

GRANTS 101: Applying for and Managing an Assistance Agreement

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- <http://www.epa.gov/>



What will you learn?

- How to think like a grant reviewer
- How to increase your probability for success
- How to make sure the review team is aware of your credentials
- How to build upon past success...or start up a new program
- How to avoid common pitfalls



What does the government want?

- Good return on investment (ROI)
- Worthwhile performance targets
- High probability of success
- Environmental improvement
- Information about results

Grants are not give-aways - they are investments



What does the applicant want?

- Money
- Support for a worthwhile project
- Start-up funds to test a new idea
- Jobs
- Lower risk for people & the environment
- Build a sustainable future
- Others?



Environmental Issues facing Hispanics

- 22% of Hispanics live in poverty. The poor are disproportionately at risk from environmental contaminants.
- Hispanics who do not - or cannot - vote may find their interests are not adequately represented by elected officials.



Environmental Issues facing Hispanics

- Among adults, asthma and poor asthma control are more likely to occur among Hispanics and African Americans. In some cities (NYC) Hispanics have the highest asthma rates.
- Hispanics may be at greater risk if they do not read or speak English.



Environmental Issues facing Hispanics

- Hispanic communities are located in the most polluted areas of cities.
- Three out of every five Latinos live in cities near toxic waste sites.
- 80% of Latinos live in the 437 U.S. counties with the worst air quality
- 90% of farm workers are Hispanic and may be exposed to pesticides on the job.



Before you start

- Know your competition: Review funding history - who's been funded and for what type of projects?
- Know your strengths and weaknesses. What's your track record? What weaknesses have been identified in past proposals?
- Know the current issues facing awarding agency

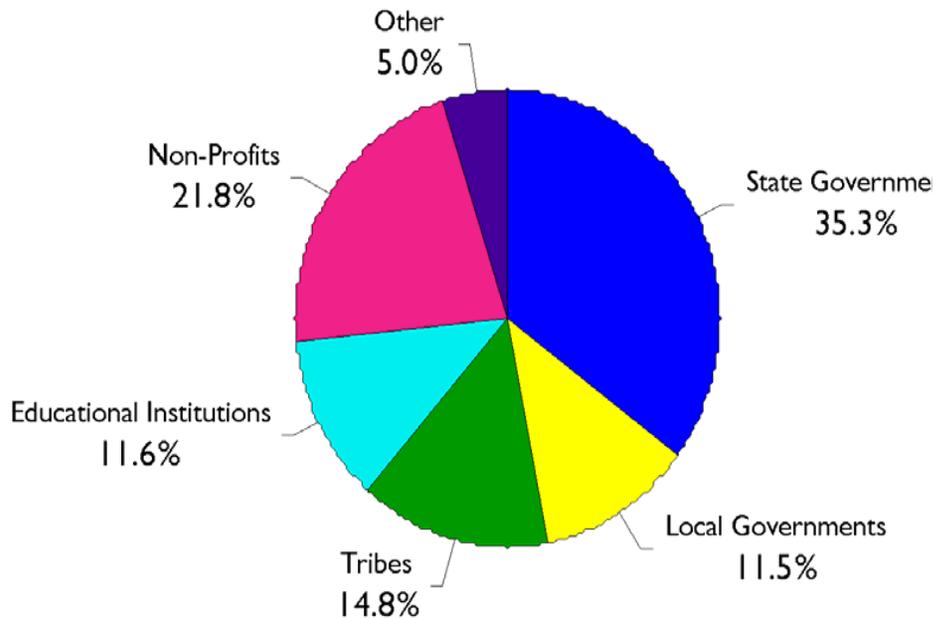
Grant Award Activity Summary

(includes all grant transactions involving funds)

