

**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY, REGION 10
2006 RESOURCE CONSERVATION CHALLENGE FUNDING PROGRAM**

Announcement Type: Request for Proposals

Funding Opportunity Name: Resource Conservation Challenge

Funding Opportunity #: EPA-R10-RCC-2006

Catalogue of Federal Domestic Assistance Number:
66.808: Solid Waste Management Assistance

Action Dates: Proposals due on August 7, 2006

Executive Summary

The Resource Conservation Challenge Funding Program is EPA Region 10's competitive funding program that promotes solid waste management and pollution prevention projects. This notice announces the availability of approximately \$100,000 total program funding for FY2006. The Region expects to award four to eight assistance agreements either as grants or cooperative agreements to eligible applicants for amounts between \$10,000 and \$50,000.

Eligibility: Eligible organizations include State local, Tribal, interstate, and intrastate government agencies and instrumentalities; and non-profit organizations that are not 501(c)(4) organizations that lobby, including non-profit educational institutions and non-profit hospitals. There is no funding match requirement. Proposed projects must also identify how they will achieve measurable environmental results in one or more of the following Regional Priorities. Please see Section III for further information on eligibility requirements.

Regional Priorities

- * Reduce the generation and disposal of the following materials and waste streams through reuse, recycling, composting, market development or product stewardship:
 - (a) municipal solid waste, especially packaging and containers; paper and paperboard; and food and green yard waste;
 - (b) organics, including biodegradable packaging; and,
 - (c) beverage containers.
- * Develop projects for "recycling-on-the-go" (away from home) or public space recycling, at venues and locations frequented by the public, e.g., sports arenas, parks, movie theaters, outdoor amphitheaters, college or university campus, shopping centers, festival sites, casinos.
- * Reduce the generation and disposal of food waste and/or food packaging through reuse, recycling, composting, or market development.
- * Promotion of Environmentally Preferable Purchasing such as through Environmental Management Systems in state and local governments, hospitals, and federal facilities.

- * Expand and strengthen state recycling organization activities which support one of the RCC's MSW national priority area.
- * Develop new or expand upon existing measurement systems or methodologies for recycling or stewardship of priority waste streams in EPA Region 10 States and on Tribal lands.

This Request for Proposal includes the following information:

Section I. Funding Opportunity Description

Section II. Award Information

Section III. Eligibility Information

Section IV. Application and Submission Information

Section V. Application Review Information

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Section I. Funding Opportunity Description

A. Background: The U.S. Environmental Protection Agency, Region 10, is soliciting proposals for funding that address resource conservation, product stewardship, solid waste reduction, and recycling at the local, state, tribal, and regional levels. The aim of this funding is to support innovative projects that promote the Municipal Solid Waste (MSW) national priority under Goals 3 and 5 of EPA's Strategic Plan (See Section I.D. below) and that are reproducible or will have national or regional impact. The goal of the MSW national priority is to stimulate solid waste reduction and recycling projects in order to increase the national recycling rate from 30% to 35% by 2008. This goal is one of the elements of EPA's Resource Conservation Challenge Program (RCC). Applicants may obtain more information on this program at: <http://www.epa.gov/rcc>

B. Program Description/Regional Priorities: EPA Region 10's Office of Air, Waste and Toxics has developed the Resource Conservation Challenge Funding to provide a competitive funding opportunity to support projects that fit under one or more of the following regional priorities:

- * Reduce the generation and disposal of the following materials and waste streams through reuse, recycling, composting, market development or product stewardship:
 - (a) municipal solid waste, especially packaging and containers; paper and paperboard; and food and green yard waste;
 - (b) organics, including biodegradable packaging; and,
 - (c) beverage containers.
- * Develop projects for "recycling-on-the-go" (away from home) or public space recycling, at venues and locations frequented by the public, e.g., sports arenas, parks,

movie theaters, outdoor amphitheaters, college or university campus, shopping centers, festival sites, casinos.

- * Reduce the generation and disposal of food waste and/or food packaging through reuse, recycling, composting, or market development.
- * Promotion of Environmentally Preferable Purchasing such as through Environmental Management Systems in state and local governments, hospitals, and federal facilities.
- * Expand and strengthen state recycling organization activities which support one of the RCC's MSW national priority area.
- * Develop new or expand upon existing measurement systems or methodologies for recycling or stewardship of priority waste streams in EPA Region 10 States and on Tribal lands.

C. Allowable Activities Designated by Statutory Authority: The Resource Conservation Challenge Funding Program consists of activities authorized under the EPA grant authority listed under CFDA 66.808 (Solid Waste Management Assistance). Only those applicants that successfully specify activities that are permissible under the statutory authority may be awarded through this funding opportunity. To assist applicants with the identification of allowable activities, the following description has been provided.

• Solid Waste Disposal Act, Section 8001(a)

<http://www.epa.gov/region5/defs/html/rcra.htm> : Conduct and promote the coordination of research, investigations, experiments, training, demonstrations, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).

Most of the statutes authorize grants for "research, investigations, experiments, training, demonstrations, surveys and studies." Demonstrations generally 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.

