

U.S. EPA Region 6, Healthy Indoor Environments Projects Request for Proposals (RFP) FY 2009

AGENCY NAME: U.S. Environmental Protection Agency (EPA), Region 6, Multimedia Planning and Permitting Division, Toxics Section

FUNDING OPPORTUNITY NAME: Healthy Indoor Environments (2009)

RFP NO: EPA-R6-IAQ-2009-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034 – Surveys, Studies, Investigations, Demonstrations and Special Purpose Activities Relating to the Clean Air Act

PROPOSAL DUE DATE:

Closing Date: **06-16-2009**, 5:00 pm Central Daylight Savings Time (CDT)
Proposals must be postmarked (if sent in hard copy) or received by EPA Region 6 through email by the closing date and time.
Expected Start Date of Selected Grant(s): ***On or after 10/01/2009***

SUMMARY:

Notice of Request for Proposals for Projects to be Funded from the Multimedia Planning and Permitting Division, Healthy Indoor Environments Projects for Region 6 - CFDA 66.034 - Surveys, Studies, Investigations, Demonstration and Special Purpose Activities Relating to the Clean Air Act. EPA Region 6 is soliciting proposals from eligible organizations to fund projects to reduce the public's exposure to common indoor environmental hazards and address at least one of the following program priority areas:

1. Outreach and training projects that result in effective Indoor Air Quality (IAQ) management practices in schools;
2. Education of asthmatics and/or their caregivers concerning environmental triggers through home, daycare, community, and school interventions; or
3. Training of healthcare professionals, community workers, and other trained individuals on environmental management of asthma so they can counsel people with asthma.

Projects must occur within the states of EPA Region 6 – Arkansas, Louisiana, New Mexico, Oklahoma, and/or Texas. Funding available is approximately **\$150,000** for grants ranging from **\$5,000 to \$50,000**.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

EPA Region 6 will award approximately a total of **\$150,000** to eligible applicants through assistance agreements ranging in size from **\$5,000 to \$50,000 (total Federal share)**. The number of agreements is dependent upon the quality of proposals received and funding considerations. Applicants may submit only one proposal.

A. Project Goals and Program Priority Areas

The United States Environmental Protection Agency (EPA) seeks to reduce human health risks by reducing exposure to indoor air contaminants. To improve indoor air quality, EPA relies on innovative, non-regulatory outreach and partnership programs that inform and educate the public about indoor air quality concerns and actions they can take to reduce potential risks in homes, schools, and workplaces. To complement efforts, EPA partners with public and private sector entities, in some cases providing funding support. Partners across EPA Regions include state and local governments, tribes, non-profit public health organizations, community-based organizations, industry and professional groups, universities, and the public.

Region 6 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. Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

Projects funded under this announcement will support progress toward EPA's Strategic Plan Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.2.2 - Asthma; Sub-objective 1.2.3 - Schools (http://www.epa.gov/ocfo/plan/2006/goal_1.pdf). Proposals **must** address one or more of the following areas and any specific requirements that apply to proposals in those areas as stated below. Proposals that fail to address at least one of the priorities will not be reviewed.

1. Indoor Air Quality (IAQ) Tools for Schools (TfS):

The goal of these projects is to ensure good IAQ management practices are used in urban, suburban, rural, and tribal K-12 public and private schools nationwide and promote holistic approaches that help schools address the entire range of

environmental issues. By using the guidance provided in the *IAQ Tools for Schools* Kit and developing a written IAQ management plan, schools can begin to address the whole school environment by putting in place procedures to identify and reduce or remove harmful pollutants from the school environment. EPA's goal is for all schools to use *IAQ TFS*, or comparable IAQ practices, to develop strong IAQ management plans and subsequently improve IAQ in schools. Visit www.epa.gov/iaq/schools for more information.

Projects under this priority must adopt the Indoor Air Quality Tools for Schools program or its equivalent. Projects must involve training school staff to prevent and resolve most common IAQ problems, identify practical solutions, and develop IAQ management plans. The minimum level of adoption is defined as:

- a. Designating an IAQ Coordinator for the district and/or each school;
- b. Completing teacher, maintenance and ventilation checklists for each school;
- c. Conducting a walkthrough of each school; and
- d. Establishing an IAQ management plan that addresses issues that were identified.

Proposals for projects under this priority must also include, at minimum, one letter of commitment from the school district(s) demonstrating support, cooperation and coordination for the project. Applications from school districts require a letter of commitment from an administrator. EPA funds for projects under this priority may not be used for building renovations, repair activities, or for IAQ testing other than the limited testing recommended in the IAQ Tools for Schools Action Kit.

