

Request for Proposals for Development of a Compliance Assistance Center for the Food Processing Industry

Agency Name: U.S. Environmental Protection Agency, Office of Enforcement and Compliance Assurance

Funding Opportunity Name: Development of a Compliance Assistance Center for the Food Processing Industry

Catalog of Federal Domestic Assistance (CFDA) No: 66.305 - Compliance Assistance Support for Services to the Regulated Community and Other Assistance Providers

Dates

- The grant period for this award is anticipated to begin in October 2007, and expire in October 2012.
- Initial Proposal submissions are due April 18, 2007

There are two closing periods associated with this funding announcement. First, applicants, to be considered, must submit initial proposals addressing the threshold eligibility criteria described below in Section III to EPA by April 18, 2007. In the second step, EPA will invite all applicants whose initial proposals met the threshold criteria to submit a final proposal for the operation and maintenance of a food processing Center. Applicants whose initial proposals meet the threshold criteria and are invited to submit a final proposal will be provided with further instructions on how to submit their final proposals and the due date for final proposals.

I. FUNDING OPPORTUNITY DESCRIPTION

A. Project Summary

The Environmental Protection Agency (EPA) has funded the development and operation of fifteen Compliance Assistance Centers (Centers) to help small and medium size businesses, local governments, and federal agencies better understand and comply with environmental regulations. The purpose of this funding announcement is to solicit applications from non-profit organizations, universities, states, and tribal and local governments to operate and maintain a compliance assistance center for the food processing industry.

The Food Processing Center (FPC) is intended as a “first-stop shop” that provides information tailored specifically to the environmental aspects of the food processing industry (i.e., TRI program requirements, hazardous waste management, etc.)

The FPC must be kept up to date on environmental issues associated with the food processing industry. To achieve this goal, the recipient must:

- Create Internet linkages and partnerships among the various food processing

groups/associations, EPA and other federal regulatory agencies, other relevant organizations, and the compliance assistance provider communities.

- Develop content (including, regulatory and pollution prevention information) that will address the needs of the food processing industry.
- Use stakeholder communication channels to promote/disseminate this information on a timely basis to the various food processing industry groups/associations.

EPA helped establish the existing Centers by sponsoring partnerships with industry, academics, stakeholder organizations, environmental groups, and other Agencies. The Centers provide comprehensive, easy to understand, industry-specific compliance information, tools, and services. To reduce the technological overhead cost associated with creating new Centers, EPA awarded a grant in July, 2001 to the National Center for Manufacturing Sciences (NCMS) to create a Centers Platform, which would serve as a foundation for establishing new Centers. The goal of the Centers Platform is to support independent Centers, and to do so with minimal administrative overhead. Potential applicants may consider use of the Center Platform features and services in developing their proposal to create a FPC. To learn more about the Center Platform, visit < www.envcap.org >.

The FPC will be created to provide information, tools, and services that facilitate environmental compliance, pollution prevention, environmental management systems and waste minimization. Potential FPC features include: updates on regulatory developments; compliance tools and training; pollution prevention tips and ideas; listserves and electronic newsletters; expert answers to user's environmental questions, a fax-back service, a consultants directory, webcast seminars, and links to other services and sources of environmental information. Working with its partners and EPA, the grant recipient will be expected to acquire the most up-to-date environmental information and make it available to FPC users.

Generally, the existing Centers use Cold Fusion and use a minimum amount of broad band demand to promote quick loading. The Centers have been tested on widely used browsers, including, Internet Explorer, Netscape, and Firefox. This information is provided for informational purposes only. Applicants can propose alternative approaches to carrying out the objectives of the center.

B. Statutory Authority

The Agreement will be funded on a "multimedia" basis under Section 103 of the Clean Air Act, 42 U.S.C. §7403, Section 104 of the Clean Water Act, 33 U.S.C. §1254, and Section 8001 of the Solid Waste Disposal Act, 42 U.S.C. §6981. Applicants are encouraged to review these statutes and ensure that all of the activities contained in their proposals are consistent with the scope of EPA's authority.

