

US EPA ARCHIVE DOCUMENT

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

**TITLE:** Tribal Community: Reducing Toxic Air Pollutants Project (RFA)

**ACTION:** RFA - Initial Announcement

**RFA NO.:** OAR/ORIA/05-07

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

**DATES:**

The closing date for receipt of initial concept proposals is **May 4, 2005, 5 p.m. EDT**. Concept proposals **MUST** be received via Express Mail by the deadline date. No late concept proposals will be accepted.

Formal SF-424 "Application for Federal Assistance" and all supporting documentation will be accepted from eligible entities whose 2- page cover letter and 7-page concept proposals have been selected for award recommendation. Formal SF-424 "Applications for Federal Assistance" **MUST** be received via Express Mail by the deadline date. No late formal applications will be accepted. EPA will notify selected applicants no later than **June 1, 2005**.

1. A pre-proposal conference call will be held **March 30, 2005 from 1:00 PM to 2:00 PM EST**. If you are interested in participating in this conference call please send an e-mail to "[tribal.rfa@epa.gov](mailto:tribal.rfa@epa.gov)" providing the organization's contact information (see Section IV, Stage 1) by **March 25, 2005**.
2. Once you have determined whether the organization is eligible (see Section III, Eligibility Information) submit a cover letter of up to two pages long and a concept proposal of up to 7 pages long, including a scope of work, budget and brief descriptions of key personnel on or before **May 4, 2005** (see Section IV, Stage 2).
3. EPA will notify all applicants regarding their application's status. EPA will notify selected applicants when award decisions are made. These notifications will take place by **June 1, 2005**.
4. EPA will host a Formal SF-424 "Application for Federal Assistance" Conference Call to help selected applicants develop formal applications on **June 7, 2005 from 1:00 PM to 2:00 PM EDT**. (see Section IV, Stage 4)
5. Formal SF-424 "Application for Federal Assistance" from selected applicants is due on or before **June 23, 2005**, the closing date for receipt of formal applications. Formal applications **MUST** be received by express mail by the deadline date. No late formal applications will be accepted.

## SUMMARY

### A. Background

Toxic air pollutants from indoor and outdoor sources, also known as hazardous air pollutants, are those that are known or suspected to cause cancer or other serious health effects. People and communities exposed to toxic air pollutants at sufficient concentrations and durations are more susceptible to other serious health effects. These health effects can include damage to the immune system, as well as neurological, reproductive (e.g., reduced fertility), developmental, respiratory and other health problems.

In 1999, EPA published the National Air Toxics Program: The Integrated Urban Strategy. The Integrated Urban Air Toxics Strategy has the goal of reducing public health risks (of cancer and other effects) from toxic air pollutants.

The strategy's three primary goals for addressing risks in urban and/or disproportionate areas are to:

- Ensure a 75% reduction in cancer incidence from stationary sources
- Ensure a "substantial" reduction in health risk from area (outdoor/indoor) sources
- Ensure that disproportionate risks are addressed for sensitive populations or where there are geographic hot spots.

Many government agencies and community organizations need to learn about the availability and use of air toxics reduction tools that would help them better assess and reduce air toxics in their local areas. Both citizens and science professionals are needed in developing effective locally based strategies that address air toxics.

An important component of EPA's efforts to reduce any remaining unacceptable risks is to work with States, local and Tribal organizations to understand the risks at the local level, target the problem areas, and tailor reduction strategies that can be applied to specific problems in those areas. Training and educating these organizations on tools to reduce air toxics is a key element of this national outreach effort.

### B. Notice of Available Funds

The Tribal Community: Reducing Toxic Air Pollutants Project provides an opportunity for reducing risks from toxic air pollutants by training and education in the application of tools to address the cumulative risks posed by multiple sources (mobile, outdoor, and indoor air) and multiple pollutants.

This notice announces the availability of funds and solicits applications from eligible entities for projects to conduct education, training and outreach on the application of voluntary methods that effectively reduce the risk of human exposure to both indoor and outdoor toxic air pollutants in Tribal communities. EPA anticipates that Tribal community(s) members will collaborate with various Tribal government and non-government agencies, organizations, and stakeholders to conduct education, training, or

outreach to reduce Tribal exposure to toxic air pollutants from indoor and outdoor sources.

