

US EPA ARCHIVE DOCUMENT

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

TITLE: “Replacement Grant to Increase Awareness of Adverse Effects of Environmental Tobacco Smoke (ETS)/Secondhand Smoke on Children”

ACTION: Request for Applications (RFA) - Initial Announcement

RFA NO.: OAR-ORIA-IED-05-17

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES:

The closing date for receipt of a cover letter of up to two pages, SF 424, 424A and B, and a proposal of up to 10 pages is due on **July 18, 2005 at 4:00 pm Eastern Daylight Time (EDT)**. **The proposals MUST be received by the contact point listed in Stage 3, Section III, C. 3, on or before the deadline date and time mentioned above. No late proposals will be accepted.** Due to the unique situation involving U.S. postal mail screening, the Agency recommends that you use express mail to submit your cover letter, SF 424, 424 A and B and proposal.

1. A pre-proposal conference call will be held on **June 23, 2005 from 2:30 pm to 3:30 pm EDT**. If you are interested in participating in this conference call please send an e-mail to “ets.rfa@epa.gov” providing your organization’s contact information (see Section IV, Stage 1) by **June 15, 2005**.
2. Submit a cover letter of up to two pages, SF-424, 424A and B, and a proposal of up to 10 pages (including a scope of work, budget and brief descriptions of key personnel) on or before **July 18, 2005 at 4:00 pm EDT** (see Section IV, Stage 2).
3. EPA will notify all applicants regarding their proposal’s status (i.e. whether or not selected for award recommendation). These notifications will occur within 15 days of recommended award decisions being made.
4. A Formal SF-424 Application Package including (all certifications and other supporting documentation not submitted in Stage II, see Section IV, Stage 3, A and B) from the applicant selected for award recommendation is due on or before **August 31, 2005 at 4:00pm**. Due to the unique situation involving U.S. postal mail screening, the Agency recommends that you use express mail to submit your formal SF 424, Application Package.

SUMMARY

EPA seeks proposals and SF 424, 424A and B from eligible entities to undertake national education, training, and outreach projects that: promote awareness and understanding of the environmental health benefits of smoke-free environments for children, strengthen the capacity of families and communities to create and sustain a smoke-free environment for children, reduce children's exposure to ETS, and assess the effectiveness and sustainability of education and outreach strategies that reduce and/or prevent children's exposure to ETS.

EPA solicits proposals from entities with experience implementing national-level environmental and/or public health programs and/or tobacco-related environmental health programs that have achieved positive environmental health outcomes.

EPA's emphasizes nationwide projects designed to demonstrate early success in reducing children's exposure to ETS. EPA is available to provide technical assistance to the selected organization to ensure the project leads to desired environmental results and outcomes, specifically reducing the number of children regularly exposed to ETS.

FUNDING/AWARDS: EPA will be awarding one cooperative assistance agreement with a total funding of between \$410,000 and \$430,000.

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- II. Award Information
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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

US EPA Office of Radiation and Indoor Air (ORIA) has an active multi-pronged national-level program to combat asthma which focuses on preventing asthma symptoms by reducing children's exposure to indoor environmental triggers, in particular ETS.

ETS, also called secondhand smoke, is the mix of smoke given off by both a cigarette and the smoke exhaled by a smoker. This mixture contains more than 4,000 substances, more than 40 of which are known to cause cancer in humans or animals and many of which are strong irritants. Exposure to ETS is called involuntary smoking or passive smoking.

Young children who breathe ETS are more susceptible to Sudden Infant Death Syndrome (SIDS). They also contract bronchitis and pneumonia, experience more ear infections, suffer more asthma attacks, and wheeze and cough. Approximately 3 million children (11%) aged 6 and under are exposed to ETS on a regular basis in their homes. (NOTE: “regular” is defined as 4 or more days/week.)

Asthma is an epidemic in the United States with a disproportionate impact on children. Approximately 17% of all households with children have had at least one child diagnosed with asthma. Children from low-income, low-education households are more likely to suffer from asthma, and children with asthma are just as likely to be exposed to ETS in their homes as children in general. EPA's goal is to increase the number of people with asthma who have reduced their exposure to environmental triggers of asthma from an estimated 3 million in 2003 to 6.5 million in 2012.

EPA seeks to support nationally-applicable, performance-based projects that: promote awareness and understanding of the environmental health benefits of smoke-free environments for children, strengthen the capacity of families and communities to create and sustain a smoke-free environment for children, reduce children’s exposure to ETS, and assess the effectiveness and sustainability of education and outreach strategies that reduce and/or prevent children’s exposure to ETS.