EPA also encourages applicants to utilize guidance from other EPA programs, including but not limited to Integrated Pest Management in Schools and the Schools Chemical Cleanout Campaign, to increase project effectiveness and achieve additional positive health outcomes. Information on these and other EPA schools programs can be found at www.epa.gov/schools.

2. Indoor Environmental Asthma Triggers - Education and Exposure Reduction:

The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers by educating asthmatics and/or their caregivers about asthma, how the environment can affect asthma patients, and how to manage environmental asthma triggers. Projects must emphasize educating parents, childcare providers, and other caretakers of asthmatic children about identifying and managing indoor environmental asthma triggers such as: environmental tobacco smoke, chemicals and indoor contaminants, and other asthma triggers including mold, dust, dust mites, pet dander and cockroaches.

Applicants are encouraged to submit innovative projects comparable to, or consistent with home, school, or child care-based asthma education programs developed by EPA and its partners (<http://www.epa.gov/asthma/school-based.html>), or Region 6's

Healthy Environments and Living Places (HELP) for Kids program (<http://www.epa.gov/region6/6pd/iaq/kidshelp.pdf>).

3. **Indoor Environmental Asthma Triggers - Healthcare Professional Training:**

The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers by training healthcare professionals, community health workers (ie. promotoras), and other trained individuals on the environmental management of asthma so they can counsel people with asthma and/or their caregivers on actions to reduce exposure to environmental asthma triggers indoors. The training should stress the importance of integrating environmental management into asthma care; as well as providing a program in which health educators or peers provide education to families on identifying and managing indoor environmental asthma triggers such as: environmental tobacco smoke, chemicals and indoor contaminants, and other asthma triggers including mold, dust, dust mites, pet dander and cockroaches.

Applicants are encouraged to submit innovative projects comparable to, or consistent with healthcare professional training developed by EPA and its partners (<http://www.epa.gov/asthma/hcprofessionals.html>), or Region 6's Healthy Environments and Living Places (HELP) for Kids program (<http://www.epa.gov/region6/6pd/iaq/kidshelp.pdf>).

NOTE: Only those activities that directly address environmental factors that may influence asthma onset or exacerbation are eligible for funding under this RFP. Applicants should be prepared to document alternative funding sources for all non-environmental management (ie. medical management) activities described in proposals submitted under this announcement.

B. EPA Strategic Plan Linkage and Environmental Results

EPA's Strategic Plan establishes goals, objectives, and sub-objectives for accomplishing EPA's mission to protect human health and the environment. All applicants must link their proposed grant activities and expected results to EPA's Strategic Plan Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.2.2 - Asthma; Sub-objective 1.2.3 - Schools (http://www.epa.gov/ocfo/plan/2006/goal_1.pdf).

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. Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements", EPA requires that all grant applicants and recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured:

- **outputs** - an activity, effort and/or associated product related to a larger environmental or programmatic goal or objective; to be produced or provided over a specific period of time or by a specified date and that will be measurable, either qualitatively or quantitatively, within the assistance funding period.

Examples of outputs from the projects funded under this announcement may include, but are not limited to the following: number of individuals trained/educated on the IAQ Tools for Schools Program; number of schools and/or school districts targeted to assist in fully adopting the IAQ Tools for Schools Program; number trained/educated in asthma triggers and environmental tobacco smoke (ETS) as a result of workshops; presentations and in-home consultations; number of in-home assessments accomplished; number of asthmatics and caregivers educated, etc

- **outcomes** - a measurable impact, result, effect or consequence that occurs from carrying out the program or activity. It may be programmatic, behavioral, environmental or health-related in nature. Impacts of programs or changes in behavior are typically intermediate outcomes that will eventually lead to desired changes in environmental or health status or "end" outcomes.

Examples of environmental outcomes from the projects to be funded under this announcement may include, but are not limited to the following: increased understanding of the environmental or economic effectiveness of the demonstrated technology; reduction in asthma triggers in homes, automobiles and schools; improved air quality in homes, automobiles and schools; health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided), etc.

Although achievement of the "end" environmental outcome may not be able to be attributed to, or measurable within, the time frame of a single assistance agreement, **applicants must discuss environmental outputs and outcomes in their work plan.**

Table 1 provides definitions and demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes.