NOTE: EPA issues Assistance Agreements under this statutory authority. An Assistance Agreement may be a grant or a cooperative agreement. Please see Section II. Award Information, to understand the difference between these two types of agreements. Throughout this RFP, the term "**grant**" is used generically to mean EPA's application/funding process and requirements; the actual type of Assistance Agreement awarded will be dependent on the type of project and EPA's involvement.

D. EPA Strategic Plan Linkage and Anticipated Outcomes and Outputs: In order to be successful, the grant application's work plan needs to demonstrate expected outcomes and outputs that directly support the relevant goals listed in EPA's Strategic Plan (2003-2008). Solid waste management projects must support EPA Strategic Goal 3 (Land Preservation and Restoration), Objective 3.1 (Land Preservation), Sub-objective 3.1.1 (Reduce waste generation and increase recycling). For more information about EPA's

mission, see Goal 3.1.1 of the Agency's Strategic Plan (2003-2008) (<http://www.epa.gov/ocfo/plan/plan.htm>).

Outcomes and Outputs

Outcomes and outputs are performance measures that indicate what a program is accomplishing and whether results are being achieved. Outputs are the goods, activities, and services (i.e., deliverables) produced by a program or organization, while outcomes describe the intended results or consequences that will occur from these goods, activities, and services. Outputs are more process-oriented or means to an end while outcomes provide a direct benefit to the target audience or public generally. All applicants will be expected to clearly identify their outputs and achieve them during the proposed project period.

The anticipated outputs for Resource Conservation Challenge projects include but are not limited to:

- Number of individuals or stakeholders reached through education, outreach, demonstrations, trainings, surveys and/or studies related to the reduction of pollution or improvement in solid waste management.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population
- Number of site visits or technical assistance efforts provided
- Measurable increase in the number of educational and outreach materials produced and distributed
- Additional homes served by curbside recycling
- Number of technical assistance workshops conducted to share recycling and waste reduction processes and technologies
- Number of technical assistance workshops conducted to share recycling and waste reduction processes and technologies

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or output of the project. Short-term outcomes include, but are not limited to: increased learning, knowledge, skills, attitudes, and motivation. Longer-term outcomes related to institutional change and environmental results. Outcomes may be environmental, behavioral, or programmatic, must be quantitative, and may not necessarily be achievable during the project period.

To establish a clear link between the project's pollution prevention and recycling outcomes and the EPA's strategic goals, the grant proposal should include estimates for at least one of the following expected outcome measures for pollution prevention and recycling:

- Pounds of pollution and/or hazardous waste reduced
- Pounds non-hazardous waste reused or recycled
- BTUs of energy conserved
- Kilowatt hours of energy conserved
- Gallons of water reduced

- Dollars saved through P2 efforts

For examples of pollution prevention output and outcome measures, see the "Environmental Measurement Data Dictionary" at the National Pollution Prevention Roundtable website (<http://www.p2.org/workgroup/DataDictionary.cfm>).

Section II. Award Information

EPA intends to make approximately \$100,000 in awards available this year for the Region 10 Resource Conservation Challenge Funding program. The Region expects to make four to eight assistance agreement awards to eligible applicants for amounts between \$10,000 and \$50,000.

The funding for selected projects will be in the form of a grant or a cooperative agreement. A grant is an assistance agreement that does not substantially involve EPA in the project and where the recipient has the authority and capability to complete all elements of the program (does not include fellowships). (40 CFR Part 30). This is the standard form of assistance agreement between EPA and a recipient. A cooperative agreement is an assistance agreement that is used when there is a substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical involvement with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases; in accordance with 40 C.F.R. 31.36(g), review proposed procurements; collaborate with the recipient on the scope of the work and mode of operation of the project; closely monitor the recipient's performance; approve any proposed changes to the work plan and/or budget; approve qualifications of key personnel; and review and comment on reports prepared under the assistance agreement.

Funding for these projects is not guaranteed and all awards are subject to the availability of funds and the evaluation of proposals on the criteria in this announcement. EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than anticipated. In addition, EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects base on available funds. If EPA decides to partially fund proposals/applications, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competitive process. EPA also reserves the right to make additional awards under this announcement consistent with Agency policy and without further competition, if additional funding becomes available after the original award selections are made. Any additional selection for awards will be made no later than four months from the original selection decisions.

Section III. Eligibility Information

Threshold Eligibility Factors

Threshold eligibility factors will be used as a pass/fail criterion when evaluating proposals. Applicants who do not meet all of the threshold eligibility factors specified below will not be considered further and will not be evaluated under the Section V application evaluation criteria.