B. Scope of Work

The expected result of this solicitation is to educate and motivate parents and caregivers to make their homes and cars smoke-free for children. Objectives are to:

- (1) Reduce the number of children exposed to ETS in the home and other environments.
- (2) Increase the number of smoke-free homes, cars and other environments for children age 6 and under.

Proposals submitted should focus on a variety of national education, training, and outreach strategies, particularly directed to low-income/low-education populations, that increase awareness and action on the environmental health risks to children from exposure to ETS, including asthma, SIDS, bronchitis, ear infections, and other health conditions.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

1. Linkage to EPA Strategic Plan

This Competitive Funding Announcement supports EPA’s Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air.

The expected outputs of this project include national education, training, and outreach activities designed to change knowledge, attitude, and behavior about children's exposure to ETS. The intermediate outcomes of this project are increased public awareness and action to prevent the adverse effects of ETS on children, particularly as a key environmental asthma trigger. The environmental outcome of this project is to reduce children's exposure to ETS in their homes by creating and sustaining smoke-free environments. The expected ultimate impact is to reduce asthma attacks and other incidents of disease, along with their associated public costs, due to children's exposure to ETS.

Key requirements of the project include: 1) Link to EPA's Strategic Plan, 2) Resources/Input, 3) Activities (and targets, if any), 4) Stated Outputs (with targets), 5) Anticipated Outcomes (with targets) for the long-term, interim and short-term and 6) Baseline established for measurement.

2. Outcomes

Examples of environmental outcomes/results (both qualitative and quantitative) indicating reductions in children's exposure to ETS:

- Number of adults, living with children, who commit not to smoke in their homes and vehicles,
- Number of households with children age 6 and under counseled on the environmental health risks and prevention of ETS exposure to children,
- Number of families reached through collaboration with health care delivery systems, health care professionals, and/or educators,
- Number of health plan providers that have strengthened the provisions in their plans or guidance to medical personnel related to reducing children's ETS exposure.

3. Outputs

Outputs/Activities to reduce children's exposure to ETS

Project outputs/activities should aim to reduce children's exposure to ETS. Examples of outputs/activities that would be eligible for funding include, but are not limited to the following:

- A national environmental health campaign designed to protect children from ETS exposure in low-income/low-education populations. Project activities geared toward specified communities could incorporate the development of new, or use of existing, linguistically and culturally competent tools that provide the communities with important ETS and/or asthma information and encourage preventive action.
- Outreach to medical and health care professionals that promotes national awareness and teaches methods of intervention to reduce children's ETS exposure, and integrates those methods into standards of care in clinical practices of health care delivery systems.
- Education and training for lay health educators, bilingual peers (e.g. promotoras), and

community-based child care organizations across the nation through “train the trainer” courses which will help strengthen the capacity of families and communities to create and sustain smoke-free environments for children.

- Education, training, and outreach to individuals, gatekeepers, and practitioners across the nation that links awareness of children’s exposure to ETS with the management of environmental asthma triggers.
- Outreach to national health plan providers (including Medicaid and state health insurance programs for children) that leads to increased client awareness and prevention of children’s exposure to ETS.
- Educational videos, publications and/or other tools to instruct parents and caregivers on how reduce children’s exposure to ETS and keep their homes and vehicles smoke-free.
- Outreach to new and/or soon-to-be parents of infants about the dangers of ETS exposure to children that stimulates sustainable behavioral change.
- Education and outreach on preventing ETS exposure to low-income, low education families who are clients of early learning and nutritional government and non-government service providers; public and private daycare centers and other stakeholders across the nation to raise awareness of and promote action to protect children from ETS exposure.

D. Supplementary Information

The statutory authority for this action is Clean Air Act (CAA), Section 103. For detailed information on the CAA go to <http://www.epa.gov/oar/caa/caa103.txt>. This solicitation is in accordance with the CAA, Section 103. The CAA allows EPA to make grants for the purpose of education, training and outreach.

ETS is a toxic air pollutant, caused by the use of tobacco products. The effects on children’s development and growth from exposure to ETS can impact both their overall health and welfare. This project will provide at the national-level, education, training and outreach on how to prevent and control children’s exposure to ETS.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding for this competitive opportunity is between \$410,000 and \$430,000.

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

EPA anticipates an award of 1 cooperative agreement fully funded between \$410,000 and \$430,000 resulting from this announcement. Applicants are expected to provide a budget categorized over 36 months or three years.

