ENVIRONMENTAL PROTECTION AGENCY

[FRL–5548–5]

Fiscal Year 1996 Computational Science and Environmental Education (EarthVision) Cooperative Agreements Program; Solicitation Notice

Section I. Important Preapplication Information

A. What is the purpose of this solicitation notice?

The Office of Administration and Resources Management (OARM) at the United States Environmental Protection Agency (EPA) solicits preapplications from colleges, universities, and other institutions of higher education; and from other nonprofit public or private agencies, organizations, and institutions to support an ongoing *computational science and environmental education program, EarthVision*, as defined in this notice.

B. What is the computational science and environmental education program, EarthVision? How much money is available for this program?

EarthVision is a computational science and environmental modeling education enrichment program. The primary goals of EarthVision are to:

1. Introduce teams of high school students and teachers to *computational science, environmental modeling, and high performance computing;*

2. Attract students to technical and environmental sciences, and thereby contribute to a better trained workforce;

Additional objectives of EarthVision include:

a. Enhance critical thinking and awareness of how to apply mathematical environmental models in environmental research.

b. Promote knowledge of how to create and test environmental hypotheses with mathematical models, and;

c. Increase understanding of the role of computationally intensive models in environmental research, problem solving, decision making, and regulation development.

You can view and download this solicitation notice, as well as a description of the past cooperative ventures under this program, from: // www.epa/gov/nesc/index2.html

One million dollars in Fiscal Year 1996 cooperative agreement funds are available under a Congressional appropriation to support the computational science and environmental education program, EarthVision. Total funding is anticipated to be $3 million for the three-year period, Fiscal Year 1996—Fiscal Year 1998.

C. What is computational science, environmental modeling, and high performance computing? What is computational science and environmental modeling education enrichment?

Computational science is the use of computationally intensive mathematical models to simulate or replicate real work conditions that are either too large or too small to replicate in a laboratory. Environmental models duplicate physical or chemical processes that take place in the environment.

High performance computing encompasses advanced computing, communications, and information technologies. It relies on scientific workstations, supercomputer systems, and high speed networks. High performance computing integrates and links special purpose and experimental systems; the new generation of large, scalable parallel systems, and; applications and systems software over a high speed network.

Computational science and environmental modeling education enrichment teaches how to apply computational science and environmental modeling skills to environmental research. It relies on the scientific method and the development and testing of environmental research hypotheses. It involves critical thinking, problem solving, and decision making.

D. When is my letter of intent due to EPA? When is my pre-application due to EPA and when will EPA announce the cooperative agreements award? Why is EPA announcing the availability of Fiscal Year 1996 funds so late in the year?

A one-page letter of intent is due to EPA postmarked no later than Thursday, August 25. The letter of intent must be no longer than one page and state that your organization intends to submit a pre-application. The letter of intent is non-binding and does not commit you to submit a pre-application. The letter of intent will allow EPA to substantiate the level of interest so that the Agency can gauge how many pre-applications it will receive.

Pre-applications (25 page statement of work with attached budget) must be mailed to EPA postmarked no later than Friday, October 25, 1996. Pre-applications postmarked after Friday, October 25, 1996, will not be considered for funding. EPA expects to announce the cooperative agreement award later in the calendar year, 1996, or early in 1997.

Owing to the Continuing Resolution, EPA was unable to finalize its budget earlier in the fiscal year. EPA waited for an approved operating plan before releasing this solicitation. This will NOT affect your application.

E. Where do I mail my letter of intent and pre-application?

Letters of intent and pre-applications must be mailed to: U.S. EPA, EarthVision, Computational Science and Environmental Modeling, Education Enrichment Program, Mail Drop 34, Research Triangle Park, North Carolina, 27711.

F. Where do I get information and forms needed to prepare my pre-application?

Please read this solicitation notice carefully, it contains all the information and forms necessary to prepare a pre-application. If your project is selected as the finalist after the evaluation process is concluded, EPA will provide you with additional forms needed to process your pre-application.

