

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Indoor Air Quality Projects in EPA Region 10 (2009)

ACTION: Request for Proposals (RFP)

RFA NO: EPA-R10-IAQ-01-09

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: RFP Issued: *March 9, 2009*

Closing Date: *April 17, 2009, 5:00 p.m. Pacific Standard Time (PST)*

Proposals must be postmarked or received by EPA Region 10 or through grants.gov by the closing date and time. **No late proposal will be accepted.**

Expected Start Date of Selected Grant(s): *On or after 09/01/2009*

SUMMARY:

EPA Region 10 is soliciting proposals from organizations to fund indoor air quality (IAQ) projects that address any of the four grant program priority areas: Assistance on adoptions of EPA's *IAQ Tools for Schools* program; indoor asthma triggers education and exposure reduction; Environmental Tobacco Smoke (ETS) education and exposure reduction; general IAQ training, education, and outreach for homes and/or commercial buildings. The statutory authority for this funding opportunity is provided under the Clean Air Act (CAA) Section 103(b).

FUNDING/AWARDS:

The total estimated funding for this competitive opportunity is approximately \$105,000. EPA anticipates awarding up to approximately four (4) grants from this announcement, subject to availability of funds and the quality of proposals received.

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Section I – Funding Opportunity Description

A. Background

The goal of Region 10's Indoor Air Program is to decrease health effects caused by poor IAQ by improving both knowledge of IAQ and actual indoor environmental conditions. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Indoor air pollutants can both cause asthma and make existing asthma symptoms worse, among other health problems. Children may be especially vulnerable to these health effects. EPA estimates that indoor air levels of many pollutants may be 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels are of particular concern because it is estimated that most people spend as much as 90% of their time indoors.

B. Scope of Work

Proposals must address one or more of the following areas and any specific requirements that apply to proposals in those areas as stated below.

1) Schools

According to the U.S. Department of Education's National Center for Education Statistics, in 1999, 43% of America's public schools reported at least one unsatisfactory environmental condition (i.e., lighting, heating, ventilation, indoor air quality, acoustics or noise control). Approximately 25% of public schools reported that ventilation was unsatisfactory, while IAQ was reported to be unsatisfactory in about 20% of schools. Further reports from the U.S. General Accountability Office indicate that public elementary and secondary schools in the U.S. need guidance about how to identify, prevent, and correct environmental problems in school buildings that can impact the health and comfort of students and staff and result in increased human health risks such as asthma attacks. These problems are often related to improper operation, deferred maintenance of building facilities, as well as poor design, construction and/or renovation practices. Poor IAQ can impact the comfort and health of students and staff, which in turn can affect concentration, attendance, and student performance.

EPA's goal 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 that they face. In 1995, EPA developed the voluntary *Indoor Air Quality Tools for Schools (IAQ TFS)* kit in response to complaints of poor indoor air quality in schools and the alarming rise in cases of asthma among school and preschool age children. The kit provides step-by-step guidance that enables schools to prevent, identify, and resolve indoor air quality problems in order to provide a healthier learning and teaching environment. In 2003, EPA released the web-based *IAQ Design Tools for Schools* to assist school facility planners, designers and others involved in the planning and construction of school facilities in creating high performance school facilities that provide superior indoor air quality while also saving energy and resources. In October 2005, EPA released a unique software tool to help school districts establish and manage comprehensive voluntary school facility self-assessment programs. Together, these tools and resources can be used by school

districts to design, build, maintain and continually evaluate their school facilities for key environmental, safety and health issues and protect the health and safety of children and staff. EPA's goal is for all schools to use *IAQ TFS*, or comparable IAQ practices, to ensure a strong IAQ management plans and subsequent improved IAQ in schools.

Projects under this priority must provide, at the minimum, a letter of commitment from a school district demonstrating support, cooperation and coordination for the project.

2) Indoor Asthma Trigger

An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the United States; African-Americans continue to have higher rates of asthma emergency room visits, hospitalizations, and deaths than Caucasians.