A. Eligible Applicants:

The following organizations are eligible to apply for the Resource Conservation Challenge Funding:

- Federally Recognized Indian Tribal Organizations - The governing body or a governmental agency of an Indian Tribe, nation, or other organized group or community recognized and certified by the Secretary of the Interior. Included are Native villages as defined in the Alaska Native Claims Settlement Act.
- Local - Agencies or instrumentalities of political subdivisions within a State, to include cities, towns, townships, parishes, municipalities, villages, counties, school districts, and other special local districts. Included under local are Indian tribes on State reservations, Indian bands and group, Pueblos, Indian school boards, and State designated Indian tribes. Local does not include institutions of higher education and hospitals.
- State - Any agency or instrumentality of the fifty States of the United States, and the District of Columbia. State does not include the political subdivisions of the State, but does include institutions of higher education and hospitals.
- Interstate and intrastate government agencies and instrumentalities.
- Nonprofit - A public or private agency or organization established by charter to perform specialized functions or services for the benefit of all or part of the general public. Functions or services are provided without charge or at cost, and earn no profit. The agency or organization has no shareholders to receive dividends. Includes non-profit educational institutions and non-profit hospitals. Does not include 501(c)(4) organizations that lobby.

The following are **not eligible** to apply for the Resource Conservation Challenge Funding.

- Individuals.
- Non-profit organizations that engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 are not eligible to apply. (http://www.senate.gov/pagelayout/legislative/g_three_sections_with_teasers/lobbyingdisc.htm)
- For-profit enterprises. It should be noted that for-profit enterprises may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

B. Cost Sharing or Matching:

All awards under this Request for Proposals will be new awards. As such, projects funded **do not** require a match.

C. Funding Restrictions: Funding is only available for the activities authorized under the U.S. EPA grant authorities cited in Section I.C: Allowable Activities Designated by Statutory Authority. Funding will not be permitted for construction activities, lobbying, entertainment expenses or other unallowable costs under the OMB circulars. Pre-award costs and equipment costs are allowable only with written EPA approval. Allowable costs for non-profit organizations are defined in OMB circular A-122 (<http://www.whitehouse.gov/omb/circulars/a122/a122.html>); allowable costs for public entities are defined in OMB circular A-87 (http://www.whitehouse.gov/omb/circulars/a087/a87_2004.html).

Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Subawards/subgrants must be consistent with the definitions of the terms in 40 CFR 30.5 and 40 CFR 31.37, Subgrants, as applicable.

D. Geographic Location: Projects must be performed within at least one of the four EPA Region 10 states: Washington, Idaho, Oregon and Alaska.

E. Adherence to Program Goals, Allowable Activities and Costs: Proposals must demonstrate how the proposed project will support one or more of the regional priorities in Section I.B. of the announcement and must be for an allowable activity (activities) under the statutory authority (See Section I.C.).

F. Submission Instructions and Requirements: Applications/Proposals must substantially comply with the application/proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV, pages in excess of the page limitation will not be reviewed. Commitment letters submitted by project partners will not count against application page limits. Proposals submitted by e-mail or grants.gov must be received by EPA on or before the solicitation closing date published in Section IV of this announcement. Proposals submitted by mail (postal, fedex, or UPS) must be postmarked on or before the solicitation closing date published in Section IV of this announcement. Proposals submitted after the published closing date will be returned to the sender without further consideration.

G. Proof of Non-Profit Status: All applicants, except public agencies, municipalities, and Federally-recognized Tribes must attach documentation demonstrating non-profit status or articles of incorporation.

Section IV. Application and Submission Information

A. Address to Request Application Package: To request a copy of the Resource Conservation Challenge Funding Program's Request for Proposals, please contact Pat

Springer, US EPA Region 10, 1200 6th Ave., Mailstop: AWT-122, Seattle, WA 98101, by e-mail at springer.pat@epa.gov or by phone at 206-553-2858.

B. Content and Form of Application Submission for Proposals

The proposal narrative must not exceed 10 single-spaced pages in length. Please see Section IV.C., Submission Methods, Dates and Times for additional requirements.

Regardless of the mode of submission chosen, the full proposal package must include the following elements, some of which are described in more detail below:

- Official Application Forms (see Section IV.B.1 and Attachment D)
- Full Proposal Narrative (See Section IV.B.2-5 and Attachment A)
- Measurement Work Sheet (see Attachment B)
- Budget Detail Sheet (see Attachment C)
- Documentation demonstrating non-profit or not-for-profit status (see Section IV.B.6)
- Resumes of up to three key project staff
- Letter of Commitment from all project partners, if applicable (see Section IV.B.7)

1. EPA Grant Standard Forms (SF)

There are five EPA Grant Standard Forms to complete for the full proposal (see Attachment D).

- a) The Application for Federal Assistance (SF 424) is the official form required for all federal grants that requests basic information about the grantee and the proposed project. Please complete Item 10 of the SF 424 form, **Catalogue of Federal Domestic Assistance Number**, with the following information: “66.808: Solid Waste Management Assistance”. In addition, SF 424 requires applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can obtain a DUNS number at (866) 705-5711 or <http://www.dnb.com>.
- b) The Budget Information for Non-Construction Programs (SF-424A) is a four-page document that provides budget information about the grant project. It includes two pages of budget information and two pages of instructions.
- c) Assurances for Non-Construction Programs (SF-424B) is a two-page document that the grant recipient uses to certify standard assurances.
- d) Pre-Award Compliance Report (EPA Form 4700-4) is a three-page document that allows the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis. Instructions are included.
- e) Key Contacts List (EPA Form 5700-54) is a form which requires identification of various recipient organizational contacts.

