

US EPA ARCHIVE DOCUMENT

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

**TITLE:** "INNOVATION IN WOOD STOVE CHANGEOUTS STUDY"

**ACTION:** Request for Proposals (RFP)

**RFP NO:** EPA-OAR-OID-06-09

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

**DATES:** The closing date for receipt of proposals under this RFP is **August 21, 2006, 4:00 p.m. EDT**. All proposals, however submitted, must be received by the closing date and time to receive consideration. No late proposals will be accepted.

**SUMMARY:** This notice announces the availability of funds and solicits proposals that demonstrate innovative approaches to developing and supporting wood stove changeout programs across the country.

**FUNDING/AWARDS:** The total estimated funding available under this competitive opportunity is approximately \$300,000. EPA anticipates award of one to three cooperative agreements resulting from this announcement, subject to the availability of funds and the quality of evaluated proposals, ranging in value from \$100,000 to \$300,000. Applicants may propose to develop more than one changeout program, as long as the page limit for proposals is not exceeded. Final applications will be requested from those eligible entities whose initial proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of preliminary selection from EPA, those applicants will be provided with instructions and a due date for submittal of the final application package.

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## I. FUNDING OPPORTUNITY DESCRIPTION

### A. Background

Currently, there are no Federal standards that require wood stove owners to replace their older wood stoves. There are about 10 million wood stoves operating today in American households that are used as a primary or secondary source of heat. Of these, approximately 75% are the older, higher polluting and less efficient conventional stoves that were manufactured prior to 1988 when EPA issued emission standards. After 1988, all new stoves produced in the U.S. had to meet these standards, but since any wood stove or fireplace insert can last as long as 40 years there are still millions of non-certified stoves in operation. “EPA-certified<sup>1</sup>” stoves and inserts are much less polluting (70% fewer emissions) and are more energy efficient than older non-certified stoves, and many of the units made today surpass EPA’s certified stove emissions limit and are especially clean. There are also other types of very clean burning hearth products available to consumers today such as gas stoves and pellet stoves<sup>2</sup>. For the purposes of this announcement, the term wood stove also includes fireplace inserts. A fireplace insert is essentially a wood stove that is installed in an existing fireplace.

The purpose of this announcement is to solicit proposals that demonstrate innovative approaches to developing and supporting wood stove changeout programs. Some possible approaches include:

Sliding Scale Funding Wood stove Changeout – a wood stove changeout campaign that provides rebates of varying amounts depending on the type of appliance changed out. For example, providing \$200 if a homeowner replaces their old wood stove with an EPA-Certified stove, \$300 if an old stove is changed out with a cleaner burning pellet stove and \$400 when a gas appliance replaces an old wood stove. In addition, the wood stove manufacturers could provide a rebate on top of the campaign rebate. The intent is to help increase the understanding as to what level of rebate it takes to get consumers to invest in new cleaner burning appliances.

Tribal Wood stove Changeout Campaign - Many Tribal members use wood burning devices - often older, non-EPA certified wood stoves and fireplace inserts - as a significant source of heat in their homes. For example, about 95% of the Makah Tribe’s 1700 members living on or near the reservation burn wood to heat their homes and this yields approximately 35 tons of particle pollution into the tribal air shed. As a result, tribal members and their neighbors can be routinely exposed to wood smoke – both outdoors, and also in their indoor air. This campaign could be used to determine whether,

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<sup>1</sup> Meets the 40 C.F.R. Part 60 Subpart AAA New Source Performance Standards (“NSPS”) for wood stoves.

<sup>2</sup> Pellet wood stoves are fueled with sawdust, wood products, and other biomass materials compressed into pellets. Some pellet stove models are subject to the 1988 New Source Performance Standards (NSPS), while others are exempt due to a high air-to-fuel ratio (i.e., greater than 35-to-1).

through providing direct consumer financial incentives to purchase stoves and working with other federal agencies, and/or other organizations (e.g., Bureau of Indian Affairs, Housing and Urban Development, Department of Energy, or non-profits), resources could be leveraged to changeout a significant number of old uncertified wood stoves in tribal households.