While the mechanisms that cause asthma are complex and prevalence rates vary among population groups, there is substantial evidence that indoor exposures to irritants such as environmental tobacco smoke (ETS) and allergens from house dust mites, pests, molds, and animals play a significant role in triggering asthma episodes, and, in some instances (ETS and dust mites), are causally linked to the development of the disease. For the purpose of this RFA, all asthma irritants and environmental triggers are considered pollutants.

A recent EPA survey found that while fifty-eight percent of all people with asthma have had their personal asthma triggers diagnosed by a physician, less than thirty percent of people with asthma are taking all of the essential actions to reduce their exposure to indoor environmental asthma triggers. Additionally, children with asthma were just as likely to be exposed to ETS in their home as children in general and ETS exposure is significantly higher in households at or below the poverty-level and in households with a lower educational level (less than a college degree).

3) Environmental Tobacco Smoke (ETS)

Environmental tobacco smoke poses risks to all segments of the population; however children are especially vulnerable because they are still growing and developing. Exposure to environmental tobacco smoke causes serious health effects in children, including bronchitis, pneumonia, ear infections, worsened asthma, and has been associated with sudden infant death syndrome. For children, particularly young children, the most likely place of exposure is their home. In the U.S., 11% of homes with children aged six and younger currently allow smoking.

4) Public and Commercial Buildings

An estimated 45% of the workforce in office buildings with no use of best IAQ practices report at least one health symptom related to the workplace. In addition, on average there is a reported 3% productivity loss due to IEQ in office buildings. Indoor air quality concerns in public and commercial buildings, such as office buildings, include: inadequate ventilation and pollutants from indoor sources (e.g., building materials, furnishings, cleaning products, pesticides, mold, office equipment, poor operation and maintenance practices, and other occupant activities) and outdoor sources (e.g., trash dumpsters, radon, vehicle exhaust, industrial stacks, construction,

pesticide applications and other facility maintenance practices). It is estimated that Americans spend approximately \$12-20 billion dollars annually to improve their indoor air quality.

5) Homes

Some of the major indoor air contaminants found in the home include radon, environmental tobacco smoke, mold, irritant and allergenic asthma triggers, combustion by-products and volatile organic compounds released from cleaning products, building materials, and furnishings. People spend 60% or more of their time in their homes, more than in any other building type and therefore may be potentially exposed to several of these contaminants for extended periods of time. The section on indoor air pollutants, above, discusses some of the public health impacts and ways in which homeowners can be educated on strategies to reduce risks from many of these pollutants.

C. EPA Strategic Plan Linkage and Anticipate Output/Outcomes

1) Linkage to EPA Strategic Plan

This competitive funding announcement supports EPA's 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

The term “output” means an environmentally activity, effort, and/or associated work product 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.

Applicants are responsible for quantifying environmental health related outputs for proposed demonstration, training, education and/or outreach project activities. Project outputs should aim to increase the awareness, capacity and action of the public to reduce exposure to indoor air pollution. Examples of outputs may include, but are not limited to:

- The number of schools that will be adopting *IAQ Tools for Schools*, the number of children that will be served, the number of school nurses to be trained,
- The number of trainings to be held,
- The number of supplies/brochures to be distributed.

3) Outcomes

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

Applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits. Project outcome should have measures of health or environmental improvements that resulted from the project outputs. Examples of outcomes may include, but are not limited to:

- Reduction in school days missed because of illness,
- Reduction in reported asthma attacks,
- Measurable changes in indoor air,
- Increased public knowledge.

Section II – Award Information

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$105,000.

B. How many agreements will EPA award in the competition?

EPA Region 10 anticipates awarding up to four grants for fiscal year 2009. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of original selection date.

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

All grants will have a 9/1/2009 or later start date. The project periods may vary between 12 to 24 months.

D. Will EPA consider partial funding for proposed projects?

No. All selected proposals will be negotiated and awarded in full negotiated amount.

