



U.S. Department of the Interior
Office of Insular Affairs

WATER AND WASTEWATER PROGRAM
Catalog of Federal Domestic Assistance (CFDA) Number: 15.875

APPLICATION INSTRUCTIONS

I. Program Description

The Office of Insular Affairs (OIA) is requesting grant proposals for its Water and Wastewater Program which provides funding for pressing water and wastewater needs in the insular areas. Highest priority will be given to proposals that:

- aid a territory in complying with consent decrees;
- provide technical assistance not currently available to the territorial government;
- exhibit immediate need; and
- can expend the funds within 24 months.

Examples of previously funded projects include water and wastewater master planning, force main repairs, pump station flood-proofing, and the hiring of qualified and experienced individuals to oversee local water and wastewater programs.

Generally, Water and Wastewater grants are not meant to supplant local funding of routine operating expenses of an insular government or organization.

II. Award Information

The period of performance for the majority of projects funded under this program is 12 to 24 months. Project proposals must be designed accordingly. Past and present recipients of awards under this program are eligible but must submit new proposals to compete for funding each year unless multi-year funding has been awarded.

III. Eligible Applicants

Eligible applicants are the four U.S. territories of Guam, American Samoa, the U.S. Virgin Islands, and the Commonwealth of the Northern Mariana Islands.

IV. Application Information

Submission Deadline: The submission deadline is May 31, 2012

Decision Timeframe: Decisions on funding of project proposals will be made by the end of the fiscal year (September 30, 2012) if not sooner.

Application Format: Your proposal should include these elements:

- A. Signed and Dated Cover Page:** The cover letter must be signed by an Authorized Representative and should be addressed to the Assistant Secretary for Insular Areas:

The Honorable Anthony Marion Babauta
Assistant Secretary of the Interior for Insular Areas
U.S. Department of the Interior
1849 C Street, N.W.
Mail Stop 2429
Washington, D.C. 20240

- B. Project Narrative:** The project narrative must include the following elements:

1. Detailed Project Description(s): Describe the project(s) being proposed in detail.

2. Detailed Project Budget(s): Provide detailed budget information for the proposed project(s).

3. Detailed Project Timeline(s): Provide a detailed project timeline for completion of each proposed project.

4. Statement of Need: Describe why this project is necessary and include supporting information. Summarize previous or ongoing efforts (of your organization as well as outside organizations) relevant to the proposed work.

5. Project Goals and Objectives: State the long-term goals of what you want to achieve. Objectives are the specific steps you will take to reach your stated goals. State your objectives, which must be specific, measurable, and realistic (attainable within the project's period of performance).

6. Priority Listing for Multiple Projects: If multiple projects are being proposed, please provide a listing of the proposed projects in order of priority. An example is provided below:

SUMMARY PRIORITY PROJECTS

<u>Priority Project (list in priority order)</u>	<u>Requested Amount</u>
1. Priority 1 - Project [Name]	\$
2. Priority 2 - Project [Name]	\$
3. Priority 3 - Project [Name]	\$
Total Request for Fiscal Year 2012	\$

7. Project Manager: Please provide name and contact information for the project manager for this proposal. Please include mailing address, phone number, fax number and email address.

C. Mandatory Forms

Applicants must complete the appropriate SF-424 forms when applying for OIA grants. In addition to the core SF-424 Application for Federal Assistance form, applicants must complete two additional forms; either the SF-424A Budget Information – Non Construction Programs **or** the SF-424C Budget Information – Construction Program, as appropriate to the proposed project(s), as well as the SF-424B Assurances – Non-Construction Programs **or** the SF-424D Assurances – Construction Programs, as appropriate to the proposed project(s). In total, three SF-424 forms must be submitted as part of the application. The SF-424 forms can be found on the OIA website: www.doi.gov/oia, as well as on the Grants.gov website: http://www.grants.gov/agencies/aapproved_standard_forms.jsp

V. Reporting

Standard grant reporting requirements are:

- A SF-425 Federal Financial Report and a narrative project status report will be due semi-annually for the periods beginning January 1 and ending June 30, and beginning July 1 and ending December 31.
- Reports are due within 30 days of the end of the period. Final reports are due 90 days after the expiration or termination of the award.

These standard reporting requirements will apply to all awards unless otherwise indicated in the Grant Terms and Conditions section of the award. Additional requirements are assigned on a case by case basis and may be found in the Grant Terms and Conditions section of the award.

VI. Agency Contacts

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