

FY 2009 Exchange Network Solicitation Notice Do's & Don'ts

DO:

- Read the entire application package and follow all instructions listed in the Solicitation Notice;
- Read the Evaluation Criteria at least three times before starting to work on application(s);
- Note that the maximum you can apply for as an individual grantee is \$300,000 and \$500,000 for a collaborative grant;
- Use EPA web resources for assistance when completing your application(s);
- Submit all of your prior year grants status reports by the due dates it is needed for the environmental past performance criterion;
- List the type of grant you applying for in your application and cover letter, e.g., Cooperative Agreement, In-Kind Services, etc.;
- List any partners in the application and cover letter;
- Submit the required Cover Letter with all the requested information to make your initial application processing smoother;
- Follow the instructions listed in the Solicitation Notice on how to submit your application package to EPA by the deadline date;
- Make sure the budget items and totals in the application are the same for the Detailed Itemized Budget and the work plan;
- Make sure all forms are complete with required executive signatures;
- Make sure all forms are dated;
- Make sure the DUNS and EIN numbers are correct and on all appropriate documents;
- Remember to update the contact information for the application;
- Make sure the contact person for the grant is familiar with the grant;
- Remember to save your application materials in a safe place in case revisions are needed;
- Keep a copy of the final application package you submitted;
- Call EPA Headquarters point of contact listed in the Solicitation Notice if you have questions about the Solicitation Notice;
- Partner with a state, tribe or territory if your agency does not meet the eligibility requirements;
- Converse with other states, tribes or territories on ideas that you would like to implement;

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DON'Ts:

- Do not call EPA's Program Office for guidance on the Solicitation Notice;
- Do not apply for Exchange Network grants if you are not a state, tribe or territory;
- Do not exceed the 10 page limitation listed in Section IV of the Solicitation Notice. All pages in excess of the page limit will not be reviewed;
- Do not submit the same application package from last year without revising it;
- Do not apply for an activity in your grant that has been previously received funding;
- Do not apply for Indirect Cost items unless your Indirect Rate Agreement is approved by your Federal Cognizant Agency;
- Do not apply for O&M on items purchased in a previous grant;
- Do not apply for Management Fees in your application;
- Do not send your application to EPA as an attachment to an e-mail;
- Do not mail your application after the deadline date listed in the solicitation notice. It will not be considered for funding;
- Do not expect a confirmation of receipt of application if you did not send a self-addressed, stamped envelope with your application;
- Do not list supplies, equipment or services in your applications that will be paid with your local funds;
- Do not apply for additional grants if your agency cannot manage them concurrently; and
- Do not apply for a grant if you intend to give it to a "partner" to perform.

Remember

- EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects; and
- Partner with a state, tribe or territory if your agency does not meet eligibility requirements.