

**AGENCY:** ENVIRONMENTAL PROTECTION AGENCY (EPA)

**TITLE:** Partnership for Clean Indoor Air Scale-Up Pilot Projects

**ACTION:** Request for Proposals (RFP)

**RFA NO:** EPA-OAR-ORIA-07-03

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.034

**DATES:** The closing date for receipt of applications is March 8, 2007, 5:00 p.m., EST. All applications must be received in the Program Office or Grants.gov by the closing date and time to receive consideration. No late proposals will be accepted.

**SUMMARY:**

This notice announces the availability of funds and solicits proposals to scale-up successful household energy and health projects to support the Partnership for Clean Indoor Air in achieving its mission to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution from household energy use in developing countries. For more information on the Partnership, visit [www.PCIAonline.org](http://www.PCIAonline.org). EPA is soliciting proposals from eligible entities with experience implementing commercially viable household energy projects that have achieved positive outcomes in reducing people's exposure to indoor air pollution.

**FUNDING/AWARDS:**

The total estimated funding for this competitive opportunity is approximately \$800,000. EPA anticipates awarding approximately four cooperative agreements resulting from this announcement, ranging in value between \$150,000 and \$200,000, subject to availability of funds and the quality of applications received.

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## **SECTION I - FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

Some three billion people worldwide burn traditional biomass (e.g., wood, dung, crop residues) and coal indoors for home cooking and heating. The number of people using these fuels is expected to rise substantially by 2020. According to the World Health Organization, this widespread use results in the premature deaths of an estimated 1.5 million people each year from diseases and infections caused by breathing elevated levels of indoor smoke, with women and children being most significantly affected. Indoor air pollution from household energy ranks as the fourth leading health risk among high mortality developing countries.

In response to this challenge, the White House initiated the formation of the Partnership for Clean Indoor Air as part of the U.S. Government's Clean Energy Initiative. The EPA, along with other governments and organizations, launched this global Partnership at the World Summit for Sustainable Development in Johannesburg in September 2002. The Partnership's mission is to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution from household energy use in developing countries. This voluntary Partnership currently has more than 120 public and private sector Partners from around the world working together to increase the use of clean, reliable, affordable, efficient and safe home cooking and heating practices in Africa, Asia and Latin America.

The Partnership is focusing on four priority areas: incorporating social and cultural practices to promote adoption of new technology; developing local sustainable markets for improved technology; improving the design and performance of indigenous technologies; and monitoring indoor air pollution, health and socio-economic impacts of the interventions.

EPA is particularly interested in funding proposals that address this challenge in countries where over 50% of the households use solid fuel for cooking and heating.

### **B. Scope of Work**

Through this RFP, EPA is seeking qualified organizations to demonstrate effective approaches for scaling up successful, commercially viable household energy programs that meet the needs of the local population for affordable, clean, efficient, safe, reliable and culturally appropriate cooking and heating practices.

Specific activities may include such things as:

- Development of mass production and distribution capacity of proven clean, efficient, affordable, and safe home cooking and heating technologies that reduce people's exposure to indoor air pollution.
- Development of social marketing campaigns to increase public awareness and demand for clean burning and efficient cooking and heating technologies, fuels and practices.
- Monitoring the impact of household energy interventions (e.g., fuel savings, time savings, economic savings, and IAP reductions).

Project outcomes will be publicized by the Partnership for Clean Indoor Air to household energy and health programs throughout partnering countries to share lessons learned and promote replication of best practices around the world.

## **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

### **1. Linkage to EPA Strategic Plan**

This competitive funding announcement supports EPA's Strategic Plan Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More people Breathing Cleaner Air.

### **2. Outputs**

Project outputs should aim to develop a sustainable market for clean and efficient cooking and/or heating practices that reduce people's exposure to indoor air pollution from household energy use in developing countries. Examples of outputs include, but are not limited to the following:

- Implement a financially sustainable business plan to scale up a commercially viable household energy program which meets the needs of the local population for affordable, clean, efficient, safe, reliable and culturally appropriate cooking and heating practices.
- Conduct public awareness campaigns to raise awareness of the dangers of indoor air pollution and available solutions.
- Develop financing mechanisms to make the technologies and fuels being promoted affordable for a wide customer segment.
- Monitor the socio-economic benefits of adopting the clean burning and fuel efficient technologies, fuels, and practices being promoted.
- Monitor the indoor air pollution in homes adopting the clean burning and fuel efficient technologies, fuels, and practices being promoted.

### **3. Outcomes**

The activities accomplished under this cooperative agreement should result in increased adoption and sustained use of clean, efficient and affordable cooking and/or heating technologies that reduce indoor air pollution in developing countries. Therefore, applicants should indicate how they will measure all of the following: the degree of sales and sustained use of new technologies, fuels, and/or practices; reduced indoor air pollution; and other socio-economic and/or environmental project outcomes achieved through their efforts (e.g., time savings, fuel savings).

