

U.S. EPA, Blue Skyways Collaborative Clean School Bus Request For Proposals (RFP) FY 2007

AGENCY NAME: U.S. Environmental Protection Agency, Region 6 & 7, Office of Air & Radiation

FUNDING OPPORTUNITY NAME: Blue Skyways Collaborative, Clean School Bus USA

ANNOUNCEMENT TYPE: Request for Proposals (RFP)

RFP NO: EPA-R7ARTD-07-004

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.036 – Clean School Bus USA.

DATES

- The grant period for all applicants applying under this assistance solicitation is anticipated to begin on November 2007, and expire no later than November 2009.
- The opening date for this proposal is July 2, 2007.
- The closing date and time for submission or receipt of applications is **September 21, 2007 5:00 p.m. CDT**. Applications submitted through <http://www.Grants.gov> must be received by the indicated closing date and time. Applications submitted in hard-copy, as described below, must be received in the EPA Program Office via hand delivery, U.S. Postal Service, or express mail service by the indicated closing date and time to receive consideration.

SUMMARY: The U.S. Environmental Protection Agency (EPA) is accepting proposals from local and state governments, nonprofit organizations, and local and federally recognized Indian Tribal Governments, for retrofit and/or replacement projects that reduce pollution from school buses within the Blue Skyways Collaborative states of Arkansas, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, New Mexico, Oklahoma, and Texas, through the use of EPA verified or certified and/or California Air Resources Board verified pollution reduction technologies. There is a minimum 5% cost-share required for these projects.

About the Blue Skyways Collaborative: The Blue Skyways Collaborative is a network of federal, state and local agencies, along with communities, nonprofit organizations and private companies working together to reduce emissions from diesel engines in the central corridor of North America. More information can be found at: <http://www.blueskyways.org/>

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Diesel exhaust has health implications for everyone. EPA is working aggressively to reduce pollution from new heavy duty diesel engines, by requiring them to meet tougher emission standards in the future. The standards from 2004 have been replaced with an even more stringent set of standards in 2007. New heavy duty vehicles will be up to 95 percent cleaner than those engines manufactured before 2004. However, diesel engines are durable and long-lasting. It will take a long time for new buses to replace the heavy duty buses currently on the road.

Children are especially sensitive to air pollution because their respiratory systems are still developing and they have a faster breathing rate. More than 24 million children ride a bus to and from school everyday, spending roughly 3 billion hours on school buses each year. Recent studies suggest that children's school bus commutes potentially expose children to significantly higher concentrations of pollutants than what is measured in a community's outdoor air. Statistics show that school buses are the safest way to transport children. EPA wants to ensure that they are also the cleanest way to transport children.

The Clean School Bus USA program is designed to reduce children's exposure to diesel exhaust from school buses. There are about 450,000 school buses on the road today, of which approximately 390,000 are diesel. Older technology buses produce as much as sixty times the pollution as a new school bus. About one-third of these buses were manufactured before 1990. These buses are the heaviest polluters and should be replaced. The remaining two-thirds of the school buses were manufactured between 1990 and 2006. These buses can be made much cleaner by retrofitting them with devices designed to reduce pollution and by switching to cleaner fuels. EPA's Clean School Bus USA initiative has three primary goals: (1) reduce school bus idling; (2) retrofit existing buses with devices and/or cleaner fuels that reduce pollution, and (3) replace the oldest buses with new, cleaner buses. By providing assistance funding for successful approaches to reducing pollution from school buses, EPA is making available an important opportunity for school districts in Regions 6 and 7 and the state of Minnesota to implement clean school bus projects.

Replacement, retrofit and/or cleaner fuels projects for school bus fleets will all be considered for this grant competition.

For examples of clean school bus projects, see EPA's Clean School Bus USA web site's Demonstration Projects page: (http://www.epa.gov/otaq/schoolbus/demo_projects.htm)

B. Scope of Work

EPA is soliciting grant applications to assist school districts in their efforts to reduce pollution from diesel powered school buses through the use of EPA verified or certified, or California Air Resources Board (CARB) – verified, pollution reduction technology.

Funds for this program must be used for either verified emissions reduction equipment and/or certified engine configurations under EPA or the California Air Resources Board (CARB). Technologies that EPA has verified are listed on EPA's Verified Technology List at <http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>. CARB listed technologies may be found at <http://www.arb.ca.gov/diesel/verdev/verdev.htm>.

