U.S. EPA, Region 7
Indoor Air Quality Projects
Request for Proposals FY 2007

AGENCY NAME: Environmental Protection Agency, Region 7, Air, RCRA and Toxics Division, Air Planning and Development Branch

FUNDING OPPORTUNITY NAME: 2007 Indoor Air Quality Projects - Request for Proposals

ANNOUNCEMENT NUMBER: EPA-R7ARTD-07-002

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

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OVERVIEW

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

Date Issued: **May 24, 2007**
Proposal Due Date: **July 9, 2007**
(If selected, tentative application due date is August 10, 2007. The grant period is anticipated to begin October 1, 2007 and expire no later than September 30, 2008.)

EXECUTIVE SUMMARY

In the last several years, a growing body of scientific evidence shows that air within buildings can be more seriously polluted than outdoor air. People spend as much as 90% of their time indoors. Thus, for many people the risks to health may be greater due to exposure to air pollution indoors than outdoors. EPA Region 7 awards funds annually under the Clean Air Act, Section 103(b)(3), to be used to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, reduction, prevention and control of air pollution.

I. Funding Opportunity Description

A. **Background**

There will be approximately $140,000 for eligible applicants through assistance agreements ranging in size from $5,000 to $60,000 (total Federal share). EPA will award a varied number of agreements which is dependent upon the number of acceptable proposals submitted. All projects must occur within one or more of the four states within EPA Region 7 - Iowa, Kansas, Missouri, and Nebraska. Eligible proposals/applicants will be asked to submit full application packages. An applicant can submit a separate proposal for each of the three High Priority Areas in 1.C, however, **we will not accept a proposal that includes more than one priority area**.

B. **Purpose**

The purpose of this notice for Indoor Air Quality Projects is to support the achievement of EPA's Objective, Goal 1, Objective 1.2, under the Government Performance Results Act (GPRA) which states that we will increase the number of people experiencing healthier indoor air in homes, schools and office buildings.

C. **Program Priority Areas**

Region 7 will award Clean Air Act grants under Section 103(b)(3) for research, investigations, experiments, training, demonstrations, surveys and studies related to the causes, effects, extent, prevention, reductions and elimination of air pollution in any of the following **high priority subject areas:**

IAQ Tools for Schools - This is for education, outreach and/or training related to the IAQ Tools for Schools kit in schools and in school districts. The major goal of this work is to reduce school occupants' exposure to indoor air pollution through use of the kit. Full use of the kit includes: identifying responsible party to lead and track IAQ activities; develop and maintain IAQ profile for each building; develop prioritized list of actions to be taken to resolve identified IAQ problems; and take feasible actions to improve IAQ.

Asthma - This is for asthma education projects that address indoor triggers for asthma. Emphasis should be for in-home education but can include workshops and outreach events. Target audiences should be asthmatic children, their parents, caregivers and health professionals.

ETS (Environmental Tobacco Smoke) - This is for education projects on ETS and how it impacts children including EPA's Smoke-Free Pledge program. Emphasis is on the reduction of the number of children that are exposed to ETS on a regular basis.

D. **Measuring Environmental Results: Outputs and Outcomes**

Pursuant to EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured. Applicants ***must*** discuss environmental outputs and outcomes in their proposed work plan.

Outputs: The term "output" means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

Expected outputs from the projects funded under this solicitation may include but are not limited to the following: number of individuals trained/educated on the IAQ Tools for Schools (TfS) Program; number of schools and/or school districts targeted to assist in fully implementing the IAQ TfS 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; and the cost effectiveness of the project.

Outcomes: The term "outcome" means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, or health-related, but "must be quantitative". They may not necessarily be achievable within an assistance agreement funding period.

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, autos and schools; number of homes and automobiles that are "smoke-free"; improved air quality in homes, automobiles, and schools; and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided, etc.).

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

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

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

All proposed projects must demonstrate how they will result in Healthier Indoor Air.
For more information on EPA's Strategic Plan go to: http://www.epa.gov/ocfopage/plan/plan.htm
(The statutory authority for these grants is the Clean Air Act: Section 103, 40 CFR Part 30.)

II. Award Information

A. Total Funding Available is Approximately $140,000

EPA Region 7 plans to award a varied number of grants for the following types of projects and funding ranges:

Tools for Schools: Individual grant awards ranging from $5,000 to $60,000;

Asthma: Individual grant awards ranging from $5,000 to $30,000;

ETS: Individual grant awards ranging from $5,000 to $20,000.

