

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: National Indoor Environments Program: Reducing Public Exposure to Indoor Pollutants

ACTION: Request for Applications (RFA)

RFA NUMBER: EPA-OAR-ORIA-14-03

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date and time for receipt of application submissions is April 21, 2014, by 4:00 pm Eastern Time (ET). All submissions must be submitted to EPA electronically through Grants.gov (<http://www.grants.gov>) in order to be considered for funding unless an alternative method has been approved in advance as discussed further below. 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 March 31, 2014 to NationalIndoorEnvironmentsRFA2014@epa.gov. Submission of an Intent to Apply notice is optional; it is a process management tool that will allow EPA to better anticipate the total staff time required for efficient review and evaluation of submitted applications, and selection of awardees.

SUMMARY: This notice announces the availability of funds and solicits applications from eligible entities for demonstration, training, outreach and/or education cooperative agreements that will have a national scale impact to reduce exposure to indoor air contaminants and yield measurable environmental outcomes.

FUNDING/AWARDS:

The total estimated funding for this competitive opportunity is approximately \$2 million to \$4 million annually, for up to three years. EPA anticipates awarding between 10 to 20 cooperative agreements from this announcement, subject to availability of funds, the quality of proposals received, and other applicable considerations. EPA will not consider proposals requesting in excess of \$200,000 per year in federal funds.

EPA anticipates the 2014 National Indoor Environments Program competition to be highly competitive. In the 2009 Indoor Environments competition, 130 proposals were received and 17 cooperative agreements were funded.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

Authorities

Under the Clean Air Act, or CAA, §103, EPA is authorized to conduct, and promote the coordination and acceleration of, research, investigations, experiments, demonstrations, surveys, studies and training relating to the causes, effects, extent, prevention and control of air pollution. Section 103(b) of the CAA authorizes EPA to make grants to public or non-profit private agencies, institutions, organizations, and federally recognized tribes to support these activities.

EPA's Indoor Environments Program

Since the 1980's, EPA has identified and characterized significant risks to public health from indoor environmental contaminants that are commonly found in homes, schools, offices and other large or commercial non-industrial buildings where Americans spend up to 90 percent of their time. Indoor levels of air pollution are often two to five times higher, and occasionally 100 times higher, than outdoor levels¹. Common indoor air contaminants include radon, environmental asthma triggers, such as secondhand smoke and mold, combustion by-products and volatile organic compounds. Indoor contaminants may be of natural origin (e.g., radon, allergens and molds), may derive from products used indoors (e.g., finishes, furnishings and cleaning products) and may result from indoor processes and behaviors (e.g., smoking, use of unvented combustion sources, cleaning, operation and maintenance procedures). Building systems also have a direct influence on the type and amount of exposure building occupants may experience from environmental contaminants indoors. Indoor air quality can be improved and exposure to unhealthy indoor air in buildings reduced through: better design, construction, and operation and maintenance practices; changes in the personal choices and behaviors of occupants; and mitigation of indoor air quality problems.

The goal of EPA's Indoor Environments Program is to reduce the environmental health risks posed by contaminants in indoor environments. This is achieved first through the use of sound science to gain a better understanding of environmental health risks as well as effective prevention and control methods. This knowledge is then used to promote appropriate environmental risk reduction activities through voluntary actions by the general public and key stakeholders to improve indoor air quality.

EPA's Indoor Environments Program makes progress towards these public health goals by funding demonstration, training, outreach and/or education projects that achieve national scale impacts.

B. Scope of Work

EPA is soliciting applications from eligible entities (as described in Section III.A) to conduct demonstration, training, education, and/or outreach projects that seek to reduce exposure to

¹ Wallace LA. 1987. *The Total Exposure Assessment Methodology (TEAM) Study: Summary and Analysis: Volume I*. Washington DC: Office of Acid Deposition, Environmental Monitoring and Quality Assurance, Office of Research and Development, U.S. Environmental Protection Agency.

indoor air contaminants. All applications:

- Must clearly articulate a plan to produce results that have implications and/or benefits on a national level (in other words, this RFA is not designed to fund small-scale local projects).
- Must align with EPA strategic goals, objectives, outputs and outcomes as described in Section I.C, below.
- Must address one or more of the following EPA Indoor Environments Division program priority areas: radon, indoor environmental asthma triggers, multiple indoor air quality contaminants. Applicants may submit multiple applications addressing different program priority areas (e.g., radon, indoor environmental asthma triggers, and indoor air contaminants). However, applicants may not submit multiple applications addressing a single program priority area.

The estimated amount of funding available to address the following EPA Indoor Environments Division program priority areas is approximately divided as follows and is subject to change. The information is being provided for informational purposes only:

1. Radon (40%).
2. Indoor environmental asthma triggers (40%).
3. Multiple indoor air quality contaminants (20%).

EPA will not consider any applications under this RFA that are exclusively designed to conduct scientific research. Applications, however, may include research components as building blocks to demonstration, training, education, and/or outreach projects. In such cases, the proposals should clearly articulate this link, explain why the research is necessary for the project's success, and ensure that such research does not already exist.

