

**2013/2014 EPA Urban Waters Small Grants Request for Proposals
Questions and Answers**

The following questions and answers are in response to the 2013/2014 EPA Urban Waters Small Grants Request for Proposals (RFP) EPA-OW-IO-13-01. As stated in the RFP: **Note to Applicants:** In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Please understand that this is our initial feedback based on the information you've provided, and we cannot make a final decision on the proposed activities until we have reviewed a complete proposal. Our response relates solely to eligibility rather than the merits of the proposal from a ranking standpoint.

Question Categories

- A. Threshold Issues – Applicant Eligibility, Project Eligibility
- B. Budget/Funding Issues
- C. Evaluation Issues
- D. Grants.gov Questions
- E. Miscellaneous

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
Question	Answer
1. Am I eligible to apply to the Urban Waters Small Grants RFP?	Eligible applicants are described in Section III.A. of the RFP. Section III.A states that states, local governments, territories, Indian Tribes, and possessions of the U.S. (including the District of Columbia), public and private universities and colleges, public or private nonprofit institutions, intertribal consortia, and interstate agencies are eligible to apply. Individuals, for-profit commercial entities and all federal agencies are not eligible to apply. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act 1995 are not eligible to apply.
2. Is there a population requirement a city needs to meet in order to be eligible for an Urban Waters Small Grant?	No, the population of a city is not a threshold criteria for eligibility purposes.

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
Question	Answer
3. Are projects/applicants in Puerto Rico eligible to apply?	Yes, applicants and projects located in Puerto Rico are eligible to apply.
4. Are for-profit entities eligible to apply for an Urban Waters Small Grant?	No, for-profit entities are not eligible applicants.
5. Are international applicants and/or projects eligible for funding?	<p>The National Environmental Policy Act (NEPA) 102(2)(F) enables us to apply our domestic statutes, such as the Clean Water Act 104(b)(3), internationally. Without NEPA 102(2)(F), we do not have authority to award grants for international work. By not including NEPA 102(2)(F) in the RFP, we are indicating that these grants are only available for work benefitting the United States. If a foreign entity is otherwise qualified to receive the grant, then as long as the work is done to benefit the US, then it would be eligible.</p> <p>Eligible entities are described in Section III.A of the RFP.</p>
6. Are the Freely Associated States (FAS) of Palau, Marshall Islands and Federated States of Micronesia eligible?	<p>Palau, the Marshall Islands, and Micronesia are all sovereign nations independent from the United States. These countries are neither territories nor possessions of the United States; therefore, they are not eligible for the Urban Waters Small Grants, unless the proposed work benefits the United States. The National Environmental Policy Act (NEPA) 102(2)(F) enables us to apply our domestic statutes, such as the Clean Water Act 104(b)(3), internationally. Without NEPA 102(2)(F) we do not have authority to award grants internationally. By not including NEPA 102(2)(F) in the RFP, we are indicating that these grants are only available for work benefitting the United States. If a foreign entity is otherwise qualified to receive the grant, then as long as the work is done to benefit the US, then it would be eligible.</p> <p>Eligible entities are described in Section III.A of the RFP.</p>
7. My organization currently has non-profit status with the state and is in the process of applying for federal non-profit status. Are we eligible to apply?	Yes, your organization is an eligible applicant since it is a recognized non-profit with your state. Additional information regarding eligible applicants is provided in Section III.A of the RFP.

