Section IV.C** "Content of Proposal Submission", regardless of mode of transmission.

### **1. Hard Copy Submission via Express Delivery (FedEx, UPS, DHL, USPS, etc.)**

Please provide **one** original of the proposal package (including signed and completed SF 424 and SF 424A forms) --**no binders or spiral binding**--to:

US EPA Region 6, Multimedia Planning & Permitting Division  
ATTN: Susan Stark, Regional Lead Coordinator  
2012 Lead Vulnerable Population Proposal  
1445 Ross Avenue, 6PD-T  
Dallas, TX 75202

### **Hard Copy Proposal Submission Deadline**

All hard copies of proposal packages must be received by 5:00 p.m. CST on **5/15/2012**.

### **2. Grants.gov Submission (see Appendix A, Grants.gov Submission Instructions)**

**Proposal Submission Deadline:** Your organization's authorized official representative (AOR) must submit your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later **5/15/2012**, 5:00 p.m. CST.

## **C. Content of Proposal Submission**

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

### **- Standard Form (SF) 424, Application for Federal Assistance**

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>). 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.

### **- Standard Form (SF) 424A , Budget Information**

Complete the form (available at <http://www.epa.gov/ogd/AppKit/application.htm>). There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

### **- Narrative Proposal**

The Narrative Proposal (including sections 1-2 below) **cannot** exceed a maximum of **12** single-spaced typewritten pages, including the Summary Information Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are **not** included in the **12-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. **Project Manager:** Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.

d. **Funding Requested:** Specify the amount you are requesting from EPA.

e. **Total Project Cost:** Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.

f. **Project period:** Provide beginning and ending dates. (Projects are anticipated to begin **on or after 10/1/2012** and end no later than **9/30/2014**).

g. **DUNS number** – See **Section IV.C**

## 2. Proposed Project

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

### a. Executive Summary

The Executive Summary is a stand-alone document, and should not exceed two (2) pages, containing a summary of what is proposed and what you expect to accomplish. Identify the priority area(s) the project addresses and the measurable environmental results you expect to achieve; including potential human health and ecological benefits (See **Section I.D.** for environmental results information).

### b. Narrative Work Plan (includes Parts i-vii below)

The work plan should specifically address the evaluation criteria identified in **Section V** of this announcement.

#### i. Project Summary/Approach

Provide a brief description of the community(ies) selected and how the community is disproportionately impacted by lead-based paint environmental risks, such as children at risk.

Discuss the approach to provide education outreach on lead based paint health risks and ways to reduce exposure. Describe the messages to be communicated and the ability to develop and/or present these messages to the intended audience. Identify the target audiences, venues, and how messages and communications channels will be tailored to reflect the community culture. Include a project schedule including time line.

#### ii. Environmental Results – Outcomes, Outputs and Performance Measures

Identify the expected quantitative and qualitative outcomes and outputs of the project (see Section I) including what performance measurements or other means will be used to track and measure progress towards achieving the expected outcomes and outputs and how the results of the project will be evaluated.

#### iii. Programmatic Capability and Past Performance

Demonstrate access to resources to implement the project, including staff expertise and qualifications.

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 agreements, 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 whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. 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/prior 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 past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (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.

#### **iv. Partnerships**

Describe and identify proposed partnerships and how these partnerships will be used to accomplish the purposes of this grant program. Describe whether the project activities are part of a larger community strategy. Include letters of commitment from partners, including their roles and commitment (letters of support do not count toward the 12 page limit).

#### **v. Detailed Budget Narrative (See Appendix B, Budget Sample)**

Clearly explain how EPA funds will be used. This section provides an opportunity for a narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

**Management Fees:** When formulating budgets for proposals, 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.

#### **vi. Attachments**

**All proposals should include at least one letter of support from the partners or communities the project will serve.** Resumes of those involved in project execution may also be included, but are optional. **Resumes and letters do not count toward the 12 page limit for the narrative proposal.**

**NOTE:** Please do not attach examples of reports, graphs, charts, etc, from previous projects unless they are included as a part of your 12 page narrative. **Pages in excess of the 12 page limit will be removed and will not be reviewed.**

**D. 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 proposal. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal 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 proposal solely based on the firm's role in preparing the proposal.

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.

**E. 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 proposal/application if the applicant demonstrates in the proposal/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 proposal/application if the applicant demonstrates in its proposal/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 proposal/application evaluation process unless the applicant complies with these requirements.