Table 1: Definitions

Activities	Environmental Outputs	Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Description of services your project will provide (e.g., conduct training, organize a conference, develop a demonstration)	Environmental outputs describe the level of activity that will be provided over a period of time, including a description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of publications produced or people trained)	Environmental outcomes describe the intended result of carrying out a program or activity. Shorter term action environmental outcomes might describe behavior changes achieved (e.g., increase in radon testing, additional patients taking action to reduce asthma triggers)	Long-term health environmental outcomes are the ultimate health benefit of the project. Health environmental outcomes can not always be quantified by grantees, but are desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma E.R. visits, decrease in lost school/work days due to IAQ problems)

Table 2 demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes. The activities, environmental outputs, and environmental outcomes listed in this table provide **a few examples** of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and fall within the scope of this announcement.

Table 2: Examples

Example Activities	Example Environmental Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Indoor Air Quality Tools for Schools – Priority Area 1			
Identify, develop and disseminate new or existing education and outreach products and services (e.g., training) targeted toward school district personnel and/or school advocates	<ul style="list-style-type: none"> - Number of products and services developed and/or disseminated - Number of school district personnel and/or school advocates educated about good indoor air quality (IAQ) management practices in schools consistent with IAQ Tools for Schools (TfS) 	<ul style="list-style-type: none"> - Number of school district personnel and/or school advocates demonstrating increased knowledge about good indoor air quality management practices in schools consistent with IAQ TfS - Number of schools implementing good indoor air quality management practices consistent with IAQ TfS - Reduction in exposure to indoor air pollutants in schools of staff and students - Number of district and/or statewide IAQ policies developed and/or implemented 	<ul style="list-style-type: none"> - Reduction in staff and student absenteeism. - Reduction in asthma attacks, allergies, and other IAQ related symptoms - Increase in occupant performance and productivity attributable to IAQ best practices

Example Activities	Example Environmental Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Indoor Environmental Asthma Triggers - Education and Exposure Reduction – Priority Area 2			
Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or workplaces	<ul style="list-style-type: none"> - Number of products and services developed and or disseminated - Number of children and adults educated about indoor environmental asthma triggers and mitigation solutions - Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions 	<ul style="list-style-type: none"> - Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions - Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or workplaces - Number of schools and/or childcare providers reducing environmental asthma triggers in their facilities 	<ul style="list-style-type: none"> - Reduced number of emergency room visits - Reduction in other indicators of asthma morbidity such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators

Example Activities	Example Environmental Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
Indoor Environmental Asthma Triggers - Healthcare Professional Training – Priority Area 3			
Identify, develop and disseminate new or existing education and outreach products and services (e.g., training) targeted toward healthcare community (e.g., doctors, respiratory therapists, school nurses, case managers, lay health educators, and private and public health plans) that will support incorporation of environmental controls into standards of care	<ul style="list-style-type: none"> - Number of products and services developed and or disseminated - Number of healthcare professionals educated about indoor environmental asthma triggers and mitigation solutions 	<ul style="list-style-type: none"> - Number of healthcare professionals demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions - Number of healthcare providers delivering comprehensive asthma education/care to patients - Number of health plans incorporating environmental asthma trigger management - Estimated number of asthma patients reducing exposure to environmental asthma triggers in their homes, schools and/or workplaces 	<ul style="list-style-type: none"> - Reduction in number of emergency room visits - Reduction in other indicators of asthma morbidity such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators

SECTION II - AWARD INFORMATION

A. AMOUNT OF FUNDING AVAILABLE

EPA Region 6 plans to award up to five (5) grants for a total of approximately **\$150,000** as follows:

Tools for Schools: Individual grant awards ranging from **\$5,000** to **\$50,000**;

Asthma - Education and Exposure Reduction: Individual grant awards ranging from **\$5,000** to **\$45,000**; and

Asthma - Healthcare Provider Training: Individual grant awards ranging from **\$5,000** to **\$45,000**.

Proposals for less than \$5,000 and those that exceed \$50,000 will not be reviewed.

Funding decisions made under this competition will be made by Region 6 and will be based on the evaluation of proposals against the criteria in this announcement and funding availability. **Because EPA typically receives requests for funding far in excess of available funds, EPA cannot provide grant funds to all applicants.**

B. FUNDING TYPE

A grant is an assistance agreement that is used when the recipient is responsible for project performance with little Agency involvement. For such projects, EPA will closely monitor performance by reviewing and approving quarterly reports to determine that work plan objectives are being accomplished in the manner and timeframe stated in the work plan, and approve any proposed changes to the work plan and/or budget.

