

# FY 2017 Exchange Network Solicitation Notice

## Do's & Don'ts

The following are helpful tips for grant applicants applying for EPA funding with the FY 2017 Exchange Network Solicitation Notice (SN).

### **DO's:**

- Read the entire application package and follow all instructions listed in the SN;
- Read the "What's New" document for highlighted changes in this year's SN.
- Read the Evaluation Criteria in the SN at least three times before starting to work on application(s);
- Attend a webinar for applicants in September-October;
- Propose a project that aligns with the grant priorities presented in Section I-E;
- Propose project that has a budget within the ceilings for the program -- \$300,000 for an individual applicant and \$500,000 for a collaborative grant;
- Partner with a state, tribe, or territory if your agency does not meet the eligibility requirements;
- Discuss ideas that you could implement with other partners;
- Submit the required Cover Letter with all the requested information;
- List the grant type in your application and cover letter (e.g., cooperative agreement, in-kind services, etc.);
- List all partners in the application and cover letter, if applicable;
- Ensure that the budget items and totals in the application are the same in the Detailed Itemized Budget and the work plan;
- Check the unexpended balances in your Exchange Network grants and submit reimbursement requests for work already performed; high unexpended balances will reduce your application's score;
- Make sure the SF-424 is complete, dated, and has the required executive signatures;
- Make sure the DUNS and EIN numbers are correct and on all appropriate documents;
- Submit the application through grants.gov; request a waiver if you cannot use grants.gov or follow the instructions from a waiver previously obtained during the 2016 calendar year
- Submit all of your prior grants' status reports by the due dates; it is a factor in the past performance criterion;
- Submit Final Technical Reports for completed grants; applicants with more than four active grants will not be eligible for an additional award.
- Remember to save your application materials in a safe place in case revisions are needed;
- Ensure that the contact person is familiar with the grant; and
- Call Salena Reynolds at 202-566-0466 if you have questions about the Solicitation Notice.

### **DON'Ts:**

- Do not apply for Exchange Network grants if you are not a state, territory, tribe, or inter-tribal consortium;
- Do not exceed the 10-page limitation for the Project Narrative; EPA will not review any pages in excess of the page limit;
- Do not submit the same application package from last year without revising it;
- Do not apply for an activity that has received funding previously;
- Do not apply for funding for operations and maintenance (O&M); O&M activities are not eligible for funding;
- Do not apply for Management Fees;

# FY 2017 Exchange Network Solicitation Notice

## Do's & Don'ts

- Do not list supplies, equipment, or services in your application that will be paid with your funds;
- Do not apply for additional grants if your agency cannot manage them concurrently;
- Do not apply for additional grants if your organization has more than four active Exchange Network assistance agreements.
- Do not submit your application after the deadline date listed in the Solicitation Notice; it will not be considered for funding.

**Remember: EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects.**