**F. Submission Dates and Times**

The closing date and time for proposal submissions, regardless of mode of submission, is **5/15/2012, 5:00 p.m., Central Standard Time (CST)**. All hard copies of proposal packages must be received **by 5/15/2012, 5:00 p.m. CST**; electronic submissions must be submitted through [www.grants.gov](http://www.grants.gov) by **5/15/2012, 5:00 p.m. CST**. Proposals received (if hard copy) or submitted electronically after the closing date and time will not be considered for funding.

**G. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals 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. The agency protects competitive proposals/applications from disclosure under applicable provisions of the Freedom of Information Act prior to the completion of the competitive selection process.

**H. Pre-Proposal 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 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, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. In addition, if necessary, EPA may clarify threshold eligibility issues with applicants prior to making an eligibility determination.

**SECTION V – PROPOSAL REVIEW INFORMATION**

Only eligible entities whose proposal(s) meet the threshold criteria in **Section III** of this announcement will be reviewed according to the evaluation criteria set forth below. In order to receive maximum points, applicants should explicitly address these criteria as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of **100 points** possible. All proposals will be reviewed, evaluated, and ranked by a selected panel of EPA reviewers based on the following criteria and points.

**Evaluation Criteria**

<b>A. Project Summary/Approach – 40 points</b>		
A.1.	The extent to which the proposal describes the affected community, how it is disproportionately impacted by lead-based paint environmental risks and/or the population is vulnerable particularly addressing the criteria specified in Section 1.C.	15
A.2.	The extent and quality to which the proposal includes a well-conceived strategy for addressing the expectations and requirements in Section I (specifically target audiences ( 5 points), community culture, values and language (5 points), venues and communication channels (5 points), messages (5 points).	20
A.3.	The extent to which a reasonable time schedule included for the execution of tasks associated with the project and for achieving the project goals and objectives by the project conclusion? See Appendix C for sample time lines.	5
<b>B. Environmental Results – Outcomes, Outputs, Performance Measures – 30 points</b>		
B.1.	The extent to which the proposal demonstrates that the applicant will be able to clearly track and measure progress toward achieving the expected program goals identified in this announcement, including evaluation of activity effectiveness.	10

B.2.	The extent to which the proposal describes the specific project outputs and how they will be measured. The extent to which the proposal describes the measurable outcomes and results that will be achieved and how will those results be measured and evaluated (quantitatively and qualitatively), both during the project and after the project is completed.	20
<b>C.Programmatic Capability and Environmental Results Past Performance – 10 points</b>		
C.1.	<p>Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing the assistance agreements identified in response to Section IV.C. of the announcement, (ii) history of meeting the reporting requirements under the assistance agreements identified in response to Section IV.C. of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under items 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). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-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.</p>	10
<b>D.Partnerships – 10 points</b>		
D.1.	To what extent does the proposal describe and identify proposed partnerships or coalitions that will be involved in the project and how they will help accomplish project goals? Are letters of commitment included from each partner? To what extent does the proposal describe how the project activities are part of a larger strategy?	10
<b>E.Budget – 10 points</b>		
E.1.	To what extent is the proposed budget appropriate to accomplish the proposed project goals, outputs and outcomes? To what extent does the proposal provide a detailed itemized budget? To what extent does the proposal indicate how the applicant will coordinate the use of EPA grant funding with other resources including funding, staff time, in-kind resources, etc.	10

### A. Review and selection process

Proposals will first be evaluated against the threshold factors listed in **Section III**. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Selection Official based on this ranking.

## B. Other Factors

Final funding decisions will be made by the Selection Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Selection Official may also consider the following:

1. Geographic distribution of funds;
2. Diversity of projects and applicants (i.e., state/tribe/or local government, non-profits, large under-served urban areas; rural or tribal areas);
3. Availability of funds.

## SECTION VI – AWARD ADMINISTRATION INFORMATION

### A. Award Notices

Following evaluation of proposals, all applicants will be notified regarding their status.

#### Proposal Notifications

a. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail by **June 26, 2012**. The notification will advise the applicant that its proposal has been successfully recommended for award. The applicant will be provided with instructions and a due date for submittal of the final application package. **The notification will be sent to the original signer of Standard Form (SF) 424, Application for Federal Assistance.**

This notification, which advises that the applicant's proposal has been 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 recommendation.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. All **final** work plans must include the information required in 40 CFR § 35.107 and 35.507.

An approvable work plan is required to include:

1. Work plan components to be funded under the assistance agreement;
2. Estimated funding amounts for each work plan component;
3. Work plan commitments for each work plan component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule in accordance with §35.115 of 40 CFR; and
5. Roles and responsibilities of the recipient in carrying out the work plan commitments.

b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via postal mail by **June 29, 2012**. **The notification will be sent to the original signer of the Standards Form (SF) 424, Application for Federal Assistance.**

### 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/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](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. A listing of State Point of Contacts (SPOC) may be viewed at: [http://www.whitehouse.gov/omb/grants\\_s poc](http://www.whitehouse.gov/omb/grants_s poc).

