

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

**TITLE:** "ASTHMA AND INDOOR AIR QUALITY EDUCATION AND OUTREACH"

**ACTION:** REQUEST FOR INITIAL PROPOSALS (RFIP) - INITIAL ANNOUNCEMENT

**RFIP NO:** REG4-APTMD-04-04

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

**DATES:** The closing date for receipt of Initial Proposals is May 17, 2004. Applications received via U.S. mail must be received by the deadline date.

Final applications will be accepted, only, from those eligible entities whose Initial proposals have been successfully evaluated and selected for award. EPA will notify selected applicants not later than June 15, 2004.

The deadline for receipt of Final Applications is July 9, 2004.

**SUMMARY:** This notice announces the availability of funds and solicits applications to support activities that assist in: managing asthma triggers; improving indoor air quality, including avoiding exposure to environmental tobacco smoke (ETS); and implementing EPA's Indoor Air Quality (IAQ) Tools for Schools (TfS) program.

Applications for this competitive opportunity are being solicited by EPA Region 4's, Air, Pesticides & Toxics Management Division (APTMD).

**FUNDING/AWARDS:** The total estimated funding for this project shall not exceed \$200,000. EPA anticipates award of up to 10 one-year grants ranging in value from \$5,000-\$50,000 resulting from this competition. The actual number of awards and the award amounts will depend upon the variety of project proposals selected and, is subject to the availability of funds. All projects must be completed within the project performance period of 12 months.

### **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 Contact
- VIII. Other Information

## **I. Funding Opportunity Description**

### **A. Executive Summary.**

The goal of Region 4's Indoor Air Program is to decrease health effects of poor Indoor Air Quality by improving both knowledge of IAQ and actual indoor environmental conditions. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Children may be especially vulnerable to these health effects. EPA estimates that indoor air level of many pollutants are typically 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels are of particular concern because it is estimated that most people spend 90% of their time indoors. For more information about the USEPA's IAQ program, visit [www.epa.gov/iaq](http://www.epa.gov/iaq).

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

EPA Region 4 solicits applications to support activities that assist in: managing asthma triggers: improving indoor air quality, including avoiding exposure to environmental tobacco smoke (ETS); and implementing EPA's Indoor Air Quality (IAQ) Tools for Schools (TfS) program.

- 1. Asthma.** The goal of these projects is to decrease the number of asthmatics exposed to indoor environmental asthma triggers.
- 2. Indoor Air Quality (IAQ) Tools for Schools (TfS).** The goal of this work is to reduce school occupant exposure to indoor air pollutants and asthma triggers through implementation of the IAQ TfS program. The TfS program is designed as a low cost/no cost approach to addressing many common IAQ problems, IAQ TfS teaches school staff to prevent and resolve IAQ problems and identify practical solutions to IAQ problems.
- 3. General IAQ and Environmental Tobacco Smoke (ETS).** The goal of these projects is to decrease the number of people, especially children, exposed to ETS, by motivating residents who smoke to make their homes and cars smoke-free, and/or to educate the public about general indoor air quality.
- 4. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103(a)(1) which authorizes the award of grants to conduct and promote the coordination and acceleration of research, investigations, experiments, demonstrations, surveys and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

## **II. Award Information**

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

The total estimated funding for this project is \$200,000.

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

EPA anticipates award of up to 10 one-year grants ranging in value from \$5,000-\$50,000 resulting from this competition. The actual number of awards and the award amounts will depend upon the variety of project proposals selected and, is subject to the availability of funds.

## **C. What is the project period for award(s) resulting from this solicitation?**

The estimated project period for award(s) resulting from this solicitation is September, 2004 through October, 2005. All projects must be completed within the negotiated project performance period of generally 12 months.

## **D. Can funding be used to acquire services or fund partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 [CFR](#) Parts 30 or 31, as applicable. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#), and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

## **E. Are there any funding restrictions?**

Yes. EPA will not fund any projects for medical interventions (i.e. nebulizers, peak flow meters, etc.)

## **III. Eligibility Information**

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

Proposals will only be accepted from non-profit organizations, as defined by [OMB Circular A-122](#). The Circular defines a non-profit organization as “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.” These

organizations include: States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia, public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions.

## **B. Cost Sharing or Matching.**

Cost Sharing or Matching is not required, as a condition of eligibility, or otherwise, for proposals selected for award.

## **IV. Application and Submission Information**

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

The complete grants application package can be downloaded from EPA's website at: <http://www.epa.gov/ogd/AppKit/index.htm>. Potential applicants may request a paper copy of the application package by contacting the agency contact listed in *Section VII* of this announcement.

