

US EPA ARCHIVE DOCUMENT

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)
TITLE: THE AMERICAN INDIAN AIR QUALITY TRAINING PROGRAM
ACTION: Request for Applications (RFA)
RFA NUMBER: EPA-OAR-IO-10-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66. 037

DATES: The closing date and time for receipt of application submissions, regardless of mode of submission is **February 26, 2010, 4:00 p.m., Eastern Standard Time (EST)**. All hard copies of application packages must be received by Darrel Harmon by **February 26, 2010, 4:00 p.m. EST** in order to be considered for funding. Electronic submissions must be addressed to tribal_training_rfa@epa.gov and include the "Announcement title or #" – [name of applicant] in the subject line and be received by **February 26, 2010, 4:00 p.m. EST** in order to be considered for funding. Applications received after the closing date and time will not be considered for funding.

To allow for efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by January 22, 2010. 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 applications.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities to provide tribal training and technical support for the American Indian Air Quality Training Program. The American Indian Air Quality Training Program (AIAQTP) provides workshop training, internships and technical support to tribal governments seeking to investigate, develop and establish air quality management programs for lands under their jurisdiction. The Tribal Air Monitoring Support Center is a component of the AIAQTP, and is a partnership effort between the selected grant recipient and EPA's Office of Air and Radiation, hosted by the Radiation and Indoor Environments National (R&IEL) laboratory in Las Vegas, to provide a full spectrum of technical support to tribes undertaking air quality monitoring and related activities.

FUNDING/AWARDS: The total estimated funding for this competitive opportunity shall not exceed \$7.65 million over a five year project period. In FY 2010, total funding shall not exceed \$1.53 million. EPA anticipates award of approximately one cooperative agreement, whose annual value shall not exceed \$1.53 million, resulting from this competitive opportunity. The cooperative agreement will be funded incrementally over a period of five years. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

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. **Appendices**

Section I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Of the 570 federally-recognized tribes nationwide, roughly 120 currently receive funding support from EPA to investigate their air quality and make informed decisions about how to best restore, protect and preserve air resources for lands within their jurisdiction. While some tribal governments have completed air quality assessments and determined they had no further needs, many more do require support to conduct air quality related activities. The purpose of this project is to provide a continuous air quality training and technical support program for EPA's tribal partner governments.

American Indian Air Quality Training Program (AIAQTP)

The AIAQTP began in 1993 as a way to provide tribal governments interested in air quality with training and support that would facilitate their interaction with EPA and air quality programs. The mission of AIAQTP is to assist in the building tribal capacity to manage air quality, ensure that courses are culturally sensitive, and provide high-quality, up-to-date training. The Office of Air and Radiation has supported this activity through grant funding and by providing expertise and technical resources to support the Program since its inception, and tribes have made meaningful gains and progress as a result.

The AIAQTP started with hosting three workshops in 1993 and has now expanded to a larger, technically comprehensive program, hosting up to 20 workshops annually. The scheduling and content of the workshops are based on a combination of air quality expertise and experience, coupled with feedback from participants and instructors and ongoing contact between the recipient and the tribal environmental community. Close interactions with tribal governments nationwide, as well as with EPA, ensure workshops are developed and offered to meet current and ongoing needs of tribal governments and their communities. In addition to the workshop courses, the Program provides Tribal Environmental Resource Center and Professional Assistance program elements to ensure training activities are fully supported. These elements, listed below and described in more detail in Section I.B. of this RFP, include support activities that together form the comprehensive Program by providing activities such as professional internships, programmatic meetings, supporting technical resources and outreach.

The American Indian Air Quality Training Program (AIAQTP) includes four essential elements, or tasks:

1. Workshop Training that provides timely, essential and tribally appropriate culturally sensitive in-person, hands-on workshop style instruction;
2. The Tribal Air Monitoring Support Center provides comprehensive training and technical support for tribal monitoring activities;
3. The Professional Assistance element provides additional technical resources that enhance and supplement tasks 1 and 2, and;
4. The Internship Program is expected to enhance and solidify the learning experience, and to offer a perspective of broader opportunities in environmental careers.

EPA's Office of Air and Radiation (OAR) has found that this training program is best administered as a comprehensive activity with multiple tasks, delivered by a single recipient. This approach allows for efficient delivery of programs through effective use of staff and management resources and expertise.

B. Scope of Work

EPA's Office of Air and Radiation is seeking applications from eligible entities to provide comprehensive training and technical support to federally recognized Indian tribes. The training will build the capacity of interested tribes to successfully implement effective and efficient air quality programs that address: (1) tribal sovereign authority; (2) tribal authority under 301(d) of the Clean Air Act (CAA) and the [Tribal Authority Rule](#) (40 CFR Parts 9, 35, 49, 50 and 81 which describes how EPA delegates authority to authorized tribes, and (3) EPA policies, rules and executive orders as well as the unique aspects of tribal sovereignty and federal Indian law under the CAA.