Applicants may propose to establish a subgrant program to multiple school districts and fleets. If so, the applicant must indicate in their proposal a process by which they will award subgrants to other school districts. The evaluation criteria for this subgrant process may be modeled on this RFP's evaluation criteria. Note that applicants may include letters of support from possible subgrantees, along with their appropriate fleet information.

Applications will also be accepted from applicants that propose to establish subcontracts with the commercial school bus company(ies) providing their student transportation service to retrofit or replace buses owned by the commercial company(ies). Participation in such a subcontract program or an award by EPA and acceptance by the school district of program funds are not intended to establish any property rights or affect any liability with respect to any equipment purchased or modified under the program.

Examples of eligible projects

Eligible projects include the use of retrofit technologies on school buses, or replacement of existing diesel buses/engines/equipment and switching to cleaner burning fuels. All of these options are further described below. Equipment that is used for testing emissions and fueling infrastructure costs will not be eligible for funding.

- 1. Retrofit:** Exhaust after-treatment emissions control technology options include diesel particulate filters, diesel oxidation catalysts, closed crankcase systems and electronic control module (ECM) reprograms, among others. It should be noted that diesel particulate filters need to be used in conjunction with ultra low sulfur diesel fuel, which has been available for on-highway use as of October 15, 2006. In addition, filters may not be appropriate for all duty cycles and vehicles; datalogging of some vehicles by vendors must take place in order to assure that filters are an appropriate application for the particular fleet. The purpose of the datalogging is to determine which technology will work; the applicant should provide information about plans for datalogging if filters are the chosen technology. Datalogging is routinely provided by vendors and should not be included in the project budget. EPA will provide up to 100 percent of the costs for these retrofit technologies provided the cost-share of 5% is still provided by the applicants and project partners.

- 2. Engine upgrades for cleaner emissions:** Some engines may be able to be upgraded to newer certified configurations or even verified cleaner versions using manufacturer recommended upgrades or kits to certified or verified configurations. These upgrades may include the addition of newer, cleaner technologies, recalibrations, and/or other parts to reduce the emissions from the engines. If engine upgrades are proposed, then it is advised that the applicant provide background information that suggests that the applicant has investigated applicability of upgrading a particular engine. EPA will provide up to 50 percent of the cost of an engine upgrade, including the addition of verified after-treatment devices. Applicants and their project partners will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III Part B.
- 3. Cleaner Fuels:** These include biodiesel, compressed natural gas, propane, and emulsions verified by EPA or listed by CARB. EPA will pay for the cost differential between the cleaner fuel and the standard diesel fuel. Applicants and their project partners will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III Part B. Ultra Low Sulfur Diesel fuel is not eligible, since it has been available for public use since October 15, 2006.
- 4. Replacement:** Both buses and engines can be replaced under this program. For both bus replacement and engine replacement, the application must show plans to scrap the old engines. Evidence of scrappage must be provided to EPA in the final report. “Scrapped” is defined as a permanently disabled engine, no longer suitable for use in a vehicle, such as a hole drilled in the block. The school district may retain possession of the scrapped engine and/or chassis. Applicants may propose an alternative to scrappage, such as remanufacturing an engine to meet newer standards for emissions. EPA will consider such requests on a limited case-by-case basis.

 - a. Bus Replacement:** EPA recommends the replacement of the oldest buses in the nation, especially those predating 1977 (the newest year of manufacture to be considered for replacement is 1992). EPA will pay a range of the percentage of the cost of a new cleaner emissions bus up to 45 percent. Applicants and their project partners will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III Part B.
 - b. Engine Replacement:** Older engines may be replaced with newer engines under this program that meet the 2007 engine standards. Applicants should provide information in their application to show the feasibility of an engine replacement strategy, as engine and vehicle design differences may make some engine replacements difficult. As noted in the above paragraph, the replaced engines must be scrapped or a suitable alternative must be identified. EPA will pay for up to 50 percent of an engine replacement. Applicants and their project partners will be responsible for the remainder of the cost, which does not count toward the required 5 percent matching funds specified in Section III Part B.