EPA grant funds may only be used for the purpose 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. Pre-award costs and equipment costs are allowable only with the written consent of EPA.

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 (http://www.whitehouse.gov/omb/grants/grants_circulars.html). Ineligible costs will be reduced from the final grant award.

Grants awarded under this announcement will have a 12 to 24 month project period and must start on or after October 1, 2009. All selected proposals will be negotiated and awarded, in full, for the amount negotiated.

EPA reserves the right to reject all proposals and make no awards under this announcement. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original

selections are made. Any additional selections for awards will be made no later than 4 months after the original selection decisions.

SECTION III - ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS

Applicants eligible to submit proposals under this announcement include States, local governments (which includes school districts), territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, and other public or private nonprofit institutions.

Projects must be performed within one or more of the states within EPA Region 6, specifically: **Arkansas, Louisiana, New Mexico, Oklahoma,** and/or **Texas**, to be eligible to apply for funding. While projects must be performed within Region 6, applicants need not be located within the boundaries of EPA Region 6 to be eligible to apply for funding.

To be eligible for funds through this competition, Tribes must be federally recognized, although “Treatment as a State” status is not a requirement. Intertribal consortia that meet the requirements of 40 CFR Part 35.504 are eligible for direct funding. (NOTE: You can reference CFR Title 40 online at <http://www.epa.gov/lawsregs/search/40cfr.html>)

Nonprofit 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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “nonprofit organization” because they are separately defined in the Circular: (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 should include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of submission. **Nonprofit 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/MATCHING REQUIREMENTS

There are no cost-share requirements for these projects. However, leveraging resources is part of an evaluation criterion in **Section V.A** that will be considered by reviewers during evaluations.

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for voluntary match/cost share/participation 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 voluntary matches/cost shares/participation. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the proposal and the proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.

C. THRESHOLD ELIGIBILITY REQUIREMENTS

Failure to meet all of the eligibility criteria by the time of proposal submission will result in the disqualification of the proposal for funding consideration. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified by email within 15 calendar days of the ineligibility determination. **To be eligible for consideration under this announcement, applicants must meet all of the following criteria:**

1. Be an applicant who is eligible to receive funding under this announcement as described in **Section III.A.** above;
2. Proposals must address one or more of the priority areas identified in **Section I.A.** In addition, to be eligible for funding consideration, a project's focus must consist of activities within the statutory terms of Section 103 of the Clean Air Act;
3. Projects must be performed in one or more of the following Region 6 states: **Arkansas, Louisiana, New Mexico, Oklahoma or Texas**, as stated in **Section I.A.**;
4.
 - a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in **Section IV** of this announcement or else they will be rejected. However, where a page limit is expressed in **Section IV** with respect to the narrative work plan, pages in excess of the page limitation will be removed and will not be reviewed.
 - b. In addition, proposals must be postmarked (if sent via hard copy) or received via email by the EPA as specified in **Section IV.D** of this announcement on or before the proposal submission deadline published in **Section IV.D** of this announcement. **Applicants are responsible for ensuring that their proposal is postmarked or received by email as specified in Section IV.D of the announcement by the submission deadline.**

- c. Proposals postmarked or received by email after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. Applicants should confirm receipt of their proposal with **Stacy Murphy** at (214) 665-7116 or murphy.stacy@epa.gov as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
5. Proposals must not be used for the purposes of routine program implementation, implementation of routine environmental protection or restoration measures, meeting any legal mandate (such as federal, state or local regulations or settlement agreements), land acquisition, purchase of vehicles, or completion of work which was to have been completed under a prior assistance agreement.
6. **Proposals for less than \$5,000 and those that exceed \$50,000 will not be reviewed.**
7. **Applicants may submit only one proposal under this RFP. If an applicant submits more than one, EPA will contact the applicant to determine which one will be considered for review.**

SECTION IV - APPLICATION AND SUBMISSION INFORMATION

A. REQUEST FOR APPLICATION PACKAGES

Proposal packages must be prepared as described below. Blank application forms can be obtained at the following internet address: <http://www.epa.gov/ogd/forms/forms.htm>

B. CONTENT AND FORMAT OF PROPOSAL SUBMISSION

Proposals, prepared as described below, must be typewritten. **The Narrative Work Plan must be limited to no more than ten single spaced (10) pages.** This page limitation does not include the SF-424, SF-424A, or Other Attachments sections (please see **Section IV.C.3.c.vii** for items to be included as attachments). All proposals must be formatted for and submitted on 8-1/2" x 11" paper. One side of a sheet of paper is considered one page. If you e-mail the submission, please do not zip the file, or otherwise use a file compression utility because that will affect whether it is received on time.