Applicants must include in their applications a discussion of how they will address training and technical support services for both TAMS and Workshop Training as outlined in the four tasks described below. Applicants must address each task individually. Applications that do not address each task will not be considered.

The anticipated activities associated with providing the training and technical support services for both Workshop Training and TAMS as envisioned under this Program have been divided into four major tasks. The activities in each of the 4 tasks that applicants must address are as follows:

Task 1: Workshop Training

Workshops will be offered each year including tasks related to both AIAQTP and TAMS tasks. Course topics may change annually depending upon tribal needs and material progression. All training should reflect a community-based approach, be specific to tribal issues and sensitive to tribal culture while providing accurate technical information on how tribes can address each area. All courses should include tribal instructors.

The following workshop courses listed below are examples of those that may be offered in a typical year. All workshops should be continuously reviewed for quality and appropriateness, and updated to reflect current conditions prior to each presentation. Tribal, EPA and grantee instructors should work together to provide the appropriate learning experience for attendees. Workshop development and implementation should be a major part of any proposal.

American Indian Air Quality Training Program Courses (See Appendix A for course synopses)

This section provides a brief listing of some of the courses that have been offered as part of AIAQTP in recent years. The proposal should specify a menu (number and topics) of workshops to be offered in the first year of the agreement. A final selection and future training workshops will be negotiated between the recipient and the EPA Project Officer. For proposed workshops, the applicant should include curriculum details and learning objectives. Note that the applicant is encouraged to propose an approach to workshop training as appropriate, and each proposal will be judged on its merits. The following list is provided as background and the applicant is not restricted to the example subjects or number of annual workshops.

1. Quality Assurance Project Plan (QAPP).
2. Meteorological Monitoring.
3. Tribal Indoor Air Training.
4. Air Toxics.
5. Air Quality Subsystem (AQS).
6. Climate Change
7. Radiological Training.
8. Gaseous Pollutant Monitoring.
9. Introduction to Tribal Air Quality.
10. Air Quality Computations.
11. Air Pollution Technology.
12. Management of Tribal Programs.
13. Educational Outreach Program Design.
14. The Clean Air Act and Permitting

Applicants must describe, in detail, their plan for implementing Task 1 including all information considered relevant to demonstrating experience and capability to plan and schedule workshops, recruit attendees and instructors, provide expert instructors, develop course content that is culturally sensitive and specific for Native Americans, prepare workshop materials and support, acquire training locations, and successfully implement a full menu of annual training workshops. Applicants must include travel costs for 100% of attendees due to the variations in tribal air programs development levels and the anticipated participation of tribes that are unable to fund their own travel. Previous total costs for AIAQTP workshops, including travel, tend to cost between

\$20,000 and \$60,000 each. Applicants should develop their own travel/workshop costs to include in their overall project budget (see Appendix B Budget Sample for additional guidance). Applicants must also discuss a methodology to encourage cost sharing for tribes that are able to share in the cost of attending workshops.

AIAQTP staff is entirely funded through this grant and EPA staff participation in workshops is voluntary in support of all activities. The recipient will provide adequate staffing to support all necessary tasks including administrative, management, workshop and technical support functions.

The applicant must consider the current needs of tribes in each year when deciding, in consultation with the EPA Project Officer, actual training needs.

Task 2: Tribal Air Monitoring Support Center (TAMS).

The TAMS Center provides specialized and individualized tribal training, technical assistance, outreach and support activities in response to tribal needs and requests. All TAMS Center activities are conducted through the TAMS center and coordinated between EPA and recipient staff. Applicants are required to use existing facilities for TAMS Center activities.

The TAMS Center is a model partnership between tribes and EPA's Radiation and Indoor Environments Laboratory. Its mission is to develop tribal capacity to assess, understand and prevent environmental impacts that adversely affect health, cultural and natural resources through the provision of culturally specific training and technical support. It is the first technical learning center designed to specifically meet the needs of tribes involved in air quality management in Indian country. The TAMS Center provides a centralized location where tribal environmental professionals can obtain both air monitoring training, and arrange for technical support from tribal and environmental professionals and EPA. The TAMS Center also serves as a base for outreach to Indian country. This RFA includes requirements that address the recipient's staffing, co-management and operation of TAMS Center activities in close cooperation with EPA staff and management, described fully herein.

EPA's Radiation and Indoor Environments Laboratory (R&IE) is one of two national EPA laboratories within the Office of Radiation and Indoor Air. The Center for Indoor Environments (CIE), located within the laboratory, provides unique scientific and technical support services in indoor air, ambient air and radon. The CIE lab is also home to the Tribal Air Monitoring Support Center.

The TAMS Center is managed by co-directors, one each representing the recipient and EPA. Applicants must budget for non-EPA TAMS staff consisting of one co-Director, an administrative assistant and technical specialists. (See Appendix B Budget Sample for more information) EPA staff currently consists of a co-director, two technical specialists and a senior communications specialist.