NOTE: It is not EPA’s intention to fund replacement projects that would have occurred through the normal attrition of vehicles and equipment or to provide funds

for expanding a fleet. Therefore, applicants must provide documentation in their applications that the replacement activity would not have occurred without the financial assistance provided by the agency.

C. Statutory Authority

The statutory authority for this action is the Department of the Interior, Environment and Related Agencies Appropriations Act of 2006, H.R. 2361, which became Public Law 10954 on August 2, 2005; House-joint resolution HJR20.

D. Alignment with EPA's Strategic Plan

All proposals must support Goal 1 of EPA's 2003-2008 Strategic Plan, Clean Air and Global Climate Change; Objective 1.1: Healthier Outdoor Air, which states, "Through 2010...[EPA will]...protect human health and the environment by attaining and maintaining health-based air quality standards and reducing the risk from toxic air pollutants" (www.epa.gov/ocfo/plan/2003sp.pdf)

E. Measuring Environmental Results

Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, "*Environmental Results under EPA Assistance Agreements*," EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants must discuss environmental outputs and outcomes in their proposed work plan.

1. **Outputs:** The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected *outputs* from the projects funded under this solicitation must be included in the proposal. Expected outputs may include but are not limited to the following: numbers of retrofitted engines/vehicles, annual pounds or tons of PM2.5, NOx, CO, CO2 and/or VOCs reduced, fuel saved or offset with alternative fuels and cost effectiveness of project (in \$/ton or \$/lb).

To estimate *some* of the anticipated **outputs** of your proposal, EPA highly encourages you to use the Diesel Emissions Quantifier (DEQ) found at www.epa.gov/cleandiesel. In order to use the DEQ, you will need to gather specific fleet data. See Section IV Part B.3.A, fleet information table, to help collect input data for DEQ. For technical assistance with this tool, please contact Amy Bhesania at bhesania.amy@epa.gov or (913) 551-7417. Other methodology used must be described in detail in your application:

If you are unable to use the DEQ, an alternative is provided below. If you are unable to

use the tools suggested, please describe your methodology for estimating outputs in detail in your proposal. If you are unable to determine specific inputs due to the nature of your proposal, please use estimated or potential inputs (such as number of buses retrofitted) and explain your methodology for these estimations in detail.

Alternatives to using the Diesel Emissions Quantifier (DEQ)

The National Mobile Inventory Model (<http://www.epa.gov/otaq/nmim.htm>). For technical assistance regarding this tool, please email mobile@epa.gov.

- 2. 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 projects funded under this solicitation must be included in the proposal.

Examples of environmental outcomes from the projects to be funded under this announcement may include, but are not limited to, the following: increased understanding of the environmental or economic effectiveness of the demonstrated technology, reduced particulate matter pollution, improved ambient air quality, and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided, etc).

II. AWARD INFORMATION

A. Amount of Funding Available

EPA Regions 6 & 7 anticipates awarding approximately a total of \$1.36 million under this announcement. The number of assistance agreements EPA will fund as a result of this announcement will be based on the quality of project proposals received and the availability of funding. The amount of funding associated with individual awards is anticipated to average between \$50,000 to \$200,000, with approximately 6-20 awards expected to be made.

B. Funding Type

The funding mechanism for selected projects 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. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, in accordance with 40 CFR 31.36(g) review of proposed procurements, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient’s performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports

prepared under the assistance agreement.

C. Start Date/Project Duration

All projects should have an anticipated start date of November 2007. Proposed project periods may be up to two years. It is expected that projects will be completed by November 2009.

D. Partners, Contracts and SubAwards

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

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. For-profit organizations are not eligible for subawards or subgrants under this announcement but may enter into procurement contracts with recipients.

Successful applicants must compete contracts for services and products and conduct cost, price and value analyses to the extent required in 40 CFR Parts 30 or 31, as applicable, as well as any regulations covered by state or local procurement requirements. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their application. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the application EPA approves does not relieve it of its obligations to comply with competitive procurement requirements as well as any regulations covered by state or local procurement requirements.

Subgrants or subawards may be used to fund partnerships with nonprofit organizations and governmental entities, or to provide financial assistance for retrofitting commercial school bus fleet operators. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A133, and the definitions of “subaward” at 40 CFR 30.2 (ff) or “subgrant” at 40 CFR 31.3, as applicable.

