

US EPA ARCHIVE DOCUMENT

**AGENCY:** Environmental Protection Agency (EPA).

**TITLE:** “ASSISTANCE AGREEMENT FOR ENVIRONMENTAL JUSTICE AND AIR PERMITTING WORKSHOPS”

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

**RFA NO:** OAR-OAQPS-ITPID-05-02

CATALOGUE OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:

**DATES:** The closing date for receipt of applications is February 25, 2005, 5:00 p.m. EDT. Applications submitted via U.S. mail must be received in the Program Office by the closing date and time. No late proposals will be accepted.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from state, local, multi-state, tribal agencies and non-profit public or private organizations or institutions, for a partnership project that (1) develops and delivers a training workshop that increases the awareness within environmental justice communities of permitting programs that affect air quality and (2) develops and delivers a training workshop that brings together governmental, community, academic, and advocacy groups and representatives to discuss emerging issues related to the Clean Air Act’s Title V operating permits program.

**FUNDING/AWARDS:** The total estimate funding for this competitive opportunity is approximately \$80,000. EPA anticipates award of one cooperative agreement resulting from this announcement.

**CONTENTS BY SECTION**

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contacts
- VIII. Other Information

## **I. Funding Opportunity Description**

### **A. Background**

OAR's Office of Air Quality Planning and Standards has co-sponsored more than 15 public workshops across the country, which are designed to demystify the permit process and encourage public participation. These training events cover two major permit programs for sources of air pollution - the Title V Operating Permits Program and the New Source Review Program. In order to bring more grass roots representatives into those training workshops when they are repeated in the future, we awarded an assistance agreement for development and presentation of a pilot course on the basics of the Clean Air Act and permitting for environmental justice communities and advocates.

In addition, to foster effective public participation in the Title V operating permits program, OAR has provided financial and technical assistance to develop training workshops for community advocates who are engaged in activities relating to Title V permits and who seek to positively impact the permitting decisions that are being made by State and local permitting agencies. These workshops are intended to exchange ideas about and provide public information on emerging issues in the Title V operating permits program.

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

EPA is soliciting proposals from state, local, multi-state, tribal agencies and non-profit public or private organizations or institutions, for a partnership project that develops and sponsors training workshops that (1) increase the awareness within environmental justice communities of permitting programs that affect air quality and (2) brings together governmental, community, academic, and advocacy groups and representatives to discuss emerging issues related to the Clean Air Act's Title V operating permits program. EPA will co-sponsor these two workshops and will provide information on past workshops, which will provide background information and serve as a starting point for planning.

Prior workshop experience on permitting issues demonstrates that including the intended audience in the planning and development of the workshops promotes successful training events. Applicants should describe how the intended audience will be involved in the workshop process.

### **C. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related 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 is approximately \$80,000.

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

EPA anticipates award of one cooperative agreement resulting from this announcement.

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 would include collaboration on agenda development, selection of speakers, outreach and workshop logistics.

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

The estimated project period for awards resulting from this solicitation is June 15, 2005 through September 30, 2006.

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

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, 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. 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 state, local, multi-state, and tribal governmental agencies, universities, and non-profit organizations, as defined by [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.

#### **B. Cost Effectiveness.**

While not required, applicants proposing cost-effective programs which leverage federal resources through a voluntary financial or in-kind commitment of resources will improve their scoring under the evaluation criterion of this solicitation. (*Refer to Section V(A), Evaluation Criteria.*)

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

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

The complete grants application package can be downloaded from EPA’s Office of Grants and Debarment website at: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)

Potential applicants may request a paper copy of the application package by contacting one of the agency contacts listed in Section VII of this announcement.

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

Applications must contain a narrative workplan, and one original completed and signed federal grant application package.