Applicant must describe how they will undertake and accomplish each of the activities listed below. The proposal should include descriptions of how TAMS workshops will be developed and conducted, and address: course content; expert and tribal instructors; equipment; interactions with tribes and EPA's R&IE National Laboratory TAMS staff; responding to requests and providing technical support information and materials; maintaining and operating resource infrastructure as described in the Outreach activity (Item 2(b) and (c)); methodology for providing financial support to tribal trainers and trainees; locating TAMS workshops; and, process for continually developing needs assessments based on workshop experience.

Major activities include:

1. Specialized and Individualized Training

- a. Provide training courses and workshops on appropriate technical topics related to monitor operation, data handling and quality assurance as well as other tasks to be proposed, to tribal environmental professionals (note that resources may be shared between tasks and do not have to be proposed as completely separate activities).
- b. Provide individualized training and technical support as requested by tribal government representatives involved in air quality management. Includes on-site visits as appropriate to resolve issues related to tribal monitoring activities, where assistance cannot otherwise be provided.
- c. Offer and coordinate specialized training courses in response to current needs for topics related to monitoring and related subjects not provided through scheduled workshops as appropriate to meet tribal needs.
- d. Training should be provided by tribal instructors wherever possible, supplemented by professional staff (either applicant or EPA and others) as determined appropriate by the applicant in consultation with the project officer.
- e. Coordinate on-site assistance by contracted experts or other appropriate staff to tribes where monitoring related issues cannot be solved remotely or off-site.
- f. Coordinate professional summer internships for college students described in Task 4, as well as the mentoring/internships for tribal environmental professionals described in Task 3(c).
- g. Provide and coordinate particulate matter filter weighing activities between tribes and EPA at the Las Vegas R&IEL Laboratory in Las Vegas. The gravimetric laboratory is funded and operated by EPA.

2. Outreach

- a. Receive and respond to requests for information through e-mail, phone calls, fax and personal contacts. Maintain and update TAMS Center Clearinghouse resources. Resources include hard copy as well as electronic materials, and can be maintained in a location convenient to the applicant. Clearinghouse resources include a wide array of materials from guidance to sample documents that are maintained and made available to tribes upon request.
- b. Work in close cooperation with all partners to enhance the relationship between tribes and EPA.

3. Logistical Support

- a. Host up to two national tribal forum meetings (described in Task 3 Professional Assistance section).
- b. Convene two to four TAMS Steering Committee meetings annually. The TAMS Steering committee is made up of tribal environmental professionals and ex-officio members. Meeting logistics and support are provided by the applicant, and the meetings may be held at a location of the applicant's choosing. Expenses of elected members should be included in the proposal.
- c. Support AIAQTP training courses as needed.
- d. Develop and maintain TAMS website.
- e. Support tribal requests as appropriate and allowable.

4. **Support for Participant Training Attendance.** The TAMS Center is home to a state-of-the-art training facility that is utilized for tribal training and meeting purposes. There will be instances where training may be offered in other locations as well, depending on demand. Regardless of location, financial support will be provided to participants attending tribal training and/or workshops. Financial support may only be provided for training directly related to tribal training areas mentioned in either this RFA, or the final approved workplan. The recipient must provide a methodology for determining how decisions will be made for providing financial support to tribal representatives. Applicants should propose how they would support tribes to travel to training, how they would decide whether each individual will receive financial support, up to covering all expenses for each individual. Approval will be subject to review and agreement between the recipient and the EPA project officer.

5. **Annual Needs Assessment on Tribal Lands.** In order to continue to provide tribes with the most current and relevant information, it will be necessary to incorporate specific needs assessments into training workshops. This will require the recipient to perform needs assessments in order to determine how the program should be adjusted on an ongoing basis. Findings will be incorporated into course material thereafter. EPA will not provide specific guidelines by which to conduct these assessments. Applicants will be evaluated, in part, on the effectiveness of their proposed assessment plan.

Task 3: Professional Assistance.

The Professional Assistance program encompasses a number of responsibilities related to supporting and broadening the workshop training program with practical activities that expand the knowledge provided by training into actual implementation assistance needed to properly support tribal activities once they have completed a workshop. The activities, described below, must be conducted with the appropriate level of cultural sensitivity and tribal involvement, to facilitate the positive working environment tribes have come to expect. To be appropriately culturally sensitive, materials must be developed with specific reference to and incorporation of tribal culture, custom and the

unique history and situation of Native Americans nationwide. Applicants must display understanding and experience working directly with Native Americans in all materials developed in response to this RFA.

1. **Website.**

The recipient will develop and maintain a program website for the tribal community in support of all tribal training and technical support activities included in this solicitation. The website must provide an access point to information, contacts, staff and other resources offered as part of the training program. On-line registration should be considered as an option, as part of this activity. Applicants must describe how the site will be maintained and updated, and the existing expertise available to carry out the task of ensuring the material accurately reflects the program's content, and serves as an effective two-way communication tool.