E. Miscellaneous

Funding for these projects is not guaranteed and is subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a proposal/application, 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 competition and selection process. Award of funding through this year’s

competition is not a guarantee of future funding.

EPA reserves the right to make additional awards under this announcement (after the original award selections are made) if additional funding becomes available. Any additional selections for awards will be made no later than 6 months from the date of original selection decisions. The additional selections must be made in accordance with the terms of this announcement and EPA policy.

EPA reserves the right to reject all applications and make no awards under this announcement, or make fewer awards than anticipated.

III. ELIGIBILITY INFORMATION

A. Who May Apply?

EPA is soliciting proposals from state and local governments (e.g., school districts), nonprofit organizations, and local and federally recognized Indian Tribal Governments.

Successful applicants must use a competitive process for obtaining contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their proposals unless they are sole source providers.

B. Cost Sharing or Matching

Matching/Leveraged Resources/In-Kind Contributions:

All recipients must contribute a minimum of 5 percent of the total project cost. The cost share may be provided in the form of cash or an “in-kind” contribution. An in-kind contribution is the reasonable value of property and services which benefit the project. Proposals which do not demonstrate how this minimum cost share requirement will be met will not be considered for funding. Matching funds must meet the requirements of EPA’s Uniform Administrative Requirements for Grants and Agreements, 40 C.F.R. 30.23 (for non-profit organizations) or 40 C.F.R. 31.24 (for governmental agencies). For proposals that are applying for engine upgrades, cleaner fuels or replacement be sure to include the additional in-kind contribution that is required as outlined in Section I, Part B.

If an applicant is applying for a bus or engine replacement project, the applicant contribution percentages listed in Section I, Part B can not count toward the 5 percent matching contribution requirement. In addition, please note that any additional voluntary matching and leveraged funds beyond the 5 percent requirement will be considered during the selection process (See Section V Part A). Applicants can also include written commitments for leveraged funds from other organizations. Additional information on voluntary matching funds and leveraged funds is described below:

Voluntary Matches: A recipient is legally obligated to come up with any voluntary matching share for the project that is included in the approved project budget. This match must be met by eligible and allowable costs and is subject to the match provisions in the assistance agreement regulations. A recipient who fails to provide any voluntary matching share that is included in the approved project budget is in breach of the assistance agreement and EPA can take enforcement actions authorized by the assistance regulations.

Leveraged funds: In contrast to voluntary matches, leveraged funds are not included in the approved budget for the project. Costs for leveraged funds need not be eligible and allowable. The recipient expects our federal funds to generate additional resources but does not breach the agreement if the expected funds do not materialize. EPA can evaluate the strength of the leveraging commitment and award points based on that evaluation. If an applicant proposes some form of leveraging and is evaluated on it, but then does not come through with the leveraging they proposed, that could affect how they are evaluated under future competitions that include the programmatic capability criterion and/or other past performance related criteria.

C. Eligibility Screening Requirements: Threshold Criteria

Proposals must meet the following threshold criteria to be eligible for funding consideration under this announcement. Failure to meet any of the following criteria in the proposal will result in the automatic disqualification of the proposal for funding consideration. Proposals must indicate how applications meet this threshold criteria. Ineligible applicants will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.

1. Proposals must demonstrate eligibility as indicated in Section III, Part A.
2. Proposals must support Goal 1 of EPA's Strategic Plan by reducing diesel emissions as indicated in Section I, Part D.
3. Proposals must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work that should have been completed under a prior grant or cooperative agreement.
4. Proposals must be received through [Grants.gov](https://www.grants.gov) on or before the closing date and time as published in Section IV, Part A. If applicants are unable to submit proposals via [Grants.gov](https://www.grants.gov), applications may be mailed, but must be postmarked by the closing date. Proposals received after the closing date and time will be returned to the sender without further consideration.
5. Proposals must substantially comply with the application and submission information as outlined in Section IV, Part B, specifically content and format of applications.
6. Projects must be located in one or more of the following Blue Skyways' states: Arkansas, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, New Mexico, Oklahoma, or Texas.

