

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Activities That Reduce Global Anthropogenic Methane Emissions

ACTION: Request for Proposals (RFP)

RFP: EPA-OAR-CCD-11-11

CFDA: 66.034

SUMMARY: Formal Agency responses to questions regarding the subject RFP

DATE: December 19, 2011

Q1: Can an applicant hand deliver the grant application? Will the applicant receive a receipt of hand delivery?

A1: Yes, the applicant can hand deliver the grant application to our physical office located at 1310 L St. NW, 8th Floor (813J) Washington DC 20005. If a time and date are arranged prior to delivery and the grant application is delivered during business hours then Ms. Monica Shimamura can pick it the grant application from the lobby Please bring an extra copy of the top sheet of your grant application (the first page). We will stamp "received on X date" and Ms. Shimamura can sign the sheet below the stamp which will indicate it was a hand delivery. A photo copy will be made and the applicant and the Agency will keep a copy of the dated top sheet of the grant application which indicated that the document was hand delivered to the EPA office.

Q2: Do we need a "CCR Number"?

A2: An applicant needs to be registered with Central Contractor Registration (CCR), and not receive a specific "CCR Number".

To start working in Grants.gov, the applicant needs to obtain the following: 1) DUNS number, 2) a foreign applicant needs an NCAGE number to register in CCR; and 3) designate an E-Business Point of Contact (POC) and create a Marketing Partner Identification Number (MPIN).

If the applicant has previously registered in CCR then the organization does not need to register again in CCR.

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**Step 1**

Obtain a new or existing Data Universal Numbering System (DUNS) Number from Dun and Bradstreet (D&B) by using the online [web form](#) process.

If you require additional D&B assistance, please email [ccrhelp@dnb.com](mailto:ccrhelp@dnb.com).

## **Step 2**

Get an NCAGE code before beginning your registration in CCR.

Foreign companies must first obtain a North Atlantic Treaty Organization (NATO) CAGE (NCAGE) code from the appropriate source. Use the [NCAGE online form](#) to obtain an NCAGE. In block 2 of the form, select "Other" if your country is not listed.

If the form cannot be submitted via internet, or you have any questions about this form or have problems with it, call +9269 9617766.

## **Step 3**

Register in CCR.

You may begin your CCR registration 24 hours after you receive both your D&B DUNS number and NCAGE Code.

If you are located in a foreign country, you do NOT need to enter Electronic Funds Transfer (EFT) information or a U.S. Tax Identification Number (TIN).

**Central Contractor Registration Requirements for Prime Grant Awardees** Both current and potential federal grantees are required to register in CCR in order to receive Grants.gov-advertised grant awards by the federal government. Grantees are required to complete a one-time registration to provide basic information relevant to procurement and financial transactions. Registrants must update or renew their registrations at least once per year to maintain an active status. In addition, recipients of Recovery Act funds or any other federal financial assistance are also required to register in CCR.

Organizations and individuals registering with CCR are required to designate an E-Business Point of Contact (POC) and create a Marketing Partner Identification Number (MPIN). The E-Business POC becomes the sole Grants.gov authority for the organization with the capability of designating or revoking an individual's ability to submit grant applications on behalf of their organization through Grants.gov. This individual will use the MPIN and the organization's DUNS number to log on to Grants.gov.

**Q3: Please provide more explanation on the development of a website.**

**A3:** The grant applicant is expected to develop a website where grant information can be posted. For example, reports that are developed as outcomes from the grant can be posted to the website. The intention for the website is to share the activities and results of the grant to a wider audience.