- f) Certification Regarding Lobbying certifies that the applicant will not use Federal funds for lobbying.

2. Full Proposal Narrative

Attachment A provides the required format for the Proposal Narrative. The narrative's text cannot exceed ten single-spaced pages. It is preferable that these pages be submitted on double-sided sheets of paper. The narrative section of the full proposal package should adhere to the following format as outlined in Attachment A:

1. Project Overview
2. Project Work Plan
3. Program Evaluation
4. Environmental Results Past Performance
5. Programmatic Capability
6. Budget Description

Be sure to address the evaluation criteria for full proposals identified in Section V and Attachment A.

3. Program Evaluation

As requested in the Full Proposal Narrative (Attachment A), submit a plan for tracking and measuring environmental outcomes and results as noted in Section I. Proposed projects must identify how they will achieve measurable environmental results in one or more of the Regional Priorities.

4. Environmental Results Past Performance

As requested in the Full Proposal Narrative (Attachment A), submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. 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 proposal and you will receive a neutral score for this factor under Section V.

5. Programmatic Capability

As requested in the Proposal Narrative (Attachment A), submit a list of federally funded assistance agreements 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 whether, and how, you were (i) 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 proposal and you will receive a neutral score for these factors under Section V.

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

6. Proof of Non-Profit Status

All applicants, except public agencies, municipalities, and Federally-recognized Tribes must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information, please read about Eligible Applicants in Section III.A.

7. Commitment Letters

Letters of commitment from all partners collaborating on this project and/or making contributions (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA Region 10 will **not** be accepted. Commitment letters must specify the nature of the contribution, if any, (cash or in-kind services) and must describe the role of the project partner in the project. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner may face a reduction in score during the evaluation process. Please do not send letters of general support from non-match partners or others not directly involved in the project; they will not be used in the evaluation and review process.

8. Submission Package Format and Mailing Contact

Please submit the full proposal package on 8 1/2 by 11 inch recycled-content paper, ideally double-sided. The proposal narrative should be no more than 10 single-spaced pages. Send the original and (1) copy of the completed full proposal package to: Pat Springer, U.S. EPA Region 10, 1200 6th Ave., Mail stop: AWT-122, Seattle, WA 98101.

C. Submission Methods, Dates and Times:

There are three ways an applicant may submit their proposal: via e-mail, mail service (postal, FedEx or UPS) or through www.grants.gov. Only one form of submission is required, but the deadline identified below must be met. Proposals which

do not meet the deadlines identified below will be returned to the sender without further consideration.

E-Mail: Proposals that are e-mailed (springer.pat@epa.gov) must be received before midnight Pacific Time on August 7, 2006.

Mail Service (Postal, Fedex or UPS): Proposals that are mailed must be postmarked by midnight Pacific Time, on August 7, 2006. Please address to:

Pat Springer
EPA, Region 10
1200 Sixth Ave., AWT-122
Seattle, WA 98101

Grants.gov:

Proposals that are electronically submitted through www.grants.gov must be received by [grants.gov](http://www.grants.gov) no later than midnight Pacific Time on August 7, 2006. The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program using Grants.gov, go to www.grants.gov and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using [grants.gov](http://www.grants.gov) (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-R10-RCC-2006, or the CFDA number 66.808 in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then go to EPA opportunities). More details are given in Attachment E of this announcement.

Application/proposal materials submitted through [grants.gov](http://www.grants.gov) will be time/date stamped electronically. Please be sure to view the additional instructions for applying electronically under this announcement through use of [grants.gov](http://www.grants.gov) that are available for download on Grants.gov and included as Attachment E of this announcement. If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/CustomerSupport>.

D. Intergovernmental Review Process: State and local government applicants from Washington, Oregon, Idaho, and Alaska are subject to Executive Order (EO) 12372, “Intergovernmental Review of Federal Programs.” As described under the section on “Application and Award Process” in CFDA 66.808: Solid Waste Management Assistance Grants Program, applicants should consult with their state’s Single Point of Contact (SPOC) for more information on the process of submitting an application for review. The following link provides state contact information:
<http://www.whitehouse.gov/omb/grants/spoc.html>. Federally-recognized tribal governments are not required to comply with this procedure.

E. Confidential Information: In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/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.

E. Quality Assurance Project Plans: Awards involving the collection of environmental data (e.g., water sampling, air monitoring, and site characterization) will be subject to the requirements of a Quality Assurance Project Plan (QAPP) and will require coordination with the EPA Region 10 offices.

Section V. Application Review Information

A. Application Evaluation Criteria: Proposal packages will be evaluated based on the applicable criteria described below.