G. How much money can I request for my cooperative agreement project? Does the dollar amount affect my chance of being selected?

EPA anticipates making *one* award for the computational science and environmental modeling education enrichment program, EarthVision. Applicants may select up to $1 million in cooperative agreement funds for the first year of the computational science and environmental modeling education enrichment program.

Section II. Eligible Applicants

H. Who is eligible to submit pre-applications?

Any college, university, or other institute of higher education, or other nonprofit public or private agency, organization, or institution to support the computational science and environmental modeling education enrichment program, EarthVision, where authorized under the following Actions and Sections: (a) Clean Water Act, Section 104; (b) Clean Air Act, Section 103; (c) Solid Waste Disposal Act, Section 8001; (d) Safe Drinking Water Act, Section 1442, and; (e) National Environmental Policy Act, Section 102(2)(F). 501(c)(4) organizations that lobby are not eligible to apply.

I. May an organization submit more than one pre-application in Fiscal Year 1996?

Yes, an organization may submit more than one pre-application, *but only if the pre-applications are for different projects.* No organization will be awarded more than one cooperative agreement for the same project during the same fiscal year.

J. May I submit a pre-application for Fiscal Year 1996 even if I have been awarded funding under this program in the past four years?

Yes, applicants who were awarded funding previously may submit a pre-application for Fiscal Year 1996. The Fiscal Year 1996 pre-application may or may not have any relationship to a project funded in a previous year. Each pre-application for Fiscal Year 1996 will be evaluated based upon the specific criteria set forth in this solicitation and in relation to the other pre-applications.

K. May a teacher, educator, or faculty member apply?

A teacher's school district, an educator's nonprofit organization, or a faculty member's college or university may apply, but an individual teacher, educator, or faculty member cannot. Only agencies, organizations, and institutions, and not individuals, may apply for the cooperative agreement.

Section III. Eligible Activities and Funding Priorities

L. What general activities are eligible for funding under this program?

The eligible computational science and environmental modeling education enrichment activities that may receive funding *must include, but are not limited to, at least one of the following:*

1. Design, demonstrate, or disseminate computational science and environmental modeling curricula, including the enhancement or development of educational tools and materials.

2. Design and demonstrate projects to enhance existing high school curricula in math, science, and computer science with the incorporation of computational science and environmental modeling tools and techniques.

3. Projects to understand and assess a specific computational science or environmental modeling issue, and to transfer those findings to EarthVision participants.

4. Provision of computational science and environmental modeling training or related education for high school students, teachers, and/or faculty in a specific geographic location.

5. Design and demonstration of projects to foster international cooperation in the assessment and analysis of environmental data using computational science and environmental modeling.

Under Section III.L.1. above, *EPA strongly encourages applicants to demonstrate or disseminate existing curricula in computational science and environmental modeling rather than designing new curricula.* EPA will consider funding new curricula only where the applicant demonstrates that there is a need. Examples of need may include instances in which: (1) Existing computational science and environmental modeling curricula has not been designed for a certain audience; (2) Existing computational science and environmental modeling curricula cannot be adapted well to a particular local setting, and; (3) Existing curricula are not otherwise accessible. The applicant must discuss what steps they have taken to address this need. You may cite a Conference where the need was discussed, the results of inquiries made with various educational institutions, or a research or other published document.

M. What activities are not eligible for funding under this program?

Funds cannot be used for:

1. Construction projects;

2. Technical training of environmental management professionals;

3. Non-educational research and development; and/or

4. Computational science information projects.

Under Section III.M.1. above, EPA will not fund construction activities such as the acquisition of real property (e.g., buildings) or the construction or modification of any building. EPA will not fund the acquisition of services for the direct benefit of EPA.