2. **Information and Technical Assistance.**

Information and Technical Assistance must be available on a one-to-one basis for any tribe that contacts the Professional Assistance program. Tribes should be able to call during business hours and have requests responded to within a reasonable amount of time. Information and technical assistance will be available on all aspects of air program activities, and may rely on outside sources for assistance; however, most expertise should be available in-house. Application must describe how this activity will be structured to encourage and facilitate inquiries, and respond to requests for information and materials in a timely, supportive and personalized manner.

3. **Mentoring/Internships.**

Mentoring/Internship is an essential part of Professional Assistance, and also supports the tribal program by supporting training and development of tribal environmental professionals for careers in air quality management. A system will be in place to ensure that tribes and others (including states and EPA) with expertise in certain areas are connected through the training program to tribes seeking individualized one-on-one training in those same areas. The training program should catalog these areas of expertise so that matches can be made quickly to incoming requests. Financial support must be available through the recipient to support these activities for tribes that are unable to provide their own funding. Applications must describe how this activity will be funded, staffed and structured, whether through a selective or competitive process to ensure that tribal requests are expeditiously matched to tribal capabilities, including where these activities will occur, and what kind of institutional and professional support is available.

4. **Reference Documents Library.**

A library of tribal documents must be developed and maintained so that tribes can access completed work as a guide when their own activities duplicate completed activities of other tribes. Information should be identified through the

training web site and available to every tribe upon request. Applications must describe how materials will be acquired, inventoried, advertised and made available in response to tribal requests.

5. Newsletter.

The Professional Assistance program must publish a regular periodical of Tribal Air News for national distribution. The periodical should contain articles of interest to tribal programs authored by program as well as tribal and EPA staff to ensure a diversity of topics and perspectives. Applications must describe the staffing, frequency, style and manner of distribution proposed to provide a regular periodical for tribal air programs. Include a discussion of how articles will be developed and prepared, general editorial direction or foreseen content.

6. National Meetings.

Recognizing the importance of communications and networking, the program should organize and promote one or more annual national meetings for tribes to meet and discuss current and future issues. Limited financial support should be available to tribes unable to fund their own travel. Issues should be based on the recipient's expertise, tribal feedback and current national program initiatives. Attendance from all parts of Indian country is preferred and support from EPA and national tribal organizations is essential. Applications must describe how national meetings will be developed, planned, scheduled and implemented in a manner that encourages interest and attendance by tribal air programs, in coordination with public and private tribal air program interests. Discuss how funding support would be structured for tribes unable to fund travel, how locations would be determined, and proposals for ensuring topics are current and of interest to the broadest audience.

Task 4: Internship Programs

An important support element for training tribes will be the availability of internship programs to enhance and solidify the learning experience, and to offer a perspective of broader opportunities in environmental careers. At least one internship program should offer the opportunity for tribal college students to work in an environmental/air quality office and gain additional experience and insight into career opportunities. Financial assistance should be available to all interns to support this activity. The applicant should propose an appropriate number of internships to be supported annually. This activity is not the same as professional internships described as part of Task 3(3) supporting tribal environmental professionals to access more experienced air quality programs.

Applicants must describe how the internship programs would be funded and structured, specifically addressing how individuals will be selected, to give tribal environmental professionals and/or American Indian college students access to internships that will enhance their professional development and/or experience and help them acquire skills and experiences necessary to promote successful tribal air quality and environmental

programs.

C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

Pursuant to Section 6a of EPA Order 5700.7, "Environmental Results under EPA Assistance Agreements," EPA must link proposed assistance agreements to the Agency's Strategic Plan. EPA also requires that grant applicants and recipients adequately describe environmental outputs and environmental outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements, (<http://www.epa.gov/ogd/grants/award/5700.7.pdf>)).

1. Linkage to EPA Strategic Plan. All applications must support Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Healthier Outdoor Air), Sub-Objectives 1.1.1 (More People Breathing Clean Air) and 1.1.2 (Reduced Risk from Toxic Air Pollutants), Objective 1.2 (Healthier Indoor Air) and, Objective 1.4 (Radiation), Sub-Objectives 1.4.1 (Enhance Radiation Protection) and 1.4.2 (Maintain Emergency Response Readiness). This project supports EPA efforts to encourage and facilitate involvement of tribal partner governments in implementing the Clean Air Act in Indian country, through the provision of training and technical support of EPA's 2006-2011 Strategic Plan, which states, "Through 2011 [EPA will]...protect human health and the environment by attaining and maintaining health-based air-quality standards and reducing the risk from toxic air pollutants." (http://www.epa.gov/ocfo/plan/2006/goal_1.pdf)

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.

Expected outputs from the project(s) to be funded under this announcement include, but are not limited to, the following: technical support and training for a minimum of 300 tribal environmental professionals per year, over the life of the agreement. Additional output may be manifest through an increase in tribal activities carrying out air quality assessments in Indian country and implementing air quality programs to address identified air quality concerns.

Progress reports and a final report will also be a required output, as specified in Section VI(C) of this announcement, "Reporting Requirement."

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: Through this project EPA expects to stimulate and encourage interest in the development of tribal air programs that assess air quality and address air quality concerns in Indian country. EPA also anticipates increased participation of tribal governments in air quality management nationwide, including at the local and regional levels.

