

## OVERVIEW SECTION

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

**TITLE:** “TRIBAL ENVIRONMENTAL EDUCATION OUTREACH AND SUPPORT PROGRAM”

**ACTION:** Request for Applications (RFA) - Initial Announcement.

**RFA NO:** OAR-IO-05-10

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

**DATES:** The closing date and time for receipt of Applications is May 27, 2005, 4:00 EDT. All applications, however transmitted, must be received in the Program Office by the closing date and time to receive consideration.

To allow for efficient management of the competitive process, EPA requests eligible organizations submit an informal notice of “Intent to Apply” by May 13, 2005. Submission of an 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:** This notice announces the availability of funds and solicits proposals from state, local, multi-state, tribal agencies and non-profit public or private organizations or institutions, for provision of an education outreach program designed to reach tribal students and develop their understanding of and interest in pursuing careers in air quality and environmental programs in general.

**FUNDING/AWARDS:** The total estimated funding for this competitive opportunity shall not exceed \$1 million. In FY 2005, total funding shall not exceed \$200,000. EPA anticipates award of one cooperative agreement, whose annual value shall not exceed \$200,000, resulting from this competitive opportunity. The cooperative agreement will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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

### **A. Background.**

Since 1993, The Office of Air and Radiation (OAR) has provided assistance agreements to ensure tribes receive appropriate support as they work to develop and implement air quality management programs. The “Tribal Environmental Education Outreach and Support Program” originally began as part of a larger program grant which provides tribes with comprehensive levels of training and technical support. The program has been in place for several years, and is part of an EPA commitment to work closely with partner tribal governments in recognition of the legal obligations and responsibilities the federal government has to tribes.

Under this funding opportunity, OAR will continue its support for the “Tribal Environmental Education Outreach and Support Program” as an ongoing independent program to ensure American Indian students, educators, and communities are properly informed of, and provided with opportunities to participate in, and pursue environmental careers, particularly in the field of air quality management.

The successful applicant will work extensively in Indian country with tribal students to provide the necessary outreach to achieve and demonstrate the desired outcomes.

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

1. **Linkage to EPA Strategic Plan.** This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Healthier Outdoor Air), Sub-Objectives 1.1.1 (More People Breathing Clean Air) and 1.1.2 (Reduced Risk from Toxic Air Pollutants), Objective 1.2 (Healthier Indoor Air) and, Objective 1.4 (Radiation), Sub-Objectives 1.4.1 (Enhance Radiation Protection) and 1.4.2 (Maintain Emergency Response Readiness). This project supports EPA efforts to encourage and facilitate involvement of tribal partner governments in implementing the Clean Air Act in Indian country, through the provision of training and technical support.
2. **Outcomes.** Through this project EPA hopes to stimulate and encourage interest among tribal students in the pursuit of career options that will enable them to build tribal support and expertise to further CAA implementation and address air quality concerns in Indian country.
3. **Outputs.** The anticipated output for this project is training for a minimum of 300 tribal students per year, over the life of the agreement. EPA encourages applicants to propose methods that would provide quantification of the success of this program.

### **C. Scope of Work.**

EPA’s Office of Air and Radiation is seeking applications from eligible entities to provide outreach, education, and training support to tribes that will encourage tribal students to develop an interest, understanding, and abilities to pursue careers in environment environmental sciences, particularly in the field of air quality management.

The anticipated activities associated with providing education, outreach, and support services envisioned under this project have been divided into six major tasks. The tasks and activities EPA is particularly interested in having addressed in the proposal are as follows:

**Task 1: Outreach to Tribal Schools, Students and Communities.**

Outreach should be provided to schools and other community groups and activities as appropriate. The outreach can be in the form of visits, lectures, activities, demonstrations and other approved methods as proposed, but should effectively build relationships and provide positive interactions to meet the programs' objectives.

Describe, in detail, how the proposer will provide outreach to tribal audience. The description should include types of outreach, staff and their qualifications and experience, and clearly identify the types and numbers of contacts planned including an explanation of how those activities will address and fulfill program objectives, and how accomplishments will be measured and reported.