EPA will emphasize project outputs/activities designed to demonstrate early success in reducing public health risk, as these will build acceptance and momentum within Tribes to adopt the methods taught. EPA will provide technical assistance to the Tribal community(s) to ensure the projects lead to environmental results, namely the reduction of toxic air pollutants.

**FUNDING/AWARDS:** EPA anticipates total funding of \$100,000 and awarding 1-3 cooperative assistance agreements, ranging from \$33,000 to \$100,000.

#### **CONTENTS BY SECTION:**

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Concept Proposal and Application Process
- V. Application Review Information
- VI. Award Administration Information
- VII. Agency Contact(s)
- VIII. Other Information

#### **I. FUNDING OPPORTUNITY DESCRIPTION**

*This Competitive Funding Announcement supports the EPA's Goal 1: Clean Air and Global Climate Change; Objective 1.1 Healthier Outdoor Air and Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air; Sub-objective 1.1.2 – Reduced Risk from Toxic Air Pollutants. The selected applicant(s) in completing this project will work within Tribal community(s) to provide education, training and outreach.*

The outputs of this project will include education, training, and outreach on the application of voluntary activities that effectively reduce the risk of exposure to indoor and outdoor toxic air pollutants.

The outcome of this project is the demonstrated reduction of indoor and outdoor toxic air pollutants among Tribal populations, with special emphasis on those most at risk for adverse health effects, i.e., elders, infants and young children, and pregnant women.

The goal of this project is to increase the number of Tribal communities with the awareness and technical knowledge to take voluntary actions leading to healthier indoor and outdoor environments, through cleaner air and reduced risk from toxic air pollutants.

EPA is soliciting grant applications from entities partnering with a Tribal community(s) to conduct education, training and outreach project(s) that apply risk reduction activities aimed at tracking and reducing exposure to indoor and outdoor toxic air pollutants.

## Scope of Work

EPA seeks concept proposals and applications from eligible entities to fund education, training, and outreach projects that will lead to reduction in human exposure to toxic air pollutants from indoor and outdoor sources in Tribal communities.

Project outputs/activities should aim to reduce toxic air pollutants from indoor and outdoor sources.

### Outputs/Activities to reduce indoor toxic air pollutants

Examples of outputs/activities that would be eligible for funding include, but are not limited to the following:

Education, training, and outreach on the application of toxic air pollutants risk reduction methods comparable to, or consistent with, EPA's Smoke-free Home Pledge Campaign, the IAQ Tools for Schools Program, or the Asthma Education and Outreach campaign.

Education, training, and outreach on the application of methods to identify and reduce exposure to radon, volatile organic compounds (VOC's), combustion gases, or other indoor air toxic pollutants. For more information, please go to [www.epa.gov/iaq](http://www.epa.gov/iaq).

### Outputs/Activities to reduce outdoor toxic air pollutants

Examples of outputs/activities that would be eligible for funding include, but are not limited to the following:

Education, training, and outreach on the application of EPA's mobile-source pollution reduction activities, such as adoption of anti-idling programs; encouraging incentives for carpooling, public transit and other environmentally friendly commuter choices; and encouraging use of highway-grade diesel fuel for off-road use. For more information, please go to [www.epa.gov/otaq/voluntary.htm](http://www.epa.gov/otaq/voluntary.htm)

Education, training, and outreach on the application of EPA's stationary source pollution reduction activities, such as encouraging hazardous waste collection programs (e.g., gas can exchange) and promoting measures to reduce toxic emissions from gasoline stations, automotive paint and body shops, chromium electroplaters, dry cleaners, or printing operations.