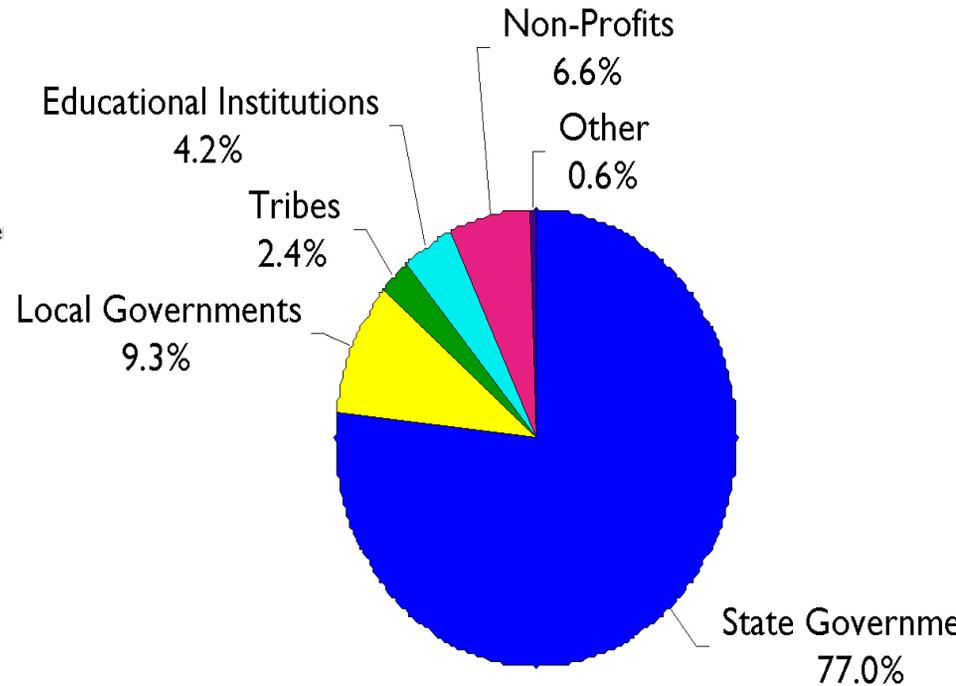
FY1997-FY2003

Avg \$ Awarded (in thousands)

Avg # of Awards



Total: 7,772



Total: \$4,165,853.9



Basics of Proposal Writing

- Are you an eligible entity?
- Don't expect reviewers to "read into" your proposal. Carefully read the Request for Proposals!
- Can you meet the proposal deadline?
- Don't assume any knowledge by reviewers.



Basics of Proposal Writing

- Your write-up must address each and every award criterion.
- Have an objective third party review your proposal, but don't be lured into having your proposal written by a consultant. You must "own" your proposal.



Basics of Proposal Writing

- Can you do the work you are proposing?
- Does your original idea meet the criteria of the grant program?



Tips on Writing a Grant Proposal

- Proposal Summary
- Outlines the project, possibly write this after you have developed the proposal



Tips on Writing a Grant Proposal

- Introduce your organization
- Be concise, specific and credible!



Sample NOFA

- Technical qualifications and mgmt. Plan - 30 pts.
- Justification of need and soundness of approach - 35 pts.
- Benefits, sustainability, transferability - 35 pts.



Technical qualifications and management plan

- Project leader - education, skills, training, experience, and role in the grant project. Be specific!
- Accountability and mgmt. oversight. How will you assure the project stays on track?
- Lessons learned from previous awards.
- Proven track record?



Technical qualifications (continued)

- How does the new project build on existing knowledge base, resources, experience?
- Get commitments from key personnel.
- Get commitments from third parties whose support you need.
- Do your homework!



Need and Approach

- What environmental issue will you address?
- How serious is the problem?
- What outcome do you expect?
- How will you approach the problem?
 - Step by step progression
 - Subtasks with interim deliverables
 - Link budget to sub-tasks



Need and Approach

- What are the environmental and human health benefits?
- What are your needs for coordinating or consulting with third parties and how will you do this?
- Will third parties benefit from this project? Do you foresee problems in gaining their support?



Need and Approach

- What are your key outputs?
Deliverables? Goals?
- What obstacles do you expect? How will you overcome them?
- How will you measure success?