### **B. Content and form of Application Submission.**

1. **Initial Proposals.** Applicants must submit a summary of the project including: the address and phone number of your organization; a description of the project; information responsive to the evaluation criteria detailed in *Section V(A), Evaluation Criteria*; a budget breakdown by task; and the organization's indirect cost rate, if applicable. One original signature proposal and two complete copies. Initial Proposals may not exceed 10 (ten) pages in length and must conform to the following outline:
  - a. Project Title.
  - b. Project Purpose.
  - c. Project Period - beginning and ending dates.
  - d. Description of the applying organization, including experience in schools and community work (asthma, ETS, TfS), existing in-home education efforts, and existing indoor air quality/asthma activities;
  - e. Description of target audiences, schools, community, and any special asthma-related demographics of area targeted for this work;
  - f. Definition of success for the project and how success will be measured. Describe mechanisms for tracking program outputs (e.g., how many children received Open Airways training, how many households were educated, and in how many homes actions were taken);
  - g. Description of the project and expected outcomes. Examples of outcomes: " IAQ TfS will be implemented in X number of schools and will benefit X number of children." Or, "X number of trainings will be held and X number of school nurses will be trained.";
  - h. Schedule - Indicate tasks, quarterly report submission and final report submission dates;
  - i. Identification of other localities, regions, or states that might benefit from the lessons you expect to learn as a result of your pilot project. Brief biographical sketches of key technical experts who will be involved in the project.

Applicants are strongly advised to avoid submission of extemporaneous materials. Proposals that exceed the maximum page limitation will not be considered. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). [Pages exceeding the maximum length will not be considered.] All application materials must be completed in English. The minimum acceptable font size for all Initial and Final application materials, excluding the SF 424, shall be 12 pitch.

2. **Final Applications.** *(FINAL APPLICATIONS WILL BE ACCEPTED, ONLY, FROM THOSE ELIGIBLE ENTITIES WHOSE INITIAL PROPOSAL HAVE BEEN SUCCESSFULLY EVALUATED AND SELECTED FOR AWARD. **DO NOT INCLUDE THE FOLLOWING DOCUMENTS WITH THE INITIAL PROPOSAL.**)*

Applicants whose Initial Proposals have been evaluated and selected for award will need to complete a Standard Form 424 and submit it with a full work plan no greater than (15) fifteen pages in length (12 point type). The work plan must include all of the information contained in the initial proposal. Copies of the correspondence received from the school districts, individual schools, or daycare centers committing to participating in the project. The work plan should conform to the following outline:

- a. Project Title.
- b. Project Purpose.
- c. Project Period - beginning and ending dates.
- d. Description of the applying organization, including experience in schools and community work (asthma, ETS, TfS), existing in-home education efforts, and existing indoor air quality/asthma activities;
- e. Description of target audiences, schools, community, and any special asthma-related demographics of area targeted for this work;
- f. Definition of success for the project and how success will be measured. Describe mechanisms for tracking program outputs (e.g., how many children received Open Airways training, how many households were educated, and in how many homes actions were taken);
- g. Description of the project and expected outcomes. Examples of outcomes: “ IAQ TfS will be implemented in X number of schools and will benefit X number of children.” Or, “X number of trainings will be held and X number of school nurses will be trained.”;
- h. Schedule - Indicate tasks, quarterly report submission and final report submission dates;
- i. Identification of other localities, regions, or states that might benefit from the lessons you expect to learn as a result of your pilot project. Brief biographical sketches of key technical experts who will be involved in the project.

**C. Submission Dates and Times.**

1. The deadline for submission of completed Initial Proposal packages is May 10, 2004, by 4:00 p.m. EST. All proposal packages must be received in the program office listed below by the deadline. Proposals received after the deadline will not be considered for funding.
2. The deadline for submission of completed Final Application packages is July 9, 2004, by

4:00 p.m. EST. *(Final applications will be accepted, only, from those eligible entities whose Initial Proposal have been successfully evaluated and selected for award.)*

Regular Mail Delivery Address (U.S. Postal

U.S. EPA

Attn: Linda Thomas Houston

APTMD-ATMB-IEGS

61 Forsyth Street , NW

Atlanta, GA

Phone: (404)562-9152

**V. Application Review Information**

**A. Evaluation Criteria.**

Each eligible proposal/application will be evaluated according to the criteria set forth below. Initial Proposals which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each proposal will be rated under a points system, with a total of 100 points possible.