7. All projects, regardless of applicant type, must be for the direct benefit of a school district.
8. Proposals must include a Fleet Information Table, as described in Section IV, Part B, Subpart 3a.
9. Proposals must include an applicant cost share of at least 5% of the total project cost, as described in Section I, Part B, and Section III, Part B.
10. Strategies to be considered under this program must include at least one of the four options in Section I, Part B: retrofit, replacement, upgrade, or cleaner fuels.
11. Retrofit technologies or engine replacements must be either verified or recognized under EPA's Retrofit Program, certified by another EPA program, verified by the California Air Resources Board (CARB), or involve the application of a verified technology in an unverified application. Idle reduction technologies, which are not verified under EPA's programs, are exempt from having to meet the verification requirement.

Technologies that EPA has verified are listed on EPA's Verified Technologies List (<http://www.epa.gov/otaq/retrofit/retroverifiedlist.htm>). CARB listed technologies may be found at <http://www.arb.ca.gov/diesel/verdev/verdev.htm>.

In cases where an applicant would like to use EPA verified technologies in applications that have not yet been verified, applicants should discuss or explain the reasoning used to determine that the technology will function properly in this application and their rationale for any estimated emissions reductions.

IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Apply

Applicants have the option to submit their application by either hardcopy submission or electronically through Grants.gov. You must choose only **one method**. If you wish to apply electronically via Grants.gov, please follow the appropriate instructions for electronic submission as outlined in Appendix A. EPA encourages applicants to submit their proposal materials electronically through Grants.gov. Proposals submitted via e-mail are not permitted and will not be reviewed. If you wish to apply with a mail/delivery hardcopy submission, please contact Alan Banwart at (913) 551-7819 to obtain the required application forms. Hard copy applications must be postmarked by the closing date and mailed to:

Attn: Alan Banwart
EPA, Region 7
ARTD/APDB
901 N. 5th Street
Kansas City, KS 66101

Regardless of submission method, please review and read the application instructions and

submission information early on in the process of preparing your application.

B. Content and Format of Application Submission

Regardless of submission method, applications must contain the documents outlined in Appendix A. In addition to the standard forms, your application must contain:

1. Narrative work plan following outline below (8 page maximum)
2. Fleet Information Table (see detailed information below)
3. Budget Detail and Narrative (see detailed information below)

Optional materials such as letters of support from potential sub-awardees or partners and/or a copy of the district's idling reduction policy should be included if applicable.

Narrative Work Plan Suggested Outline

The narrative work plan must describe how the proposed project meets the guidelines established in Sections I-III, including the threshold eligibility requirements in Section III, Part C, and address each of the evaluation criteria disclosed in Section V, Part A.

The narrative, a maximum of 8 pages in length, not including the Fleet Information Table, budget and optional materials, should follow the outline below. All proposals must be formatted for 8 ½" x 11" paper, double-spaced, using legible and easily readable font and size, with 1" margins. If a single spaced proposal is submitted, it will only be reviewed up to the equivalent of the eight page double spaced page limit (4 pages single spaced); excess pages will not be reviewed.

Refer to the information below and the evaluation criteria outlined in Section V, Part A, for information on how to write your application.

Each proposal work plan should include the following components:

1. Cover Page: Include the following information:

A. Project Title:

B. Project Manager: Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.

C. Total Project Cost: Specify total amount requested from EPA and the cost-share amount, as well as any resources or funding from any other sources that are contributing support

D. Project Period: Provide anticipated beginning and ending dates.

E. Summary Statement: One to two sentence summary of proposal describing the number of busses affected by the retrofit and/or replacement project and technology to be implemented. If a bus or engine replacement project is proposed, provide assurance that the replacement activity would not have occurred without the financial assistance provided by the agency.

F. School Districts: List of affected school district(s) including school district(s) mailing

and superintendent contact information.

2. Project Narrative

A. Project Description and Implementation Plan: Describe the project in detail.

Describe the technology(ies) and/or fuels to be used, the vehicles to be retrofitted or replaced, the partnerships involved, and a timeline for the project. Include information that shows that the chosen strategy has been researched and will be successful/suitable in the specified application. Applicants who propose to establish a subgrant program must indicate in their proposal a process by which they will award subgrants. The evaluation criteria for this subgrant process may be modeled on this RFP's evaluation criteria. Provide detailed information regarding the subgrant competition process including proposal guidelines, evaluation criteria, and decision making process.

