

US EPA ARCHIVE DOCUMENT

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

**TITLE:** “Partnership for Clean Indoor Air Outreach, Communication and Education”

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

**RFP No:** EPA-OAR-ORIA-08-03

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA):** 66.034

**DATES:** The closing date for receipt of hard copy proposal packages is March 7, 2008, at 4:00 p.m., EST. All hard copies of proposal packages must be received by Annette Johnson, 4:00 p.m., EST in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by March 7, 2008, 11:59 p.m., EST. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

**SUMMARY:** EPA is seeking proposals from eligible entities to implement outreach, communication and education activities to support the Partnership for Clean Indoor Air in achieving its’ mission to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution from household energy use in developing countries. Eligible entities with experience implementing outreach and communication efforts that have achieved positive outcomes in the international household energy and health sector are encouraged to submit proposals.

**FUNDING/AWARDS:** The total funding for this competitive opportunity is estimated to be approximately \$600,000 over a three-year period, (approximately \$100,000 to \$200,000 per year). EPA anticipates awarding approximately one cooperative agreement from this announcement, subject to availability of funds and the quality of proposals received.

#### **CONTENTS BY SECTION**

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

## **I. FUNDING OPPORTUNITY DESCRIPTION**

### **A. Background**

Approximately three billion people worldwide burn traditional biomass (e.g., wood, dung, crop residues) and coal indoors for home cooking and heating. The number of people using these fuels is expected to rise substantially by 2020. According to the World Health Organization, this widespread use results in the premature deaths of an estimated 1.5 million people each year from diseases and infections caused by breathing elevated levels of indoor smoke, with women and children being most significantly affected. Indoor air pollution from household energy is the fourth leading health risk in poor developing countries.

In response to this challenge, the United States Environmental Protection Agency, along with other governments and organizations, launched the global Partnership for Clean Indoor Air at the World Summit on Sustainable Development in Johannesburg in September 2002. The Partnership's mission is to improve health, livelihood, and quality of life by reducing exposure to indoor air pollution, primarily among women and children, from household energy use in developing countries. The Partnership is focusing on four priority areas: incorporating social and cultural practices to promote adoption of new technology; developing local sustainable markets for improved technology; improving the design and performance of technologies; and monitoring indoor air pollution and socio-economic impacts of the interventions.

Many governments, non-governmental organizations, and other institutions have been working on this issue for decades, with varying degrees of success. The global nature of the problem, as well as the cross-sector impacts (e.g., health, environment, energy), make it enormously complicated to solve on a broader scale. To achieve sustainable progress, we must bring together key sectors to contribute their resources, expertise and experience. This voluntary Partnership currently has more than 150 public and private sector Partners from around the world working together to increase the use of clean, reliable, affordable, efficient and safe home cooking and heating practices in Africa, Asia and Latin America. The purpose of this cooperative agreement is to increase the exchange of information and action of this diverse group of partner organizations through effective outreach, communication and education on household energy and health.

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

#### **Partnership Outreach, Communication and Education**

EPA is requesting proposals from eligible entities to increase the exchange of technical and programmatic information among the Partners and others working in the global household energy and health sectors and facilitate the promotion of effective approaches to household energy and health throughout partnering countries. Activities will promote and support direct information exchange within and between Asia, Africa and Latin America among technology users, technology and social science researchers, entrepreneurs, project implementers, program directors and policy makers. These exchanges will help participants share their experiences, identify lessons learned, and more rapidly assimilate insights gained around the world.

Specific activities may include such things as:

- Sharing and disseminating information to Partners on relevant household energy and health issues, including publishing an electronic quarterly newsletter and periodic announcements;
- Creating and maintaining a Web site to provide easy access to relevant information, activities and resources, highlighting Partnership accomplishments, and profiling Partner organizations;
- Recruiting additional non-governmental organizations, private firms, research institutions, and country governments into the Partnership or its activities;
- Seeking feedback from Partners on needs and synergies;
- Expanding the exchange of information and lessons learned, including dissemination of key technical documents through electronic means;

- Organizing and providing logistical support for Partnership activities and related events (e.g. Partnership meetings, forums, thematic workshops and technical assistance activities, etc.);
- Assisting in the development of Partnership meetings and workshops (i.e., identifying technical presenters and participants);
- Compiling key findings from meetings, workshops and activities and disseminating them through established Partnership communication channels; and
- Expanding visibility for international household energy and health issues.