Need and Approach

- Is the time line reasonable/feasible?
- Do the steps follow a logical progression?
- How will you know if you're on track or veering off track?
- Interim deliverables? Final deliverables?



Benefits, Sustainability, Transferability

- Why do these issues matter so much to the feds?
 - GPRA
 - Competing program priorities (We need examples of success to market continuation of program)
 - Budget cuts
 - Focus on accountability and program results



Benefits, Sustainability, Transferability

- Will this project continue to benefit your organization after funding is finished?
- Benefits to other organizations? (Multiplier effect)
- How could this project serve as a model?
- What plans for sharing results?
- Limited or broad application?



Benefits, Sustainability, Transferability

- Will this project build organizational or community infrastructure and capacity?
- Is the project self-sustaining?
- Future partnership possibilities?



Project Evaluation

- It is important to define carefully and exactly how success will be determined. Applicants should ask themselves what they expect to be different once the project is complete



The Proposal Budget

- Your budget is an estimate. Still, you may not exceed the total amount for the grant. Do not feel you must spend the money to the penny



The Proposal Budget

- The numbers should be specific. Rounding an item to nearest thousand dollars does not inspire confidence. It also suggests you have not done much work preparing the budget.



The Proposal Budget

- Budget Detail - Personnel: Salaries and Wages

1. enter the number of persons at the same salary and same job. 2. enter the title of the position. 3. enter the full monthly salary for that position. Do this whether the position is full-time or part-time. Enter the percentage time that this person will be working on your project. Then, enter the number of months this person will be employed during the grant period.



The Proposal Budget

- Fringe benefits require a separate category in your budget. They should not be combined with staff salaries.



The Proposal Budget

- Consulting and Contract Services
- Paid and unpaid (volunteer) consultants are listed in this section of your budget. Rather than employing a bookkeeper, you may use paid consultant time. If services are volunteered, that goes in here as well.



The Proposal Budget

- Supplies
- Travel
- Other Costs



Indirect Costs

- Indirect costs are those costs of an institution which are not readily identifiable with a particular project or activity but nevertheless are necessary to the general operation of the institution and the conduct of its activities



Indirect Costs

- Consult the appropriate Office of Management and Budget, Cost Principles for guidance in preparing and negotiating indirect cost rates



DUNS Number

- Call Dun and Bradstreet at:
- 1-866-705-5711



Where can I find Funding Opportunities?

- EPA Specific
- http://www.epa.gov/ogd/competition/open_awards.htm



Where can I find Funding Opportunities?

- <http://fedgrants.gov/>

Announcement Title: [7th International Conference for Environmental Compliance and Enforcement](#)

Announcement Number: EPA-GRANTS-032404-001

Opening Date: 03/25/04

Closing Date: 06/01/04

POC: Davis Jones, (202) 564-6035

E-mail Address: Jones.Davis@epa.gov**Announcement Title:** [Development and Characterization of Biological Systems for Studying Low Dose Effects of Endocrine Disrupting Chemicals](#)

Announcement Number: EPA-GRANTS-031904-002

Opening Date: 03/19/04

Closing Date: 06/01/04

POC: Elaine Francis, (202) 564-6789

E-mail Address: Francis.Elaine@epa.gov**Announcement Title:** [Request for Initial Proposals \(RFIP\) for Continued Development & Maintenance of the Compliance Assistance Center Platform](#)

Announcement Number: EPA-GRANTS-051204-001

Opening Date: 05/12/04

Closing Date: 06/09/04

POC: Tracy Back, (202) 564-7076

E-mail Address: Back.Tracy@epa.gov**Announcement Title:** [Developing the Next Generation of Great Lakes Lower Foodweb Assessment Tools](#)

Announcement Number: EPA/ORD/NHEERL/MED-DUL03704

Opening Date: 03/11/04

Closing Date: 06/11/04

POC: Craig Johnson, (218) 529-5016

E-mail Address: Johnson.Craig@epa.gov**Announcement Title:** [Developing the Next Generation of Great Lakes Lower Foodweb Assessment Tools \(MODIFICATION 1\)](#)

Announcement Number: EPA/ORD/NHEERL/NED/DUL03704

Opening Date: 05/05/04



Federal Grant Opportunities



[Grantor](#) | [Applicant](#)

This site gives grantors a means to post solicitations for grants. It also gives applicants a single site for obtaining these solicitations.

