



APR 22 2010

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY  
REGION 2  
290 BROADWAY  
NEW YORK, NY 10007-1866

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CC: Adm  
R. Murphy



Dear Assistance Agreement Recipient:

Thank you for participating in a Federal financial assistance program funded by the U.S. Environmental Protection Agency (EPA), Region 2. The purpose of this letter is four-fold: 1) to inform you of EPA's ongoing grants management Webinars; 2) to provide this year's grant application target date and instructions; 3) to inform you of EPA's resumption of Grants.gov Apply for receipt of electronic applications; and, 4) to provide other important information about managing EPA assistance agreements.

**1) Grants Management Webinars:** In an effort to keep EPA grant applicants and recipients informed, EPA's Office of Grants and Debarment periodically hosts informational Webinars on various grants management topics. Whether you are applying for an EPA grant, or are currently managing an EPA grant we encourage you to attend these Webinars. To obtain information about upcoming Webinars and to view/listen to previous Webinars, please visit the following website:  
<http://www.epa.gov/ogd/training/grantaward.htm>.

**2) (a) Application Deadline for Non-Competitive Assistance Applications Only:** If you intend to apply for **non-competitive** financial assistance from EPA Region 2 with an expected award date on or before September 30, 2010, your applications should be submitted to my attention at the above address by no later than **May 28, 2010**. It is important that we receive your application by this date to allow sufficient time for EPA's review and award processes to be completed. Please note that non-competitive grants are typically for state governments and recipients of Congressional earmarks. They are generally not available to non-profit organizations or schools.

**(b) Application Deadlines for Competitive Programs:** If you plan to submit an application in response to an EPA competitive assistance program, you must follow the deadlines set forth in the respective announcement. All competitive assistance programs have their own deadlines that are independent of this notice. Links to EPA Region 2's open competitive announcements are available on [Grants.gov](http://www.epa.gov/grants.gov) and our website at: <http://www.epa.gov/region02/grants/>.

**3) Resumption of Grants.gov Apply for Receipt of Electronic Grant Applications:** Now that the system enhancements to Grants.gov have been completed, the Agency has resumed using Grants.gov Apply for the electronic submission of applications. For competitive applications, please follow the guidance provided in the announcement. State agency applicants may submit their non-competitive Continuing Environmental Program (CEP) applications through Grants.gov Apply. No other form of electronic applications will be accepted. All **electronic applications** must be submitted through Grants.gov Apply. As well, we will continue to accept paper applications submitted through the mail to:

Mr. Roch Baamonde, Chief  
Grants and Contracts Management Branch  
U.S. Environmental Protection Agency, Region 2  
290 Broadway, 27th Floor  
New York, New York 10007-1866

As a reminder, we will only accept applications that use the current version of the SF-424. Expired versions of the SF-424 will be returned unprocessed. The current version is OMB number 4040-0004. Moreover it says "Version 02" with an expiration date of 4/31/2012. In addition, State agency applicants may submit a single set of the assurance/certification forms for their grants awarded under 40 C.F.R. Part 35. The forms allowed to be "bundled" are:

1. [SF-424B, "Assurances-Non-Construction Programs"](#)
2. [Certification Regarding Lobbying, Certification for Contracts, Grants, Loans and Cooperative Agreements.](#)
3. [EPA 4700-4, "Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance."](#)
4. A copy of the current indirect cost rate agreement or the proposal submitted to the cognizant Federal agency covering the proposed grant period.

These certifications and assurances (forms) may be submitted to EPA on an annual basis determined by the applicant and the applicant must clearly identify in a cover letter the period covered by the bundled assurances/certifications. If an applicant does not indicate a specific timeframe, the bundle will be valid only for the current Federal fiscal year during which the forms were submitted. Updated forms must be submitted when changes to the responses are required.

To view the EPA Region 2 Application Kit on our website and download application forms, please go to: <http://www.epa.gov/region02/grants/kit.htm>. A fillable PDF version of the current SF-424 may be accessed at <http://www.epa.gov/ogd/forms/adobe/SF424.pdf>. If you prefer, a paper or electronic copy of the kit and forms may be obtained by contacting us at 212-637-3402, or by e-mail at [Stephens.Janet@epa.gov](mailto:Stephens.Janet@epa.gov).

### **3) Other Important Grants Management Information:**

#### **Information for Non-Profit Organizations**

Grants and cooperative agreements awarded to non-profit organizations play an important part in the delivery of environmental protection to the public. However, EPA's Office of the Inspector General, has issued numerous audit reports documenting instances of non-profit recipients that have inadequate administrative systems to manage EPA funds or lack the capability to successfully perform the project scope of work. In addition, EPA program offices and grants management offices have identified similar issues in conducting post award monitoring activities. Recognizing that it is preferable to address such issues before awarding assistance agreements, EPA may evaluate the administrative and programmatic capability of non-profit applicants. Whether such an evaluation is conducted or not, we strongly encourage all non-profit organizations to review their procedures using the questionnaire and online training mentioned below. For Additional Information, please visit this website:

<http://www.epa.gov/ogd/AppKit/preaward.htm>. Also, please review EPA's Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards at: [http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)

If you are required to obtain pre-award certification, EPA will send you a request to complete a questionnaire and submit supporting documentation. Your organizational policies and procedures must fully comply with the Federal financial management standards covered in the questionnaire prior to receiving an assistance agreement from EPA. You may view a copy of the questionnaire at: <http://intranet.epa.gov/ogd/preaward/Final%20OMB%20Preaward.pdf>.

#### **Mandatory Grants Management Training for Non-Profit Recipients**

EPA requires non-profit recipients to complete a mandatory recipient training course online: <http://www.epa.gov/ogd/training/index.htm>. This course is designed to help non-profit recipients understand assistance agreement regulations, the application process, management of their assistance agreements and the close out process. As of October 1, 2007, completion of this course is mandatory for all non-profit recipients upon receipt of monetary awards. The terms and conditions of your assistance agreement will include this training requirement. Your certification is good for 3 years after which you are required to update your training.

**Grants Management for Tribal Organizations**

EPA is working with the National Partnership for Environmental Technology Education (NPETE) to offer training opportunities for tribal grant recipients on the basics of grants management. Information on current offerings may be found by viewing the NPETE website at: <http://www.petetribal.org>.

I hope you find the information above useful. We look forward to receiving your applications in a timely manner. If you have any questions regarding the application process, please feel free to contact us at the numbers and email addresses indicated above.

Sincerely,



Roch Baamonde  
Grants Management Officer

