

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-17-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: The closing date and time for receipt of application submissions is **February 17, 2017, by 4:00 p.m. Eastern Time (ET)** in order to be considered for funding. Application packages must be submitted electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **February 17, 2017, 4:00 p.m. ET** in order to be considered for funding.

To allow efficient management of the competitive process, EPA requests submittal of an informal notice of an Intent to Apply by **January 18, 2017** to NationalIndoorEnvironmentsRFA2017@epa.gov. 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 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 projects that seek to reduce exposure to indoor air contaminants. Projects must have a national-scale impact and must yield measurable environmental outcomes.

FUNDING/AWARDS: All awards will be in the form of cooperative agreements. 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 and 20 cooperative agreements from this announcement, subject to availability of funds, the quality of applications received and other applicable considerations. EPA will not consider or review proposals requesting in excess of \$200,000 per year in federal funds.

EPA anticipates the 2017 National Indoor Environments Program competition to be highly competitive. In the 2014 Indoor Environments competition, 130 proposals were received and 17 cooperative agreements were funded.

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I. FUNDING OPPORTUNITY DESCRIPTION

A. Background

EPA's Indoor Environments Program.

Since the 1980s, 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 nonindustrial buildings where Americans spend up to 90 percent of their time. Levels of air pollution indoors are often two to five times higher, and occasionally 100 times higher than outdoor levels. Common indoor air contaminants include radon, environmental asthma triggers, such as secondhand smoke and mold, combustion byproducts and volatile organic compounds.

Indoor contaminants may be of natural origin (e.g., radon, allergens, molds), may derive from products used indoors (e.g., finishes, furnishings, 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 that building occupants may experience from environmental contaminants indoors. Indoor air quality (IAQ) 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 IAQ 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 both environmental health risks and effective prevention and control methods. This knowledge then is used to promote appropriate, evidence-based environmental risk reduction activities through voluntary actions by the general public and key stakeholders to improve IAQ.

EPA's Indoor Environments Program makes progress toward these public health goals in part by funding demonstration, training, outreach and/or education projects that achieve national-scale results. **The Funding Opportunity Number (FON) for this announcement is EPA-OAR-ORIA-17-02.**

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 indoor air contaminants. Competitive 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).
- Align with EPA strategic goals, objectives, outputs and outcomes as described in Section C. 1-4 below.
- 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 the same program priority area.

The estimated amount of funding available to address the following EPA Indoor Environments Division program priority areas is anticipated to be divided as follows, and 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 only scientific research. However, applications may include research components as a foundation for demonstration, training, education, and/or outreach projects. In such cases, the proposals should clearly articulate this linkage, explain why the research component 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, polychlorinated biphenyl (PCBs), or other chemical-specific pollutants. These contaminants are addressed by other EPA program offices. For information on recent awards in this program, see: <https://www.epa.gov/indoor-air-quality-iaq/cooperative-agreement-funding-indoor-air-quality> .

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 radon¹, 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 radon gas.
- Increase radon testing or disclosure in residential real estate transactions.
- Ensure quality and integrity of radon services provided nationwide through development and implementation of a process to accredit certification programs that determine ongoing proficiency of radon service providers.
- Operation of a National Radon Hotline.
- Participate at local, state and national building code hearings that propose radon-related code changes that would increase the number of new homes and schools built with radon reducing construction features.
- Produce and present radon code educational sessions for homebuilders, codes and building officials and International Code Council to increase the number of national, state-wide or local jurisdiction radon reducing building codes adopted
- Support the implementation of the National Radon Action Plan (<https://www.epa.gov/radon/national-radon-action-plan-strategy-saving-lives>).

¹ *Health Effects of Exposure to Radon: BEIR VI*. Washington, DC: The National Academies Press, 1999.

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 socioeconomic 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/org/naepp/naep_pd . 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 <https://www.epa.gov/asthma/coordinated-federal-action-plan-reduce-racial-and-ethnic-asthma-disparities> .

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 RFA, 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 Contaminants

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 (for more information, visit

www.epa.gov/iaq). 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.

Note: Applicants may submit multiple applications only if each application addresses a different program priority area (e.g., radon, indoor environmental asthma triggers, and indoor air quality contaminants). Applicants cannot submit multiple applications addressing one program priority area.

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

Pursuant to Section 6a of EPA Order 5700.7a, “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 <https://www.epa.gov/grants/epa-order-57007a1-epas-policy-environmental-results-under-epa-assistance-agreements>).

