

US EPA ARCHIVE DOCUMENT

## OVERVIEW SECTION

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

**TITLE:** “TRIBAL TRAINING SUPPORT FOR THE AMERICAN INDIAN AIR QUALITY TRAINING PROGRAM AND TRIBAL AIR MONITORING SUPPORT CENTER”

**ACTION:** Request for Applications (RFA) - Initial Announcement.

**RFA NO:** OAR-IO-05-01

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:** 66.607

**DATES:** The closing date and time for receipt of Applications is April 22, 2005, 4:00 EST. All applications, however transmitted, must be received in the Program Office by the closing date and time to receive consideration.

To allow for efficient management of the competitive process, EPA requests eligible organizations submit an informal notice of “Intent to Apply” by April 8, 2005. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from eligible entities to provide tribal training support for the “American Indian Air Quality Training Program” and the “Tribal Air Monitoring Support Center.” The “American Indian Air Quality Training Program” provides workshop training, internships and technical support to tribal governments seeking to investigate, develop and establish air quality management programs for lands under their jurisdiction. The Tribal Air Monitoring Support Center is a partnership effort between the grant recipient and EPA’s Office of Air and Radiation, hosted by the Radiation and Indoor Environments National (R&IEL) laboratory in Las Vegas, to provide a full spectrum of technical support to tribes undertaking air quality monitoring and related activities.

**FUNDING/AWARDS:** The total estimated funding for this competitive opportunity shall not exceed \$7.5 million. In FY 2005, total funding shall not exceed \$1.5 million. EPA anticipates award of one cooperative agreement, whose annual value shall not exceed \$1.5 million, resulting from this competitive opportunity. The cooperative agreement will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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## **I. Funding Opportunity Description**

### **A. Background.**

Of the 570 federally-recognized tribes nationwide, 120 currently receive funding support from EPA to investigate their air quality and make informed decisions about how to best restore, protect and preserve air resources for lands within their jurisdiction. While roughly 40 tribal governments have completed air quality assessments and determined they had no further needs, many more do require support to conduct air quality related activities. The purpose of this project is to provide a continuous air quality training and technical support program for EPA's tribal partner governments.

#### **1. Tribal Air Monitoring Support Center (TAMS).**

EPA's Radiation and Indoor Environments Laboratory (R&IE) is one of two national EPA laboratories within the Office of Radiation and Indoor Air. The Center for Indoor Environments (CIE), located within the laboratory, provides unique scientific and technical support services in indoor air, ambient air and radon and also home of the labs' Tribal Air Monitoring Support Center.

The TAMS Center is a model partnership among tribes and EPA. Its' mission is to "develop tribal capacity to assess, understand and prevent environmental impacts that adversely affect health, cultural and natural resources." It is the first technical learning center designed to specifically meet the needs of tribes involved in air quality management in Indian country. The TAMS Center provides a centralized location where tribal environmental professionals can both obtain air monitoring training, and arrange for technical support from tribal and environmental professionals and EPA.

#### **2. American Indian Air Quality Training Program (AIAQTP).**

The AIAQTP began in 1993 as a way to provide tribal governments interested in air quality with training and support that would facilitate their interaction with EPA and air quality programs. The mission of AIAQTP is to assist in the building of tribal capacity for air quality management, ensure that courses are culturally sensitive and provide high-quality, up to date training. The Office of Air and Radiation has supported this activity since its inception, and tribes have made meaningful gains and progress as a result.

Beginning with three workshops in 1993, the AIAQTP has offered more than 20 individual workshops in each of the last few years. The scheduling and content of the workshops are based on a combination of air quality expertise and experience coupled with feedback from participants and instructors, and close interactions with tribal governments nationwide as well as with EPA, to ensure courses are developed and offered to meet current and ongoing needs of tribal governments. In addition to the workshop courses, the AIAQTP provides a Tribal Environmental Resource Center and Professional Assistance segments to ensure training activities are fully supported.

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

- 1. *Linkage to EPA Strategic Plan.*** This project supports progress towards EPA Strategic Plan Goal 1(Clean Air and Global Climate Change),Objective 1.1 (Healthier Outdoor Air), Sub-Objectives 1.1.1 (More People Breathing Clean Air) and 1.1.2 (Reduced Risk from Toxic Air Pollutants), Objective 1.2 (Healthier Indoor Air) and, Objective 1.4 (Radiation), Sub-Objectives 1.4.1 (Enhance Radiation Protection) and 1.4.2 (Maintain Emergency Response Readiness). This project supports EPA efforts to encourage and facilitate involvement of tribal partner

governments in implementing the Clean Air Act in Indian country, through the provision of training and technical support.