EPA reserves the right to reject all proposals and make no awards. **(NOTE: An applicant can submit a separate proposal for each of the three High Priority Areas listed above, however, we will not accept a proposal that includes more than one priority area. We will also not accept a proposal for less than $5,000 or one that exceeds those amounts stated for each category listed above, i.e., $60,000, $30,000, or $20,000.)**

B. Number of Awards

The number of awards will depend on individual proposal cost; the final aggregate amount of federal funding for all proposals; and the total amount of federal funding available.

Should additional funding become available for award, the Agency may award the additional funding no later than 4 months after the final selection decision, without further notice or competition.

An applicant whose proposal is selected for federal funding must complete additional forms prior to award (see 40 CFR 30.12 and 31.10).

C. Start Date/Project Duration

Anticipated budget and project periods will begin on or before October 1, 2007. Project period duration should not exceed one year from the onset of grant funding. Proposed project period may not exceed September 30, 2008.

D. 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.

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, colleges, hospitals, laboratories, other public or private nonprofit institutions and organizations.

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.

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.

Only one application per applicant will be considered for a given project. Applicants may submit more than one application, if the applications are for separate and distinct projects or activities.

Applicants who have an existing agreement under this program are eligible to compete with proposals for new awards.

B. Cost Sharing or Matching

There are no cost share requirements for these projects. All grants are subject to Federal audit.

C. Eligibility Criteria

To be eligible for funding, applicants must meet all of the following criteria. Failure to meet any one of criteria will result in the proposal being disqualified for funding consideration: Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility information.

1. Be an applicant who is eligible to receive funding under this announcement; as given in   Section III.A above;

2. The proposal must address one of the High Priority Areas for Consideration as listed in Section 1.C above;

3. Projects must be located in one or more of the following Region 7 states: Iowa, Kansas, Missouri or Nebraska;

4. The proposal must include a completed and signed SF424 and SF424A forms, an Executive Summary and Narrative Work Plan; and

5. The proposal must be submitted by the due date and time, and in a method as specified in Section IV.J of this solicitation.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Address to Request Application Package

Blank application forms can be obtained at the following website: http://www.epa.gov/region07/economics/appforms.htm

The Catalog of Federal Domestic Assistance number for this grant program is 66.034. Please use this number in box 10 of the SF-424 form.

B. Content and Form of Application Submission

Proposals shall be limited to five pages (not including Standard Form SF-424, and SF-424A). Include a statement regarding whether this proposal is a continuation of a previously funded project (if so, provide the assistance number and status of the current grant/cooperative agreement). Page size should be 8 ½ x 11" with font size of 12 points or larger. **Full proposal packages should not be submitted at this time.**

C. Proposal Work Plan Elements

Each eligible application will be evaluated and ranked by a selected panel of EPA reviewers based on the evaluation criteria and weights listed and described in Section V.A of this solicitation. The evaluation criteria should be used as a guide for organizing, preparing, and completing the work plan.

1. **Cover Page:** (include the following information) (Page 1)

    a. Project Title:

    b. 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.

    c. 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.

    d. Project Period:
    Provide anticipated beginning and ending dates. Funds will only be available to
    begin project activities on or after October 1, 2007 and end no later than
    September 30, 2008.

    e. Summary Statement:
    One to two sentence summary describing the number of communities and target
    audience that will be contacted.

2. **Project Description**

Provide a brief project description that describes the tasks and activities that will be
conducted to accomplish the objectives, and include the reason your proposal should
receive funding support, i.e., targeting sensitive populations or environmental justice
areas. Provide a timeline or schedule of anticipated target dates and milestones to
achieve specific tasks and accomplishments during the budget and project period. In
addition, provide the following specific information depending on the type of proposal
submitted under the **High Priority Areas for Consideration**:

IAQ Tools for Schools - The number of schools/school districts that will be targeted for full use of
the kit and any commitments that already in place.
Asthma - The number of in-home visits planned and the number of asthmatics and caregivers to
be given information on indoor asthma triggers.
ETS - The number of parents and caregivers that will be given information on ETS and the
number of households that will become smoke-free.