### **C. Central Contractor Registration (CCR) and Data Universal Numbering System (DUNS) Requirements**

Unless exempt from these requirements under OMB guidance at 2 CFR Part 25 (e.g., individuals), applicants must:

1. Be registered in the CCR prior to submitting an application or proposal under this announcement. CCR information can be found at <https://www.bpn.gov/ccr/>
2. Maintain an active CCR registration with current information at all times during which it has an active Federal award or an application or proposal under consideration by an agency, and
3. Provide its DUNS number in each application or proposal it submits to the agency. 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>.

If an applicant fails to comply with these requirements, it will, should it be selected for award, affect their ability to receive the award.

### **D. Reporting Requirement**

**Quarterly progress reports and a detailed final technical report will be required.** Quarterly reports summarizing technical progress, planned activities for the next quarter and a summary of expenditures are required. The final technical report shall be completed **within 90 calendar days** of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved, and costs of the project or activity. In addition, the final technical report should 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. Reports may be submitted to the designated EPA Project Officer by mail, or electronically via e-mail. **Reports may not be submitted by fax.**

### **E. Exchange Network**

The EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at [www.exchangenetwork.net](http://www.exchangenetwork.net).

### **F. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may be requested by contacting the appropriate Regional Lead Coordinator listed in Section VII.

### **G. Nonprofit Administrative Capability Clause**

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](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.

### **H. Subawards and Executive Compensation Reporting**

Applicants must ensure that they have the necessary processes and systems in place to comply with the sub-award and executive total compensation reporting requirements established under OMB guidance at **2 CFR Part 170**, unless they qualify for an exception from the requirements, should they be selected for funding.

#### **I. Use of Grant Funds**

An applicant that receives an award under this announcement is expected to manage assistance agreement funds efficiently and effectively and make sufficient progress towards completing the project activities described in the work-plan in a timely manner. The assistance agreement will include terms/conditions implementing this requirement.

#### **J. Administrative Requirements:**

**1. Audits:** Periodic audits should be made as part of the recipient's system of financial management and internal control to meet the terms and conditions of grants and other assistance agreements. In accordance with the provisions of OMB Circular No. A 133, State agencies that receive less than \$500,000 within the State's fiscal year shall have an audit made in accordance with Federal laws and regulations governing the programs in which they participate.

**2.Records:** Financial records, including all documents to support entries on accounting records to substantiate charges to each assistance agreement must be kept available to personnel authorized to examine EPA assistance agreement accounts. All records must be maintained for three years from the date of submission of the annual financial status report. If questions still remain, such as those posed as a result of an audit, related records should be retained until the matter is completely resolved.

**3.Other Applicable Regulations:** State and Tribal applicants and recipients of Lead-Based Paint grants are subject to the uniform administrative requirements provided in 40 CFR Parts 31, 34 and 35. The requirements cover pre-award, post-award, after-the- grant procedures and instructions for dispute resolution.

#### **K. Unpaid Federal Tax Liabilities and Felony Convictions for Non-Profit and For-Profit Organizations**

Awards made under this announcement are subject to the provisions contained in the Department of Interior, Environment, and Related Agencies Appropriations Act, 2012, HR 2055, Division E, Sections 433 and 434 regarding unpaid federal tax liabilities and federal felony convictions. These provisions prohibit EPA from awarding funds made available by the Act to any for-profit or non-profit organization: 1) subject to any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; or 2) that was convicted (or had an officer or agent of such corporation acting on its behalf convicted) of a felony criminal conviction under any Federal law within 24 months preceding the award, unless EPA has considered suspension or debarment of the corporation, or such officer or agent, based on these tax liabilities or convictions, and determined that such action is not necessary to protect the Government's interests. Non-profit or for-profit organizations that are covered by these prohibitions are ineligible to receive an award under this announcement.

#### **L. Website References in Solicitations**

Any non-federal websites or website links included in this solicitation are provided for proposal preparation and/or informational purposes only. US EPA Region 6 does not endorse any of these entities or their services. In addition, EPA does not guarantee that any linked, external websites referenced in this solicitation comply with Section 508 (Accessibility Requirements) of the Rehabilitation Act.

### **SECTION VII – AGENCY CONTACT**

All questions or comments must be communicated in writing via postal mail, fax, or e-mail to the contact person listed below.