**Task 2: Training Facility Site Visits.**

This task should invite students to a central training location where they can have an immersion experience exposing them to scientific and environmental experiences and principles that they can learn and understand in a friendly educational atmosphere. Visits can be as short as part of one day to as long as one week, where age appropriate. The location should be equipped to provide for recreational and residential needs. Chaperones from the community should be considered to increase the comfort and oversight of these visits.

The applicant should describe in detail how students will be identified, selected, transported, supervised and accommodated while visiting the central training facility for intensive training and educational activities. Description should include the planned activities, their duration and frequency, and staff and volunteers that will be involved, as well as the adequacy of facilities to provide a learning experience that will meet the program objectives.

**Task 3: Mentoring Programs.**

Mentoring programs involve providing programs that allow young people to connect with and learn from older people with backgrounds and experiences, particularly tribal college students and young environmental and air quality professionals. Mentoring programs should encourage ongoing, structured and supervised relationships that allow for the mentor to help the protegee understand professional options and make informed choices. Training is also part of a mentoring program, and should help identify career objectives and provide advise on how to meet them, provide networking opportunities and forums for professional growth.

Describe how mentoring program(s) will be established and conducted to meet program objectives. Include details on how mentors and protegees will be selected, trained and matched. Oversight and support from the proposer should also be described, as should methods for measuring success.

**Task 4: Professional Assistance and Support.**

The Professional Assistance and Support aspect of the program ensures that the direct activities are properly supported to provide meaningful materials, contacts, and support to ensure a comprehensive program. Professional Assistance and Support includes the ability to provide additional information on an ongoing basis, including encouraging ongoing contacts through mail, phone, electronic, internet and whatever means support the program objectives. Participants should be able to call during business hours and have requests responded to within a reasonable amount of time

The applicant should describe in detail how they intend to meet the obligations of providing technical assistance and support to ensure that staff are available to ensure the education and outreach program has the depth and support to answer questions quickly and comprehensively, provide additional information and materials and access to broader resources for both tribal students and educators to ensure the programs success. A system to track and report on activities should also be described.

**Task 5: Website.**

Provide and maintain a program website in support of all training and technical activities. The website should provide an access point to information, contacts, staff and other resources offered as part of the training program. On-line registration should be considered as an option as part of this activity.

Describe how the site will be maintained and updated, and the existing expertise available to carry out that task of ensuring the material accurately reflects the programs' content, as well as provides an effective two way communication too.

**Task 6: Internship Programs.**

An important element for this program will be the availability of internship programs to enhance and solidify the learning experience, and to offer a perspective of broader opportunities in environmental careers. An internship program should offer the opportunity for tribal students to work for short periods in an academic, tribal or other governmental setting and gain additional experience and insight into career opportunities. Financial assistance should be available to all interns to support this activity.

The proposer should describe how an internship program would be structured and funded to give tribal environmental professionals and/or American Indian students access to internships that will enhance their professional development and/or experience and help them acquire skills and experiences necessary to promote successful tribal air quality and environmental programs.

**D. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103(a)(5) which authorizes the Administrator to establish programs that conduct and promote coordination and acceleration of training for individuals relating to the causes, effect, extent, prevention, and control of air pollution.

**Section II - Award Information.**

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

The total estimated funding for this competitive opportunity shall not exceed \$1.0 million. EPA anticipates funding the successful application incrementally over the negotiated project performance period, subject to satisfactory performance and the availability of funds. In FY 2005, total funding shall not exceed \$200,000 . EPA anticipates award of one cooperative agreement, whose annual value shall not exceed \$200,000, resulting from this competitive opportunity.

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

EPA anticipates award of one cooperative agreement whose annual value shall not exceed \$200,000 resulting from this competitive opportunity; subject to availability of 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 will be:

1. EPA will closely monitor the successful applicant's performance to verify the results proposed by the applicant;
2. EPA will work in collaboration with the recipient during performance of the work;
3. EPA will approve substantive terms of proposed contracts;
4. EPA will approve qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. EPA will 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 September 1, 2005 through August 31, 2010. All projects must be completed within the negotiated project performance period of one to five years.