For support or questions, please contact FedGrants support at support@fedgrants.gov or call the FedGrants Help Desk at (301) 589-1017



[Search Grants Postings](#)
[Applicant Notification Service](#)
[XML Database Dump](#)

Agency	Offices	Grants Opportunities			
ACS American Cancer Society	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
AHA American Heart Association	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
AID Agency for International Development	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
ARC Appalachian Regional Commission	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
CNCS Corporation for National & Community Service	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
DC District of Columbia	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility
DEMO Demo Agency	Offices	Posted Dates	Activity Category	CFDA Code	Eligibility

Agency: Environmental Protection Agency

Office: Office of Grants and Debarment

Location: Grants Administration Division

- ♦ **Posted:** May 21, 2004 **Type:** [Grant](#) **Title:** Assistance for TMDL development and implementation in Region 7 **Funding Opportunity Number:** EPA-R7WWPD-04-012
- ♦ **Posted:** May 19, 2004 **Type:** [Grant](#) **Title:** Wetland Program Development Grants (WPDGs) **Funding Opportunity Number:** EPA-R7WWPD-04-011
- ♦ **Posted:** May 18, 2004 **Type:** [Grant](#) **Title:** FIFRA Special Project Grant, Worker Protection Standard (WPS) Program **Funding Opportunity Number:** EPA-GRANTS-051804-001
- ♦ **Posted:** May 18, 2004 **Type:** [Grant](#) **Title:** Smart Growth Network Membership Program, Request for Initial Proposals (RFIP). **Funding Opportunity Number:** SGNMEMB-05
- ♦ **Posted:** May 14, 2004 **Type:** [Grant](#) **Title:** Assessment and Watershed Protection Program Grants (AWPPGs) **Funding Opportunity Number:** EPA-GRANTS-051304-002
- ♦ **Posted:** May 17, 2004 **Type:** [Modification 1](#) **Title:** Assessment and Watershed Protection Program Grants (AWPPGs) **Funding Opportunity Number:** EPA-GRANTS-051304-002
- ♦ **Posted:** May 13, 2004 **Type:** [Grant](#) **Title:** NUTRIENT CRITERIA DEVELOPMENT **Funding Opportunity Number:** EPA-GRANTS-051304-001
- ♦ **Posted:** May 12, 2004 **Type:** [Grant](#) **Title:** Request for Initial Proposals (RFIP) for Continued Development & Maintenance of the Compliance Assistance Center Platform **Funding Opportunity Number:** EPA-GRANTS-051204-001
- ♦ **Posted:** May 12, 2004 **Type:** [Grant](#) **Title:** Research to Study Virulence of Mycobacterium avium Complex Bacteria from Drinking Water **Funding Opportunity Number:** EPA-ORD-21276
- ♦ **Posted:** May 12, 2004 **Type:** [Grant](#) **Title:** Water Quality Cooperative Agreement **Funding Opportunity Number:** EPA-R7WWPD-04-009
- ♦ **Posted:** Apr 30, 2004 **Type:** [Grant](#) **Title:** NATIONAL AIR TOXICS COMMUNITY-BASED PROGRAM **Funding Opportunity Number:** RTP-OAR-PPSG-04-07
- ♦ **Posted:** May 07, 2004 **Type:** [Modification 1](#) **Title:** NATIONAL AIR TOXICS COMMUNITY-BASED PROGRAM **Funding Opportunity Number:** RTP-OAR-PPSG-04-07
- ♦ **Posted:** May 06, 2004 **Type:** [Grant](#) **Title:** Support for OPPT's Sustainable Futures Pilot Project **Funding Opportunity Number:** EPA-GRANTS-050604-001
- ♦ **Posted:** Mar 23, 2004 **Type:** [Grant](#) **Title:** Collaborative Science & Technology Network for Sustainability **Funding Opportunity Number:** EPA-GRANTS-032304-001
- ♦ **Posted:** May 05, 2004 **Type:** [Modification 1](#) **Title:** Collaborative Science & Technology Network for Sustainability **Funding Opportunity Number:** EPA-GRANTS-032304-001
- ♦ **Posted:** Mar 11, 2004 **Type:** [Grant](#) **Title:** DEVELOPING THE NEXT GENERATION OF GREAT LAKES LOWER FOODWEB ASSESSMENT TOOLS **Funding Opportunity Number:** EPA/ORD/NHEERL/MED-DUL03704