EPA will not consider applications under this RFA which specifically address indoor asbestos, lead, PCBs or other chemical-specific pollutants. These contaminants are addressed by other EPA program offices.

The following provides information on the type of assistance sought through this RFA:

1. Radon (For more information, visit www.epa.gov/radon.)

Radon is a naturally-occurring colorless, odorless radioactive gas and the second leading cause of lung cancer in the U.S. after smoking. Based on the National Academy of Sciences' report on radon², EPA estimates that radon is responsible for approximately 21,000 deaths per year. Applications should be for projects that achieve the following bottom-line results on a national scale such as:

- Increase the number of new homes and schools built with radon-resistant construction techniques.
- Increase the number of existing homes and schools mitigated for elevated levels of

² *Health Effects of Exposure to Radon: BEIR VI*. Washington, DC: The National Academies Press, 1999.

- radon gas.
- Increase radon testing or disclosure in residential real estate transactions.
- Operation of a National Radon Hotline.
- Increase the number of state-wide or local jurisdiction radon resistant building codes adopted.
- Support for the [*Radon Leaders Saving Lives*](#) campaign.

2. Indoor Environmental Asthma Triggers (For more information, visit www.epa.gov/asthma.)

Asthma continues to be a serious public health problem and significant disparities exist in the prevalence, management and health outcomes of asthma between racial, ethnic and socio-economic populations. There is substantial evidence that reducing exposures to irritants, such as secondhand smoke; and allergens from house dust mites, pests, molds and animals plays a significant role in improving asthma health outcomes. As described in the National Asthma Education and Prevention Program (NAEPP) “National Guidelines for the Diagnosis and Management of Asthma,” environmental asthma trigger control strategies are an essential component of comprehensive asthma care. The NAEPP “Guidelines Implementation Panel Report” outlines key messages and strategies for promoting evidence-based care at <http://www.nhlbi.nih.gov/about/naepp/>. In addition, the President’s Task Force on Environmental Health Risks and Safety Risks to Children released the Coordinated Federal Action Plan to Reduce Racial and Ethnic Disparities in May 2012. Agencies from across the federal government have joined forces to address this important national public health challenge. To learn more about the plan, visit www.epa.gov/childrenstaskforce/index.html.

EPA program initiatives are aligned with these recommendations and focus on improving asthma health outcomes through home, school, and community-based interventions. Through the Asthma Community Network (<http://www.asthmacommunitynetwork.org>), EPA builds capacity to implement comprehensive asthma programs. Applications should be for projects that achieve outcomes on a national scale such as:

- Increase the number of home visiting programs providing in-home asthma interventions delivered by licensed or non-licensed providers in disproportionately impacted communities.
- Increase the number of health plans serving Medicaid populations that reimburse for in-home interventions.
- Increase the number of health care provider settings using electronic health records that support tailored environmental interventions and referrals for in-home interventions.
- Increase the number of school-based health centers addressing environmental management as a core component of chronic disease management programs within individual and small group settings.

With respect to asthma, only those activities that directly address indoor environmental factors that may influence asthma onset or exacerbation are eligible for funding under this RFA (although ancillary activities related to medical management are acceptable). Applicants are

encouraged to integrate indoor environmental trigger avoidance into comprehensive asthma management initiatives, as recommended by the National Asthma Education Prevention Program (NAEPP). Where substantial non-environmental management (e.g., medical management) activities are described in concept proposals submitted under this RFP, applicants should be prepared to document alternative funding sources for any substantial non-environmental components that are part of comprehensive asthma management initiatives.

3. Multiple Indoor Air Quality (IAQ) Contaminants (For more information, visit www.epa.gov/iaq.)

As stated above, some common indoor contaminants include: radon, secondhand smoke, mold, irritant and allergenic asthma triggers, combustion by-products (e.g., carbon monoxide, nitrogen dioxide and particles) and volatile and semi-volatile organic compounds. Three primary sources of these contaminants in buildings (e.g., homes, schools, offices and non-industrial buildings) include: gases and particles released from consumer products, building materials and furnishings; occupant activities (e.g., cooking, hobbies); and infiltration from the outdoors. Inadequate ventilation as well as high temperatures and humidity can often allow these contaminants to build up to unhealthy levels. IAQ can often best be improved in buildings through integration of IAQ best practices that address multiple indoor air contaminants using strategies that are consistent with EPA guidance found at <http://www.epa.gov/iaq>. Applications should be for projects that achieve outcomes on a national scale such as:

- Address multiple IAQ contaminants and other relevant issues, such as ventilation and moisture control, to promote comprehensive improvement of IAQ in homes, schools, offices and/or other non-industrial buildings.
- Increase the number of homes, schools, offices and/or other non-industrial buildings with interventions that prevent or reduce exposure to multiple IAQ contaminants.

C. EPA Strategic Plan Linkage and Outcomes, Outputs and Performance Measures

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 outcomes to be achieved under assistance agreements (see EPA Order 5700.7, Environmental Results under Assistance Agreements found at http://www.epa.gov/ogd/epa_order_5700_7a1.pdf).