Under Section III.M.4. above, EPA will fund only *computational science and environmental modeling education enrichment* projects, not projects that are solely designed to develop or disseminate computational science and environmental modeling information. As discussed in Section I.C. above, computational science and environmental modeling education enrichment teaches how to apply computational science and environmental modeling skills to environmental research. It involves critical-thinking, problem-solving, and decision making.

In comparison, *computational science information* provides facts or opinions about the application of computationally intensive mathematical models to environmental issues. It does not enhance skills in environmental research, critical thinking, problem solving, or decision making. While an understanding of computational science in environmental research is important, the information alone does not constitute computational science education enrichment. To reiterate, computational science and environmental modeling education enrichment teaches people how to apply computationally intensive mathematical environmental models to environmental research.

N. What specific types of projects will EPA fund?

EPA will fund only those proposals which meet the criteria specified under #1 and #2 below. Proposals which do not meet these criteria will not be funded.

1. All proposals *must discuss how the proposed project:*

a. Is new or substantially improved;

b. Has the potential for wide application, *and;*

c. Addresses a high priority issue in computational science and environmental modeling.

Applicants must define ''new or substantially improved,'' ''wide application,'' and ''high priority issue'' as they relate to each individual project. For instance, a project may be *new or substantially improved* if it reaches a specific community for the first time, develops a new or improved teaching strategy, or uses a new or improved method of applying existing computational science and environmental modeling education enrichment materials. Similarly, a project may have *wide application* if it targets a large and diverse audience in terms of numbers or demographics or if it can serve as a model program elsewhere. Finally, a project may address a *high priority issue in computational science or environmental modeling education enrichment* if the applicant demonstrates the importance of the issue to the community, state, or region being targeted by the project. For instance, a community which has notable air pollution problems may find it appropriate to increase understanding of how computational science is used in designing air pollution models and in assessing alternative solutions.

2. *All proposals must also focus on one of the following:*

a. Improving computational science and environmental modeling teaching skills for teachers, faculty, and other nonformal educators, and learning skills for students (e.g., through workshops, summer training sessions, and Saturday classes);

b. Building local capacity to develop, deliver, and continue computational science and environmental modeling education enrichment programs, or;

c. Promoting careers in environmental sciences and computational science among students.

All proposals must clearly identify which of the above the proposal will focus on. You will not increase your chances of being funded by focusing on more than one of the above. The terms

used under Section III.N.2.a–c. are defined below.

The term *workshops, summer training sessions, and Saturday classes* refers to training activities that prepare educators to utilize computational science and environmental modeling education materials. Workshops, summer training sessions, and Saturday classes may be directed toward young people and/or adults in formal and/or informal settings. (A formal setting is a school, college, university or similar institution devoted to learning; an informal setting may include a museum, nature center, park, or community center which may not be devoted to learning but often includes such activities). Workshops should emphasize an investigative and hands-on approach to learning that leads to the development of problem-solving and critical thinking skills.

The term *building local regional capacity* refers to the development and implementation of plans designed to improve the coordinated delivery of computational science and environmental modeling education enrichment at the local level. The primary providers should coordinate local planning and implementation of the computational science and environmental modeling education enrichment activities with State Departments of Education or Natural Resources, local school districts, and state, local, and tribal environmental education coordinating councils. Examples of how to build local capacity include the development of plans for:

1. Identifying and assessing needs as well as setting priorities;

2. Creating grant programs or identifying funding sources for computational science and environmental modeling education enrichment providers, and/or;

3. Identifying computational science and environmental modeling teacher training needs.

Section IV. The Pre-Application

O. What is a pre-application?

The pre-application contains three parts: 1) the ''Application for Federal Assistance (Standard Form 424 (or SF 424), attached); 2) The ''Budget Information: Non-Construction Programs'' (Standard Form 424A (or SF 424A), attached), and; 3) A work plan (described below). To ensure your pre-application is completed properly, carefully follow the instructions on SF 424, SF 424A, and those provided below. *The SF 424, SF 424A, and completed work plan contain all the information EPA will use to evaluate the merits of your pre-application.* Only finalists will be asked to submit additional forms needed to process your pre-application.

