

**ENVIRONMENTAL PROTECTION AGENCY, REGION 7, AIR, RCRA AND TOXICS DIVISION
EPA-R7ARTD-05-004**

A. Overview

Type: Notice of Request for 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)

Dates: Proposal due date: May 26, 2005

SUMMARY

EPA is soliciting Proposals for projects which use outreach, education and/or training methods comparable to or consistent with such efforts as EPA's Smoke-free Home Pledge Campaign, the Indoor Air Quality (IAQ) Tools for schools kit, or asthma outreach and education campaign (CFDA 66.034) under the Clean Air Act (CAA) Section 103(b)(3). For more information please go to www.epa.gov/iaq.

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 education, outreach and/or training related to the IAQ Tools for Schools kit in schools and in school districts. The major goal of this work is to reduce school occupants' exposure to indoor air pollution through use of the kit. Full use of the kit 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.

Environmental Results

All applicants are required to link their projects to environmental results. Environmental results are used as a way to gauge a project's performance using output and outcome measures. The term "output" means an environmental activity, effort, and/or associated work product that is related to an environmental goal or objective, that will be produced or provided over a period of time or by a

specific date. The term “outcome” means an environmental result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective.

Environmental results not only assess the success of an applicant’s project, they also gauge the effectiveness of EPA’s programs by ensuring that EPA’s limited resources are used to further the Agency’s Strategic Goals. The Strategic Goal for indoor air is:

Goal #1 – Clean Air and Global Climate Change
Objective #1.2 – Healthier Indoor Air

For more information on EPA’s Strategic Plan go to:
<http://www.epa.gov/ocfopage/plan/plan.htm>

Therefore, all proposed projects must demonstrate how they will result in Healthier Indoor Air. As a part of the application, you will be required to complete the ‘Environmental Results in Assistance Agreements’ template (see Appendix A)

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 \$60,000 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 no later than 4 months of the final selection decision based on this solicitation and subsequent rankings, without further notice or competition.

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.

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, states, 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 and organizations.

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. Application and Submission Information

A. Address to Request Application Package

Grant application forms, including Standard Forms SF 424 and 424A, are available at <http://www.epa.gov/region07/economics/appforms.htm> and by mail upon request by calling the Grants Administration Division at (913) 551-7712 or by contacting the EPA Region 7 Competition Advocate (see Section 7 for Agency Contact Information).

OR

You may also apply electronically by using the electronic application package available at <http://www.grants.gov/Apply>. Please be advised that the registration process for Grants.gov is a separate process from submitting an application and the process can take approximately two weeks to be completed. Applicants are therefore, encouraged to register early.

B. Content and Form of Application Submission

Proposals shall be limited to five pages (not including Standard Form SF-424, and SF-424A). Page size shall 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 shall 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
- Applicants plan for tracking and measuring its progress in achieving expected outputs/outcomes as discussed in Section 1 of this announcement (Complete Appendix A)
- 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 Section 5A of 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 full use of the kit and commitments already in place.

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.

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.

C. Submission Dates and Times

EPA will consider all 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 May 26, 2005. 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
Email: dye.robert@epa.gov

D. Intergovernmental Review

Applicants must comply with the Intergovernmental Review Process and/or consultation provisions of Section 204, Demonstration Cities and Metropolitan Development Act, if applicable, which are contained in 40 CFR Part 29. This program may be eligible for coverage under E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her state for more information on the process the state requires to be followed in applying for assistance if the state has selected the program for review. Further information regarding this requirement will be provided if your application is selected for funding.

E. Funding Restrictions

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 "Cost Principles for State, Local, and Tribal Governments"; A-122 "Cost Principles for Nonprofit Organizations"; and A-21 "Cost Principles for Educational Institutions". Ineligible costs will be reduced from final grant award. No construction activities are allowed. Cost incurred prior to award by the Agency (Pre-Award Costs) will not be allowed.

F. Other Submission Requirements

Pre-proposal assistance is not planned for this announcement.

5. Application Review Information

A. Criteria

Initial Evaluation Process

All responsive proposals, those that meet all eligibility criteria listed in the Preliminary Eligibility Screening Requirements Section 3C, will be reviewed, evaluated and ranked by a selected panel of EPA reviewers based on the following evaluation criteria and weights. For the purpose of evaluating an applicant for programmatic capability purposes under #5 below, EPA will consider information provided by applicants and may consider information from other sources including Agency files.

