

**AGENCY:** U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA), REGION 6

**TITLE:** Healthy Indoor Environments (2008)

**ACTION:** Request for Proposals (RFP) - Initial Announcement

**RFP NO:** EPA-R6-IAQ-2008-01

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

**DATE:** RFP Issued: **April 14, 2008**

Closing Date: **May 30, 2008**, 11:00pm Central Standard Time (CST)

Proposals must be postmark or received by EPA Region 6 through grants.gov by the closing date and time. **No late proposals will be accepted.**

Expected Start Date of Selected Grant(s): *On or after 09/01/2008*

**SUMMARY:**

EPA Region 6 is soliciting applications from eligible entities to conduct projects in the following areas: 1) Education of asthmatics and their parents and/or primary care givers concerning environmental triggers through home, daycare, community, and school interventions; 2) Training of healthcare professionals, community workers, and other trained individuals on environmental management of asthma so they can counsel people with asthma; 3) Educating parents and care givers on children's exposure to Environmental Tobacco Smoke through home, daycare, and community interventions; 4) Outreach and training projects that result in effective Indoor Air Quality (IAQ) management practices in schools. The statutory authority for this funding opportunity is provided under the Clean Air Act (CAA) Section 103(b).

**FUNDING/AWARDS:**

EPA Region 6 plans to award up to five (5) project grants in fiscal year 2008 of between \$5,000 and \$50,000 each with a total of approximately \$150,000 available for all awards. Total funding for fiscal year 2008 will depend on funding availability and the quality of proposals. In fiscal year 2007 Region 6's Indoor Air Program awarded a total of \$180,000 in grants.

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

### **A. Background**

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

### **B. EPA Strategic Plan Linkage and Anticipated Output/Outcomes**

EPA's Strategic Plan establishes goals, objectives, and sub-objectives for accomplishing EPA's mission to protect human health and the environment. Projects funded under this announcement will support progress toward EPA's Strategic Plan Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.2.2 - Asthma; Sub-objective 1.2.3 - Schools. ([http://www.epa.gov/ocfo/plan/2006/goal\\_1.pdf](http://www.epa.gov/ocfo/plan/2006/goal_1.pdf))

All applicants must link their proposed grant activities and expected results to EPA's Strategic Plan. 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 following paragraphs discuss expected outputs and outcomes, and how they should be addressed within a proposal.

Although achievement of the "end" environmental outcome may not be able to be attributed to, or measurable within, the time frame of a single assistance agreement, results must involve:

- **outputs** - an activity, effort and/or associated product related to a larger environmental or programmatic goal or objective; to be produced or provided over a specific period of time or by a specified date and that will be measurable, either qualitatively or quantitatively, within the assistance funding period.
- **outcomes** - a measurable impact, result, effect or consequence that occurs from carrying out the program or activity. It may be programmatic, behavioral, environmental or health-related in nature. Impacts of programs or changes in behavior are typically intermediate outcomes that will eventually lead to desired changes in environmental or health status or "end" outcomes.

Expected outcomes and outputs for any of the funding areas for consideration will need to be addressed in the proposal.

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

Table 1-1: Definitions

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

Table 1-2 demonstrates the relationship between project activities, environmental outputs, and environmental outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term health environmental outcomes. The activities, environmental outputs, and environmental outcomes listed in this table provide **a few examples** of the elements of demonstration, training, outreach, and education projects that address indoor air pollutants and fall within the scope of this announcement. EPA encourages innovative proposals that focus on multiple aspects of EPA’s IAQ priority areas.

Table 1-2: Examples

Example Activities	Example Environmental Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
<b>ASTHMA – Priority Areas 1, 2 (Sections I.C.1, I.C.2)</b>			
Identify, develop and disseminate new or existing education and outreach products and services (e.g. training) targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes, schools and/or workplaces	<ul style="list-style-type: none"> <li>- Number of products and services developed and or disseminated</li> <li>- Number of children and adults educated about indoor environmental asthma triggers and mitigation solutions</li> <li>- Number of child care providers and/or school personnel educated about indoor environmental asthma triggers and mitigation solutions</li> </ul>	<ul style="list-style-type: none"> <li>- Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions</li> <li>- Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or workplaces</li> <li>- Number of schools and/or childcare providers reducing environmental asthma triggers in their facilities</li> </ul>	<ul style="list-style-type: none"> <li>- Reduced number of emergency room visits</li> <li>- Reduction in other indicators of asthma morbidity such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators</li> </ul>

