

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: “NATIONAL AIR TOXICS COMMUNITY-BASED PROGRAM”

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

RFA NO: RTP-OAR-PPSG-04-07

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO:

DATES: The closing date for receipt of Applications is May 17, 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 Air Quality Planning and Standards (OAQPS) is requesting eligible organizations submit an informal notice of “Intent to Apply” by April 23, 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 applications for pilot demonstration projects to characterize or reduce air toxics problems in local communities, and to track reduction activities.

FUNDING/AWARDS: The total estimated funding for this project shall not exceed \$600,000. EPA anticipates award of 6-10 cooperative agreements ranging in value from \$60,000 to \$100,000 resulting from this announcement; subject to availability of funds, and the quality of applications submitted.

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I. Funding Opportunity Description

A. Background.

EPA is soliciting grant applications for pilot demonstration projects designed to assist state and local communities in characterizing and reducing their local air toxics problems and to track their air toxics reduction activities. The national air toxics community-based program is being developed in conjunction with the Agency's Air Toxics Strategy. For more information, visit the Technology Transfer Network Air Toxics Website at: <http://www.epa.gov/ttn/atw/index.html>.

This objectives of this program are to assist local governments and communities to: (1) understand and evaluate their air toxics problem; (2) implement air toxics reduction activities; and (3) address specific local concerns through local solutions.

B. Scope of Work.

EPA is seeking applications from eligible entities to fund projects that will demonstrate and document various ways to successfully implement projects that characterize and reduce air toxic pollutants.

Examples of projects for stationary sources include: working with automotive paint and body shops, chromium electroplaters, dry cleaners, or printing operations to obtain voluntary reductions in emissions. Activities to reduce indoor air could include initiating a Smoke-Free Home Pledge Campaign, the Indoor Air Quality Tools for Schools Program, and other activities to reduce asthma triggers. Additionally, activities such as the development of a local inventory which would lead to reduction strategies will also be considered.

EPA will only consider projects related to stationary or indoor air sources for funding under this solicitation. Applications for mobile source activities are ineligible and will not be considered

EPA will sponsor three training sessions focusing on facilitation skills, consensus building techniques, basic air toxics information and related topics that may assist grant recipients in managing their projects. Attendance at the training sessions, although not required, is strongly encouraged. Applicants interested in attending these training sessions, should reflect associated costs in their proposed travel budget. For planning purposes, two of the meetings will be held in the Washington D.C. area. The third meeting will be an organizing event with local stakeholders, designed to assist in development of an action plan for reduction activities.

C. Supplementary Information.

The statutory authority for this action is Clean Air Act, Section 103(b)(3) 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 shall not exceed \$600,000.

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

EPA anticipates award of 6-10 cooperative agreements ranging in value from \$60,000 to \$100,000 resulting from this announcement; subject to availability of funds, and the quality of applications submitted. Applications evaluated but not selected for this funding may be retained for a period of six months for possible future award under this announcement, subject to the availability of additional funds.

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:

- a. close monitoring of the successful applicant's performance;
- b. collaboration during performance of the scope of work;
- c. approving substantive terms of proposed contracts;
- d. approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- e. review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);

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

The estimated project period for awards resulting from this solicitation is October 2004 through September 2005. All projects must be completed within the negotiated project performance period of 12 to 36 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.

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. However, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under the “Resources” evaluation criterion of this solicitation. (*Refer to Section V(A), Evaluation Criteria.*)

Voluntary contributions of funds and/or in kind contributions of resources, if accepted by EPA, will be treated as cost shares under 40 CFR 30.24. Applicants must propose eligible and allowable in kind contributions of resources to qualify for an improved score under this criterion.

IV. Application and Submission Information

A. How to Obtain Application Package.

The complete grants application package can be downloaded from EPA’s Office of Grants and Debarment website at: http://www.epa.gov/ogd/grants/how_to_apply.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.

Applications must contain a narrative workplan, and one completed and signed federal grant

application package. The narrative, a maximum of 10 pages in length, must explicitly describe the applicant's proposed project and specifically address how it meets each of the evaluation criteria disclosed in *Section V(A), Evaluation Criteria*.

Please provide six copies of the complete package, as described in the preceding paragraph. A copy of the cover letter should be attached to each copy submitted.

1. A complete application must contain the following, in the sequential order shown:
 - a. SF-424 Application for Federal Assistance, with original signature.
 - b. Narrative Statement, in the format detailed below.
 - c. Other supporting documentation.
 - d. SF-424 A, Budget by categories and indirect cost rate.
 - e. SF-424 B, Assurances for non-construction programs.
 - f. Debarment and Suspension Certification.
 - g. Certification Regarding Lobbying and SF LLL, if applicable
 - h. EPA Form 4700-4 Preaward Compliance review report
 - i. Quality Assurance Narrative Statement¹, if applicable.
 - j. Copy of Negotiated Indirect Cost Rate Agreement, if applicable.
 - k. Biographical Sketch
 - l. E-mail address or self-addressed envelope (to receive notification of receipt of application).