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
Question	Answer
8. Can my organization apply for this grant through a fiscal sponsor if we are not a 501(c)(3) but do urban river work.	No, your organization may not apply for an EPA grant through a "fiscal sponsor." Your organization must apply for a grant in its own name and be eligible for funding under the terms of the Urban Waters RFP. EPA does not recognize the "fiscal sponsor" concept as a means of allowing ineligible organizations and individuals to apply for EPA funding. Please note, however, that your organization does not have to have 501(c)(3) status to be eligible for funding if it is incorporated under state law as a non-profit or not-for-profit organization. Individuals are not eligible to apply for Urban Waters funding under any circumstances.
9. Can individuals apply for the grant?	No, individuals are not eligible to apply for Urban Waters Small Grants.
10. Can for-profit businesses apply for the grant?	No, for-profit businesses are not eligible to apply for Urban Waters Small Grants.
11. My 501(c)(3) organization has a federal affairs office that lobbies at the federal level. Are we an eligible applicant for the Urban Waters Small Grant?	If an organization is exempt from taxation under 501(c)(3), the fact that it uses some of its own funds for lobbying does not render the applicant ineligible. Please note that EPA funds may not be used for lobbying. Organizations exempt from taxation under 501(c)(4) that lobby are not eligible for grants by statute (The Lobbying Disclosure Act).
12. Can public schools apply?	Yes, public schools are eligible entities that may apply.
13. Can my project include design and/or construction projects?	A design project would generally be an eligible activity for funding. But construction projects generally would not be an eligible activity under our funding authorities (with the exception of demonstration projects).
14. Are educational programs eligible for funding under this grant program?	Yes, education-related activities are generally eligible under CWA 104(b)(3), the funding authority for these grants. Please review Section I.C. for a detailed description of this statutory authority and Section I.A. for some information on examples of eligible projects.
15. What age or stakeholder group is targeted?	We are not targeting any specific groups under this announcement. Please see the eligible applicants information in Section III.A of the RFP.
16. Can funds be used on federal land?	No, Urban Waters Small Grants cannot be used for projects that take place on federal land. To do so would violate the Federal Grant and Cooperative Agreement Act by providing a service for the direct use or benefit of the federal government since it is the responsibility of the federal agency owning the land to rehabilitate streams on the property.

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
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17. What is considered a demonstration project?	<p>Applicants are not required to propose a demonstration project; however, if the proposal falls under the demonstration category then the applicant must describe how it meets the following requirement. Demonstrations are projects that must involve new or experimental technologies, methods, or approaches.</p> <p>A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.</p>
18. Does all the proposed work have to take place on public property?	No, proposed activities do not have to take place on public property. There are no restrictions to specific land jurisdictions under this announcement, except for those that take place on federal lands.
19. Is this grant opportunity open for land acquisition projects for watershed areas?	No, funds may not be used towards land acquisitions under this announcement.
20. Would multiple applicants from the same institution (a university, for example) be eligible to submit separate, unique applications?	<p>Under this competition, only one proposal can be submitted per applicant. If an applicant submits more than one proposal, EPA will contact them before the review process begins to determine which one will be withdrawn.</p> <p>For the purposes of this RFP, EPA considers governmental units to be a single applicant per the definition of <i>Grantee</i> in 40 CFR 31.3 and they may submit <u>only one</u> proposal to EPA. The Agency will not accept proposals from more than one agency of the same governmental unit. However, applicants may list other eligible applicants as partners on proposals even if the partner also submits a proposal to EPA. In the example you provided, that eligible entity would be the university. Please note that Principal Investigators are ineligible applicants; individuals are not eligible to apply under this announcement.</p>
21. Can an entity serve as a partner on multiple grant applications? Would this rule both applications out?	Yes, an entity may serve as a partner on multiple grant applications. In addition, an organization can submit a proposal as the primary applicant and also support the work of other organizations by being a partner.