1. Describe the fleet in detail and its history. Beyond the Fleet Information Table, the following information must be provided, or if not provided, a reasonable explanation should be included: number of buses in the targeted fleet(s), the number of students riding the fleet, the number of students in the entire district, the fleet replacement rate, the type of retrofit technology that may be used, and the number of buses or engines that may be retrofitted or replaced. Also, indicate what entity owns the buses, operates the buses, and maintains the buses, and any other general information about the fleet and its history. Bus and engine replacement projects should provide supporting documentation in the application that the replacement activity would not have occurred without the financial assistance provided by the Agency.

NOTE: It is not EPA's intention to fund replacement projects that would have occurred through the normal attrition of vehicles and equipment or to provide funds for expanding a fleet. Therefore, applicants must provide documentation in their applications that the replacement activity would not have occurred without the financial assistance provided by the agency.

2. Make an argument for how the strategy chosen for this project will contribute to EPA's goal of employing the most beneficial clean up strategies in diesel pollution reduction within the Blue Skyways Collaborative states especially from the oldest and most polluting buses. Include local conditions such as non-attainment status, sensitive populations or environmental justice areas and geographical areas of impact.
3. Discuss how you plan to implement the proposed project. Describe the tasks and activities that will be conducted to accomplish the objective of the project. Include a timeline or schedule with expected target dates and milestones to achieve specific tasks and accomplishments during the budget and project period (e.g., bid, ordering and installation phases, as well as any other events that impact the overall application).

- B. Specific Environmental Outputs:** Identify the specific outputs as described in Section I, Part E, Subpart 1.
- C. Desired Environmental Outcomes:** Identify the specific outcomes as described in Section 1, Part E, Subpart 2.
- D. Collaborations or Partnerships:** Discuss the sustainability, likelihood for success and partner support of your project. Information should be presented about how the results of this project will carry on into the future and how results will be shared.

Identify all proposed partnerships and stakeholder groups that will be involved in the project and what each of the groups' roles will be in project staffing, funding, design and implementation. For example, applicants may collaborate or partner with other entities - which may be able to assist with expertise, funding or community outreach – including, but not limited to, the Blue Skyways Collaborative, the US/Mexico Border Program or other state, local government, business or non-profit organization. Include letters of support where applicable for any partnerships including any in-kind resources or matching funds that partners will provide above and beyond any required matching contributions.

- E. Environmental Results Past Performance and Programmatic Capability:** 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 for each agreement describe, (i) 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 this was resolved (ii) whether and how you were technically able to successfully carry out and manage those agreements and, (iii) your history of meeting the reporting requirements under those agreements including submittal of 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 have no relevant or available past performance or reporting history, please indicate this in the proposal, and you will a neutral rating.

Discuss the other policies that the district(s) follows which demonstrate a commitment to pollution reduction, especially idling reduction. Examples of other policies include anti-idling/idling reduction policies for school buses and other vehicles on school property, indoor air quality improvements such as *Indoor Air Quality Tools for Schools*, energy efficiency measures, or other pollution reduction/education programs. A copy of the district's written policy(ies) is preferred. For more information on these policies, contact Amy Bhesania at bhesania.amy@epa.gov or visit www.blueskyways.org.

In addition, provide information on your organizational experience, your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them in order to successfully achieve the goals of the proposed project. Optional materials may include a resume or description of staff expertise/qualifications.

The proposal narrative should also include, to the extent not otherwise covered above, any information necessary to address the factors in Section V.

F. Measuring and tracking progress. Describe your plan for tracking and measuring progress toward the proposed project's estimated emissions reductions.

3. Attachments: The following two sections should be included as attachments to the work plan and will not count as part of the eight page limit. There is no page limit for these two attachments.

A. Fleet Information Table

For each bus in the fleet, include the vehicle identification number, the chassis manufacturer, bus type (A, B, C or D), chassis model year, engine manufacturer, engine model number and year, annual vehicle miles traveled, and/or annual hours of operation, annual fuel usage and retrofit or replacement option selected. Please see <http://www.epa.gov/cleanschoolbus/busidtable.pdf> for an example format.