1. Linkage to EPA Strategic Plan. All applications must support progress towards EPA’s 2014-2018 Strategic Plan Goal 1 “Addressing Climate Change and Improving Air Quality”; Objective 1.2: “Improve Air Quality”, which states “achieve and maintain health- and welfare-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, and other buildings. EPA’s 2014–2018 Strategic Plan may be found at <https://www.epa.gov/planandbudget/strategicplan>.

To accomplish this strategic objective, EPA’s Indoor Environments Program has developed the following IAQ priority area objectives which are identified below.

Indoor Air Quality Program Priority Area Objectives:

- **Radon.** To prevent future lung cancer deaths by mitigating existing homes by constructing new homes 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 affected and therefore has placed particular emphasis on reaching these populations.

- **Comprehensive interventions in homes, offices and other large buildings.** To reduce exposure to indoor pollutants in homes (including multi-family housing), offices and other commercial buildings by actively designing, constructing, renovating and maintaining them according to IAQ best practices consistent with EPA guidance.

Quantitative long-term goals include the following:

- 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 prevention of 1,250 future cancer deaths annually.
- By 2020, 100 percent of homes in high-radon potential areas will be built with radon-reducing features.
- By 2020, 9.6 million people with asthma will be taking essential actions to reduce their exposure to environmental triggers.

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 the following Sections C.2 and C.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.

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 the following Table 1-1 (see subsection 3.) and in 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 specific period of time (e.g., number of publications produced, number of people trained) and should demonstrate progress from a stated baseline² toward achieving substantial measurable environmental outcomes on a national scale.

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.

Projects to be funded under this announcement are expected to produce at least one, and preferably all, of the following environmental outcomes:

² 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 drawn from organizational experience, estimates from past performance, national data or expert opinion.

As described below in Table 1-1 below, applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress toward 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 individuals taking action to reduce asthma triggers) beyond the current stated baseline. Applicants must estimate the intermediate 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, and decrease in missed school/work days due to IAQ problems). 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 found in Table 1-1 and Appendix A. This information is provided to help applicants prepare their proposal.

Table 1-1 demonstrates the relationship between project activities, environmental outputs and intermediate action outcomes, that ultimately may reduce exposure to indoor air pollutants and improve long-term environmental health outcomes. **Project activities must link to at least one of the long-term environmental health outcomes listed.**

Table 1-1. Relationship between Activities, Outputs and Outcomes

Activities →	Programmatic/ Environmentally Related Outputs →	Anticipated Environmental Outcomes	
		Short-term and Intermediate Outcomes →	Long-term (End) Environmental Health Outcomes
Descriptions of services that your project will provide the target audience.	These outputs describe the level of activity that will be provided over a specific period of time, including a description of the characteristics established as standards for the activity (e.g., timeliness)	Short-term action outcomes might describe knowledge gained. Intermediate action outcomes may include behavior changes achieved. Intermediate action outcomes describe the intended result of carrying out a program or activity.	Long-term environmental health outcomes are the ultimate health benefit of the project. Environmental health outcomes cannot always be quantified by funding recipients, but are desirable when possible
<u>Examples</u> Conduct training Organize conference	<u>Examples</u> Number of people educated about radon Number of radon test kits distributed	<u>Examples</u> Increase in Homes and/or other buildings tested for radon (Short-term) Increase in Homes mitigated	<u>Examples</u> Lung cancer deaths avoided.

Develop a demonstration project.	Number of radon testers and/or radon mitigators certified by state	for radon (Intermediate) Increase in homes built with radon-reducing features (Intermediate)	Decrease in asthma emergency department visits.
	Number of other professionals certified by state	Increased number of builders including radon- reducing features in all houses (Intermediate)	Decrease in missed school/work days due to asthma.
	Number of health plans educated	Increased number of states and/or municipalities adopting radon- reducing building code language (Intermediate)	Increased number of homes that prevent IAQ problems during remodels or renovations or when building a new home.
	Number of home visits/environmental asthma interventions		
	Number of healthcare providers and/or community workers trained	Increased number of caregivers/individuals with asthma taking some asthma actions (Intermediate)	
	Number of caregivers/individuals with asthma educated about asthma triggers	Increased number of caregivers/individuals with asthma taking all essential asthma actions (Intermediate)	
	Number of programs equipped to support the delivery, infrastructure and/or sustainable financing of environmental asthma interventions at home and school	Increased number of home builders and verifiers signing Indoor airPLUS partnership agreement (Short-term)	
	Number of builders, raters or other building professionals trained on the Indoor airPLUS Qualified Homes program	Increase in new homes qualified for the Indoor airPLUS Qualified Home label (Intermediate)	
	Number of technical support activities that advance indoor air programs and guidance of healthy buildings.		