**D. Can funding be used to acquire services or fund 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 non profit organizations and governmental entities. 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. For profit organizations are not eligible subgrant recipients under this announcement. 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 States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, as defined by [OMB Circular A-110](#) and [OMB Circular A-122](#).

Non-profit 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. For this purpose, the term "non-profit organization" excludes (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.

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.

#### **B. Cost-Sharing or Matching.**

Although cost-sharing or matching is not required, as a condition of eligibility, or otherwise, for proposals selected for award, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the "Resources" evaluation criterion of this solicitation. (*Refer to Section V(A), Evaluation Criteria.*)

Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in kind contributions of resources to qualify for an improved score under this criterion.

### **Section IV - Application and Submission Information.**

#### **A. How to Obtain Application Package.**

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA's Grants and Debarment website by visiting: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

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

Applications must contain a narrative proposal, and one completed and signed federal grant application package. The narrative proposal must explicitly describe the applicant's proposed project and specifically address each of the evaluation criteria disclosed in *Section V(A), Evaluation Criteria*.

1. A complete application must contain the following, in the sequential order shown:
  - a. SF-424 Application for Federal Assistance, with original signature.
  - b. Narrative Statement, in the format detailed below.
  - c. Other supporting documentation.
  - d. SF-424 A, Budget by categories and indirect cost rate.
  - e. SF-424 B, Assurances for non-construction programs.
  - f. Certification Regarding Lobbying and SF LLL, if applicable.
  - g. EPA Form 4700-4 Preaward Compliance review report.
  - h. Quality Assurance Narrative Statement, if applicable.
  - i. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
  - j. Biographical Sketch.
  - k. E-mail address or self-addressed envelope (to receive notification of receipt of application).
2. The narrative proposal should conform to the following outline:

- a. Cover Letter: Describe your organization’s qualifications for the project; must be signed by an official with the authority to commit your organization to the project; and written on your organization’s official letterhead.
- b. Summary Information Page.
  1. Project Title.
  2. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  3. Funding Requested. Specify the amount you are requesting from EPA.
- c. Project Description. The project description must provide a concise overview of how the applicant will implement and conduct its operation and include a Project Work Plan (including a description of all tasks, dates of completion, products and deliverables, and proposed budget).

The narrative workplan should discuss how the proposal addresses each of the selection criteria in Section V and include:

1. A description of the applicant’s experience, recognition in Indian country and capability to provide training to Tribal environmental program staff;
2. Evidence experience working with Native Americans in a culturally sensitive manner;
3. A location with reasonable access to Indian country;
4. Evidence of access to impartial and tribally sensitive environmental professionals such as academic faculty and staff;
5. Description of significant air quality and Clean Air Act experience;
6. Evidence of a clear understanding of the Tribal Authority Rule and it’s implications for Indian country and relationships with EPA;
7. Evidence of in-depth understanding of Indian country, including it’s culture, history, politics, health, spirituality, environmental challenges and conditions on reservations nationwide;
8. Evidence of a clear understanding of EPA’s Indian Policy of 1984, the doctrines of Trust Responsibility and Fiduciary Responsibility, federal Indian law, and the government-to-government relationship between tribes and the federal government.
9. Discussion of 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,
  - iv. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;
  - v. proposed method for recruitment, supervision, and evaluation of students and interns as they carry out their training activities;
  - vi. administration– system for reporting, record keeping, and tracking outreach and related activities.
- d. Detailed Itemized Budget. The proposal must include a detailed budget which clearly explains how funds will be used for the following categories:
  1. Personnel
  2. Fringe Benefits
  3. Contractual Costs
  4. Travel
  5. Equipment

6. Supplies
7. Other (including intern stipends)
8. Total Indirect Costs (must include documentation of accepted indirect rate)
9. Total Cost

If not self-evident, entries under each category must be explained in the budget itself or in the project description. Costs proposed in the budget should be linked directly to the proposal.