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

**1. Linkage to EPA Strategic Plan**

This competitive funding announcement supports EPA’s Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More people Breathing Cleaner Air.

**2. Outputs**

The term “output” means an environmental activity, effort, and/or associated work product 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.

Project outputs should aim to increase the awareness, capacity and action of Partners and other governments, non-governmental organizations, academic institutions and the private sector to reduce exposure to indoor air pollution from household energy use in developing countries. Examples of outputs include, but are not limited to the following:

- Prepare and disseminate an electronic quarterly publication to provide information on the activities of the Partnership and its Partners around the world. Regular features would include: spotlights on PCIA partners; feature articles; recent achievements and advances in household energy, indoor air pollution, and health; and upcoming events.
- Create and maintain a Web site to provide easy access to relevant information, activities and resources related to the Partnership.
- In collaboration with other Partner organizations, develop, coordinate and support the implementation of Partnership meetings, forums, and capacity building workshops.

**3. 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.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes: increased awareness, capacity and action among Partner organizations to reduce indoor air pollution from household energy use in developing countries.

Therefore, applicants need to indicate how they will measure the degree of awareness, capacity and action achieved through their efforts. Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, “Reporting Requirement.”

**D. Supplementary Information**

The statutory authorities for this action are the Clean Air Act, Section 103(b) which authorizes the award of grants for the purpose of education, training and outreach to reduce exposure to indoor air pollution, and the National Environmental Program Act 102(2) (F) which authorizes international cooperation to solve environmental problems.

## **II. AWARD INFORMATION**

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

The total estimated funding expected to be available for award under this competitive opportunity is approximately \$600,000 over a three-year period.

### **B. Partial Funding.**

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

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

EPA anticipates award of approximately one cooperative agreement under this announcement in value of approximately \$600,000, subject to the availability of funds and quality of evaluated proposals. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of original selection date.

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

The estimated project period for awards resulting from this solicitation will begin on August 1, 2008 through July 31, 2011. Proposed project periods may be up to 3 years.

### **E. 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:

- close monitoring of the successful applicant's performance to verify the results proposed by the applicant;
- collaboration during performance of the scope of work;
- in accordance with 40 CFR 31.36(g), review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

## **III. ELIGIBILITY INFORMATION**

### **A. Eligible Entities**

In accordance with CFDA 66.034, 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 non-profit institutions.

Non-profit organization, as defined by OMB Circular A-122, located at 2 CFR Part 230, 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 part in accordance with § 230.20(c)

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. Cost Sharing or Matching**

There is no statutory or regulatory match requirement under the Clean Air Act Section 103.

## **C. Threshold Eligibility Criteria**

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

1.
  - a. 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. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.
  - b. In addition, proposals must be received by the EPA or received through [www.grants.gov](http://www.grants.gov), as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
  - c. Proposals received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Annette Johnson as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.
2. Proposals must support Goal 1 “*Clean Air and Global Climate Change*”, “*Protect and improve the air so it is healthy to breathe and risks to human health and the environment are reduced,*” of EPA’s Strategic Plan.

## **IV. PROPOSAL AND SUBMISSION INFORMATION**

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

EPA encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>.

Applicants may also download individual grant application forms from EPA’s Office of Grants and Debarment website at: [http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm).

To obtain a hard copy of materials, please send an email or written request to the Agency contact listed in Section VII of this announcement.

## **B. Form of Proposal Submission**

Applicants have the option to submit their proposals in *one of two ways*: 1) Hard copy by express delivery service, or 2) electronically through the Grants.gov website. Proposals will not be accepted via U.S. Postal Service. All proposals must be prepared, and include the information as described in Section IV.C. below, regardless of mode of transmission.

### **1. Hard Copy Submission**

Please provide one original of the proposal package (including signed and completed SF 424 and SF 424A forms) and four copies--**no binders or spiral binding please**--to:

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

U.S. Environmental Protection Agency  
ATTN: Annette Johnson (Mail Code: 6609J)  
OAR/ORIA/IED Room 440  
1310 L Street, NW  
Washington, DC 20005  
Phone: (202) – 343-9489

Proposals will not be accepted via U.S. Postal Service.

### **Hard Copy Proposal Submission Deadline**

All hard copies of proposal packages must be received in-house by Annette Johnson, March 7, 2008, 4:00 p.m., EST.

### **2. Grants.gov Submission**

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page.