B. Budget Narrative Detail

Provide a detailed itemized budget proposal using the example below, justifying the expenses for each of the following categories being performed within the grant/project period. Indicate what portion of the cost will be paid by EPA, and what portion will be paid by the applicant or other partners as part of the minimum 5% match requirement.

1. **Personnel:** Indicate salaries and wages, by job title of all individuals who will be supplemented with these funds.
2. **Fringe Benefits:** Indicate all mandated and voluntary benefits to be supplemented with these funds.
3. **Travel:** Indicate number of individuals traveling, destination, number of trips, and reason for travel.
4. **Equipment:** Identify items to be purchased such as air quality related instruments used in support of work plan objectives. Provide an estimated cost for each item. Make sure you can support your cost estimate. EPA policy defines equipment as items costing \$5,000 or greater. Indicate if your organization's definition differs.
5. **Supplies:** Indicate any items to be purchased that will be used in support of air project work plan objectives.
6. **Contractual:** Indicate any proposed contractual items that are reasonable and necessary to carry out the work plan objectives. Examples of contractual items

include training from equipment manufacturer, installation of retrofit equipment by 3rd party, etc.

7. **Other:** Indicate general (miscellaneous) expenses necessary to carry out the objectives stated in the work plan.
8. **Total Direct Charges:** Summary of all costs associated with each object-class category.
9. **Total Indirect Costs:** Organization must provide documentation of a federally approved indirect cost rate (percentage) reflective of proposed project/ period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a new rate.
10. **Total Cost:** Indicate overall figure of all direct and indirect costs.

It is recommended that confidential business information not be included in your proposal. (see Section E below)

C. 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.

D. 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 Part 29.

E. Confidential Business Information

In accordance with 40 CFR Part 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 Part 2.204(c) (2) prior to disclosure. Note that under Public Law No. 105277, data produced under an award is subject to the Freedom of Information Act.

F. 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 banwart.alan@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 “Clean School Bus Question” in the subject line of your email. All questions and answers will be posted on the website, www.blueskyways.org, no later than five business days after they are received.

G. Funding Restrictions

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

Successful applicants must use a competitive process for obtaining contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their proposals unless they are sole source providers.

Applicants must ensure that the costs of proposed activities are allowable according to applicable Federal Cost Principles contained in the Office of Management and Budget (OMB) Circulars A-87 "Allowable Costs" or A-122 "Cost Principles for Nonprofit Organizations." This should be reviewed in conjunction with applicable regulations contained in 40 CFR Parts 30, 31 and 35. OMB defines allowable costs as those costs that are “eligible, reasonable, necessary, and allocable.” For a cost to be eligible, the cost must not be prohibited by the statute, and must be incurred during the budget period. Additionally, costs should be judged in context to determine that they are reasonable and necessary and detailed budgets must include appropriate budget categories and funds must be allocated appropriately. Recipients need to ensure that proper documentation is in the file to meet the applicable procurement regulation requirement in 40 CFR Part 30 or 31 and/or State procurement rules. All project expenditures are subject to audit for the final determination of allowability of costs.

V. EVALUATION INFORMATION

A. Evaluation Criteria:

Each eligible proposal, which has met the requirements of Sections III and IV, will be evaluated according to the criteria set forth below. Each proposal will be rated under a point system, with a total of 100 points possible.

Criterion	Max points
Project Description and Implementation Plan: Extent to which the application ably and thoroughly addresses each of the areas identified in Section IV Part B Subpart 2.A.	20

Environmental Results – Extent to which the application indicates measurable or quantifiable outputs and outcomes as identified in Section I Part E and Section IV Part B Subpart 2.A.3 and Section IV Part B Subpart 2.F.	30
Past Performance and Programmatic Capabilities – Extent to which the application indicates success in completing and managing federal grant funds as identified in Section IV Part B Subpart 2.E. Extent to which applicant expresses capability in completing project as identified in Section IV Part B Subpart 2.E.	20
Collaboration/Partnerships and Leveraged Resources as identified in Section IV Part B Subpart 2.D.	20
Budget Reasonableness/Presentation and Financial Contribution as identified in Section IV Part B Subpart 3.B	10