A. Threshold Issues – Applicant Eligibility and Project Eligibility	
Question	Answer
22. Please explain what EPA’s process will be if it’s determined that more than one proposal has been submitted by an applicant.	<p>Under this competition, only one proposal can be submitted per applicant. If an applicant submits more than one proposal, EPA will contact them before the review process begins to determine which one will be withdrawn. For the purposes of this RFP, EPA considers governmental units to be a single applicant per the definition of <i>Grantee</i> in 40 CFR 31.3 and they may submit <u>only one</u> proposal to EPA. The Agency will not accept proposals from more than one agency of the same governmental unit. However, applicants may list other eligible applicants as partners on proposals even if the partner also submits a proposal to EPA. All applicants from the same legal entity will be contacted on the same day and notified that EPA has received more than one proposal from their organization. Applicants will then be given an opportunity to work internally to determine which proposal will move forward in the review process for that organization. The organization must use its discretion in establishing the selection process to determine which proposal will be submitted on its behalf for the Urban Waters Small Grants. If the organization is not able to communicate a decision within 48 hours of being contacted by EPA, EPA will accept the proposal which was submitted first.</p>
23. Can a federal agency be a sub-grantee on the grant?	<p>The answer to whether a Federal agency can be a sub-grantee (i.e., whether EPA grant funds may be used to reimburse another federal agency), depends on whether that agency has statutory authority to receive and retain reimbursement for providing services to nonfederal organizations. For example, our understanding is that the U.S. Geological Survey has the requisite authority and all federal agencies may perform specialized scientific research for state/tribal/local governments under the Intergovernmental Cooperation Act. We take the position that the transaction is neither a sub-grant nor a procurement contract but is governed by the terms of the federal statute which authorizes reimbursement. In such a case, there would be no need for competition under the procurement rules or compliance with the OMB Circulars.</p> <p>Please note, that in such a scenario, the other federal agency would not be able to enter into an interagency agreement (IA) with EPA to be reimbursed. IAs are not permissible under this announcement.</p>

B. Budget/Funding Issues	
Question	Answer
1. Is there a requirement for matching?	For this RFP, EPA has determined that an applicant must provide a minimum of \$4,000 as the non-federal cost share / match. In-kind cost share is allowed.
2. Do I need an indirect cost rate to apply for an Urban Waters Small Grant?	<p>Applicants must determine whether they should include indirect costs as part of the proposed budget. An applicant does not need to have an approved negotiated indirect cost rate confirmed before responding to the Urban Waters Small Grants RFP. Please note that in accordance with the instructions in Section IV.C.2 of the RFP, if indirect costs are included in the proposed budget, the amount of indirect costs should be entered on line 6(j) of the SF 424-A. The indirect cost rate (a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22 of the SF 424-A.</p> <p>Please note that in accordance with the instructions in Section IV.C.2. of the RFP, if indirect costs are requested as part of the budget in the proposal, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. Final application packages will be requested from those eligible entities whose proposals have been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final application package. In order for indirect costs to be allowable under the assistance agreement, the applicant must have a negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency at the time of final application submission (see Section IV.C.2 of the RFP). An indirect cost rate can be requested by contacting the applicant's cognizant agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.</p>

B. Budget/Funding Issues	
Question	Answer
3. Can grant funds be used for salary for interns to work on our Urban Waters Small Grant project?	<p>Yes, salaries for employees and interns hired as employees would be an eligible expense under this grant provided the employees perform work that is necessary to carry out the EPA funded project. Please note that in accordance with the instructions in Section IV.C. of the RFP, if salary costs are included in the proposed budget, they should be shown in the SF 424-A.</p> <p>EPA has made a policy decision, however, not to allow the use of Urban Waters Small Grant funds for "participant support costs" for stipends for interns who are not hired as employees (e.g. trainees). If an applicant is able to pay for intern stipends with funds other than the Urban Waters Small Grant, this contribution may be used to meet the \$2,500 cost share / match requirement, subject to the regulations governing cost share/match at 40 CFR 30.23 and 40 CFR 31.24. The costs for stipends must be included in the EPA approved budget for the applicant's cost share/match to be allowable.</p>
4. Can award recipients incur pre-award costs?	<p>Yes, recipients may incur pre-award costs at their own risk up to 90 days before the award date if certain conditions are met. Please see 40 Code of Federal Regulations (CFR) Part 30.25(f)(1) for more information. Please note that under 2 CFR Part 230, Appendix B, Item 36 your organization may only incur pre-award costs "directly pursuant to and in anticipation of an award where such costs are necessary to comply with the proposed delivery schedule or period of performance." In the context of competitive funding, EPA interprets this provision to allow pre-award costs only after an organization has been notified that the Agency has selected it for an award.</p>
5. Do you have guidance or suggestions on how to put together the proposed budget narrative?	<p>EPA's Office of Grants and Debarment provides general tips on how to prepare a budget, available at http://www.epa.gov/ogd/recipient/tips.htm. In addition, budget detail guidance is available at http://www.epa.gov/ogd/recipient/ogd_budget_detail_guidance.pdf, which includes some examples you may find helpful.</p>

