

U.S. ENVIRONMENTAL PROTECTION AGENCY, REGION 2
Division of Environmental Planning and Protection

FUNDING OPPORTUNITY TITLE: 2007 Indoor Environments: Reducing Public Exposure to Indoor Pollutants

REQUEST FOR PRE-APPLICATION PROPOSALS (RFP)

ANNOUNCEMENT TYPE: Initial

FUNDING OPPORTUNITY NUMBER: EPA-R2DEPP-FO-07-01

CATALOGUE OF FEDERAL ASSISTANCE (CFDA) NUMBER: 66.034 - Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act)

Dates: The RFP opens on January 15, 2007, and closes on March 2, 2007

(Eastern Standard Time). Proposals may be submitted by hard copy, via U.S. mail/commercial delivery service, or through Grants.gov. **Mail submissions must be postmarked by the closing date of March 2, 2007 and submissions made through Grants.gov must be made by March 2, 2007 at 11.00pm. Email submissions will not be permitted. LATE PROPOSALS WILL NOT BE CONSIDERED. It is anticipated that final selections will be made by April 30, 2007. Tentative due date for full applications is May 31, 2007. Anticipated award date is October 1, 2007.**

SUMMARY

This notice announces the availability of funds and solicits proposals for assistance agreements in the form of grants, from eligible organizations, for the U.S. Environmental Protection Agency's (EPA) *Indoor Air Quality Tools for Schools* (IAQTFS) Program, Asthma projects, or an integration of both. These proposed projects must support demonstration, training, outreach and/or education grants that reduce exposure to indoor air pollutants and yield measurable environmental outcomes. Projects that address areas of greatest need, where the most risk reduction can be achieved, are desirable.

EPA Region 2's Radiation and Indoor Air Branch (RIAB) is soliciting proposals for assistance agreements under this announcement. Proposals from eligible organizations will go through a competitive selection process as outlined later in this document. Organizations whose proposals are selected will be invited to submit a full application package. Funds will be awarded to successful applicants as grants under the authority of Section 103(b) (3) of the Clean Air Act.

Assistance under this program is generally available to states, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance. All projects must occur in one or more of the Region 2's states and/or territories: New Jersey, New York, Puerto Rico and the U.S. Virgin Islands.

FUNDING/AWARDS

Region 2 anticipates awarding up to 6 proposals with a project period of three years, ranging from \$25,000- \$50,000 per year, depending on availability of funds, quality of proposals and performance. The total estimated amount of all awards under this RFP is approximately up to \$600,000 over a 3 year period. **For Fiscal Year 2007 (FY07), there is an estimated \$200,000 funding available under this competitive opportunity to eligible organizations.** Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of proposals. There is no matching funds requirement for these agreements. Applications for funds in excess of \$50,000 total for any one year will not be reviewed. Funding and project periods can extend for no more than three years. The suggested start date for the project is **October 1, 2007.** **Please note, based on the availability of funds and the quality of proposals, EPA reserves the right to award no grants under this Request for Proposals (RFP).**

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

The goal of EPA's Indoor Environments Program is to improve indoor air quality (IAQ) and to reduce associated human health risks caused by pollutants in the indoor environment. This is accomplished by increasing public awareness and understanding of the potential health risks related to indoor air pollutants commonly found in homes and schools, as well as by promoting appropriate voluntary practices and risk reduction actions by the public and key stakeholders. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects particularly early in childhood development. EPA estimates that indoor levels of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels raise concern because it is estimated that most people spend approximately 90% of their time indoors.

An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the U.S., African-Americans continue to have higher rates of asthma emergency room visits,

hospitalizations, and deaths than Caucasians. However, in Region II, according to 2005 data from the Centers for Disease Control (CDC), adult lifetime asthma prevalence rate for Puerto Rico is 19.3%, including extremely high rates of emergency room visits and high asthma mortality in children. Rates for New York, New Jersey and Virgin Islands are 13.8%, 11.7% and 8.9%, respectively. In 2004, the Puerto Rico Veterans Hospital conducted a study of 6000 public and private school students to assess the current prevalence of asthma in schools. Parents of children in public schools and private schools reported similar rates of a physician having previously diagnosed asthma in their children (43.2% versus 39.4%); however, significantly more children in public schools were reported to still have asthma at the time of the survey (32.5% vs. 23.7%.)