C. PROPOSAL CONTENT

Each eligible proposal will be evaluated and ranked by a panel of EPA Region 6 reviewers based on the evaluation criteria and weights listed and described in **Section V.A** of this announcement. The evaluation criteria should be used as a guide for organizing, preparing, and completing the narrative workplan and must be addressed in the narrative workplan. All proposals must include the following information:

1. **Standard Form SF-424 – Application for Federal Assistance**

Be sure to include the organization fax number and email address in Block 5 of the SF-424.

2. Standard Form SF-424A – Budget Information

Use budget amounts for the entire project in Sections A, B, C and D including both federal and any non-federal match.

3. Narrative Work plan including the following elements (cannot exceed 10 pages).

a. Cover Page

Include the following information:

i. Project Title

ii. Contact Information, including:

- a) Name of organization
- b) Contact person's name
- c) Mailing address (express mail address if different than mailing address)
- d) E-mail address
- e) Phone and fax numbers
- f) A statement that your organization has eligibility status (see **Section III.A**)

iii. Project Manager

Identify who will serve as the principal party responsible for accomplishing the activities outlined in the work plan, including phone number and email address.

iv. Total Project Cost

Specify total amount requested from EPA, as well as any resources or funding from any other source that may be contributing support.

v. Project Period

Provide anticipated beginning and ending dates. The project period for the grant under this announcement should be 12 to 24 months and it must start no sooner than October 1, 2009.

b. Executive Summary

The Executive Summary is a stand-alone document, and should not exceed one (1) page, containing a summary of what is proposed and what you expect to accomplish regarding measuring or progress toward achieving project goals. Identify the priority area the project addresses and the measurable environmental results you expect to achieve; including potential human health and ecological benefits (See **Section I.B** for environmental results information)

c. Proposed Work Plan (includes Parts i-vii below)

The proposed work plan should specifically address the information below and each of the evaluation criteria identified in **Section V.A** of this announcement.

i. Project Goals, Objectives, and Community Impact

Provide a brief description of tasks and activities that will be conducted as they relate to the program priority areas, your stated objectives, how you will perform the activities and accomplish the objectives relating to the funding opportunity

description in **Section I**. Address target audience/concerns (including but not limited to): Children's Environmental Health, Environmental Justice, Environmental Management of Asthma, Community Based Coalition, Native American Issues, Rural Communities, US/Mexico Border, and Schools Environmental Health. Provide data supporting a need for the project in the targeted community and anticipated short and long term impacts of your work.

ii. Environmental Results (see Section I.B for definitions)

a. Specific Environmental Outputs (see Section I.B)

Identify the specific outputs (activities or deliverables) that are expected to be accomplished during the project period. Outputs may be quantitative or qualitative, but must be measurable during the funding period.

b. Specific Environmental Outcomes (see Section I.B)

Specify the expected quantitative or qualitative outcomes of the project, which will include the type of measurement and how you will measure and evaluate the results of your project.

iii. Monitoring

a. Tracking

Provide a plan for tracking and measuring your progress towards achieving the expected project outputs/outcomes as discussed in **Section I.B** of this announcement.

b. Milestones Chart

Provide a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period.

c. Project Sustainability

Explain how the project or portions of it will be sustained beyond the life of EPA financial assistance.

iv. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5

agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

v. Partnerships and Leveraging

Provide details on State, local, and/or other stakeholder participation (partnerships) and opportunities for leveraging other sources of funding. Provide letters of support for all identified partners (**letters of support do not count towards the 10 page limit**). Additionally, describe how you will:

- a. 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
- b. Utilize EPA funding to complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary match/cost share, applicants must meet their voluntary match/cost share commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for a voluntary match/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 voluntary matches/cost shares. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).

vi. Budget Narrative

Provide a brief budget narrative containing the following categories:

- a. Personnel
- b. Fringe benefits
- c. Travel
- d. Equipment (materials that are greater than \$5,000 per piece)
- e. Supplies (materials that are less than \$5,000 per piece)
Note: EPA funds may only be used for environmental (non-medical) equipment/supplies. “Environmental” may include appropriate environmental mitigation supplies. “Medical” includes clinical services and asthma management supplies such as: spacers, peak flow meters, nebulizers, etc. Moreover, these funds may not be used for “incentives”, such as: T-shirts, pencils, toys, etc.
- f. Contractual
- g. Other/miscellaneous costs
- h. Total direct costs (sum of above costs)
- i. Indirect charges (a negotiated rate with a federal agency or calculated “actual” rate)
- j. TOTAL

Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc. If staff will need training or you will need to purchase IAQ monitoring equipment for your organization, be sure to include that in the budget. Separately identify requested EPA funding and leveraged funds (if applicable).