1) Project Overview (25 points)

- The Project Overview section effectively describes the project’s purpose, goals, deliverables and connection to the Regional Priorities (Section I.B). [10 points]
- The Project Overview section describes effective use of partnerships to leverage funding and expertise. Applicants will be evaluated based on how they will coordinate the use of EPA funding with other sources of funding to carry out the proposed project, and/or that the EPA funding will compliment activities relevant to the proposed project. Partners must provide a Commitment Letter showing support and confirming the specific contributions to the project (see Section IV.B.7). Letters must be included as attachments. Attachments will not count against application page limits. [10 points]
- The Project Overview section describes that the project will expand on what has previously been done, compliment existing efforts, serve as a model, and/or provide useful tools and resources to others. [5 points]

2) Project Work Plan (10 points)

- The Project Work Plan identifies key tasks, deliverables (e.g., publications, website tools), and a project schedule lasting no more than 24 months. [10 points]

3) Program Evaluation (15 points)

- The Program Evaluation section describes the numerical estimates of environmental outcomes (see Sections I.D and IV.3). [5 points]
- The Measurement Work Sheet (see Attachment B) identifies project tasks, outputs, outcomes and data collection methods (see Section I.D). [5 points]
- The Measurement Work Sheet (see Attachment B) describes the process for estimating, tracking, and measuring environmental outcomes (see Section I.D). [5 points]

4) Environmental Results Past Performance (10 points)

- The Environmental Results Past Performance element (See Section IV.4) includes a list of federally funded assistance agreements performed in the past three years by the lead organization. Preferably, the assistance agreements should be awarded by EPA. Do not list more than five agreements. [3 points]
- The Environmental Results Past Performance describes the applicant's past progress towards achieving the expected results under Federal agency assistance agreements (preferably EPA assistance agreements) performed within the last three years. If such progress was not being made, did the applicant adequately document and/or report why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors to verify and/or supplement the information provided by the applicant. Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.) [7 points]

5) Programmatic Capability (20 points)

See Section IV.5. Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project based on the items below. 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 (the last three bullets below) will receive a neutral score for those elements.

- The Programmatic Capability section describes the lead agency's organizational experience and plan for timely and successful completion of the proposed project. [7 points]
- The Programmatic Capability section describes the relevant experience of principal staff, subgrantees, and/or contractors for successfully completing the project (resumes may be attached separately). [7 points]

- The Programmatic Capability section includes a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that the applicant’s organization performed within the last three years (no more than 5 assistance agreements and preferably EPA agreements). [2 points]
- The Programmatic Capability section describes whether, and how, the applicant was able to successfully complete and manage the listed agreements. [2 points]
- The Programmatic Capability section describes the applicant’s history of meeting the reporting requirements under the listed agreements including submitting acceptable final technical reports. [2 points]

6) Budget Description and Detail (20 points)

- The Budget Description section outlines the costs of the project’s major tasks including the cost of data gathering and measurement efforts. [5 points]
- The Budget Detail form (see Attachment C) clearly reflects project expenditures by budget categories. [5 points]
- The Budget Description section and Budget Detail form (see Attachment C) show effective and judicious use of the requested federal grant funds. If matching funds are used, they and their sources must be identified in the Budget Detail form under “Other Resources” and described in the Budget Description [10 points]

B. Review and Selection Process

EPA Region 10 employees from the Office of Air, Waste, and Toxics will review applications for threshold eligibility requirements. Only those applications that meet all the threshold eligibility criteria will then be evaluated against the evaluation criteria in Section V. After the reviewers submit their scores to the leader of the Proposal Evaluation Team, each proposal will be ranked. The reviewers then meet to discuss the data and ranking scores. The lowest ranked proposals will then be eliminated from further consideration. Among the remaining proposals, the reviewers will consider a combination of ranking scores and other factors including funding availability, geographic balance, and range of project types to create a final package of proposals recommended for funding to the Selection Official. The final recommendations are made to the Selection Official who makes the final funding decisions and approves all awarded projects.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA Region 10 expects to receive many grant proposals, and it will not be possible to fund all proposals received. When all funding decisions are complete, a grant award notification will be issued to recipients. Non-award notification will be issued to all participants that did not receive an award in this year's competition within 15 days of award decision.

Consistent with Agency policy, applicants may be contacted to clarify minor or clerical issues on the application, or negotiate a modified work plan or budget.

These awards are project grants. There is no renewal of these grant awards. Funding and project periods can be for more than one year but no longer than five years; however, it is preferable that the project be completed within one to two years.

Section VI: Award Administration Information

A. Award Notices: Successful applicants will receive an official notice of award from EPA's grants management office. U.S. EPA anticipates that award selections will be announced by August 31, 2006. Successful applicants will be notified via mail or e-mail by this date. Applicants who did not receive grant awards will be notified by this same date as well. Applicants should be aware that they are not authorized to begin performance on a project until they have received their official award document from the EPA's grant office. No pre-award costs may be incurred without EPA approval; pre-award costs are undertaken at the recipient's risk..

B. Administrative and National Policy Requirements: Applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (See Section I.C).

C. Dispute Resolution Process: Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency Contact in Section VII.

D. Reporting: Recipients will be required to submit semi-annual progress reports and will have to participate in annual reviews of their projects with their U.S. EPA project officer. A Project Officer will be designated at the time of the award of the grant/cooperative agreement. The grantee, along with the Project Officer, will develop a process for jointly evaluating and reporting progress and accomplishments under the work plan (see 40 CFR §§ 35.115 and 35.515).