**\*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 Authorized Organization Representative (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 the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the Pure Edge viewer and obtain the application package for the announcement. To download the Pure Edge viewer click on the “Pure Edge Viewer” link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, **EPA-OAR-ORIA-08-03**, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. 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 left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

### **ATTENTION – Microsoft Vista and Word 2007 Users**

Please note that Grants.gov does not currently support the new Microsoft Vista Operating system. The Pure Edge software used by Grants.gov for forms is not compatible with Vista. Grants.gov will be reviewing this new product to determine if it can be supported in the future.

In addition, the new version of Microsoft Word saves documents with the extension .DOCX. The Grants.gov system does not process Microsoft Word documents with the extension .DOCX. When submitting Microsoft Word attachments to Grants.gov, please use the version of Microsoft Word that ends in .DOC. If you have any questions regarding this matter please email the Grants.gov Contact Center at [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726.

### **Grants.gov Proposal Submission Deadline**

Your organization's AOR (Authorized Organization Representative) **must** submit your complete proposal package as described below, electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **11:59 p.m. EST on March 7, 2008**.

### **Proposal Materials**

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

- I. Application for Federal Assistance (SF-424)
- II. Budget Information for Non-Construction Programs (SF-424A)
- III. Narrative Proposal (**as described in section IV.C of the announcement**)

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

**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. Standard Form SF 424A – Budget Information:**

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, 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.

**\*Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency during application phase.**

**III. Narrative Proposal**

*The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file and be prepared in accordance with Section IV C of the announcement.*

**\*\*Documents I through III** listed under Proposal Materials above should appear in the "Mandatory Documents" box on the [www.grants.gov](http://www.grants.gov) Grant Application Package page.

For documents I and II, 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 document number III, the Narrative Proposal, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV.C of this announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. 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 narrative (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 file name 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.”

Once your proposal package has been completed and saved, send it to your Authorized Representative (AOR) for submission to U.S. EPA through [www.grants.gov](http://www.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., FY08), 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 or email at <http://www.grants.gov/help/help.jsp>.**

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

### C. Content of Proposal Submission

All proposal submissions, regardless of mode of transmission, must contain a completed and signed SF-424, Application for Federal Assistance, a completed SF-424A, Budget Information—Non-Construction Programs, and a Narrative Proposal as described below.

#### Narrative Proposal

The Narrative Proposal (including sections 1-3 below) **cannot** exceed a maximum of 10 single-spaced typewritten pages, including the Summary Page. Pages in excess of 10 will not be considered.

\*Supporting materials, such as resumes and letters of support, are not required. If supporting materials are included as attachments, they will be included in the 10-page limit.

## 1. Summary Page

- a. Project Title
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- c. Funding Requested. Specify the amount you are requesting from EPA.
- d. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- e. Project period. Provide beginning and ending dates.

## 2. Narrative Work Plan

**\*\*The Narrative must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and address each of the evaluation criteria set forth in Section V.**

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

- i. Detailed project summary, description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
- ii. Description of the associated work products to be developed.
- iii. Explanation of project benefits to the public, and specifically the potential audience(s) served.
- iv. Description of the roles of the applicant and partners, if any.
- v. Description of the applicant's organization and experience related to the proposed project.
- vi. Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.
- vii. Budget and estimated funding amounts for each work component/task. This section provides an opportunity for narrative description of the budget or aspects of the budget found in the SF-424A, such as "other" and "contractual."

- b. **Environmental Results—Outcomes and Outputs**

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. Identify the expected project outputs and how progress towards achieving the outputs will be tracked and measured.

- c. **Past Performance**

**I. Programmatic Capability:** Submit a list of federally funded assistance agreements (assistance agreements include **Federal grants and cooperative agreements but not Federal contracts**) 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) 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 (e.g., to

verify and/or supplement the information provided by the applicant). 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.

**II. Reporting on Environmental Results--Outcomes and Outputs:** Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) 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 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 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.

### 3. Detailed Budget Narrative

In addition to the SF 424A, please provide specified total costs of the project.

Management Fees: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

#### D. Can funding be used for the applicant to make subawards, acquire contract services or fundpartnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

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 from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

**E. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?**

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants. (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

**F. Submission Dates and Times**

The deadline for receipt of hard copy proposal packages is **March 7, 2008 4:00 p.m., EST**. All hard copies of proposal packages must be received by **Annette Johnson**, 4:00 p.m., EST on the **March 7, 2008** in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by **March 7, 2008, 11:59 p.m., EST**. Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

**G. Confidential Business Information**

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark proposals or portions of 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 Assistance and Communications**

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 proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. Please forward your questions to [Johnson.annette@epa.gov](mailto:Johnson.annette@epa.gov).