D. Supplementary Information.

The statutory authority for this action is: the Clean Air Act, Section 103(a)(5), which authorizes the Administrator to establish programs that conduct and promote coordination and acceleration of training for individuals relating to the causes, effect, extent, prevention, and control of air pollution; and Clean Air Act, Section 103(b)(3). In addition, the authorities above are supplemented by National Environmental Policy Act, Section 102(2)(F).

Section II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$7,650,000. In FY 2010, total funding shall not exceed \$1.53 million. EPA anticipates award of approximately one cooperative agreement, whose annual value shall not exceed \$1.53 million, resulting from this competitive opportunity. The cooperative agreement will be funded incrementally. Additional funds may be added in each subsequent year of the agreement, subject to satisfactory performance and the availability of funds.

B. Partial Funding.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a project, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application 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 whose annual value shall not exceed \$1.53 million resulting from this competitive opportunity; subject to availability of funds. 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 selection(s). Any additional selections for awards will be made no later than six months from the date of the original selections.

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

The estimated project period for awards resulting from this solicitation will begin July 1, 2010. Proposed project periods may be up to five consecutive 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);
- EPA will participate in developing the menu of annual workshops and their locations;
- EPA will attend and participate in conduct of workshops;
- EPA will serve as an Ex-Officio member of TAMS Steering Committee;
- EPA will approve substantive terms of the proposed contracts.

Section III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.037, applications 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

These are requirements that if not met by the time of application submission will result in elimination of the application from consideration for funding. Only applications from eligible entities (see Section III.A. 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. Applications must substantially comply with the application 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 application, pages in excess of the page limitation will not be reviewed.
 - b. In addition, applications must be received by the EPA as specified in Section IV of this announcement on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their application reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Applications 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 or e-mailed submissions, where Section IV requires application receipt by a specific person/office by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their application with Darrel Harmon at tribal_training_rfa@epa.gov as soon as possible after the submission deadline — failure to do so may result in your application not being reviewed.
2. Applications must support Goal 1 as described in Section I.C. of this announcement.
3. Applicants must demonstrate that they have previous expertise and

experience working with Native American Indian Tribes in a successful, collaborative manner in order to be considered. A discussion of past experience and success working with tribes nationally would be one approach to fulfilling this requirement, but others will be carefully considered.

4. Applicants must address each of the tasks and their activities as stated in section I part B.
5. Congress has prohibited EPA from using its FY 2010 appropriations to award grants to the Association of Community Organizations for Reform Now (ACORN) or any of its subsidiaries and therefore in order to be eligible for funding consideration under this competition all applicants must affirmatively indicate in their proposal that they are not subject to this prohibition. In addition, since this funding prohibition applies to subawards/subgrants and contracts awarded by grantees, applicants must consider it when preparing proposals.

Section IV. APPLICATION AND SUBMISSION INFORMATION

A. How to Obtain Application Package

Applicants can 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.

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. Mode of Application Submission

Applicants have the following options to submit their applications: 1) Hard copy by express delivery service to the specified EPA contact below, or 2) electronically through email to the specified EPA contact below. Applications will not be accepted via fax or standard 1st class mail delivery by U.S. Postal Service. All applications must be prepared, and include the information, as described below in Section IV.C "Content of Application," regardless of mode of transmission

1. Hard Copy Submission

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

Hard copy applications will only be accepted via an **express delivery**

service. EPA will not accept applications submitted via fax or standard 1st Class Mail delivery by U.S. Postal Service.

Hard Copy via Express Delivery (FedEx, UPS, DHL, USPS etc.)

U.S. Environmental Protection Agency
ATTN: Darrel Harmon (Mail Code: 6101A)
5426 Ariel Rios North Building
1200 Pennsylvania Ave. NW
Washington, DC 250460
Phone: (202) – 564-7416

Hard Copy Application Submission Deadline

All hard copies of application packages must be received by Darrel Harmon **February 26, 2010, 4:00 p.m. EST.**

2. E-mail Submission

E-mail submissions must be submitted to tribal_training_rfa@epa.gov and be received by **February 26, 2010, 4:00 p.m. EST.** All required documents listed in Section IV.C of the announcement must be attached to the e-mail as separate Adobe PDF files. Please note that if you choose to submit your materials via e-mail, you are accepting all risks attendant to e-mail submission including server delays and transmission difficulties. E-mail submissions exceeding 15MB will experience transmission delays which will affect when they are received by the Agency. For these size submissions, applicants should submit their application materials via hardcopy because if they are sent via e-mail they may be received late and not considered for funding. Applicants submitting their application materials through e-mail should confirm receipt of the materials with Darrel Harmon at tribal_training_rfa@epa.gov as soon as possible after submission.

C. Content of Application Package Submission

All application submissions, regardless of mode of submission, must contain a completed and signed grant application form, as well as a Narrative Proposal, as described below. Applicants should explicitly address each of the criteria in the table on page 21 as part of their application package submittal

Grant Application Forms. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. The forms are available at <http://www.epa.gov/ogd/AppKit/application.htm>.