Table 1-1 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 the table are examples only; they are not intended to limit the submission of creative and innovative approaches for achieving environmental health results. Additional environmental health outcomes are acceptable.

4. Performance Measures. The applicant also should develop performance measures for tracking, measuring and reporting progress toward achieving the proposed outputs and outcome, and should describe them in the 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 measurable short-term and long-term results will the project achieve?
- How does the plan measure progress in achieving the expected results (including outputs and outcomes)?
- How will the approach use resources effectively and efficiently?

D. Statutory Information

The statutory authority for this action is the Clean Air Act, §103(b)(3) which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and studies related to the causes, effects, (including health and welfare effects), extent, prevention, and control of air pollution. This solicitation relates to the EPA's statutory authority by improving indoor air quality by deploying programs that educate the public about indoor air quality concerns, including radon and promoting public action to reduce potential risks in homes, school and workplaces.

Demonstrations must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project.

II. AWARD INFORMATION

A. What is the amount of funding available?

The total estimated funding expected to be available for awards under this competitive opportunity is approximately \$2 million to \$4 million per year for up to three years. EPA will not consider or review proposals requesting in excess of \$200,000 per year in federal funds.

B. Partial Funding.

In appropriate circumstances, EPA reserves the right to partially fund applications by funding discrete portions

or phases of proposed projects. If EPA decides to partially fund an application, 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. How many agreements will EPA award in this competition?

EPA anticipates awarding between 10 and 20 cooperative agreements under this announcement, ranging in value from approximately \$100,000 to \$200,000 per year, subject to the availability of funds, quality of evaluated applications, and other applicable considerations. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the initial selections. Any additional selections for awards will be made no later than six months from the date of the initial selections.

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

The estimated project period for awards resulting from this solicitation will begin in **October 2017**. Proposed project periods may be for a period of up to 3 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 includes:

- 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 2 CFR 200.317 and 2 CFR 200.318, review of proposed procurement;
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
- 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 the Catalog of Federal Domestic Assistance (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, and other public or private non-profit institutions.

Non-profit organization, as defined by 2 CFR Part 200, 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 2 CFR Part 200 specifically excludes the following types of organizations from the definition of "non-profit organization" because they are separately defined in

the regulation: (i) institutions of higher education; and (ii) state, local and federally-recognized Indian tribal governments. While not considered to be a “non-profit organization(s)” as defined by 2 CFR Part 200, Institutions of Higher Education and state, local and federally-recognized Indian tribal governments are, nevertheless, eligible to submit applications under this RFA. Hospitals operated by state, tribal, or local governments or that meet the definition of nonprofit at 2 CFR 200.70 are also eligible to apply. For-profit colleges, universities, trade schools, and hospitals are ineligible.

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 (**see Section V. A.5.**).

Leveraged funding is generally when an applicant proposes to provide its own additional funds/resources or those from third party sources to support or supplement the project. Under this competition, leveraged funds 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 2 CFR Part 200 as applicable.
- A voluntary cost share may only be applicable toward eligible and allowable project 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 2 CFR Part 200 as applicable.

Other leveraged funding/resources 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 work plan 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 2 CFR Part 200 as applicable.

C. Threshold Eligibility Criteria

The following five requirements must be met at the time the application is submitted. If these requirements are not met, the application will be eliminated from consideration. Only applications from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified about the ineligibility determination within 15 calendar days of the **February 17, 2017 application deadline**.

1. a. Applications must substantially comply with the application submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is stated in Section IV with respect to the narrative proposal, pages in excess of the page limitation will not be reviewed.
 - b. In addition, initial applications must be submitted through <http://www.grants.gov/> as stated in Section IV of this announcement (except in the limited circumstances where another mode of submission is specifically allowed for in Section IV) on or before the application submission deadline published in Section IV of this announcement. Applicants are responsible for following the submission instructions in Section IV to ensure that their application is timely submitted.
 - c. Applications submitted after the submission deadline will be considered late and deemed ineligible. No further consideration will be given unless the applicant can clearly demonstrate that it was late due to EPA mishandling or because of technical problems associated with <http://www.grants.gov/> or relevant www.sam.gov system issues. An applicant's failure to submit a timely application through <http://www.grants.gov/> because they did not properly register with www.sam.gov or <http://www.grants.gov/> is not an acceptable reason for EPA considering a late submission. Applicants should confirm receipt of their application with Kim Durkin via email at NationalIndoorEnvironmentsRFA2017@epa.gov soon after submission, or following the submission deadline. Failure to confirm receipt may result in your application not being reviewed.
2. Applications must clearly support EPA Strategic Plan Goal 1, 'Addressing Climate Change and Improving Air Quality.' (**See Section I**).
 3. Proposals must address one or more EPA Indoor Environments Division program priority areas as described in Section I. Part B Scope of Work. Applicants may submit multiple applications only if each application addresses a different program priority area (e.g., radon, indoor environmental asthma triggers, and indoor air quality contaminants). Applicants may not submit multiple applications addressing the same program priority area.
 4. Applications cannot have a project period longer than 3 years or a budget in excess of \$200,000 per year in federal funding.
 5. Ineligible activities: If a proposal is submitted that includes any ineligible tasks or activities, that portion of the proposal will be ineligible for funding and may, depending on the extent to which it affects the proposal, render the entire proposal ineligible for funding. Ineligible activities include, but are not limited to, activities that:

- a. Are designed exclusively to conduct scientific research. Applications, however, may include research components as a foundation for demonstration, training, and education and/or outreach projects. In such cases, the proposals should clearly articulate the link between the research component and the rest of the project, explain why the research is necessary for the project's success, and provide evidence that such research does not already exist.
- b. Specifically address indoor asbestos, lead, polychlorinated biphenyls (PCBs), or other chemical-specific pollutants. These contaminants are addressed by other EPA program offices.

IV. APPLICATION AND SUBMISSION INFORMATION

A. Requirement to Submit Through Grants.gov and Limited Exception Procedures

Applicants, except as noted below, must submit their application electronically through <http://www.grants.gov/> under this funding opportunity, in accordance with the **grants.gov** instructions in this announcement and Appendix A. If an applicant does not have the technical capability to apply electronically through **grants.gov** because of limited or no internet access which prevents them from being able to upload the required application materials to <http://www.grants.gov/>, the applicant must contact EPA via email OGDWaivers@epa.gov or the address listed below in writing (e.g., by hard copy, email) *at least 15 calendar days prior to the submission deadline under this announcement* to request approval to submit their application materials through an alternate method.

Mailing Address:

OGD Waivers
c/o Barbara Perkins
U.S. Environmental Protection Agency
William Jefferson Clinton Building
1200 Pennsylvania Ave., N. W.
Mail Code: 3903R
Washington, DC 20460

Courier Address:

OGD Waivers
c/o Barbara Perkins
Ronald Reagan Building
1300 Pennsylvania Ave., N.W.
Room # 51267
Washington, DC 20004

In the request, the applicant must include the following information:

- Funding Opportunity Number (FON)
- Organization Name and DUNS
- Organization's Contact Information (email address and phone number)
- Explanation of how they lack the technical capability to apply electronically through <http://www.grants.gov/> because of 1) limited internet access or 2) no internet access which prevents them from being able to upload the required application materials through <http://www.grants.gov/>.

EPA will only consider alternate submission exception requests based on the two reasons stated above and will timely respond to the request—all other requests will be denied. If an alternate submission method is approved, the applicant will receive documentation of this approval and further instructions on how to apply under this announcement. Applicants will be required to submit the documentation of approval with any initial application submitted under the alternative method. In addition, any submittal through an alternative method must comply with all applicable requirements and deadlines in the announcement including the submission deadline and requirements regarding proposal content and page limits (although the documentation of approval of an alternate submission method will not count against any page limits).

If an exception is granted, it is valid for submissions to EPA for the remainder of the entire calendar year in which the exception was approved and can be used to justify alternative submission methods for application submissions made through December 31 of the calendar year in which the exception was approved (e.g., if the exception was approved on March 1, 2017, it is valid for any competitive or non-competitive application submission to EPA through December 31, 2017). Applicants need only request an exception once in a calendar year and all exceptions will expire on December 31 of that calendar year. Applicants must request a new exception from required electronic submission through <http://www.grants.gov/> for submissions for any succeeding calendar year. For example, if there is a competitive opportunity issued on December 1, 2016 with a submission deadline of January 15, 2017, the applicant would need a new exception to submit through alternative methods beginning January 1, 2017.

Please note that the process described in this section is only for requesting alternate submission methods. All other inquiries about this announcement must be directed to the Agency Contact listed in Section VII of the announcement. Queries or requests submitted to the email address identified above for any reason other than to request an alternate submission method will not be acknowledged or answered.

B. Grants.gov Application Submission Instructions (see Appendix A)

Your organization's authorized official representative (AOR) must submit your complete application electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 4:00 pm Eastern Time on **February 17, 2017**.

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/grants/epa-grantee-forms>.

- 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

The Narrative Proposal (**sections 1-3 below**) cannot exceed a maximum of **13** single-spaced typewritten pages, including the Summary Page. Supporting materials, such as resumes and letters of support, can be submitted as attachments and are not included in the 13-page limit.