3. **Specific Environmental Outputs**

Identify the specific outputs (activities or deliverables) that will be accomplished by the project
during the project period. Outputs may be quantitative or qualitative, but must be measurable
during the funding period. Expected outputs from projects funding by this solicitation may include
but are not limited to: the number of individuals trained/educated on the IAQ Tools for Schools
(TfS) Program; number of schools and/or school districts targeted to assist in fully implementing
the IAQ TfS 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; and the cost
effectiveness of the project.

4. **Specific Environmental Outcomes**

Specify the 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. These may include, but are not limited to: an increased understanding of the environmental or economic effectiveness of the reduction in asthma triggers in homes, autos and schools; number of homes and autos that are "smoke-free"; improved air quality in homes, autos and schools; and health benefits achieved (number of illnesses, health care costs, or missed work/school days avoided). A plan for tracking and measuring outputs/outcomes, as listed in section I, must be included in your proposal.

5. **Environmental Results Past Performance**

Submit a list of all federally funded assistance agreements that your organization performed within the last three years (no more than 5, 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 other 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 have no relevant or available past performance reporting history, please indicate this in the proposal, and you will receive a neutral score for this factor under Section V.

6. **Programmatic Capability**

Submit a list of all federally funded agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you were (i) technically able to successfully carry out and manage those agreements, and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other 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 have no relevant or available past performance or past reporting history, please indicate this in the proposal and you will receive a neutral score for the elements of this factor under Section V.

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.

7. **Detailed Budget**

Provide a brief budget narrative containing the following categories:

- ♦ Personnel
- ♦ Fringe benefits
- ♦ Travel
- ♦ Equipment (materials that are greater than $5,000 per piece)
- ♦ Supplies (materials that are less than $5,000 per piece)

♦ Contractual
♦ Other/miscellaneous costs
♦ Total direct costs (sum of above costs)
♦ Indirect charges (a negotiated rate with a federal agency or calculated "actual" rate)
♦ TOTAL

(Please include a brief breakdown of costs such as salary and benefit rates, number of trips taken and cost per trip, etc. 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. The letters do not count toward the page total.)

D. Submission Dates and Times

EPA will consider all hard copy proposals that are received no later than 5 p.m., Central Daylight Savings Time on July 9, 2007 at the EPA Region 7, Kansas City, Kansas office from the U.S. Postal Service, hand-delivered, courier, or express delivery by this time and date. Only one form of delivery listed above is required to meet the deadline. EPA will not accept faxed submissions or emails. Proposals received after the due date will not be considered for funding.

All proposals should be mailed or delivered to:

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

EPA will also consider electronic proposals. If you wish to apply electronically through Grants.gov, follow the submission instructions below.

E. Electronic Submission Through Grants.gov

If you apply electronically via Grants.gov, the electronic submission of your proposal package 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 Started", and then click on "For AORs" (Authorized Organization Representative) 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, go to http://www.Grants.Gov and click on "Apply for Grants". Following the online instructions, download PureEdge Viewer software and enter the Funding Opportunity Number, EPA-R7ARTD-07-002, in the space provided to retrieve the application package. Then complete and submit 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 top of the page and then go to EPA opportunities). Be sure to download and read the instructions and the application package at the Grants.Gov website.

Proposal Submission Deadline: Your organization's AOR must submit your complete proposal electronically to EPA through Grants.gov (http://www.grants.gov) on or before 6:00p.m., Eastern Standard Time, July 9, 2007. All proposals submitted via Grants.gov after this due date and time will not be considered for funding.

If you have any technical difficulties while applying electronically, please refer to
http://www.grants.gov/CustomerSupport or call the toll free Contact Center at 1-800-518-4726.

F. Proposal Materials

The following forms and documents are required to be submitted by applicants using grants.gov
under this announcement:

a. Standard Form (SF) 424, Application for Federal Assistance
Complete the form. There are no attachments. Please be sure to include organization
fax number and email address in Block 5 of the Standard Form SF 424.
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.

b. Proposal Workplan

The proposal work plan should be readable in PDF or MS Word for Windows and
consolidated into a single file. Content of the work plan will be developed using the guidance
in Section IV above.

c. Submission Instructions

Documents I and II listed under Proposal Materials above should appear in the
"Mandatory Documents" box on the Grants.gov Grant Application Package page.

