

US EPA ARCHIVE DOCUMENT

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

**TITLE:** National Internet-based On-Board Diagnostics (OBD) Information Exchange

**ACTION:** Request for Applications

**RFA NO:** EPA-OAR-OTAQ-07-04

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

**DATES:**

The closing date for submission of applications is **February 12, 2007, 4:00 p.m., EST**. All proposals must either be postmarked by the closing date if sent through the U.S. Postal Service or received by the closing date and time if submitted by any other means (i.e. courier, Grants.gov), to receive consideration. No late proposals will be accepted.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of "Intent to Apply" by **January 22, 2007**. Submission of "Intent to Apply" is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

**SUMMARY:**

OBD stands for "on-board diagnostics," a computer-based system built into all model year (MY) 1996 and newer light-duty cars and trucks. OBD monitors the performance of some of the engines' major components, including individual emission controls. The system provides owners with an early warning of malfunctions by way of a dashboard "Check Engine" light (also known as a Malfunction Indicator Light or MIL, for short). By giving vehicle owners this early warning, OBD protects not only the environment but also consumers, identifying minor problems before they become major repair bills. More information about OBD may be found at [www.epa.gov/obd](http://www.epa.gov/obd)

This notice announces the availability of funds and solicits proposals from eligible entities to maintain, update and improve an Internet-based information clearinghouse to facilitate the accurate and timely exchange of technical information related to on-board diagnostics (OBD) between state inspection/maintenance programs, the automotive industry, and the general public.

This project will also serve automotive technicians by providing current information about OBD technology, OBD training opportunities, OBD diagnostic tool vendors, and public outreach materials.

The existing OBD Information Exchange was developed and maintained with EPA funding and can be found at [www.obdclearinghouse.com](http://www.obdclearinghouse.com).

#### **FUNDING/AWARDS:**

The total estimated funding for this competitive opportunity shall not exceed \$500,000. EPA anticipates award of one (1) cooperative agreement resulting from this announcement, subject to availability of funds and the quality of applications received.

#### **CONTENTS BY SECTION**

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

#### **Section I – Funding Opportunity Description**

##### **A. Background**

The existing OBD Information Exchange was developed and maintained with EPA funding and can be found at [www.obdclearinghouse.com](http://www.obdclearinghouse.com).

The National OBD Information Exchange provides an effective, accurate, and timely Internet-based OBD technology information exchange between inspection and maintenance (I/M) officials, automotive industry representatives, automotive technologists and the general public.

Vehicle inspection and maintenance programs (I/M) help improve air quality by identifying high-emitting vehicles in need of repair (through visual inspection, emissions testing, and/or the downloading of fault codes from a vehicle's onboard computer) and causing them to be fixed as a prerequisite to vehicle registration within a given non-attainment area. The 1990 Amendments to the Clean Air Act made I/M mandatory for several areas across the country, based upon various criteria, such as air quality classification, population, and/or geographic location. More information about I/M may be found at [www.epa.gov/otag/im.htm](http://www.epa.gov/otag/im.htm).

The OBD Information Exchange is Web-based and offers an enhanced repository of OBD information and an interactive forum where questions may be

asked and answered and where interactive dialogue on issues can take place. This communication reduces barriers that have historically existed between I/M officials and the automotive industry.

The OBD Information Exchange includes information on all state operations to ensure the highest possible accuracy of the states I/M programs and program summaries. This information, which was previously unavailable in a single location, is now available online for easy access and reference by all members.

Through the use of the OBD Information Exchange Web-site, I/M regulators, automotive industry representatives, state programs, commercial and automotive technicians, and interested members of the general public will have access to accurate OBD information in an effective and timely manner.

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

EPA is soliciting proposals from eligible entities to maintain, update and improve the Internet-based OBD Information Exchange. The purpose of the OBD Information Exchange is to facilitate the accurate and timely availability or exchange of technical information related to OBD among state Inspection/Maintenance programs, the automotive industry, and the general public.

The OBD Information Exchange will also serve automotive technicians by providing current information about OBD technology; training opportunities, diagnostic tool vendors, and public outreach materials. It will also serve as a comprehensive resource which encompasses national, state, and repair industry perspectives.