With respect to schools, the U.S. Department of Education's National Center for Education Statistics stated in 1999 that 43 % of America's public schools reported at least one unsatisfactory environmental condition (e.g. lighting, heating, ventilation, IAQ, and noise control to name a few.) Approximately 25 % of public schools reported that ventilation was unsatisfactory and 20 % for IAQ. Further reports from the U.S. Government Accountability Office (GAO) indicate that public elementary and secondary schools need guidance on how to better manage their indoor environments. Problems are often related to improper ventilation, deferred maintenance, and poor design, construction and renovation practices. Poor IAQ in schools can impact the health and comfort of students and staff, which in turn can affect concentration, attendance and student performance.

Thus one of EPA's goals is to ensure that good IAQ Management Practices are used in urban suburban, rural, and tribal K-12 public and private schools and to promote holistic approaches that help schools address the entire range of environmental issues they face.

The goal of this Competitive Funding Opportunity is to support demonstration, training, outreach and/or education projects that are aligned with EPA's strategic objective to increase the number of people breathing healthier indoor air. (See: EPA Strategic Plan 2006-2011; Goal 1: Clean Air and Global Climate Change; Objective 1.2: Healthier Indoor Air; Sub-objective 1.2.2: Asthma and Sub-Objective 1.2.3: Schools. <http://www.epa.gov/ocfo/plan/plan.htm>.)

Title IV of the Superfund Amendments and Reauthorization Act of 1986 (SARA) directed EPA to conduct and coordinate research and develop and disseminate information on all aspects of indoor air quality. Under Clean Air Act (CAA) §103, EPA is authorized to conduct, and promote the coordination and acceleration of, research, investigations, experiments, demonstrations, surveys, studies, and training relating to the causes, effects, extent, prevention, and control of air pollution. Section 103 (b) of the Clean Air Act authorizes EPA to make grants to public or nonprofit agencies, institutions, and organizations, to support these activities.

The major work of these grants will be to educate children with asthma, their parents and/or primary care givers, and others with asthma, on identifying and reducing environmental triggers in the home, schools and childcare centers. In addition, these grants will also work to increase the number of schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*.

Under this announcement, EPA Region 2 will fund demonstration, training, outreach and/or education projects that are expected to achieve environmental results in one or more indoor air

quality priority areas as outlined in Table 2. **Proposals may address more than one area.** Proposed projects that do not address at least one of the IAQ priority areas identified in Table 2 will be disqualified and will not be considered for funding.

B. Scope of Work

The goal of the EPA's Indoor Environments Program is to reduce the environmental human health risks posed by contaminants in indoor environments. This is achieved by gaining a better understanding of those risks and effective prevention and control methods. This knowledge is used to promote appropriate environmental risk reduction activities through the promotion of voluntary actions by the general public to improve indoor air quality.

EPA Region 2 is soliciting proposals from eligible organizations (Section III.A) to conduct demonstration, training, education, and/or outreach projects that seek to reduce exposure to indoor air pollutants in diverse geographic locations throughout Region 2 states and territories (New York, New Jersey, Puerto Rico and the U.S. Virgin Islands). The proposals must also measure the results of activities conducted under these projects in the two target program areas described below:

1. Indoor Environmental Asthma Triggers - Education and Exposure Reduction: The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental triggers; to educate parents and caretakers on indoor triggers and actions to reduce them; and, to educate individuals on the environmental management of asthma so they can counsel people with asthma on actions to reduce triggers in indoor environments. Emphasis should be for the parents of asthmatic children on identifying and managing indoor asthma triggers. The emphasis on training healthcare professionals, community workers, and other trained health care providers should stress the importance of integrating environmental management into asthma care. In addition, emphasis should also be on providing a program in which health educators or peers provide education to families on identifying and managing indoor asthma triggers. Projects should address environmental tobacco smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches.

2 Healthy School Environments: The goal of these projects is to reduce school occupant exposure to indoor air pollutants and asthma triggers and, to increase the number of primary and secondary schools with effective indoor air quality management practices and plans based on, or consistent with, *IAQ Tools for Schools*. Effective plans comprise a set of actions shown to have a significant effect on improving indoor air quality and reducing associated adverse environmental health impacts such as asthma attacks. Priorities include urban and rural (including tribal) schools which may have significant indoor air quality and infrastructure problems and substantial resource challenges. Improving IAQ in these schools will likely have a relatively greater impact on air quality, risk reduction and therefore on health effects of students and staff.