1. Linkage to EPA Strategic Plan

All applications must support EPA’s 2011 – 2015 Strategic Plan Goal 1 “Taking Action on Climate Change and Improving Air Quality”; Objective 1.2: Healthier Indoor Air, which states, “Achieve and maintain health-based air pollution standards and reduce risk from toxic air pollutants and indoor air contaminants.” Specifically, the proposed activities will reduce people’s exposure to indoor air contaminants in homes, schools and other buildings. EPA’s 2011 - 2015 Strategic Plan may be found at www2.epa.gov/planandbudget/strategicplan.

To accomplish this strategic objective, EPA’s Indoor Environments Program has developed IAQ

priority area objectives which are identified below. Applicants must identify project objectives and goals that are aligned with the indoor air quality program goal and priority area objectives. As discussed further in Sections C.2 and 3, proposed projects must quantify environmental outputs for identified activities and achieve measurable environmental outcomes that demonstrate progress towards achieving project objectives and goals within these priority areas.

Indoor Air Quality Program Priority Area Objectives

- **Radon** - To prevent future lung cancer deaths through the mitigation of existing homes and schools and by constructing new homes and schools with radon-reducing features.
- **Indoor environmental asthma triggers** - To increase the number of people with asthma taking actions to reduce their exposure to environmental triggers. As part of this goal, EPA has identified children and low income and minority individuals as disproportionately impacted and therefore has placed particular emphasis on reaching these populations.
- **Comprehensive interventions in homes, schools, offices and other large buildings** - To reduce exposure to indoor pollutants in homes, including multi-family residences, schools, offices and other commercial buildings by actively designing, constructing, renovating and maintaining using IAQ best practices consistent with EPA guidance.

Quantitative long-term goals include:

- By 2020, 30 percent, or 3.1 million homes in the United States will be equipped with radon- reducing features through mitigations of existing homes and radon resistant new construction. This will translate into 1,250 future cancer deaths prevented annually.
- By 2020, 100 percent of homes in high radon potential areas built to include radon reducing features.
- By 2020, 9.6 million people with asthma will be taking essential actions to reduce their exposure to environmental triggers in homes, schools and child care settings.

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.

As described in Table 1-1 and Appendix A, applicants are responsible for quantifying environmental health related outputs for proposed demonstration, training, education and/or outreach project activities. These outputs must describe the level of activity that will be provided over a period of time (e.g., number of publications produced or number of people trained) and should demonstrate progress from a stated baseline³ towards achieving substantial measurable environmental outcomes on a national scale.

³ Baseline - The starting point from which progress is measured and targets are set. The baseline proposed should incorporate the most recent information available prior to the start of the project. Baselines can be based on organizational experience, estimates from past performance, national data or expert opinion. Examples of baselines and corresponding targets are listed in Section IV, *Stage 2 Elements of the Concept Proposal* under F:

Progress reports and a final report also will 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.

As described below in Table 1-1 and Appendix A, applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives and long-term environmental health benefits. Environmental outcomes must describe the intended result of carrying out a program or activity and may be classified as intermediate action outcomes and long-term environmental health outcomes. Intermediate action outcomes describe behavior changes achieved (e.g., increase in radon testing, additional patients taking action to reduce asthma triggers) beyond the current stated baseline¹. Applicants must estimate the intermediate action outcomes they will achieve and describe how they will quantify them.

Intermediate action outcomes ultimately lead to long-term environmental health outcomes of the project. Health benefits may be difficult to quantify by award recipients, but are desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma emergency room visits, decrease in missed school/work days due to IAQ problems, etc.). While it may be beyond the scope of the outreach and education proposals under this solicitation to quantify the link between intermediate action outcomes and long-term environmental health outcomes, each proposal should describe its relationship to the environmental health outcome that can be expected to occur as a result of the project. Examples of these relationships specific to each of the program priority areas are illustrated in Table 1-1 and Appendix A. This information is provided to applicants to assist them in preparing their proposal.

Table 1-1 provides definitions and demonstrates the relationship between project activities, environmental outputs and intermediate action outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term environmental health outcomes.

Table 1-1 – Definitions

⇒ Activities	⇒ Programmatic/ Environmentally Related Outputs	Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes
Descriptions of services of your project will provide	These outputs describe the level of activity that will be provided over a period of time, including a	Short-term action outcomes might describe knowledge gained (e.g. increased number of	Long-term environmental health outcomes are the ultimate health benefit of the project.

(e.g., conduct training, organize conference, and develop a demonstration project).	description of the characteristics (e.g., timeliness) established as standards for the activity (e.g., number of people trained, number of health plans educated).	asthma action plans at school), intermediate outcomes may include behavior changes achieved (e.g., increase in radon testing, additional patients taking action to reduce asthma triggers). Intermediate action outcomes describe the intended result of carrying out a program or activity.	Environmental health outcomes cannot always be quantified by funding recipients, but are desirable when possible (e.g., lung cancer deaths avoided, decrease in asthma emergency department visits, and decrease in missed school/work days due to asthma).
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Table 1-2 in Appendix A demonstrates the relationship between project activities, environmental health outputs, and short-term and intermediate environmental health outcomes that may ultimately reduce exposure to indoor air pollutants and improve long-term environmental health outcomes. The activities and environmental outputs, listed in this table are examples only and are not intended to limit the submission of creative and innovative approaches for achieving environmental health results. **Linkage to at least one of the long-term environmental health outcomes listed in Appendix A must be addressed by project activities.** Additional environmental outcomes are acceptable.