2. **Outcomes.** Through this project EPA hopes to stimulate and encourage interest in the development of tribal air programs that assess air quality and address air quality concerns in Indian country.
3. **Outputs.** The anticipated output for this project is technical support and training for a minimum of 300 tribal environmental professionals per year, over the life of the agreement. Additional output may be manifest through an increase in tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address identified air quality concerns.

### C. Project Overview.

Through this project, EPA's R&IE National Laboratory, Las Vegas, will continue to work in partnership with the recipient to provide training, outreach and technical support to tribes. The training and support will aid in building the capacity of tribes to successfully implement efficient and effective air quality management programs. Among the programs included are: indoor air quality; ambient air monitoring; air toxics; radiological monitoring, and contamination abatement and remediation

The AIAQTP element will offer more broadly-focused workshop training, outreach and technical support to assist tribes in building their capacity to successfully develop and implement air quality management programs, particularly in the areas of outdoor air, ambient air quality, indoor air, program development and administration. Additional workshops may be provided as appropriate, to ensure tribes have access to appropriate scientific and technical training to support their assessment and program development activities.

Although the workshops will primarily target audiences of tribal air program representatives, other tribal professionals involved in air quality, such as public health professionals may be included. Courses will incorporate team based interactive classroom exercises, presentations by experienced tribal and non-tribal air quality professionals, in-the-field hands on exercises, classroom discussion and participation, question and answer discussions. Courses should be structured to maximize the use of available time and promote interaction and networking, in addition to the basic learning experience.

### D. Scope of Work.

EPA's Office of Air and Radiation is seeking applications from eligible entities to provide training and technical support to the tribes. The training will build the capacity of interested tribes to successfully implement effective and efficient air quality programs that address: (1) tribal sovereign authority; (2) authority under §301(d) of the Clean Air Act and the [Tribal Authority Rule](http://www.epa.gov/fedrgstr/EPA-AIR/1998/February/Day-12/a3451.htm) (40 CFR Parts 9, 35, 49, 50 and 81, visit EPA website at: <http://www.epa.gov/fedrgstr/EPA-AIR/1998/February/Day-12/a3451.htm>); and (3) recognition of EPA policies, rules and executive orders as well as the unique aspects of tribal sovereignty and federal Indian law.

The anticipated activities associated with providing the training and technical support services envisioned under this project have been divided into five major tasks. The tasks and activities EPA is particularly interested in having addressed in the proposal are as follows:

The following workshop courses may be offered in a typical year. All workshops should be continuously reviewed for quality and appropriateness, and updated to reflect current conditions prior to each

presentation. Tribal, EPA and grantee instructors should work together to provide the appropriate learning experience for attendees.

Approximately 20 to 25 workshops will be offered each year. Course topics may change annually depending upon tribal needs and material progression. All training should reflect a community-based approach, be specific to tribal issues and sensitive to tribal culture while providing accurate technical information on how tribes can address each area.

### **Task 1: American Indian Air Quality Training Program Workshops.**

AIAQTP staff is entirely supported through the grant and EPA participation is voluntary in support of all activities. The recipient will provide adequate staffing to support all necessary tasks including administrative, management, workshop and technical support functions.

The recipient must consider the current needs of tribes in each year when deciding, in consultation with the EPA Project Officer, actual training needs. Following are synopses of courses offered by AIAQTP in FY 2004. Although the recipient will develop specific training, it may also use the following descriptions as a guide for future workshop development; modify course content, or offer course content as described below.

1. ***Quality Assurance Project Plan (QAPP)***. To ensure the success of environmental programs and data validity, this course provides the participant with the materials, resources and knowledge necessary to develop a new QAPP or refine existing QAPP's for use in support of monitoring activities. Topics include:
  - a. Project administration, organization, background and description
  - b. Project quality objectives
  - c. Documentation and record-keeping
  - d. Sampling design and methods requirements
  - e. Laboratory analysis requirements
  - f. Quality control requirements
  - g. Instrumentation calibration
  - h. Data review, validation and verification requirements
  - i. A draft QAPP should be prepared by each attendee
  
