

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

**TITLE:** "PLAN, DEVELOP, AND DELIVER HANDS-ON INDOOR AIR QUALITY TRAINING TO TRIBAL AIR PROFESSIONALS"

**ACTION:** Request for Applications (RFA) - Initial Announcement

**RFIP NO:** LV-OAR-CIE-04-06

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

**DATES:** The closing date for receipt of Applications is June 18, 2004. Applications received via U.S. mail must be received by the deadline date.

To allow for efficient management of the competitive process, the Office of Radiation and Indoor Air (ORIA) is requesting eligible organizations submit an informal notice of "Intent to Apply" by May 21, 2004. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals.

**SUMMARY:** This notice announces the availability of funds and solicits proposals from eligible entities to: plan, develop, and deliver three indoor air quality (IAQ) training courses to tribal air professionals; and develop assessment protocols in order to determine the effectiveness of the training.

**FUNDING/AWARDS:** The total estimated funding for this project is \$250,000. EPA anticipates award of one cooperative agreements resulting from this announcement. All grants/cooperative agreements will be funded incrementally. Initial award, in fiscal year 2004, will range from \$50,000-\$100,000, subject to availability of funds. Additional funds will be added in each subsequent year of the agreement.

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## **I. Funding Opportunity Description**

### **A. Background.**

EPA's Radiation and Indoor Environments National Laboratory is one of two national EPA laboratories within the Office of Radiation and Indoor Air. R&IE specializes in development, demonstration and employment of technologies in field applications while providing scientific and technical leadership to EPA headquarters and regional offices, Federal Agencies, Tribes, State and local governments, and private industries. The Center for Indoor Environments (CIE) is a center located within the laboratory that provides unique scientific and technical support services in indoor air, ambient air, and radon. CIE's indoor environments program specializes in characterizing indoor environments and building systems. Efforts include conducting evaluations of EPA's *Tools for Schools* and *Building Air Quality* indoor air guidance and demonstrations of an integrated approach for energy conservation and indoor air quality in schools.

CIE is also home to the lab's Tribal Air Monitoring Support (TAMS) center – a model partnership among tribes, Northern Arizona University's (NAU) Institute for Tribal Air Professionals (ITEP) and EPA. TAMS is the first technical learning center designed to specifically meet the needs of tribes involved in air quality management in Indian country. Since its origin, the TAMS Center is a centralized location where tribal air professionals can obtain air-monitoring training and also arrange for technical support from tribal air professionals, EPA and ITEP. For more information, visit the TAMS website at <http://www4.nau.edu/tams/index.html>.

### **B. Project Overview**

EPA's R&IE National Laboratory, Las Vegas, is implementing a program that will build the capacity of tribes to implement effective indoor air quality programs which focus on dealing with: indoor air quality complaints, investigation and these complaints, remediating those complaints that can be done in-house; and acquiring the expertise necessary to remediate the complaints (requiring the work of specialized contractors).

A pilot training course was developed and delivered in May 2003, and the corresponding analysis of the evaluations has been completed.

The following recommendations were derived from the pilot training course:

1. Courses audience should target a mix of tribal representatives from: (a) building/housing professions/trades; (b) public health professions; and (c) environmental professionals. This mixture in an audience is strongly believed to be critical in order to build the team skills necessary to prevent and remediate residential IAQ problems.
2. Mold and moisture will be important aspects to course contents.

3. Maintain focus on specific ASHRAE climate zone.
  - A. Cold regions would be appropriate for delivery in Regions 1, 2, 5, 7 8, 9, and 10.
  - B. A hot/humid-focused course would be appropriate for the coastal portions of Regions 4 and 6.
  - C. A mixed/humid course would be appropriate for the northern portions of Regions 4 and 6 as well as the coastal portions of Regions 9 and 10.
  - D. A mixed dry-hot/dry course would be appropriate for those parts of Regions 6 and 9 bordering Mexico.
4. Incorporation of a continual blend of participant team-based interactive classroom exercises and field hands-on exercises, classroom participations, and question and answer discussions. Courses should allow a seamless flow of teaching methods.
5. Include a series of small group exercises, where the groups have a mix of public health and building participants in order to increase participant experience in inter-related building science and health science problem assessment.