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

Identify, develop and disseminate new or existing methods for communities to facilitate comprehensive asthma management	Number of people educated about community approaches for facilitating comprehensive asthma management	<ul style="list-style-type: none"> <li>- Number of community policies or guidance supporting comprehensive asthma management</li> <li>- Estimated number of people with asthma with reduced exposure to environmental asthma triggers in their homes, schools and/or workplaces</li> </ul>	<ul style="list-style-type: none"> <li>- Reduced number of emergency room visits</li> <li>- Reduction in other indicators of asthma morbidity such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, school days missed, symptom days, rescue medication used, and improvement in quality of life indicators</li> </ul>
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Example Activities	Example Environmental Outputs	Example Anticipated Environmental Outcomes	
		Intermediate Action Environmental Outcomes	Long-term Health Environmental Outcomes
<b>ENVIRONMENTAL TOBACCO SMOKE – Priority Area 3 (Section I.C.3)</b>			
Conduct outreach and education for new and soon-to-be parents about the dangers of ETS exposure to children	Number of new and soon-to-be parents trained about the dangers of ETS exposure to children	<ul style="list-style-type: none"> <li>- Number of new and soon-to-be parents with increased knowledge about the dangers of ETS exposure to children</li> <li>- Number of people committed not to smoke around the children</li> <li>- Reduction in children’s exposure to ETS</li> </ul>	Reduction in episodes of inner ear infection, bronchitis, asthma, cases of pneumonia
<b>SCHOOLS – Priority Area 4 (Section I.C.4)</b>			
Identify, develop and disseminate new or existing education and outreach products and services (e.g., training) targeted toward school district personnel and/or school advocates	<ul style="list-style-type: none"> <li>- Number of products and services developed and/or disseminated</li> <li>- Number of school district personnel and/or school advocates educated about good indoor air quality (IAQ) management practices in schools consistent with IAQ Tools for Schools (TfS)</li> </ul>	<ul style="list-style-type: none"> <li>- Number of school district personnel and/or school advocates demonstrating increased knowledge about good indoor air quality management practices in schools consistent with IAQ TfS</li> <li>- Number of schools implementing good indoor air quality management practices consistent with IAQ TfS</li> <li>- Reduction in exposure to indoor air pollutants in schools of staff and students</li> <li>- Number of district and/or statewide IAQ policies developed and/or implemented</li> </ul>	<ul style="list-style-type: none"> <li>- Reduction in staff and student absenteeism.</li> <li>- Reduction in asthma attacks, allergies, and other IAQ related symptoms</li> <li>- Increase in occupant performance and productivity attributable to IAQ best practices</li> </ul>

## **C. PROGRAM PRIORITY AREAS**

The mission of EPA's Indoor Environments Program is to reduce human health risks posed by contaminants in indoor environments by gaining a better understanding of those risks and using this knowledge to promote appropriate risk-reduction actions by the public. 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) Indoor Environmental Asthma Triggers - Education and Exposure Reduction:**

The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers through the education of asthmatics or their caregivers about environmental management of indoor asthma triggers. Projects must emphasize educating parents, childcare providers, and other caretakers of asthmatic children about identifying and managing indoor asthma triggers such as: environmental tobacco smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches. Integrated Pest Management (IPM) techniques and strategies to reduce exposures to potentially hazardous household products may be included to increase project effectiveness and achieve additional positive health outcomes.

### **2) Indoor Environmental Asthma Triggers - Healthcare Professional Training:**

The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers through the education and training of healthcare professionals, community health workers (e.g., promotoras), and other trained individuals on the environmental management of asthma so they can counsel people with asthma on actions to reduce triggers indoors. This training should stress the importance of integrating environmental management into asthma care; as well as providing a program in which health educators or peers provide education to families on identifying and managing indoor asthma triggers. Projects must address environmental tobacco smoke (encourage and motivate residents who smoke to make homes and cars smoke-free to reduce exposure to secondhand smoke); chemicals and indoor contaminants (pesticides, volatile organic compounds, cleaning supplies, and products of combustion like nitrogen dioxide); and other asthma triggers including mold, dust mites, pet dander and cockroaches. Integrated Pest Management (IPM) techniques and strategies to reduce exposures to potentially hazardous household products may be included to increase project effectiveness and achieve additional positive health outcomes.