<b>Criterion</b>	<b>Maximum Points Per Criterion</b>
<b>Technical Approach:</b> The proposal outlines a project which is technically sound, addresses an identified problem(s), has clear and measurable products, has a written implementation strategy, is sustainable over time, and makes appropriate use of pre-existing materials (e.g., EPA publications).	40
<b>Benefit to the Public:</b> The proposal provides a credible estimate of the number of people reached. For asthma and IAQ Tools for Schools projects, the proposal provides the number of asthmatic children who will be trained to deal with their asthma; the number of families that will be educated concerning environmental triggers for asthma; the names of schools targeted; and school or daycare center addresses and enrollment. For secondhand smoke and general IAQ projects, the proposal provides the number of people who will enjoy better indoor air quality as a result of the project. <i>(For this criterion, EPA will award more points for activities which reach greater numbers of people for similar amounts of funding.)</i>	30
<b>Experience of Key Personnel:</b> The organization’s employees have training and experience in appropriate programs (e.g., the American Lung Association’s Open Airways program or a general asthma awareness program for an asthma project) and/or other related programs. Additionally, for IAQ Tools for School proposals, the organization demonstrates a history of assisting schools with indoor air quality measures.	20

<p><b>Organizational Experience:</b> The proposal clearly demonstrates that the organization has experience in implementing asthma, secondhand smoke, or general indoor air quality education program. <b>-OR-</b> The proposal clearly demonstrates that the organization has the ability to implement an asthma, secondhand smoke, or general indoor air quality education program.</p>	<p>10</p>
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**B. Other Factors.**

In addition to addressing the evaluation factors detailed in *Section V(A), Evaluation Criteria*, to be considered for funding, applicants must:

1. Provide copies of letters from school districts, individual schools, daycare centers and other agencies and organizations agreeing to participate in the project with the applicant.
2. IAQ TFS applicants must have the support of the school district superintendent in which the implementation is planned.
3. EPA reserves the right to make decisions on applications based on factors that help ensure geographic equity and the demonstration of a variety of different technical approaches.

**C. Review and Selection Process.**

Each Initial Proposal will be evaluated by a team chosen to address the range of activities associated with managing asthma triggers: improving indoor air quality, including avoiding exposure to environmental tobacco smoke (ETS); and implementing EPA’s Indoor Air Quality (IAQ) Tools for Schools (TfS) program. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice (*see Section V(A), Evaluation Criteria*).

Completed evaluations will be referred to a Selection Committee that is responsible for further consideration and final selection. The highest numerically-ranked proposal(s) (subject to the quality of proposals, availability of funds, and consideration of *Section V(B), Other Factors*) will be selected for award and required to submit Final Applications.

**VI. Award Administration Information**

**A. Award Notices.**

Following final selections, all applicants will be notified regarding their application’s status.

1. EPA anticipates notification to *successful* applicant(s) will be made via telephone, electronic or postal mail by June 15, 2004. This notification, which advises that the applicant’s proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 90 days from the date of selection.

2. EPA anticipates notification to *unsuccessful* applicant(s) will be made via electronic or postal mail by June 15, 2004. In either event, the notification will be sent to the original signer of the application.

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

1. A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:  
[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm).
2. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for an Intergovernmental Review. This review is not required with the Initial Proposal and not all states require such a review.
3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at:  
<http://www.dnb.com>.

**C. Reporting Requirement.**

All selected applicants will participate in quarterly conference calls with Region 4 and other grantees, submit quarterly (every three months) progress reports, and submit a final written report no later than 90 days after the end of the project period.

The quarterly progress report should include: a summary of performance progress-to-date, problems encountered, successes achieved, and lessons learned. The schedule for submission of quarterly progress reports will be established by EPA after award.

**VII. Agency Contact**

**FOR FURTHER INFORMATION CONTACT:**

<b>Asthma</b>	<b>Tools for Schools</b>	<b>Environmental Tobacco Smoke, General Indoor Air</b>
Linda Thomas-Houston	Lashon Blakely	Henry Slack



U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9152 404-562-9095 (fax) thomas.linda@epa.gov	U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9136 404-562-9095 (fax) blakely.lashon@epa.gov	U.S. Environmental Protection Agency, Region 4 APTMD-ATMB-IEGS 61 Forsyth Street, S.W. Atlanta, GA 30303 404-562-9143 404-562-9095 (fax) slack.henry@epa.gov
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### **VIII. Other Information**

Applicants should clearly mark information in their proposal which they consider confidential. EPA will make final confidentiality decisions in accordance with Agency regulations at 40 CFR, Part 2, Subpart B.

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement. The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Formal disputes challenging the Agency award decision, will be resolved using the Dispute Procedures at 40 [CFR](#) 30.63 and 40 CFR 31.70.