2. ***Meteorological Monitoring***. This training provides tribal environmental professionals with the training, knowledge and resources necessary to erect a meteorological monitoring station that fits their exact needs. Topics include:
  - a. Basic meteorological concepts and primary meteorological variables
  - b. Siting a meteorological station and exposure of meteorological instrumentation
  - c. Meteorological data recording
  - d. System performance
  - e. Meteorological data processing
  - f. Data recording and archiving
  - g. Quality Assurance and Quality Control
    - i. Instrumentation Procurement
    - ii. Installation and acceptance testing
    - iii. Routine calibrations
    - iv. Routine and preventative maintenance
    - v. Data validation and reporting

- h. Uses of meteorological data
3. ***Tribal Indoor Air Training.*** This course provides participants with the practical knowledge and ability to identify common indoor air pollutants or sources found within homes. Topics include:
    - a. Assessment of sources (pollutants, moisture, radon)
    - b. Health effects of sources
    - c. Measurement of indoor air, including training on current instrumentation and proper documentation
    - d. Remediation (contractor selection, if necessary) including cost effectiveness
  4. ***Air Toxics.*** Discussions should ensure that participants have a basic understanding of air toxics and its impacts upon a tribal community through assessment and measurement. Topics include:
    - a. Overview of air toxics sources, emissions inventories and exposures
    - b. Health and environmental effects
    - c. Risk assessment
    - d. Federal regulations related to air toxics
    - e. Tools for identification of [potential] impacts on a tribal community
  5. ***Air Quality Subsystem (AQS).*** This course equips participants with a working understanding of the data elements and requirements of the AQS database. Participants should be able to perform basic submissions and data analysis using the AQS subsystem upon completion. Topics include:
    - a. System overview and registration
    - b. Data management and formatting
    - c. Hardware and software needs
    - d. Passwords and access protocols
    - e. Types of data
    - f. Pre-formatted reports
  6. ***Radiological Training.*** Tribes need appropriate understanding of radiological issues from monitoring, exposure, health and national security perspectives. Some tribes are adversely affected through the use of contaminated soil (often a result of mining activities) in building construction. To correctly address these issues, topics include:
    - a. Response and exposure
    - b. Assessment and measurement
    - c. Education and outreach to the community
    - d. Contaminant abatement and remediation
  7. ***Gaseous Pollutant Monitoring.*** This workshop provides attendees with a basic understanding of when gaseous monitoring is appropriate, and how to make decisions on monitor selection, siting, operation, and analysis. Topics include:
    - a. Overview and discussion of gaseous pollutant monitoring including nitrates, sulfates and ozone
    - b. Instrument design and operation
    - c. Assessing air quality
    - d. Relevance and bearing on attainment/non-attainment designations
  8. ***Introduction to Tribal Air Quality.*** An entry level course that introduces the concepts of clean air and its relationship to health and welfare. This course presents management options for tribes in a culturally sensitive manner. Topics include:
    - a. Basic scientific concepts in clean air

- b. The Clean Air Act and its amendments
  - c. Monitoring and emission inventories
  - d. Introduction to the elements of a basic tribal air quality management program
9. ***Air Quality Computations.*** This course helps tribal representatives understand the basic concepts of mathematical skills needed to execute the scientific calculations and methods necessary to assess and address air quality issues. Topics include:
- a. Arithmetic and mathematical concepts and methods
  - b. Statistics
  - c. Spreadsheets
  - d. Problem solving and analysis
10. ***Air Pollution Technology.*** Designed as a medium level workshop to introduce advanced concepts of air pollution sources and control, the science of air pollution, and air quality management techniques, in a culturally sensitive manner. Topics include:
- a. Air pollution meteorology
  - b. Air quality monitoring
  - c. Air quality modeling
  - d. Data management
  - e. Air pollution control
11. ***Management of Tribal Programs.*** An entry level workshop designed to provide the basic management and administration techniques necessary to successfully implement and operate a tribal air quality management program. Topics include:
- a. Clean Air Act and authority for Tribal programs
  - b. Grants administration and management
  - c. Starting a tribal air program
  - d. EPA policies and interaction
12. ***Educational Outreach Program Design.*** A mid-level workshop identifying key elements of a tribal outreach and education program that is designed to reach tribal community members and non-tribal reservation populations with general and formal educational materials. Topics include:
- a. Communication fundamentals
  - b. Working with groups in the community
  - c. Presentation skills
  - d. Environmental education guidelines
13. ***The Clean Air Act and Permitting.*** An advanced level workshop providing detailed information on the workings of the Clean Air Act and its major elements for tribes planning to undertake regulatory air quality programs. Topics should be presented in a culturally sensitive manner and include:
- a. CAA background
  - b. National Ambient Air Quality Standards
  - c. New Source Review and Prevention of Significant Deterioration
  - d. Title V program fundamentals
  - e. Tribal sovereignty and the Federal trust responsibility