### **3) Environmental Tobacco Smoke (ETS) - Education and Exposure Reduction:**

The goal of these projects is to decrease children's exposure to ETS. However, projects that address multiple risks and promote overall healthy indoor home and daycare environments are encouraged. Outreach, training and education projects may also include reducing and or preventing childhood lead poisoning, promoting integrated pest management, or reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc).

#### 4) **Healthy School Environments:**

The goal of these projects is to ensure good IAQ management practices are used in urban, suburban, rural, and tribal K-12 public and private schools nationwide and promote holistic approaches that help schools address the entire range of environmental issues 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 the *Healthy School Environments Assessment Tools (Healthy SEAT)*, 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 adopt the Indoor Air Quality Tools for Schools program or its equivalent. Projects must involve training school staff to prevent and resolve most common IAQ problems, identify practical solutions, and develop IAQ management plans. The minimum level of adoption is defined as: a) Designating an IAQ Coordinator for the district and/or each school, b) Completing teacher, maintenance and ventilation checklists for each school, c) Conducting a walkthrough of each school, and d) Establishing an IAQ management plan that addresses issues that were identified. Integrating a school chemical removal and management project that emphasizes microscale techniques, chemical management training for lab instructors, or removal or replacement of hazardous chemicals with less hazardous alternatives, is encouraged. Integrated Pest Management (IPM) techniques and strategies may be included to increase project effectiveness and achieve additional positive health outcomes. Utilization of Healthy SEAT, available for download at <http://www.epa.gov/schools/>, is also encouraged.

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. Applications from School Districts require a letter of commitment from an administrator

Applicants are encouraged to submit innovative projects that focus on multiple indoor air quality priority areas. Projects under the above four areas must be comparable to, and consistent with, EPA's national programs such as the Smoke-free Home Pledge Campaign, the IAQ Tools for Schools program, the asthma outreach and education campaign, or consistent with the EPA Region 6 Healthy Environments and Living Places (HELP) for Kids program. Principles consistent with Integrated Pest Management, EPA's Schools Chemical Cleanout Campaign, and chemical management in the home may also be included to increase project effectiveness and achieve additional positive health outcomes.

For more information on these EPA programs, please visit the websites below:

Smoke-free Homes and Cars Program	<a href="http://www.epa.gov/smokefree/">www.epa.gov/smokefree/</a>
IAQ Tools for Schools Program	<a href="http://www.epa.gov/iaq/schools/">www.epa.gov/iaq/schools/</a>
Asthma Outreach and Education	<a href="http://www.epa.gov/asthma/">www.epa.gov/asthma/</a>
HELP for Kids Program	<a href="http://www.epa.gov/region6/6pd/iaq/">www.epa.gov/region6/6pd/iaq/</a>
Schools Chemical Cleanout Campaign	<a href="http://www.epa.gov/sc3/">www.epa.gov/sc3/</a>
Chemical Management in the Home	<a href="http://www.epa.gov/kidshometour/">www.epa.gov/kidshometour/</a>
Integrated Pest Management	<a href="http://www.epa.gov/pesticides/controlling/">www.epa.gov/pesticides/controlling/</a>

Proposed project activities must link directly to project goals and objectives and have environmental outputs and outcomes that measure progress towards improving long-term health environmental outcomes (see Tables 1-1 and 1-2).

Additionally, all project activities proposed for funding under this announcement must clearly fall within EPA's statutory authorities. With respect to asthma, only those activities that directly address environmental factors that may influence asthma onset or exacerbation are eligible for funding under this announcement. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs, as recommended by the National Asthma Education Prevention Program (NAEPP). Where non-environmental management (e.g., medical management) activities are described in concept proposals submitted under this announcement, applicants should be prepared to document alternative funding sources for any non-environmental components that are part of comprehensive asthma management programs.

With respect to environmental tobacco smoke, project activities which are primarily intended to discourage non-smokers (e.g., teens) from starting to smoke, or which are intended to encourage or assist smokers in quitting, fall outside of EPA's authorities to conduct research and disseminate information on indoor air pollutants and are therefore ineligible for funding through this Request for Proposals.

All projects funded under this announcement must be executed within the Region 6 geographic area which includes the states of Arkansas, Louisiana, New Mexico, Oklahoma and Texas. Applications proposing work outside of these states will not be reviewed.

## **SECTION II - AWARD INFORMATION**

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

EPA Region 6 plans to award between \$5,000 and \$50,000 for each selected proposal with a total of approximately \$150,000 available for all awards. The following funding ranges are expected for the various types of projects:

Asthma Education & Training (sections I.C.1-2 of this RFP): \$10,000 to \$50,000.