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

- Project Title
- Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address.
- Funding Requested. Specify the amount you are requesting from EPA.
- Total Project Cost. Specify total cost of the project. Identify funding from other sources, including cost share or in-kind resources.
- Project period. Provide beginning and ending dates. (Projects are anticipated to begin date and end no later than date.)
- DUNS number

2. Narrative Proposal Workplan

The narrative proposal workplan must explicitly describe how the proposed project meets the guidelines established in Sections I-III of this announcement (including the threshold eligibility criteria in Section III.C) and must address each of the evaluation criteria set forth in Section V.

a. Project Summary/Approach: The summary shall contain the following components:

- Detailed project summary, 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 to be developed.
- Explanation of project benefits to the public, and specifically the potential audience(s) served.
- Description of the roles of the applicant and partners, if any.
- Description of the applicant's organization and experience related 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.

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

b. Environmental Results—Outcomes, Outputs and Performance Measures

Identify the expected quantitative and qualitative outcomes and outputs of the project (**See Section I**), including what performance measurements, timeline of milestones, or other means will be used to track and measure your progress towards achieving the

expected outcomes and outputs and how the results of the project will be evaluated.

c. Programmatic Capability and Past Performance

Submit a list of federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5 agreements, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including whether you adequately and timely reported on your progress towards achieving the expected outputs and outcomes of those agreements (and if not, explain why not) and whether you submitted acceptable final technical reports under the agreements. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current/prior grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors (a neutral score is half of the total points available in a subset of possible points). If you do not provide any response for these items, you may receive a score of 0 for these factors.

d. Voluntary cost share/match and leveraged funds (See also Section III-B)

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 Narrative (See Appendix B, Budget Sample)

This section provides an opportunity for a narrative description of the budget found in the SF-424A. Clearly explain how EPA funds will be used. Selected applicant(s) will need to submit a copy of their current indirect cost rate agreement that has been negotiated with a federal cognizant agency prior to award.

- a. Description of the budget and estimated funding amounts for each work component/task.
- b. Description of the applicant's approach, procedures, and controls for ensuring that awarded grant funds will be expended in a timely and efficient manner.
- c. 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 agreement that has been negotiated with a federal cognizant agency prior to award.

- d. For applicants that provide a voluntary cost share/match, the budget narrative must clearly specify the amount of federal funding and the cost-share amount for each category of total project costs for each category. Include an explanation of how the voluntary match will be met. All matching funds are subject to the regulations governing matching fund requirements at 2 CFR Part 200.

D. Submission Dates and Times

The closing date and time for submission of applications is **February 17, 2017, 4:00 p.m. Eastern Time (ET)**. Applications submitted after the closing date and time will not be considered for funding.

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, and application assistance and communications, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with Kim Durkin who is listed in Section VII of 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
1. <u>Project Summary/Approach:</u> Under this criterion, the Agency will evaluate the following factors: (i) (25 pts) the extent and quality to which the narrative proposal includes a well-conceived strategy for addressing the requirements in Section I, Parts B (Scope of Work) and C (EPA Strategic Plan Linkage, Outputs/Outcomes) , (ii) (5 pts) whether the narrative proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the project goals and objectives by project end.	30
2. <u>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 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.	15

3. <u>Programmatic Capability and Past Performance:</u> Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account their— I. (9 pts) past performance in successfully completing and managing the assistance agreements identified in the narrative proposal as described in Section IV-C of the announcement, II. (8 pts) history of meeting the reporting requirements under the assistance agreements identified in the narrative proposal as described in Section IV-C of the announcement including whether the applicant submitted acceptable final technical reports under those agreements and the extent to which the applicant adequately and timely reported on their progress towards achieving the expected outputs and outcomes under those agreements and if such progress was not being made whether the applicant adequately reported why not, III. (9 pts) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, IV. (9 pts) staff expertise and qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. 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.	35
4. <u>Budget:</u> Under this criterion, the Agency will evaluate the proposed project budget to determine whether— I. (5 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. An applicant's budget and budget narrative must account for both federal funds and any non-federal funds (e.g., any required or voluntary cost share/match if applicable). Applicants must precisely describe in their budget narrative how they will account for any required or voluntary cost share/match, if applicable, and what role EPA funding will play in the overall project.	10
5. <u>Leveraging:</u> Under this criterion, applicants will be evaluated based on the extent they demonstrate that they 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. Applicants will also be evaluated based on the amount and type of leveraged resources to be provided, how they 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 funds/resources will play to support the proposed project activities.	5
6. <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.	5

B. Review and Selection Process

Applications will first be evaluated against the threshold factors listed in Section III. C. Only those applications which meet all of the threshold factors will be evaluated using the evaluation criteria listed above by an EPA evaluation team. Each application will be given a numerical score and will be rank-ordered according to the numerical score. Preliminary funding recommendations will be provided to the Approving Official based on this ranking.