The OBD Information Exchange shall include the following features, or equivalent features that achieve the same results. If an applicant chooses to propose alternative methods or features, it must explain those methods and/or features and how they will be effective:

- Current information about OBD technology including manufacturer technical service bulletins and I/M advisory bulletins
- Current database for OBD Diagnostic Link Connector (DLC) access and locations, searchable by vehicle make, model and year
- Vehicle OEM Service Information links
- OBD Training opportunities
- OBD diagnostic tool vendors
- Public outreach information and materials
- An up-to-date non-database website element to provide an indexed search functionality to search non-database documents, materials, and resources
- The most up-to-date knowledge on OBD technology and repair make/model and testing strategies.

The recipient of this award shall also provide a plan for maintaining regular contact with interested stakeholders including state officials, automobile associations and as many other national, regional, and private automotive technology repair associations as possible. Such regular contact would include, among other things, identifying technical issues as they arise in implementation and resolving such issues as well as disseminating the solution and/or results in a timely fashion through the OBD Information Exchange.

Applicants may provide a plan for improving the current OBD Clearinghouse which can be found at [www.obdclearinghouse.com](http://www.obdclearinghouse.com).

If necessary, EPA will provide the successful applicant with access to all data on the existing OBD Information Exchange Web-site that was developed and maintained with EPA funding.

(URL: <http://www.obdclearinghouse.com>)

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

1. Linkage to EPA Strategic Plan: This project supports progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change):

Objective 1.1 (Healthier Outdoor Air)

- Sub-Objective 1.1.1 (More People Breathing Clean Air)
- Sub-Objective 1.1.2 (Reduced Risk from Toxic Air Pollutants).

This project supports EPA efforts to reduce air toxics emissions from mobile sources by developing and refining tools, training, handbooks and information to facilitate the use of OBD in operating inspection and maintenance programs.

2. Outcomes: The term “outcome” means the result, effect or consequence that will occur from carrying out an environmental program or activity that is related to an environmental or programmatic goal or objective. Outcomes may be environmental, behavioral, health-related or programmatic in nature, but must be quantitative. They may not necessarily be achievable within an assistance agreement funding period.

- Environmental outcomes from the project to be funded under this announcement may include but are not limited to the following: Improvement in outdoor air quality and advancement in knowledge of OBD II systems that can enhance emission performance in vehicles; cleaner air to consumers and fewer problems with automobile OBD technology.

3. Outputs: The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal and objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period.

- Expected outputs from the project funded under this solicitation may include but are not limited to the following: Maintenance of the On-Board Diagnostics (OBD) Information Exchange Web-site to assist repair technicians, State agencies, vehicle owners, and vehicle and engine manufacturers in monitoring and repairing mobile source engine components responsible for controlling automobile emissions.

D. Supplementary Information:

The statutory authority for this action is the Clean Air Act, Sections 103 (a)(1) and 103(b) which authorize the award of grants/cooperative agreements for research, investigations, experiments, demonstrations, training, surveys and studies related to the causes, effect, extent, prevention and control of air pollution.

## **Section II – Award Information**

### **A. Amount of funding available**

The total estimated funding for this competitive opportunity is approximately \$500,000 to be funded incrementally over a five year period depending upon the availability of Agency funds.

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

EPA anticipates award of one (1) cooperative agreement resulting from this announcement. Expected annual funding is estimated at \$100,000 per year, subject to availability of funds, and the quality of the proposals submitted.

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

EPA reserves the right to reject all proposals and make no awards.

**C. Start Date/Project duration**

The estimated project period for awards resulting from this solicitation shall not exceed five (5) years estimated to be from April 2007—April 2012. All projects must be completed within the negotiated project performance period.

**D. Funding Type**

The funding for the selected project 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 may be:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
2. Collaboration during the performance of the scope of work;
3. In accordance with 40 CFR 31.36(g), review of proposed procurements;
4. Approving 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 agreement (the final decision on the content of reports rests with the recipient).

**E. Funding 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 and 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.

Sub-grants or sub-awards may be used to fund partnerships with universities and non-profit organizations. Successful applicants cannot use sub-grants or sub-awards to avoid requirement 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. Miscellaneous**

EPA reserves the right to reject all proposals and make no awards under this announcement or to partially fund proposals/applications by funding discrete activities, portions or phases of proposed projects.

If EPA decides to partially fund the proposal/application, it will do so in a manner that does not prejudice any applications 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.