The major work of these grants is to fund organizations that will conduct specialized trainings on *IAQ Tools for Schools* or an equivalent, and the individuals who complete the training will be

required to demonstrate that a basic set of actions that have been taken in their schools and/or school districts. Healthy School projects should involve training school staff to prevent and resolve common IAQ problems, identify practical solutions and develop IAQ management plans. Projects under this priority should lead schools to adopt the *IAQ Tools for Schools* program or its equivalent. The minimum level of adoption is defined as: a) Designating an IAQ Coordinator for the district and/or each school, b) Completing teacher, maintenance and ventilation checklists for each school, c) compiling and interpreting the checklist information to identify areas of focus for the building walkthrough; d) Conducting a walkthrough of each school, and e) Establishing an IAQ management plan that addresses issues identified.

We encourage organizations to consider integrating other EPA voluntary school programs, such as the Healthy School Environmental Assessment (Healthy SEAT) downloadable on the internet at www.epa.gov/school/HSEAT, or others which can be viewed at <http://cfpub.epa.gov/schools/index.cfm> **However, funding from this RFP can be used only for IAQTFS program, Asthma projects, or an integration of both.**

Proposals from School Districts require a letter of commitment from an administrator. For those projects that propose working with schools not confined to a formal district, support may come from another organization or agency agreeing to participate in the project with the applicant. An alternative commitment that will demonstrate the applicant's ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district may also be accepted.

Organizations that submit proposals are encouraged to offer innovative projects that focus on multiple aspects of EPA's IAQ priority areas. Projects under the above two areas must be comparable to, and consistent with, EPA's national programs such as the *IAQ Tools for Schools* program, and the asthma outreach and education campaign. For more information on these EPA programs, go to the web sites listed below.

IAQ Tools for Schools www.epa.gov/iaq/schools/
Asthma Outreach www.epa.gov/asthma/

Please note that under EPA grant reporting requirements, the grantee will be required to submit quarterly progress and financial status reports.

C. EPA Strategic Plan 2011 Linkage and Expected Outcomes/Outputs

Linkage to EPA's Strategic Plan 2011. Projects under this announcement must support progress towards EPA's Strategic Plan 2006-2011 Objective 1.2 – Healthier Indoor Air: “Through 2012, working with partners, reduce human health risks by reducing exposure to indoor air contaminants through the promotion of voluntary actions by the public.” Sub-Objective 1.2.2, Asthma, states: “By 2012, the number of people taking all essential actions to reduce exposure to indoor environmental asthma triggers will increase to 6.5 million from the 2003 baseline of 3 million.” Sub-Objective 1.2.3, Schools, states: “By 2012, the number of schools implementing an effective indoor air quality management plan will increase to 40,000 from the 2002 baseline of 25,000.”

This Request for Proposals supports EPA’s strategic objective to increase the number of people breathing healthier indoor air. This competitive opportunity also supports the Agency’s annual measures and long-term measures as detailed below. These goals build on the Agency’s EPA Strategic Plan 2006-2011; Goal 1: Clean Air and Global Climate Change; Objective 1.2: Healthier Indoor Air; Sub-objective 1.2.2: Asthma and Sub-Objective 1.2.3: Schools. For more information, see <http://www.epa.gov/ocfo/plan/plan.htm>. Proposals must identify project goals and objectives that are aligned with indoor air quality. Proposals must also identify and quantify expected environmental outputs and achieve measurable environmental outcomes that directly relate to the project’s objectives and goals.

Outputs. As defined below in Table 1, proposals are required to quantify environmental health related outputs for proposed demonstration, training, education and/or outreach project activities relating to the areas covered by the project. Outputs will generally be activities, efforts or work products. The outputs must describe the expected level of activity that will be provided over a period of time (e.g., number of publications produced or number of people trained) and should demonstrate progress from a stated baseline towards achieving substantial measurable environmental outcomes.

Outcomes. As defined below in Table 1, proposals are required to identify measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits relating to the areas covered by the project. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes or long-term environmental health outcomes.

Table 1-1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes.

Table 1-1. Definitions

Activities	Environmental Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Description of services your project will provide (e.g., conduct training, organize conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness)	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g.,	Long-term health environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are desirable when

	established as standards for the activity (e.g., number of publications produced or people trained)	increase in radon testing, additional patients taking action to reduce asthma triggers)	possible (e.g., lung cancer deaths avoided, decrease in asthma E.R. visits, decrease in lost school/work days due to IAQ problems)
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Table 1-2 provides specific examples of project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes and is not intended to limit or specify activities. The activities, environmental outputs, and environmental outcomes listed in this table provide ONLY A FEW EXAMPLES of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and that fall within the scope of this announcement. Proposals are not in any way limited to these specific activities, and further, EPA encourages innovative proposals that focus on multiple aspects of EPA’s IAQ priority areas.

