

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

**TITLE:** Community-Scale Air Toxics Ambient Monitoring

**ACTION:** Request for Proposals (RFP)

**RFA NO:** EPA-OAR-OAQPS-07-01

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

**DATES:** The closing date and time for receipt of initial proposals is **April 17, 2007, 4:00 p.m., EDT**. All proposals must either be received in the Program Office or received electronically through grants.gov by the closing date and time; no late proposals will be accepted.

EPA reserves the right to amend this solicitation as deemed necessary. Amendments could be administrative in nature (e.g., change of dates or location), technical (e.g., change in requirement) or, changes which affect the anticipated level of funding. If this need occurs, EPA will post the amended solicitation at the same location as this announcement.

**SUMMARY:** This notice announces the availability of funds and solicits proposals for projects designed to assist state and local communities in identifying and profiling air toxics sources, developing and assessing emerging measurement methods, characterizing the degree and extent of local air toxics problems, and tracking progress of air toxics reduction activities.

**FUNDING / AWARDS:** The total estimated funding available under this competitive opportunity is approximately \$10,000,000. EPA anticipates award of approximately 20-30 cooperative agreements resulting from this announcement, subject to availability of funds and the quality of proposals and applications received.

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## **Section I - Funding Opportunity Description.**

### **A. Background**

EPA is soliciting proposals for demonstration projects designed to assist state and local communities in identifying and profiling air toxics sources, characterizing the degree and extent of local-scale air toxics problems, tracking progress of air toxics reduction activities, and developing and assessing emerging measurement methods. The National Air Toxics Monitoring Program is being developed in conjunction with both the National Ambient Air Monitoring Strategy (<http://www.epa.gov/ttn/amtic/monitor.html>), to include the Air Toxics Component (<http://www.epa.gov/ttn/amtic/airtoxpg.html>), and the Agency's Urban Air Toxics Strategy (<http://www.epa.gov/ttn/atw/urban/fr19jy99.pdf>). As the air toxics and general ambient air monitoring strategies are further developed, a common set of needs is being addressed on behalf of the ambient air monitoring community. The National Ambient Air Monitoring Strategy has provided a basic framework under which the air toxics program is well integrated. The linkage to the national strategy is illustrated by two dominant principles that emerged from the national strategy. First, monitoring programs must have an appropriate balance between national prescriptive measurements (e.g. trends) and more flexibility to address local issues that are not well handled through a national design given the diversity of toxics issues across the nation. The balance between the National Air Toxics Trends Station (NATTS) network and the emerging community monitoring assessments reflects adherence to this principle. Second, the national strategy is directing a movement toward multiple measurements across numerous pollutant groups, recognizing the fact that most air pollution issues are well integrated from a scientific perspective, and enormous economies of scale are realized from integrating program management efforts across pollutant groups.

While the NATTS program is intended to gather and assess priority Hazardous Air Pollutant (HAP) data on a national scale, a primary objective of this solicitation is to identify and more accurately define the extent of local scale HAP impacts. To meet this objective, consideration of the National Air Toxics Assessment (NATA) in planning and executing the prospective projects is appropriate. NATA is a valuable tool for identifying those air toxics which are of greatest potential concern, in terms of contribution to population risk. The assessment includes compiling a national emissions inventory of air toxics emissions from outdoor sources, estimating population exposures across the contiguous United States, and characterizing potential public health risk due to inhalation of air toxics including both cancer and non-cancer effects. On national and regional scales, NATA found ambient levels for several pollutants at or above inhalation health levels of concern to significant portions of the population. NATA results also indicate significant local risk levels at many communities nationwide. EPA is particularly interested in receiving air toxics monitoring related proposals from areas in those communities with the highest air toxics risk.

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

To be considered for funding under this RFP, each project proposal in response to this RFP must address one, and only one, of the following three categories or bins: community-scale monitoring, methods development / evaluation, or analysis of existing data. An applicant may

submit separate proposals in more than one category but each proposal must relate to only one of the categories. Proposals that address more than one will be rejected. Ideally, the aggregate of projects should provide some typical examples that can be relied upon without duplication by communities in other areas as a basis for initial HAP situation assessments. An example might be characterization of particular pollutants or a source category that allows for either direct translation of results to other locations or provides directions for similar studies in areas experiencing common problems. The Agency reserves the right to award only one grant for a particular activity if several proposals for the same activity are submitted even if the lower ranking of those several proposals are higher than proposals that address other pollutants or source categories.

