

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, AIR, RCRA, TOXICS DIVISION
EPA-R7ARTD-04-007**

Notice of Request for Initial Proposals for the Region 7 Lead Education and Awareness Project in St. Louis, Missouri (CFDA 66.709 - Capacity Building Grants and Cooperative Agreements for States and Tribes). These proposals should build and improve capacity to foster environmental enforcement and compliance assurance activities and help to improve compliance with environmental laws.

Proposal due date - June 11, 2004

SUMMARY

EPA is soliciting initial proposals for recipients to develop and implement a lead study in high risk communities in St. Louis, Missouri. St. Louis, Missouri is facing a continuous lead poisoning crisis among its children. St. Louis, Missouri has the second highest rate of lead poisoning among children in the United States. Proposals should address education, awareness, and compliance with the EPA Real Estate Disclosure Rule. Projects should involve an identification of the study population, site visits, and data tabulation. This data can help target additional education and awareness efforts, assess utilization of current education materials and exposure reduction efforts, and identify landlord compliance with the Real Estate Disclosure Rule.

I. Funding Opportunity Description

This request for initial proposals is to fund the Region 7 lead education and awareness project in St. Louis, Missouri. According to the Centers for Disease Control and Prevention, lead poisoning is the number one environmental health hazard facing our nation's children. St. Louis, Missouri has the second highest rate of lead poisoning among children in the United States. Lead poisoning is 100% preventable. This lead study will focus on tenant and landlord education and awareness of the hazards, and exposure reduction methods that may be used to lessen the risk of childhood poisoning.

■ Identify Study Population

The study population includes landlords and tenants of leased pre-1978 residential property in St. Louis City, Missouri, zip code areas 63107, 63113, and 63118, excluding public housing and other HUD owned housing.

Applicant:

Applicant will search multiple resources to develop a comprehensive listing of names/addresses of landlords and addresses of associated rental properties within the study population. Applicant will develop a database with the names/addresses of the landlords and properties, and then develop a coded companion list that conceals the identity of the landlord and associated properties. The coded list will be transferred electronically to EPA.

EPA:

From the coded list, EPA will statistically select 100 landlords and the properties to be visited to ensure that site visits are randomly selected.

■ Conduct Site Visits

1. Applicant will design two checklists. One checklist will be used in conducting landlord site visits to assess compliance with the Real Estate Disclosure Rule. The other checklist will be used for the residential visits to determine if families are reading and understanding the *Protect Your Family From Lead in Your Home* pamphlet and implementing methods to reduce exposure. Applicant will obtain EPA approval of the checklists before conducting site visits.

2. Applicant will visit and interview 100 landlords. These visits should include reviewing landlord leases and lead based paint disclosure files, and assessing compliance with the Real Estate Disclosure Rule. Applicant will conduct 50 residential site visits to determine if families are reading and understanding the *Protect Your Family From Lead in Your Home* pamphlet and implementing methods to reduce exposure. Applicant will distribute compliance assistance packages if needed to landlords and residents.

■ Evaluate Data

Applicant will evaluate and assess the results of the study of landlord site visits and residential site visits. A report of the results, including recommendations for next steps, will be developed and shared with EPA.

2. Award Information

Amount of Funding Available

Up to \$75,000.

Number of Awards Anticipated

One.

Start Date

Within 60 days after award.

Performance Period

Not to exceed 24 months.

Type of Assistance Instrument

Cooperative Agreement (see Section I for EPA involvement.)

3. Eligibility Information

A. Eligible Applicants

Eligible applicants include State agencies, U.S. territories, multi-jurisdictional State organizations, and federally recognized tribes, including the District of Columbia, with enforcement and compliance assurance responsibilities or responsibilities that support enforcement and compliance assurance including but not limited to data management or research.

B. Cost Sharing or Matching

There are no cost sharing or matching requirements for this project.

C. Other Eligibility Criteria

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.