Table 2. Sample Fundable Activities and Expected Results

IAQ Priority Areas	Expected Programmatic/ Environmentally Related Outputs	Expected Environmental Outcomes Intermediate and Long-term (End) Environmental Health Outcomes
Asthma: Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or childcare centers.	<ul style="list-style-type: none"> * Number of products and services developed and/or or disseminated * Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions * Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions * Number of people trained to educate others on how to reduce asthma triggers 	<ul style="list-style-type: none"> * Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions * Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or childcare centers * Number of schools and/or childcare providers reducing environmental triggers * Number of people committed to not smoking around children * Number of people with asthma who have asthma action plans that include environmental triggers
IAQ Tools for Schools: Identify, develop and disseminate new or existing	<ul style="list-style-type: none"> * Number of IAQ training events held with school personnel (superintendents, 	<ul style="list-style-type: none"> * Reduction in staff and student absenteeism * Reduction in the number of asthma

<p>education and outreach products and services in the form of training targeted toward school districts or groups of schools and or school personnel, that will lead to an increase in the number of schools with effective IAQ management practices and plans, based on, or consistent with, EPA's IAQ Tools for Schools Program. These education/outreach products may also include introduction to, or assistance with, EPA's Healthy SEAT Program.</p>	<p>principals, teachers and custodial and maintenance staff) * Collection and evaluation of checklists with summary of noticeable or potential problems identified in classrooms * Number of building walkthroughs conducted * Number of schools with effective IAQ management plans</p>	<p>attacks, allergic reactions and other IAQ related symptoms * Increase in student and teacher performance and productivity attributable to IAQ best practices. * Number of people with increased awareness on how to achieve and maintain a healthy indoor environment * Number of schools with improved indoor environments * Number of schools taking action to remediate the IAQ issues identified</p>
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II. AWARD INFORMATION

A. Amount of Funding Available

The total estimated amount of all awards under this RFP is approximately up to \$600,000 over a 3 year period, depending on availability of funds, quality of proposals and performance. **For Fiscal Year 2007 (FY07), there is an estimated amount of \$200,000 funding available to eligible organizations.** Applications for funds in excess of \$50,000 total for any one year will not be reviewed.

B. Number of Awards

Region 2 anticipates awarding up to 6 proposals with a project period of three years, ranging from \$25,000- \$50,000 per year. Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability. However, the number of awards and the dollar amount of each award will vary depending upon the Agency's resource availability, priorities, and quality of proposals. There is no matching funds requirement for these agreements. Funding and project periods can extend for no more than three years. The suggested start date for the project is **October 1, 2007.** **Please note, based on the availability of funds and the quality of proposals, EPA reserves the right to reject all proposals and make no awards.**

C. Award Type

Funds will be awarded to successful applicants as grants.

D. Expected Budget and Project Period

The expected budget period is up to 36 months, with a separate budget and work plan for each year. Funding will be provided incrementally on an annual basis, subject to funding availability and performance acceptability.

E. Miscellaneous

Funding may be used by grantees to acquire services or fund partnerships, provided the recipient follows procurement and sub-award or sub-grant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must formally compete for services and products, and conduct cost and price analyses as outlined in these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in the proposal package; however, a description of the consultant's or contractor's role should be included in the applicant's proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant does not relieve the applicant of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use sub-grants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its grant project with the EPA. The nature of the transaction between the recipient and the sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of a sub-award" at 40 CFR 30.2(ff) or a sub-grant" at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

Successful proposals must also demonstrate use of a competitive process for obtaining any necessary contracts for services and products and conduct cost and price analyses to the extent required by federal, state or local procurement requirements. All contracts and the purchase of supplies and equipment must be conducted in a manner providing free and open competition, to the maximum extent practicable. As such, applicants should refrain from mentioning specific technology producers in their application packages unless they are sole source provider.

F. Partial Funding

EPA Region 2 will **not** partially fund any project under this announcement.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Under this announcement, assistance is generally available to states, territories, local governments, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions that submit applications proposing projects with significant technical merit and relevance. Applicants must meet eligibility requirements, such as non-profit status, by the proposal due date to be considered for funding.

Non-profit 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. No recipient may use funds from the grant agreement for lobbying.

B. Funding Restrictions and Requirements

EPA will not fund any projects for repairs or renovations of buildings. Proposed projects must also be consistent with the statutory restriction on funding which is limited to research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution, and to educate and train individuals relating to the causes, effects, extent, prevention and control of air pollution. EPA will also not fund any activities that constitute routine, traditional, or established practices, or a project that is simply intended to carry out a task, however worthy, rather than transfer information. Applicants are reminded that the term “demonstration” is narrowly construed by EPA as set forth above.