Section III – Eligibility Information

A. Eligible Entities

In accordance with CFDA 66.034, this program is generally available to States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions.

Nonprofit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, 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 part in accordance with § 230.20(c).

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Are matching funds required?

No.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1.

- 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 proposal, pages in excess of the page limitation will not be reviewed.
- b. In addition, proposals must be postmarked or received by the EPA or through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
- c. Proposals postmarked or received 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 Davis Zhen at (206) 553-7660 or zhen.davis@epa.gov as soon as possible after the submission deadline —failure to do so may result in your proposal not being reviewed.

- 2. Proposals must address one or more of the priority areas identified in Section I.C and address any applicable requirements expressed in Section I.C that apply to proposals under a priority area. 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.*** Generally, a project must address the causes, effects, extent, prevention, reduction, and elimination of air pollution. These activities should relate to the gathering

or transferring of information or advancing the state of knowledge. Proposals should emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method. For example, a proposal to plant some trees in an economically depressed area, in order to prevent erosion, would probably not, in itself, fall within the statutory terms “research, studies” etc., nor would a proposal to start a routine recycling program. The statutory term “demonstration” can encompass the first instance of the application of a pollution control technique, or an innovative application of a previously used method. However, EPA cannot fund demonstration projects year after year for an indefinite period of time. Proposals relating to other topics which are sometimes included within the term “environment” such as recreation, conservation, restoration, protection of wildlife habitats, etc., must describe the relationship of these topics to the statutorily required purpose of pollution prevention and/or control.

3. *Proposals must be intended to serve either tribal communities or State/local communities in Region 10 states (Alaska, Idaho, Oregon, and Washington) and this must be identified in the proposal.*
4. *Hard copy proposals will only be accepted via an express delivery service. EPA will not accept proposals submitted via fax, email or standard 1st Class mail delivery by U.S. Postal Service.*

Section IV – Proposal and Submission Information

A. How to Obtain Proposal Package

EPA Region 10 encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>.

Applicants may also download individual grant proposal forms from EPA’s Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.htm or <http://www.epa.gov/ogd/AppKit/application.htm>

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

B. Mode of Proposal Submission

Applicants have the option to submit their proposals in one of two ways: 1) Hard copy via express delivery, or 2) electronically via <http://www.grants.gov/>. Proposals will not be accepted via email, fax or standard 1st Class Mail delivery by U.S. Postal Service. All proposals must be prepared, and include the information, as described in Section IV.C. below, regardless of mode of transmission.

1. Hard Copy Submission

If an applicant chooses to submit a hard copy of the proposal package as described in Section IV.A please send via Express Delivery (FedEx, UPS, USPS, etc.) to:

U.S. EPA Region 10
Attn: Davis Zhen
1200 Sixth Avenue, Suite 900
AWT-107
Seattle, WA 98101

All hard copies of proposal packages must be received or postmarked by EPA Region 10 by April 17, 2009 by 5:00 p.m. Pacific Standard Time (PST).

2. Grants.gov Submission

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications/proposals for Federal assistance. For more information, go to <http://www.grants.gov/> and click on “Get Registered” on the left side of the page.

***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 proposal 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” to download the compatible Adobe viewer and obtain the application package. To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp).

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R10-IAQ-01-09, 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 “Application” button 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).

****If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.**

Grants.gov Proposal Submission Deadline

Your organization’s AOR (Authorized Representative) **must** submit your complete proposal package as described below, electronically to EPA via Grants.gov (<http://www.grants.gov/>) no later than **11:59 p.m. PST on April 17, 2009.**

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application of Federal Assistance (SF-424)**
- II. Budget Information for Non-construction Programs (SF-424A)**
- III. Narrative Proposal (as described in Section IV.C of the announcement)**

The proposal package *must* include all of the following materials:

I. Application of Federal Assistance (SF-424)

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.