4. Performance Measures

The applicant should also develop performance measures for tracking, measuring and reporting its progress towards achieving the proposed outputs and outcomes, and describe them in their proposal. It is expected that the description of performance measures will include the following:

- Tracking and reporting project progress on expenditures and other fiscal activities; and
- Tracking and reporting actual accomplishments versus proposed outputs/outcomes and proposed timelines/milestones.

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results:

- What are the measurable short term and longer term results the project will achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

II. AWARD INFORMATION

A. Amount of Funding Available

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$2 million to \$4 million per year for up to 3 years.

B. Partial Funding

In certain 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 was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

C. Number of Agreements

EPA anticipates awarding between 10 to 20 cooperative agreements under this announcement. Each agreement would range in value from approximately \$100,000 to \$200,000 per year in federal funding (for up to 3 years in total depending on progress, funding and other applicable considerations), subject to the availability of funds, quality of evaluated applications and other applicable considerations. EPA will not consider any application with a project period of more than three years and in excess of \$200,000 per year in federal funding.

EPA reserves the right to reject all applications and make no awards as a result of this announcement or make fewer awards than expected. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than six months from the date of the original selections.

The EPA Award Official is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

D. Project Period for Awards Resulting From This Solicitation

The estimated project period for awards resulting from this solicitation will begin on October 1, 2014 and end on September 30, 2017. Proposed project periods may be for up to three 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 procurements;
- Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient); and
- Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

III. ELIGIBILITY INFORMATION

A. Eligible Entities

In accordance with CFDA 66.034, 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 that: (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. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of “non-profit organization” because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local and federally-recognized Indian tribal governments; and (iv) those non-profit organizations that are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular. While not considered to be a “non-profit organization(s)” as defined by OMB Circular A-122, colleges and universities, hospitals, state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under OMB Circular A-122 and this RFA.

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

No matching funds are required under this competition. Although cost-sharing/matching is not required as a condition of eligibility under this competition, under Section V of this announcement EPA will evaluate proposals based on a leveraging criterion.

Leveraging occurs when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or complement the project they are awarded under the competition which are above and beyond the EPA grant funds awarded. Any leveraged funds/resources, and their source, must be identified in the proposal (See Section IV of the announcement). Leveraged funds and resources may take various forms as noted below.

Voluntary cost share is a form of leveraging. Voluntary cost sharing is when an applicant voluntarily proposes to legally commit to provide costs or contributions to support the project when a cost share is not required. Applicants who propose to use a voluntary cost share **must** include the costs or contributions for the voluntary cost share in the project budget on the SF-424. If an applicant proposes a voluntary cost share, the following apply:

- A voluntary cost share is subject to the match provisions in the grant regulations (40 CFR 30.23 or 40 CFR 31.24, as applicable).
- A voluntary cost share may only be met with eligible and allowable costs.
- The recipient may not use other sources of federal funds to meet a voluntary cost share unless the statute authorizing the other federal funding provides that the federal funds may be used to meet a cost share requirement on a federal grant.
- The recipient is legally obligated to meet any proposed voluntary cost share that is included in the approved project budget. If the proposed voluntary cost share does not materialize during grant performance, then EPA may reconsider the legitimacy of the

award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

Other leveraged funding/resources that are not identified as a voluntary cost share - this form of leveraging may be met by funding from another federal grant, from an applicant's own resources, or resources from other third party sources. This form of leveraging should not be included in the budget and the costs need not be eligible and allowable project costs under the EPA assistance agreement. While this form of leveraging should not be included in the budget, the grant workplan should include a statement indicating that the applicant is expected to produce the proposed leveraging consistent with the terms of the announcement and the applicant's proposal. If applicants propose to provide this form of leveraging, EPA expects them to make the effort to secure the leveraged resources described in their proposals. If the proposed leveraging does not materialize during grant performance, then EPA may reconsider the legitimacy of the award and/or take other appropriate action as authorized by 40 CFR Parts 30 or 31 as applicable.

C. Threshold Eligibility Criteria

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 above III.A) that meet all of the threshold eligibility 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. 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. Where a page limit is expressed in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
2. Applications must be received through www.grants.gov, or an alternate approved method, as specified in Section IV of this announcement, on or before by 4:00 pm ET on April 21, 2014. 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 or because of technical problems associated with www.grants.gov.
3. Applicants must address in their proposals one or more of EPA's indoor air quality program priority areas (radon, indoor environmental asthma triggers, multiple indoor air quality contaminants) outlined in Section I.B. Applicants may submit multiple applications addressing different program priority areas (e.g., radon, indoor environmental asthma triggers, and indoor air contaminants). However, applicants cannot submit multiple applications addressing the same program priority area.
4. Applicants must clearly articulate a plan to produce results that have implications and/or benefits on a national level (in other words, this RFA is not designed to fund small-scale local projects) as stated in Section I.B and C.