C. Alignment with EPA’s Strategic Plan

All proposals must support Goal 5 of EPA’s 2003-2008 Strategic Plan, Compliance and Environmental Stewardship; Objective 5.1, achieve environmental protection through improved compliance.

D. Measuring Environmental Results

Pursuant to EPA Order 5700.7, “Environmental Results under EPA Assistance Agreements,” EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured.

- **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.
- **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.

Expected outcomes from the FPC include, but are not limited to the following:

- Increased understanding of environmental regulations applicable to the food processing industry
- Improved environmental practices as a result of FPC use
- Reduced, treated, or eliminated pollution as a result of FPC use

Potential outputs from FPC include:

- Number of user sessions
- Number of listserv subscribers
- Number of page views

II. AWARD INFORMATION

A. Amount of Funding Available

EPA anticipates making a single award under this announcement. An estimate of the Federal funds available for this award is \$400,000 over a 5-year period. EPA will fund the award on a one year basis and will consider funding the balance of the yearly budget requests contingent upon satisfactory progress as certified by the EPA Project Officer, the

availability of funds, and EPA priorities.

B. Funding Type

The funding for this project will be in the form of a cooperative agreement. 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.

Federal involvement with the FPC may include activities such as: collaborating with the recipient on the scope of work of the project; periodically checking the FPC website for content and dead links; providing suggestions for website improvement; alerting the grant recipient of new regulations impacting the food processing industry; and participating in regularly scheduled conference calls to discuss FPC progress.

C. Start Date/Project Duration

The project should have an anticipated start date of October 1, 2007. The project period may be up to five years. Funding for the FPC is not guaranteed and is subject to the availability of funds. EPA will fund the FPC on a one year basis and will consider funding the balance of the yearly budget request contingent upon satisfactory progress as certified by the EPA Project Officer, availability of funds, and EPA priorities.

EPA reserves the right to reject all proposals and make no awards.

III. ELIGIBILITY INFORMATION

A. Who May Apply?

Applicants must be a nonprofit organization as that term is defined in Section 4(6) of the Federal Financial Assistance Management Improvement Act of 1999, Public Law 96-107, and 31 U.S.C. 6101 Note. Colleges, universities, and community colleges are eligible to apply. EPA will also accept applications from state, tribal and local governments. However, nonprofit organizations as 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. In addition, for profit organizations are not eligible to apply.

Executive Order 12372, Intergovernmental Review of Federal Programs is not applicable to this request for an initial proposal.

B. Funding Restrictions and Requirements

EPA cooperative agreement funds may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. Cooperative agreement funds may not be used for matching funds or other Federal grants,

lobbying, or intervention in Federal regulatory or adjudicatory proceedings, and may not be used to sue the Federal government or any other government entity.

There are no statutory or regulatory match requirements. However, please note that leveraging with added resources of funding or in-kind services will be considered in evaluating the cost-effectiveness of a project proposal. (See Section V, PROPOSAL REVIEW INFORMATION)

C. Eligibility Screening Requirement: Threshold Criteria

Threshold Eligibility Criteria: Applicants must meet all of these eligibility criteria in order to be considered for award. Only those applicants that meet all of these criteria will be invited to submit a final proposal addressing the evaluation factors in Section V. Applicants who do not meet these criteria will be notified within 15 calendar days of such determination.

- Applicant demonstrates that it has an indirect cost rate that has been approved or is pending approval by a federal agency or has a cost allocation system that meets the requirements in the applicable OMB Circular.
- Applicant demonstrates a previous working relationship(s) with experts and national organizations devoted to the food processing industry, or intends to partner with an organization with such expertise.
- Applicant demonstrates an understanding of the environmental needs of the food processing industry through past activities, or intends to partner with an organization with such expertise.
- Applicant and/or partnering organization demonstrates familiarity with applicable federal, state and local environmental regulations and experience in developing tools (e.g., training, plain-language guides, fact-sheets, Agency contact locators, etc) to improve the audiences' understanding of their regulatory obligations.
- Applicant demonstrates previous experience, or intends to partner with an organization with such experience, in developing and maintaining web-based services.