Applicants must describe, in detail, their plan for implementing Task 1 including all information considered relevant to demonstrating experience and capability to plan and schedule workshops, recruit attendees and instructors, provide expert instructors, develop course content that is culturally sensitive for

Native Americans, prepare workshop materials and support, acquire training locations, and successfully implement a full menu of 20-25 annual training workshops. Applicants should anticipate providing support for travel costs of most attendees because of the variations in tribal air programs development levels. EPA is particularly interested in proposals that discuss a methodology to encourage tribes that are able to share in the cost of attending workshops.

## **Task 2: Tribal Air Monitoring Support Center (TAMS).**

The TAMS Center provides specialized and individualized tribal training, technical assistance, outreach and support activities in response to tribal needs and requests. All TAMS Center activities are conducted through the TAMS center and coordinated between EPA and recipient staff.

The TAMS Center is managed by co-directors, one each representing the recipient and EPA. Recipient staffing consist of a co-director, an administrative assistant, a secretary, and two technical specialists. EPA staff currently consists of a co-director, two technical specialists and a senior communications specialist. Major activities include:

1. *Specialized and Individualized Training*
  - a. Provide training courses and workshops to tribal environmental professionals (not exclusive of those listed in Task 1).
  - b. Provide individualized training and technical support as requested. Includes on-site visits.
  - c. Offer and coordinate specialized training courses in response to current needs.
  - d. Training should be provided by tribal instructors, supplemented by professional staff where appropriate.
  - e. Coordinate on-site assistance by contracted experts.
  - f. Coordinate the professional summer internship for college students described in Task 4, as well as the mentoring/internships for tribal environmental professionals described in Task 3(3).
  - g. Provide and coordinate particulate matter filter weighing activities between tribes and EPA at the Las Vegas R&IEL Laborator in Las Vegas. The gravimetric laboratory is funded and operated by EPA.
2. *Outreach*
  - a. Receive and respond to requests for information through e-mail, phone calls, fax and personal contacts.
  - b. Maintain and update TAMS Center Clearinghouse resources.
  - c. Maintain and operate the Air Pollution Distance Learning Network downlink site at the TAMS Center.
  - d. Work in close cooperation with all partners to enhance the relationship between tribes and EPA.
3. *Support*
  - a. Host up to two national tribal forum meetings (described in Professional Assistance section).
  - b. Convene two to four TAMS Steering Committee meetings annually.
  - c. Support AIAQTP training courses as needed.
  - d. Development of database and maintenance.
  - e. Development and maintenance of TAMS website.
  - f. Support tribal requests as appropriate and allowable.
4. *Support for Participant Training Attendance.* The TAMS Center is home to a state-of-the-art training facility that is to be utilized for tribal training and meeting purposes. There will be instances where

training may be offered in other locations as well, depending on demand. Regardless of location, financial support will be provided to participants attending tribal training and/or workshops. Financial support may only be provided for training directly related to tribal training areas mentioned in either this RFA, or the final approved workplan. The recipient must provide a methodology for determining how decisions will be made for providing financial support to tribal representatives. Approval will be subject to review and agreement between the recipient and the EPA project officer.

5. *Annual Needs Assessment on Tribal Lands.* This project seeks to expand upon initial training, incorporating comments developed from an analysis of post-training evaluations offered by past participants, and deliver the courses. In order to continue to provide tribes with the most current and relevant information, it will be necessary to incorporate specific needs assessments into training workshops. This will require the recipient to perform needs assessments, on an ongoing basis, in order to determine how the program should be adjusted on an ongoing basis. Findings will be incorporated into course material thereafter. EPA will not provide specific guidelines by which to conduct these assessments. Applicants will be evaluated, in part, on the effectiveness of their proposed assessment plan.