Low-Income Weatherization Wood stove Changeout – this campaign could focus on working with a local non-profit organization administering a low income weatherization<sup>3</sup> and/or low-income energy assistance program with the purpose of leveraging resources (e.g., fund installation costs) to support wood stove changeouts. A “lessons learned” report/template could be developed and shared with both air pollution air officials and low-income energy assistance organizations.

Wood stove Changeout and Burn Clean Community Workshops – this campaign could first put special emphasis on educating the community about the value of changing out their old stove primarily by developing and conducting 3-4 “Burn Clean” educational workshops in their community. The workshop could focus on the benefits of clean burning technologies (e.g., EPA certified stoves), and clean burning techniques (using dry wood, not letting fires smolder, etc.). A burn trailer with an old stove and an EPA-certified stove burning side-by-side could be a key component of the workshops. The grantee could then make varying amounts of funds available to the community to changeout stoves. The grantee could evaluate each workshop and conduct a follow up survey of the workshop participants at a later date to see if in fact the workshops proved effective in getting homeowners to invest in a new stove or change other behaviors (e.g., stop burning trash).

The applicant may choose to develop a campaign based on one of the suggested approaches or another approach entirely. The applicant should keep in mind that EPA has previously funded cooperative agreements with the Lincoln County, MT, Board of Commissioners and the Southwest Pennsylvania Air Quality Partnership (SPAQP) to conduct woodstove changeout demonstration projects in their communities, and the approaches used in those changeouts should not be replicated under this potential agreement. Accordingly, the following is a brief description of the approaches used by these organizations.

For SPAQP: The approach involved a voluntary woodstove changeout campaign that relied upon modest government funding for low-income changeouts and industry discounts for non-low-income owners of woodstoves. The SPAQP also leveraged other county grant funds to increase the number of participants in the program. It also included a public education and outreach component.

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<sup>3</sup> Through the [Weatherization Assistance Program](#), the U.S. DOE delivers weatherization services to low-income households in every county in the nation and on Native American Tribal lands. Through a network of partnerships with more than 970 local Weatherization agencies, the program improves the energy efficiency of more than 100,000 low-income dwellings a year.

For Lincoln County: The changeout approach used in this community involved a multi-tiered eligibility criteria threshold for low-income residents in the first Phase of the project followed by a changeout involving a rebate approach from retailers. This program was also unique because the recipient was able to convince the Hearth industry to provide enough free woodstoves to replace all the uncertified woodstoves in the county.

For more information on the SPAQP and Lincoln County changeouts go to:  
<http://www.epa.gov/woodstoves/changeout.html#model>.

In the end, EPA will assess the success of the campaign primarily by the number of uncertified wood stoves replaced by highly efficient low-emitting heating appliances. However, education and outreach on the adverse health effects of breathing wood smoke, and the benefits of using EPA-certified wood stoves and the proper burning practices should be an important element of any proposal. In addition to improving public health by reducing exposure to indoor and outdoor particle pollution and toxics, other benefits of switching from uncertified stoves include improved visibility in national parks and wilderness areas and greater fire safety in the home from reduced creosote buildup in chimneys.

EPA-certified wood stoves or other appliances such as gas or propane-fired heating units, or wood pellet stoves may also be used to replace uncertified wood stoves at the discretion of the recipient after considering costs and the availability of fuels.

## **B. Scope of Work**

The Office of Air Quality and Pollution Standards (OAQPS) seeks to fund proposals that demonstrate the effectiveness of voluntary wood stove changeout campaigns. Proposals should include a wood stove changeout campaign to carry out in a location of the applicant's choice, using a combination of grant dollars and their own funds, or funds from other sources, provide rebates, vouchers and in some cases free EPA-certified wood stoves (or other clean burning appliances such as a pellet stove or gas appliance) to qualified owners who are willing to surrender their non-certified wood burning appliance (wood stove or fireplace insert). The recipient will ensure that the surrendered appliances are either sold or given away to steel recycling facilities, or are otherwise safely destroyed such that they cannot be used again.