1. Community-Scale Monitoring. This category is intended to assist state and local agencies in assessing the degree and extent to which air toxics problems impact their respective communities. Successful proposals will demonstrate a clear and compelling need or justification, examples of which may include:

a. Supporting health effects assessments. The data collected from the National Air Toxics Monitoring Program can in some situations provide a valuable database for health scientists to investigate the relationship of ambient toxic concentrations and health impacts. In some instances opportunities may arise for health studies to be conducted in conjunction with National Air Toxics Monitoring efforts, though direct linkage to an ongoing health study is not a precondition for project selection.

b. Evaluating and improving air quality models that in turn are used for exposure assessments. Air quality models are an important tool for exposure assessments. However, they require supporting observations to instill confidence in model results, or to direct needed improvement in underlying model formulations or related emission inventories.

c. Developing a baseline reference frame of air quality concentrations that support estimates of community exposure and provide the basis for the longer term measuring of progress of a planned emissions strategy program (e.g., characterization of base concentration levels which will inform the Residual Risk assessment process and provide a basis for measuring improvement for promulgated Residual Risk standards).

d. Characterizing pollutants that are not ubiquitous (e.g., ambient /divalent mercury emissions, pollutants from source categories that will be considered in future residual risk determinations (<http://www.epa.gov/ttn/atw/risk/residriskpg.html>), lead and other toxics near airports, etc.), yet present local or regional scale concern.

e. Delineating local scale HAP concentration gradients that are driven by factors such as proximity to, and influence by, sources and other factors unique to particular communities. While gradient delineation isn't a purpose unto itself, it may be an integral part of a larger purpose such as conducting an exposure assessment, source characterization, or assessing the degree to which environmental justice may be a relevant issue in the affected community.

f. Characterizing near-source concentrations from specific sources, such as transportation facilities, refineries, or other industry sectors; in particular, obtain information regarding substantially elevated ambient concentrations of toxics relevant to the source being investigated, including data on the pollutant profiles or source signatures. Such measurements assist regulators in their efforts to assess the impact of emission reduction measures (e.g., accountability) and to characterize risk and its causes for the most highly impacted populations.

## 2. Methods Development / Evaluation.

a. Develop new (or improve existing) methods for sampling and analysis of select priority HAPs (i.e., those that emerged as national or regional drivers as a result of the 1999 National Air Toxics Assessment). HAPs for which methods work is most critical are those which 1) account for a significant contribution to the National risk, and 2) have an existing method detection limit higher than the concentrations established for one in a million cancer risk or non-cancer hazard quotient of one. This information is available at <http://www.epa.gov/ttn/amtic/airtoxpg.html> in a table entitled 1999 NATA Priority HAPs Monitoring Method Availability.

b. Evaluate available advanced HAP monitoring technologies that can potentially operate on a routine basis. The target result of such projects is to ascertain the cost-effectiveness and accuracy (i.e., practical value) of existing innovative monitors, samplers, or analytical methods.

3. Analysis of Existing Data. This category is aimed at state, local and tribal agencies which have already collected a significant amount of air toxics monitoring data and need support to interpret their results. The objectives of a data analysis project should be consistent with those listed under Community-scale Monitoring: supporting health assessments, evaluating air quality models, or characterizing community exposures.

It is intended that the grant recipients increase their knowledge of air toxics data analysis thus “empowering” them to become more proficient with tools and procedures needed to conduct viable statistical and trends analysis which meet the needs of the agency. It’s likewise intended that, where possible, the analysis may be useful to other State, local, or Tribal agencies, and may become an integral part of the EPA’s national data analysis trend effort.

Data analysis projects may quantify multi-year trends in HAP concentrations, statistical interpretations and relate these changes to trends in local emissions and contributions to potential transport of these pollutants. Monitoring data can be used as a measure of air program progress and accountability. Alternately, data analyses may help identify problem emissions sources that remain to be addressed. HAP sources can be identified using source apportionment techniques including meteorological analysis and receptor modeling.

EPA has funded a series of nation-wide Air Toxic Data Analyses (Phase I – IV) to characterize spatial and temporal variability in HAP concentrations. A primary limitation of these large scale studies is their lack of local information about specific emissions sources and regulatory changes. State and Local agencies may do air toxics data analyses following methods similar to the national studies, but with a state-wide, urban or community focus to allow greater resolution and

the benefit of local agency knowledge. The most recent studies done by Sonoma Technology, Inc. (STI) are summarized here: <http://www.epa.gov/ttn/amtic/rtp2005.html>.

### **C. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs**

1. Linkage to EPA Strategic Plan. The projects expected to be awarded under this announcement will support progress towards EPA Strategic Plan Goal 1 (Clean Air and Global Climate Change), Objective 1.1 (Healthier Outdoor Air), Sub-Objective 1.1.2 (Reduced Risk from Toxic Air Pollutants). These projects support EPA efforts to reduce public exposure to Hazardous Air Pollutants (HAPs) by utilizing data from local-scale ambient air monitoring to advance mitigation of HAPs.