- e. Key Personnel. The applicant should submit an appendix with the resumes of up to three (3) key personnel who will be significantly involved in the project.

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. Upon receipt, applications will be reviewed for content. Applications which do not conform to the specific outline and content detailed above may not be considered for award. **Incomplete applications will not be considered for award.** All application materials must be completed in English.

### 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 May 13, 2005, to the agency contact identified under *Section VII, Agency Contact*. Submission of an 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 an "Intent to Apply" are still eligible to apply by the closing date and time.

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 closing date and time for submission of completed application packages is May 27, 2005, 4:00 p.m. EDT. All applications, however transmitted, must be received in the Program Office by the closing date to receive consideration. Applications received after the closing date will not be considered for funding.
3. Electronic Proposals (the narrative proposal and SF 424) must be submitted in Microsoft Word, WordPerfect, or pdf format to: [harmon.darrel@epa.gov](mailto:harmon.darrel@epa.gov). Proposals will be considered timely upon receipt, not transmission. An e-mail response confirming receipt of electronic proposals will be provided. Proposals received after the deadline will not be considered for funding.
4. **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 confidentiality 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.
5. Because of the unique situation involving U.S. mail screening. EPA highly recommends that applicants use an express mail option to submit their applications. The application must be addressed to:

Express Delivery Address (FedEx, UPS, DHL, etc.)  
U.S. EPA Headquarters  
Attn: Darrel Harmon



OAR/IO  
 Ariel Rios North, Room 5426G  
 1200 Pennsylvania Avenue, N.W.,  
 Washington, DC 20460

Regular Mail Delivery Address (U.S. Postal Service)  
 U.S. EPA Headquarters  
 Attn: Darrel Harmon (Mail Code 6101A)  
 OAR/IO  
 1200 Pennsylvania Avenue, N.W.,  
 Washington, DC 20460

**Section V - Application Review Information.**

**A. Evaluation Criteria.**

Each eligible proposal, based on Section III, Eligibility Information, will be evaluated according to the criteria set forth below. Proposals that are best able to directly and explicitly address the evaluation criteria below will have a greater likelihood of being selected for award. Each proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points Per Criterion
<p><b>Project Description.</b> Extent to which the proposal effectively addresses each of the four major tasks, sub-tasks, and proposal requirements detailed in Section I(D), Scope of Work. Proposal demonstrates:</p> <ul style="list-style-type: none"> <li>• specific abilities to develop, implement and perform the activities described in Tasks 1 - 6 of Section I(C) including:               <ul style="list-style-type: none"> <li>• Task 1: design, implement and execute outreach program</li> <li>• Task 2: identify, select, transport, supervise and accommodate students during visits to a centrally located training facility as well as activities to be developed and undertaken during those visits</li> <li>• Task 3: establish and conduct all aspects of mentoring programs</li> <li>• Task 4: provide professional assistance and support to follow-up on other activities</li> <li>• Task 5: develop, maintain and update a program website</li> <li>• Task 6: develop, structure and fund an internship program</li> </ul> </li> <li>• significant knowledge of and experience working with the Clean Air Act and the Tribal Authority Rule, EPA’s 1984 Indian Policy, the doctrines of fiduciary and trust responsibility, federal Indian law, the government-to-government relationship between EPA and tribes, and other relevant federal acts, policies, laws and executive orders.</li> <li>• evidence that the contractor has experience working with Native Americans in a culturally sensitive manner that would support the goals and policies of EPA’s Indian Policy of 1984 and the federal trust responsibility.</li> </ul>	30