C Other Factors

Final funding decisions will be made by the Approving Official based on the rankings and preliminary recommendations of the EPA evaluation team. In making the final funding decisions, the Approving Official may also consider balance among IAQ program priority areas; diversity in the nature of selected activities; and balance of types of community targeted (e.g., rural, urban, low-income, disadvantaged, underserved, disproportionately affected populations). Once final decisions have been made, a funding recommendation will be developed and forwarded to the EPA Award Official.

D. Additional Provisions for Applicants Incorporated into the Solicitation

Additional provisions that apply to this solicitation and/or awards made under this solicitation including the clause on Reporting and Use of Information Concerning Recipient Integrity and Performance can be found at [EPA Solicitation Clauses](#). 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 Agency Contact who listed in Section VII in this solicitation to obtain the provisions.

VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

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

Application Notifications

1. EPA anticipates notification to successful applicants will be made via e-mail or postal mail in early **May of 2017**. The notification will be sent to the original signer of the Standard Form SF-424, Application for Federal Assistance, or the project contact listed in the Standard Form SF-424, Application for Federal Assistance. 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 and 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 email or postal mail in early **May of 2017**. 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/grants/policy-regulations-and-guidance-epa-grants>.

Executive Order 12372, Intergovernmental Review of Federal Programs may be applicable to awards, resulting from this announcement. Applicants selected for funding may be required to provide a copy of their application to their [State Point of Contact](#) (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Application and not all states require such a review. A listing of State Point of Contacts (SPOC) may be viewed at: 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://www2.epa.gov/grants/dispute-resolution-procedures>. Copies of these procedures may also be requested

by contacting the person listed in Section VII of the announcement.

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 DUNS, SAM, copyrights, disputes, and administrative capability, can be found at <http://www2.epa.gov/grants/epa-solicitation-clauses>. These, and the other provisions that can be found at the website link, are important, and applicants must review them when preparing applications for this solicitation. If you are unable to access these provisions electronically at the website above, please communicate with the Agency Contact listed in Section VII of this solicitation to obtain the provisions.

VII. AGENCY CONTACTS

For further information, contact:

U.S. Environmental Protection Agency
ATTN: Ms Kim Durkin
Indoor Environments Division
William Jefferson Clinton West Building
1200 Pennsylvania Ave, NW
Mail Code 6609T
Washington, DC 20460

Email:

NationalIndoorEnvironmentsRFA2017@epa.gov

All questions or comments must be communicated in writing via postal mail or email to the contact person listed above. Questions and answers will be posted until the closing date of this announcement at the OAR Grants/Funding webpage: <http://www.epa.gov/grants/air-grants-and-funding>.

VIII. OTHER INFORMATION (APPENDICES)

Appendix A. 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 <http://www.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.

Applicants need to ensure that the Authorized Organization Representative (AOR) who submits the application through Grants.gov and whose DUNS number is listed on the application is an AOR for the applicant listed on the application. Additionally, the DUNS number listed on the application must be registered to the applicant organization’s SAM account. If not, the application may be deemed ineligible.

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 dropdown 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: <https://get.adobe.com/reader/>

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 (FON), EPA-OAR-ORIA-17-02**, 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 “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.

Please note that Grants.gov is strongly encouraging users to sign up for and use their “[Workspace](#)” feature when applying for opportunities. Grants.gov will be phasing out the “legacy” application process, so EPA recommends that all applicants begin using Workspace as soon as possible so they are prepared when the “legacy” application process is no longer available.

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 February 17, 2017**. Please allow for enough time to successfully submit your application process and allow for unexpected errors that may require you to resubmit.

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:

Mandatory Documents:

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

Optional Documents - See Section IV-C of announcement:

- Disclosure of Lobbying Activities (SF-LLL), if applicable
- Other Attachments, if applicable
- Other Attachments, if applicable

Applications submitted through grants.gov will be time and date stamped electronically. If you have not received a confirmation of receipt from EPA (not from grants.gov) within 30 days of the application deadline, please contact NationalIndoorEnvironmentsRFA2017@epa.gov. Failure to do so may result in your application not being reviewed.