Environmental Tobacco Smoke (section I.C.3 of this RFP): \$5,000 to \$10,000.

Healthy School Environments (section I.C.4 of this RFP): \$10,000 to \$50,000.

Total funding for fiscal year 2008 will depend on funding availability and the quality of proposals. **Applications for funds in excess of \$50,000 will not be reviewed.** In fiscal year 2007 Region 6's Indoor Air Program awarded a total of \$180,000 in grants.

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

EPA Region 6 anticipates awarding up to five (5) grants for fiscal year 2008. 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 four months from the date of original selection date and in accordance with the terms and conditions of this announcement.

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

All grants will have a 9/1/2008 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, for the amount negotiated.

**SECTION III - ELIGIBILITY INFORMATION**

**A. Eligible Entities**

Assistance under this program is generally available to States, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

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.

**B. Is there a cost sharing or matching funds requirement?**

There is no cost share or matching requirement for these projects. However, leveraging resources is part of an evaluation criterion in Section V.A, which will be considered by reviewers during evaluations. Leveraging may be provided in the form of cash or an “in-kind” contribution.

### **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 Section III.A) 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 through [www.grants.gov](http://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 **Stacy Murphy** at (214) 665-7116 or [murphy.stacy@epa.gov](mailto:murphy.stacy@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. For each priority area selected, applicants must articulate their project goals, objectives, activities and expected results (e.g. outputs and outcomes). In addition, to be eligible for funding consideration, a project’s focus must consist of activities within the statutory terms of Section 103 of the Clean Air Act.***
  3. ***Proposals must be intended to serve either State, local, or tribal communities in Region 6 states (Arkansas, Louisiana, New Mexico, Oklahoma, and Texas) and this must be identified in the proposal.***

4. *Proposals submitted under Priority Area 4 (Section I.C.4) must provide a written commitment from the school districts (Administrator), individual schools, day care centers, and any other organization or agency agreeing to participate in the project with the applicant.*
5. *Applications for funds in excess of \$50,000 will not be reviewed.*
6. *Non-profit or not-for-profit organizations must include their letter of incorporation or other documentation demonstrating non-profit or not-for-profit status at time of submission.*
7. *With respect to asthma, only those activities that directly address environmental factors that may influence asthma onset or exacerbation, as stated in Sections I.C.1 and I.C.2, are eligible for funding under this RFP.*
8. *Neither email submissions nor faxed applications will be accepted.*

#### **D. Other Eligibility Requirements**

Only one application per submitting entity will be considered. However, an application may involve more than one project.

### **SECTION IV - APPLICATION AND SUBMISSION INFORMATION**

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

Narrative proposals, as described below, **must include a cover letter (1-2 pages) and project proposal**, and must not exceed ten (10) single spaced pages (not including Standard Form SF-424, SF-424A, and letters of support/commitment). Page size should be 8.5" x 11" with font size of 11 points or larger and margins no smaller than one inch. **Information beyond ten (10) pages will not be reviewed.** Full application packages should not be submitted at this time. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. All proposals, no matter what the mode of submission, must include the following information and address the evaluation criteria in Section V:

- Completed Standard Form SF 424
- Completed Standard Form SF 424A, Budget Information – Section B
- Letters of commitment from project partners, if applicable
- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. 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>

## Elements of the Cover Letter

The maximum two page cover letter will not be evaluated but should provide all of the following information:

- 1) Contact information for the organization:
  - a) Name of organization
  - b) Contact person's name
  - c) Mailing address (express mail address if different than mailing address)
  - d) E-mail address
  - e) Phone and fax numbers
- 2) A statement that your organization has eligibility status (see Section III.A).
- 3) The beginning and ending dates of the project
- 4) Identification of indoor air quality priority area(s) that the proposal addresses.
- 5) A brief summary of the need for the project and how it addresses the IAQ priority areas
  - This summary should identify the measurable environmental results you expect including potential human health and ecological benefits (See Section I.B for environmental results information)

## Elements of the Project Proposal

Applicants must submit information relating to the programmatic capability criteria to be evaluated under the ranking criteria in Section V. EPA will consider information provided by the applicant and may consider information from other sources, including Agency files.