**Send mail to:** U.S. Environmental Protection Agency  
Region 6, Multimedia Planning & Permitting Division  
ATTN: Susan Stark (6PD-T)  
1445 Ross Avenue  
Dallas, TX 75202

**Send fax to:** 214-665-6655 (ATTN: Susan Stark)

**Send e-mail to:** stark.susan@epa.gov

## **SECTION VIII – OTHER INFORMATION (Appendices)**

### **Appendix A. Grants.gov Submission Instructions Grants.gov Instructions**

The electronic submission of your proposal must be made by an authorized official representative (AOR) of your institution who is registered with Grants.gov and is authorized to sign grant proposals 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 them to designate an AOR and ask that individual to begin the registration process as soon as possible.

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

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R6-LBP-12-01, or the CFDA number that applies to the announcement (CFDA 66.718), in the appropriate field. You may also be able to access the proposal package by clicking on the Application button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

**Proposal Submission Deadline:** Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **May 15, 2012**, 5:00 pm CST.

Please submit *all* of the proposal materials described below:

#### **Proposal Materials**

**The following forms and documents are required to be submitted under this announcement:**

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal-prepared as described in **Section IV.C** of the RFP
- IV. Other Attachments Form for other optional documents-See **Section IV.C** of the RFP:
  - a. Biographical Sketch. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

b. Support Letters-These should indicate how the supporting organization will assist in the project.

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

**I. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**II. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

**III. Narrative Proposal**

Prepared as described in **Section IV.C** of the announcement. The document should be readable in PDF format and consolidated into a single file.

**IV. Other Attachments Form-other optional documents (See above)**

**Application Preparation and Submission Instructions**

**Documents I through III** listed under Proposal 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 in **Section IV.C** of the announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal (optional documents described above), you may click “Add Optional Project Narrative File” and proceed as before or use the Other Attachments Form. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY12 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 12 Assoc Prog

Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY12 Assoc Prog Supp – 2nd Submission.”

Once your proposal 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 proposal 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., FY12), 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 proposal 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>.

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

## **Appendix B. Budget Sample**

### **Budget Detail**

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of subrecipients under subawards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia

members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.

- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or noncompetitive), if known.
- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g. subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
  - o Personnel (Indirect Rate x Personnel = Indirect Costs)
  - o Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
  - o Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
  - o Direct Costs minus distorting or other factors such as contracts and equipment  
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

**Example Budget Table**

	EPA funding	** Cost-share
<b>Personnel</b>		
(1) Project Manager @ \$20/hr x 10 hrs/week x 52 wks	\$10,400	
(5) Project Staff @ \$15/hr x 10 hrs/week x 52 wks	\$7,800	

TOTAL PERSONNEL	<b>\$18,200</b>	
<b>Fringe Benefits</b>		
20% of Salary & Wages	20%(18,200)	
- Retirement, Health Benefits, FICA, SUI	\$3,640	
<b>TOTAL FRINGE BENEFITS</b>	<b>\$3,640</b>	
<b>Travel</b>		
Travel for Project Manager and staff: 500 mi/mo @ \$0.51mi/12 mos.	\$3,060	
<b>TOTAL TRAVEL</b>	<b>\$3,060</b>	
<b>Equipment</b>		
<b>TOTAL EQUIPMENT</b>	<b>\$0</b>	
<b>Supplies</b>		
Office and related supplies to support training	\$500	
<b>TOTAL SUPPLIES</b>	<b>\$500</b>	
<b>Contractual</b>		
Curriculum development, course delivery, evaluation and reporting	\$5,000	
<b>TOTAL CONTRACTUAL</b>	<b>\$5,000</b>	
<b>Other</b>		
<b>TOTAL OTHER</b>	<b>\$0</b>	
<b>TOTAL DIRECT</b>	<b>\$30,400</b>	
<b>Indirect Charges</b>		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x (Total Direct Cost - Contractual) = Indirect Costs)	\$2,540	
<b>TOTAL INDIRECT</b>	<b>\$2,540</b>	
<b>TOTAL PROJECT COST (DIRECT + INDIRECT)</b>	<b>\$32,940</b>	

\*\* Cost-Share funds, while **not** required under this RFP, must also be included on the SF-424A as detailed in Section III.B of this RFP.

**Note on Management Fees:** When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal 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 cannot 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 work plan.

### Appendix C. Timeline Sample

The following sample of timelines offer different approaches for documenting a schedule of major project activities and milestones. Please note that timelines also need to account for measurement tasks, including: measurement planning, data collection efforts, and data analysis and reporting.

**Sample**

Timeline for Multiple Projects												
Project	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Meetings with Partners	X	X	X	X	X	X	X	X	X	X	X	X
Identify / Develop Messages	X			X			X			X		
Conduct Outreach	X		X			X		X		X		
Prepare Reports			X			X			X			X