Applicant must describe how they will undertake and accomplish each of the five activities listed above. The proposal should include descriptions of how TAMS workshops will be developed and conducted, and address: course content; expert and tribal instructors; equipment; interactions with tribes and EPA's R&IE National Laboratory TAMS staff; responding to requests and providing technical support information and materials; maintaining and operating resource infrastructure as described in the "Outreach" activity (Item 2(b) and (c)); methodology for providing financial support to tribal trainers and trainees; locating TAMS workshops; and, process for continually developing needs assessments based on workshop experience.

### **Task 3: Professional Assistance.**

The Professional Assistance program encompasses a number of tasks related to supporting and broadening the workshop training program with practical activities that expand the knowledge provided by training into actual implementation assistance needed to properly support tribal activities once they have completed a workshop. The activities, described below, must be conducted with the appropriate level of cultural sensitivity and tribal involvement, to facilitate the positive working environment tribes have come to expect.

1. *Website.* The recipient will develop and maintain a program website in support of all training and technical activities. The website must provide an access point to information, contacts, staff and other resources offered as part of the training program. On-line registration should be considered as an option, as part of this activity. Proposal must describe how the site will be maintained and updated, and the existing expertise available to carry out the task of ensuring the material accurately reflects the programs' content, and serves as an effective two-way communication tool.
2. *Information and Technical Assistance.* Information and Technical Assistance must be available on a one-to-one basis for any tribe that contacts the Professional Assistance program. Tribes should be able to call during business hours and have requests responded to within a reasonable amount of time. Information and technical assistance will be available on all aspects of air program activities, and may rely on outside sources for assistance, however, most expertise should be available in-house. Proposal must describe how this activity will be structured to encourage and facilitate inquiries, and respond to requests for information and materials in a timely, supportive and personalized manner.

3. *Mentoring/Internships*. Mentoring/Internship is an essential part of the support program. A system will be in place to ensure that tribes and others (including states and EPA) with expertise in certain areas are connected through the training program to tribes seeking individualized one-on-one training in those same areas. The training program should catalog these areas of expertise so that matches can be made quickly to incoming requests. Financial support must be available through the recipient to support these activities for tribes that are unable to provide their own funding. Proposals must describe how this activity will be structured, funded and staffed to ensure that tribal requests are expeditiously matched to tribal capabilities, including where these activities will occur, and what kind of institutional and professional support is available.
4. *Reference Documents Library*. A library of tribal documents must be developed and maintained so that tribes can access completed work as a guide when their own activities duplicate completed activities of other tribes. Information should be identified through the training web site and available to every tribe upon request. Proposals must describe how materials will be acquired, inventoried, advertised and made available in response to tribal requests.
5. *Newsletter*. The Professional Assistance program must publish a regular periodical of Tribal Air News for national distribution. The periodical should contain articles of interest to tribal programs authored by program as well as tribal and EPA staff to ensure a diversity of topics and perspectives. Proposal must describe the staffing, frequency, style and manner of distribution proposed to provide a regular periodical for tribal air programs. Include any information possible on how articles will be developed and prepared, general editorial direction or foreseen content.
6. *National Meetings*. Recognizing the importance of communications and networking, the program should organize and promote one or more annual national meetings for tribes to meet and discuss current and future issues. Limited financial support should be available to tribes unable to fund travel. Issues should be based on the recipients' expertise, tribal feedback and current national program initiatives. Attendance from all parts of Indian country is preferred and support from EPA and national tribal organizations is essential. Proposals must describe how national meetings will be developed, planned, scheduled and implemented in a manner that encourages interest and attendance amongst tribal air programs, in coordination with public and private tribal air program interests. Discuss how funding support would be structured for tribes unable to fund travel, how locations would be determined and, proposals for ensuring topics are current and of interest to the broadest audience.

#### **Task 4: Internship Programs**

An important support element for training tribes will be the availability of internship programs to enhance and solidify the learning experience, and to offer a perspective of broader opportunities in environmental careers. One internship program should offer the opportunity for tribal college students to work in an environmental/air quality office and gain additional experience and insight into career opportunities. Financial assistance should be available to all interns to support this activity. A second internship/mentoring program should also ensure the availability of individual opportunities for tribal environmental professionals to access more experienced air quality programs as described in Task 3(3).

Proposal must describe how the internship programs would be structured and funded to give tribal environmental professionals and/or American Indian college students access to internships that will enhance their professional development and/or experience and help them acquire skills and experiences

necessary to promote successful tribal air quality and environmental programs.

#### **D. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103(a)(5) which authorizes the Administrator to establish programs that conduct and promote coordination and acceleration of training for individuals relating to the causes, effect, extent, prevention, and control of air pollution.