Applicants must provide relevant information (e.g., previous working relationship with organizations devoted to the food processing industry, understanding of the food processing industry's environmental needs) for any organizations with which they will partner in developing and supporting the FPC.

IV. APPLICATION AND SUBMISSION INFORMATION

A. General

All proposals must be formatted for 8 1/2" x 11" paper using no smaller than 11 point font with 1" margins. A page equals one side of paper. Hard copy submissions should be submitted on recycled paper and should be double-sided to reduce waste. These format specifications apply to both initial and final proposals. .

B. Initial Proposal

Initial proposals addressing how the applicant meets all of the threshold eligibility criteria identified in Section III are limited to 10 pages; excess pages submitted with initial proposals will not be reviewed or considered.

C. Final Proposal

Final proposals are limited to 30 pages; excess pages submitted with initial proposals will not be reviewed or considered. Applicants invited to submit a final proposal must submit a proposal that identifies their ability to develop and manage the FPC. Final proposals must, at a minimum, include the following items, and must also address all of the evaluation factors identified in Section V.

- Executive Summary
- Project Activities
- the Center Management Plan
- Clients Needs
- Available Technologies
- Project Results

EPA will negotiate a detailed scope of work with the successful applicant. The successful applicant will be asked to submit a Standard Form 424, Application for Federal Assistance following negotiation of the work plan (See www.whitehouse.gov/OMB/grants/SF424.pdf) Please note that the final application will be subject to the Executive Order 12372 Intergovernmental Review Process. (See www.cfda.gov/public/EO12372.htm) Applicants must clearly mark information they consider Confidential Business Information (CBI). EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B. The applicant should consider the following project proposal format:

Executive Summary: A summary of the planned project.

Project Activities: The proposal should include a description of the following planned activities including milestones. Describe the approach (es) to:

- Identify compliance assistance needs and close gaps in environmental compliance assistance materials and services currently provided to the food processing industry.
- Develop and maintain working relationship(s) with experts and national organizations devoted to compliance with environmental regulations at food processing facilities.
- Conduct outreach to the food processing industry and promote use of the Center.
- Explore and implement revenue generating activities to reduce the FPC's reliance on federal funding;
- Maintain updated and accurate content on the web-site

- Establish communications with food processing industry stakeholders.

Management Plan: A thorough discussion of how the grant will be managed, including:

- **Internal Management Plan:** Describe how the applicant will ensure the day to day success of the project. This description should include the proposed organizational structure, supervisory responsibilities, and a proposed staffing plan.
- **External Management Plan:** Project proposals must describe how the cooperative agreement recipient will solicit / maintain partners to support the food processing industry compliance assistance center. Illustrate organizational structure between the primary project partners and supporting entities. Please note that all contracts for the purchase of goods and services must comply with the competitive procurement requirements of 40 CFR Part 30.
- **Marketing and Outreach:** A description of a marketing and outreach activity plan to promote the services provided by the food processing industry Center.
- **Financial Plan:** A financial plan for the project that identifies all sources of funds. Although EPA does not require matching funds, the grant recipient is encouraged to provide information regarding resources (cash/in-kind services) that they would commit to manage center. The financial plan should break out planned expenditures by both activity (e.g., maintenance of the web site) and object class (e.g., personnel, travel).

Factors that EPA will evaluate in the financial plan include:

- ❖ Ability to partner with other organizations to secure funding or in-kind services to reduce reliance on Federal funding.
- ❖ Ability to maintain management control and track costs of the project and maintain required records on funding.
- ❖ Cost effectiveness of the project proposal.

Past Experience and Qualifications of Key Personnel: Project proposals must:

- Describe the applicant's experience in developing and maintaining web based environmental compliance assistance services, or similar projects, and its experience in working with compliance issues related to the food processing industry.
- Provide information on its experience in managing Federal financial assistance, including the results of audits or monitoring by the awarding agency.
- Include a description of the qualifications and experience of key personnel and their responsibilities. A detailed description of how the qualification and/or experience of each key personnel match with his/her responsibilities is important.