II. Budget Information for Non-construction Programs (SF-424A)

Complete the form. There are no attachments. The total amount of federal funding requested for the 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.

III. Narrative Proposal

The document should be readable in PDF for Windows and consolidated into a single file and be prepared as described in Section IV. C. of the announcement.

Documents I through III listed under **Proposal Materials** above should appear in the “Mandatory Documents” box on the www.grant.gov “Grant Application Package” page.

For documents I and II (SF 424 and 424A), 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 complete 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 number III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV. C. of the announcement and save the document to your computer as a PDF file. When you are ready to attach your proposal 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 (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 are 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 your proposal package has been completed and saved, send it to your Authorized Representative (AOR) for submission to U.S. EPA through www.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., FY09), 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 <http://www.grants.gov/help/help.jsp>.**

Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

C. Content of Proposal Submission

The proposal package *must* include all of the following materials:

- **Standard Form (SF) 424, Application for Federal Assistance**
Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the SF 424.
- **Standard Form (SF) 424A, Budget Information**
Complete the form (available at <http://www.epa.gov/ogd/forms/forms.htm>). There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, 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.

- **Narrative Proposal**

This document should be readable in PDF for Windows and consolidated into a single file and be prepared as stated below.

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 8 single spaced typewritten pages, including the Summary Page. Pages in excess of 8 will not be considered. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 8-page limit.

- 1. Summary Page**

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project Period. Provide beginning and ending dates.

- 2. Narrative Proposal**

The Narrative Proposal must explicitly describe how the proposed project meets the guidelines established in Section I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and must address each of the evaluation criteria set forth in Section V.

- a. **Project Summary/Approach:** The summary shall contain the following components:
 1. Indoor Air Quality priority (See Section I.B) and how it is addressed by this project
 2. Brief description of the need for project
 3. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions
 4. Description of the associated work products to be developed
 5. Explanation of project benefits to the public, and specifically the potential audience(s) served (State/local, Tribal, Environmental Justice, etc.)
 6. Description of the roles of the applicant and partners, if any
 7. Description of the applicant's organization and experience to the proposed project
 8. Description of staff expertise qualifications, staff knowledge and resources or the ability to obtain them, to successfully achieve the goals of the proposed project
 9. Estimated funding amount for each work component/task
 10. Explanation of how the project or portions of it will be sustained beyond the life of EPA's financial assistance

b. Environmental Results – Outcomes and Outputs

Identify the expected quantitative and qualitative outcomes of the project (See **Section I**), including what measurements will be used to track your progress towards achieving the expected outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the expected outputs will be tracked and measured.

c. Past Performance

1. Programmatic Capability: 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, and preferably EPA agreements) and describe (1) whether, and how, you were able to successfully complete and manage those agreements and (2) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

*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 narrative proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.

2. Reporting on Environmental Results – Outcomes and Outputs: Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) 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 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 narrative proposal and you will receive a neutral score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.

3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. The section provides an opportunity for narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fee 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 by the terms of 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.

4. Attachments. These are not included in the 8-page limit.

- a. **Resumes (Optional).** Provide resumes or curriculum vitae for all principal investigators and any other key personnel
- b. **Support Letters.** All projects (except for *Tools for Schools*) must include at least one letter of support from the partners of the communities where the project will serve. The letter of support should specifically indicate how the supporting organization will assist in the project.

For project addressing *Tools for Schools*, please include letters of commitment as stated in Section I.B.(1).

D. 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 subawardees/subgrantees, 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 subawardees or subgrantees 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.

E. 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, if 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.

F. Submission Dates and Times

The deadline for receipt of hard copy proposal packages is April 17, 2009 5:00 p.m., PST. All hard copy proposal packages must be postmarked by 5:00 p.m. PST on April 17, 2009 in order to be considered for funding. Electronic submissions must be submitted via <http://www.grant.gov/> by April 17, 2009, 11:59 p.m. PST. Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

G. 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. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Pre-Proposal Assistance and Communications

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 narrative 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.