The evaluation process must provide for a discussion of:

- Measurable accomplishments when weighed against work plan commitments.
- The cumulative effectiveness of the work performed under all work plan components.
- Existing and potential problem areas; and Suggestions for improvement, including, where feasible, schedules for making improvements.

Grant recipients should send all semi-annual and final technical reports, including any final products to the Project Officer. Examples of final products include but are not limited to: fact sheets, pamphlets, handbooks, model curricula, assessment and audit tools, videos, event brochures, etc.

The Project Officer may share the final technical reports, and/or final products with the regional P2Rx center (www.p2rx.org) and may send the materials to the Pollution Prevention Information Clearinghouse (PPIC). Visit the PPIC at <http://www.epa.gov/oppt/ppic/index.htm>.

E. Pre-award Review for Non-Profit Organizations: Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8 (http://intranet.epa.gov/ogd/policy/Order/5700_8.pdf).

Section VII. Agency Contact

Pat Springer
EPA Region 10
1200 6th Ave, Mail stop: AWT-122
Seattle, WA 98101
Tel: (206) 553-2858
Email: springer.pat@epa.gov

Section VIII. Other Information

Information about the EPA's policy on competition in assistance agreements (EPA Order 5700.5A1) is available online at: <http://www.epa.gov/ogd/grants/competition.htm>.

Attachment A

RESOURCE CONSERVATION CHALLENGE GRANT

FULL PROPOSAL NARRATIVE

The full proposal narrative must be organized in the format listed below and address all of the criteria for full proposals identified in Section V. The proposal narratives may not exceed ten single-spaced pages. Any narrative page(s) over the ten-page limit will not be distributed to reviewers.

In addition to the full proposal narrative, a copy of your Measurement Work Sheet and Budget Detail (see Attachments B and C) must also be submitted for each full proposal. These documents are not considered part of the ten-page limitation for the proposal narrative.

Project Narrative Content

1) Project Overview (25 points)

- Describe the project's purpose, goals, deliverables, and connection to the Regional Priorities as described in Section I.B. [10 points]
- Describe the effective use of partnerships, if applicable, to leverage funding and expertise. Applicants will be evaluated based on how they will coordinate the use of EPA funding with other sources of funding to carry out the proposed project, and/or that the EPA funding will compliment activities relevant to the proposed project. Partners must provide a Commitment Letter showing support and confirming the specific contributions to the project (see Section IV.B.7). Letters must be included as attachments. Attachments will not count against application page limits. [10 points]
- Describe how the project will expand on what has previously been done, compliment existing efforts, serve as a model, and/or provide useful tools and resources to others. [5 points]

2) Project Work Plan (10 points)

- Identify the key tasks, deliverables (e.g., publications, website tools), and a project schedule lasting no more than 24 months.

3) Program Evaluation (15 points)

- Describe the numerical estimates of environmental outcomes as required in Section I.D). [5 points]
- Use the Measurement Work Sheet (see Attachment B) to identify project tasks, outputs, and outcomes, and data collection methods (see Section I.D). [5 points]
- Use the Measurement Work Sheet (see Attachment B) to describe the process for estimating, tracking, and measuring environmental outcomes (see Section

I.D). [5 points]

4) Environmental Results Past Performance (10 points)

In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors to verify and/or supplement the information provided by the applicant. Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

- Provide a list of federally funded assistance agreements that the applicant performed in the past three years. Preferably, the assistance agreements should be awarded by EPA. Do not list more than five agreements. [3 points]
- Describe how the applicant achieved progress towards the expected results under the Federal agency assistance agreements listed above. If progress was not made, how did the applicant document and/or report why progress was not achieved. [7 points]

5) Programmatic Capability (20 points)

This section addresses the applicant's ability to successfully complete and manage the proposed project. 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 will receive a neutral score for the last three bullets below.

- Describe the applicant's experience and plan for the timely and successful completion of the proposed project. [7 points]
- Describe the relevant experience of principal staff, subgrantees, and/or contractors for successfully completing the project (resumes may be attached separately). [7 points]
- Include a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that the applicant performed within the last three years (no more than 5 assistance agreements and preferably EPA agreements). [2 points]
- Describe whether, and how, the applicant was able to successfully complete and manage the listed agreements. [2 points]
- Describe the applicant's history of meeting the reporting requirements under the listed agreements including submitting acceptable final technical reports. [2 points]

6) Budget Description and Detail (20 points)

In addition to the 10 points listed below, this section will received up to 10

points during its evaluation based on its ability to make effective and judicious use of the requested federal funds.