**Section III – Eligibility Information****A. Eligible Entities.**

Proposals will be accepted from states, territories, Indian tribes, and possessions of the U.S., including the District of Columbia, international organizations, public and private universities and colleges, hospitals, laboratories, other public or private non-profit institutions, universities, state, local, multi-state, tribal governmental agencies and non-profit organizations, as defined by OMB Circular A-110 and OMB Circular A-122.

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

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

For-profit organizations are not eligible to apply.

**B. Threshold Eligibility Criteria**

Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or 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.



EPA will not accept proposals that include a fee-based membership structure as part of the OBD Information Exchange. EPA does not envision a fee-based program under this grant.

Proposals must be received by the EPA in accordance with Section IV of this announcement. Proposals not submitted in accordance with Section IV of this announcement will not be considered.

Proposals must propose activities eligible for funding under Section 103(a)(1) and Section 103(b) of the Clean Air Act.

Applicants must be an eligible entity as described in Section III(A).

### **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 (*Refer to Section V(A), Evaluation Criteria*). Eligible and allowable voluntary contributions of resources will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in-kind contributions of resources to qualify for an improved score under this criterion.

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

### **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 CD or 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)).

Potential applicants may also 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 Application Submission**

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

1. A complete application must contain the following, in the sequential order shown:
  - a. SF-424 Application for Federal Assistance, with original signature if applicable

- b. EPA Key contacts form, 5700-54
  - c. Narrative work plan (including Detailed itemized budget), in the format detailed below in #2)
  - d. SF-424 A, Budget Information for non-construction programs
  - e. SF-424 B, Assurances for non-construction programs
  - f. Grants.gov Lobbying form - Certification Regarding Lobbying
  - g. Disclosure of Lobbying activities, SF LLL, if applicable
  - h. EPA Form 4700-4 Pre-award Compliance Review report
  - i. Copy of negotiated indirect cost rate agreement, if applicable
  - j. Quality assurance narrative statement, if applicable
  - k. Email address or self-addressed envelope (to receive notification of receipt of application)
2. The narrative work plan, a maximum of 20 pages in length. must conform to the following outline:
- a. Project title
  - b. Applicant information. Include applicant (organization) name, address, contact person, phone number, fax and email address
  - c. Funding requested. Specify the amount you are requesting from EPA.
  - d. Total project cost. Specify total project cost (EPA funding and cost-match, if applicable) 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 funds will be available in **April 2007**).
  - f. Narrative work plan. The narrative work plan 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. Include:
    - i. A detailed project summary, description of specific actions and methods to be undertaken and responsible institutions, including estimated time line for each task;
    - ii. The associated work products to be developed (i.e. Web-site);
    - iii. An explanation of project benefits to the public;
    - iv. An explanation of how project outcomes (e.g. fuel economy and emissions benefits) will be designed for reinvestment;
    - v. A detailed explanation of how project success will be evaluated;
    - vi. A description of the roles of the applicant and partners, if any;
    - vii. Biographical information of the key personnel;
    - viii. A list of federally funded assistance agreements that your organization performed within the last three years (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 and why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors. If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

- ix. A list of federally funded assistance agreements similar in size, scope, and relevance to the proposed project that your organization performed within the last three years (preferably EPA agreements), and describe (i) whether, and how, you were able to successfully complete 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 these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors. If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.
  - x. A discussion of the applicant's:
    - 1. Organizational experience and plan for timely and successfully achieving the objectives of the project;
    - 2. Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project.
- 3. Plan for tracking and measuring progress toward achieving the expected environmental outputs/outcomes identified in Section I of this announcement.
  - 4. Detailed Itemized budget. Provide a budget for the following categories, specifying unit costs:
    - a. Personnel
    - b. Fringe benefits
    - c. Contractual Costs
    - d. Travel

- e. Equipment
- f. Supplies
- g. Other Direct Costs
- h. Total Direct Costs
- i. Total Indirect Costs (must include documentation of accepted indirect rate)
- j. Total Cost

If not self-evident, entries under each category must be explained in the budget itself or in the project description. Costs proposed in the budget should be linked directly to the proposal.

5. **Reporting Requirements.** Discuss process for providing quarterly updates (schedule to be established by EPA) and a detailed final report. The final report should include: summary of the project, advances achieved if applicable, and costs of the project.