P. Are matching funds required?

Yes, non-Federal matching funds of *at least 5% of the total cost of the project* are required, although EPA encourages matching funds of greater than 5%. Federal funds to support the project must not exceed 95% of the total cost of the project. The 5% match may be provided by the applicant or any other organization or institution, except that no portion of the 5% match can include Federal funds (unless specifically authorized by statute). The 5% match may be provided in cash or by in-kind contributions and other non-cash support. In-kind contributions often include salaries or other verifiable costs. In the case of salaries, applicants may use either minimum wage or fair market value. The proposed match, including the value of in-kind contributions, is subject to negotiation with EPA. The value of in-kind contributions must be carefully documented. All cooperative agreements are subject to audit.

The matching non-Federal share is a percentage of the entire cost of the project. For example, if the 95% Federal portion is $4,950, then the entire project should, at a minimum, have a budget of $5,211, with the recipient providing a contribution of $261. The amount of non-Federal funds, including in-kind contributions, must be itemized in the budget.

Q. Can I use Federal funds in addition to those provided by this program to support the same project?

Yes, you may use Federal funds in addition to those provided by this program, but only for different activities. However, you may not use any Federal funds to meet all or any part of the required 5% match as stated in Section IV.P. above. If you have already been *awarded* Federal funds for a project in which you are seeking additional support from this program, please provide the overall dollar amount being awarded by the other Federal Agency as a footnote. However, do not include the figures from the other Federal support in the budget you submit. You must identify the Project Officer, Agency, Office, address, phone number, and the amount of the award.

R. Can I request funding for any budget category on the SF 424A (i.e., personnel/salaries, fringe benefits, travel, equipment, supplies, contractual, and indirect charges)?

Yes, you may request funding for any or all of the budget categories identified above with the following exceptions. First, as indicated under Section III.M.1. above, EPA will not fund the acquisition of real property (including buildings) or the construction or modification of any building.

Second, you may request funds to pay for salaries and fringe benefits, but only for those personnel who are directly involved in implementing the proposed project and whose salaries and fringe benefits are directly related to specific products or outcomes of the proposed project. EPA strongly encourages applicants to request *reasonable* amounts of funding for salaries and fringe benefits. Third, you may include a request for indirect costs if your organization has already negotiated and received an indirect cost rate from the Federal government.

Organizations may request an indirect cost rate. If you do not have an indirect cost rate, you will have to negotiate an indirect cost rate when the award is made.

S. What must be included in the pre-application?

The pre-application must contain an SF 424, SF 424A, and work plan as described below.

1. *Application for Federal Assistance and Budget Information (SF 424 AND SF 424A).* The SF 424 and SF 424A are required for all Federal grants and cooperative agreements. A completed SF 424 AND SF 424A must be submitted as part of your pre-application. These forms, along with instructions, are included at the end of this notice. Please carefully review the instructions and sample. Refer to Section IV.R. above for information on what types of budget categories can and cannot be funded under this program.

2. *Work Plan.* A work plan describes your proposed project. *The total number of points possible for each proposal is 100.* These points will be distributed as follows. Each of the following four sections of the work plan are assigned points which add up to 100. (Certain sections are given more points than others reflecting the relative importance of each section).

All work plans must include and be formatted according to all four sections (a–d) below.

a. *Project Summary:* Provide EPA will an overview of your entire project. The summary must be *no more than one page* and must briefly include *all seven* of the following:

1. Describe your organization (and your key partners);

2. State the goals and specific objectives of your project;

3. Identify what type of project you will focus on as described under Section III.N.2.a-c. (e.g., teacher or student training; building local capacity, or; promoting careers in environmental or computational science);

4. Describe the demographics of your target audience (including the total number of direct participants, ethnic composition, and type of individuals reached such as teachers, students, or the general public);

5. Indicate how you will reach your target audience;

6. Describe the expected results of your project and how you will evaluate it, *and;*

7. Indicate for what types of activities the EPA funds will be used.

The project summary will be scored on how well you provide an overview of your entire project based upon the seven subsections identified above.