1. Completed "Environmental Results Under Assistance Agreements" template (Appendix A) showing how the activities will further EPA's Strategic Plan for Healthier Indoor Air using appropriate outputs and outcomes. (30 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. Reasonableness of costs in relation to the expected benefits of the proposal. (15 points)
5. Programmatic Capability: (a) past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project. (b) history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports (c) organizational experience and plan for timely and successfully achieving the objectives of the project and (d) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (15 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

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

Disputes Process

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://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting Sabre Germano at (913) 551-7026.

Non-profit Applicants

In accordance with EPA 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.

Statutory Authority and Applicable Regulations

The general award and administration process is governed by regulations at 40 CFR part 30 ("Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations"), 40 CFR part 31 ("Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments") and 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.

DUNS number

Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. Individuals are exempt from this requirement. Organizations can receive a DUNS number in one day, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711.

Quality Assurance

If environmental activities include direct measurements or data generation, environmental modeling or compilation of data from literature or electronic media as part of the funding agreement, a Quality Assurance Project Plan and submission date to EPA for approval will be required unless the organization can show a previously EPA approved Quality Management Plan. No federal funds may be expended or requested for reimbursement for data collection or environmental sampling activities prior to submittal and approval of the Quality Assurance Project Plan to/by the EPA Project Officer.

Copyrights

EPA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for Federal Government purposes in accordance with 40 CFR 31.34: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, subgrantee or a contractor purchases ownership with grant support.

C. Reporting:

The successful applicant(s) will be required to submit to EPA either electronic or hard copy performance reports, at a frequency required by their grant conditions and/ or approved workplan, to illustrate their progress and document any issues or challenges in accordance with 40 CFR 31.40 or 30.51 as applicable and a final report in accordance with 40 CFR 31.41 or 30.51 as applicable. An EPA Project Officer will work with the applicant to achieve the project goals and to provide necessary technical assistance.

7. Agency Contacts

Robert Dye
Environmental Scientist
913. 551-7605, Telephone
913. 551-7065, Fax

dye.robert@epa.gov

Sabre Germano
R7 Grants Competition Advocate
913.551-7026, Telephone
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Appendix A

LOGIC MODEL FOR WORK PLAN

| 1 Stated Objective/Link to EPA Strategic Plan (Components) | 2 Grant Funding/FTE's (Federal/Match) | 3 Work Plan Activities & Time frame for Accomplishment (Commitments) | 4 Results of Activities (OUTPUTS) | 5 Projected Environmental Improvement (OUTCOME) | 6 Established Baseline for Measurement |
|---|--|---|--|--|--|
| <p>Objective of the Program/project....</p> <p>Clean Air and Global Climate Change...</p> <p>Clean and Safe Water...</p> <p>Land Preservation & Restoration...</p> <p>Healthy Communities and Ecosystems...</p> <p>Compliance and Environmental Stewardship...etc</p> | <p>We use these resources...</p> | <p>For these activities....</p> | <p>To produce these outputs....</p> | <p>Which leads to this environmental change....</p> | <p>The criteria used to gauge program/project success</p> |

GUIDE

1. Stated Objective/Link to EPA Strategic Plan - Please list the Objective of the Program/project and provide a Link to the EPA Strategic Plan. All grant funded activities are required to be linked to the U.S. Environmental Protection Agency (EPA) Strategic Plan. The Strategic Plan establishes goals, objectives, and sub objectives for accomplishing EPA's mission to protect human health and the environment. The five goals are:

- Goal 1: Clean Air and Global Climate Change
- Goal 2 - Clean and Safe Water
- Goal 3 - Land Preservation and Restoration
- Goal 4 - Healthy Communities and Ecosystems
- Goal 5 - Compliance and Environmental Stewardship

The EPA Region 7 Strategic plan and goal sub-objectives are located at: <http://www.epa.gov/ocfo/regionplans/region7/2004strategicplanreg7.pdf>

2. Grant Funding - Please list the anticipated amount of funding and the associated FTE's needed to achieve the Program/project objectives for this grant. Please include any match or cost share requirement.

3. Work Plan Activities & Time frame for Accomplishment (Commitments) - Please list the activities required to accomplish the work plan goals (Stated Objectives) and a time frame for their accomplishment.

4. Results of Activities (Outputs) - List the products/results which are expected to be achieved from accomplishment of the work plan activities.

5. Projected Environmental Improvement (Outcome) - List what environmental improvements will be accomplished as a result of this program/project. These improvements are changes or benefits to the environment which are a result from the accomplishment of work plan commitments and outputs. These may be:

- Short term - Changes in learning, knowledge, attitude, skills
- Intermediate - Changes in behavior, practice or decisions
- Long-term - Changes in condition

6. Established Baseline for Measurement - Describe what baseline will be used to determine whether the program/project resulted in environmental improvement (i.e., current condition, new condition).