Applicants are strongly advised to avoid submission of extemporaneous materials. Pages exceeding the maximum length of 20 pages 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. The minimum acceptable font size for application materials, excluding the SF-424a, shall be 12 pitch.

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

#### C. **Submission Dates and Times**

- a. To allow for efficient management of the competitive process, EPA requests eligible entities submit an informal notice of "Intent to Apply" by **January 22, 2007**, to the Agency contact identified under Section VII, Agency Contact. Submission of "Intent to Apply" is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting "Intent to Apply" are still eligible to apply by the deadline. The written notice of "Intent to Apply" may be submitted via electronic mail. Please provide the name of your organization, a point of contact, phone number, email address, and the title of your project.
- b. The closing date for submission of proposals under this announcement is **February 12, 2007**. Applications sent via U.S. Postal Service must be postmarked by the closing date. Applications submitted by courier or through Grants.gov must be

received by EPA by 4 p.m. EST on the closing date. Proposals received or postmarked after this date and time will not be considered for funding.

#### D. 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 application process may take a week or longer to complete.* If your organization is not 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-OTAQ-07-04**, 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.

### **E. Instructions for Hard Copy Submission**

Because of the unique situation involving U.S. mail screening, EPA highly recommends that applicants use an express mail option to submit their applications.

Mail Delivery Address (Express Delivery or U.S. Postal Service)  
U.S. EPA  
Attn: Patty Klavon (TRPD)  
2000 Traverwood Drive  
Ann Arbor, MI 48105

Proposals submitted via U.S. mail must be submitted in accordance with Section IV C(b).

### **F. 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.

### **G. Data Universal Number System (DUNS) Number**

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 by visiting the D&B web-site at: <http://www.dnb.com>.

### **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.

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed in Section VII.



Answers to significant questions not answered by this announcement will be posted, 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) ).

## Section V – Application Review Information

### A. Evaluation Criteria

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

Criterion	Maximum Points per Criterion
<p><b>EPA Strategic Plan Linkage and Anticipated Environmental Outcomes/Outputs:</b></p> <p>EPA will evaluate proposals based upon the effectiveness of the applicant's proposal as it relates to:</p> <ol style="list-style-type: none"> <li>1. Achieving healthier outdoor air and reducing risk from toxic air pollutants through development and/or refinement of tools, training, and information that facilitate the use of OBD in operating inspection and maintenance programs. (5 points)</li> <li>2. Achieving outputs and outcomes as identified in Section I of this announcement (e.g. – improved knowledge of OBD II systems that enhance emissions performance in vehicles, effectiveness in maintaining the Web-based OBD Information Exchange to assist repair technicians, state agencies, vehicle owners and vehicle/engine manufacturers in facilitating the use of OBD in operating inspection and maintenance programs. (5 points)</li> </ol>	10
<p><b>Programmatic Capability and Past Performance:</b> EPA will also take into account such factors as the applicants':</p> <ol style="list-style-type: none"> <li>(i) Past performance in successfully completing federally and/or non-federally funded projects similar in size, scope, and relevance to the</li> </ol>	30

<p>proposed project, (6 points)</p> <p>(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; (6 points)</p> <p>(iii) Past performance in documenting and/or reporting on its progress towards achieving the expected outcomes and outputs (e.g. results) under EPA and/or other Federal agency agreements similar in size, scope and relevance to the proposed agreement performed within the past 3 years (and if such progress was not made whether the documentation and/or reports satisfactorily explained why not); (6 points)</p> <p>(iv) Organizational experience and plan for timely and successfully achieving the objectives of the project, (6 points); and,</p> <p>(v) Staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the project. (6 points).</p> <p><b>Note:</b> In evaluating applicants under this factor, 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, ii, and/or iii above) will receive a neutral score for those elements of this factor.</p>	
<p><b>Effectiveness of overall program design:</b> EPA will evaluate proposals based on the extent to which the proposals' program design and design methodology reflects:</p> <ul style="list-style-type: none"> <li>- Understanding of target audience characteristics, needs and learning styles;</li> <li>- Use of audience-appropriate content;</li> <li>- Use of a variety of resources, media and marketing strategies to inform and educate target audiences.</li> </ul>	10
<p><b>Significance:</b> Under this criterion, applicants will be evaluated based upon:</p> <p>(a) The extent to which the proposed project will support or benefit the public in general, and the automotive repair industry in particular; (5 points)</p> <p>(b) The extent to which the proposal demonstrates the anticipated</p>	10