This funding opportunity seeks to expand the initial training, incorporate some of the comments developed from the analysis of evaluations, and deliver the courses.

### **C. Scope of Work.**

EPA is seeking applications from eligible entities to plan, develop, and deliver three indoor air quality training courses coupled with pre- and post-training field assessments. An integral part of training material development and delivery is required partnering with ITEP, TAMS Center, and EPA.

The training courses should demonstrate a national, multi-disciplinary approach to training aimed at imparting practical and immediate knowledge to participants for responding to, investigating and remediating indoor air quality complaints in a residential environment on tribal lands. Field assessments should be conducted to verify the overall effectiveness of the training program. The courses need to be tailored to ASHRAE's defined climatic areas and should contain a mixture of hands-on training as well as lecture based information training.

The training will be delivered in three courses: *Investigating Indoor Air Quality Problems in Tribal Homes* (lecture based, practice application, and hands-on training); *Remediation of Indoor Air Quality Problems in Tribal Homes* (lecture based, applied in-field, and hands-on training); and *Developing a Tribal Indoor air Quality Program* (lecture based programmatic course). The purpose of the third course is to provide the participants with the knowledge and skills to establish and maintain a successful indoor air quality program within their tribes.

Activities EPA is particularly interested in seeing addressed in the proposal include the following:

1. Lead development of hands-on training course targeted at tribal professionals (building/housing professionals/ trades, public health professionals, and environmental professionals).
2. Development of three courses:
  - a. Technical Course I: “*Investigating Indoor Air Quality Problems in Tribal Homes.*” Course enables participants to:
    - Describe health concerns related to indoor air quality.
    - Identify building science factors responsible for home IAQ problems specific to each climatic region.
    - Apply methods to investigate home IAQ problems specific to each climatic region.
    - Explain why and when it is appropriate to sample.
    - Identify who should collect the sample and why.
    - Explain how to collect samples correctly.
    - Interpret sampling results.
    - Use guidelines and outreach materials to minimize IAQ problems in existing, new, and reconstructed residential buildings.
    - Identify and select external resources and expertise for IAQ investigation when appropriate.
  - b. Technical Course II: “*Remediation of Indoor Air Quality Problems in Tribal Homes.*” Course enables participants to:
    - Explain to a homeowner what indoor air quality problems exist in the home.
    - Plan and implement appropriate remediation strategies including those dealing with safety, walls, floors, ducts, clearance, and water intrusion.
    - Identify and select external resources and expertise, including consultants, for IAQ remediation when appropriate.
  - c. Programmatic Course: “*Developing a Tribal Indoor Air Quality Program.*” Course enables participants to:
    - Explain the steps involved in starting an IAQ program.
    - Describe how to work with the tribal housing authority in investigating and remediating IAQ complaints.
    - Communicate effectively with tribal council and the tribal housing authority in planning and establishing an IAQ program for the tribe.
    - Suggest ways in which a tribal IAQ program might be funded.
3. Each course should be delivered within the maximum time frame specified below:
  - a. Technical Course I: 5 days
  - b. Technical Course II: 5 days
  - c. Programmatic Course: 5 days (1 full day should be allowed for grant-writing)
4. Four separate courses (with specific materials adapted to ASHRAE defined climate zones)

should be developed, for each technical course.

5. Course materials need to focus on mold, water intrusion, building science and its relation to IAQ, and common IAQ pollutants sources in residential buildings and their health impacts.
6. Course materials and training need to focus on hands-on instruction reflecting IAQ investigation, remediation, and proper sample collection.
7. Instruction needs to be given to participants on how to select external sources (i.e. contractors and consultants), and expertise for IAQ investigation when conditions warrant them.
8. Incorporate experienced tribal instructors who have implemented an indoor air program that can be replicated on tribal lands.
9. Work in a cooperative nature with EPA, and staff from ITEP to provide a minimum of two courses annually [using NAU grant money to fund participant costs].
10. Course locations will be selected based on various factors and in conjunction with ITEP and EPA.