#### **II. Award Information.**

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

The total estimated funding for this competitive opportunity shall not exceed \$7.5 million. EPA anticipates funding the successful application incrementally over the negotiated project performance period, subject to satisfactory performance and the availability of funds. In FY 2005, total funding shall not exceed \$1.5 million. EPA anticipates award of one cooperative agreement, whose annual value shall not exceed \$1.5 million, resulting from this competitive opportunity.

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

EPA anticipates award of one cooperative agreement whose annual value shall not exceed \$1.5 million resulting from this competitive opportunity; subject to availability of funds.

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

1. EPA will closely monitor the successful applicant's performance to verify the results proposed by the applicant;
2. EPA will work in collaboration with the recipient during performance of the work;
3. EPA will approve substantive terms of proposed contracts;
4. EPA will approve qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. EPA will review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
6. EPA will participate in the menu of annual workshops and their locations;
7. EPA will attend and participate in conduct of workshops;
8. EPA will serve as an Ex-Officio member of TAMS Steering Committee;

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

The estimated project period for awards resulting from this solicitation is July 1, 2005 through March 31, 2010. All projects must be completed within the negotiated project performance period of one to five years.

##### **D. Can funding be used to acquire services or fund partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement

and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. For profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

### **III. Eligibility Information**

#### **A. Eligible Entities.**

Proposals will be accepted from States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, as defined by [OMB Circular A-110](#) and [OMB Circular A-122](#).

Non-profit organization, as defined by OMB Circular A-122, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

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

## **B. Cost-Sharing or Matching.**

Although cost-sharing or matching is not required, as a condition of eligibility, or otherwise, for proposals selected for award, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “Resources” evaluation criterion of this solicitation. (*Refer to Section V(A), Evaluation Criteria.*)

Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in kind contributions of resources to qualify for an improved score under this criterion.

## **Section IV - Application and Submission Information**

### **IV. Application and Submission Information**

#### **A. How to Obtain Application Package.**

Applicants may download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grant recipients roles and responsibilities from EPA’s Grants and Debarment website by visiting:

[http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

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

Applications must contain a narrative proposal, and one completed and signed federal grant application package. The narrative proposal must explicitly describe the applicant’s proposed project and specifically address each of the evaluation criteria disclosed in *Section V(A), Evaluation Criteria*.

1. A complete application must contain the following, in the sequential order shown:
  - a. SF-424 Application for Federal Assistance, with original signature.
  - b. Narrative Statement, in the format detailed below.
  - c. Other supporting documentation.
  - d. SF-424 A, Budget by categories and indirect cost rate.
  - e. SF-424 B, Assurances for non-construction programs.
  - f. Certification Regarding Lobbying and SF LLL, if applicable.
  - g. EPA Form 4700-4 Preaward Compliance review report.
  - h. Quality Assurance Narrative Statement, if applicable.
  - i. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
  - j. Biographical Sketch.
  - k. E-mail address or self-addressed envelope (to receive notification of receipt of application).
2. The narrative proposal should conform to the following outline:
  - a. Cover Letter: Describe your organization’s qualifications for the project; must be signed by an official with the authority to commit your organization to the project; and written on your organization’s official letterhead.
  - b. Summary Information Page.
    1. Project Title.

2. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
3. Funding Requested. Specify the amount you are requesting from EPA.
- c. Project Description. The project description must provide a concise overview of how the applicant will implement and conduct its operation and include a Project Work Plan (including a description of all tasks, dates of completion, products and deliverables, and proposed budget).

The narrative workplan must discuss how the proposal addresses each of the selection criteria in Section V and include:

1. A description of the applicant's experience, recognition in Indian country and capability to provide training to Tribal environmental program staff;
2. Evidence experience working with Native Americans in a culturally sensitive manner;
3. Description of relationships that will facilitate accomplishment of Tasks, including supporting meaningful involvement of tribal instructors;
4. A location with reasonable access to Indian country;
5. Evidence of access to impartial and tribally sensitive environmental professional such as academic faculty and staff;
6. Description of significant air quality and Clean Air Act experience;
7. Evidence of a clear understanding of the Tribal Authority Rule and its implications for Indian country and relationships with EPA;
8. Evidence of in-depth understanding of Indian country, including its culture, history, politics, health, spirituality, environmental challenges and conditions on reservations nationwide;
9. Evidence of a clear understanding of EPA's Indian Policy of 1984, the doctrines of Trust Responsibility and Fiduciary Responsibility, federal Indian law, and the government-to-government relationship between tribes and the federal government.
- d. Detailed Itemized Budget. The proposal must include a detailed budget which clearly explains how funds will be used for the following categories:
  1. Personnel
  2. Fringe Benefits
  3. Contractual Costs
  4. Travel
  5. Equipment
  6. Supplies
  7. Other (including intern stipends)
  8. Total Indirect Costs (must include documentation of accepted indirect rate)
  9. Total Cost