Technical Issues with Submission

1. Once the application package has been completed, the “Submit” button should be enabled. If the “Submit” button is not active, please call Grants.gov for assistance at 1-800-518-4726. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Applicants should save the completed application package with two different file names before providing it to the AOR to avoid having to re-create the package should submission problems be experienced or a revised application needs to be submitted.
2. Submitting the application. The application package must be transferred to Grants.gov by an AOR. The AOR should close all other software before attempting to submit the application package. Click the “submit” button of the application package. Your Internet browser will launch and a sign-in page will appear. Note: Minor problems are not uncommon with transfers to Grants.gov. It is essential to allow sufficient time to ensure that your application is submitted to Grants.gov BEFORE the due date identified in Section IV of the solicitation. The Grants.gov support desk operates 24 hours a day, seven days a week, except Federal Holidays.

A successful transfer will end with an on-screen acknowledgement. For documentation purposes, print or

screen capture this acknowledgement. If a submission problem occurs, reboot the computer – turning the power off may be necessary – and re-attempt the submission. Note: Grants.gov issues a “case number” upon a request for assistance.

3. **Transmission Difficulties.** If transmission difficulties that result in a late transmission, no transmission, or rejection of the transmitted application are experienced, and following the above instructions do not resolve the problem so that the application is submitted to www.Grants.gov by the deadline date and time, follow the guidance below. The Agency will make a decision concerning acceptance of each late submission on a case-by-case basis. All emails, as described below, are to be sent to durkin.kim@epa.gov, with the Funding Opportunity Number (FON) in the subject line. If you are unable to email, contact Kim Durkin at telephone (202) 343-9443. Be aware that EPA will only consider accepting applications that were unable to transmit due to www.Grants.gov or relevant www.Sam.gov system issues or for unforeseen exigent circumstances, such as extreme weather interfering with internet access. Failure of an applicant to submit timely because they did not properly or timely register in SAM.gov or Grants.gov is not an acceptable reason to justify acceptance of a late submittal.
 - a. If you are experiencing problems resulting in an inability to upload the application to Grants.gov, it is essential to call www.Grants.gov for assistance at 1-800-518-4726 before the application deadline. Applicants who are outside the U.S. at the time of submittal and are not able to access the toll-free number may reach a Grants.gov representative by calling 606-545-5035. Be sure to obtain a case number from Grants.gov. If the problems stem from unforeseen exigent circumstances unrelated to Grants.gov, such as extreme weather interfering with internet access, contact Kim Durkin at (202) 343-9443.
 - b. **Unsuccessful transfer of the application package:** If a successful transfer of the application cannot be accomplished even with assistance from Grants.gov due to electronic submission system issues or unforeseen exigent circumstances, send an email message to NationalIndoorEnvironmentsRFA2017@epa.gov prior to the application deadline. The email message must document the problem and include the Grants.gov case number as well as the entire application in PDF format as an attachment.
 - c. **Grants.gov rejection of the application package:** If a notification is received from Grants.gov stating that the application has been rejected for reasons other than late submittal promptly send an email to NationalIndoorEnvironmentsRFA2017@epa.gov with the FON in the subject line within one business day of the closing date of this solicitation. The email should include any materials provided by Grants.gov and attach the entire application in PDF format.

Please note that successful submission through Grants.gov or via email does not necessarily mean your application is eligible for award.

Appendix B. Budget Sample

Budget Detail

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

benefits, travel, equipment, supplies, contractual costs, other direct costs, indirect costs, and total costs.

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

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

- **Personnel—List all staff positions by title. Give annual salary, percentage of time assigned to the project, and total cost for the budget period.** This category includes only direct costs for the salaries of those individuals who will perform work directly for the project (generally, paid employees of the applicant organization). If the applicant organization is including staff time (in-kind services) as a cost share, this should be included as Personnel costs. Personnel costs do not include: (1) costs for services of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) costs for employees of sub-recipients under sub-awards, which are included in the “Other” category; or (3) effort that is not directly in support of the proposed project, which may be covered by the organization’s negotiated indirect cost rate. The budget detail must identify the personnel category type by Full Time Equivalent (FTE), including percentage of FTE for part-time employees, number of personnel proposed for each category, and the estimated funding amounts.
- **Fringe Benefits—identify the percentage used, the basis for its computation, and the types of benefits included.** Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Fringe benefits include, but are not limited to the cost of leave, employee insurance, pensions and unemployment benefit plans.
- **Travel—specify the mileage, per diem, estimated number of trips in-State and out-of-State, number of travelers, and other costs for each type of travel.** Travel may be integral to the purpose of the proposed project (e.g. inspections) or related to proposed project activities (e.g. attendance at meetings). Travel costs do not include: (1) costs for travel of consultants, contractors, consortia members, or other partner organizations, which are included in the “Contractual” category; (2) travel costs for employees of sub-recipients under sub-awards, which are included in the “Other” category.
- **Equipment—identify each item to be purchased which has an estimated acquisition cost of \$5,000 or more per unit and a useful life of more than one year.** Equipment also includes accessories necessary to make the equipment operational. Equipment does not include: (1) equipment planned to be leased/rented, including lease/purchase agreement; or (2) equipment service or maintenance contracts. These types of proposed costs should be included in the “Other” category. Items with a unit cost of less than \$5,000 should be categorized as supplies, pursuant to 2 CFR Part 200. The budget detail must include an itemized listing of all equipment proposed under the project.
- **Supplies—“Supplies” means all tangible personal property other than “equipment”.** The budget detail should identify categories of supplies to be procured (e.g., laboratory supplies or office supplies). Non-