B. Budget/Funding Issues	
Question	Answer
6. If our partner is contributing personnel time, how is that reflected in the budget? We do not plan to make a subaward to our partner, because they are not receiving funds.	<p>If your partners are contributing personnel time, this would be considered in-kind contributions and would count towards the \$2,500 cost share/match requirement provided the contributions comply with 40 CFR 30.23. It should be included as a line item in the SF424-A, in Section A (Non-Federal (d)), and Section B ((h) "Other"), along with a brief explanation in the budget narrative. Please note that if your organization will also be contributing personnel time from its own employees towards cost share/match, the value of those contributions are considered "Personnel" costs.</p> <p>Note that organizations receiving funds under this grant are permitted to make proper subawards to a non-profit partner. These subawards would reimburse the non-profit partner for costs they incur in activities necessary to the completion of the activities under the grant.</p>
7. Is the \$40K to \$60K over both years or is it \$40K-\$60K each year for two years? Are awards given in lump sum, or by reimbursement?	Once the grant is awarded, the Agency will obligate the total award amount (\$40K - \$60K for the two years) at the time of the award; however, funds will only be able to be withdrawn and the grantee reimbursed as costs are incurred.
8. Can this grant be used by a state entity to send staff for stream restoration or other training classes?	Yes. As long as the training is part of an eligible activity under Section I.D of the RFP, it would be eligible for funding. Please see Section IV.C for more information on budgeting. It may also help to review Sections I(B) and V(A) of the RFP to assess if your project meets the goals of the Urban Waters Small Grants.
9. What are fringe benefits?	Fringe benefit costs are those costs for personnel employment other than the employees' direct income (i.e., employer's portion of FICA insurance, retirement, sick leave, holiday pay, and vacation cost). Such costs should be included in line 6(b) of Section B of the Standard Form (SF) 424A. It may be helpful to look over the Cost Review Guidance Memorandum at http://www.epa.gov/ogd/grants/award/CostReview.htm . Instructions for the SF 424A are available at http://www.epa.gov/ogd/forms/adobe/SF424A_Instructions.pdf .
10. What is the dollar range of the grants?	Applicants may not request more than \$60,000 in federal funding – proposals requesting more than \$60,000 in federal funds will not be reviewed. While there is no minimum, EPA suggests applicants request at least approximately \$40,000 in federal funds. A minimum non-federal cost share / match of \$4,000 is required (see Section III.B for information on the cost share / match requirement). It is anticipated that funded cooperative agreements will have a two-year project period.

B. Budget/Funding Issues	
Question	Answer
11. Can municipalities use these funds to contract with consultants?	Yes, funds may be used to contract with consultants to perform eligible activities under CWA 104(b)(3). Please note that applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 Code of Federal Regulations (CFR) Parts 30 or 31, as appropriate. Please see Section II.C of the RFP (pg 9 – 11) for further details on the requirements for acquiring contract services. Please note that EPA rarely accepts sole-source justifications for contracts for professional engineering services even if the firm is a "partner" on the proposal or prepares it on behalf of an eligible applicant.
12. Does the \$4,000 match deduct from the \$60,000 maximum funding limit?	No, cost share/match is not considered part of the maximum federal request of \$60,000; however, cost share/match dollars must be spent on activities that would be deemed eligible under CWA 104(b)(3), the funding authority for this grant program. In addition, applicants need to account for cost share/match in the total project costs and identify how cost share/match funds will be used to support the grant in their Standard Form (SF) 424-A and budget narrative. Please see Sections II.A, III.B, III.C, IV.C.2 and IV.C.3(g) of the RFP for more information on the cost share/match requirement.
13. The minimum match amount is \$4,000. Will proposals with higher match amounts be given a higher score?	No, proposals with a higher cost share/match value will not be awarded more points. Please see Section V.A of the RFP which describes the selection criteria used to evaluate all proposals
14. Can the grant be used for travel expenses of the project partners and not just staff members of the funded organizations?	We presume by “project partners” you refer to organizations who receive proper subawards of financial assistance (please see Question G.5 on what is a proper subaward). If that is the case, then yes, travel costs that are necessary for employees of subawardees to carry out the subawards are allowable costs under the OMB cost principals. If your question refers to travel expenses for other “project partners” the answer is No. Generally, Urban Waters grant funds may not be used for “participant support costs” for individuals who are not employees of the recipient, a subawardee or a properly procured contractor (including individual consultants).
15. Do land easements and land grants qualify as in-kind contributions?	Yes, land easement and land grants would qualify as in-kind contributions. Please be sure to see Section III.B for more information on in-kind contributions. As stated in Section III.B, in-kind contributions, such as use of volunteers and/or donated time, equipment, expertise, etc., are subject to the regulations governing matching fund requirements described in 40 CFR 30.23 or 40 CFR 31.24, as applicable.

