

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7
EPA-R7ARTD-03-001**

Notice of Request for Initial Proposals for Projects to be Funded From the Indoor Air Quality Allocation (CFDA 66.034 - Air Quality Projects)

SUMMARY

EPA is soliciting initial proposals for the following indoor air quality areas: to implement EPA's Indoor Air Quality Tools for Schools Program, to complete in-home asthma education projects, to support environmental tobacco smoke (ETS) education, and to support radon outreach with emphasis on real estate and radon resistant new construction (CFDA 66.034) under the Clean Air Act (CAA) Section 103(b)(3).

1. Amount of Funding Available

EPA Region 7 plans to award a varied number of grants for the following types of projects and funding ranges:

Tools for Schools: Approximately \$100,000 in Federal funds is available for award for projects; individual grant awards ranging from \$5000 to \$60,000;

Asthma: Approximately \$60,000 in Federal funds is available for award for projects; individual grant awards ranging from \$5000 to \$30,000;

Environmental Tobacco Smoke (ETS): Approximately \$20,000 in Federal funds is available for award for projects; individual grant awards ranging from \$5000 to \$20,000; and

Radon: Approximately \$20,000 in Federal funds is available for award for projects; individual grant awards ranging from \$5000 to \$20,000.

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all Initial Proposals; and the total amount of federal funding available.

Should additional funding become available for award the Agency may award additional grants based on this solicitation and in accordance with the final selection process, without further notice or competition.

2. Right to Reject all Initial Proposals

The Agency reserves the right to reject all initial proposals and make no awards.

3. Matching/Cost Share Requirements:

There are no cost share requirements for these projects.

4. Project Period Time frame

Project period duration should not exceed one year.

5. Eligible Applicants:

Applicants eligible to submit initial proposals under this announcement include: School District or groups of Districts; Community Based Organizations or coalitions, Voluntary Organizations, and other Non-Profit Organizations; Colleges, Universities or other Institutions of Higher Education; State, Tribal, County, City or Local Health Departments. Implementation of all projects must occur within one of the four states of EPA Region 7: Iowa, Kansas, Missouri or

Nebraska.

The EPA will consider only one proposal by applicant per category identified in Number 13, High Priority Areas for Consideration. Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards.

6. Proposal Submittal - Due Dates

All initial Proposals should be mailed or delivered to:

Environmental Protection Agency
Attention: Mr. Robert Dye (ARTD/RALI)
901 North 5th Street
Kansas City, Kansas 66101

Email: Dye.Robert@epa.gov

EPA will consider all initial proposals which are post-marked by the U.S. Postal Service, hand-delivered, or electronically delivered to the Agency, or include official delivery service documentation indicating EPA acceptance from a delivery service, on or before the deadline published in the request for initial proposals. This due date is on or before 5 p.m. Central Time, February 10, 2003. Initial proposals received after the due date will not be considered for funding.

7. Statutory Authority and Applicable Regulations

Air Quality grants are awarded under the authority of Section 103(b)(3) of the Clean Air Act & 42 USCA 7403.

The regulations governing the award and administration of Air Quality Projects are 40 CFR Part 30 (for institutions of higher education, colleges and universities, community based organizations or coalitions, voluntary organization, and other non-profit organizations); and 40 CFR Part 31 (for School District or group of districts, State, Tribal, County, City or Local Health Departments).

8. Allowable Costs

EPA grant funds may only be used for the purposes 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. Ineligible costs will be reduced from final grant award.

9. Federal Requirements

An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10). 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 Part 32.

10. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or the consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if

applicable, which are contained in 40 CFR Part 29. Further information regarding this requirement will be provided if your proposal is selected for funding.

11. Pre application Assistance

None planned.

SUPPLEMENTARY INFORMATION:

12. Purpose of This Request Is for Initial Proposals

The Environmental Protection Agency, Air, RCRA and Toxic Division, Radiation, Asbestos, Lead and Indoor Programs Branch, Region 7, is requesting initial proposals which address the requirements of the Clean Air Act, Section 103, for indoor air quality projects that implement EPA's IAQ Tools for Schools Program, further in-home asthma education, support environmental tobacco smoke (ETS) education, and provide outreach and education regarding radon (with emphasis on real estate and radon resistant new construction).

13. High Priority Areas for Consideration

EPA will award Clean Air Act grants under Section 103(b)(3) for projects involving research, investigations, experiments, training, demonstrations, surveys and studies related to the causes, effects, extent, prevention, reductions and elimination of air pollution in any of the following high priority subject areas:

Tools for Schools - This is for direct implementation projects of the Tools for Schools program in schools and in school districts. The major goal of this work is to reduce school occupants' exposure to indoor air pollution through the program. Implementation includes naming an indoor air coordinator/team for the school, completing an indoor air quality walk through, distributing and collecting checklist, developing a management plan on how to address issues that includes prioritizing actions.

Asthma - This is for asthma education projects that address indoor triggers for asthma. Emphasis should be for in-home education but can include workshops and outreach events. Target audiences should be asthmatic children, their parents, and care givers.