Environmental Protection Agency



Grant Opportunities

Office : Office of Grants and Debarment
Location : Grants Administration Division

Fund number : EPA-GRANTS-051304-001
Title : NUTRIENT CRITERIA DEVELOPMENT

[Grant](#) - Posted on May 13, 2004

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[SEARCH for Grants](#)



NUTRIENT CRITERIA DEVELOPMENT

General Information

Document Type: Grants Notice

Funding Opportunity Number: EPA-GRANTS-051304-001

Posted Date: May 13, 2004

Original Due Date for Applications: Jun 24, 2004

Applications must be received before midnight, Eastern time on the closing date of this announcement. Because of security concerns, applications cannot be personally delivered. They must be sent through regular mail, express mail, or a major courier.

Current Due Date for Applications: Jun 24, 2004

Applications must be received before midnight, Eastern time on the closing date of this announcement. Because of security concerns, applications cannot be personally delivered. They must be sent through regular mail, express mail, or a major courier.

Archive Date: Jul 24, 2004
Funding Instrument Type: Grant
Category of Funding Activity: Environment
Expected Number of Awards: Not Available.
Estimated Total Program Funding: \$80,000.00
Award Ceiling: \$20,000.00
Award Floor: none
CFDA Number: 66.436 -- Surveys, Studies, Investigations, Demonstrations and Training Grants and Cooperative Agreements_Section 1442 of the Clean Water Act
Cost Sharing or Matching Requirement: No

Eligible Applicants

State governments
Public and State controlled institutions of higher education
Native American tribal governments (Federally recognized)
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
Private institutions of higher education
Individuals

Agency Name

Environmental Protection Agency, See Full Announcement for Regional Addresses and Contacts

Description

The focus of this research will serve to better understand the complex relationships among nutrient loading and physical and biological responses of water bodies. Funding will be provided to compile appropriate data, analyze nutrient relationships within specific ecoregions, determine reference conditions for specific waterbody types in a geographic framework, derive numeric nutrient criteria that are protective of all types of water bodies (lakes, reservoirs, rivers, stream, estuaries, coastal waters or wetlands) and their associated downstream receiving waters, refine EPA's published ecoregional criteria.

NUTRIENT CRITERIA DEVELOPMENT - Microsoft Internet Explorer

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Address <http://fedgrants.gov/Applicants/EPA/OGD/GAD/EPA-GRANTS-051304-001/Grant.html> Go Links >>

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Link to Full Announcement

[NUTRIENT CRITERIA DEVELOPMENT](#)

If you have difficulty accessing the full announcement electronically, please contact:

Almodovar, Lisa, Project Officer, Phone 202-566-1085, Email almodovar.lisa@epa.gov [Almodovar, Lisa](#)

You may return to Grants Opportunities at:

- EPA OGD listed by [\[Posted Date\]](#)
- EPA Agencywide listed by [\[Posted Date\]](#)

[\[Home\]](#) [\[SEARCH synopses\]](#)

Start | Welcome - Lotus Notes | Microsoft PowerPoint - [G... | **NUTRIENT CRITERIA D...** | Internet | 8:36 AM



Grantee Organization Responsibility

- In applying for grant support, the grantee organization agrees to administer any awarded grant in accordance with the regulations and current policies that govern the assistance programs of the EPA.