Project Summary Maximum Score: 10 points.

b. *Project Description:* Provide EPA with an explanation of how your proposed project meets #1 and #2 below.

1. Explain how the proposed project: (a) Is new or significantly improved; (b) Has wide application, and; (c) Addresses a priority issue in computational science and environmental modeling as described under Section III.N.1.a–c.

This subsection will be scored on how well you explain how your proposal meets the three elements identified above.

Subsection maximum score: 15 points (5 points for each of the three elements a–c identified above).

2. Explain how the proposed project: (a) Improves computational science and environmental modeling teaching skills; (b) Builds local capacity, or; (c) Promotes careers in environmental sciences and computational science as described under Section III.N.2.a–c.

This subsection will be scored on how clearly and effectively your project: (a) Establishes realistic goals and objectives; (b) Identifies its target audience and demonstrates an understanding of the needs of that audience; (c) Uses an effective means or delivery system for reaching the target audience/implementing the project, and; (d) Demonstrates that it uses or produces quality educational products or methods which teach critical thinking, problem solving, and decision making skills.

Subsection maximum score: 45 points (15 points for each of the three elements identified in this paragraph).

Project Description Maximum Score: 60 points.

c. *Project Evaluation:* Provide EPA with an explanation of how you will determine or measure whether you are meeting the goals and objectives of your project. Evaluation plans may be quantitative and/or qualitative and may include, for example, surveys, observation, or outside consultation.

The project evaluation will be scored on the extent to which: a) Your evaluation plan will measure the project's effectiveness, and; b) You plan to apply data gathered from your evaluation to strengthen your project.

Project Evaluation Maximum Score: 10 points (5 points for each of the two elements identified above).

d. *Appendices:* Provide EPA with a detailed budget, resumes of key personnel, and letters of commitment. *No other appendices or attachments such as video tapes or sample curricula may be submitted.*

1. Budget: Describe how you will use the funds for personnel/salaries, fringe benefits, travel, equipment, supplies, contract costs, and indirect costs. You must also include a table which lists each major proposed activity, as well as the month and year it will be completed and the amount of EPA funds that will be spent on each activity.

This subsection will be scored on: (a) How well the budget information clearly and accurately shows how funds will be used, and; (b) Whether the funding request is reasonable given the activities proposed.

Subsection maximum score: 10 points (5 points for each of the two elements identified in this paragraph).

2. Key personnel and Letters of Commitment: Attach one or two page resumes for up to three key personnel implementing the project. Also, include one page letters of commitment from partners (if there are partners) with a significant role in the project. *Do not include letters of support; they will not be considered in evaluation pre-applications.*

This subsection will be scored based upon whether resumes of key personnel are included and whether the key personnel are qualified to implement the proposed project. In addition, the score will reflect whether letters of commitment are included (if partners are used) and the extent to which a firm commitment is made.

Subsection maximum score: 10 points.

Appendices Maximum Score: 20 points.

T. What are the page limits for the work plan?

Your work plan *must* be limited to *25 pages.* The page limit applies *only to the work plan* (i.e., the ''summary,'' ''project description,'' and ''project evaluation''), not the appendices. ''One page refers to one side of singe-spaced typed page. The pages *must* be letter sized (8½ × 11 inches), with a normal type size (10 or 12 cpi) and at least 1 inch margins. *To conserve paper, please provide double-sided copies of the pre-application.*

U. How must the pre-application be submitted?

The applicant must submit one original and two copies of the pre-application (a signed SF 424, an SF 424A, and a work plan). Please submit ONLY the SF 424, the SF 424A, and a work plan. Do not include other attachments such as cover letters, tables of contents, or appendices other than those required (budget, resumes, letters of commitment). The SF 424 should be the first page of your pre-application and must be signed by a person authorized to receive funds. Pre-applications must be reproducible; they should not be bound. They should be stapled or clipped once in the upper left hand corner, typed on white paper, and with page numbers in the upper right hand corner.