#### **D. Supplementary Information.**

The statutory authority for this action is Clean Air Act, Section 103(b) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effect, 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 \$250,000.

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

EPA anticipates award of one cooperative agreements resulting from this announcement.

Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project will be:

1. close monitoring of the successful applicant's performance;
2. collaboration during performance of the scope of work;

3. approving substantive terms of proposed contracts;
4. Review and approval of course outline/material/agenda;
5. monitoring, participation, collaboration on various phases of work (this includes course locations, selected instructors, etc.);
6. review of all draft and final products;
7. regular e-mail, phone, and conference call;
8. work will be evaluated annually, and additional annual funding is dependent on satisfactory training;
9. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);

**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 October 2004 through September 2008. All projects must be completed within the negotiated project performance period.

**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.

**III. Eligibility Information**

**A. Eligible Entities.**

Proposals will be accepted from state, local, multi-state, and tribal governmental agencies, universities, and non-profit organizations, as defined by [OMB Circular A-122](#).

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

## **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. Proposal and Submission Information**

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

1. **Initial Proposals.** Applicants must submit one Initial Proposal and three complete copies. Initial Proposals may not exceed 15 pages in length and must conform to the following outline:
  - a. Overview of the organization, its mission, and related experience (1-2 pages);
  - b. Description of key project activities and approaches (3-5 pages);
  - c. Brief biographical sketches of key technical experts who will be involved in the project (3 pages maximum);
  - d. Detailed budget narrative (3 pages maximum);
  - e. SF 424a (2 pages).

Applicants are strongly advised to avoid submission of extemporaneous materials. Pages exceeding the maximum length will not be considered. The maximum page length shall include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments). All application materials must be completed in English. The minimum acceptable font size for application materials, excluding the SF-424a, shall be 10 pitch.

2. **Final Applications.** The successful applicant whose proposal has been selected for award must submit one original completed and signed federal grant application package, a narrative workplan, and two copies of all final application documents.

A. A complete **FINAL APPLICATION** must contain the following, in the sequential order shown:

1. SF-424 Application for Federal Assistance, with original signature.
2. Narrative Statement, in the format detailed below.
3. Other Supporting Documentation
4. SF-424 A, Budget by categories and indirect cost rate.
5. SF-424 B, Assurances for non-construction programs.
6. Debarment and Suspension Certification.
7. Certification Regarding Lobbying and SF LLL, if applicable.
8. EPA Form 4700-4 Preadward Compliance review report.
9. Quality Assurance Narrative Statement, if applicable.
10. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
11. Biographical Sketch.
12. E-mail address or self-addressed envelope (to receive notification of receipt of application).

B. The narrative statement should conform to the following outline:

1. Project Title.
2. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
3. Funding Requested. Specify the amount you are requesting from EPA.
4. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in October, 2004).
5. Narrative Workplan. Summarize the project and specifically explain how the project meets the evaluation criteria detailed in *Section V(A)* of this solicitation.
6. Qualifications. Summarize your technical experience and knowledge. Demonstrate how your qualifications meet the evaluation criteria detailed in *Section V(A)* of this solicitation.
7. Total Project Cost. Specify total cost of the project. Identify funding from other sources including any in-kind resources.
8. Detailed Itemized Budget. Clearly explain how EPA funds will be used. Provide a budget for the following categories:
  - Personnel
  - Fringe Benefits
  - Contractual Costs
  - Travel
  - Equipment
  - Supplies
  - Other
  - Total Direct Costs
  - Total Indirect Costs: must include documentation of accepted indirect rate
  - Total Cost



9. Reporting Requirements. Discuss quarterly progress (schedule to be established by EPA). Quarterly progress reports should include: a summary of performance progress-to-date, problems encountered, successes achieved, and lessons learned

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

1. To allow for efficient management of the competitive process, EPA requests eligible entities submit an informal notice of “Intent to Apply” by May 21, 2004, to the agency contact identified under *Section VII, Agency Contact*. Submission of an Intent to Apply is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review, evaluation, and selection of submitted proposals. Eligible entities not submitting an “Intent to Apply” are still eligible to apply by the deadline.