Clients Needs: Understanding the environmental needs of the food processing industry is critical to the success and sustainability of a FPC. Project proposals should address the following areas. How will:

- The applicant ensure that the web site is useful to the targeted user group(s), and continue to be valuable over time?
- The experiences of the key personnel enhance the center's operation?
- The applicant identify the environmental compliance needs of the food processing industry?

Collaboration with Other Compliance Assistance Providers: The proposal must explain how the FPC will interact and collaborate with other compliance assistance providers, government agencies, and organizations. Specifically, the proposal should address the following:

- How the applicant will collaborate with other compliance assistance providers to leverage limited resources.
- Methods that the applicant will use to promote the use of the Center among other compliance assistance providers.

Project Results: The proposal must address how the applicant will annually evaluate and demonstrate the success of the FPC, including output measurements such as improved environmental management practices and reduced, treated, or eliminated pollution as a result of Center use.

Applicants must ensure that their project proposal addresses all evaluation criteria set forth in Section V.

D. Initial Proposal Instructions

Applicants may choose to apply under this announcement in one of two ways. If you wish to apply with a hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions under “Electronic Application” below. You must choose only ONE method for your submittal. Applicants whose initial proposals meet the threshold criteria and are invited to submit a final proposal will be provided with further instructions on how to submit their final proposals and the due date for final proposals.

1. Hard Copy & CD ROM Submissions

Initial proposals must be received by April 18, 2007. Applications received after these due dates will not be considered for funding. An electronic copy saved on a CD ROM and one hard copy of your proposal must be submitted to the address below:

Tracy Back (2224A)
Office of Compliance, OECA
US Environmental Protection Agency
1200 Pennsylvania Ave., N.W.
Washington, D.C. 20460

2. Electronic Submissions

Initial proposals received via Grants.gov **after** April 18, 2007 will **not** be considered for funding.

If you wish to apply electronically via Grants.gov, 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 Registered” on the left side of the page. Note that the registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using grants.gov. You may retrieve the application package and instructions by entering the Funding Opportunity Number, EPA-OECA-CASPD-1-2007 or the CFDA number (CFDA 66.305), in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to go to EPA opportunities

Application/proposal material submitted through 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 that are available for download on Grants.gov. In addition, see Attachment A for further instructions on submitting an application package through the grants.gov website.

If you have any technical difficulties while applying electronically, please refer to <http://www.grants.gov/help/help.jsp> or toll free at 1-800-518-4726.

E. DUNS

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. Applicants who do not already have a DUNS number may find instruction for obtaining one at the following website: <http://www.Grants.Gov/GetStarted>. A DUNS number may also be obtained by calling 1-866-705-5711.

F. Intergovernmental Review

Applicants (except for Federally Recognized Indian Tribes and Tribal Consortia) must comply with the Intergovernmental Review Process and/or consultation provisions of Executive Order 12372. EPA's implementing regulations for this Executive Order can be found at 40 CFR §29.1-29.13.

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.

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

H. Pre-proposal/Application Communications and Assistance

In accordance with EPA's Competition Policy of January 11, 2005 (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. However, EPA will respond to questions in writing (to back.tracy@epa.gov) from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please type "Food Process Center question" in the subject line of your email. All questions and answers will be posted at:

www.epa.gov/compliance/assistance/centers/index.html.

V. PROPOSAL REVIEW INFORMATION

A. Review and Selection Process:

A two-step process, as described below, has been established to award funds under this announcement. First, applicants must provide an initial proposal containing information demonstrating how they meet all of the threshold eligibility factors identified in Section III. Those applicants who meet all of the threshold eligibility factors will then be invited to submit a final proposal (step 2), that will be evaluated under the factors set forth below, to be considered for award. Those applicants who do not meet all of the threshold eligibility factors will be notified within 15 calendar days of such determination.

1. Threshold Eligibility: Initial Proposals

An EPA evaluation panel will review the initial proposals describing how the applicant meets all of the threshold eligibility factors described in Section III, ELIGIBILITY INFORMATION. Applicants must meet all of these threshold eligibility criteria to be further considered for award. Those that meet all of the criteria will be invited to submit a final proposal that will be evaluated based on the evaluation criteria stated below in Section V, PROPOSAL REVIEW INFORMATION. Final proposals must address each of the criteria below. Further instructions for submittal of the final proposal will be provided to these applicants when they are invited to submit the final proposal. Those applicants that do not meet all of the threshold eligibility factors in Section III, ELIGIBILITY INFORMATION, will be notified within 15 calendar days of such determinations.