Legal Implication of Application

- The signature of an authorized organizational official on the application indicates the organization's intent to comply with the laws, regulations, and policies to which a grant is subject, including applicable public policy requirements.



Legal Implication of Application

- That official is also attesting to the fact that the information contained in the application is true and complete, and in conformance with Federal requirements and the organization's own policies and requirements.



Legal Implication of Application

- Applicants for and recipients of EPA grant funds, whether such funds are received directly from EPA, indirectly under a contract agreement, or as student assistance under a training grant, are responsible for and must adhere to all applicable Federal statutes, regulations, and policies, including income tax regulations.



EPA's Environmental Statutes

- Federal statutes form the legal basis for all EPA assistance programs and may establish administrative requirements for a specific program. All of EPA's projects/programs must have a statutory basis before EPA can legally fund them.



EPA's Environmental Statutes

- Statutory Authorities provides what activities, eligible recipient, and special requirements EPA must follow when supporting extramural projects.
- EPA Program Offices have the responsibility to ensure that activities outlined in the scope of work, within an application, are legally supportive under their program's statutes.



Recipients Financial Management Requirements

- You must have complete financial records for each assistance agreement.
- Recipients financial management systems must provide accurate, current and complete disclosure of the financial results of each Federally sponsored project.



- Each assistance agreement must be separately identified in the accounting system. It must show how much money was awarded, how much money has been spent.
- Income earned and interest must also be tracked, if applicable.



- All assistance agreement funds and anything purchased with assistance agreement funds must be used **ONLY** for the purposes outlined in the scope of work.



Cost Review

Recipients of assistance funds must review each financial transaction to ensure that it meets all five tests before using Federal funds to pay for the expense!



CRITERIA FOR REVIEWING AND APPROVING PROPOSED COSTS

- **Must Conform to OMB Cost Principles**
- **Must Conform to Applicable Regulations**
- **Must Conform to Terms of Assistance Agreement**
- **Must be Incurred During the Project Period**
- **Must be Eligible, Allowable, Allocable & Reasonable**



Cost Share: Costs contributed by the applicant to complete the statement of work under the application.

Cost share may vary by program and be mandatory by statute.



- All contributions , including cash and third-party in-kind, shall be accepted as part of the recipients match when such contributions meet the following tests.



- 1. Are verifiable from the recipients records.
- 2. Are not included as contributions for any other federally-assisted project or program.
- 3. Are necessary and reasonable for proper and efficient accomplishment of project or program objectives.



- 4. Are allowable under the cost principles.
- 5. Are not paid by the Federal Government under another award.
- 6. Are identified in the approved budget.
- 7. Conform to other provisions of 40 CFR Part 30, as applicable.



- OMB Circular A-122, "Cost Principles for NONPROFIT Organizations" explains the allowability of costs
- OMB Circular A-87 - States and Tribes
- OMB Circular A-102 Universities and Educational Institutions



Progress Reports

- The report requires information on the rate of expenditure versus progress on the project, actual accomplishments, and problems encountered during the performance period which may interfere with meeting program/ project objectives



Internal Policies

- Time and Attendance:
- After the fact.
- Signed and dated.
- Reflecting actual distribution of time between activities.
- Records must cover payroll period.



Travel Policy

- If there is no written travel policy, Federal rates for travel will be enforced.



Procurement

- Cost or Price Analysis for each Procurement
- Procurement Code of Ethics
- Procurement File



No Policies

- Organization non-compliant Federal funds at risk.

Current Statistics

Tex Gomez





EPA Grants Awarded to Hispanic Serving Organizations

- Fiscal Years 2001 - Present
- \$23,104,521



EPA Contracts Awarded to Hispanic Serving Organizations

- Fiscal Years 2003 - Present
- \$24,677,629