B. Budget/Funding Issues	
Question	Answer
16. Is grant administration an eligible expense?	Yes, provided the recipient normally charges its grants directly for actual costs for grant administration rather than including the costs for this function in its indirect cost rate or as a component of a “management fee.” Please review the information on “management fees” in Section IV.C for more information as well as the OMB Cost Principles. As stated in Section IV.C, “the applicant must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant’s cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term ‘management fees or similar charges’ often refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs: such costs are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.”
17. Should the committed dollar amount from partners be added to our total match amount? If we have several partners and one partner intends to pay for a part of the proposed project that is an ineligible activity for funding under 104(b)(3) of the Clean Water Act (e.g., construction or implementation activity), and this contributed amount is in addition to the \$4,000 match requirement, would this contribution also be considered match and therefore, be limited to the statutory funding authority (i.e., CWA 104(b)(3))?	Contributions from partner organizations may count towards the cost share/match requirement, subject to the rules regarding eligibility, allowability and documentation, as discussed in Section III.B of the RFP. Costs for ineligible activities, such as construction, cannot be used as match, but as long as the \$4,000 cost share/match requirement is properly met, there is no constraint on the contributions from other organizations. Leveraged dollars for ineligible activities (e.g., construction or implementation activities) should not be included as the total project cost of the proposed budget.
18. Is the budget narrative part of the 10-page limit?	Yes

C. Evaluation Issues	
Question	Answer
1. For the purposes of this grants competition, what is the definition of “urban”?	The RFP does not define “urban”. Per Section IV.C. of the RFP, an applicant must describe the characteristics that make the project area and the associated water body “urban”. Examples of supporting information include but are not limited to total population relative to adjacent areas, population density, land use, percentages of residential/commercial/industrial areas, and specific environmental challenges that are unique to the project area (e.g., inaccessible waterways due to development).
2. The RFP states letters of support will not be considered but letters of commitment are noted as acceptable attachments. What is the distinction?	Letters of commitment are described in Sections IV.C. of the RFP. Letters of commitment should describe specific activities partners will assist with or lead during the project. Letters of commitment are not counted in the page limit for the Proposal Narrative and should be submitted on applicable letterhead.
3. Since the applicant is the entity (e.g. a university), does the performance on past federal grants apply to the “applicant” or the individual submitting the grant? If it is the “applicant”, that could present a problem for individuals working at large universities.	In Section V.A of the RFP, “Past Performance” refers to the applicant’s experience in managing federal or non-federal funding received through assistance agreements. Individuals are not eligible applicants and although they may have specific expertise to contribute to the project, their contributions may be reflected in addressing other criteria such as RFP Section V.A(6) “Programmatic Capability”. If the applicant is a university, the “Past Performance” referred to under RFP Section V.A(7) would be that of the university, the entity managing the grant. As indicated in the RFP, the applicant may cite experience with federal and non-federal assistance agreements. (Note that grants are assistance agreements, while contracts are not.)