- 1) **Brief narrative of Project Goals, Objectives, and Achieving Environmental Results**
- 2) **Narrative Work Plan:** The narrative work plan must contain the following:
  - Summary of activities, methods, and materials that will be used to achieve each goal, objective, and environmental result
  - Target Audience/concerns (including but not limited to): Children's Environmental Health, Environmental Justice, Environmental Management of Asthma, Community Based Coalition, Native American Issues, and Schools Environmental Health
  - Milestone Chart, including a timeline for accomplishing each objective
- 3) **Organizational Past Performance and Programmatic Capability:** Provide information on your organizational experience, staff expertise/qualifications, staff knowledge, resources or the ability to obtain them, and plans for timely and successful completion of proposed project objectives. In addition, provide information on the following:
  - **Past Performance:** Submit a list of federally funded assistance agreements that your organization received within the last three years (no more than 5; preferably EPA agreements), and describe how you documented and/or reported your

progress towards achieving the expected results (e.g. outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including but not limited to current and prior Federal agency grantors and EPA files (to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance for environmental results information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

- **Programmatic Capability:** Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5; preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under these 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 relevant information from other sources, including but not limited to current and prior Federal agency grantors and EPA files (to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available programmatic capability information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.
- 4) **Project Sustainability:** Explain how the project or portions of it will be sustained beyond the life of EPA financial assistance
- 5) **Monitoring and Evaluating Environmental Results:** The monitoring and evaluating environmental results section should provide:
- A practical approach to identifying, measuring, and evaluating programmatic and environmental outputs and outcomes.
  - A plan for tracking and measuring the applicant’s progress towards achieving the expected project outputs and outcomes
- 6) **Budget:** Provide a brief budget narrative containing the following categories:
- Personnel
  - Fringe Benefits
  - Contractual Costs
  - Travel
  - Equipment – (materials that are greater than \$5000 per piece)
  - Supplies – (materials that are less than \$5000 per piece)
- Note: EPA funds may only be used for environmental (non-medical) equipment/supplies. “Environmental” may include appropriate environmental

mitigation supplies. "Medical" includes clinical services and asthma management supplies such as: spacers, peak flow meters, nebulizers, etc. Moreover, these funds may not be used for "incentives", such as: T-shirts, pencils, toys, etc.

- Other
- Total Direct Costs
- Total Indirect Costs – Include documentation of accepted indirect rate
- Total Project Cost

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

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

All projects must include at least one letter of support from the partners or communities the project will serve. If you are proposing to do an *IAQ Tools for Schools* project, include the letters of commitment as stated in Section I.C.4. The letters do not count toward the page total.

**Failure to substantially comply with items outlined in Section IV.A of this RFP will result in the proposal not being ranked.**

## **B. Submission Dates and Times**

Proposals must be postmarked or received by EPA Region 6 through [Grants.gov](http://www.grants.gov) by the closing date and time. **No late proposal will be accepted.** **The closing date and time is May 30, 2008, 11:00 p.m. Central Standard Time (CST).**

Please note that you may choose to apply under this announcement in one of the two ways. If you wish to apply with hard copy submission, please follow the instructions under "Hard Copy Submission" below. If you wish to apply electronically, you may apply via [Grants.gov](http://www.grants.gov), please follow the appropriate instructions under "Electronic Submission" below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>.

Neither email submissions nor faxed applications will be accepted. EPA Region 6 will send acknowledgments to applicants upon receipt of the proposal.

### **Hard Copy Submission**

If an applicant chooses to submit a hard copy of the proposal package as described in Section IV.A please send or hand deliver all original signed copies to:

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

### **Grants.gov Submission Instructions**

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

\*\*The registration process may take a week or longer to complete. If your organization is not currently registered with [Grants.gov](http://www.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.

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click the “Apply for Grants” tab on the left side of the page. Then click “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through [Grants.gov](http://www.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 \[Grants.gov\]\(http://www.grants.gov\) website. For more information on Adobe Reader please visit the \[Help section on \\[Grants.gov\\]\\(http://www.grants.gov\\) at <http://www.grants.gov/help/help.jsp> or \\[http://www.grants.gov/aboutgrants/program\\\\_status.jsp\\]\\(http://www.grants.gov/aboutgrants/program\\_status.jsp\\)\\).\]\(http://www.grants.gov/help/help.jsp\)](http://www.adobe.com)**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-R6-IAQ-2008-01**, 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 the “Application” button at the top right of the synopsis page for this announcement at <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click 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).