- Outline the costs of the project's major tasks including the cost of measurement and data gathering efforts. Be sure to list the amount and source of any matching funds. [5 points]
- Complete the Budget Detail form (see Attachment C). Be sure to include the amount of any matching funds under "Other Resources." [5 points]

Attachment B

<p>RESOURCE CONSERVATION CHALLENGE GRANT</p> <p>MEASUREMENT WORK SHEET (WITH THREE EXAMPLES)</p>

Organization Name:

Project Title:

A) Project Task	B) Project Outputs	C) Project Outcomes	D) Data Collection Method
1) Workshop for vehicle maintenance facilities	4 workshops for vehicle maintenance facilities. with a total expected attendance of 100 attendees representing 70 businesses.	Prevention of contamination from 173 gallons of waste oil (or 1,283 lbs of pollution prevented).	A pre/post workshop survey will identify change in participant's knowledge, estimate number of used oil filters per facility, and identify potential participants. A follow-up phone survey will identify waste reduction per facility.
<p>Estimation of Pollution Prevention/Recycling Outcome for Waste Oil</p> <p>If a facility hot drains a used oil filter for 24 hours and then crushes the filter, an additional 5-6 ounces of used oil is captured, decreasing landfill contamination. It is estimated that each facility disposes an average of 250 oil filters per year, and that 15 facilities will participate in "hot drain" P2 effort. If 128 US fluid ounces = 1 US gallon and 1 gallon of oil weighs 7.3 pounds, than the expected P2 outcome is 176 gallons or 1,283 pounds. (It should be noted that a gallon of oil can contaminate a million gallons of fresh water).</p>			
2) Technical assistance provided to vehicle salvage yards	On-site visits at 25 vehicle salvage yards with mercury switch collection.	2500 Mercury switches removed. Approx 5.5 pounds of mercury contamination reduced.	Mercury switches will be collected during on-site visits.
<p>Estimation of Pollution Prevention Outcomes for Mercury Switch Collection</p> <p>Mercury vehicle switches weight approximately 3.0 grams and contain approximately 1.0 gram of mercury. It is estimated that each of the 25 participating salvage yards will yield 100 switches. If 453 switches equal 1 pound, than the expected P2 outcome is 5.5 pounds of mercury.</p>			
3) EMS Program for Marinas	4 EMS user group meetings conducted for 15 marinas.	28,800 gallons of wastewater discharged reduced and EMS adoption by 12 marinas (behavioral change).	Initial survey of participants will establish number of boats washed by hand per year. Post EMS follow-up phone surveys will identify status of EMS adoption and verify the implementation of alternative washing techniques.
<p>Estimation of Pollution Prevention Outcomes for Boat Washing</p>			

Traditional hand washing of recreational boats generates 15 gallons of wastewater per 24 foot boat (or .625 gallons per foot). Alternative washing techniques reduce wastewater by approximately 80%. If each marina washes an average of 200 boats per year (creating 3,000 gallons of wastewater per marina), the adoption alternative washing techniques by 12 marinas will result in wastewater reductions of 28,800 gallons.

Attachment C

SAMPLE BUDGET DETAIL

	Total Project Budget	Amount From EPA Grant	Other Resources ⁽¹⁾ (in kind, if any)
1. Personnel			
0.5 FTE Community Outreach Worker @ \$10.00/hr	\$ 4,400.00	\$4,400.00	
0.2 FTE Project Coordinator @ \$12.00/hr	2,400.00	2,400.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>1,200.00</u>	<u>1,200.00</u>	
	8,000.00	8,000.00	
2. Fringe Benefits at 17%			
0.5 FTE ⁽²⁾ Community Outreach Worker @ \$10.00/hr	\$ 748.00	\$ 748.00	
0.2 FTE Project Coordinator @ \$12.00/hr	408.00	408.00	
0.2 FTE Office Manager @ \$7.00/hr	<u>204.00</u>	<u>204.00</u>	
	1,360.00	1,360.00	
3. Travel			
Local Travel @ \$0.26/mile	\$ 800.00	\$ 800.00	
4. Equipmen^{t(3)}			
Audio Visual and Projector Rental	\$2,100.00		\$2,100.00
Typewriter/PC	<u>800.00</u>	\$ <u>800.00</u>	
	2,900.00	800.00	2,100.00
5. Supplies			
Paper	\$ 250.00	\$ 250.00	
Pencils/Pens	100.00		\$ 100.00
Folders	<u>150.00</u>	<u> </u>	<u>150.00</u>
	500.00	250.00	250.00
6. Other			
Printing	\$ 750.00	\$ 500.00	\$ 250.00
Postage	900.00		900.00
Telephone	<u>630.00</u>	<u>630.00</u>	<u> </u>
	2,280.00	1,130.00	1,150.00

7. Contractual ⁽⁴⁾

XYZ Research/Evaluation Company	\$2,360.00	\$2,360.00	
ABC Engineering Company	<u>1,800.00</u>	<u>900.00</u>	<u>900.00</u>
	4,160.00	3,260.00	900.00
Total	\$20,000.00	\$15,600.00	\$4,400.00

(1) If other contributing funds are used to complete the project, they and their sources must be identified under "Other Resources" and their sources must be described in the Full Proposal Narrative's Budget Description section.

(2) FTE - Full Time Employee.

(3) Equipment must be for this project and carefully justified in the Full Proposal Narrative's Budget Description section (see Attachment A).

(4) Specify in the Full Proposal Narrative's Budget Description section (see Attachment A) how contractual funds will be used.