public benefits to be derived from the project in comparison to the total project cost. (5 points)	
<p><b>Cost leveraging:</b> Under this criteria, applicants will be evaluated based on the extent to which they demonstrate:</p> <ul style="list-style-type: none"> <li>(i) How they will coordinate the use of EPA funding with other Federal and/or non- Federal sources of funds to leverage additional resources to carry out the proposed project and/or</li> <li>(ii) That EPA funding will complement activities relevant to the proposed project carried out by the applicant with other sources of funds or resources. Applicants may use their own funds or other resources for a voluntary match or cost shares if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable are met. Only eligible and allowable costs may be used for matches or cost shares. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).</li> </ul> <p><b>Note:</b> Any form of proposed leveraging that is evaluated under a section V ranking criteria must be included in the application/proposal and the application/proposal must describe how the applicant will obtain the leveraged resources and what role EPA funding will play in the overall project.</p>	10
<b>Innovation:</b> EPA will take into account factors including applicants' inclusion of concepts, approaches, methods or combinations of expertise related to their proposals and evaluated them on their level of innovation.	10
<b>Budget:</b> EPA will evaluate the extent to which the applicant's proposed budget is clearly stated, detailed, cost-effective, and appropriate to achieve the project's objectives.	20

## B. Other Factors

EPA reserves the right to make award decisions based on factors that avoid duplication of effort and/or on Agency priorities.

## C. Review and Selection Process

Each application will be evaluated by a team chosen to address the range of activities associated with on-board diagnostic technology and air quality matters. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice (see *Section V(A), Evaluation Criteria*).

Completed evaluations will be referred to a Selection Committee that is responsible for further consideration and final selection. The highest numerically

ranked proposal (subject to the quality of proposals, availability of funds and consideration of *Section V (B), Other Factors*) will be recommended for award.

The final decision will be made by the Approval official.

## **Section VI – Award Administration Information**

### **A. Award Notices**

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

1. EPA anticipates notification to successful applicant will be made via telephone, electronic or postal mail within 15 days of selection. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 calendar days from the date of selection.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 15 calendar days of the ineligibility determination.

In either event, the notification will be sent to the original signer of the application.

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

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards resulting from the announcement. The applicant selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
3. 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.
4. Programmatic terms and conditions will be negotiated with the selected recipient.

### **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 summary of expenditures are required. Recipient will submit quarterly Progress reports in writing to the EPA Project Officer within 30 calendar days after each reporting period. The report shall include any changes of key personnel concerned with the project as well as work status, work progress, difficulties encountered, and a discussion of expenditures along with a comparison of the percentage of the project completed to the project schedule and an explanation of any significant discrepancies. The Final report shall be in writing and completed within 90 calendar days of the completion of the period of performance.

The schedule for submission of quarterly reports will be established by EPA, after award.

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 applicants' 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.

EPA will not select employees or contractors employed by the recipient and the final decision on the content of reports rests with the recipient.

### **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:

Patty Klavon  
U.S. EPA, TRPD  
2000 Traverwood Drive  
Ann Arbor, MI 48105  
[Klavon.patty@epa.gov](mailto:Klavon.patty@epa.gov)  
(734) 214-4476

## **Pre-Award Administrative Capability Review**

Non-profit applicants recommended for funding under this solicitation will be subject to pre-award administration capability reviews consistent with sections 8.b, 8.c and 9.d of EPA Order 5700.8.

## **Section VII – Agency Contact**

FOR FURTHER INFORMATION CONTACT: Patty Klavon, U.S. EPA, Office of Transportation and Air Quality, 2000 Traverwood Drive, Ann Arbor, MI 48105; Fax (734) 214-4052; or email to: [klavon.patty@epa.gov](mailto:klavon.patty@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, 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) ).

## **Section VIII – Other Information**

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.



