

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** Partnership for Clean Indoor Air Outreach, Communication and Education

**ACTION:** Request for Applications (RFA)

**RFA NO:** EPA-OAR-IED-05-20

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date for receipt of applications is December 2, 2005 4:00 p.m. EDT. All applications must be received in the Program Office or by grants.gov by the closing date and time. No late proposals will be accepted.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of "Intent to Apply" by November 4, 2005. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

**SUMMARY:**

EPA seeks applications from eligible entities to implement outreach, communication and education activities to support the Partnership for Clean Indoor Air in achieving its' mission to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution from household energy use in developing countries. EPA solicits proposals from entities with experience implementing outreach and communication efforts that have achieved positive outcomes in the international household energy and health sector.

**FUNDING/AWARDS:**

The total funding for this competitive opportunity is estimated to be between \$400,000 and \$500,000, to be funded incrementally over a two-year period (approximately \$200,000 to \$250,000 per year). EPA anticipates awarding one cooperative agreement from this announcement. However, EPA reserves the right to make no awards, partial awards, or multiple awards, subject to availability of funds and the quality of applications received.

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## **Section I - Funding Opportunity Description**

### **A. Background**

Some three billion people worldwide burn traditional biomass (e.g., wood, dung, crop residues) and coal indoors for home cooking and heating. The number of people using these fuels is expected to rise substantially by 2020. According to the World Health Organization, this widespread use results in the premature deaths of an estimated 1.6 million people each year from diseases and infections caused by breathing elevated levels of indoor smoke, with women and children being most significantly affected. Indoor air pollution from household energy is the fourth leading environmental health risk in poor developing countries.

In response to this challenge, the United States Environmental Protection Agency, along with other governments and organizations, launched the Partnership for Clean Indoor Air at the World Summit for Sustainable Development in Johannesburg in September 2002. The Partnership's mission is to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution from household energy use in developing countries. The Partnership is focusing on four priority areas: incorporating social and cultural practices to promote adoption of new technology; developing local sustainable markets for improved technology; improving the design and performance of indigenous technologies; and monitoring indoor air pollution, health and socio-economic impacts of the interventions.

Many governments, non-governmental organizations, and other institutions have been working on this issue for decades, with varying degrees of success. The global nature of the problem, as well as the cross-sector impacts (e.g., health, environment, energy), make it enormously complicated to solve on a broader scale. To achieve sustainable progress, we must bring together key sectors to contribute their resources, expertise and experience. This voluntary Partnership currently has more than 100 public and private sector Partners from around the world working together to increase the use of clean, reliable, affordable, efficient and safe home cooking and heating practices in Africa, Asia and Latin America. The purpose of this cooperative agreement is to increase the exchange of information and action of this diverse group of partner organizations through effective outreach, communication and education on household energy and health.

### **B. Scope of Work**

#### **Partnership Outreach, Communication and Education**

Through this RFA, EPA is seeking a qualified organization to increase the exchange of technical and programmatic information among the Partners and others working in the global household energy and health sectors and facilitate the promotion of effective approaches to household energy and health throughout partnering countries. Activities will promote and support direct information exchange within and between regions among technology users, technology and social science researchers, entrepreneurs, project implementers, program directors and policy makers. These exchanges will help participants share their experiences, identify lessons learned, and more rapidly assimilate insights gained around the world.

Specific activities may include such things as:

- Sharing and disseminating information to Partners on relevant household energy and health issues, including publishing an electronic quarterly newsletter and periodic announcements;
- Developing, operating and maintaining a Web site to provide easy access to relevant information, activities and resources, highlighting Partnership accomplishments, and profiling Partner organizations;
- Recruiting additional non-governmental organizations, private firms, research institutions, and country governments into the Partnership or its activities;
- Seeking feedback from Partners on needs and synergies;
- Expanding the exchange of information and lessons learned, including dissemination of key technical documents through electronic means;
- Organizing and providing logistical support for Partnership activities and related events (e.g. Partnership meetings, forums, thematic workshops and technical assistance activities, etc.);
- Assisting in the development of Partnership meetings and workshops (i.e., identifying technical presenters and participants).
- Compiling key findings from meetings, workshops and activities and disseminating them through established Partnership communication channels; and
- Expanding visibility for international household energy and health issues.