5. Applicants' proposals must align with EPA strategic goals, objectives, outputs and outcomes as described in Section I.C.
6. Applicants cannot request in excess of \$200,000 per year in federal funding (not to exceed \$600,000 in federal funding for a three year project period). Applications exceeding this will be rejected. In addition, applications cannot be for more than a three year project period.
7. Applications that are exclusively designed to conduct scientific research, as described in Section I. B, will not be evaluated or considered for funding.
8. Applications which specifically address indoor asbestos, lead, PCBs or other chemical-specific pollutants will not be evaluated or considered for funding. These contaminants are addressed by other EPA program offices.

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 Web site at <http://www.epa.gov/ogd/AppKit/> or <http://www.epa.gov/ogd/AppKit/.application.htm>.

To obtain a hard copy of materials, please send an e-mail request to NationalIndoorEnvironmentsRFA2014@epa.gov.

B. Mode of Application Submission

Applications must be submitted electronically by 4:00 pm Eastern Time on April 21, 2014 by your organization's Authorized Representative, or AOR, through www.grants.gov as explained in Appendix B. Except as may be approved as described below, applications will not be accepted via fax, email, or mail.

If you do not have the technical capability to utilize the Grants.gov application submission process for this solicitation, send an email message to NationalIndoorEnvironmentsRFA2014@epa.gov at least 15 calendar days before the submission deadline to assure timely receipt of alternate submission instructions. In your message provide the funding opportunity number and title of the program, specify that you are requesting alternate submission instructions, and provide a telephone number, fax number, and an email address, if available. Alternate instructions will be emailed whenever possible. Any applications submitted through alternate submission methods must comply with all the provisions of this RFA, including Section IV, and be received by the solicitation closing date identified above.

C. Content of Application Package Submission

All application submissions must contain completed and signed grant application forms, as well as a Narrative Proposal, as described below.

Grant Application Forms. Please be sure to include the 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*
- Standard 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 (**as described below**)

Narrative Proposal — must not exceed 13 pages (using 8.5 inch x 11 inch paper)

The document should be readable format or in PDF for Windows and consolidated into a single file and be prepared as stated below.

The narrative proposal cannot exceed a maximum of 13 single-spaced typewritten letter sized pages, and should use no less than a font of size 12 and 1 inch margins on all sides; excess pages will not be reviewed. The narrative proposal is comprised of three sections: the summary information, the work plan and the budget narrative.

1. Summary Information Page (recommended not to exceed 1 page):

- a. Project Title.
- b. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address and DUNS number.
- c. Type of Eligible Organization as stated in III.A (i.e., non- profit, State agency, institution of higher learning, etc.).
- d. Funding Requested. Specify the total amount you are requesting from EPA for the entire project period as well as the total for each year of the project.
- e. Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- f. Project period. Provide beginning and ending dates. (Projects are anticipated to begin October 1, 2014 and end on September 30, 2017.)

2. Work Plan

The 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. The work plan must address each of the evaluation criteria set forth in Section V. The work plan should conform to the following outline:

- a. Detailed Project Summary and Approach.
 - Description of specific actions and methods to be undertaken and the responsible institutions, including estimated time line for each task.
 - Description of the associated work products and activities to be developed.

- Explanation of project benefits to the public.
 - Description of how the project aligns with EPA's Strategic Plan and Indoor Environments Division's Priority Area Goals.
 - Description of how the project uses effective/proven approaches.
 - Identification of the potential audiences served.
 - Description of the roles of the applicant and any partners.
 - Description of the practicality, feasibility and replicability of the project, such as to yield large national scale impacts.
 - Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner
- b. Evaluation Plan for Achieving Environmental Results — Outcomes, Outputs and Performance Measures
- Describe 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.
 - Identify the expected quantitative and qualitative outcomes of the project (see Section I), including what performance measurements will be used to track progress towards achieving the expected outcomes.
- c. 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.
- d. Organization and Staff Experience and Qualifications
- Description of the applicant's organization and experience as it relates to the proposed project.
 - Description of staff expertise/qualifications, staff knowledge, and resources or the

ability to obtain them, to successfully achieve the goals of the proposed project.

- e. Voluntary cost share/match and leveraged funds (See Section III.B also)
 - Demonstrate how you will leverage additional funds/resources beyond the grant funds awarded to support the proposed project activities and how these funds/resources will be used to contribute to the performance and success of the proposed project. This includes but is not limited to funds and other resources leveraged from businesses, labor organizations, non-profit organizations, education and training providers, and/or Federal, state, tribal, and local governments, as appropriate. Describe the amount and type of leveraged resources to be provided, how you will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities. Selected applicants are expected to abide by their proposed leveraging commitments during grant performance and the failure to do so may affect the legitimacy of the award.

3. Detailed Budget and Budget Narrative

Clearly explain how EPA funds will be used. This section provides an opportunity for a 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. Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a cognizant federal agency.

D. Submission Dates and Times

The closing date and time for receipt of application submissions is April 21, 2014 at 4:00 pm ET. Any applications received after this closing date and time will not be considered for funding.

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

E. Additional Provisions for Applicants Incorporated Into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and subawards under grants, and proposal assistance and communications, can be found at http://www.epa.gov/ogd/competition/solicitation_provisions.htm.