C. Threshold Eligibility

To be eligible for funding consideration under this announcement, application packages must meet the following threshold criteria. Failure to meet any of the following criteria in the application package will result in the automatic disqualification of the proposed project for funding consideration. **Organizations that submit proposals that are deemed ineligible will be notified within 15 calendar days of the determination that they are ineligible based on the threshold criteria.**

1. All projects must occur in one or more of the following Region 2 states and/or territories: New Jersey, New York, Puerto Rico and/or the US Virgin Islands.
2. Proposed projects must support Goal 1.2 of EPA’s Strategic Plan 2011 to reduce human health risks of exposure to indoor air contaminants by improving indoor air in homes and schools by reducing risk, working with partners and through voluntary actions by the public.
3. Proposed projects must fit within EPA’s funding authority in section 103 of the Clean Air Act and not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior grant or cooperative agreement.
4. Proposals for school projects must either include a written commitment from the school district(s) (Administrator), individual schools, and any other organization or agency agreeing to participate in the project with the applicant, or provide an alternative commitment that will demonstrate the applicant’s ability to work with a large group of schools if the project targets schools across a wide geographic area that is not defined as a district.
5. Applications for funds in excess of \$50,000 total for any one year will not be reviewed.

6. Non-profit or not-for-profit organizations must include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of submission.
7. With respect to asthma, only those activities that directly address environmental factors (**as stated in Section I.B. 1 and 2**) that may influence asthma onset or exacerbation are eligible for funding under this RFP.
8. Applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.
9. There is no matching funds requirement for these agreements. However, applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).
10. The submitted proposals that do not follow the format as outlined in Section IV.B of this document, such as page limit, budget category and format, or omissions of information or required forms, will be automatically rejected and not considered for review.

IV. PROPOSAL SUBMISSION INFORMATION

This announcement is calling for proposals only, not full application packages. Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Final and complete applications will be requested from those eligible organizations whose proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of selection of a proposed project from EPA, organizations will be provided with instructions and a due date for submittal of the final application package.

A. General Proposal Submission Instructions/Obtaining Electronic Forms

You may submit a proposal either in hardcopy form, by mailing it to the contact name provided in this announcement by the due date, or electronically, via grants.gov. The format of the proposal is the same for both modes of submission, with respect to required forms, etc. as outlined below.

For both modes of submission, proposals must include Standard Form (SF) 424, 424-A Section B. These documents may be requested in hardcopy form from the Region 2 contact, or you may access them from the larger, complete application package at <http://www.epa.gov/ogd/AppKit/index.htm> . If you wish to submit your proposal electronically, you must use the electronic submission instructions available at <http://www.grants.gov/>, under this funding announcement. **For complete instructions on how to use Grants.gov, please see Attachment 1.**

B. Content and Form of a Complete Proposal

A complete proposal package includes a cover letter (maximum 2 pages), a narrative, as described below, and completed Standard Forms-424, 424A, and 424B. All the referenced items are required no matter what the mode of submission (electronic or hard copy.) Only the project proposal portion will be evaluated using the evaluation criteria set forth in Section V of this RFP. **Proposals must be submitted electronically via grants.gov, no later than March 2, 2007 at 11:00 p.m., (Eastern Standard Time) or postmarked by March 2, 2006 when submitting via postal mail. Proposals received after this deadline will not be considered.**

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>

Elements of the Cover Letter

The maximum two page cover letter will not be evaluated but must provide all of the following information:

- 1) Contact information for the organization:
 - a) Name of organization
 - b) Contact person's name
 - c) Mailing address (express mail address if different than mailing address)
 - d) E-mail address
 - e) Phone and fax numbers
- 2) A statement that your organization has eligibility status (see Section III.A).
- 3) A description of your organization and its mission.
- 4) Identification of indoor air quality priority area(s) that the proposal addresses.
- 5) A brief executive summary should contain the specifics of what is proposed and what you expect to accomplish. This summary should identify the measurable environmental results you expect, including potential human health and ecological benefits. (See Section I.C. for environmental results information)

Elements of the Project Proposal

Applicants must submit information relating to the programmatic capability criteria to be evaluated under the ranking criteria Section V. EPA will consider information provided by the applicant and may consider information from other sources, including Agency files.

(While the proposal cannot exceed 10 pages in length, in total, for all sections to be included, the specific page recommendations identified below for each section of the proposal are suggestions only).

