

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, AIR, RCRA, TOXICS DIVISION
EPA-R7ARTD-04-002**

Notice of Request for Initial Proposals for Projects to be Funded from the Region 7 Indoor Air Quality Allocation (CFDA 66.034 - Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act)

Proposal due date - April 23, 2004

SUMMARY

EPA is soliciting Initial Proposals for the following indoor air quality (IAQ) areas: to implement EPA's IAQ Tools for Schools Program, to complete in-home asthma education projects, and to support environmental tobacco smoke (ETS) education, (CFDA 66.034) under the Clean Air Act (CAA) Section 103(b)(3).

Implementation of all projects must occur within one or more of the four states within EPA Region 7 - Iowa, Kansas, Missouri, and Nebraska.

1. Funding Opportunity Description

Grants under the Clean Air Act, Section 103(b)(3), may be used to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, reduction, prevention and control of air pollution.

EPA will award Clean Air Act grants under Section 103(b)(3) for 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**:

IAQ Tools for Schools - This is for direct implementation projects of the IAQ 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 IAQ walk through, distributing and collecting checklists, 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.

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.

2. Award Information

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 of projects; individual grant awards ranging from \$5,000 to \$60,000;

Asthma: Approximately \$30,000 in Federal funds is available for award of projects; individual grant awards ranging from \$5,000 to \$30,000;

ETS: Approximately \$20,000 in Federal funds is available for award of projects; individual grant awards ranging from \$5,000 to \$20,000.

Number of Awards

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all 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 subsequent rankings, without further notice or competition.

An applicant whose initial 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.

Start Date

Within 30 days after grant award.

Performance Period

Project period duration should not exceed one year from the on-set of grant funding.

Type of Assistance Instrument

Project Grant

3. Eligibility Information

A. Eligible Applicants

Applicants eligible to submit proposals under this announcement include: school districts 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 organizations; hospitals and laboratories.

The EPA will consider only one application per applicant for a given project. Applicants may submit more than one application if the applications are for separate and distinct projects or activities. Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards.

B. Cost Sharing or Matching

There are no cost share requirements for these projects.

C. Other Eligibility Criteria

Preliminary Eligibility Screening Requirements

To be eligible for funding, applicants **must address or meet** all of the following criteria, failure to address or meet these criteria will result in the proposal being disqualified for funding consideration:

1. Be an applicant who is eligible to receive funding under this announcement;
2. The proposal must address one 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.

4. **Proposal and Submission Information**

A. Address to Request Applicable Forms

Standard Form 424 may be obtained from the following website; <http://www.epa.gov/region07/economics/appforms.htm> or by contacting the R7 Competition Advocate at the number/address listed in this announcement.

B. Content and Form of Proposal Submission

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 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 section below)
- 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).
- Detailed itemization of the amounts budgeted by individual Object Class Categories (see Allowable Cost section below)
- Brief narrative of Project Purpose and Results to be Achieved by Project
- Brief description of the applicant organization, experience in indoor air quality work, experience related to the area of interest (schools, asthma, or ETS) 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 are required).
- Milestone Chart, including Expected Accomplishments, Projected Due Dates.
- Description of how the proposed project meets the Evaluation Criteria Specified in this Announcement.

In addition, the following specific information must be provided depending on the type of proposal submitted under the 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.

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.

C. Submission Dates and Times

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, April 23, 2004. Initial proposals received after the due date will not be considered for funding.

- All proposals should be e-mailed, mailed or delivered to:

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

dye.robert@epa.gov

D. 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.

E. Funding Restrictions

Award will not allow for reimbursement of pre-award costs.

F. Other Submission Requirements:

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.

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.

- Pre-proposal assistance is not planned for this announcement.

5. Proposal Review Information

A. Criteria

Initial Evaluation Process

All responsive proposals, those that meet all eligibility criteria listed in the Preliminary Eligibility Screening Requirements section, will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the following evaluation criteria and weights.

1. Description of the project. How well does the proposal establish the link between the project's goals and objectives, and the goal and/or emphasis of the selected high priority subject area? (Or: How well does the project meet the goals and/or emphasis of the high priority subject areas?) (25 points)
2. Project implementation plan and technical merit of the proposal. (Or: Description of how meeting the goals will achieve the desired results/impact of the proposal.) (25 points)

3. Extent to which the proposal contributes to the prevention, reduction and elimination of air pollution in the high priority subject areas. (15 points)
4. The outcomes of the proposal are specific and measurable. (15 points)
5. Reasonableness of costs in relation to the expected benefits of the proposal. (20 points)

The top ten proposals (or the top 25 % whichever is greater) will be considered in the top group for Federal funding and will proceed to the Final Evaluation Process.

Final Evaluation Process

The final funding decision will be made based on the availability of funding and the following additional factors:

1. Geographical location;
2. Cost of the project compared to the relative benefit; and
3. Extent of anticipated environmental impact of the project in the region.

B. Review and Selection Process

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

C. Anticipated Announcement and Award Date

Project award is anticipated no later than 90 days after receipt of the complete funding package and the indoor air funds from Headquarters.

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

6. Award Administration Information

A. Award Notices

After the deadline for proposals has passed, the Region 7 EPA office will mail acknowledgments to applicants. Once proposals have been reviewed, evaluated and ranked, applicants will be notified regarding the success of their proposal. Successful applicants will be required to complete additional application documents, including but not limited to; EPA Form SF-424B (Assurances - Non-Construction Programs).

A listing of the successful proposals will be posted on the R7 EPA website address www.epa.gov/Region7/economics/r7_grants_opportunities.htm at the conclusion of the competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

B. Administrative and National Policy Requirements

Statutory Authority and Applicable Regulations

Air Quality grants are awarded under the authority of Section 103(b)(3) of the Clean Air Act and 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).

Dispute Resolution Process
Procedures at 40 CFR 31.70 apply.

C. Reporting

The successful applicant will be required to submit, either electronically or by paper, quarterly performance reports and an end of period performance report in accordance with 40 CFR 31.40. Additionally, an end of period financial report must be submitted in accordance with 40 CFR 31.41.

7. Agency Contacts

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