### Examples of environmental outcomes/results indicating reductions in indoor and outdoor toxic air pollutants

- Increase in the number of Tribal members adopting indoor toxic air pollutant risk reduction methods for their homes, such as reducing their children's exposure to environmental tobacco smoke by pledging to create a Smoke-free Home (Indoor)

- Increase in the number of Tribal schools adopting air quality management methods comparable to EPA's IAQ Tools for Schools Program (Indoor)
- Reduction in number of hospitalizations, emergency room visits, asthmatic episodes in Tribal communities due to children's exposure to environmental triggers that are toxic air pollutants (Outdoor & Indoor)
- Reduction in the pounds of Particulate Emissions (PM) (Outdoor)
- Increase in the number of gas cans replaced with Low-VOC cans. (Outdoor)

For more information and examples on community-based air toxic projects and risk reduction strategies/activities refer to the Community Air Toxics Assessment and Risk Reduction Strategies at <http://www.epa.gov/ttn/atw/urban/mainwks.html>. For information on local health risks from toxic air pollutants refer to the National Air Toxic Assessment at <http://www.epa.gov/ttn/atw/nata/index.html>.

### Supplementary Information

- The statutory authority for this action is Clean Air Act Section 103, Subsections (b) and (b) (3). For detailed information on the CAA go to <http://www.epa.gov/oar/caa/caa103.txt>.
- The Catalog of Federal Domestic Assistance (CFDA) number is 66.034.
- Executive Order 12372, Intergovernmental Review of Federal Programs is applicable to awards resulting from this announcement.

## II. AWARD INFORMATION

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

The total estimated funding for this project is \$100,000.

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

EPA anticipates awarding 1-3 cooperative assistance agreements, ranging from \$33,000 to \$100,000, subject to availability of funds and the quality of applications submitted.

Applications evaluated but not selected for this funding may be retained for a period of 12 months for possible future award under this announcement, subject to the availability of additional funds.

Cooperative assistance 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 its substantial involvement as part of the award process, the anticipated substantial federal involvement for this project will be:

- a. Close monitoring of the applicant's performance;

- b. Collaboration during performance of the scope of work;
- c. Review qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- d. Review and comment on reports prepared under the cooperative assistance agreement.

### **C. What is the project period for award(s) resulting from this solicitation?**

The estimated project and budget period for awards resulting from this solicitation is October 2005 to September 2007. All projects must be completed within the negotiated project performance period of 24 months.

### **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. Selected applicants must compete contracts for services and products and conduct cost and price analysis 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 concept proposal. Moreover, the fact that a selected applicant has named a specific contractor or consultant in the concept 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**

To be eligible to compete for these assistance funds, applicants must:

1. Meet standards for eligibility described in Section 103 of the Clean Air Act. (<http://www.epa.gov/oar/caa/caa103.txt>)
2. Eligible entities include state, local, and federally recognized Indian Tribal governments or hospitals, as defined by OMB Circular A-87; colleges and universities as defined by OMB Circular A-21; and non-profit organizations, as

defined by OMB Circular A-122 (see [www.whitehouse.gov/omb/circulars/a122/a122.html](http://www.whitehouse.gov/omb/circulars/a122/a122.html))

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

Selected applicants are not required to cost share or match Federal funds for this project.

## **IV. CONCEPT PROPOSAL, APPLICATION AND SUBMISSION PROCESS**

The process involves five stages:

- Stage 1 is a pre-proposal conference call.
- Stage 2 is the submission of up to a two-page cover letter and up to a seven-page concept proposal with a scope of work, budget and short biographical descriptions of key personnel. The concept proposal will be evaluated using the evaluation criteria set forth in Section V of this announcement.
- Stage 3 consists of an invitation to submit a formal SF-424 “Request for Federal Assistance” Application and all supporting documentation. Applicants whose cover letter and concept proposal are selected for award recommendation will be invited to participate in Stage 4 of the application process.
- Stage 4 is the Formal SF-424 “Request for Federal Assistance” Application Conference Call. This call will answer any questions applicants have about completing the formal SF-424 “Request for Federal Assistance” application package and all supporting documentation.
- Stage 5 is the submission of the formal SF-424 “Request for Federal Assistance” application and all supporting documentation.