1. Format. All proposals must be submitted in Microsoft WORD format; 8 ½” by 11”, with one inch margin all around; typed (font should be no smaller than 10-point type), double-sided on recycled paper (if submitting hardcopy.) Covers, binders, and folders must not be used.

2. Overview. Overview of the organization, its mission, and related experience (up to 1 page)

3. Narrative Work Plan. The narrative work plan must summarize the project and explicitly describe how the proposed project meets the guidelines established in Section I.B, Scope of Work, and also specifically address each of the evaluation criteria disclosed in Section V.A, Evaluation Criteria with the response to each criteria clearly marked (up to 6 pages). The narrative must cover and include the items listed below. Failure to include this information will result in the proposal not being ranked.

- Brief narrative of Project Purpose and Environmental Results to be achieved by Project. (Environmental results are a very important part of the ranking criteria, as shown in section V.)
- Brief description of the applicant organization, experience related to the areas of interest, and the organization’s infrastructure as it relates to its ability to implement the proposed project.
- Brief description of staffing and funding resources available to implement the proposed project, including the number of workers and staff qualifications (no resumes required).
- Milestone Chart, including expected accomplishments and projected due dates.
- Information addressing the Ranking Criteria specified in Section V of this announcement.

4. Monitoring and Evaluating Progress and Results. The monitoring and evaluating progress and results section should provide:

- A practical approach to identifying, measuring and evaluating programmatic outputs and programmatic and/or environmental outcomes.
- A baseline - the starting point from which progress is measured and targets are set. The Proposed baseline should incorporate the most recent information available, prior to the Start of the project. Baselines can be based on organizational experience, estimates from Past performance, national data, or expert opinion.
- A tracking method to evaluate progress toward achieving goals, objectives, and measurable environmental outputs/environmental outcomes identified in Section 1.C of this.

5. Brief Biographical Sketches. Provide for key technical experts who will be involved in the project (up to 1 page).

6. Detailed Budget Narrative (up to 2 pages). Provide an appropriate budget for the following categories, specifying unit costs:

- Personnel
- Fringe Benefits
- Contractual Costs
- Travel
- Equipment
- Supplies: EPA funds may only be used for environmental (not medical) purposes. “Medical “ includes clinical services and asthma supplies such as spacers, peak flow meters, nebulizers, etc. “Environmental” might include appropriate environmental mitigation supplies. Additionally, these funds may not be used for “incentives”, such as T-shirts, pencils, etc.
- Other
- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect rate
- Total Project Cost. Specify total cost of the project proposal (separately identify requested EPA funding and leveraged funds).

7. Past Performance. Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

8. Programmatic Capability. Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under these agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

C. Required Forms

Standard Form SF 424, Application for Federal Assistance

Standard Form SF 424A, Budget Information-Section B

Detailed itemization of the amounts budgeted by Individual Object Class Categories

Letters of commitment from project partners, if applicable

D. Submission Dates and Times

Proposals must be submitted electronically via grants.gov, no later than March 2, 2007 at 11:00 p.m., (Eastern Standard Time) or postmarked by March 2, 2006 when submitting via postal mail. Proposals received after this deadline will not be considered. No FAX submissions will be accepted. Late applications will not be reviewed or considered for funding. Mailed proposals must be sent to the following address:

**Regional Contact: Ameesha Mehta-Sampath, M.PH
Asthma Projects Coordinator
U.S EPA-Region II
Radiation and Indoor Air Branch
290 Broadway, 28th floor
N. Y., NY 10007**

E. Funding Restrictions

EPA grant funds may only be used for the purpose set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. (http://www.whitehouse.gov/omb/grants/grants_circulars.html)

EPA funds for Healthy School Environments projects may not be used for building renovations, repair activities, or for IAQ testing other than the limited testing recommended in the IAQ Tools for Schools program.

Pre-award costs and equipment costs are allowable only with the written consent of EPA. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Sub-awards/sub-grants must be consistent with the definitions of these terms in 40 CFR 30.2 (ff) and 40 CFR 31.3 Sub-grants as applicable.

F. Confidential Business Information

It is recommended that confidential information not be included in the proposal. However, if confidential business information is included, it will be treated in accordance with 40 CFR 2.203, which allows applicants to claim all or a portion of their proposal and formal application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark and claim the entire proposal and application

and/or sections 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.