tangible goods and services associated with supplies, such as printing service, photocopy services, and rental costs should be included in the “Other” category.

- **Contractual—identify each proposed contract and specify its purpose and estimated cost.** Contractual/consultant services are those services to be carried out by an individual or organization, other than the applicant, in the form of a procurement relationship. Leased or rented goods (equipment or supplies) should be included in the “Other” category. The applicant should list the proposed contract activities along with a brief description of the scope of work or services to be provided, proposed duration, and proposed procurement method (competitive or non-competitive), if known.
- **Other—list each item in sufficient detail for EPA to determine the reasonableness and allowance of its cost.** This category should include only those types of direct costs that do not fit in any of the other budget categories. Examples of costs that may be in this category are: insurance, rental/lease of equipment or supplies, equipment service or maintenance contracts, printing or photocopying, rebates, and sub-award costs. Sub-awards (e.g., sub-grants) are a distinct type of cost under this category. The term “sub-award” means an award of financial assistance (money or property) by any legal agreement made by the recipient to an eligible sub-recipient. This term does not include procurement purchases, technical assistance in the form of services instead of money, or other assistance in the form of revenue sharing, loans, loan guarantees, interest subsidies, insurance, or direct appropriations. Subcontracts are not sub-awards and belong in the contractual category. Applicants must provide the aggregate amount they propose to issue as sub-award work and a description of the types of activities to be supported.
- **Indirect Charges—if indirect charges are budgeted, indicate the approved rate and base.** Indirect costs are those incurred by the grantee for a common or joint purpose that benefit more than one cost objective or project, and are not readily assignable to specific cost objectives or projects as a direct cost. In order for indirect costs to be allowable, the applicant must have a federal or state negotiated indirect cost rate (e.g., fixed, predetermined, final or provisional), or must have submitted a proposal to the cognizant Federal or State agency. Examples of Indirect Cost Rate calculations are shown below:
 - Personnel (Indirect Rate x Personnel = Indirect Costs)
 - Personnel and Fringe (Indirect Rate x Personnel & Fringe = Indirect Costs)
 - Total Direct Costs (Indirect Rate x Total direct costs = Indirect Costs)
 - Direct Costs minus distorting or other factors such as contracts and equipment
[Indirect Rate x (total direct cost – distorting factors) = Indirect Costs]

Example Budget Table

	EPA Funding	**Cost-Share
Personnel		
(1) Project Manager @ \$40/hr x 10 hrs/week x 52 wks		\$20,800
(3) Project Staff @ \$25/hr x 40 hrs/week x 40 wks	\$120,000	
TOTAL PERSONNEL	\$120,000	\$20,800
Fringe Benefits		
20% of Salary and Wages	20% (120,000)	20% (20,800)
- Retirement, Health Benefits, FICA, SUI	\$24,000	\$4,160
TOTAL FRINGE BENEFITS	\$24,000	\$4,160

Travel		
Travel for Project Manager and staff: 500 mi/mo. @ \$0.55/mi x 12 mos.	\$3,300	
TOTAL TRAVEL	\$3,300	
Equipment		
TOTAL EQUIPMENT	0	
Supplies		
Office and related supplies to support training	\$10,000	
TOTAL SUPPLIES	\$10,000	
Contractual		
Support Services Contract	\$20,000	
TOTAL CONTRACTUAL	\$20,000	
Other		
TOTAL OTHER	\$0	
Indirect Charges		
Federal Negotiated Indirect Cost Rate = 10% (Indirect Rate x Personnel = Indirect Costs)	\$12,000	
TOTAL INDIRECT	\$12,000	
TOTAL FUNDING	(fed) \$189,300	(non-fed) \$24,960
TOTAL PROJECT COST (federal and non-federal)	\$214,260	

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

Note on Management Fees: When formulating budgets for proposals, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant Federal audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges cannot be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the work plan.

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