<p><b>Programmatic Capability.</b> Extent to which proposal demonstrates the applicant’s technical capability to successfully carry out this project. This factor will evaluate the applicant’s:</p> <ul style="list-style-type: none"> <li>• past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;</li> <li>• history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;</li> <li>• organizational experience and plan for timely and successfully achieving the objectives of the project,</li> <li>• staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project</li> <li>• proposed method for recruitment, supervision, and evaluation of students and interns as they carry out their training activities;</li> <li>• administration– system for reporting, record keeping, and tracking outreach and related activities.</li> </ul>	20
<p><b>Experience.</b> Extent to which the proposal demonstrates applicant’s expertise and experience:</p> <ul style="list-style-type: none"> <li>• in managing similar outreach programs; and, how administration of the proposed project will further the recipient’s mission.</li> <li>• delivering outreach and training courses in both interactive and lecture formats</li> <li>• developing meaningful relationships and acceptance by tribal members, communities and governments that may be beneficial in successfully reaching tribal audiences and fostering tribal participation.</li> <li>• applicant’s experience with tribes, tribal structure and their environmental issues.</li> <li>• significant knowledge of and experience working with the Clean Air Act and the Tribal Authority Rule, EPA’s 1984 Indian Policy, the doctrines of fiduciary and trust responsibility, federal Indian law, the government-to-government relationship between EPA and tribes, and other relevant federal acts, policies, laws and executive orders.</li> <li>• in-depth understanding of Indian country, including its culture, history, politics, health, spirituality, environmental challenges and environmental conditions on reservations nationwide.</li> <li>• evidence that the contractor has experience working with Native Americans in a culturally sensitive manner that would support the goals and policies of EPA’s Indian Policy of 1984 and the federal trust responsibility.</li> </ul>	20

<p><b>Resources:</b></p> <ol style="list-style-type: none"> <li>1. Is the budget clearly stated, detailed, and appropriate to achieve the project's objectives?</li> <li>2. Does applicant propose other sources of funding for the project (including use of in-kind goods and services)?</li> <li>3. Have resources been committed by other project stakeholders?</li> <li>4. The proposal demonstrates (i) how the applicant 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 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).</li> </ol>	15
<p><b>Performance Measurement.</b> Applicant's proposal includes an effective method for tracking the number of tribal students receiving outreach/training, and their post-training activities, in increasing tribal students' participation in environmental and particularly air quality programs, to assist tribes in addressing air quality concerns.</p>	10
<p><b>Location.</b> Applicant's physical location and the majority of its business operations are within reasonable proximity to Indian country. Proximity is important because close contact and accessibility to tribes and tribal students is essential, and reasonable proximity will help minimize travel expenses. Applicant's proposal must demonstrate the ability to provide a centralized training facility, including adequate accommodations and oversight, for student visits to gain exposure to scientific and environmental experiences.</p>	5

**C. Review and Selection Process.**

Each application will be evaluated by a team chosen to address a full range of issues associated with air quality. This Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice. (*Refer to Section V(A), Evaluation Criteria*).

Completed evaluations, from the Evaluation Team, will be referred to a Selection Committee that is responsible for further consideration and final selection of proposals. The highest numerically-ranked proposal will be recommended for award.

**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 *successful* applicant(s) will be made via telephone, electronic or postal mail by June 22, 2005. 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 90 days from the date of selection.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by June 22, 2005. 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>.

#### **C. Reporting Requirement.**

The recipient agrees to submit quarterly progress reports to the EPA Project Officer within thirty days after each reporting period. These reports shall cover work status, work progress, difficulties encountered, preliminary data results and a statement of activity anticipated during the subsequent reporting period, including a description of equipment, techniques, and materials to be used or evaluated. A discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of significant discrepancies shall be included in the report. The report shall also include any changes of key personnel concerned with the project.

#### **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) located on the web 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 the Agency contact identified in Section VII of this solicitation.

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

Non-profit applicants recommended for funding under this solicitation, depending on the size of the award, may be required to complete and submit, with supporting documentation, an "EPA Administrative Capability Questionnaire."

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

**FOR FURTHER INFORMATION CONTACT:** Darrel Harmon, U.S. EPA, Office of Air and Radiation (MC 6101A), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 Fax: (202)501-0394, or email to: [harmon.darrel@epa.gov](mailto:harmon.darrel@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, bi-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.