- ▶ Be an applicant who is eligible to receive funding under this announcement;
- ▶ The proposal must meet all format and content requirements contained in this notice; and
- ▶ 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 Forms 424 and 424A may be obtained by contacting the EPA Project Officer at the number/address in this announcement or from the following website:

<http://www.epa.gov/region07/economics/appforms.htm>

B. Content and Form of Proposal Submission

Initial proposals should be limited to five pages (not including Standard Form SF-424, and SF-424A and Cover Page). Page size should be 8 ½ x11 inches with font size of 12 points or larger. Full application packages should not be submitted at this time. Failure to meet the format and content criteria will eliminate the initial proposal from consideration. The following format should be used for all initial proposals submitted:

- ▶ Complete Page 1 of Standard Form SF-424, Application for Federal Assistance.
- ▶ Complete Page 2 of Standard Form SF-424A, Budget Information-Section B (see allowable cost section below).
- ▶ Detailed itemization of the amounts budgeted by individual Object Class Categories (see allowable cost section below.)
- ▶ Cover Page including: Project Title, Name of Applicant, Project Contact, Total Project Cost, and Dollars requested.
- ▶ Project narrative detailing how project will be accomplished.
- ▶ Brief description of staffing resources available to implement the proposed project including the number of workers and staff qualifications, including proposed subcontracts (resumes of key staff are required).
- ▶ Brief description of applicant organization, related experience, and the organization's infrastructure as it relates to its ability to implement the proposed project.
- ▶ Milestone chart with projected due dates.

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 Region 7, or include official delivery service documentation indicating EPA acceptance from a delivery service, to arrive at EPA Region 7 on or before the deadline, 5 p.m. Central Time, **June 11, 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: Ms. Patricia Scott (ARTD/RALI)
901 North 5th Street
Kansas City, Kansas 66101

Scott.PatriciaA@epa.gov

D. Intergovernmental Review

Applicant 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

Allowable Costs

EPA funding may only be used for the purposes set forth in the assistance agreement, and must be consistent with the statutory authority for the award. EPA 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 assistance agreement award.

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.

Statutory Authority and Applicable Regulations

This lead project is authorized by the Toxic Substances Control Act, Section 10. These projects are subject to EPA's grant regulations at 40 CFR Part 31 "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments".

Pre-proposal assistance is not planned for this announcement.

5. Proposal Review Information

A. Criteria

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

- ▶ Description of the project. Factors should be cited that might impact the schedule of work activities. (20 pts);
- ▶ Detailed implementation plan for conducting the proposed project, including the process for identifying the study population. If applicable, describe partnership functions and/or community involvement, and how the partnership will execute the project. (40 pts);
- ▶ Experience and/or ability to work in communities with environmental/health concerns, developing studies and conducting in-person reviews to obtain information. (20 pts);
- ▶ Ability to tabulate data and develop summary reports. (10 pts);
- ▶ Cost effectiveness of project. (10 pts)

B. Review and Selection Process

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

C. Anticipated Announcement and Award Date

- ▶ The Agency anticipates announcing the successful proposal within 90 days after the closing date of this announcement. Project award is anticipated no later than 90 days after receipt of a complete application package.
- ▶ 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.

A listing of the successful proposal will be posted on the R7 EPA website address http://www.epa.gov/region07/economics/r7_grant_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.

The applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 31.12). After submittal of the application package, the applicant will receive, by mail, a notice of award, signed by the EPA R7 Grants Management Officer authorizing the project. EPA reserves the right to negotiate and/or adjust the final cooperative agreement amount and work plan content prior to award. In addition, the successful applicant 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.

B. Administrative and National Policy Requirements

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, a mid-period performance report 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

Patricia Scott
R7 Project Officer
913. 551-7312, Telephone
913. 551-7065, Fax

scott.patriciaa@epa.gov

Kathy Finazzo
R7 Competition Advocate
913.551-7833, Telephone
913.551-9833, Fax

finazzo.kathy@epa.gov