Attachment D

CHECK LIST OF REQUIRED MATERIALS FOR FULL PROPOSAL

EPA Grant Standard Forms (SF)

These Standard Forms can be accessed at:

<http://www.epa.gov/ogd/AppKit/application.htm>

- 1) _____ Application for Federal Assistance (SF-424)

Note: Complete Part 10 of SF-424 (Catalogue of Federal Domestic Assistance Number) with “66.808: Solid Waste Management Assistance” (for recycling projects).

Applicants are also required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. The website where an organization can obtain a DUNS number is: <http://www.dnb.com>.

- 2) _____ Budget Information for Non-Construction Programs (SF-424A)

- 3) _____ Assurances for Non-Construction Programs (SF-424B)

- 4) _____ Preaward Compliance Report (EPA Form 4700-4)

- 5) _____ Key Contacts List (EPA Form 5700-54)

- 6) _____ Certification Regarding Lobbying

Additional Grant Application Documents

- 7) _____ Proposal Narrative (Attachment A)

- 8) _____ Measurement Worksheet (Attachment B)

- 9) _____ Budget Detail (Attachment C)

- 10) _____ Proof of non-profit or not-for-profit status (see Section IV.C.6)

- 11) _____ Commitment Letters from all project partners. Letters must specify the nature of the contribution (if any) and must commit the organization’s availability to the project (see Section IV.C.7)

- 12) _____ Up to three (3) resumes for key project staff. Resumes must be no more than two (2) pages in length.

Attachment E

Grants.gov Application Instructions Example

General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant opportunity, go to <http://www.grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package (https://apply.grants.gov/forms_apps_idx.html). You may retrieve the application package by entering the Funding Opportunity Number, EPA-R10-RCC-2006, or CFDA number 66.808, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page and then to go EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **midnight, Pacific Time, August 7, 2006.**

Please submit all of the proposal material described below. To view the full funding announcement, go to <http://www.epa.gov/r10earth/solidwastegrant.htm> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency.

Please submit *all* of the application materials described below.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. EPA Key Contacts Form 5700-54

4. Assurances for Non-Construction Programs (SF-424B)
5. Grants.gov Lobbying Form
6. EPA Form 4700-4 – Preaward Compliance Review Report
7. Full Proposal Narrative-prepared as described in Section IV of the announcement and Attachment A
8. Budget Narrative Attachment Form (Budget Detail)
9. Disclosure of Lobbying Activities (SF-LLL), if applicable
10. Other Attachments, if applicable
11. Other Attachments, if applicable

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

1. **Standard Form (SF) 424, Application for Federal Assistance**
 Complete the form. There are no attachments.
 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.
2. **SF-424A, Budget Information for Non-Construction Programs**
 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. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)
3. **SF-424B, Assurances for Non-Construction Programs**
 Complete the form. There are no attachments.
4. **Grants.gov Lobbying Form – Certification Regarding Lobbying**
 Complete the form. There are no attachments.
5. **EPA Form 5700-54, Key Contacts Form**
 Complete the form. There are no attachments.
 If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)
6. **EPA Form 4700-4, Pre-Award Compliance Review Report**
 Complete the form. There are no attachments.

- 7. Full Proposal Narrative prepared as described in Section IV and Attachment A of the announcement**

- 8. Budget Narrative Attachment Form – Detailed Itemized Budget**
Prepare the Detailed Itemized Budget and attach is by clicking on “Budget Narrative Attachment Form” and then “Add Mandatory Budget Narrative.” (See Application Preparation and Submission Instructions below for more details.)

- 9. SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying)**
Complete the form if your organization is involved in lobbying activities.

- 10. Other Attachments Form – Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)**
Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if applicable. (See Application Preparation and Submission Instructions below for more details.)
You must submit a copy of your organization’s Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

- 11. Other Attachments Form – Biographical Sketches for the Project Manager(s)**
Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

Application Preparation and Submission Instructions

Documents 1 through 6 listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents 1 through 6, 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 documents 7 and 8, you will need to attach electronic files. Prepare your proposal as described Section IV and Attachment A of the announcement and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) 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 other attachments that you would like to submit to accompany your proposal, 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.” Follow the same general procedures for attaching document 8 – the Detailed Itemized Budget – using the “Budget Narrative Attachment Form.”

Documents 9 through 11 are listed in the “Optional Documents” box, but *please note that these so-called “optional” documents must also be submitted as part of the application package, if applicable to your organization.* You are only required to submit document 9 – SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit document 10 – Negotiated Indirect Cost Rate Agreement – if you have included any indirect costs in your proposed budget. You must submit document 11 – Biographical Sketches for Project Manager(s). To attach document 10 and document 11, use the “Other Attachments Form” in the “Optional Documents” box. After attaching the documents, please remember to highlight the “Other Attachments Form” and click “Move Form to Submission List” in order to move the documents to the box that says, “Optional 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 – FY06 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 06 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 – FY06 Assoc Prog Supp – 2nd Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking

the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov.

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact Pat Springer at (206) 553-2858.. Failure to do so may result in your application not being reviewed.