### **Grants.gov Proposal Submission Deadline**

Your organization’s AOR must submit your complete proposal package as described below and in Section IV.A of the announcement electronically to EPA through [Grants.gov](http://www.grants.gov) (<http://www.grants.gov>) no later than **11:00 p.m. CST on May 30, 2008**.

## 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

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 organization's Dun and Bradstreet (D&B) Data University System (DUNS) number must be included on the SF-424. **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>.**

### 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, MS Word or Word Perfect WP6/7/8 for Windows, consolidated into a single file, and be prepared as described in Section IV.A of this announcement.**

## Application Preparation and Submission Instructions

**Documents I through III** listed under Application Materials above should appear in the "Mandatory Documents" box on the [Grants.gov](http://Grants.gov) grant Application Package page.

For documents I and II, 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 the form you just completed, and then click 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 III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV.A 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 to the application package, click “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 such as letters of commitment or support, 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 – FY08 Indoor Pollutants – 1<sup>st</sup> Submission” or “Applicant Name – FY08 Indoor Pollutants – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY08 Indoor Pollutants – 2<sup>nd</sup> Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through [Grants.gov](http://www.grants.gov). Please advise your AOR to close all other software programs before attempting to submit the application package through [Grants.gov](http://www.grants.gov).

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., FY08 Indoor Pollutants). 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](http://www.grants.gov) for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact **Stacy Murphy** (Project Officer for this announcement).

Proposal packages submitted through [Grants.gov](http://www.grants.gov) will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from [support@grant.gov](mailto:support@grant.gov)) within 30 days of the proposal deadline, please contact **Stacy Murphy** at (214) 665-7116 or [murphy.stacy@epa.gov](mailto:murphy.stacy@epa.gov). Failure to do so may result in your proposal not being reviewed.

### **C. 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.

### **D. Can EPA funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?**

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

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

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**E. How will an applicant’s proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of this 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. Pre-Proposal Assistance and Communication**

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.

**SECTION V – APPLICATION REVIEW INFORMATION**

**A. Evaluation Criteria**

Only those eligible applicants who meet the threshold criteria in Section III will be evaluated based on the criteria below. Applicants should directly and explicitly address the evaluation

criteria below as part of their submittal package. Each proposal will be rated under a points system, with a total of 100 points possible.

Proposal Evaluation Criterion		
<b>I. Project Goals, Objectives, and Achieving Environmental Results</b>		
1.	The proposed project goals and objectives align with the scope of work described in Section I.B, and EPA’s Strategic Plan and indoor priority area goals described in Section I.C.	15
2.	The proposed project goals and objectives demonstrate the ability to achieve substantial measurable environmental outcomes and outputs (as described in Section I.B).	15
<b>II. Narrative Workplan: Activities; Methods; Materials; and Milestones</b>		
1.	The narrative workplan sufficiently describes practical and feasible activities, methods, materials, and timelines that will be used to achieve each goal, objective, and measurable environmental outcomes	10
2.	The narrative workplan describes activities, methods, and materials that are appropriate for the designated target audience(s).	5
3.	The narrative workplan demonstrates the development and utilization of collaborations/partnerships to achieve the project’s goals, objectives, and measurable environmental outcomes.	5
<b>III. Organizational Past Performance and Programmatic Capability</b>		
1.	Past Performance: Extent and quality to which the applicant adequately documented and/or reported on its progress towards achieving the expected results under EPA and other 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. In evaluating applicants under this factor, 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). Applicants with no relevant information for this factor will receive a neutral score for it.	5
2.	Programmatic Capability: Applicants will be evaluated based on their technical ability to successfully carry out the proposed project taking into account the following factors: (i) past performance in successfully	5

	<p>completing federally funded projects similar in size, scope, and relevance to the proposed project performed within the last 3 years , (ii) history of meeting reporting requirements under federally funded agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical report under these agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this factor, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this factor.</p>	
<b>IV. Project Sustainability</b>		
1.	The proposed project addresses how success in meeting goals, objectives, and environmental outcomes will be sustained beyond the conclusion of the EPA assistance agreement.	5
2.	The proposed project demonstrates an approach to ensure that the intended audience will sustain their efforts to achieve measurable successes in meeting goals, objectives and environmental outcomes beyond the conclusion of the EPA assistance agreement.	5
<b>V. Monitoring and Evaluating Environmental Results</b>		
1.	The proposed project specifies practical approaches to identify, measure, and evaluates programmatic outputs and environmental outcomes and identifies baseline(s) to measure them	10
2.	The proposed project specifies how progress towards achieving goals, objectives, and measurable environmental outputs & outcomes will be tracked and reported	10
<b>VI. Budget</b>		
1.	Costs will be evaluated to determine their reasonableness in relation to the	5

	expected benefits of the proposal. The proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes. The budget also provides an approximation of the percentage of the budget designated for each major activity.	
2.	Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources.	5