MANAGEMENT FEES

When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate provided for the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

vii. Other Attachments

All projects must include at least one letter of support from the partners or communities the project will serve. Resumes of those involved in project execution may also be included, and are optional. If you are proposing to do IAQ Tools for Schools work, include at least one letter of support from a school district administrator, expressing an intention to adopt the IAQ Tools for Schools Program (as stated in Section I.A.1). **Resumes and letters do not count toward the ten page limit for the narrative workplan.**

NOTE: Please do not attach examples of reports, graphs, charts, etc, from previous projects unless they are included as a part of your 10 page narrative. **Pages in excess of the 10 page limit will be removed and will not be reviewed.**

D. SUBMISSION DEADLINE AND INSTRUCTIONS

Applicants have the option of submitting their proposal packages in **one** of two ways: 1) by e-mail as explained below **or** 2) hard copy by hand, commercial delivery service, U.S. Postal Mail, or courier service to the EPA contact identified below. EPA will send acknowledgments to applicants by email upon receipt of the proposal. **EPA will not accept faxed submissions.**

Proposals must be postmarked (if sent by hard copy) or received by EPA Region 6 through e-mail by the closing date and time. **No late proposals will be accepted.** **The closing date and time is 06/16/2009, 5:00 p.m. Central Daylight Savings Time (CDT).** For any questions concerning submission, please contact Stacy Murphy at 214-665-7116 or by email at murphy.stacy@epa.gov.

Applicants must use **only one** of the following two methods to submit proposal packages:

1. Electronically via email

Email submissions must be submitted to murphy.stacy@epa.gov and be received by the submission deadline stated above. All required documents listed in Section IV.C of the announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their proposal materials via hardcopy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their proposal materials through e-mail should confirm receipt of the materials with Stacy Murphy as soon as possible after submission.

2. Hard Copy Submission:

One hard copy of the complete proposal package as described in **Section IV.C** must be delivered by hand, commercial delivery service, U.S. Postal Mail, or courier service to the EPA contact identified below. Hard copy proposal submissions **must be postmarked** by **06/16/2009 at 5:00 pm CDT**.

Address for Hard Copy Submission:

Stacy Murphy
US EPA Region 6, Multimedia Planning & Permitting Division
ATTN: 2009 Healthy Indoor Environments Proposal
1445 Ross Avenue, Suite 1200
Dallas, TX 75202

E. INTERGOVERNMENTAL REVIEW

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 can be found at www.whitehouse.gov/omb/grants/spoc.html.

F. CONFIDENTIAL BUSINESS INFORMATION

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that 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. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

G. 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 authorities 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 A21 “Cost Principles for Educational Institutions.” Ineligible costs will be reduced from the final grant award. Cost(s) incurred prior to award by the applicant will not be allowed.

H. PRE-APPLICATION ASSISTANCE

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

I. CONTRACTS AND SUBAWARDS

1. Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that

applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

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 from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

2. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

SECTION V - APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

All eligible proposals, based on the Section III.C threshold eligibility review, will be evaluated based on the following criteria and weights. Points will be awarded based on how well and thoroughly each criterion and/or sub-criterion is addressed. Applicants should directly and explicitly address these criteria as part of their submittal package. Each proposal will be rated based on the following evaluation criteria and weights with a total of 100 points possible.