Section V – Application Review Information

Only those eligible applicants whose proposal(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address this criterion as part of their proposal package submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

	CRITERIA	POINTS
1.	<u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i)(20 pts) The extent and quality to which the narrative	36

<p>proposal includes a well-conceived strategy for addressing one or more of the requirements in Section I, Part B (Scope of Work), (ii) (8 pts) the extent and quality to which the narrative proposal's goals are appropriate, realistic and will be actually implemented by project end, (iii) (8 pts) whether the narrative proposal set forth a reasonable time schedule for the execution of the tasks associated with the projects.</p>	
<p>2. <u>Environmental Results – Outputs and Outcomes:</u> Under this criterion, the Agency will evaluate the extent to which the project provides short term and long term benefits in Section I, Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs) to the targeted audience.</p>	15
<p>3. <u>Track Environmental Results:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement.</p>	12
<p>4. <u>Past Performance – Programmatic Capability and Reporting on Environmental Results:</u> Under this criterion, the Agency will evaluate the applicant's technical ability to successfully complete and manage the proposed project taking into account the applicant's: (i)(4 pts) past performance in successfully completing and managing 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 performed within the last 3 years, (ii)(4 pts) history of meeting reporting requirements on 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements, and (iii)(4 pts) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under 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 performed within the last 3 years; and if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p>NOTE: 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 narrative proposal and you will receive a neutral (2 pts) score for these factors under Section V. If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	12
<p>5. <u>Staff Expertise/Qualifications:</u> Under this criterion, the Agency will evaluate the following factors: (i)(5 pts) the description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully</p>	10

achieve the goals of the proposed project, (ii)(5 pts) and description of the applicant's organization and experience relating to the proposed project.	
6. Budget/Project Sustainability: Under this criterion, the Agency will evaluate the following factors: (i)(5 pts) whether the project budget is appropriate and reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes. (ii)(5 pts) whether the budget is accurate (no mathematical errors) and provides estimated funding amounts for work components. (iii)(5 pts) whether the project will be sustainable after EPA financial assistance. *leveraging is an optional evaluation factor; consult with GCA's website if you want to include it.	15

B. Review and Selection Process

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C. Other Factors

Final funding decisions will be made by the Approving Official based on the ranking and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

Section VI – Award Administration Information

A. Award Notices

Following evaluation of proposals, all applicants will be notified regarding their status.

Proposal Notifications

- i. EPA anticipates notification to the *successful* applicant(s) will be made via telephone, email, or postal mail by May 20, 2009. The notification will advise the applicant that its proposed project has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Stander Form (SF) 424, Proposal for Federal Assistance.

This notification, which advises that the applicant's proposed project has been 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 90 days from the date of recommendation.

- ii. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail by May 20, 2009. The notification will be sent to the original signer of the Standard Form (SF) 424, Proposal for Federal Assistance.

B. Administrative and National Policy Requirement

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.

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 for review, pursuant to Executive order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review.

C. DUNS Number

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>.

D. Reporting Requirements

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

E. 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) located on the web at:

http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register

F. Non-profit Administrative Capability

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.

Section VII – Agency Contact

FOR FURTHER INFORMATION, CONTACT:

U.S. EPA Region 10
Attn: Davis Zhen
1200 Sixth Avenue, Suite 900
AWT-107
Seattle, WA 98101
Phone (206) 553-7660

Section VIII – Other Information

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement or make fewer awards than anticipated.

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Duns number: As of October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number *must* be included in every Federal grant application. This number must be included in Section 5 of the Standard Form 424.

An organization may obtain a DUNS number at www.dnb.com. You should do this immediately as it take 30 business days to receive the number (however, you should first check that your organization has not already received one). There is no cost unless the organization requests expedited one-day processing, which entails a fee of \$40. The DUNS number is assigned only once and can then be used with any future grant application. *Please note that unless instructed otherwise Dun and Bradstreet may sell collected information to other companies.*