If not self-evident, entries under each category must be explained in the budget itself or in the project description. Costs proposed in the budget should be linked directly to the proposal.
- e. Key Personnel. The applicant should submit an appendix with the resumes of up to three (3) key personnel who will be significantly involved in the project.

Applicants are strongly advised to avoid submission of non-essential materials unrelated to the proposal's requirements. Upon receipt, applications will be reviewed for content. Applications which do not conform to the specific outline and content detailed above may not be considered for award. **Incomplete applications will not be considered for award.** All application materials must be completed in English.

### C. Submission Dates and Times.

1. To allow for efficient management of the competitive process, EPA requests eligible entities submit an informal notice of "Intent to Apply" by April 8, 2005, to the agency contact identified under *Section VII, Agency Contact*. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting an "Intent to Apply" are still eligible to apply by the closing date and time.

The written notice of "Intent to Apply" may be submitted via electronic mail. Please provide the name of your organization, a point of contact, phone number, email address, and the title of your project.

2. The closing date and time for submission of completed application packages is April 22, 2005, 4:00 p.m. EST. All applications, however transmitted, must be received in the Program Office by the closing date to receive consideration. Applications received after the closing date will not be considered for funding.
3. Electronic Proposals (the narrative proposal and SF 424) must be submitted in Microsoft Word, WordPerfect, or pdf format to: [harmon.darrel@epa.gov](mailto:harmon.darrel@epa.gov). Proposals will be considered timely upon receipt, not transmission. An e-mail response confirming receipt of electronic proposals will be provided. Proposals received after the deadline will not be considered for funding.
4. **Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.
5. Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their applications. The application must be addressed to:

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

U.S. EPA Headquarters  
Attn: Darrel Harmon  
OAR/IO  
Ariel Rios North, Room 5426G  
1200 Pennsylvania Avenue, N.W.,  
Washington, DC 20460

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

U.S. EPA Headquarters  
Attn: Darrel Harmon (Mail Code 6101A)  
OAR/IO  
1200 Pennsylvania Avenue, N.W.,  
Washington, DC 20460

**V. Application Review Information**

**A. Evaluation Criteria.**

Each eligible proposal, based on Section III, Eligibility Information, which meets the threshold criteria in paragraph (A) of this section, will be evaluated according to the criteria set forth below. Proposals that are best able to directly and explicitly address the evaluation criteria below will have a greater likelihood of being selected for award. Each proposal will be rated under a points system, with a total of 100 points possible.

Criterion	Maximum Points Per Criterion
<p><b>Project Description.</b> Extent to which the proposal effectively addresses each of the four major tasks, sub-tasks, and proposal requirements detailed in Section I(D), Scope of Work. Proposal demonstrates:</p> <ul style="list-style-type: none"> <li>• specific abilities to develop, implement and perform the activities described in Tasks 1 - 4 of Section I(D).</li> <li>• significant knowledge of and experience working with the Clean Air Act and the Tribal Authority Rule, EPA’s 1984 Indian Policy, the doctrines of fiduciary and trust responsibility, federal Indian law, the government-to-government relationship between EPA and tribes, and other relevant federal acts, policies, laws and executive orders.</li> <li>• knowledge and experience related to indoor environments, investigation techniques and equipment and remediation approaches and equipment.</li> <li>• expertise related to ambient air quality, meteorological systems, and air toxics, including widely accepted investigation and remediation techniques, approaches, equipment and technology.</li> <li>• evidence that the contractor has experience working with Native Americans in a culturally sensitive manner that would support the goals and policies of EPA’s Indian Policy of 1984 and the federal trust responsibility.</li> </ul>	<b>30</b>
<p><b>Organizational Capability.</b> Extent to which proposal demonstrates:</p> <ul style="list-style-type: none"> <li>• the applicant’s ability and capacity to conduct each of the four major tasks, sub-tasks, and proposal requirements detailed in Section I(D), Scope of Work.</li> <li>• efficient and effective methods of (1) curriculum development; (2) recruitment, supervision, and evaluation of interns as they carry out their training plans; (3) administration– system for reporting, record keeping, processing applicants and stipends.</li> </ul>	<b>20</b>