2. Outputs. The anticipated outputs for these projects are increased public availability of HAP data in a central repository (EPA's Air Quality System Database), source profiles associated with transportation, refineries, and other industry sectors, improved ambient HAP monitoring methods at levels and time intervals useful to exposure and risk assessment professionals, and individual community assessments of air toxics problems.

3. Outcomes. Through these projects EPA anticipates increased state and local Air Pollution Control Agency (APCA) ability to characterize the sources and local-scale distribution of HAPs, and assess human exposure and risk at a local scale. This increased ability will facilitate APCA adoption of control measures that will reduce HAP emissions and public exposure. Some of the following may be included as *general* examples of project outcomes:

#### Short-term

- Problem identification
- Increased community awareness (to include responsible parties / industry)
- Improved measurement techniques
- Validated or improved air quality models

#### Mid-term

- State or local policy action(s)
- Responsible parties / industry mitigation action(s)
- Wide-scale deployment of new measurement technique
- Community action to mitigate HAPs

#### Long-term

- Reduced HAP emissions
- Reduced ambient HAP concentrations
- Reduced human exposure to HAPs
- Reduced adverse health effects from HAPs

Each project proposal must carefully consider and list explicit, project-specific anticipated outcomes, in particular short- and mid-term. Further, explicit links between the short-/mid-/long-term outcome(s) should be considered, developed and clearly articulated.

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

The statutory authority for this action is the Clean Air Act, Section 103(b)(3), which authorizes the award of grants for research, investigations, experiments, demonstrations, surveys, and

studies related to the causes, effects, extent, prevention and control of air pollution. Ambient air monitoring, specifically local-scale efforts to better characterize the distribution and sources of hazardous air pollutants, as well as improved ambient air monitoring methods to achieve characterization and human exposure assessment goals, is consistent with this authority.

## **Section 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 \$10,000,000.

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

EPA anticipates award of approximately 20 to 30 grants and cooperative agreements resulting from this announcement of between \$25,000 to \$750,000 total funding per agreement. There are no predetermined funding allocations by category or bin, as described in Section I, Part B, though community-scale monitoring is anticipated to receive the greatest number of awards and total funding. Note that the number and amount of awards are subject to both funds availability and the quality of proposals submitted.

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement or make fewer awards than anticipated.

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or portion thereof, was evaluated and selected for award, and therefore maintains the integrity of the competition and selection process.

EPA will not incrementally fund any awards resulting from this competition. 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 are made. Any additional selections for awards will be made no later than 4 months after the original selection decisions.

The awards resulting from this solicitation will be in the form of either grants or cooperative agreements, determined on a case-by-case basis by the recipient and the appropriate Regional Office. Cooperative agreements allow for 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 include:

1. Close monitoring of the successful applicant's performance to verify the results proposed by the applicant;

2. Collaboration during performance of the scope of work;
3. Approving substantive terms of proposed contracts;
4. Approving qualifications of key personnel (EPA will not select employees or contractors employed by the award recipient);
5. Review and comment on reports prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient).

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

The estimated project period for awards resulting from this solicitation is 18-24 months. All projects must be completed within the negotiated project performance period.

**D. Are matching funds required?**

No.

**E. Can funding be used to acquire services or fund other partnerships?**

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and sub-grant procedures contained in 40 CFR Part 31. Successful applicants must compete contracts for services and products and conduct cost and price analyses to the extent required by applicable regulations. The regulations also contain limitations on consultant compensation eligible for federal funding. Applicants are not required to identify contractors or consultants in their proposal, but must indicate the portion of the proposed work that will be performed by contractors/consultants, and by any partnering agency. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or sub-awards may be used to fund partnerships with universities, non-profit organizations, or other state, local or tribal entity. Successful applicants cannot use subgrants or sub-awards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products to carry out its cooperative agreement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of OMB Circular A-133, and the definition of “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

**Section III - Eligibility Information.**

**A. Eligible Entities.**

Projects resulting from this competition will be awarded exclusively with State and Tribal Assistance Grant (STAG) funds; proposals will therefore be accepted only from air pollution

control agencies, as defined in section 302(b) of the Clean Air Act that are also eligible to receive grants under section 105 of the Clean Air Act .

## **B. Cost Matching**

While cost matching is not required, applicants proposing cost-effective programs which leverage federal resources through a voluntary financial or in-kind commitment of resources may improve their scoring under the applicable evaluation criterion of this RFA. (Refer to Section V(A), Evaluation Criteria).