The written notice of “Intent to Apply” may be submitted via electronic mail. Please provide the name of your organization, a point of contact, phone number, email address, and the title of your project.

2. The deadline for submission of completed Initial Proposal packages is June 18, 2004, 5:00 p.m. EST. All proposal packages must be received in the program office listed below by the deadline. Electronic or facsimile transmission of Initial Proposals/Final Applications will not be accepted. Proposals received after the deadline will not be considered for funding.
3. Applications should be addressed to:

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

US EPA  
Attn: Alejandra M. Baer  
OAR/ORIA/RIE/CIE  
4220 S. Maryland Parkway, Building C  
Las Vegas, NV 89119  
Phone: (702) 784-8281

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

US EPA  
Attn: Alejandra M. Baer  
OAR/ORIA/RIE/CIE  
P.O. Box 98517  
Las Vegas, NV 89193-8517

### **V. Proposal Review Information**

#### **A. Threshold Criteria.**

EPA must assure that an application selected for funding meets the following “threshold

criteria,” applied on a pass/fail basis. Applications which fail any one of the threshold criteria will not be considered further. Applications which meet the threshold criteria, will then be evaluated based on the factors disclosed in paragraph (B) of this section. The threshold criteria are:

1. Course agenda/material and its applicability to tribal IAQ issues
2. Participant group activities (efficiency and originality)
3. Methods for ensuring high participant knowledge and skill acquisition
4. Process by which the grantee/recipient would conduct an effective assessment on tribal lands

**B. Evaluation Criteria.**

Each eligible proposal, which meets the threshold criteria in paragraph (A) of this section, will be evaluated according to the criteria set forth below. Proposals which are best able to directly and explicitly address the evaluation criteria below will have a greater likelihood of being selected for award. Each proposal will be scored high, medium, or low against each of the evaluation factors using a numerical scale of 1 through 5. The factors and their associated weights, in descending order of importance, are as follows:

<b>Criterion</b>	<b>Maximum Weight per Criterion</b>
Degree of knowledge and experience in delivering technical training courses in both a lecture and hands-on format.	25%
Knowledge and experience related to indoor air environments, investigation, remediation (including equipment).	20%
Demonstrated expertise and experience in tribes, tribal structure and their environmental issues (applicant must demonstrate effective and successful communication skills with tribes)	20%
Potential impact of the project and likelihood of success based on improving/providing positive impact on IAQ and health on tribal lands.	15%
Degree to which the proposing organization is an appropriate representative for the wide range of issues to be covered.	15%
Cost-effectiveness and recipients ability to match funding.	5%

**C. Other Factors.**

1. EPA will carefully consider applicants past performance administering federal financial assistance and carrying out projects supported by EPA and other federal agencies. Such

considerations may include the results of audits conducted by EPA's Office of Inspector General, other federal agencies, or state, local, or tribal oversight entities. Applicants are strongly encouraged to discuss their performance history in their proposals and to provide contacts for EPA to obtain additional information.

2. EPA reserves the right to make decisions on proposals based on factors that help ensure overall excellence, geographic diversity and applicant diversity.

### **C. Review and Selection Process.**

Each Initial Proposal will be evaluated by a team chosen to address a full range of indoor air quality matters. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice. (*Refer to Section V, Proposal Review Information*)

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 July 16, 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 July 16, 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 review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

3. 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.**

Quarterly progress reports will be required. The quarterly progress report should include: a summary of performance progress-to-date, problems encountered, budget updates, 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:** Alejandra M. Baer, US EPA Office of Radiation and Indoor Air, Center for Indoor Environments, P.O. Box 98517, Las Vegas, NV 89193-8517. Phone (702) 784-8281; Fax (702) 784-8231; email [baer.alejandra@epa.gov](mailto:baer.alejandra@epa.gov).

### **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.