These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

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><u>1. Project Summary and Approach:</u> Under this criterion, applicants will be evaluated based on the following factors:</p> <ul style="list-style-type: none"> i. (15 pts) the extent to which the narrative proposal includes a well-conceived and high quality strategy and approach for addressing all of the requirements in Section I.B (Scope of Work) and I.C (EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs); ii. (15 pts) the quality of the applicant's goals and their potential for achieving national scale impacts and/or benefits. iii. (10 pts) the extent and quality to which the narrative proposal sets forth a reasonable time schedule for the execution of the project tasks to achieve the stated goals by the project end. 	40
<p><u>2. Environmental Results—Outcomes, Outputs and Performance Measures:</u> Under this criterion, the Agency will evaluate the effectiveness of the applicant's plan for tracking and measuring its progress toward achieving the expected project outputs and outcomes, including those identified in Section I and Appendix A of this announcement. In addition, the Agency will evaluate the performance measures proposed by the applicant and how they will be used to help track and measure the Applicants progress towards achieving the expected outputs and outcomes.</p>	15
<p><u>3. 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 their:</p> <ul style="list-style-type: none"> i. (5 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. (5 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. (5 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, iv. (5 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. 	20

<p>Note: In evaluating applicants under items i and ii of 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 sub-factors (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. <u>Expenditure of Awarded Grant Funds:</u> Under this criterion, applicants will be evaluated based on their approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.</p>	5
<p>5. <u>Budget:</u> Under this criterion, the Agency will evaluate the proposed project budget to determine whether,</p> <ul style="list-style-type: none"> i. (10 pts) costs are reasonable to accomplish the proposed goals, objectives, and measurable environmental outcomes, ii. (5 pts) the proposed budget provides a detailed breakout of the approximate funding used for each major activity. <p>An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any voluntary cost share/match and what role EPA funding will play in the overall project.</p>	15
<p>6. <u>Leveraging:</u> Under this criterion, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds/resources to leverage additional resources beyond the grant funds awarded to carry out the proposed project(s) and/or (ii) that EPA funding will complement activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. Applicants will also be evaluated based on the type and amount of leveraging proposed, how the applicant will obtain the leveraged resources, the likelihood the leveraging will materialize during grant performance, the strength of the leveraging commitment, and the role the leveraged resources will play to support the proposed project activities.</p>	5

B. Review and Selection Process

Applications will first be evaluated against the threshold eligibility factors listed in Section III. Only those applications which meet all of the threshold eligibility 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 addition to the evaluation of applications against the criteria described above in Section V. A., the following factors also may be considered by the Approving Official in making final funding decisions for all cooperative agreements:

- Balance between indoor air quality program priority areas.
- Diversity in nature of selected activities.
- Balance of type of community targeted (e.g., rural, urban, low-income, disadvantaged, underserved, disproportionately impacted populations, etc).

Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Application Notifications

1. EPA anticipates notification to successful applicants will be made via telephone or e-mail in early June, 2014. The notification will be sent to the original signer of the application or the project contact listed in the application. This notification, which informs the applicant that its application has been selected and is being recommended for award, is not an authorization to begin work. The official notification of an award will be made by the Grants and Interagency Management Division. Applicants are cautioned that only a grants officer is authorized to bind the Government to the expenditure of funds; selection does not guarantee an award will be made. For example, statutory authorization, funding or other issues discovered during the award process may affect the ability of EPA to make an award to an applicant. The award notice, signed by an EPA grants officer, is the authorizing document and will be provided through electronic or postal mail. The successful applicant may need to prepare and submit additional documents such as forms (e.g., work plan), which must be approved by EPA, before the grant can officially be awarded. The time between notification of selection and award of a grant can take up to 90 days or longer.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via e-mail or postal mail in late June or early July, 2014. The notification will be made to the original signer of the Standard Form (SF) 424, Application for Federal Assistance.

B. Administrative and National Policy Requirement

A listing and description of general EPA Regulations applicable to the award of assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

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, or SPOC, for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. Not all states require such a review. A listing of SPOCs may be viewed at

http://www.whitehouse.gov/omb/grants_spoc/.

C. 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. 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.

D. Disputes

Assistance 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 NationalIndoorEnvironmentsRFA2014@epa.gov.

E. Additional Provisions for Applicants Incorporated Into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation, including but not limited to those related to confidential business information, contracts and sub-awards under grants, proposal assistance and communications, DUNS, SAM, copyrights, and administrative capability, can be found at

http://www.epa.gov/ogd/competition/solicitation_provisions.htm. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing proposals for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the EPA contact listed in this solicitation to obtain the provisions.

VII. AGENCY CONTACTS

All questions or comments regarding this RFA should be communicated in writing via e-mail to NationalIndoorEnvironmentsRFA2014@epa.gov. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding Web site at http://www.epa.gov/air/grants_funding.html.

VIII. OTHER INFORMATION (Appendices)

Appendix A. Examples of Project Activities (Table 1-2)

Table 1-2: Examples of project activities, environmental health outputs and outcomes for IED's program priority areas (radon, indoor environmental asthma triggers, and multiple indoor air quality contaminants).

Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term Environmental Health Outcomes
Radon			
Support state and Tribal radon programs with non-technical and technical assistance.	Number of national radon meetings. Number of regional and/or statewide radon stakeholder meetings. Number of states reporting radon results for mitigation and new construction. Number of states receiving mini-grants. Number of builders, code officials, real estate professionals, licensing officials and others trained and implementing action plans that reduce radon exposure. Number of hotline calls received and answered.	Number of homes and schools with reduced radon levels.	Reduction in lung cancer deaths.
Support state legislators with technical assistance on radon issues.	Number of officials educated.	Number of homes and schools with reduced radon levels.	Reduction in lung cancer deaths.
Support the expansion of the Federal Radon Action Plan	Number of NGO and private sector participants actively participating in a campaign to expand national action on radon.	Number of homes and schools with reduced radon levels.	Reduction in lung cancer deaths.

Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term Environmental Health Outcomes
	Number of concrete actions taken to make significant progress toward the bold 10M goal contained in the Action Plan.		

Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term Environmental Health Outcomes

Indoor environmental asthma triggers

Identify, develop and implement new or existing national, state or region-wide programs providing tailored in-home environmental education and interventions linked with integrated health care services in disproportionately impacted communities (e.g. services targeted toward asthma patients and caregivers that will encourage individuals to take action to reduce exposure to indoor environmental asthma triggers in homes and schools).	<p>Number of state-wide programs of licensed and non-licensed health workers delivering standardized in-home interventions.</p> <p>Number of in-home environmental assessments.</p> <p>Number of children and low-income adults educated about indoor environmental asthma triggers and mitigation solutions.</p> <p>Number of health care providers receiving in-home environmental assessment reports.</p> <p>Number of health care providers linked with programs delivering in-home environmental education and interventions</p> <p>Number of community-based and state programs, health care professionals joining and actively engaging on AsthmaCommunityNetwork.org</p>	<p>Number of people demonstrating increased knowledge of indoor environmental asthma triggers and mitigation solutions.</p> <p>Number of people with asthma reducing their exposure to their environmental asthma triggers in their homes, schools and/or workplaces.</p> <p>Number of health care providers integrating results of in-home environmental assessments into standards of care.</p> <p>Number of schools and/or child care providers reducing environmental triggers of asthma in their facilities.</p>	<p>Reduction in number of emergency room visits.</p> <p>Reduction in other indicators of asthma morbidity, such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, missed school days, symptom days, rescue medication used and improvement in quality of life indicators.</p>
Develop national program targeting	Number of best practice examples identified.	Number of health plans including environmental	Reduction in number of emergency room visits.

Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term Environmental Health Outcomes
health plans serving Medicaid populations aimed at increasing number of health plans incorporating and reimbursing for environmental management	<p>Number of health plans trained about how to incorporate environmental management into disease management programs (e.g., providing education materials, telephonic case management, and in-home interventions).</p> <p>Number of health plans educated about how to incorporate asthma measures that address environmental triggers within health plan reporting structure (e.g., percentage of children with asthma who have been appropriately evaluated for environmental triggers either by history of exposure and/or by allergy testing).</p>	<p>management in disease management programs.</p> <p>Number of health plans incorporating asthma measures that address environmental triggers within their health plan reporting structure.</p> <p>Number of health plans providing reimbursement for in-home interventions.</p>	<p>Reduction in other indicators of asthma morbidity, such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, missed school days, symptom days, rescue medication used and improvement in quality of life indicators.</p>
Develop and implement national program to educate state Medicaid agencies about the importance of, and delivery options for, in-home interventions as part of comprehensive asthma care.	Number of state Medicaid programs educated.	Number of state Medicaid agencies that incorporate in-home interventions into Medicaid contracts with health plans.	<p>Reduction in number of emergency room visits.</p> <p>Reduction in other indicators of asthma morbidity, such as number of inpatient hospital admissions, sick visits to primary care physicians, missed school days, symptom days, rescue medication used and improvement in quality of life indicators.</p>
Develop and implement national program targeting health care providers	Number of EMRs identified that incorporate tailored environmental interventions and referral mechanism for in-home interventions.	Number of health care providers delivering comprehensive asthma education and care to patients (e.g., assess for	<p>Reduction in number of emergency room visits</p> <p>Reduction in other indicators of asthma</p>

Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term Environmental Health Outcomes
and/or practices serving disproportionately impacted communities (e.g., federally qualified health centers) aimed at increasing the number of providers/practices using electronic medical records (EMRs) that include tailored environmental interventions and referrals for in-home interventions.	Number of health care providers/setting trained on EMRs that incorporate tailored environmental interventions.	environmental triggers using EMR, allergy/skin test). Number of health care providers/settings referring patients for in-home interventions and incorporating results of assessments into standards of care.	morbidity, such as number of inpatient hospital admissions, sick visits to primary care physicians, missed school days, symptom days, rescue medication used and improvement in quality of life indicators.
Develop and implement national program to increase the number of school-based health centers addressing environmental management as a core component of chronic disease management programs within individual and small group settings.	Number of school-based health center models identified that are effectively addressing environmental management (champions). Number of school-based health centers trained. Number of school-based health centers joining and actively participating on AsthmaCommunityNetwork.org.	Number of school based health centers incorporating environmental management as a core component of chronic disease management programs within individual and group settings. Number of children with asthma with reduced exposure to environmental asthma triggers in their homes and schools.	Reduction in number of emergency room visits. Reduction in other indicators of asthma morbidity, such as number of inpatient hospital admissions, sick visits to primary care physicians for asthma, missed school days, symptom days, rescue medication used and improvement in quality of life indicators.