EPA will make education and outreach materials available to the recipient in designing and implementing a wood stove changeout program. These materials include:

**Potential partners fact sheet.** Target audience: Potential partners. A two page document that outlines the value of supporting wood stove changeout campaigns and describes how nonprofit organizations and others can take part in changeout campaigns.

**Changeout overview brochure.** Target audience: All consumers. A six to eight-panel brochure that walks people through the wood stove changeout basics.

**Burn Clean fact sheet.** Target audience: All consumers. A one page fact sheet that describes the proper way to use a wood stove, burn cleaner, save money and time and reduce fire hazards.

**General fact sheet.** Target audience: General public. A two page document that provides the basics on the wood stove changeout and provides some background on the geographic area covered by the changeout.

Many of these outreach materials are available on EPA's website, [Clean Burning Wood stoves and Fireplaces](#).

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

1. ***Linkage to EPA Strategic Plan.*** The project(s) to be awarded under this announcement will support progress towards EPA Strategic Plan Goal 1, Clean Air and Global Climate Change:

- Objective 1.1 Healthier Outdoor Air,
  - Sub-Objective 1.1.1 More People Breathing Clean Air and
  - Sub-Objective 1.1.2 Reduced Risk from Toxic Air Pollutants, and
- Objective 1.2 Healthier Indoor Air

2. ***Outcomes.*** Through the projects to be awarded under this announcement, EPA hopes to promote the use of programs across the country to reduce exposure to wood smoke. By demonstrating successful models of changeout programs, and by creating public awareness of the health risks from breathing wood smoke, we will address air quality concerns in the affected areas.

3. ***Outputs.*** The anticipated output for the projects to be awarded under this announcement is a demonstration of one or more effective wood stove changeout program approaches that can be used in other areas of the country.

### **D. Supplementary Information**

The statutory authority for this action is Clean Air Act, Section 103(b) which authorizes the award of grants to conduct, and promote the coordination and acceleration of, research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effect, extent, prevention and control of air pollution. This opportunity will provide funding to investigate and study approaches to designing and implementing a wood stove changeout campaign that will replace uncertified wood stoves with EPA-certified wood stoves or other cleaner burning heating appliances. The replacement of uncertified wood stoves will help prevent indoor and outdoor air pollution and improve public health.

## **II. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Amount of Funding Available**

The total estimated funding available under this competitive opportunity is approximately \$300,000.

### **B. Number of Awards**

EPA anticipates award of one to three cooperative agreements ranging in value from approximately \$100,000 to \$300,000, subject to the availability of funds and the quality of evaluated proposals.

### **C. Start Date/Project Duration**

The estimated project period for awards resulting from this solicitation is October 1, 2006 through October 1, 2008. All projects must be completed within the project performance period of 24 months.

### **D. Funding Type**

The funding for selected projects will be in the form of a cooperative agreement. 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. close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. collaboration during performance of the scope of work;
3. approving substantive terms of proposed contracts;
4. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. review and comment on all reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
6. review the final summary study of the project

### **E. Funding 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.

#### **F. Miscellaneous**

EPA reserves the right to reject all proposals and make no awards under this announcement, to make fewer awards than anticipated, or to partially fund proposals/applications by funding discrete activities, portions, or phases of proposed projects. If EPA decides to partially fund a 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 selection process.

The EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original award decisions. Any additional selections for awards will be made no later than six months after the original selection decisions.

### **III. ELIGIBILITY INFORMATION**

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

Proposals will be accepted from states, local governments, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation mission.

Non-profit institutions, 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. Other Requirements**

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. In addition, where a page limit is expressed in Section IV with respect to the proposal and/or parts of the proposal, pages in excess of the page limitation will not be reviewed. Proposals must be received by the EPA or through [www.grants.gov](http://www.grants.gov) on or before the solicitation closing date published in Section IV of this announcement. Proposals received after the published closing date will not be considered.

## **C. Cost Sharing or Matching**

There is no statutory or regulatory match requirement under the Clean Air Act Section 103. However, please note that leveraging with added resources or funding will be considered as an evaluation criterion during the selection process (See Section V). Eligible and allowable voluntary contributions of funds and/or in kind contributions of resources will be treated as cost shares under 40 CFR 30.23.