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Questions and answers will be posted 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).

## V. PROPOSAL REVIEW INFORMATION

Only those proposals that meet the threshold criteria in section III 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

Criteria	Points
<p><b>1. Project Summary/Approach:</b> Under this criterion, the Agency will evaluate the following factors: <b>(i) (15 pts)</b> the extent and quality to which the proposal narrative includes a well-conceived strategy for addressing all of the requirements in <b>Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs)</b>, <b>(ii) (10 pts)</b> the extent and quality to which the proposal’s goals are realistic and will be actually implemented by project end, <b>(iii) (5 pts)</b> whether the proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).</p>	3
<p><b>2. Environmental Results—Outcomes and Outputs:</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 outcomes and outputs, <u>including those identified in Section I</u>, will be tracked and measured.</p>	2
<p><b>3. Past Performance--Programmatic Capability and Reporting on Environmental Results:</b> Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants: <b>(i) (9 pts)</b> past performance in successfully completing and managing federally funded assistance agreements (<b>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</b>) similar in size, scope, and relevance to the proposed project performed within the last 3 years, <b>(ii) (8 pts)</b> history of meeting reporting requirements on federally funded assistance agreements (<b>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</b>) 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, and <b>(iii) (8 pts)</b> past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under federally funded assistance agreements (<b>assistance agreements include Federal grants and cooperative agreements but not Federal contracts</b>) similar in size, scope and relevance to the proposed project within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.</p> <p><u>NOTE:</u> 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 will receive a neutral score for those elements under this criterion. A neutral score is half of the total points available in a subset of possible points.</p>	2

<p><b>4. Staff Expertise/Qualifications: (i) (5 pts)</b> Description of staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project , <b>(ii) (5 pts)</b> and description of the applicant’s organization and experience relating to the proposed project.</p>	<p>1</p>
<p><b>5. Budget/Resources: (i) (5 pts)</b> Whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, <b>(ii) ( 5 pts)</b> whether the budget provides an approximation of the percentage of the budget designated for each major activity.</p>	<p>1</p>

**B. Review and Selection Process**

Proposals will first be evaluated against the threshold factors listed in Section III. Only those proposals which meet all the threshold factors will be evaluated using the evaluation criteria listed above. Each proposal will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

**C. Other Factors**

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendation of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider programmatic priorities and geographic diversity of funds. 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 evaluation of proposals, all applicants will be notified regarding their status.

**Proposal Notifications.**

- a. EPA anticipates notification to the *successful* applicant will be made, via telephone, electronic or postal mail by **April 15, 2008**. The notification will advise the applicant that its Proposal has been successfully evaluated and recommended for award. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance. The notice shall require submission of a Final Application. (*Refer to Section IV(B), Content and form of Application Submission.*)

This notification, which advises that the applicant’s proposal has been 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 90 days from the date of recommendation.

- b. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by **April 15, 2008**. The notification will be sent to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

**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. 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 visiting the D&B website at: <http://www.dnb.com>.

### D. 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. The final report shall be completed within 90 calendar days of the completion of the period of performance. The final report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final report shall discuss the problems, successes, and lessons learned from the project or activity that could help overcome structural, organizational or technical obstacles to implementing a similar project elsewhere. The schedule for submission of quarterly reports will be established by EPA, after award.

### E. 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://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005\\_register](http://frwebgate.access.gpo.gov/cgi-bin/getpage.cgi?position=all&page=3629&dbname=2005_register)

### F. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards ([http://www.epa.gov/ogd/grants/award/5700\\_8.pdf](http://www.epa.gov/ogd/grants/award/5700_8.pdf)). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form, with supporting documents, contained in Appendix A of EPA Order 5700.8.

## VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency  
ATTN: Annette Johnson (Mail Code: 6609J)  
OAR/ORIA/IED Room 440  
1310 L Street, NW  
Washington, DC 20005

Phone: (202) 343-9489

Annette Johnson via e-mail at [johnson.annette@epa.gov](mailto:johnson.annette@epa.gov). Please include the phrase "PCIA Request for Proposals" in the subject line of the e-mail.

All questions or comments must be communicated in writing via postal mail or electronic mail to the contact

person listed above. Questions and answers will be posted 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) .