For document I, 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 II, you will need to attach electronic files. Prepare your proposal work plan
as described above in Section IV of this announcement, and save the document to your
computer as an MS Word or PDF file. When you are ready to attach your proposal 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 it (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 proposal, 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 webpage. 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 – FY06 – Assoc Prog Supp – 1ˢᵗ Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2ⁿᵈ submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2ⁿᵈ 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., FY06), 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. 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 or contact Bob Dye at 913-551-7605 and/or email at dye.robert@epa.gov. Application packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the application deadline, please send an email at dye.robert@epa.gov. Failure to do so may result in your application not being reviewed.

If you have never used Grants.Gov before, here are some tips.

Most organizations have found Grants.Gov to be a user friendly system. The most frequent concern has occurred when an organization has delayed obtaining the unique electronic signature to the last minute.

Register for your electronic signature early! An electronic signature requires three levels of authorization before you can submit on line. You need to decide who will be the AOR, the caretaker of the electronic signature for your organization. At a university the Chief Grant Official generally signs all of the electronic grants for the entire institution. If all goes well, this process takes about a week, but some organizations have encountered internal and external delays; therefore the registration process can take longer. Remember, you cannot submit your application online until your organization has e-authentication credentials. Here are the basic steps:

1. Obtain a Certified DUNS Number. You must first have a certified, unique Dun and Bradstreet Universal Data Numbering System (DUNS) number. Some organizations may have more than one DUNS number registered. Only one can be certified. This can lead to unanticipated delays.
2. Central Contractor Registry and Credential Provider Registration. Once

you have your unique, approved DUNS number, you need to register with the Central Contractor Registry.

3. Grants.Gov Electronic Signature Authorization. Once steps A and B are complete, you will then need to contact Grants.Gov. The Authorized Organization Representative (AOR) will be assigned a password that will enable him or her to sign the Grants.Gov applications electronically. The AOR must be an individual who is able to make legally binding commitments for the applicant organization. Organizations may designate more than one AOR.

Be sure to download and read the instructions <u>and</u> the application at the Grants.Gov web site

G. Intergovernmental Review

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

H. Funding Restrictions

EPA grant funds may only be used for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87 "Cost Principles for State, Local, and Tribal Governments"; A-122 "Cost Principles for Nonprofit Organizations"; and A-21 "Cost Principles for Educational Institutions". Ineligible costs will be reduced from final grant award.   No construction activities are allowed. Cost incurred prior to award by the Agency (Pre-Award Costs) will not be allowed.

I. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

J. 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 proposals. However, EPA will respond to

questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

V. Application Review Information

A. Review and Selection Criteria

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

1. Completeness of the proposal which addresses the extent and quality of the anticipated "outputs" and short and long term "outcomes" and how they are linked to EPA's Strategic Plan for Healthier Indoor Air. **(15 points)**

2. Project implementation plan and technical merit of the proposal which includes a description of how the activities will achieve the desired "environmental results" of the proposal and the means for tracking and measuring those results. **(15 points)**

3. Extent to which the proposal contributes to the prevention, reduction and elimination of air pollution in the high priority subject areas, with clearly stated objectives, goals, reasonable timeframes and quantifiable results. **(35 points)**

4. Clarity of the budget and reasonableness of costs in relation to the expected benefits of the proposal. **(15 points)**

5. Programmatic capabilities will be considered as follows: (a) Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project within the last two years; (b) history of achieving reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations, and if requirements were not met, an explanation as to why not; (c) organizational experience and plan for timely and successfully achieving the objectives of the project; and (d) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. **(10 points)**

6. Environmental Results Past Performance Criterion: Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA 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 reporting history will receive a neutral score for this factor. **(10 points)**

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

B. Final Evaluation Process

The final funding decision will be made based on the availability of funding and the

following additional factors:

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

C. Review and Selection Process

In making the selection decisions from among the most highly scored proposals, the selection official and/or review panel, can consider geographic dispersion and a fair distribution of awards for both the asthma and the schools programs. Final approval of selections of successful proposals will be made by the Region 7, Director, Air, RCRA and Toxics Division.

D. Anticipated Announcement and Award Date

Project award is anticipated no later than 90 days after receipt of the complete funding package and the indoor air funds from Headquarters. The Agency reserves the right to reject all proposals and make no awards.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

A listing of the successful proposals will be posted on the R7 EPA website address www.epa.gov/region07/economics/r7_grants_opportunities.htm at the conclusion of the

competition. This website may also contain additional information about this announcement including information concerning deadline extensions or other modifications.