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

1. Close monitoring of the awardee performance to verify the results proposed by the awardee, including resource utilization;
2. Provision of technical assistance and collaboration during performance of the scope of work;
3. Approving substantive terms of proposed contracts;
4. Approve qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. 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 1, 2005 to September 30, 2008**. All projects must be completed within the negotiated project performance period of up to 36 months.

D. Are matching funds required?

No.

E. 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 sub-award or sub-grant procedures contained in 40 CFR Parts 30 or 31, as applicable. Selected applicants must complete 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 proposal. Moreover, the fact that a selected applicant has named a specific contractor or consultant in the proposal that EPA funds does not relieve the applicant of its obligations to comply with competitive procurement requirements.

Sub-grants or sub-awards may be used to fund partnerships with non-profit organizations and governmental entities. The successful applicant cannot use sub-grants or sub-awards 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 sub-grantee must be consistent with the standards for distinguishing between vendor transactions and sub-recipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “sub-award” at 40 CFR 30.2(ff) or “sub-grant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

F. Will EPA consider partial funding for projects?

Yes, EPA reserves the right to partially fund proposals/applications by funding discrete activities, portions, or phases of the proposed project. If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal/application, or portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and the evaluation/selection process.

III. ELIGIBILITY INFORMATION

A. Eligible Entities

Proposals will be accepted from universities, state, local, multi-state, tribal governmental agencies and non-profit organizations, as defined by OMB Circular A-122 www.whitehouse.gov/omb/circulars/a122/a122.html.

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.

IV. APPLICATION AND SUBMISSION INFORMATION

The process involves three stages:

- Stage 1 -- pre-proposal conference call.
- Stage 2 -- submission of up to a two-page cover letter, SF-424 A and B, and up to a ten-

page proposal with a scope of work, budget and short biographical descriptions of key personnel. The proposal will be evaluated using the evaluation criteria set forth in Section V of this announcement.

- Stage 3 -- Once a letter of invitation has been sent to the selected applicant for award recommendation the selected applicant will submit **all of the elements of the Formal SF-424 Application Package** not included in the prior submission of Stage 2 (to a two-page cover letter, SF-424, 424A and B, and up to a ten-page proposal with a scope of work, budget and short biographical descriptions of key personnel).

Stage 1: Pre-proposal Conference Call

This call will be held **June 23, 2005 from 2:30 pm to 3:30 pm EDT**. The purpose of this call is to answer any questions applicants may have concerning project eligibility, scope of work, budget, project monitoring, application selection and award process, etc. If your organization is interested in participating in the pre-proposal conference call, please e-mail EPA at ets.rfa@epa.gov by **June 15, 2005**. In your e-mail please provide the organization's contact information including: the name of the organization, contact person's name, e-mail address, phone number and fax number.

Stage 2: Cover Letter and 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 your organization has eligibility status; and
- 3) A description of the quantitative results/outcomes of your current programs(s) as it relates to one or more of the project areas outlined in this RFA (see Examples of Outcomes/Results, Section I);

Elements of the Proposal

In addition, to the two page cover letter, SF-424, 424A and B, organizations must submit a proposal with a maximum of ten pages that includes a detailed work plan, itemized budget, timeline, and brief biographical descriptions for key personnel. If more than ten pages are submitted, only the first ten pages will be reviewed and evaluated. Text must be single-spaced,

and margins are not specified. Proposals must be legible and written in English or they will not be reviewed. No additional extraneous materials (e.g., brochures, videos, etc) will be given to the review panel for consideration.

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

- A. Project Title.
- B. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- C. Total Project Cost. Specify total cost of the project. Identify funding from other sources including any in-kind resources.
- D. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in October 2005).
- E. 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.
 1. It must include a detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated timeline for each task
 2. The associated work products to be developed (e.g. partnership agreements, if any)
 3. An explanation of project benefits to the public
 4. An explanation of how project outcomes will be designed for the benefit of low-income, low education communities
 5. A detailed explanation of how project success shall be evaluated
 6. A description of the roles of the applicant and partners if any
 7. Biographical information of the key personnel
 8. A discussion of the applicant's:
 - i. past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the proposed project;
 - ii. history of meeting reporting requirements on prior or current assistance agreements with federal and/or non-federal organizations and submitting acceptable final technical reports;
 - iii. organizational experience and plan for timely and successfully achieving the objectives of the project,
 - iv. staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project;
- G. Plan for tracking and measuring progress toward achieving the expected environmental outputs/outcomes identified in Section I of this announcement.