G. Pre-Application Assistance

Only questions regarding eligibility or seeking clarification of provisions in this solicitation will be answered. However, questions related to eligibility and clarification will be accepted if submitted by February 17, 2007. Responses to all questions will be posted on the Region 2 Website by February 23, 2007, or one week prior to the deadline of March 2, 2007. Questions should be submitted by email or fax or postal mail to:

Regional Contact: Ameesha Mehta-Sampath,
Asthma Projects Coordinator
U.S EPA-Region II
Radiation and Indoor Air Branch
290 Broadway, 28th floor
N. Y., NY 10007
F: 212-637-4942
Email: Mehta-Sampath.Ameesha@epa.gov

Please include in the email subject line “Indoor Air Quality Grant Proposal”. **Phone Inquiries will not be accepted.**

V. PROPOSAL REVIEW INFORMATION

A. Evaluation Criteria

Each proposal that meets the threshold criteria list above will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the criteria set forth below. Proposals that are best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each proposal will be rated under a points system, with a total of 100 points possible.

Proposal Evaluation Criterion		
I. Project Goals and Objectives:		
1.	The extent to which proposed project goals and objectives align with the scope of work described in Section I.B, and EPA’s Strategic Plan 2011 and indoor priority area goals described in Section I.C.	5
2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Section I.C).	5
II. Narrative Workplan: Activities; Methods; Materials; and Timeline:		

1.	The narrative workplan sufficiently describes practical and feasible activities, methods, materials, and timelines that will be used to achieve each goal, objective, and measurable environmental outcomes	10
2.	The narrative workplan describes activities, methods, and materials that are appropriate for the designated target audience(s).	5
3.	The narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	5
III. Organizational Past Performance and Programmatic Capability		
1.	Past Performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results under EPA and other Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). Applicants with no relevant information for this factor will receive a neutral score for it.	10
2.	Programmatic Capability: Applicants will be evaluated based on their technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical report under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.	10
IV. Project Cost-Effectiveness and Sustainability		

1.	The proposed project addresses the number of children/families/individuals that will be reached with respect to the requested amount of funds, if the project successfully meets its goals, objectives, and environmental outcomes.	10
2.	The proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts to achieve measurable successes in meeting goals, objectives and environmental outcomes beyond the conclusion of the EPA assistance agreement.	10
V. Monitoring and Evaluating Environmental Results:		
1.	The proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them	10
2.	The proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs & outcomes will be tracked and reported	10
VI. Budget:		
1.	Costs will be evaluated to determine their reasonableness in relation to the expected benefits of the proposal. The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	5
2.	Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).	5

B. Other selection factors

Awards will not be made exclusively based on the proposal evaluation score. In addition to the evaluation of proposals against the ranking criteria listed above, the following factors will be considered by the EPA selecting official in making award selections:

- Geographic priority areas - EPA will attempt to make awards in various locations in the region to achieve the greatest risk reduction.
- Project diversity - EPA will attempt to make awards in each program area described in Section I.B.

C. Review and Selection Process

A panel of EPA staff will review proposals against the criteria above and rank the proposals based on this evaluation. During the review of the proposals, EPA may request clarification on submitted information. Proposals that are inconsistent with program goals or that contain ineligible costs and activities will be rejected. The review panel will develop a ranking list and submit this to the selecting official. Final selections will be made by the EPA selection official.

VI. AWARD ADMINISTRATION INFORMATION

This section applies to those proposals that are selected for full application submission that will be recommended for award.

A. Award Notices

Following final selections, all organizations that submitted proposals will be notified regarding their selection status. EPA will notify selected applicants by telephone and e-mail. This notification advises the applicant's proposal is recommended for award, and is not an authorization to begin project activities. Successful applicants will be required to complete the full application package, including but not limited to: EPA Form SF-424B (Assurances Non-Construction Programs). In addition, successful applicants will be required to certify that they have not been debarred or suspended from participation in federal assistance awards in accordance with 40 CFR 32. EPA will acknowledge receipt of application. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail.

Selection for funding is not a guarantee of funding. Deadlines must be met and the work plan and application packet must be approved by the EPA Project Officer and the EPA Grants Specialist assigned to each recipient before the money can be officially awarded.

Before money is awarded, the applicant must ensure that proper systems are in place to track and administer funds. Applicants must also demonstrate the ability to achieve the goals of the project by referencing past accomplishments, supplying resumes of project leads, etc.

B. Administrative and National Policy Requirements

The general award and administration process is governed by regulations 40 CFR Parts 30 ("Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profits Organizations"), 40 CFR part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments"), 40 CFR part 35, subpart A

("Environmental Program Grants for State, Interstate, and Local Government Agencies") and subpart B ("Environmental Program Grants for Tribes") as applicable. Also, refer to OMB Circular "Cost Principles for Non-Profit Organizations" and OMB Circular A-133 "Audit Requirements for States, Local Governments, and Non-Profit Organizations" as applicable.