⇒ Example Activities	Example Programmatic/ Environmentally Related Outputs	Example Anticipated Environmental Outcomes	
		Short-term and Intermediate Action Outcomes	Long-term (End) Environmental Health Outcomes

Multiple Indoor Air Quality Contaminants

Educate state, local and tribal officials on environmental health risks of poor IAQ and ways to reduce risks in homes, schools and other buildings.	Number of officials educated.	Number of state and local laws ordinances, regulations and/or policies adopted regarding indoor air pollutants. Number of homes, schools and/or other buildings utilizing risk reduction strategies consistent with EPA guidance.	Reduction in occupant exposure to indoor air pollutants, such as radon, secondhand smoke, mold and other pollutants from damp indoor environments.
Identify, develop, and disseminate new or existing training, demonstration, outreach and/or education activities focused on increase the capacity of building professionals (e.g., facility managers, ventilation professionals, etc) to incorporate environmental controls into building design, maintenance and operation.	Number of building professionals trained about design, construction, operation, and/or maintenance of buildings using IAQ best practices consistent with EPA guidance. Number of relevant trainings, demonstrations, products, and services developed and/or disseminated.	Number of building professionals demonstrating increased knowledge about IAQ best practices consistent with EPA guidance. Number of building professionals taking action to employ IAQ best practices on design, maintenance and/or operation consistent with EPA guidance. Number of buildings actively employing IAQ best practices consistent with EPA guidance.	Reduction in occupant exposure to indoor air pollutants. Increase in occupant performance and productivity attributable to IAQ best practices.
Conduct training, demonstration, outreach and/or education activities focused on increasing the number of homes/residences actively designed, constructed, renovated, and/or maintained using	Number of professionals trained about IAQ best practices in homes/residences for design, construction, operation, and/or maintenance. Number of relevant trainings, demonstrations, products, and services developed and/or disseminated.	Number of professionals and/or homeowners/renters demonstrating increased knowledge about IAQ best practices. Number of homes/residences taking action to employ IAQ best practices consistent with EPA guidance.	Reduction in occupant exposure to indoor air pollutants.

IAQ best practices consistent with EPA guidance.			
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Appendix B. Grants.gov Submission Instructions

Grants.gov Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information on the registration requirements that must be completed in order to submit an application through grants.gov, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then go to the “Get Registered” link on the page. If your organization is not currently registered with Grants.gov, please encourage your office to designate an Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible. Please note that the registration process also requires that your organization have a DUNS number and a current registration with the System for Award Management (SAM) and the process of obtaining both could take a month or more. Applicants must ensure that all registration requirements are met in order to apply for this opportunity through grants.gov and should ensure that all such requirements have been met well in advance of the submission deadline. Registration on grants.gov, SAM.gov, and DUNS number assignment is FREE.

To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on “Applicants” on the top of the page and then “Apply for Grants” from the drop down menu and then follow the instructions accordingly. Please note: To apply through grants.gov you must use Adobe Reader software and download the compatible Adobe Reader version. For more information about Adobe Reader, to verify compatibility, or to download the free software, please visit <http://www.grants.gov/web/grants/support/technical-support/software/adobe-reader-compatibility.html>

You may also be able to access the application package for this announcement by searching for the opportunity on <http://www.grants.gov>. Go to <http://www.grants.gov> and then click on “Search Grants” at the top of the page and enter the Funding Opportunity Number, EPA-OAR-ORIA-14-03, or CFDA 66.034, in the appropriate field and click the Search button. Alternatively, you may be able to access the application package by clicking on the Application Package button at the top right of the synopsis page for the announcement on <http://www.grants.gov>. To find the synopsis page, go to <http://www.grants.gov> and click “Browse Agencies” in the middle of the page and then go to “Environmental Protection Agency” to find the EPA funding opportunities.

Application Submission Deadline: Your organization’s AOR must submit your complete application package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 4:00 pm ET on April 21, 2014.

Please submit *all* of the application materials described below using the grants.gov application

package that you downloaded using the instructions above. For additional instructions on completing and submitting the electronic application package, click on the “Show Instructions” tab that is accessible within the application package itself.

Application Materials

The following forms and documents are required under this announcement:

1. Application for Federal Assistance (SF-424)
2. Budget Information for Non-Construction Programs (SF-424A)
3. Assurances for Non-Construction Programs (SF-424B)
4. Grants.gov Lobbying Form
5. EPA Key Contacts Form 5700-54
6. EPA Form 4700-4 – Pre-award Compliance Review Report
7. Narrative Proposal (Project Narrative Attachment Form)-prepared as described in Section IV.C of the announcement

If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp>.

Applications submitted through grants.gov will be time and date stamped electronically.