**B. Review and Selection Process**

Applicants will first be evaluated to determine if they meet the eligibility criteria in Section III and will be disqualified if they do not meet the criteria. All remaining proposals will be reviewed, evaluated, and ranked by a panel of EPA reviewers using the above evaluation criteria. During the review of the proposals, EPA may request clarification on submitted information. The review panel will develop a ranking list and submit this to the Selection Official. The highest ranking proposals from each category will be recommended for award. However, there is no guarantee that an award will be made in each category.

**C. Other Factors**

In making the final funding decisions among the most highly rated proposals in each category, the Selection Official will consider the review panel recommendations and rankings and may also consider geographical diversity and programmatic priorities.

**SECTION VI – AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

Selections will be made approximately six weeks after the closing date of the announcement. Following final selections, all applicants will be notified regarding their application’s status by telephone or e-mail. An applicant whose proposal is selected for funding must complete the full set of grant application forms prior to award (see 40 CFR 30.12 and 31.10).

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

Air quality grants are awarded under the authority of Section 103(b) of the Clean Air Act & 42 USCA 7403. The regulations governing the award and administration of air quality projects are 40 CFR part 30 (community based organizations or coalitions, non-profit organizations, and colleges and universities or other institutions of higher education); and 40 CFR part 31 (State,

Tribal, county city or local health or environmental agencies or departments).

## **B. EPA Funding**

EPA grant funds may only be used for the purpose set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87; A-122; and A-21, as appropriate ([http://www.whitehouse.gov/omb/grants/grants\\_circulars.html](http://www.whitehouse.gov/omb/grants/grants_circulars.html)). Ineligible costs will be reduced from the final grant award.

EPA funds for Healthy School Environments projects may not be used for building renovations, repair activities, or for IAQ testing other than the limited testing recommended in the IAQ Tools for Schools Action Kit.

Pre-award costs and equipment costs are allowable only with the written consent of EPA.

## **C. Reporting**

Grant recipients must submit quarterly progress reports and annual Financial Status Reports will be required. The quarterly reports should explain the status of each work plan task and deliverable, describe the project activities and provide the EPA Project Officer with information about project development. EPA expects grantees to report environmental results, when they are achieved, as a part of quarterly reporting. The final report should include (but is not limited to) a summary of the project covering work status, work progress, publications, and measurable environmental outputs/outcomes pertinent to the project goals and objectives. The final report should also include a description of any problems encountered, barriers to success, and lessons learned. Reports may be submitted to the designated EPA Project Officer by mail, or electronically via e-mail. Reports may not be submitted by fax. The Financial Status Report (FSR) must accurately account for all federal funds expended and identify appropriate use of federal funds. A final programmatic and Financial Status Report will be required at the expiration or termination of the grant.

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

## **D. Disputes**

Assistance agreement competition-related disputes will be resolved in accordance with the dispute

resolution procedures published in 70 FR (Federal Register) 3629, 3639 (January 26, 2005) which can be found at the following web address:

<http://frwebgate2.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID'721859391450+1+0+0&WAIAction'retrieve>

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

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](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 CONTACTS**

All questions or comments must be communicated in writing via postal mail, facsimile, or by e-mail to the contact person listed below. Answers will be posted, bi-weekly, until the closing date of this announcement at our website, (<http://www.epa.gov/region6/6pd/iaq/index.htm>).

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

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

Send e-mail to: [murphy.stacy@epa.gov](mailto:murphy.stacy@epa.gov)

## **SECTION VIII – OTHER INFORMATION**

We encourage first time recipients of Federal funds to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) Title 40, Part 30 for non-profit organizations and institutions of higher education groups, and Part 31 for State and local government entities (see <http://www.epa.gov/docs/epacfr40/chapt-I.info/>). You may also obtain a copy of the CFR Title 40, Part 30 and Part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office.

EPA reserves the right to reject all proposals or applications and make no awards as a result of this announcement. EPA further reserves the right to partially fund projects.

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