B. Administrative and National Policy Requirements

1. Statutory Authority and Applicable Regulations: Region 7 will award Clean Air Act grants under Section 103(b)(3) for research, investigations, experiments, training, demonstrations, surveys and studies relating to the causes, effects, extent, prevention, reductions and elimination of air pollution. The general award and administration process is governed by regulations at 40 CFR part 30 (``Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations''), 40 CFR part 31 (``Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments'') and 40 CFR part 35, subpart A (``Environmental Program Grants for State, Interstate, and Local Government Agencies'') and subpart B (``Environmental Program Grants for Tribes'') as applicable.

2. Non-profit Applicants: In accordance with EPA Order 5700.8 "EPA Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards", non-profit applicants that are recommended for funding may, depending upon the size of the award, be required to complete and submit an Administrative Capability Form and supporting documents, and may be subject to pre-award administrative capability reviews

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in accordance with Sections 8b, 8c and 9d of the Order.

C. DUNS Number

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

D. Quality Assurance

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

E. 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.

F. Disputes Process

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26,

2005) which can be found at http://www.epa.gov/ogd/competition/resolution.htm . Copies of these procedures may also be requested by contacting the Agency Contacts listed in Section VII.

G. Reporting

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

VII. AGENCY CONTACTS

Robert Dye	Chester Stovall
Environmental Scientist	R7 Grants Competition Advocate
913. 551-7605, Telephone	913.551-7549, Telephone
913. 551-7844, Fax	913.551-9549, Fax
dye.robert@epa.gov	Stovall.Chester@epa.gov

APPENDIX A – GRANTS.GOV INSTRUCTIONS

How to submit your proposal through Grants.gov:
At http://www.grants.gov , you will find step-by-step instructions which will help you to apply under this announcement. Proposals submitted through grants.gov will be time/date stamped electronically.

If you wish to apply electronically via Grants.gov, the electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov. 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 Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

Application Process
To begin the application process for this announcement, go to http://www.grants.gov and click on the "Apply for Grants" tab at 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. You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA-R7ARTD-07-002 or the CFDA #66.034**, in the space provided. Then complete and submit the application package as indicated. 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 August 10, 2007 at 5:00 PM CDT.

Application Materials
Applicants are required to submit six documents to apply electronically through Grants.gov. All six
documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application
Package page.

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. **SF-424A, Budget Information for Non-Construction Programs**
   Complete the form. There are no attachments.
   The total amount of federal funding requested for the two-year project period should be shown
   on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect
   costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g.,
   personnel costs and fringe benefits), and the amount should also be indicated on line 22. If
   indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be
   submitted as part of the application package. (See instructions for document 10 below.)

3. **SF-424B, Assurances for Non-Construction Programs**
   Complete the form. There are no attachments.

4. **Grants.gov Lobbying Form – Certification Regarding Lobbying**
   Complete the form. There are no attachments.

5. **EPA Form 5700-54, Key Contacts Form**
   Complete the form. There are no attachments.

6. **Proposal Narrative**
   Prepare as described in Section IV.B. of the announcement.

Documents 1 through 5 listed under Application Materials above should appear in the "Mandatory
Documents" box on the Grants.gov Grant Application Package page.

For documents 1 through 5, 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 6 (the Proposal Narrative), you will need to attach electronic files. Prepare your narrative as

described in Section IV.C of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal narrative to the application package, click on "Project Narrative Attachment Form," and open the form. Click "Add Mandatory Project Narrative File," and then attach your proposal narrative (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 proposal, 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 – Region # – FY07 – Environmental Quality – 1st Submission" or "Applicant Name – Region # – FY07 Environmental Quality – back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – Region # – FY07 Environmental Quality – 2nd 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 (abbreviated where possible), the appropriate region, the fiscal year (*e.g.*, FY07), and the grant category (*e.g.*, Environmental Quality). 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 http://www.grants.gov/help/help.jsp, and at the same time you should notify **Robert Dye**. If you have any technical difficulties at any time during this process, please refer to http://www.grants.gov/help/help.jsp

Applications submitted through grants.gov will be time and date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact Robert Dye, Region 7 Environmental Scientist, at (913) 551-7605. Failure to do so may result in your application not being reviewed.