- Standard Form 424, *Application for Federal Assistance*
- Standard Form 424A, *Budget Information – Non-Construction*

Programs

- Standard Form 424B, *Non-Construction Programs*
- EPA Form 6600-06, *Certification Regarding Lobbying*
- EPA Form 4700-4, *Pre-Award Compliance Review Report for All Applicants Requesting Federal Financial Assistance*
- EPA Form 5700-54, *Key Contacts Form*
- Narrative Proposal (**including sections 1-3 below**)

Narrative Proposal

The Narrative Proposal (**including sections 1-3 below**) cannot exceed a maximum of 20 single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 20-page limit.

1. **Summary Information Page** (recommended not exceeding one 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. (Projects are anticipated to begin date and end no later than date.)

2. **Narrative Proposal Work-Plan**

The narrative proposal work-plan 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 must 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

- 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. Please include specific experience and expertise of the organization and key staff in working collaboratively with EPA and Native American Indian Tribes.
- VII. Budget and estimated funding amounts for each task, activity or work component. See Appendix B, Budget Sample

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

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 expected outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the expected outputs will be tracked and measured.

c. Programmatic Capability and Past Performance

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 agreements, 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 whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. 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/prior 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 (a neutral score is half of the total points

available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

3. Detailed Budget Narrative (see Appendix B for Budget sample)

Clearly explain how EPA funds will be used. This section provides an opportunity for narrative description of the budget found in the SF-424A. Applicants must itemize costs related to personnel, fringe benefits, contractual costs, travel, equipment, supplies, other direct costs, indirect costs, and total costs.

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.

4. OPTIONAL Attachments. These are not included in the 20-page limit.

a. Resumes. Provide resumes or curriculum vitae for all principal investigators and any other key personnel.

b. Support Letters. Specifically indicate how the supporting organization will assist in the project.

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

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 closing date and time for receipt of application submissions, regardless of mode of submission is **February 26, 2010, 4:00 p.m., Eastern Standard Time (EST)**. All hard copies of application packages must be received by Darrel Harmon by **February 26, 2010, 4:00 p.m.** Electronic submissions must be addressed to tribal_training_rfa@epa.gov and include, "American Indian Air Quality Training Program" or RFA # EPA-OAR-IO-10-01 and [name of applicant] in the subject line and must be received by **February 26, 2010, 4:00 p.m. EST**.

Applications received after the closing date and time will not be considered for funding.

G. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c) (2) prior to disclosure. However, the agency considers competitive proposals/applications confidential and protected from disclosure prior to the completion of the competitive selection process.

H. Pre-Application 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

application packages, provide informal comments on draft narrative proposals, or provide advice and/or guidance to applicants on how to respond to ranking criterion. Applicants are responsible for the contents of their applications. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criterion, administrative issues related to the submission of the application, and requests for clarification about the announcement.

Section V. APPLICATION REVIEW INFORMATION

Only eligible entities whose application(s) meet the threshold criteria in Section III of this announcement will be reviewed according to the evaluation criterion set forth below. Applicants should explicitly address these criteria as part of their application package submittal. Each application will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

Criteria	Points
<p>1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) (15 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing all of the requirements in Section I, Part B (Scope of Work) and Part C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs), (ii) (15 pts) the extent and quality to which the narrative proposal’s goals are realistic and will be actually implemented by project end, (iii) (10 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project(s).</p>	40
<p>2. <u>Environmental Results—Outcomes and Outputs:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant’s plan for tracking and measuring its progress toward achieving expected project outputs and outcomes, including those identified in Section I of this announcement.</p>	15
<p>3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant’s: (i) (9 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement, (ii) (8 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV.C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, (iii) (9 pts) organizational experience and</p>	35

<p>plan for timely and successfully achieving the objectives of the proposed project, and (iv) (9 pts) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.</p> <p>Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). 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 subfactors (items i and ii above-a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.</p>	
<p>4. Budget/Resources: Under this criterion, the Agency will evaluate the following factors: (i) (5 pts) whether the proposed project budget is appropriate to accomplish the proposed goals, objectives, and measurable environmental outcomes, (ii) (5 pts) whether the budget provides an approximation of the percentage of the budget designated for each major activity.</p>	<p>10</p>

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application 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. Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

Section VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Following evaluation of applications, all applicants will be notified regarding their status.

Application Notifications

1. EPA anticipates notification to the *successful* applicant will be made via telephone, email or postal mail. The notification will advise the applicant that its proposed project has been evaluated and recommended for award. The notification will be sent to the original signatory of the Standard Form (SF) 424, Application for Federal Assistance.

This notification, which advises that the applicant's proposed project 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.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via email or postal mail by. The notification will be sent to the original signatory 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.