B. Other Factors

Geographic Dispersion: In making the final funding recommendations to the Grant Award Official, the evaluation team described in Section V, Part C, may consider the geographic dispersion of awards among each of the states comprising the Blue Skyways Collaborative, (Arkansas, Iowa, Kansas, Louisiana, Minnesota, Missouri, Nebraska, New Mexico, Oklahoma, and Texas)

C. Review and Selection Process:

Each proposal will be evaluated by an EPA staff team chosen for their experience with a full range of transportation air quality matters. Proposals that meet all of the threshold eligibility factors identified in Section III will then be evaluated by the panel based on the evaluation criteria listed in Section V, Part A above. Once the Evaluation Team has completed their evaluations, they will submit the top ranked proposals to EPA Region 6 and 7 management officials. In making the final funding recommendations to the Grants Award Official from among the top ranked proposals provided to them by the Evaluation Team, these officials will consider the rankings and may also consider the factor described in Section V, Part B above.

Regions 6 and 7 expect to complete the Evaluation/Selection process and make recommendations to EPA’s grants offices by the end of September 2007. All applicants will be notified promptly after final selections regarding their proposal’s status.

Conflict of Interest: Reviewers will be required to sign a disclosure of conflict of interest form and will be removed from the review of proposals if an actual or potential conflict of interest (that cannot be mitigated) exists.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices:

EPA will notify both successful and unsuccessful applicant(s) in writing and electronic mail.

Applicants selected for award may have an opportunity to negotiate elements of their work plan and budget and submit final applications, including all required assistance documents to Region 7 Grants Management Office.

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 been tentatively selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the Grants Management Officer (GMO) 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. All costs incurred under this program must be allowable under the applicable OMB Cost Circulars. Copies of the circulars can be found at
<http://www.whitehouse.gov/omb/circulars>.
3. To the extent required by federal, state, and local laws, successful applicants must abide by the competition requirements for all procurements under assistance agreements (this includes contracts for goods and services). Successful applicants must also conduct a price and cost analyses to the extent required by federal, state or local procurement requirements before awarding any contracts.
4. Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, 'EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards' which can be found at
http://www.epa.gov/ogd/grants/award/5700_8.pdf. Nonprofit applicants that qualify for funding may be, depending on the size of the award, required to fill out and submit to the Grants Management Office the Administrative Capability Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.
5. Programmatic Terms and Conditions will be negotiated with the selected recipient.

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. Applicants are further required to make a commitment to share all data collected with EPA for assessment on a regional level. The final report shall be completed within 90 calendar days of the completion of the project period. The final report should encompass a complete overview/summary of all of the activities conducted within the grant project period; including any and all data results as well as a justification for impediments should be addressed. 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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the Agency Contact listed in Section VII.

E. Non-profit Administrative Capability.

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

VII. AGENCY CONTACTS

FOR FURTHER INFORMATION CONTACT:

Regional Contacts:

Alan Banwart
US EPA Region 7
Phone: 913-551-7819
banwart.alan@epa.gov

OR

Wes McQuiddy
US EPA Region 6
Phone: 214-665-6722
mcquiddy.david@epa.gov

Regional Competition Advocate
Chester Stovall
US EPA Region 7
Phone: 913-551-7549
stovall.chester@epa.gov

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.

APPENDIX A – GRANTS.GOV APPLICATION INSTRUCTIONS

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 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 “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. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R7ARTD-07-004, or the appropriate CFDA number (CFDA 66.036), 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/Browse by Agency and then go to EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) or via hardcopy no later than **September 21, 2007 at 5:00 p.m. CDT.**

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. Project Narrative Work plan - prepared as described in Section IV.B of the announcement including Fleet Information Table as described in Section IV.B.3.A of the announcement
8. Budget Narrative Attachment Form (Budget Detail) as described in Section IV.B.3.B
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 two-year 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. **Project Narrative Work plan prepared as described in Section IV.B of the announcement.** Include the Fleet Information Table as described in Section IV.B.3.A of the announcement.

- 8. Budget Narrative Attachment Form – Detailed Itemized Budget as described in Section IV.B.3.B**
Prepare the Detailed Itemized Budget and attach it 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 in Section IV.B 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 – 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., FY07), 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 Alan Banwart 913-551-7819.

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 grants.gov*) within 30 days of the application deadline, please contact Alan Banwart, at (913) 551-7819. Failure to do so may result in your application not being reviewed.