In accordance with DPA Order 5700.8 "EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards", non-profit applicants that are recommended for funding may, depending upon the size of the award, be required to complete and submit an Administrative Capability Form and supporting documents.

C. Reporting

Quarterly performance reports, a detailed final report and a final Financial Status Report will be required. Quarterly reports should describe project activities and provide EPA with information about project development; including, outputs and outcomes. The final report should include (but is not limited to) a summary of the project covering work status, work progress, publications, and measurable environmental outputs/outcomes pertinent to the project goals and objectives of the project. The final report should also include a description of any problems encountered, and the successes and lessons learned. The Financial Status Report must accurately account for all federal funds expended and identify appropriate use of federal funds. The schedule for submission of quarterly reports will be established by EPA upon the official start date of the project and budget period.

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(s).

D. Dispute Resolution Provision

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 from the contact for this announcement (see contact information in section VII).

E. Pre-Award Administrative Capability Review

Nonprofit applicants that are recommended for funding under this announcement may be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8, "EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards" which can be found at http://www.epa.gov/ogd/grants/award/5700_8.pdf

VII. AGENCY CONTACTS

All questions or comments must be communicated in writing via postal mail, facsimile, or by e-mail to the contact person listed below. See section IV.G: Pre-Application Assistance.

**Send Mail to: Ameesha Mehta-Sampath,
Asthma Projects Coordinator
U.S EPA-Region II
Radiation and Indoor Air Branch
290 Broadway, 28th floor
N. Y., NY 10007**

Send Fax to: F: 212-637-4942

Send Email to: Mehta-Sampath.Ameesha@epa.gov

VIII. OTHER INFORMATION

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

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education groups, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office.

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

ATTACHMENT 1

Grants.gov Proposal Instructions

For Funding Opportunity Number: EPA-R2DEPP-FO-07-01

General Application Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *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 under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the **Funding Opportunity Number, EPA- R2DEPP-FO-07-01**, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

If you have never used Grants.Gov before, here are some tips.

Most organizations have found Grants.Gov to be a user friendly system. The most frequent concern has occurred when an organization has delayed obtaining the unique electronic signature to the last minute.

Register for your electronic signature early! An electronic signature requires three levels of authorization before you can submit on line. You need to decide who will be the AOR, the caretaker of the electronic signature for your organization. At a university the Chief Grant Official generally signs all of the electronic grants for the entire institution. If all goes well, this process takes about a week, but some organizations have encountered internal and external delays; therefore the registration process can take longer. Remember, you cannot submit your application online until your organization has e-authentication credentials. Here are the basic steps:

1. Obtain a Certified DUNS Number. You must first have a certified, unique Dun and Bradstreet Universal Data Numbering System (DUNS) number. Some organizations may have more than one DUNS number registered. Only one can be certified. This can lead to unanticipated

delays.

2. Central Contractor Registry and Credential Provider Registration. Once you have your unique, approved DUNS number, you need to register with the Central Contractor Registry.

3. Grants.Gov Electronic Signature Authorization. Once steps A and B are complete, you will then need to contact Grants.Gov. The Authorized Organization Representative (AOR) will be assigned a password that will enable him or her to sign the Grants.Gov applications electronically. The AOR must be an individual who is able to make legally binding commitments for the applicant organization. Organizations may designate more than one AOR.

Be sure to download and read the instructions and the application at the Grants.Gov web site

Proposal Submission Deadline: Your organization's AOR must your complete proposal electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11 pm on March 2, 2007 (EST.)

Please submit *the entire* proposal materials described below. To view the full funding announcement, go to **EPA-R2DEPP-FO-07-01** (<http://www.epa.gov/region02/grants/>) or go to <http://www.grants.gov> and click on "Find Grant Opportunities" on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Project Proposal (See Section IV.B)

The proposal/application package *must* include all of the following materials:

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

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

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.

II. Standard Form SF 424A – Budget Information:

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are

included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Project Proposal

See instructions as proposed in Section IV.

Application Preparation and Submission Instructions

Documents I through III listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For documents I and II, 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 III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section III and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (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 proposal, 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 – FY07 – Indoor Pollutants – 1st Submission” or “Applicant Name – FY 07 Indoor Pollutants – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY07 Indoor Pollutants – 2nd 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., FY07), 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 <http://www.grants.gov/help/help.jsp>.

Proposals submitted thru grants.gov will be time/date stamped electronically.