## **C. Threshold Eligibility Factors**

1. Proposals packages must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, 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. In addition, proposal packages must be received by the EPA or through [www.grants.gov](http://www.grants.gov) on or before the solicitation closing time and date published in Section IV of this announcement. Proposal packages received after the published closing date and time will be returned to the sender without further consideration.
2. To be considered for funding under this RFP, each project proposal in response to this RFP must address one, and only one, of the following three categories or bins: community-scale monitoring, methods development / evaluation, or analysis of existing data. An applicant may submit separate proposals in more than one category but each proposal must relate to only one of the categories. Proposals that address more than one will be rejected.
3. The minimum and maximum award values for grants arising from this competition will be \$75,000 and \$750,000, respectively, for bins 1 and 2, and \$25,000 and \$250,000, respectively, for grants in bin 3. Proposals requesting funding below the minimum or above the maximum will not be considered for funding.

Proposals not meeting all of the above threshold eligibility factors will be rejected; the applicant will be notified of rejection by electronic mail within 15 days of such determination.

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

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

The complete grants application package can be downloaded from EPA's Office of Grants and Debarment website at: ([http://www.epa.gov/ogd/grants/how\\_to\\_apply.htm](http://www.epa.gov/ogd/grants/how_to_apply.htm)).

### **B. Content and Form of Proposal Submission.**

Please note that the signed Standard Form 424 "Application for Federal Assistance" and Standard Form 424A "Budget Information for Non-Construction Programs" need be included in the proposal package submission, along with the narrative proposal described below. If the

proposal is selected for funding, the entire grants application package will need to be completed. Proposal packages must contain the following information and documents, preferably in the sequential order shown:

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

2. Standard Form SF 424A – Budget Information for Non-Construction Programs

Complete the form. There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

3. Narrative Proposal. A maximum of 12 pages in length will be accepted-excess pages will not be reviewed. Applicants are strongly advised to avoid submission of superfluous materials. The maximum page length for the narrative proposal does not include any pieces that may be submitted by a third party (e.g., references or letters confirming commitments).

All proposal materials must be completed in English and presented in a clear and readable font (size not less than 11 point) to be considered for award under this solicitation. The narrative proposal should conform to the following outline and address all of the evaluation factors in V:

a. Project Title.

b. Category. Each project proposal must address one, and only one, of the three categories or bins defined in Section I, Part B of this solicitation. Project proposals designated for more than one category / bin will not be considered for award.

c. Applicant Information. Include applicant (organization) name, address, contact person, phone number, fax and e-mail address. Cite the specific enabling legislation that establishes the applicant agency as eligible per Section IIIA above, and provide the URL(s) where this documentation may be accessed; if not available on the web, append the documentation to the workplan (this will not be counted against the 12 page limit).

d. Funding Requested. Specify the amount you are requesting from EPA.

e. Total Project Cost. Specify total cost of the project (EPA funding and cost-share). Identify funding from other sources including any in-kind resources.

f. Project period. Provide beginning and ending dates (for planning purposes, applicants should assume funds will be available in July 2007).

g. Explicit description of how the proposed project meets the category-specific guidelines established in Section I, Part B, Scope of Work, to include:

1. Background information on the basis for the project.
2. Project objectives (including identification of which of the three bins the project fits into, HAPs to be addressed and why, particular sources targeted, etc.)
3. Project tasks, deliverables, and timeline. Specific actions from project start through completion to include brief description of the action, approach, responsible party, resultant work products (e.g., data, analyses, report(s), etc.), and estimated time line for each task.
4. Environmental outputs / outcomes (see Section I.C.). Carefully consider, develop, and articulate the following:
  - a. Anticipated project-specific environmental outputs and outcomes, in particular short- and mid-term.
  - b. Explicit links between the short-/mid-/long-term outcome(s).
  - c. Plan for tracking and measuring progress toward achieving the expected environmental outputs/outcomes, and an explanation of how project success will be evaluated.
  - d. Transferability/applicability of outcomes to other like scenarios in different locations.
5. Description of roles and qualifications of the applicant and any proposed subgrantee partner(s).
6. Biographical information of the key personnel.

h. Detailed Itemized Budget. Provide a budget for the following categories, specifying unit costs (follow budget guidance at <http://www.epa.gov/ogd/recipient/tips.htm>):

1. Personnel
2. Fringe Benefits
3. Contractual Costs
4. Travel. Must include travel to a national EPA monitoring conference or workshop, to be determined by the EPA Program Office in consultation with the appropriate EPA Regional Office. See Section VI, C 3 for more information.
5. Equipment If monitoring equipment is to be purchased, the applicant must justify said purchase with a brief description plan for equipment use beyond the duration of the grant (e.g., the grant recipient air pollution control agency plans to

provide funding for continued sampling and analysis for the purpose of...). Alternatively, if the grant application is for a discreet project only (i.e., no particular plan for monitoring beyond the grant duration), the applicant should consider leasing the equipment (e.g., via the National Contract for air toxics ambient monitoring – for pricing/other information contact Michael Jones at [jones.mike@epa.gov](mailto:jones.mike@epa.gov) or 919-541-0528).