# **IV. APPLICATION AND SUBMISSION INFORMATION**

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

EPA encourages applicants to obtain proposal materials, and apply, electronically through <http://www.grants.gov>. Applicants may also download individual grant application forms, or electronically request a paper application package and an accompanying computer CD of information related to applicants/grants recipients roles and responsibilities, from EPA's Grants and Debarment Web Site at: ([http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)).

To obtain a paper copy of materials, please send an email request to [blais.gary@epa.gov](mailto:blais.gary@epa.gov); or, to request a paper copy of materials by U.S. Postal Service the mailing address is:

U.S. Environmental Protection Agency, ATTN: Gary Blais, MD-C304-05, RTP, NC 27711

## **B. General**

Applicants must submit one original proposal package signed by an authorized representative. All narrative proposals as described in C.2 below, regardless of how submitted, must not exceed 20 single spaced pages in length and must conform to the outline below. Resumes and other documentation, such as letters of support, can be submitted as attachments and will not count toward the 20 page limit. The budget narrative will also not count towards the page limit. All proposals must be submitted as one Microsoft Word, WordPerfect 6/7/8 for Windows or Adobe Acrobat file and must be formatted for 8 1/2" x 11" paper using no smaller than 10 point font with 1" margins.

## **C. Content and Form of Proposal Submission**

All proposal submissions, regardless of mode of submission, must contain a completed Standard Form (SF) 424, Application for Federal Assistance, a narrative proposal and a detailed budget narrative-See C.2 below. Submissions must conform to the outline below.

### **1. Standard Form (SF) 424, Application for Federal Assistance**

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

### **2. Narrative Proposal**

#### Summary Information Page

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and email address.
- c. Funding Requested. Specify the amount being requested from EPA.
- d. Total Project Cost. Special total cost of the project. Identify funding from other sources, including any in-kind resources.
- e. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume a project start date of October 1, 2006).

## Narrative

The narrative must explicitly describe how the proposed project meets the guidelines established in Sections I—III of this announcement, and address each of the evaluation criteria set forth in Section V.

**a. Project Summary:** The summary shall contain the following components:

- The logistical approach for the changeout.
- The potential number of participants.
- If applicable, supporting documentation that each participant in the changeout meets an established low-income criteria necessary to qualify for the monetary assistance.
- A plan for communications with qualified recipients, appliance retailers and installers, utility companies, city officials, etc, including an education and outreach effort on the adverse health effects of breathing wood smoke, and the benefits of using EPA-certified wood stoves and the proper burning practices.
- A method to receive and document data from retailers confirming installation as well as confirmation that the dismantling and proper recycling of the old stove occurs.
- A plan for administering the funds, and all other functions of the changeout.
- A summary report for each changeout location that includes at a minimum, final numbers of stoves replaced, type of new appliance installed (i.e., wood stove, fireplace insert, pellet stove, gas appliance, etc.), an estimate of PM<sub>2.5</sub> emissions from wood smoke before and after the changeout, and lessons learned.
- Identify all proposed partnerships and stakeholder groups that will be involved in the project and what each of the groups' roles will be in project staffing, funding, design and implementation.

**b. Environmental Results--Outputs and Outcomes:** Identify the expected project outputs and how progress towards achieving the outputs will be tracked and measured, such as the number of uncertified wood stoves to be replaced, air pollution reductions expected in terms of fine particulate matter and toxic air pollutants, and/or public education and outreach provided. Outputs may be quantitative or qualitative, but must be measurable during an assistance agreement funding period.

Identify the expected quantitative and qualitative outcomes of the project (See Section I), including what measurements will be used to track your progress towards achieving the outcomes and how the results of the project will be evaluated. Examples of outcomes may include: increased understanding of the environmental or economic effectiveness of the demonstrated technology, acceptance of wood stove changeout programs and ability to use them in other parts of the country, and health benefits achieved (i.e., numbers of illnesses, health care costs, or missed work/school days avoided).

**c. Programmatic Capability:** Submit a list of federally funded agreements similar in size, scope and relevance to the proposed project that your organization performed

within the last three years (no more than 5, and preferably EPA agreements), and describe (i) how you were technically able to successfully carry out and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance and/or past reporting history, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.