Proposal Evaluation Criterion		
I. Project Goals, Objectives, and Community Impact		
1.	The extent to which the proposed project goals and objectives align with EPA's Strategic Plan Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.2.2 - Asthma; Sub-objective 1.2.3 - Schools; and the priority areas described in Section I.A.	10
2.	The extent and quality to which the proposed project identifies and sufficiently addresses target audience concerns, provides data supporting a need for the project in the target community, and anticipates the short and long term impacts of proposed activities in the community	10
II. Environmental Results		
1.	Whether the proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Table 1 in Section I)	10
2.	Whether the proposed project sufficiently describes practical and feasible activities, methods, and materials that will be used to achieve each goal, objective, and measurable environmental outputs and outcomes	10
III. Monitoring		
1.	Whether the applicant adequately describes a plan for how progress towards achieving the expected project outputs and outcomes, including those identified in Section I, will be tracked and measured.	10

2.	Whether the proposal provides a timeline or schedule of anticipated target dates and milestones to achieve specific tasks and accomplishments during the budget and project period.	2
3.	Whether the proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts and addresses how success in meeting goals, objectives, and environmental outcomes will be sustained beyond the conclusion of the EPA assistance agreement.	10
IV. Programmatic Capability and Past Performance		
1.	<p>Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (i) past performance in successfully completing and managing the assistance agreements described in Section IV.C of the announcement, (ii) history of meeting the reporting requirements under the assistance agreements described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). If you do not have any relevant or available past performance or past reporting information, please indicate this in the proposal and you will receive a neutral score for these subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	12 (each item is worth 3 points)
V. Partnerships and Leveraging		
1.	Whether the proposed project demonstrates the development and utilization of collaborations/partnerships to achieve the project's goals, objectives, and measurable environmental outcomes.	8

2.	Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources [include the following language if there is a cost match/share/participation requirement--"beyond any required cost match/share/participation for applicants specified in Section III of the announcement") to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.	8
VI. Budget		
1.	Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes and provides an approximation of the percentage of the budget designated for each major activity.	10

B. REVIEW AND SELECTION PROCESS

All proposals postmarked or received by EPA Region 6 through email by the submission deadline will first be screened by EPA staff against the threshold criteria in Section III.C of this announcement. Proposals that do not pass the threshold review will not be evaluated further or considered for funding.

A panel of EPA staff will review eligible proposals based on the evaluation criteria listed in Section V.A and assign scores to each proposal. Based on the review of proposals against the criteria above, the panel will develop a list of the most highly scored proposals to submit to the Selection Official. Final funding decisions will then be made by the Selection Official based on the evaluation conducted by the review panel and may also take into account factors such as:

1. Geographic distribution of funds;
2. Diversity of projects (this includes type of project and type of applicant, i.e., state/tribe/or local government); and
3. Availability of funds.

EPA reserves the right to reject all proposals and make no awards under this announcement.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Following EPA’s evaluation of proposals, all applicants will be notified regarding their status by mail. **The notification letter will be sent to the address indicated on form SF-424 Section 8.d, care of the contact identified on form SF-424 Section 8.f.** Final applications and forms will be requested, as necessary, from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

Those entities will be provided with instructions and a due date for submittal of the final application package.

EPA reserves the right to negotiate and/or adjust the final grant amount and work plan prior to award, as appropriate and consistent with Agency policy including the Assistance Agreement Competition Policy, EPA Order 5700.5A1. All **final** work plans must include the information required in 40 CFR § 35.107 and 35.507.

An approvable work plan is required to include:

1. Work plan components to be funded under the assistance agreement;
2. Estimated funding amounts for each work plan component;
3. Work plan commitments for each work plan component and a timeframe for their accomplishment;
4. Performance evaluation process and reporting schedule in accordance with §35.115 of 40 CFR; and
5. Roles and responsibilities of the recipient and EPA (for cooperative agreements only) in carrying out the work plan commitments.

Selection for funding is neither a guarantee of funding, nor an authorization to begin project activities. The work plan and application packet must be approved by the EPA Project Officer and the EPA Grants Specialist assigned to each recipient before the money can be officially awarded. **The Award Document signed by the EPA Award Official is the authorizing document and will be provided through postal mail.** 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.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

The general award and administration process is governed by regulations at 40 CFR Part 30 (Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit 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”). These regulations can be found online at <http://www.epa.gov/lawsregs/search/40cfr.html>.

C. NONPROFIT ADMINISTRATIVE CAPABILITY CLAUSE

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards: (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the

Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

D. DISPUTE 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>.

E. DUNS NUMBER

Applicants are required to provide a Dun and Bradstreet Data Universal Numbering System (DUNS) number with the full application for Federal grants or cooperative agreements. 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. You may also request a DUNS number via the web at <http://fedgov.dnb.com/webform/displayHomePage.do>.