2. Final Proposals:

EPA will evaluate final proposals based on the criteria below. Final proposals will be evaluated based on the quality and extent to which they address these criteria. Each criteria is worth ten points. The highest scored proposal will be recommended for award by the Agency selection official.

- Comprehensiveness of approach to service delivery.
- Innovative concepts that may enhance compliance assistance services.
- Demonstrated understanding of environmental compliance challenges faced by the food processing industry.
- Cost effectiveness and efficiency of proposed activities.
- Soundness of proposed revenue generating activities that may reduce the center's reliance on Federal funding.
- Programmatic capability: the Agency will evaluate the applicant's technical

ability to successfully carry out the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under these agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: In evaluating proposals under this factor, 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 (items i and ii above), will receive a neutral score for those elements of this factor.

- Soundness of approach to collaborating with other organizations.
- Soundness of approach to outreach to all segments of the food processing industry.
- Environmental results past performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results (e.g., outcomes and outputs) under federally funded agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.

Note: 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 (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.

- Soundness of approach for tracking and measuring progress towards achieving the expected project outputs and outcomes: Includes the degree to which the applicant has provided an evaluative component to the project to address potential results such as those included in Section I, FUNDING OPPORTUNITY DESCRIPTION.

VI. Award Administration Information

A. Award Notices:

EPA will notify both successful and unsuccessful applicant(s) via electronic mail. The applicant selected for funding will have an opportunity to negotiate elements of their work plan and budget and submit final applications, including all required assistance documents.

Note - USEPA reserves the right to negotiate appropriate changes in work plans after the selection and before the final award consistent with EPA's Competition Policy (EPA Order 5700.5A1, Section 11). The notification, which advises that the applicant's proposal has tentatively been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the Air and Radiation Division Director is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.

B. Administrative and National Policy Requirements.

1. 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
2. Programmatic Terms and conditions will be negotiated with the selected recipient.
3. Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

C. Reporting Requirement.

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should encompass a complete overview/summary of all of the activities conducted within the grant project period; including a discussion on how the FPC meet its annual performance goals. The schedule for submission of quarterly reports will be established by EPA, after applicant has been approved for an award. While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

D. 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://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 listed in Section VII.

VII. AGENCY CONTACTS

FOR FURTHER INFORMATION CONTACT:

Tracy Back
back.tracy@epa.gov
Phone: 202-564-7076
Fax: 202-564-0009

Hans Scheifele
scheifele.hans@epa.gov
Phone: 202.564.1459
Fax: 202.564.0009

VIII. OTHER INFORMATION

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

ATTACHMENT A

The electronic submission of your initial proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R9-WST7-07-002, or the CFDA number that applies to the announcement (CFDA 66.808), in the appropriate field. You may also be able to access the application package by clicking on the button “How To

Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Initial Proposal Submission Deadline: Your organization’s AOR must submit your complete initial proposal addressing the threshold eligibility criteria in Section III of the announcement electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than April 18, 2007.

Please submit *all* of the initial proposal materials described below. To view the full funding announcement, go to <http://epa.gov/compliance/assistance/centers/index.html> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Initial Proposal Materials

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

- I. SF 424
- II. Initial Proposal – addressing the threshold eligibility criteria in Section III.C of the announcement and prepared in accordance with the instructions in Section IV of the announcement.

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

Application Preparation and Submission Instructions

Documents I and II listed under Initial Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For Document I, 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 II, you will need to attach electronic files. Prepare your initial proposal addressing the threshold eligibility criteria in Section III.C of the announcement as described above and in Section IV of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there 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.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY07 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 <http://www.grants.gov/help/help.jsp> or contact Cara Peck at 415-972-3282.

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

If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the initial proposal deadline, please contact Cara Peck, 415-972-3382. Failure to do so may result in your initial proposal not being reviewed.