D. Grants.gov Questions	
Question	Answer
1. If we have an AOR registered for a previous EPA grant, do we need to re-register at this time?	No, you do not need to re-register with grants.gov. Please see the grants.gov FAQs at www.grants.gov or contact the grants.gov hotline at 1-800-518-4726 for more information.
2. Can there be more than one staff member registered & designated with grants.gov as long as only one is designated for this particular EPA small urban waters grant?	Yes, there can be more than one staff member registered with grants.gov, but we recommend only one be the designated AOR for the Urban Waters Small Grants. Please see the grants.gov FAQs at www.grants.gov or contact the grants.gov hotline at 1-800-518-4726 for more information.
3. Who is the Authorized Representative who should fill out and sign Box 21 of the SF 424? Should it be the Authorized Organization Representative (AOR), as discussed in the RFP?	An officer, employee or another member of your organization with authority to bind your organization to a contract should sign Box 21. Instructions for filling out the SF 424 are provided on pages 5 – 6 and are available at http://www.epa.gov/ogd/AppKit/form/SF424.pdf . The AOR is the individual your organization designates to register with www.grants.gov and upload the online submission package onto Grants.gov. Assistance for online submission may be provided by contacting the Grants.gov helpline at 1-800-518-4726.
4. Do we need to submit a proposal through Grants.gov and as a hard copy, or will just a submission through Grants.gov suffice?	You should only use one submittal method.

E. Miscellaneous	
Question	Answer
1. Do I need to submit my Quality Assurance Project Plan (QAPP) with my proposal if I intend to use grant funds for monitoring activities?	You do not need to submit a QAPP at the time you are submitting your proposal. If you do plan on collecting or using environmental data or information as part of your project, please see Sections IV.C.and Section VIII.A of the RFP. The proposal should discuss how the applicant will comply with the Quality Assurance/Quality Control requirements, as specified in Section VIII.A. If your proposal is selected for funding and it is determined that a QAPP is necessary for your project, EPA can work with you directly to identify the necessary QA/QC requirements. If you intend to use grant funds to develop a QAPP for your project, those costs and activities will need to be included in your workplan and budget proposal and you should allow sufficient time and resources for this process in your timeline. Whether or not you intend to develop your QAPP with grant dollars, your QAPP will need to be approved before monitoring activities can begin.
2. My question concerns the requirements for QA/QC standards in data acquisition and reporting as specified in the RFP. If the environmental data we propose to collect is only for the purpose of education/training of students in the methods of water quality investigation, do we still need to meet the agency QA/QC protocols and submission requirements, or does that only apply to research quality data?	If you plan on collecting or using environmental data or information as part of your project, please see Sections IV.Cand Section VIII.A of the RFP. You do not need to submit a Quality Assurance/Quality Control (QA/QC) plan at the time you are submitting your proposal; however, the proposal should discuss how the applicant will comply with the QA/QC requirements, as specified in Section VIII.A. To collect data for educational purposes only, the Urban Waters Small Grants program will require you to take QA/QC measures into account. If your proposal is selected for funding EPA will work with you directly to identify the level of QA/QC practices appropriate for the project, and in your case, the QA/QC plan would likely be significantly scaled down from a full QAPP. If you intend to use grant funds to develop a QA/QC plan for your project, those costs and activities will need to be included in your workplan and budget proposal and you should allow sufficient time and resources for this process in your timeline. You do not need the QA/QC plan approved to apply, but if selected, it would have to be approved before data collection can take place.
3. Can you suggest what an appropriate amount of time might be to develop a Quality Assurance/Quality Control (QA/QC) component, covering water quality sample data?	The time needed to develop a QA/QC plan will vary depending on the project. We ask that you use your research experience and expertise to provide your best estimate as to how much time to allow for this process in your proposal. Please keep in mind that if you are selected EPA can assist successful applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the successful applicant may work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project.