In addition, provide information on your (i) technical expertise with wood stove changeouts, particulate matter issues, and implementing emission reduction projects, (ii) organizational experience in advertising, social marketing, public relations, working with partners, leading and managing groups, providing education and community outreach and (iii) staff expertise/qualifications, knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project (provide biographical information of the key personnel).

**d. Environmental Results Past Performance:** Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider other relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you have no relevant or available past performance reporting history, please indicate this in the proposal, and you will receive a neutral score for this factor under Section V.

Note: The narrative proposal should also include, to the extent not already covered by the items above, any additional information necessary to address the evaluation factors in Section V.

### 3. Detailed Budget Narrative

Clearly explain how EPA funds will be used. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs and total costs.

#### D. Submission Dates and Time

The closing time and date for receipt of proposals under this announcement, regardless of mode of proposal submission, is **August 21, 2006, 4:00 p.m. EDT**. Proposals received after this time and date will not be considered.

#### E. Instructions for Submission Using Grants.gov

Applicants are encouraged to submit their proposal electronically at: <http://www.grants.gov>. If you apply using Grants.gov, the electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and authorized to sign applications for Federal assistance. For more information, go to <http://www.Grants.gov> and click on “Get Started,” and then click on “For AORs” (Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to <http://www.Grants.gov> and click on the “Apply for Grants” tab at the top of the page. Then click on “Apply Step 1: Download a Grant Application Package and Application Instructions” to download the PureEdge viewer and obtain the application package and instructions for applying under this announcement using Grants.gov ([https://apply.Grants.gov/forms\\_apps\\_idx.html](https://apply.Grants.gov/forms_apps_idx.html)). You may retrieve the application package and instructions by entering the Funding Opportunity Number, **EPA OAR-OID-06-09**, or the CFDA number, in the space provided. Then complete and submit the application package as indicated. You may also be able to access the application package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the top of the page then go to EPA opportunities).

Please be sure to view the additional instructions for applying electronically under this announcement through use of Grants.gov that are available for download on Grants.gov and in Attachment A.

**F. Instructions for Hard Copy Submission**

Because of the unique situation involving U.S. mail screening in Washington, DC, EPA strongly recommends that applicants use an express mail option to submit hard copy proposals. Proposals shall be addressed to:

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

U.S. EPA

Attn: Gary Blais

Office of Air Quality Planning and Standards

4930 Old Page Road

Durham, NC 27703

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

U.S. EPA

Attn: Gary Blais

Office of Air Quality Planning and Standards

MD-C304-05

RTP, NC 27711

**G. 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. Note that under Public Law No. 105-277, data produced under an award is subject to the Freedom of Information Act.

**H. Pre-proposal/Application Communications and Assistance**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.



## V. APPLICATION REVIEW INFORMATION

Each eligible application will be evaluated according to the criteria set forth below. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Each proposal will be rated under a points system, with a total of 100 points possible.

### A. Evaluation Criteria

Criterion	Maximum Points, per Criterion
<b>Environmental Results—Outputs and Outcomes.</b> Extent and quality to which the proposal describes the evaluative component of the project, including how the applicant's success in achieving the expected project outputs and outcomes, including those identified in Section I, will be tracked and measured. Applicants will be evaluated on their plan's demonstrated number of uncertified wood stove replacements, the project's ability to be replicated in other communities, the public education and outreach component and the health benefits of the plan.	35
<b>Programmatic Capability.</b> Applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the following factors: (i) past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) technical expertise with wood stove changeouts, particulate matter issues, and implementing emission reduction projects, (iv) organizational experience in advertising, social marketing, public relations, working with partners, leading and managing groups, providing education and community outreach and plan for timely and successfully achieving the objectives of the proposed project. (v) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.	35
<b>Collaboration/Partnerships and Leveraged Resources.</b> Degree to which the applicant proposes to work with public or private partners and leverage funds or in-kind resources to increase the number of woodstove changeouts.	10

<p><b>Environmental Results Past Performance.</b> Extent and quality to which the applicant documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score for this factor.</p>	<p><b>10</b></p>
<p><b>Budget/Resources.</b> Extent to which the applicant's proposed budget is clearly stated, detailed, and appropriate to achieve the project's objectives.</p>	<p><b>10</b></p>

## B. Review and Selection Process

An OAQPS review team will evaluate all eligible proposals using the criteria above. Each proposal will be given a numerical score, with a total of 100 points possible, and will be rank ordered according to the numerical score. The OAQPS review team will develop preliminary funding recommendations for the Approving Official based on this ranking.