<p><b>Experience.</b> Extent to which the proposal demonstrates applicant’s expertise and experience:</p> <ul style="list-style-type: none"> <li>• in managing similar training programs; and, how administration of the proposed project will further the recipient’s mission.</li> <li>• delivering technical training courses in both lecture and interactive formats</li> <li>• developing meaningful relationships and acceptance by tribal members and governments that may be beneficial in successfully reaching tribal audiences and recruiting tribal instructors.</li> <li>• applicant’s experience with tribes, tribal structure and their environmental issues.</li> <li>• significant knowledge of and experience working with the Clean Air Act and the Tribal Authority Rule, EPA’s 1984 Indian Policy, the doctrines of fiduciary and trust responsibility, federal Indian law, the government-to-government relationship between EPA and tribes, and other relevant federal acts, policies, laws and executive orders.</li> <li>• in-depth understanding of Indian country, including its culture, history, politics, health, spirituality, environmental challenges and environmental conditions on reservations nationwide.</li> <li>• evidence that the contractor has experience working with Native Americans in a culturally sensitive manner that would support the goals and policies of EPA’s Indian Policy of 1984 and the federal trust responsibility.</li> </ul>	<p><b>20</b></p>
<p><b>Performance Measurement.</b> Applicant’s proposal includes an effective method for tracking the number of tribal environmental professionals trained, and their post - training activities, in increasing tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address air quality concerns.</p>	<p><b>10</b></p>
<p><b>Location.</b> Applicant’s physical location and the majority of its business operations are within reasonable proximity to Indian country. Proximity is important because close contact and accessibility to tribes is essential, and reasonable proximity will help minimize travel expenses. Applicant’s proposal demonstrates the ability to provide professional and technical staff related to TAMS Center activities capable of co-locating in offices at the R&amp;IE National Laboratory in Las Vegas, and residing in the Las Vegas vicinity which serves as the central location for instructor and participant communications.</p>	<p><b>5</b></p>

<p><b>Resources:</b></p> <ol style="list-style-type: none"> <li>1. Is the budget clearly stated, detailed, and appropriate to achieve the project’s objectives?</li> <li>2. Does applicant propose other sources of funding for the project (including use of in-kind goods and services)?</li> <li>3. Have resources been committed by other project stakeholders?</li> <li>4. The proposal demonstrates (i) how the applicant 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. Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants)</li> </ol>	<p><b>15</b></p>
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**C. Review and Selection Process.**

Each application will be evaluated by a team chosen to address a full range of issues associated with air quality. This Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice. (Refer to Section V(A), Evaluation Criteria).

Completed evaluations, from the Evaluation Team, will be referred to a Selection Committee that is responsible for further consideration and final selection of proposals. The highest numerically-ranked proposal will be recommended for award.

**VI. Award Administration Information**

**A. Award Notices.**

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

1. EPA anticipates notification to *successful* applicant(s) will be made via telephone, electronic or postal mail by April 22, 2005. This notification, which advises that the applicant’s proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection.
2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by April 22, 2005. In either event, the notification will be sent to the original signer of the application.

## B. Administrative and National Policy Requirements.

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at: [http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

## C. Reporting Requirement.

Quarterly progress reports will be required unless the applicant demonstrates the adequacy of less frequent reporting. The progress reports should include: a summary of performance progress-to-date, detailed expenditures-to-date, problems encountered, successes achieved, and lessons learned. The schedule for submission of progress reports will be established, by EPA, after award. The recipient must submit a final report for EPA approval within ninety (90) days of the end of the project 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, 3630 (January 26, 2005) located on the web at: <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting the Agency contact identified in Section VII of this solicitation.

## VII. Agency Contact

**FOR FURTHER INFORMATION CONTACT:** Darrel Harmon, U.S. EPA, Office of Air and Radiation (MC 6101A), 1200 Pennsylvania Avenue, N.W., Washington, DC 20460 Fax: (202)501-0394, or email to: [harmon.darrel@epa.gov](mailto:harmon.darrel@epa.gov).

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

## VIII. Other Information

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