E. Miscellaneous	
Question	Answer
4. Why is EPA awarding cooperative agreements and what would an UWSG cooperative agreement look like?	We expect that the Urban Waters cooperative agreements will be awarded at ranges between \$40,000 and \$60,000. We specify that they will be cooperative agreements because we anticipate significant EPA involvement, which will be worked out when final workplans are negotiated. Consistent with the competition policy provisions in the announcement, we cannot comment or advise potential applicants on the specifics of how an award might be structured.
5. I'm trying to complete the online SF-424 for our Urban Waters Small Grant application and keep getting an error message that the zip code I've entered is invalid.	Please be sure that you are entering your zip code needs as a 9-digit number to be accepted. You can find instructions for completing an electronic SF-424 online at www.grants.gov/assets/SF424Instructions.pdf .
6. Are Davis Bacon & Buy America requirements applicable to this grant?	No. Davis Bacon Act and Buy American requirements apply to federally assisted projects only when the statute authorizing grant funding, or another statute such as the American Recovery and Reinvestment Act, imposes the requirements. Neither Section 104 of the Clean Water Act nor any other statute requires that recipients of the Urban Waters Small Grants comply with Davis Bacon or Buy America requirements.
7. If a region is announced in a presidential disaster declaration, are they exempt from the Stafford Act?	We presume your question relates to Section 301 of the Stafford Act. That provision allows agencies to waive administrative requirements such as the \$4,000 cost share for the Urban Waters Small Grants when a state or local government in a disaster area requests such a waiver. EPA would consider such a waiver request. The applicant should submit the waiver request as part of the proposal package.
8. How should I organize the Proposal Narrative? Should I use a table format like how the Selection Criteria is organized in the RFP (Section V.A)?	There is no specific format that applicants must follow in organizing their Proposal Narrative. Please use your discretion in how to format your proposal so that it best presents your information and can be reviewed against the criteria in the Section V of the RFP. Please make note of the guidelines regarding inclusion of page numbers, font size and margins discussed in Section IV.C..

E. Miscellaneous	
Question	Answer
9. What are the “certifications” and “assurances” that are referred to in Block 21 on the Standard Form (SF) 424?	<p>The certifications and assurances refer to the following five forms:</p> <ol style="list-style-type: none"> 1) SF 424 (Application for Federal Assistance) 2) SF 424A (Budget Information for Non-Construction Programs) 3) SF 424B (Assurances for Non-Construction Programs) 4) Form 4700-4 (Pre-award Compliance Review Report) 5) Certification Regarding Lobbying <p>These forms can be found at http://www.epa.gov/ogd/AppKit/application.htm. However, as indicated in the RFP, only SF 424 and SF 424A are required to be submitted at this time, along with your Proposal Narrative. The additional forms listed above (#3 - #5), as well as other necessary forms or documentation, will be required to be submitted once award selections are made, as part of the recipient’s final application package.</p> <p>Please complete the SF 424 and SF 424A to the best of your ability; we will contact you during the application review period if further clarification on the information provided is needed.</p>
10. Where do we find information to answer Box 19 of the Standard Form (SF) 424, regarding whether the Executive Order (EO) 12372 process applies to our State?	<p>You should confirm with your State Single Point of Contact (SPOC) to determine if your application is subject to the review. Each state elects whether or not to review applications for Federal assistance, in order to be aware of what Federal aid is provided to that state. The Office of Management and Budget (OMB)'s guidance regarding the issue can be found at http://www.whitehouse.gov/omb/grants_spod/. This webpage also lists the SPOCs for the states that participate in the review. The webpage also states that if the state is not listed, then they do not participate, and option “C) Program is not covered by E.O. 12372” should be checked for Box 19 of the SF 424.</p>
11. In Box 13 of the SF 424, what is the Competition Identification Number and Title?	<p>There is no Competition Identification Number and Title for this announcement; please leave it blank.</p>
12. Where can I find guidelines for administering (ie, managing) a federal grant?	<p>Please see Section VI.B of the RFP. Resources are also provided by EPA's Office of Grants and Debarment Desktop Resource, available at www.epa.gov/ogd/recipient/intro.htm.</p>

E. Miscellaneous	
Question	Answer
13. If the organization's registration in the System for Award Management (SAM) is out-of-date and/or is just beginning the process to request a Data Universal Numbering System (DUNS) number, is the applicant too late in submitting a proposal?	As described in Section VI.E of the RFP, applicants should be registered in the SAM and have a DUNS number by the time of proposal submittal. If applicants do not have this at the time of their proposal submittal, they should apply by submitting a hard copy proposal package. Please see Section IV.B.2 of the RFP for hard copy submittal instructions. However, please note that recipients must be registered in the SAM and have a DUNS number at the time the award is made.