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 application 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 Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at:
www.whitehouse.gov/omb/grants/spoc.html

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 technical report will be required. Quarterly reports summarizing technical progress, planned activities for next quarter and summary of expenditures are required. EPA project officer will review

and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient). The final technical report shall be completed within 90 calendar days of the completion of the period of performance. The final technical report should include: summary of the project or activity, advances achieved and costs of the project or activity. In addition, the final technical 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, 2005) which can be found at:

<http://www.epa.gov/ogd/competition/resolution.htm>.

Copies of these procedures may also be requested by contacting Maureen Hingeley at Hingeley.Maureen@epa.gov

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). 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.

Section VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Darrel Harmon (Mail Code: 6101A)
5426 Ariel Rios North Building
1200 Pennsylvania Avenue N.W.
Washington, DC 20460

Phone: (202) – 564-7416
Email: tribal_training_rfa@epa.gov

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

posted until the closing date of this announcement at the OAR Grants and Funding webpage: http://www.epa.gov/air/grants_funding.html .

Section VIII. Appendix A

As stated in Section I. Part B's Scope of Work, Task 1: Workshop Training, the following courses are currently offered as part of the AIAQTP. Although the recipient will develop specific training, they may use the following descriptions as a guide for future workshop development; modify course content, or offer course content as described below.

Task 1: Workshop Training

American Indian Air Quality Training Program Courses Synopses:

1. **Quality Assurance Project Plan (QAPP).** To ensure the success of environmental programs and data validity, this course provides the participant with the materials, resources and knowledge necessary to develop a new QAPP or refine existing QAPP's for use in support of monitoring activities. Topics include:
 - a) Project administration, organization, background and description
 - b) Project quality objectives
 - c) Documentation and record-keeping
 - d) Sampling design and methods requirements
 - e) Laboratory analysis requirements
 - f) Quality control requirements
 - g) Instrumentation calibration
 - h) Data review, validation and verification requirements
 - i) A draft QAPP should be prepared by each attendee

2. **Meteorological Monitoring.** This training provides tribal environmental professionals with the training, knowledge and resources necessary to erect a meteorological monitoring station that fits their exact needs. Topics include:
 - a) Basic meteorological concepts and primary meteorological variables
 - b) Siting a meteorological station and exposure of meteorological instrumentation
 - c) Meteorological data recording
 - d) System performance
 - e) Meteorological data processing
 - f) Uses of meteorological data
 - g) Data recording and archiving
 - h) Quality Assurance and Quality Control
 - I. Instrumentation Procurement
 - II. Installation and acceptance testing
 - III. Routine calibrations
 - IV. Routine and preventative maintenance
 - V. Data validation and reporting

3. ***Tribal Indoor Air Training.*** This course provides participants with the practical knowledge and ability to identify common indoor air pollutants or sources found within homes. Topics include:
 - a) Assessment of sources (pollutants, moisture, radon)
 - b) Health effects of sources
 - c) Measurement of indoor air, including training on current instrumentation and proper documentation
 - d) Remediation (contractor selection, if necessary) including cost effectiveness
4. ***Air Toxics.*** Discussions should ensure that participants have a basic understanding of air toxics and its impacts upon a tribal community through assessment and measurement. Topics include:
 - a) Overview of air toxics sources, emissions inventories and exposures
 - b) Health and environmental effects
 - c) Risk assessment
 - d) Federal regulations related to air toxics
 - e) Tools for identification of [potential] impacts on a tribal community
5. ***Air Quality Subsystem (AQS).*** This course equips participants with a working understanding of the data elements and requirements of the AQS database. Participants should be able to perform basic submissions and data analysis using the AQS subsystem upon completion. Topics include:
 - a) System overview and registration
 - b) Data management and formatting
 - c) Hardware and software needs
 - d) Passwords and access protocols
 - e) Types of data
 - f) Pre-formatted reports
6. ***Climate Change.*** This course provides an understanding of the basic science of climate change and its impacts on human health and the environment. Participants will learn ways to educate their communities about climate change. Topics include:
 - a) Basic science of climate change
 - b) Sources of greenhouse gasses
 - c) Impacts of climate change on human health and the environment
 - d) Community education and outreach
7. ***Radiological Training.*** Tribes need appropriate understanding of radiological issues from monitoring, exposure, health and national security perspectives. Some tribes are adversely affected through the use of contaminated soil (often a result of mining activities) in building construction. To correctly address these issues, topics include:
 - a) Response and exposure
 - b) Assessment and measurement

