

The National Center for Environmental Assessment  
in the Office of Research and Development, U. S. EPA, Washington, DC 20460  
– last updated September 18, 2002–

**NOTE:** Please refer to this web site on a regular basis for it will be updated with new questions and answers during the period of the solicitation as NCEA receives and responds to the questions.

-----UPDATED September 18, 2002 -----

**APPLICATIONS THAT ARE SENT THROUGH U.S. MAIL  
MUST BE POSTMARKED BY SEPTEMBER 19, 2002.**

Dave Kelley, NCEA 8623D, US EPA, 1200 Pennsylvania Ave NW, Washington, DC 20460

**APPLICATIONS SENT BY DELIVERY SERVICE (e.g., FedEx, DHL)  
MUST BE DATED, OR MARKED RECEIVED BY SEPTEMBER 19, 2002.**

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**ADDITIONAL QUESTIONS FROM POTENTIAL APPLICANTS & EPA'S RESPONSES  
in regard to Research Solicitation NCEA-02-05:**

**“A Request for Applications for a Cooperative Agreement to  
Provide Assistance for Conducting Research to Develop Improved Methods and Approaches to  
Empower Communities to Participate More Effectively in Environmental Cleanups”**

It is ORD policy to insure that all competitors have equal access to information, so Section 5.5 of the solicitation (NCEA-02-05) provides that questions that are asked by potential applicants shall be posted along with EPA responses on the NCEA website. (Please email additional questions to Dave Kelley at [kelley.dave@epa.gov](mailto:kelley.dave@epa.gov).)

NEW\*\*\*\*\*NEW\*\*\*\*\*NEW\*\*\*\*\*NEW\*\*\*\*\*

**31. Question from potential applicant:** We are considering submitting a proposal for non-research activities (e.g., purchase of a much-needed emergency response vehicle) and were wondering if it could be considered to be a “tool” as described in the RFA?

**EPA's Response:** No, since the primary purpose of this solicitation is to stimulate research. Also, please see the response to Question 5 and 29.

**32. Question from potential applicant:** What is required for a quality assurance plan?

**EPA's Response:** Section 5.4.2 of the RFA discusses EPA's requirements for quality assurance. It states: "Successful applicants must develop and implement a Quality Assurance Program which is acceptable to the award official to receive an EPA Assistance Award. The Quality Assurance Narrative Statement must be approved by EPA prior to award as being adequate to ensure that the organization is capable of preparing an acceptable Quality Assurance Project Plan (QAPP). While QAPP is not required as part of the application to be submitted for this competition, a QAPP must be prepared by those research organizations with applications selected for awards and submitted to the EPA project officer for approval within 30 days after award, and before initiating data collection activities."

**33. Question from potential applicant:** I have searched your website for the required form, SF-424 and can only find a pdf version. Is there an electronic version available that can be used for electronic submission?

**EPA's Response:** No, form SF-424B (Assurances for non-construction programs) requires an original signature and cannot be submitted electronically. However, as was discussed in the response to Question 30, we will accept the narrative proposal (via email) by itself by COB September 19, 2002. This narrative section must also include a copy of the first page of the application or a similar blank page that provides the title of your proposal, the amount of funding requested from EPA, and the name / phone numbers / email address of the Principal Investigator. The email address for submission is [Kelley.Dave@epa.gov](mailto:Kelley.Dave@epa.gov). **Note: We do, however, expect you to express service the related signature pages within one week.** Form SF-424A (Budget by categories and indirect cost rate) must be submitted with your application/narrative.

**34. Question from potential applicant:** Our proposal will be for a two-year project. Should we request funding for just the first year or for both years?

**EPA's Response:** Your application should provide a budget estimate for the first year, the second year and the total for both years. If your project is selected for funding by EPA, then we may decide to fund the project only one year at a time (incremental funding). Funding decisions for increments beyond the first year will be based on the availability of funds and the progress done in the prior year(s) of the project.

**35. Question from potential applicant:** If other organizations (e.g., a state environmental agency) besides the one submitting the proposal want to send letters of support for the proposal, should they do so separately within the proposal, and does that count against the 15-page limit?

**EPA's Response:** What you include as part of your proposal is up to you. Any letters of support must be included in the proposal and will count against the 15-page limit.

**36. Question from potential applicant:** We are a small non-profit institute with no endowment or other means of support than grants, cooperative agreements, and contracts. May we charge a nominal fee on this cooperative agreement to cover other unallowable costs that are necessary to do business?

**EPA's Response:** No; EPA would consider such a general fee to be similar to a profit which cannot be allowed. Therefore, fees of any type, beyond the Indirect Cost Rate, are not allowed.

**37. Questions from potential applicant:** The check list asks for a biographical sketch in addition to the budget justification. Does this mean a full CV? If so, is this just for the PI, or everyone named in the proposal?

**EPA's Response:** A full CV is not needed. A biographical is needed only for the PI and may take the form of a concise resume or short CV.

**38. Question from potential applicant:** On standard form 424, question 10 asks for the catalog of federal domestic assistance number and title of the program. What is the appropriate number and name?

**EPA's Response:** The catalog of federal domestic assistance (CFDA) number is 66.500. You do not need a title.

**39. Question from potential applicant:** Would EPA allow us to include in our proposal a 2 or 3 month summer stipend for a faculty member?

**EPA's Response:** Yes, it is a potentially allowable expense. We could allow either time depending on what the PI was planning to do to earn the stipend. The applicant must clearly describe in the proposal what research the PI would be conducting, how that work relates to the purposes of the RFA, and how the proposed work meets the specific review criteria listed in Section 5.2.

**40. Question from potential applicant:** Do you have any future plans for additional research on risk communication and community involvement?

**EPA's Response:** We believe that risk communication and community involvement are very important areas of research and we are excited to initiate research partnerships in these areas. Future research efforts, however, will depend on the availability of funds.