## **D. Supplementary Information**

The statutory authorities for this action are the Clean Air Act, Section 103(b) which authorizes the award of grants for the purpose of education, training and outreach to reduce exposure to indoor air pollution; and the National Environmental Program Act 102(2)(F) which authorizes international cooperation to solve environmental problems.

## **SECTION II - AWARD INFORMATION**

### **A. What is the amount of funding available?**

The total funding for this competitive opportunity is estimated to be \$800,000, subject to the availability of funds.

### **B. How many agreements will EPA award in this competition?**

EPA anticipates awarding approximately r cooperative agreements resulting from this announcement, ranging in value between \$150,000 and \$200,000.

EPA reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than four months from the original selection decisions. EPA also reserves the right to reject all proposals and make no awards.

### **C. What is the project period for awards resulting from this solicitation?**

The estimated project period for awards resulting from this solicitation is June 1, 2007 through May 31, 2009. All projects must be completed within the negotiated project performance period of 24 months from date of award.

### **D. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

- closely monitor the successful applicant's performance to verify the results proposed by the applicant;
- collaborate during performance of the scope of work;
- in accordance with 40 C.F.R. 31.36(g), review proposed procurements;
- approve qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

### **E. Will EPA consider partial funding for projects?**

EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of the proposed project. If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the

proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition, and the evaluation and selection process. In order to ensure appropriate funding is provided for partially funded projects, EPA requests that applicants provide an approximation of the percentage of the budget designated for each major activity.

**F. Can funding be used to acquire services or fund other partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, if a successful applicant has named a specific contractor or consultant in the proposal EPA approves, it does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with universities and non-profit organizations. 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 to carry out its cooperative agreement. The nature of the transaction between the recipient and the 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.

**SECTION III - ELIGIBILITY INFORMATION**

**A. Eligible Entities**

Proposals will be accepted from States, local governments, 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 non-profit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA’s Office of Air and Radiation’s mission.

Non-profit 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. For this purpose, the term "non-profit organization" excludes (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 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. Compliance with Proposal Submission Requirements**

Applications that do not substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement will be rejected. In addition, where a page limit is expressed in Section IV with respect to parts of the application, pages in excess of the page limitation will not be reviewed.

**C. Are matching funds required?**

No.

**D. Threshold Criteria**

Proposals to fund projects under this announcement must demonstrate that the technology being promoted meets all of the following criteria:

- a. reduces people's exposure to particulate matter (PM) and carbon monoxide (CO) by a minimum of 50% over current local practices; reduces fuel use by a minimum of 30% over current local practices;
- b. meets the needs of the target population (e.g., cultural acceptance, product satisfaction, affordability);
- c. provides a social benefit (e.g., health impact, local employment and income generation, environmental impact, family finances); and utilizes a financially sustainable business model (e.g., market penetration, cash neutral or cash positive position, resource capability and capacity, financial capacity).

Note: Applicants whose proposals are deemed ineligible for funding consideration based on Section III will be notified within fifteen calendar days of the ineligibility determination.

**SECTION IV - APPLICATION AND SUBMISSION INFORMATION**

**A. How to Obtain Application Package**

The complete grants application package can be downloaded from EPA's Office of Grants and Debarment website at: ([http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)). Potential applicants may request a paper copy of the application package by contacting one of the agency contacts listed in Section VII of this announcement. Applicants may apply by hard copy submission or electronically at <http://www.grants.gov> as described below.

## **B. Content and Form of Application Submission**

Applications must contain one completed and signed Application for Federal Assistance (SF-424) and a Narrative Work Plan of no more than 20 pages in length, whether submitted in hard copy or via Grants.gov. The Narrative Work Plan, a maximum of 20 pages in length, should conform to the following outline:

### **Summary Information Page**

1. Project Title.
2. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax, e-mail address and website (if available).
3. Funding Requested. Specify the amount you are requesting from EPA.
4. Total Project Cost. Specify total cost of the project (EPA funding and any other sources). Identify funding from other sources including any in-kind resources.
5. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in May 2007).

### **Narrative**

The Narrative Work Plan should explicitly describe how the proposed project addresses the Partnership for Clean Indoor Air's mission and priorities as set forth in Section I. It must also specifically address each of the criteria disclosed in Section V (A), Evaluation Criteria.