Environmental Tobacco Smoke (ETS) - This is for education projects on ETS and how it impacts children including EPA's Smoke-Free Pledge program. Emphasis is on the reduction of the number of children that are exposed to ETS on a regular basis.

Radon - This is for outreach and education projects relating to radon testing and mitigation with emphasis being placed on real estate transactions and radon resistant new construction.

14. Request for Proposal Format and Contents

Initial proposals should be limited to five pages (not including Standard Form SF-424, and SF-424A). Page Size should be 8 ½ x 11" with font size of 12 points or larger. Full application packages should not be submitted at this time. The following format should be used for all initial proposals submitted:

- Completed Page 1 of Standard Form SF 424*, Application for Federal Assistance
- Completed Page 2 of Standard Form SF-424A*, Budget Information - Section B (See Allowable Cost)
- Statement Regarding whether this proposal is a continuation of a previously funded project (if so, please provide the assistance number and status of the current grant/cooperative agreement).
- Project Narrative containing: Project Goals (describe in measurable terms what the project

intends to accomplish and how it will address the purposes of the category chosen); Project Tasks (outline the steps you will take to meet the project goals); Schedule (when you expect to complete significant steps and milestones).

- Project Results/Evaluation (describe how you will measure and evaluate the results of your project, and how the proposed project meets the Evaluation Criteria Specified in this Announcement).
- Detailed itemization of the amounts budgeted by individual Object Class Categories (See Allowable Cost)
- Brief description of staffing and funding resources available to implement the proposed project; including the number of workers and staff qualifications (no resumes are required).
- Brief description of the applicant organization, experience in indoor air quality work, experience related to the area of interest (schools, asthma, ETS and/or radon) and the organization's infrastructure as it relates to its ability to implement the proposed project.

In addition, the following specific information must be provided depending on the type of proposal submitted under High Priority Areas for Consideration:

IAQ Tools for Schools - The number of schools that will be targeted for implementation of the program and commitments already in place for implementation.

Asthma - The number of in-home visits planned and the number of asthmatics and care givers to be given information on indoor triggers.

Environmental Tobacco Smoke (ETS) - The number of parents and care givers that will be given information on ETS and the number of households that will become smoke-free.

Radon - The number of organizations and individuals to be given information on radon testing showing an emphasis on radon in real estate and radon resistant new construction.

*Standard Form 424 may be obtained from the following website; www.epa.gov/Region07/economics/index.htm or by contacting the R7 Competition Advocate at the number/address listed in this announcement.

15. Preliminary Eligibility Screening Requirements

To be eligible for consideration, applicants **must meet** all of the following criteria. Failure to meet the following criteria will result in the automatic disqualification of the proposal for funding consideration:

1. Be an applicant who is eligible to receive funding under this announcement;
2. The proposal must address one or more of the High Priority Areas for Consideration;
3. The proposal must meet all format and content requirements contained in this notice; and
4. The proposal must comply with the directions for submittal contained in this notice.

16. Proposal Evaluation Criteria

All initial proposals will be evaluated based on the following criteria and weights:

1. The proposal has clearly stated measurable goals (25 pts);
2. Description of how meeting the goals will achieve the desired results/impact of the proposal (25 pts);
3. Extent to which the proposal contributes to the prevention, reduction and elimination of pollution (25 pts); and

4. Reasonableness of costs to benefits of the proposal (25 pts).

17. Evaluation Process

All initial proposals will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the above evaluation criteria. Applicants will be screened to ensure that they meet all eligibility criteria and will be disqualified if they do not meet the criteria. The top ten highest scoring proposals from each category (or the top 25 % whichever is greater) will be considered in the top group for Federal funding and will proceed to the Final Selection Process.

18. Selection Process

The funding decision will be made from this group of top rated initial proposals based on the following additional factors:

1. Geographical distribution of funds;
2. R7 environmental priorities; and
3. Extent of anticipated environmental impact of the project in Region 7.

19. Selection Official

Final selection of initial proposals will be made by the Region 7, Director, Air, RCRA and Toxics Division.

20. Notification

The Region 7 EPA office will mail acknowledgments to applicants upon receipt of the proposal. Once initial proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the outcome of the competition.

A listing of the successful proposals will be posted on the R7 EPA website address www.epa.gov/region07/economics at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

21. Dispute Resolution Process

Procedures at 40 CFR 30.63 and 40 CFR 31.70 apply.

22. Confidential Business Information

Applicants should clearly mark information contained in their proposal which they consider confidential business information. EPA reserves the right to make final confidentiality decisions in accordance with Agency regulations at 40 CFR Part 2, Subpart B. If no such claim accompanies the proposal when it is received by the EPA, it may be made available to the public by EPA without further notice to the applicant.

FOR FURTHER INFORMATION CONTACT:

Robert Dye, R7 Project Officer at dye.robert@epa.gov Telephone (913) 551-7605; Fax (913) 551-7065
Karen Sherrill, R7 Competition Advocate at sherrill.karen@epa.gov Telephone (913) 551-7461