2. The narrative statement should conform to the following outline:
 - 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. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in September 2004).
 - e. Narrative Workplan. Summarize the project and specifically explain how the project meets the criteria.
 - f. Qualifications. Summarize your technical experience and knowledge, and project management experience. Demonstrate how your qualifications meet the criteria. Resume or CV may be attached at the end of the narrative (not to be included in 10 page limit).
 - g. Total Project Cost. Specify total cost of the project. Identify funding from other sources including any in-kind resources.
 - h. Detailed Itemized Budget. Clearly explain how EPA funds will be used as well as any matching contributions - both financial and in-kind services 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
- i. Reporting Requirements. Discuss quarterly updates (schedule to be established by EPA) and a detailed follow-up case-study report. The case-study report should include: summary of the project, reductions achieved if applicable, cost analysis, problems, successes, and lessons learned.

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 12 pitch.

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 April 23, 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 application packages is May 17, 2004, 5 p.m. EST. All application packages must be received in the program office listed below by the deadline. Applications received after the deadline will not be considered for funding.
3. Because of the unique situation involving U.S. mail screening. EPA highly recommends that applicants use an express mail option to submit their applications. The application should be addressed to:

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

U.S.EPA
 Attn: Barbara Driscoll (Mail Code C-439-04)
 OAQPS/Policy, Planning and Standards Group
 4930 Old Page Road
 Research Triangle Park NC 27709

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

US EPA
Attn: Barbara Driscoll
Room C435-C2
109 T.W. Alexander Drive
Research Triangle Park, NC 27709

V. Application Review Information

A. Evaluation Criteria.

Each eligible application will be evaluated according to the criteria set forth below. Applications which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each application will be rated under a points system, with a total of 100 points possible. The evaluation criterion and sub-factors, in descending order of importance, are as follows:

Criterion	Maximum Points per Criterion
Project Objectives/Implementation Plan: How will the project: 1. Reduce risks from air toxics from stationary and indoor sources? (20 points) 2. Increase local capacity to understand and address the risks from air toxics? (10 points) 3. Integrate activities across stationary, mobile and indoor air sources? (10 points)	40
Community Involvement and Effective Partnerships: 1. How will the project promote multi-stakeholder collaboration (State, tribal, non-government organizations and private) and local decision-making? (10 points) 2. How will this project document lessons learned and compile materials which can be shared with other communities? (5 points) 3. How do you expect to leverage stakeholder efforts to result in action? (5 points) 4. How does this project target resources to benefit communities/people which may have sensitive populations (e.g. children, elderly) and be at increased health risk (e.g. places with high potential risk from toxic air pollution, urban areas, environmental justice areas of potential concern)? (5 points)	25

<p>Resources:</p> <ol style="list-style-type: none"> 1. Is the budget clearly stated and appropriate to achieve the project's objectives? (10 points) 2. How are you contributing other sources of funding for the project? (can include use of in-kind goods and services)? (5 points) 3. What resources have been committed by other project stakeholders? (5 points) <p>Although there is no requirement for cost-sharing or a financial match, applicants proposing a voluntary financial or in-kind commitment of resources will improve their scoring under this criterion. Applicants must propose eligible and allowable in kind contributions of resources to qualify for an improved score under this criterion.</p>	20
<p>Measurable results in reducing air toxics risks:</p> <ol style="list-style-type: none"> 1. How will results be evaluated and reductions measured from the project? 	15

B. Other Factors.

1. EPA will consider letters of support for and/or commitment to the project from potential partners. These letters should include information on any matching funds or in-kind resources that partners will provide.
2. EPA reserves the right to make decisions on proposals based on factors that help ensure geographic equity and the demonstration of a variety of technical approaches.

C. Review and Selection Process.

Each application will be evaluated by a team chosen to address a full range of air toxics concerns. The Evaluation Team will base its evaluation solely on the selection criteria disclosed in this notice. (*Refer to Section V, Application 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.

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 18, 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 18, 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.
- b. Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants *selected* for funding may be required to provide a copy of their proposal to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.
- c. 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 performance reports and a detailed follow-up case-study report will be required. The case-study report should include: a summary of the project, reductions achieved if applicable, cost analysis, problems, successes, and lessons learned. The schedule for submission of quarterly reports will be established, by EPA, after award. A completed form for the EPA Air Toxics Community Assessments and Risk Reductions Projects database will be required.

VII. Agency Contact

FOR FURTHER INFORMATION CONTACT: Barbara Driscoll, US EPA, Office of Air Quality Planning and Standards, Emissions Standards Division (MC C-439-04), 109 T.W. Alexander Drive, Research Triangle Park, NC 27711, Fax (919) 541-0942, or email driscoll.barbara@epa.gov

All questions or comments must be communicated in writing via postal mail, facsimile, or electronic mail to the contact person listed above. Answers will be posted, bi-weekly, until the closing date of this announcement at the OAR Grants/Funding webpage (http://www.epa.gov/air/grants_funding.html).

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.