## Attachment A – Grants.gov Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov. For more information, go to <http://www.grants.gov> and click on “Get Registered” 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 under this grant announcement, go to <http://www.grants.gov> and click on “Apply for Grants” on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the application package. You may retrieve the application package by entering the **Funding Opportunity Number, EPA-OAR-OTAQ-07-04.**

Please submit all 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 the Office of Air and Radiation (OAR) web site:  
[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:

- a. SF-424 Application for Federal Assistance, with original signature if applicable
- b. EPA Key contacts form, 5700-54
- c. Narrative work plan (including Detailed itemized budget), in the format detailed below in #2)
- d. SF-424 A, Budget Information for Non-Construction programs
- e. SF-424 B, Assurances for non-construction programs
- f. Grants.gov Lobbying form – Certification regarding lobbying
- g. Disclosure of Lobbying activities, SF LLL, if applicable
- h. EPA Form 4700-4 Pre-award Compliance Review report
- i. Copy of negotiated indirect cost rate agreement, if applicable
- j. Quality assurance narrative statement, if applicable

### B. Application Preparation and Submission Instructions

The application package *must* include all of the following materials:

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

Complete the form. There are no attachments.

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.

**b) EPA Form 5700-54, Key Contacts Form**

Complete the form. There are no attachments.

If additional pages are needed, attach these additional pages to the electronic application package by using the “Other Attachments Form” in the “Optional Documents” box. (See Application Preparation and Submission Instructions below for more details.)

**c) Narrative work plan (including Detailed itemized budget), in the format detailed in Section IV B. 2. of the announcement.**

**d) SF-424A, Budget Information for Non-Construction Programs**

Complete the form. There are no attachments.

The total amount of federal funding requested for the five-year project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22. If indirect costs are requested, a copy of the Negotiated Indirect Cost Rate Agreement must be submitted as part of the application package. (See instructions for document 10 below.)

**e) SF-424B, Assurances for Non-Construction Programs**

Complete the form. There are no attachments.

**f) Grants.gov Lobbying Form – Certification Regarding Lobbying**

Complete the form. There are no attachments.

**g) SF-LLL, Disclosure of Lobbying Activities (i.e., required if your organization is involved in lobbying)**

Complete the form if your organization is involved in lobbying activities.

**h) EPA Form 4700-4, Pre-Award Compliance Review Report**

Complete the form. There are no attachments.

**i) Copy of Negotiated Indirect Cost Rate Agreement (if indirect costs are included in the project budget)**

Use the “Other Attachments Form” in the “Optional Documents” box to attach a copy of your organization’s Indirect Cost Rate Agreement, if

applicable. (See Application Preparation and Submission Instructions below for more details.)

You must submit a copy of your organization's Indirect Cost Rate Agreement as part of the application package if your proposed budget includes indirect costs.

**j) Other Attachments Form – Biographical Sketches for the Project Manager(s)**

Use the "Other Attachments Form" in the "Optional Documents" box to attach a copy of the biographical sketch of each project manager for the proposed project. Each biographical sketch should outline the education, work history, and knowledge/expertise of the individual that relate to managing the proposed project.

## **Application Preparation and Submission Instructions**

**Documents (a) through (f)** listed under Application Materials above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For documents (a) through (f), click on the appropriate 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 each 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 any documents that need to be attached electronically, prepare your proposal as described in Section IV of the announcement and save the document to your computer as an MS Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach your 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. If there other attachments that you would like to submit to accompany your proposal, 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.”

Note that you are only required to submit document (g) SF-LLL, Disclosure of Lobbying Activities – if your organization is involved in lobbying activities. You are required to submit the “Negotiated Indirect Cost Rate Agreement” form if you have included any indirect costs in your proposed budget.

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. We suggest 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 – FY 07 – National Internet-based On-Board Diagnostics (OBD) Information Exchange – 1<sup>st</sup> Submission” or “Applicant Name – FY 07 – National Internet-based On-Board Diagnostics (OBD) Information Exchange – 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 – FY 07 – National Internet-based On-Board Diagnostics (OBD) Information Exchange – 2<sup>nd</sup> Submission”.

Once your application package has been completed and saved, send to your AOR for submission to the EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application 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. FY 07), and the grant category (e.g. National Internet-based On-Board Diagnostics (OBD) Information Exchange). 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 re-boot 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 or email at [support@grants.gov](mailto:support@grants.gov).

Application packages submitted through Grants.gov will be time and 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 calendar days of the application deadline, please contact [klavon.patty@epa.gov](mailto:klavon.patty@epa.gov). Failure to do so may result in your application not being reviewed.