### **Stage 1: Pre-proposal Conference Call**

This call will be held **March 30, 2005 from 1:00 PM to 2:00 PM EST**. The purpose of this call is to answer any questions applicants may have concerning eligibility, scope of work, budget, and formal application for federal assistance award process, project monitoring, etc. If the organization is interested in participating in the pre-proposal conference call, please e-mail EPA at [tribal.rfa@epa.gov](mailto:tribal.rfa@epa.gov) by **March 25, 2005**. In your e-mail please provide the organization’s contact information including: the name of the organization, a contact person’s name, e-mail address, and phone and fax number.



## Stage 2: Cover Letter and Concept Proposal

### *Elements of the Cover Letter*

The cover letter must 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 the organization is one of the following:
  - (a) federally recognized Indian Tribal government
  - (b) hospital
  - (c) state or local government
  - (d) college or university
  - (e) non-profit organization
  
- 3.) A statement that indicates a desire to participate in Stage 4 (Formal SF-424 "Request for Federal Assistance" Application Conference Call.), if the concept proposal is selected for award recommendation.

### *Elements of the Concept Proposal*

In addition to the two page cover letter, organizations must submit a seven page concept proposal that includes a detailed work plan, itemized budget and brief biographical descriptions for key personnel. If more than seven pages are submitted only the first seven will be reviewed and evaluated. Text must be single-spaced, 12-point font and margins are not specified. Proposals must be legible and submitted in English or else they will not be reviewed. No additional materials (e.g., brochures, videos, etc.) beyond the seven page limit will be given to the review panel for consideration.

The concept proposal should address the following elements in the order provided:

- 1. Overview of Project** – describe the basic structure of the proposed project and how you would expect to collaborate with Tribal community(s), EPA and others;
  
- 2. Proposed Project Goals** – include a summary of your specific goals, objectives, outputs/activities and expected outcomes. Outputs and outcomes should be described specifically and, to the extent possible, qualitative and quantitative. Activities reducing public exposure to environmental triggers, thereby resulting in quantifiable outcomes such as reduced health risk, will be ranked higher than those that simply aim to disseminate information;

- 3. Target Population** – the target population identified by EPA is Tribal community(s). Therefore, describe the chosen Tribal community and any distinct characteristics of the areas targeted for this work (e.g., environmental risk and toxic air pollutants);
- 4. Methods and Materials** – describe the methods, approaches and materials you will use to achieve proposed project outputs/activities and goals/outcomes;
- 5. Monitoring and Evaluation** – describe how project progress will be tracked and measured. Describe mechanisms used for tracking program outputs and evaluating program outcomes;
- 6. Staff** – describe staffing needed to execute the proposed work plan, including number of staff and their qualifications. Include brief biographical descriptions on the qualifications and experience of key personnel, including any experience applying evaluation and tracking procedures, and managing grants;
- 7. Budget** – itemize funds for personnel, fringe benefits, travel, equipment, supplies, contractual services, other (e.g., subaward), indirect costs and other pertinent information by proposed activity. Discuss how the budget relates to the goals, objectives, outputs, and outcomes in the work plan;
- 8. Time line** – indicate project length, activity milestones, quarterly report submission and final report submission dates;
- 9. Sustainability** – explain whether the project will continue beyond funds available through this announcement;
- 10. Replication** – demonstrate and explain how this local project can be replicated in other Tribal communities (such concept proposals should describe how replication would occur).

The concept proposal will be evaluated against the criteria set forth in Section V of this announcement.

**The concept proposal with the scope of work, budget and key personnel shall be submitted no later than May 4, 2005.**

### **Stage 3: Invitation to Submit a Formal SF-424 “Request for Federal Assistance” Application**

EPA will notify selected applicants when recommended award decisions are made. This notification will take place by **June 1, 2005**. Upon this notification, selected applicants will be given the invitation to submit a formal SF-424 “Request for Federal Assistance” application package and all supporting documentation.

**Stage 4: Formal SF-424 “Request for Federal Assistance” Application Conference Call**

The formal application assistance conference call is to answer any questions selected applicants may have about the federal application process. If the cover letter indicates a desire to participate in this call, then will e-mail instructions on how to participate in the conference call. This call will be scheduled on **June 7, 2005 from 1:00 PM to 2:00 PM EDT**.