V. What regulations must I comply with in submitting my proposal?

EPA's general assistance regulations at 40 CFR Part 31 applies to state, local, and Indian tribal governments and 40 CFR Part 30 applies to all other applicants such as universities and other nonprofit organizations.

Section V. Review and Selection Process

W. How will pre-applications be reviewed and who will conduct the reviews?

Pre-applications will be reviewed in two phases: (1) The screening phase, and; (2) The evaluation phase. During the screening phase, pre-applicants will be reviewed to determine whether they meet the basic requirements of this notice, especially as described under Sections II and III. Only pre-applications which meet all of the basic requirements will enter the evaluation phase of the review process. During the evaluation phase, pre-applications will be evaluated based upon the quality of their work plans, especially the degree to which the work plan meets the requirements set for in Section III.N.1 and 2. Reviewers conducting the screening and evaluation phases of the review process will include EPA officials external to this office. The review panel will include environmental modelers, computational scientists, and environmental educators approved by EPA. At the conclusion of the evaluation phase, the reviewers will score each applicant's work plan based upon the scoring system identified in Section IV.S.2.

X. How will the final selections be made?

After individual projects are evaluated and scored by the reviewers as described under Section V.W. above,

EPA officials will identify the highest ranking finalist among the pre-applicants. In making a final selection, EPA's goal is to fund a project that takes into account, but is not limited to, the following:

1. The type of target audience and their socioeconomic status;
2. The methods used to reach the target audience;
3. Whether the proposal makes effective use of partnerships, *and;*
4. The cost.

In reference to *socioeconomic status,* under Section V.X.1. above, EPA's goal is to encourage applicants to submit proposals that address *environmental justice* for culturally diverse and low income populations. EPA hopes to fund a proposal which scores high in the evaluation process and which addresses *environmental justice.* The term environmental justice refers to the fair treatment of people of all races, cultures, and income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no racial, ethnic, or socioeconomic group should bear a disproportionate share of the negative environmental consequences resulting from the operation of industrial, municipal, and commercial enterprises and from the execution of Federal, state, local, and tribal programs and policies.

Efforts to address environmental justice through computational science and environmental modeling education enrichment programs may include educational programs that provide culturally diverse and low income populations with critical thinking, problem solving, and decision making skills to: (1) Use mathematical environmental models in environmental research; (2) Create and test environmental hypotheses with mathematical models, and; (3) Understand the role of computationally intensive models in environmental research and decision making.

In reference to the *effective use of partnerships,* under Section V.X.3. above, EPA's goal is to encourage applicants to submit proposals that form partnerships, where possible. EPA hopes to fund a proposal which scores high in the evaluation process and which promotes the effective use of partnerships among organizations. The term partnership refers to forming a collaborative working relationship between two or more organizations such as governmental agencies, non-profit organizations, educational institutions, and/or the private sector.

The Assistant Administrator of the Office of Administration and Resources Management at EPA headquarters will select the cooperative agreement recipient, taking into account the recommendations of the Director of the Office of Information Resources Management (OIRM) and the Director of the Enterprise Technology Services Division (ETSD/OIRM). They will base their recommendations on the factors discussed above.

Y. How and when will I be notified about the status of my proposal?

Applicants will receive a confirmation that EPA has received their pre-application once EPA has received all pre-applications and logged them into a chronological data base. EPA will notify applicants again after the award has been announced.