## **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

### **1. Linkage to EPA Strategic Plan**

This competitive funding announcement supports EPA's Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More people Breathing Cleaner Air.

### **2. Outputs**

Project outputs should aim to increase the awareness, capacity and action of Partners and other governments, non-governmental organizations, academic institutions and the private sector to reduce exposure to indoor air pollution from household energy use in developing countries.

Examples of outputs include, but are not limited to the following:

- Prepare and disseminate an electronic quarterly publication to provide information on the activities of the Partnership and its Partners around the world. Regular features would include: spotlights on PCIA partners; feature articles; recent achievements and advances in household energy, indoor air pollution, and health; and upcoming events.
- Develop, operate and maintain a Web site to provide easy access to relevant information, activities and resources related to the Partnership.
- In collaboration with other Partner organizations, develop, coordinate and support the implementation of Partnership meetings, forums, and capacity building workshops.

### **3. Outcomes**

The activities accomplished under this cooperative agreement should result in increased awareness, capacity and action among Partner organizations to reduce indoor air pollution from

household energy use in developing countries. Therefore, applicants need to indicate how they will measure the degree of awareness, capacity and action achieved through their efforts.

#### **D. Supplementary Information**

The statutory authorities for this action are the Clean Air Act, Section 103(b)(3) which authorizes the award of grants for the purpose of education, training and outreach to reduce exposure to indoor air pollution, and the National Environmental Program Act 102(2)(F) which authorizes international cooperation to solve environmental problems.

### **Section II - Award Information**

#### **A. What is the amount of funding available?**

The total funding for this competitive opportunity is estimated to be \$400,000 to \$500,000 to be incrementally funded over a two-year period (approximately between \$200,000 and \$250,000 per year), subject to the availability of funds.

#### **B. How many agreements will EPA award in this competition?**

EPA anticipates awarding one cooperative agreement resulting from this announcement. However, EPA reserves the right to make no awards, partial awards, or multiple awards, subject to the availability of funds and the quality of proposals submitted. Applications evaluated but not selected for this funding may be retained for a period of four months after the original selection recommendations for possible award under this announcement, subject to the availability of additional funds.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project may be:

- collaboration during performance of the scope of work;
- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- approving substantive terms of proposed contracts;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

#### **C. What is the project period for awards resulting from this solicitation?**

The estimated project period for awards resulting from this solicitation is February 1, 2006 through January 31, 2008. All projects must be completed within the negotiated project performance period of 24 months.

**E. Will EPA consider partial funding for projects?**

EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of the proposed project. If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process. In order to ensure appropriate funding is provided for partially funded projects, EPA requests that applicants provide an approximation of the percentage of the budget designated for each major activity.

**F. Can funding be used to acquire services or fund other partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with universities and non-profit organizations. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

**Section III - Eligibility Information**

**A. Eligible Entities**

Proposals will be accepted from universities, States, territories, Indian Tribes, and possessions of the U.S., including District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions.

Nonprofit organization, as defined by OMB Circular A-122, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of "nonprofit organization" because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded

from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be "nonprofit organization(s)" as defined by OMB-Circular A-122, colleges and universities; hospitals; state, local, and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under OMB Circular A-122 and this RFA.

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

Applications that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the application, pages in excess of the page limitation will not be reviewed.

**B. Are matching funds required?**

No.

**Section IV - Application and Submission Information**

**A. How to Obtain Application Package**

The complete grants application package can be downloaded from EPA's Office of Grants and Debarment website at: ([http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)). Potential applicants may request a paper copy of the application package by contacting one of the agency contacts listed in Section VII of this announcement. Applicants may apply by hard copy submission, e-mail, or electronically at <http://www.grants.gov> as described below.