- A. A complete application must contain the following, in the sequential order shown:
  - A. SF-424 Application for Federal Assistance, with original signature
  - B. Key Contact List
  - C. Narrative Work Plan (including Detailed Itemized Budget), in the format detailed below
  - D. SF-424 A, Budget by categories and indirect cost rate
  - E. SF-424 B, Assurances for non-construction programs
  - F. Certification Regarding Lobbying
  - G. SF LLL, if applicable
  - H. EPA Form 4700-4 Preaward Compliance review report
  - I. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
  - J. Quality Assurance Narrative Statement, if applicable
  - K. Other supporting documentation
  
- B. The narrative workplan, a maximum of 15 pages in length, must conform to the following outline:
  - A. Project Title.
  - B. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
  - C. Funding Requested. Specify the amount you are requesting from EPA.
  - D. Total Project Cost. Specify total cost of the project (EPA funding and cost-share). Identify funding from other sources including any in-kind resources.
  - E. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in June 2005.)
  - F. Narrative Work Plan. The narrative workplan must explicitly describe how the proposed project meets the guidelines established in *Section I(B), Scope of Work* and, specifically, address each of the evaluation criteria disclosed in *Section V(A), Evaluation Criteria*.
  - G. Detailed Itemized Budget. Provide a budget for the following categories, specifying unit costs:
    - Personnel

- Fringe Benefits
- Contractual Costs
- Travel
- Equipment
- Supplies
- Other
- Total Direct Costs
- Total Indirect Costs: must include documentation of accepted indirect rate
- Total Cost

H. Reporting Requirements. The final report should include: summary of the project, lessons learned, and costs of the project.

**C. Submission Dates and Times.**

1. The deadline for submission of completed application packages is February 15, 2005, 5 p.m. EST. All application packages must be received in the program office listed below by the deadline. Applications received after the deadline will not be considered for funding.
2. Electronic Proposals (the narrative workplan and SF 424) must be submitted in Microsoft Word, Word Perfect, or pdf format to: [Carraway.Candace@epa.gov](mailto:Carraway.Candace@epa.gov). Proposals will be considered timely upon receipt, not transmission. An e-mail response confirming receipt of electronic proposals will be provided.
3. 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 should be addressed to:

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

Candace Carraway  
U.S. Environmental Protection Agency (C-304-04)  
OAQPS, Operating Permits Group (C304-04)  
4930 Page Road  
Durham, NC 27703

Phone: 919 541 3189

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

Candace Carraway  
U.S. Environmental Protection Agency  
OAQPS, Operating Permits Group (C304-04)  
Research Triangle Park, NC 27711

Direct Delivery (Street Address)

Candace Carraway  
U.S. Environmental Protection Agency  
OAQPS, Operating Permits Group (C304-04)  
109 T.W. Alexander Drive  
Research Triangle Park, NC 27709

**V. Application Review Information**

**A. Evaluation Criteria.**

Each eligible application will be evaluated according to the criteria set forth below.

- the applicant's knowledge of and experience with environmental justice issues and Title V issues (10 points);
- the applicant's experience in working with environmental justice communities and communities that are involved with air permitting issues (10 points);
- the applicant's experience with hosting and organizing workshops or similar events, particularly workshops whose audience is environmental justice advocates and/or community-based or environmental organizations (5 points);
- budget exhibits clearly-stated and appropriate levels of funding, indicating where funds are allocated to provide for travel scholarships (for persons/organizations who need financial assistance in order to attend) and workshop materials production (20 points);
- applicant's experience with effectively administering Federal financial assistance and successfully carrying out projects supported by EPA and other Federal agencies (5 points);

- demonstration of how applicant will make use of existing coalitions established to address environmental justice and Title V issues (5 points).
- demonstration of how applicant will involve the intended audience for the workshops in planning and presenting the workshops (20 points).

## 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 will be made via telephone, electronic or postal mail by March 15, 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. 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 March 15, 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).
- b. 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.

- c. 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.**

A detailed final report will be required. The final report should include: a summary of the project, lessons learned, and costs.

### **VII. Agency Contact**

**FOR FURTHER INFORMATION CONTACT:** Candace Carraway, US EPA, Office of Air Quality Planning and Standards (C304-04), 109 TW Alexander Drive, Research Triangle Park, NC 27709 Phone: 919 541 3189 Fax: 919 541 5507  
email: [carraway.candace@epa.gov](mailto:carraway.candace@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.

Formal disputes challenging the Agency award decision, will be resolved using the Dispute Procedures at 40 [CFR](#) 30.63 and 40 CFR 31.70.