1. Project Summary/Approach.
  - a. Describe the current household energy and health situation of the target population and demonstrate how this project will improve their health, livelihood and quality of life (e.g., macro environment analysis of IAP, market, and industry).
  - b. Describe the existing commercial enterprise that you will be scaling up (including number of years and financial resources invested to date).
2. Project Goals, Outputs and Outcomes.
  - a. Describe project goals as they relate to scaling up a commercially viable household energy program that reduces people's exposure to indoor air pollution, including an estimated timeline with milestones and responsible parties for each task.
  - b. Describe the proposed project outputs and how they will produce the expected outcomes.
  - c. Describe the expected outcomes, including the amount of production, sales and sustained use of clean, efficient and affordable cooking and/or heating technologies, fuels, and practices; and, the degree of reduced air pollution and other socio-economic and/or environmental project outcomes that will be achieved (e.g., time savings, fuel savings).
3. Describe the activities, methods and materials that will be developed and utilized to achieve the goals of the project. Specifically address each of the following items:
  - a. Technology and Fuel Performance. Describe the performance of the technologies, fuels and/or practices to be promoted. Provide lab and/or field data, including fuel efficiency, emissions (CO and PM), safety, cost of production, and durability.

- Describe how this data was obtained. Attach summaries of any available reports. Attach pictures of the technologies. Will the technology design be changed at all during the scaling up process? If so, describe how.
- b. **Customer Analysis and Marketing Strategy.** Describe the current awareness of the negative impacts of inefficient and unhealthy cooking and heating practices (e.g., IAP, acute respiratory infections, deforestation, etc.) and available solutions. What demand is there for improved stoves at different costs? What market is there? Is there potential to increase sales through various marketing, outreach, and education strategies?
  - c. **Demand Forecasting and Supply Analysis.** What are current sales levels? Address production, administration, distribution, and marketing costs, anticipated sales and profit associated with scaling up activities. Describe current production capacity and outline to what level and how production will be increased through this project. Describe current and proposed distribution processes for improved technologies.
  - d. **Quality Control.** Describe the quality control process that will be used to ensure consistent production and performance of all technologies that will be produced under this project.
  - e. **Promotion and Marketing.** Describe current and proposed approaches and partners (e.g., community, government, industry) and provide a sample of materials that will be used to promote and market the technologies.
  - f. **Indoor Air Pollution Monitoring.** Provide results of any IAP monitoring that has been done in homes that have adopted the proposed technologies, fuels and/or practices. Describe the protocols and equipment used. Attach summaries of any available reports. If additional IAP monitoring will be conducted during this project, provide details of the monitoring program, including equipment and protocols to be used.
4. **Environmental Results—Anticipated Outcomes and Outputs.**
    - a. Describe the plan for tracking and measuring progress toward achieving the expected environmental outputs/outcomes identified in number 2.b., above.
    - b. Provide a detailed explanation of project indicators, and a projected timeline of how and when they will be evaluated.
  5. **Past Performance**
    - a. **Programmatic Capability:** Submit a list of federally funded assistance agreements 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, (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports and (iii) organizational experience, staff expertise/qualifications, knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project (e.g., project management, business development, stove manufacturing, business expansion, marketing, manufacturing). 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 and prior Federal agency 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 reporting information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

- b. **Reporting on Environmental Results--Outcomes and Outputs:** Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor 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 and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.
6. **Detailed Itemized Budget.** Provide a budget for the following categories, specifying unit costs: personnel, fringe benefits, contractual costs, travel, equipment, supplies, other, total direct costs, total indirect costs (must include documentation of accepted indirect rate), and total cost.

Applicants are strongly advised to avoid submission of extraneous materials. The maximum page length is 20 and shall include any attached summaries of reports, as well as any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English to be considered for award under this solicitation.

### **C. Submission Dates and Times**

The deadline for submission of completed application packages is March 8, 2007, 5:00 p.m., EST. All application packages must be received in the program office listed below or by grants.gov by the deadline. Applications received after the deadline will not be considered.

### **D. Hard Copy Submission**

Due to the unique situation involving U.S. and foreign mail service, EPA highly recommends that applicants use a commercial express mail service (e.g., FedEx, UPS, DHL, etc.). Please provide the original narrative proposal - no binders or spiral binding - and one signed and completed Application for Federal Assistance (SF-424) addressed to:

**Express Delivery Address (FedEx, UPS, DHL, etc.):**

U.S. Environmental Protection Agency  
Attn: Brenda Doroski  
1310 L Street, NW, Room 427N  
Washington, DC 20005

**Regular Mail Delivery Address (U.S. Postal Service):**

U.S. Environmental Protection Agency  
Attn: Brenda Doroski  
1200 Pennsylvania Ave., NW (6609J)  
Washington, DC 20460

**E. Submission via Grants.gov**

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package for the announcement.. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OAR-ORIA-07-03, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than March 8, 2007, by 5:00 p.m., EST.

Please submit *all* of the application materials described below.