- H. Reporting Requirements. Discuss quarterly updates (schedule to be established by EPA) and a detailed follow-up final report. The final report should include: summary of the project, advances achieved if applicable, and costs of the project. In addition, the final report shall discuss the problems, successes, lessons learned from the demonstration project that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere.
- I. 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

The two-page cover letter, SF-424, 424A and B and ten page proposal with the scope of work, budget and key personnel must be submitted no later than **July 18, 2005**. No late proposals will be accepted.

Applicants are strongly advised to avoid submission of extraneous materials. Pages exceeding the maximum length will not be considered. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English to be considered for award under this solicitation.

Applicants must submit information relating to the programmatic capability criteria to be evaluated under the ranking factor(s) in section V of the announcement. EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

Stage 3: Invitation and Submission of a Formal SF-424 Application Package including all supporting documentation

EPA anticipates notifying the selected applicant for recommended award within 15 days after recommended award decisions are made. Upon this notification, the selected applicant will be invited to submit a formal complete package and all supporting documentation.

When submitting the Formal SF-424 Application Package applicants must include all documents except those submitted prior in Stage 2. The Formal SF-424 Application Package is due on or before **August 31, 2005 at 4:00pm EDT**.

A. How to Obtain an Application Package

The complete grants application (Formal SF-424 “Application Kit for Federal Assistance” package) for the selected applicant can be downloaded from EPA’s Office of Grants and Debarment website at: 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 person listed in Section VII of this announcement.

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

The selected applicant must submit the Form SF-424 “Application Kit for Federal Assistance” package consistent with the chosen original proposal. The chosen proposal will be matched with the appropriate Formal SF-424 application when submitted from the selected applicant. Please provide an original and **two** copies of the SF-424 and all supporting documentation with appropriate signatures.

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

- a. SF-424 Application Kit for Federal Assistance, with original signature
- b. Key Contact List
- c. SF-424 A, Budget by categories and indirect cost rate
- d. SF-424 B, Assurances for Non-construction Programs
- e. Certification Regarding Lobbying and SF LLL
- f. EPA Form 4700-4 Pre-award Compliance review report
- g. Copy of Negotiated Indirect Cost Rate Agreement, if applicable
- h. Quality Assurance Narrative Statement, if applicable
- i. Other Supporting Documentation

C. Submission Dates and Times

1. Deadline for Submission. The completed application package is due **August 31, 2005, 4:00 pm EDT**. 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. Confidential Business Information. In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c)(2) prior to disclosure.

3. Other Submission Requirements. Due to the unique situation involving U.S. postal mail screening, the Agency **RECOMMENDS** that applicants use an express mail option (i.e. FedEx, UPS, DHL, etc.) to submit their proposals and applications. The closing date for receipt of a cover letter of up to two pages, SF 424, 424A and B, and a proposal of up to 10 pages is due on **July 18, 2005 at 4:00 pm Eastern Daylight Time (EDT)**. **The proposals MUST be received by the contact point listed below on or before the deadline date and time. NO LATE PROPOSALS ACCEPTED.** The proposal and application should be express mail delivered to the following address:

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

U.S.EPA
Attn: Shelley Blake
1200 Pennsylvania Avenue, NW (Mail Code 6609J)
Washington, DC 20450

Phone: (202) 343-9819

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

U.S.EPA
Attn: Shelley Blake
1310 L Street, NW, Room 413J
Washington, DC 20005

Phone: (202) 343-9819

V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Each eligible proposal will be evaluated against the criteria set forth below. The proposal best able to directly and explicitly address these criteria will have a greater likelihood of selection. Each proposal will be rated under a points system, with a total of 100 points possible.

PROPOSALS WILL BE EVALUATED BASED ON THE EXTENT THEY:

Proposal Evaluation Criterion		Maximum Points per Criteria (100 Point Scale)
I. Project Overview; Goals and Objectives:		Total Points (25)
1.	Clearly describe the basic structure of the proposed project and describe how the applicant will identify and collaborate with various organizations, stakeholders and low-income, low-education communities/individuals, and government and non-government agencies at the national-level;	15
2.	List goals and objectives that are clearly stated and whether the project activities at the national-level are likely to result in behavioral changes in homes and communities leading to reduced exposure to ETS by children in targeted populations, particularly low-income, low-education communities;	10
II. Target Population; Methods and Materials; and Timeline:		Total Points (30)
1.	Describe practical strategies for conducting national environmental health education, training, and outreach activities, particularly with respect to motivating behavioral changes among socio-economically diverse and disproportionately affected populations and whether it clearly identifies the targeted population and the reason the particular population was chosen for the project;	15
2.	Demonstrate at the national-level the potential and capacity to achieve measurable outputs and/or intermediate and final outcomes as described in Section I;	10
3.	Provide a clear project timeline that outlines project length, milestones, quarterly reports and final report submission dates;	5
III. Work Experience; and Staff:		Total Points (25)
1.	Demonstrate that the applicant is currently implementing (or has implemented) national-level education, training, and outreach projects on environmental or public health topics (e.g., ETS or asthma) that are achieving (or have achieved) measurable outcomes;	10
2.	Describe past national-level projects or activities that demonstrate the applicant's experience with tasks and activities relevant to the size, scope, complexity of the requirements in this solicitation;	5

3.	Demonstrate that the applicant has identified sufficient and qualified key personnel to accomplish the proposed scope of work, project staff that are competent to perform the proposed work (i.e. exhibits knowledge and experience to address any unique community needs in order to perform effectively), and key personnel that have sufficient grant management experience;	10
IV. Monitoring and Evaluation; Sustainability and Replication:		Total Points (10)
1	Clearly describe a practical, reasonable, and sound evaluation component for tracking progress and accomplishments at the national-level and provide for submission of timely performance reports that, at a minimum, report the number of individuals and households that have received education, training and outreach on the cause, effects, prevention and control of ETS exposure to children;	5
2.	Explain how the applicant will sustain the project and promote the replication of this project nationally and or/in other localities after expiration of EPA funding support; and	5
V. Budget:		Total Points (10)
1.	Include a budget that relates to the objectives, outcomes, and deliverables within the work plan proposed. In addition, the budget should itemize funds for salaries, materials, equipment, contracted activities, travel, overhead, and other pertinent information related to the proposal.	10

B. Review and Selection Process

Each proposal will be reviewed by an Evaluation Team possessing knowledge and expertise to address a full range of indoor air pollutants concerns (including national public education, training, and outreach activities). The Evaluation Team will base its evaluation of proposals solely on the Proposal Evaluation Criterion disclosed in this notice.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

1. EPA anticipates notifying the selected applicant for award recommendation by telephone, postal or electronic mail within 15 days of recommended award decision. This notification will advise the applicant that their submitted proposal was recommended for award by the Evaluation Team and is not an authorization to begin the activities of the project. Only the EPA Grants Administration Division Award Official makes final decisions and gives official notice of award

on the expenditure of funds resulting from this announcement. The anticipated award announcement date is **October 1, 2005**, and is subject to the availability of funds.

2. EPA anticipates notification to unsuccessful applicant(s) telephone, postal or electronic mail will be within 15 days of recommended award selection. 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.
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.
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>.
4. Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and 40 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.
5. Programmatic Terms and conditions will be negotiated with the selected recipient.
6. 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
7. 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. 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. Sub-awards/sub-grants must be consistent with the definitions of these terms in 40 CFR 30.2 (ff) and 40 CFR 31.3 Sub-grant as applicable. EPA encourages applicants to compete sub-grants. (See Section 4.2, confirmation of partner participation, for further details).

C. Reporting Requirement

Quarterly performance reports and a detailed final technical report will be required during the project performance period. The final technical report should include (but is not limited to) a summary covering work status, work progress, publications, and actual accomplishments pertinent to the project goals and objectives for the entire period. The timeline for submission of quarterly reports will commence upon the official start date of the project and budget periods.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA expects to closely monitor the successful applicant(s) performance, collaborate during the performance of the scope of work, approve the substantive terms of proposed contracts, approve the qualifications of key personnel, review and comment on reports prepared under the cooperative agreement, and evaluate the engineering improvements on an EPA demonstration project. EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

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) 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 Victoria Drew at 202-343-9049.

E. Pre-Award Administrative Capability Review

Non-profit applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

VII. AGENCY CONTACT FOR FURTHER INFORMATION:

Shelley Blake
U.S. Environmental Protection Agency
Office of Radiation and Indoor Air
Indoor Environments Division
1310 L Street, NW
Room 413J, (Mail Code 6609J)
Washington, DC 20005
Fax: (202) 343-2394
e-mail: ets.rfa@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, periodically, until the closing date of this announcement at the OAR Grants/Funding webpage (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. EPA further reserves the right to partially fund projects.

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.