- c) Education and outreach to the community
 - d) Contaminant abatement and remediation
8. ***Gaseous Pollutant Monitoring.*** This workshop provides attendees with a basic understanding of when gaseous monitoring is appropriate, and how to make decisions on monitor selection, siting, operation, and analysis. Topics include:
- a) Overview and discussion of gaseous pollutant monitoring including nitrates, sulfates and ozone
 - b) Instrument design and operation
 - c) Assessing air quality
 - d) Relevance and bearing on attainment/non-attainment designations
9. ***Introduction to Tribal Air Quality.*** An entry level course that introduces the concepts of clean air and its relationship to health and welfare. This course presents management options for tribes in a culturally sensitive manner. Topics include:
- a) Basic scientific concepts in clean air
 - b) The Clean Air Act and its amendments
 - c) Monitoring and emission inventories
 - d) Introduction to the elements of a basic tribal air quality management program
10. ***Air Quality Computations.*** This course helps tribal representatives understand the basic concepts of mathematical skills needed to execute the scientific calculations and methods necessary to assess and address air quality issues. Topics include:
- a) Arithmetic and mathematical concepts and methods
 - b) Statistics
 - c) Spreadsheets
 - d) Problem solving and analysis
11. ***Air Pollution Technology.*** Designed as a medium level workshop to introduce advanced concepts of air pollution sources and control, the science of air pollution, and air quality management techniques, in a culturally sensitive manner. Topics include:
- a) Air pollution meteorology
 - b) Air quality monitoring
 - c) Air quality modeling
 - d) Data management
 - e) Air pollution control
12. ***Management of Tribal Programs.*** An entry level workshop designed to provide the basic management and administration techniques necessary to successfully implement and operate a tribal air quality management program. Topics include:
- a) Clean Air Act and authority for Tribal programs
 - b) Grants administration and management
 - c) Starting a tribal air program

d) EPA policies and interaction

13. *Educational Outreach Program Design.* A mid-level workshop identifying key elements of a tribal outreach and education program that is designed to reach tribal community members and non-tribal reservation populations with general and formal educational materials. Topics include:

- a) Communication fundamentals
- b) Working with groups in the community
- c) Presentation skills
- d) Environmental education guidelines

14. *The Clean Air Act and Permitting.* An advanced level workshop providing detailed information on the workings of the Clean Air Act and its major elements for tribes planning to undertake regulatory air quality programs. Topics should be presented in a culturally sensitive manner and include:

- a) CAA background
- b) National Ambient Air Quality Standards
- c) New Source Review and Prevention of Significant Deterioration
- d) Title V program fundamentals
- e) Tribal sovereignty and the Federal trust responsibility

Appendix B. Budget Sample

Budget Detail

This section of the work plan is a detailed description of the budget found in the SF-424A, and must include a detailed discussion of how EPA funds will be used. Applicants must **itemize** costs related to personnel, fringe benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

If the project budget includes any cost-share, mandatory or voluntary, the Budget Detail portion of the Work Plan must include a detailed description of how the applicant will obtain the cost-share and how the cost-share funding will be used. Mandatory cost-share funds must be in the form of cash contributions to the Equipment Object Class. If EPA accepts an offer for a voluntary cost-share, applicants must meet their sharing commitment as a legal condition of receiving EPA funding. If the proposed cost-share is to be provided by a third-party, a letter of commitment is required. Any form of cost-share included in the Budget Detail must also be include on the SF 424 and SF 424A. Please see Section III.B if this RFP for more detailed information on cost-share.

Applicants should use the following instructions, budget object class descriptions, and example table to complete the Budget Detail section of the work plan.

- **Personnel - List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If

- **Fringe Benefits - Identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel - Specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of subrecipients under subawards, which are included in the “Other” category.
- **Equipment - Identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 40 CFR 31.3 and 30.2. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies - “Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.
- **Contractual - Identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.

- **Other - List each item in sufficient detail for EPA to determine the reasonableness and allowability of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and subaward costs. Subawards (e.g., subgrants) are a distinct type of cost under this category. The term “subaward” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible subrecipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not subawards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as subaward work and a description of the types of activities to be supported.
- **Indirect Charges - If indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:

 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment
(Indirect Rate x (total direct cost – distorting factors) = Indirect Costs)

Example Budget Table

	EPA Funding	**Cost-Share
Personal		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(5) Project Staff @ \$30/hr x 40 hrs/week x 40 wks	\$244,000	
TOTAL PERSONAL	\$244,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20%(244,000)	20%(20,800)
- Retirement, Health Benefits, FICA, SUI	\$48,800	\$4,160
TOTAL FRINGE BENEFITS	\$48,800	\$4,160
Travel		

Travel for Project Manager and staff: 500 mi/mo @ \$0.55/mi x 12 mos.	\$3,300	
Travel for Project Staff: 20 trips per month x \$2,500 per tip	\$600,000	
TOTAL TRAVEL	\$303,300	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$150,000	
TOTAL SUPPLIES	\$150,000	
Contractual		
Support Services Contract	\$100,000	
TOTAL CONTRACTUAL	\$100,000	
Other		
Travel for tribal representatives to attend workshop training 100 trips x \$1,000 each	\$100,000	
Travel for tribal representatives to attend workshop training 200 trips x \$2,000 each	\$400,000	
TOTAL OTHER	\$500,000	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$26,480	
TOTAL INDIRECT	\$26,480	
TOTAL FUNDING	\$1,397,540	24,960
TOTAL PROJECT COST	\$1,422,500	

** Cost-Share funds, while not required under this RFA, must also be included on the SF-424A as detailed in Section III.B of this RFP.

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal 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 cannot 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 work plan.