F. 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.

G. REPORTING

Grants are covered under the following EPA grant regulations: 40 CFR Part 30 (Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations), 40 CFR Part 31 (States, Tribes, interstate agencies, intertribal consortia and local governments), 40 CFR Part 35, Subpart A (States, interstate agencies and local governments) and Subpart B (Tribes and intertribal consortia). These regulations specify basic grant reporting requirements; including performance and financial reports (see 40 CFR 30.51, 30.52, 31.40, 31.41, 35.115, and 35.515). In negotiating these grants, EPA will work closely with recipients to incorporate appropriate performance measures and reporting requirements into each grant agreement consistent with 40 CFR 30.51, 31.40, 35.115, and 35.515. These regulations provide some flexibility in determining the appropriate content and frequency of performance reports. **Eligible entities that receive funding under this announcement must submit quarterly progress reports and annual Financial Status Reports.**

Quarterly reports should explain the status of each work plan task and deliverable, describe the project activities and provide the EPA Project Officer with information about project development. EPA expects grantees to report environmental results, when they are achieved, as a part of quarterly reporting. The final report should include (but is not limited to) a summary of the project covering work status, work progress, publications, and measurable environmental outputs/outcomes pertinent to the project goals and objectives. The final report should also include a description of any problems encountered, barriers to success, and lessons learned. Reports may be submitted to the designated EPA Project Officer by mail, or electronically via e-mail. Reports may not be

submitted by fax.

The Financial Status Report (FSR) must accurately account for all federal funds expended and identify appropriate use of federal funds. A final programmatic and Financial Status Report will be required at the expiration or termination of the grant.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA expects to closely monitor the successful applicant(s) performance, collaborate during the performance of the scope of work, approve the substantive terms of proposed contracts, approve the qualifications of key personnel, review and comment on reports prepared under the cooperative agreement, and evaluate the engineering improvements on an EPA demonstration project. EPA will not select employees or contractors employed by the recipient(s). A schedule for submission of all reports will be established by EPA upon the official start date of the project and budget period.

H. GEOSPATIAL INFORMATION

Grants awarded under this announcement may involve Geospatial Information. Geospatial data generally means information that identifies, depicts, or describes the geographic locations, boundaries, or characteristics of inhabitants and natural or constructed features on the Earth. This includes such information derived from, among other sources, socio-demographic analysis, economic analysis, land information records and land use information processing, statistical analysis, survey and observational methodologies, environmental analysis, critical infrastructure protection, satellites, remote sensing, airborne imagery collection, mapping, engineering, construction, global positioning systems, and surveying technologies and activities. It also includes individual point or site-specific data that are referenced to a location on the Earth and digital aerial imagery of the Earth. This information may be derived from, among other things, Geographic Information Systems (GIS), Global Positioning Systems (GPS), remote sensing, mapping, charting, and surveying technologies, or statistical data. For purposes of EPA grants, this refers to geographically based information or data or the tools, applications or hardware that allow one to collect, manage, analyze, store, or distribute data in a geographic manner.

I. QUALITY ASSURANCE/QUALITY CONTROL (QA/QC) and STORET

Quality Assurance /Quality Control requirements are applicable to these grants (see 40 CFR 30.54 and 40 CFR 31.45). QA/QC requirements apply to the collection of environmental data. Environmental data are any measurements or information that describe environmental processes, location, or conditions; ecological or health effects and consequences; or the performance of environmental technology. Environmental data include information collected directly from measurements, produced from models, and compiled from other sources such as databases or literature. Applicants should allow sufficient time and resources for this process. EPA can assist applicants in determining whether QA/QC is required for the proposed project. If QA/QC is required for the project, the applicant is encouraged to work with the EPA QA/QC staff to determine the appropriate QA/QC practices for the project. Contact the Agency Contact identified in

Section VII) for referral to EPA QA/QC staff.

J. EXCHANGE NETWORK

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

SECTION VII – AGENCY CONTACT

All questions or comments must be communicated in writing via postal mail, facsimile, or by e-mail to the contact person listed below. Answers consistent with policies outlined in **Section IV.H** of this announcement will be posted, bi-weekly, until the closing date of this announcement at the Region 6 Indoor Environments webpage, <http://www.epa.gov/region6/6pd/iaq/index.htm>.

Send mail to: U.S. Environmental Protection Agency
Region 6, Multimedia Planning & Permitting Division
ATTN: Mr. Stacy Murphy (6PD-T)
1445 Ross Avenue, Suite 1200
Dallas, TX 75202

Send fax to: 214-665-6762 (ATTN: Stacy Murphy)

Send e-mail to: murphy.stacy@epa.gov