Z. Where may I obtain more information on possible sources of funding other than this program?

EPA's Division of Environmental Education, Office of Communications, Education, and Public Affairs (OCEPA) sponsors the Agency's Environmental Education Grants Program. EPA's Environmental Education Grants Program provides financial support for projects which design, demonstrate, or disseminate environmental education practices. The program is authorized under Section 6 of the National Environmental Education Act of 1990 (the Act) (Pub. L. 101–619). For the environmental education grants program, Congress has appropriated between approximately $2.5 and $2.9 million per year from Fiscal Year 1992 through Fiscal Year 1995. EPA headquarters awards approximately $1 million in grant funds per year and each of EPA's ten regional offices award approximately $150,000 to $180,000 per year.

In cooperation with EPA, the North American Association for Environmental Education (NAAEE) has developed a publication called ''Grant Funding for Your Environmental Education Program'' which provides strategies for identifying potential sources of funding. This publication can be purchased for a $5.00 by writing NAAEE, Publications and Member Services, P.O. Box 400, Troy, Ohio, 45373.

Section VI. Grant Recipient Activities

AA. When can I begin incurring costs?

DO NOT incur costs until you receive the award document.

BB. How long is this project?

This is a three year project. Pre-applicants may request funds for up to a three-year budget period.

CC. Who will perform projects and activities?

Any person working on this project, whether it is an employee, a contractor, or a consultant, etc., of the recipient *must* be approved by EPA.

DD. What reports and work products must grant recipients submit to EPA and when are they due?

The cooperative agreement recipient must submit two copies of their *annual progress report and two copies of all work products* to the EPA Project Officer within 90 days after the end of each year of the project. The recipient must submit a final report to the EPA Project Officer within 90 days after the end of the project period. The recipient must submit quarterly status reports to the EPA Project Officer.

EE. What does EPA plan to do with the cooperative agreement recipient's final report and final work products?

EPA will establish a section for the computational science and environmental modeling education enrichment program on the home page of EPA's National Environmental Supercomputing Center (NESC). Work products suited to placement on the NESC home page will be located there. The NESC home page can be reached through EPA's web site at: http://www.epa.gov/nesc

Section VII. Additional Information on Preparing Pre-applications

FF. Where can I get additional information on preparing my pre-application?

EPA strongly encourages applicants to carefully read the solicitation notice. *Many questions, such as when is the deadline for submitting pre-applications and what activities can be funded under this program, are answered in this solicitation.*

For strictly administrative questions, such as filling out the SF 424 and SF 424A forms, call:

Grants Administration Division/ Headquarters, U.S. EPA, 202/260–9266.

For programmatic and technical questions, *no other information will be provided to applicants in order to be fair in this competitive assistance agreement. EPA will not elaborate on the programmatic and technical elements of this solicitation in order to avoid the appearance of giving preferential treatment to any single applicant.*

Please *do not* call EPA's Division of Environmental Education, Office of Communication, Education, and Public Affairs (OCEPA). The computational science and environmental education enrichment program, EarthVision, is sponsored by EPA's Office of Administration and Resources Management (OARM). As stated above,

EPA will not elaborate on the programmatic and technical elements of this solicitation in order to avoid the appearance of giving preferential treatment to any single applicant.

Dated: July 29, 1996.

Approved by:

Alvin M. Pesachowitz,

Acting Assistant Administrator, Office of Administration and Resources Management.

Instructions for the SF–424

This is a standard form used by applicants as a required fact sheet for preapplications and applications submitted for Federal assistance. It will be used by Federal Agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be include in their process, have been given an opportunity to review the applicant's submission.

Item and Entry

1. Self-explanatory.

2. Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable).

3. State use only (if applicable).

4. If this application is to continue or revise an existing award, enter present Federal identifier number. If for a new project, leave blank.

5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application.

6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.

7. Enter the appropriate letter in the space provided.

8. Check appropriate box and enter appropriate letter(s) in the space(s) provided.

—''New'' means a new assistance award.