**Stage 5: Formal SF-424 “Request for Federal Assistance” Application Submission**

When submitting the formal SF-424 **“Request for Federal Assistance” Application**, make sure it is consistent with the selected concept proposal. Formal SF-424 applications and all supporting documentation from selected applicants are due on or before **June 23, 2005**.

**A. How to Obtain Application Package**

The complete formal “Request for Federal Assistance” 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)

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

**B. Content and Form of Formal SF-424 Application Package submission**

Selected applicants must submit the formal SF-424 application package consistent with the chosen original concept proposal. The chosen concept proposal will be matched with the appropriate formal SF-424 application when submitted from selected applicants.

Please provide an original SF-424 and all supporting documentations with appropriate signatures and **two** copies.

**1. A complete application must contain the following, in the sequential order shown:**

- a. SF-424 Application for Federal Assistance, with original signature
- b. SF-424 A, Budget by categories and indirect cost rate
- c. SF-424 B, Assurances for non-construction programs
- d. Certification Regarding Lobbying and SF LLL, if applicable
- e. EPA Form 4700-4 Pre-award Compliance review report
- f. EPA 5700-53 Lobbying and Litigation Certificate
- g. Quality Assurance Narrative Statement, if applicable
- h. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
- I. E-mail address or self-addressed envelope (to receive notification of receipt of application)

## Intergovernmental Review

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 formal SF-424 “Request for Federal Assistance” application package to their State Point of Contact (SPOC) for review. This review is not required with the concept proposal and not all states require such a review.

## Funding Restrictions

Funding is only available for the activities authorized under one or more of the U.S. EPA grant authorities cited in Section 103 of the Clean Air Act. Funding will not be permitted for construction activity, lobbying, entertainment expenses, or other unallowable costs under the applicable OMB circulars. Pre-award costs and equipment costs are allowable only with the written consent of EPA. Allowable costs for non-profit organizations are defined in OMB circular A-122; allowable costs for public entities are defined in OMB circular A-87. Any contracts for services or products funded with EPA financial assistance must be awarded under the competitive procurement provisions of 40 CFR Part 30 or 40 CFR Part 31, as applicable. Subawards/subgrants must be consistent with the definitions of these terms in 40 CFR 30.2 (ff) and 40 CFR 31.3 Subgrant as applicable. EPA encourages applicants to compete subgrants. (See Section 4.2, confirmation of partner participation, for further details.)

## Other Submission Requirements

Due to the unique situation involving U.S. mail screening, applicants **MUST** use an express mail option to submit their concept proposals and applications. **NO LATE PROPOSALS WILL BE ACCEPTED.** The concept proposal and application should be addressed to:

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

US EPA  
Attn: Shelley Blake  
Office of Radiation and Indoor Air  
Indoor Environments Division (Mail Code 6609J)  
“Tribal Community: Reducing Toxic Air Pollutants Project RFA”  
1301 L Street, NW, Room 413J  
Washington, DC 20005  
Phone: (202) 343-9819

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their concept proposal and formal application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark and claim the entire concept proposal and applications and/or sections 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.

## V. APPLICATION REVIEW INFORMATION

### A. Evaluation Criteria

Each concept proposal will be evaluated against the criteria set forth below. Applications that are best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each concept proposal will be rated under a points system, with a total of 100 points possible. The evaluation criterion and sub-factors, in descending order of importance, are as follows:

Section	Criterion	Maximum Points per Criterion (100 pt. Scale)
<b>Sec I.</b>	<b>Project Objectives and Goals:</b> The applicant's concept proposal identifies as the project's major goals, objectives, outputs and outcomes:	<b>Total Points (30)</b>
1.	Conduct training, outreach, and education on the application of voluntary methods and activities to reduce risk from toxic air pollutants for a Tribal community(s);	10
2.	Address both indoor and outdoor air toxic exposures in a Tribal community(s) and;	5
3.	Reduce toxic air pollutants with special emphasis on Tribal members most at risk for adverse health effects, i.e., elders, infants and young children, and pregnant women.	5
4.	Conduct education, training and outreach on the application of voluntary risk reduction activities/techniques that have been shown to be effective in reducing human exposure to toxic air pollutants.	10
<b>Sec. II.</b>	<b>Community Involvement and Effective Partnerships:</b>	<b>Total Points (30)</b>
1.	The concept proposal describes how the applicant will identify and collaborate and/or team with Tribal community(s) and various government and non-government agencies, organizations, and stakeholders to reduce the Tribal communities' exposure to toxic air pollutants from indoor and outdoor sources.	15
2.	The applicant's concept proposal demonstrates how the project's work would be replicable in other Tribal communities as well achieve significant environmental results.	10
3.	The applicant's concept proposal explains whether the project will continue beyond the life of the EPA financial assistance.	5