**1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

**2. Narrative Work Plan (attached as Project Narrative Attachment Form on grants.gov) developed following the instructions in Section IV.B above.**

## **Application Preparation and Submission Instructions**

**Document 1** listed above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

**For document 1**, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

**For document 2**, you will need to attach electronic files. Prepare your Narrative Work Plan using the format outlined above (in Section IV.B above) and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, by documents prepared in WordPerfect will also be accepted.) When you are ready to attach your Work Plan to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your Work Plan (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your Work Plan, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY07 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at [support@grants.gov](mailto:support@grants.gov) or [Doroski.brenda@epa.gov](mailto:Doroski.brenda@epa.gov).

**E. 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 confidential 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.

**F. Pre-proposal/Application Communications and Assistance**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff are not able to 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, EPA will respond to questions in writing from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Applicants should send questions to the point of contact listed in Section VII.

**SECTION V - APPLICATION REVIEW INFORMATION**

Only those applications that meet the threshold criteria in section III will be evaluated on the criteria below. Each eligible application will be evaluated according to the criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible.

**A. Evaluation Criteria**

Criteria	Points
<p>1. <b>Project Summary/Approach:</b> Extent to which the goals of the proposed project (as described in Section IV., Narrative, numbers 1 - 3) align with EPA’s Strategic Plan identified in Section I. C. of this RFP and will result in the scaling up of a sustainable, commercially viable household energy program marketing clean and efficient home cooking and/or heating technology that reduces people’s exposure to indoor air pollution in countries where more than 50% of the households use solid fuel for cooking and heating. Specifically, the number of people with reduced exposure to indoor air pollution, and improvements in economic, environmental and/or quality of life indicators obtained through this project. Extent to which the work plan sufficiently describes activities, methods, and materials that are likely to achieve the project’s goals, outcomes and outputs. Extent to which the proposal demonstrates staff expertise/qualifications, and resources or the ability to obtain them, to successfully achieve the goals of the project.</p>	40
<p>2. <b>Environmental Results -- Anticipated Outputs and Outcomes:</b> The quantity and quality of outputs and outcomes that will be accomplished through the proposed project (e.g., the number of technologies produced and sold, the number homes with sustained use of clean and efficient home cooking and heating practices, the level of indoor air pollution reduction compared to current practices). Effectiveness of applicant’s plan (as described in Section IV., Narrative number 4) for tracking and measuring its progress toward achieving expected outputs and outcomes identified in Section I of this announcement.</p>	30
<p>3. <b>Past Performance--Programmatic Capability and Reporting on Environmental Results:</b> Under this criterion, the Agency will evaluate the applicant’s ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing U.S. Government and/or non-U.S. Government funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements on federally or non-federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, and (iii) its past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally and/or non-federally funded projects similar in size, scope and relevance to the proposed project within the last 3 years;</p>	20

<p>and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</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). Applicants with no relevant or available past performance or reporting history will receive a neutral score for this criterion.</p>	
<p><b>4. Budget and Timeline:</b> Extent to which the project budget and timeline are appropriate to accomplish the proposed goals, outputs and outcomes outlined in work plan.</p>	10

**B. Review and Selection Process**

Each proposal will be reviewed by an evaluation team with knowledge and expertise in implementing international household energy and health programs. The evaluation team will base its evaluation of proposals solely on the evaluation criterion disclosed in this announcement. The evaluation team will forward its recommendation to the Decision Official who will submit a final recommendation to the Grant Award Official.

**SECTION VI - AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

Following final selections, all applicants will be notified regarding their application’s status.

1. EPA notification to the successful applicant will be made via telephone, electronic or postal mail. This notification, which advises that the applicant’s proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 15 days after completion of review process. In either event, the notification will be sent to the original signer of the application.

**B. Administrative and National Policy Requirements**

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).

2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.
4. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.
5. Programmatic Terms and conditions will be negotiated with the selected recipient.

### **C. Reporting Requirements**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of the project, including advances achieved, outputs, outcomes and costs of the project. In addition, the final report shall discuss the problems, successes, and lessons learned from the project that could help overcome structural, organizational or technical obstacles to implementing a similar project. The schedule for submission and format of quarterly reports will be established by EPA, after awards have been made.

### **D. Disputes**

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://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>.

### **E. Pre-Award Administrative Capability Review**

Nonprofit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

## **SECTION VII - AGENCY CONTACT**

FOR FURTHER INFORMATION CONTACT: Brenda Doroski via e-mail at [doroski.brenda@epa.gov](mailto:doroski.brenda@epa.gov). Please include the phrase “PCIA Scale-Up Request for Proposals” in the subject line of the e-mail. Phone: (202) 343-9764, FAX: (202) 343-2393

All questions or comments must be communicated in writing via postal mail, fax, or e-mail to the contact person listed above. Answers will be posted, periodically, until the closing date of this announcement on the OAR Grants/Funding webpage ([http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)).