Final funding decisions will be made by the Approving Official, based on the recommendation of the OAQPS review team. In making the final funding decisions, the Approving Official may also consider 1) programmatic priorities; 2) geographic distribution of funds; 3) projects in areas that suffer from poor air quality, areas designated (or at risk of future designation) by EPA to be in nonattainment or maintenance for a criteria pollutant, or that have localized air pollution problems. (See <http://www.epa.gov/oar/oaqps/greenbk/>) and 4) projects that improve the health of communities that are considered low-income, suffer from high rate of asthma, or receive a disproportionate amount of pollution from wood burning. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

## VI. AWARD ADMINISTRATION INFORMATION

### A. Award Notices

Following EPA's evaluation of proposals, all applicants will be notified regarding their status. Applicants deemed ineligible will be notified within 15 calendar days of the ineligibility determination. Final applications will be requested from those eligible

entities whose initial proposal has been successfully evaluated and preliminarily recommended for award. Upon notification of award from EPA, awardees will be provided with instructions and a due date for submittal of the final application package.

#### **B. Administrative and National Policy Requirement**

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).

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. Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and a summary of expenditures are required. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include a summary of performance, detailed expenditures, problems encountered, successes achieved, and lessons learned. The schedule for submission of progress reports will be established by EPA after award.

#### **D. Disputes**

Assistant agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2006) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20061800/edocket.access.gpo.gov/2006/051371.htm>.

Copies of these procedures may also be requested by contacting Gary Blais at [blais.gary@epa.gov](mailto:blais.gary@epa.gov).

#### **E. Nonprofit Administrative Capability**

Nonprofit 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 CONTACTS

For questions about the application forms contact Gary Blais, US EPA Office of Air Quality Planning and Standards, MC C304-05, RTP, NC 27711, (e-mail: [blais.gary@epa.gov](mailto:blais.gary@epa.gov)).

For questions about wood stove changeouts and EPA's wood smoke reduction initiative: Larry Brockman, US EPA Office of Air Quality Planning and Standards, MC C304-05, RTP, NC 27711, (e-mail: [brockman.larry@epa.gov](mailto:brockman.larry@epa.gov)).

All questions related to responding to the solicitation must be submitted in writing via postal mail, facsimile, or electronic mail to the contact persons listed above. Answers will be posted until the closing date for this announcement on OAR's Grants/Funding website: [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html).

## Attachment A – Grants.gov Instructions

Please submit *all* of the proposal materials described below. To view the full funding announcement, go to <http://www.grants.gov> and click on “Find Grant Opportunities” at the top of the page and then click on “Browse by Agency” and select Environmental Protection Agency. Or, go to OAR’s website: [http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html).

### A. Proposal Materials

The following forms and documents are required to be submitted under this announcement:

#### I. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

#### II. Narrative Proposal (See Sections IV. C and C. 2 of the announcement)

#### III. Detailed Itemized Budget (See Sections IV. C and C. 3 of the announcement)

### B. Application Preparation and Submission Instructions

**Documents I through III** listed under Proposal Materials above should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

For document I, click on the form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out the form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For documents II and III, you will need to attach electronic files. Prepare your narrative proposal and budget narrative as described above and in Section IV.C of the announcement and save them to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your narrative proposal to the application package,

click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. For the budget narrative, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY06 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY06 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 email at [support@grants.gov](mailto:support@grants.gov) , or email [blais.gary@epa.gov](mailto:blais.gary@epa.gov).

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* [support@grant.gov](mailto:support@grant.gov)) within 30 days of the application deadline, please contact [blais.gary@epa.gov](mailto:blais.gary@epa.gov)