**B. Content and Form of Application Submission**

Applications must contain one completed and signed Application for Federal Assistance (SF-424) and a Narrative Work Plan of no more than 8 pages in length.

The Narrative Work Plan must explicitly describe how the proposed project meets the guidelines established in Section I (B), Scope of Work and, specifically, address each of the evaluation criteria disclosed in Section V (A), Evaluation Criteria. The narrative workplan, a maximum of 8 pages in length, should conform to the following outline:

1. Project Title.
2. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax, e-mail address and website.
3. Funding Requested. Specify the amount you are requesting from EPA.
4. Total Project Cost. Specify total cost of the project (EPA funding and cost-share). Identify funding from other sources including any in-kind resources.
5. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in January 2006).
6. Project Goals, Outcomes and Outputs. Describe project goals as they relate to

- EPA's Strategic Plan and anticipated outcomes and outputs, including an estimated time line with milestones for each task. Describe how the proposed outputs will produce the expected outcomes.
7. Describe the activities, methods and materials that will be developed and utilized to achieve the goals of the project.
  8. Plan for tracking and measuring progress toward achieving the expected environmental outputs/outcomes identified in Section I of this announcement. Provide a detailed explanation and projected timeline of how and when project success shall be evaluated.
  9. Describe the applicant's programmatic capability, including:
    - a. past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;
    - b. history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;
    - c. organizational experience and plan for timely and successfully achieving the objectives of the project,
    - d. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;
  10. Detailed Itemized Budget. Provide a budget for the following categories, specifying unit costs: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other, total direct costs, total indirect costs (must include documentation of accepted indirect rate), and total cost.

Applicants are strongly advised to avoid submission of extemporaneous materials. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English to be considered for award under this solicitation.

In evaluating Applicants under the programmatic capability factor in Section V of the announcement, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

### **C. Submission Dates and Times**

1. To allow for efficient management of the competitive process, EPA requests eligible entities submit an informal notice of "Intent to Apply" by November 4, 2005, to the agency contact identified under Section VII, Agency Contact. Submission of Intent to apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting "Intent to Apply" are still eligible to apply by the deadline. The written notice of "Intent to Apply" may be submitted via electronic mail. Please provide the name of your organization, a point of contact, phone number, email address, and the title of your project.
2. The deadline for submission of completed application packages is December 2, 2005, 4:00 p.m. EDT. All application packages must be received in the program office listed

below or by grants.gov by the deadline. Applications received after the deadline will not be considered for funding.

3. Due to the unique situation involving U.S. mail screening, EPA highly recommends that applicants submit their applications via e-mail. If submitting via e-mail, the narrative work plan and SF 424 must be submitted in Microsoft Word or PDF format to: **doroski.brenda@epa.gov**. EPA requests that applicants submit one e-mail with the narrative work plan and SF 424 as attachments. Proposals will be considered timely upon receipt, not transmission. An e-mail response confirming receipt of e-mailed submission will be provided.
4. If an applicant chooses to submit a hard copy of the application, EPA highly recommends that applicants use an express mail option (e.g., FedEx, UPS, DHL, etc.). In this case, please provide original narrative proposal - no binders or spiral binding - and one signed and completed Application for Federal Assistance (SF-424) addressed to:

Express Delivery Address (FedEx, UPS, DHL, etc.):

U.S.EPA

Attn: Brenda Doroski

1310 L Street, NW, Room 427N

Washington, DC 20005

Phone: 202-343-9764

Regular Mail Delivery Address (U.S. Postal Service):

U.S.EPA

Attn: Brenda Doroski

1200 Pennsylvania Ave., NW (6609J)

Washington, DC 20460

Phone: 202-343-9764

5. **Grants.gov Application Instructions.** If you choose to submit your application electronically via Grants.gov, the electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Started,” and then “Authorized Organization Representative (AOR).” *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.grants.gov> and click on “Apply for Grants.” Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package ([https://apply.grants.gov/forms\\_apps\\_idx.html](https://apply.grants.gov/forms_apps_idx.html)). You may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-IED-05-20, in the space provided. You may also be able to access the application package by clicking on the button at the bottom right side of the Find synopsis that says Apply for Grant Electronically.