—''Continuation'' means an extension for additional funding/budget period for a project with a projected completion date.

—''Revision'' means any change in the Federal Government's financial obligation or contingent liability from an existing obligation.

9. Name of Federal agency from which assistance is being requested with this application.

10. Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.

11. Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.

12. List only the largest political entities affected (e.g. State, counties, cities).

13. Self-explanatory.

14. List the applicant's Congressional District and any District(s) affected by the program or project.

15. Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate *only* the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.

16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.

17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans, and taxes.

18. To be signed by the authorized representatives of the applicant. A copy of the governing body's authorization for you to sign this application as an official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application).

Additional Instructions for the SF–424

Block #6: You can obtain this number from your payroll office. It is the same Federal Identification Number which appears on W–2 forms. If your organization does not have a number, you may obtain one by calling the Taxpayer services number for the IRS.

Block #14: If your project covers many areas, several Congressional districts will be listed. If it covers the entire state, simply put in statewide. If you are not sure about the Congressional district, call the County Voter Registration Department.

Block #15: Line a is for the amount of money you are requesting from EPA. Lines b–e are for the amounts either you or another organization are providing for this project. Line f is for any program income which you expect will be generated by this project. Program income can be fees for services performed, income generated from the sale of a brochure, which was produced with grant funds, or admission fees to a conference financed by the grant funds. The total of lines b–e must be at least 5% of line g, as this cooperative agreement has a match requirement of 5% of the Total Allowable Costs.

Block #16: Check b, (NO) since your application does not have to be sent through the state clearinghouse for review.

Block #18: The authorized representative is the person who is able to contact or obligate your agency to the terms and conditions of the grant. (Please sign in blue ink).

Instructions for the SF–424A

Do not fill in Section A—Budget Summary.

Section B Budget Categories

All applications should contain a breakdown by the object class categories shown in Lines a–k of Section B. Include both Federal and non-Federal (matching) funds combined.

For each major program, function, or activity, fill in the total requirements for funds by object class categories. Most applications will only have one program, function, or activity.

Line 6i—Show the totals of lines 6a through 6h in each column.

Line 6j—Enter the total of amounts on Lines 6i and 6j.

Program income—Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount. Show under the program narrative statement the nature and source of income.

BILLING CODE 6560–50–P

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: *Application* ☐ Construction ☐ Non-Construction; *Preapplication* ☐ Construction ☐ Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name:	Organizational Unit:
Address *(give city, county, state, and zip code):*	Name and telephone number of the person to be contacted on matters involving this application *(give area code)*

6. EMPLOYER IDENTIFICATION NUMBER (EIN): ☐☐ – ☐☐☐☐☐☐☐

7. TYPE OF APPLICANT: *(enter appropriate letter in box)* ☐

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify): _____

8. TYPE OF APPLICATION:

☐ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other *(specify):*

_____

9. NAME OF FEDERAL AGENCY:

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐.☐☐☐

TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. AREAS AFFECTED BY PROJECT *(cities, counties, states, etc.):*

13. PROPOSED PROJECT: Start Date	Ending Date	14. CONGRESSIONAL DISTRICTS OF: a. Applicant	b. Project

15. ESTIMATED FUNDING:

a. Federal	$	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE_____

b NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ Yes If "Yes," attach an explanation. ☐ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative	b. Title	c. Telephone number
d. Signature of Authorized Representative		e. Date Signed

Previous Editions Not Usable

Standard Form 424 (REV 4-88)
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BUDGET INFORMATION — Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A – BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1.		$	$	$	$	$
2.						
3.						
4.						
5. TOTALS		$	$	$	$	$

SECTION B – BUDGET CATEGORIES

6 Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1)	(2)	(3)	(4)	
a. Personnel	$	$	$	$	$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction					
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	$	$	$	$	$
7. Program Income	$	$	$	$	$

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