<b>Sec. III</b>	<b>Project Budget and Resources:</b>	<b>Total Points (20)</b>
1.	The proposed project budget is appropriate to accomplish the proposed scope of work and deliverables.	10
2.	The applicant identifies sufficient staff to accomplish the proposed scope of work; project staff has the knowledge and experience to perform the proposed work.	5
3.	The applicant's concept proposal provides a project time line, including project length, milestones, quarterly reports submissions, and final report submission dates.	5
<b>Sec. IV</b>	<b>Monitoring and evaluating environmental results: Reducing indoor/outdoor toxic air pollutants in Tribal community(s)</b>	<b>Total Points (20)</b>
1.	The concept proposal describes a mechanism for tracking the project's progress. The tracking mechanism is practical, reasonable, and provides periodic performance reports.	5
2.	The concept proposal demonstrates the capacity to achieve measurable outputs and/or intermediate and end outcomes. (This should not emphasize data gathering at the expense of project performance)	5
3.	The concept proposal includes a component for evaluating overall project achievements	5
4.	The concept proposal identifies past projects or activities that the applicant has performed that demonstrate experience with tasks similar in size, scope, complexity and relevance to the activities required in this solicitation.	5

**B. Review and Selection Process**

Each concept proposal will be reviewed by an evaluation team with expertise to address a full range of toxic air pollutants concerns and public education, training and outreach activities. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice. The highest numerically ranked concept proposal(s) subject to the quality and availability of funds will be selected for this award.

**VI. AWARD ADMINISTRATION INFORMATION**

**A. Award Notices**

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

1. EPA will notify selected applicant(s) by telephone and e-mail prior to **June 1, 2005**. This notification, which advises that the applicant's concept proposal is selected by review panel and recommended for award, is not an authorization to begin the project activities. 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. At a minimum, this process can take up to 90 days from the date of selection. The anticipated award date is October 1, 2005.

2. EPA will notify all applicant(s) via e-mail or phone by **June 1, 2005**. In either event, the notification will be sent to the original signer of the concept proposal.

### **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. 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 performance reports and a detailed follow-up case-study report will be required. The case-study report should include: a summary of the project, reductions achieved if applicable, cost analysis, problems, successes, and lessons learned. The schedule for submission of quarterly reports will be established upon the official start date of the project and budget period.

## **VII. AGENCY CONTACT(S)**

### **FOR FURTHER INFORMATION CONTACT:**

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

Shelley Blake, US EPA  
Office of Air and Radiation  
Indoor Environments Division (MC 6609J)  
1301 L Street, NW  
Room 413J  
Washington, DC 20005  
Phone: (202) 343-9819  
Fax (202) 343-2392  
e-mail [tribal.rfa@epa.gov](mailto:tribal.rfa@epa.gov)

Questions or comments must be communicated in writing via express mail, facsimile, or e-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)).

"Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://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 person identified below.

## VIII. OTHER INFORMATION

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. Formal disputes challenging the Agency's award decision will be resolved using the Dispute Procedures at 40 CFR 30.63 and 40 CFR 31.70.

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 group, 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.

### REMINDERS

**For those invited to submit a formal SF-424 Application for Federal Assistance Package, they are due on June 23, 2005.**

**Applicants MUST use an express mail option to submit their concept proposals and formal applications. EPA suggest sending any correspondence related to the concept proposal and/or application either by express mail or send an e-mail [tribal.rfa@epa.gov](mailto:tribal.rfa@epa.gov)**

**NO LATE CONCEPT PROPOSAL and/or APPLICATIONS WILL BE ACCEPTED.**