If applying thru grants.gov, please submit *all* of the application materials described below.

**1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**2. Narrative Work Plan (attached as Project Narrative Attachment Form on grants.gov) developed following the instructions in Section IV.B above..**

**Application Preparation and Submission Instructions**

**Document 1** listed above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document 1, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document 2, you will need to attach electronic files. Prepare your Narrative Work Plan using the format outlined above (in Section IV.B above ) and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, by documents prepared in WordPerfect will also be accepted.) When you are ready to attach your Work Plan to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your Work Plan (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your Work Plan, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or Doroski.brenda@epa.gov.

6. **Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c) (2) prior to disclosure.

## **Section V - Application Review Information**

Each eligible application will be evaluated according to the criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible.

### **A. Evaluation Criteria**

Project Goals Linked to EPA Strategic Plan: Extent to which the goals of the proposed project align with EPA’s Strategic Plan identified in Section I C of this RFA and will increase Partner’s awareness, capacity and action to reduce people’s exposure to indoor air pollution from

household energy use in developing countries. (20 points)

Anticipated Outcomes/Outputs: Effectiveness of applicant's plan for tracking and measuring its progress toward achieving expected outputs and outcomes identified in Section 1 of this announcement. (20 points)

Project Activities, Methods and Materials: Extent to which the work plan sufficiently describes activities, methods, and materials that are likely to achieve the project's goals, outcomes and outputs. (20 points)

Programmatic Capability: The Applicant's technical capability to successfully perform the proposed project based on the applicant's: (i) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project, (ii) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports, (iii) organizational experience and plan for timely and successfully achieving the objectives of the project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. Applicants who have no relevant past performance or reporting history (items i and ii above) will receive a neutral score for those elements of programmatic capability. (30 points)

Budget and Timeline: Extent to which the project budget and time line are appropriate to accomplish the proposed goals, outputs and outcomes outlined in work plan. (10 points)

## **B. Review and Selection Process**

Each proposal will be reviewed by an evaluation team with knowledge and expertise in coordinating international household energy and health outreach, communication and education efforts. The evaluation team will base its evaluation of proposals solely on the evaluation criterion disclosed in this announcement. The evaluation team will forward its recommendation to the Decision Official who will submit a final recommendation to the Grant Award Official.

## **Section VI - Award Administration Information**

### **A. Award Notices**

Following final selections, all applicants will be notified regarding their application's status.

1. EPA anticipates notification to the successful applicant will be made via telephone, electronic or postal mail on or around January 6, 2006. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 15 days after completion of review process. In either event, the

notification will be sent to the original signer of the application.

## **B. Administrative and National Policy Requirements**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm)
2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.
4. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.
5. Programmatic Terms and conditions will be negotiated with the selected recipient.

## **C. Reporting Requirements**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of the project, including advances achieved, outputs, outcomes and costs of the project. In addition, the final report shall discuss the problems, successes, and lessons learned from the project that could help overcome structural, organizational or technical obstacles to implementing a similar project. The schedule for submission of quarterly reports will be established by EPA, after award.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA expects to closely monitor the successful applicant's performance, collaborate during the performance of the scope of work, approve the substantive terms of proposed contracts, approve the qualifications of key personnel, review and comment on reports prepared under the cooperative agreement, and evaluate the engineering improvements on an EPA demonstration project. EPA will not select employees or contractors employed by the recipient and the final decision on the content of reports rests with the recipient.

#### **D. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Brenda Doroski.

#### **E. Pre-Award Administrative Capability Review**

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

#### **Section VII - Agency Contact**

FOR FURTHER INFORMATION CONTACT: Brenda Doroski via e-mail at [doroski.brenda@epa.gov](mailto:doroski.brenda@epa.gov).

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted, weekly, until the closing date of this announcement at the OAR Grants/Funding webpage ([http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)).

#### **Section VIII - Other Information**

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement.

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.