6. Supplies

7. Other

8. Total Direct Costs

9. Total Indirect Costs: must include documentation of accepted indirect rate

10. Total Cost

i. Environmental Results Past Performance: Submit a list of federally funded assistance agreements that your organization performed within the last three years (no more than 3, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor 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 and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.

j. Programmatic Capability: Submit a list of federally funded assistance agreements similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 3, 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 submitting acceptable final technical reports. 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 and prior Federal agency 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 under Section V.

In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff

expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

Note: The document must be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

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

Proposal packages may be submitted in hard copy or electronically through grants.gov-use only one method. The deadline for submission of completed proposal packages is **April 17, 2007, 4:00 p.m., EDT**. All proposal packages must be received either in the program office listed below or electronically through grants.gov by the deadline. Proposal packages received after the deadline will not be considered for funding.

#### 1. Hardcopy Submission.

Submit an original and one copy of the complete proposal package described in Section IV.B (no binders or spiral binding) to one of the following two addresses, as appropriate:

Overnight express mail (e.g., FedEx, UPS, DHL, etc.)

Michael Jones  
U.S. EPA (C304-06)  
4930 Page Road  
Durham, NC 27703  
Phone: (919) 541-0528

U.S. Postal Service

Michael Jones  
U.S. EPA (C304-06)  
109 T.W. Alexander Dr.  
Research Triangle Park, NC 27709

Note that hand delivery and facsimile applications will not be accepted.

#### 2. Electronic Submission Through Grants.gov

a. The electronic submission of your proposal package 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, go to <http://www.grants.gov> and click on "Get Registered" on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

b. To begin the application process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the PureEdge viewer and obtain the proposal package for the announcement.. To download the PureEdge viewer click on the “PureEdge Viewer” link. Once you have downloaded the viewer, you may retrieve the package by entering the Funding Opportunity Number, EPA-OAR-OAQPS-07-01, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the proposal package by clicking on the button “How To Apply” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

### 3. Proposal Submission Deadline

Your organization’s AOR must submit your complete proposal package electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 4:00 PM EDT, **April 17, 2007**.

### 4. Proposal Materials

Please submit *all* of the proposal materials described in Section IV.B of the announcement—the SF 424, SF 424A, and Narrative Proposal. To view the full funding announcement, go to <http://www.epa.gov/oar/grants/> and under “Open Announcements” click on “Office of Air Quality Planning & Standards,” then “Community-Scale Air Toxics Ambient Monitoring,” or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

### 5. Proposal Preparation and Submission Instructions

a. Documents 1 through 3 listed above under Section IV.B should appear in the “Mandatory Documents” box on the Grants.gov Grant Application Package page.

b. For documents 1 and 2 (SF 424, SF 424A), click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

c. For document 3, the Narrative Proposal, you will need to attach electronic files. Prepare the narrative proposal as described in Section IV.B of the announcement and

save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach this document to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

d. Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY07 – Assoc Prog Supp – 1<sup>st</sup> Submission” or “Applicant Name – FY 07 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2<sup>nd</sup> submission should be changed to “Applicant Name – FY07 Assoc Prog Supp – 2<sup>nd</sup> Submission.”

e. Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the package through Grants.gov.

f. In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY07), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. 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> or contact Michael Jones at 919-541-0528 or [jones.mike@epa.gov](mailto:jones.mike@epa.gov).

g. Proposal packages submitted thru grants.gov will be time/date stamped electronically. If you have not received a confirmation of receipt from EPA (*not from grants.gov*) within 30 days of the proposal submission deadline, please contact Michael Jones at 919-541-

0528 or jones.mike@epa.gov. Failure to do so may result in your proposal not being reviewed.

**D. Confidential Business Information.** In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204 (c)(2) prior to disclosure.

**Section V - Application Review Information.**

Each eligible proposal will be evaluated according to the criteria set forth below. Each proposal will be rated under a points system, with a total of 100 points possible, and be evaluated based on the extent and quality to which they address the following criteria:

**A. Evaluation Criteria.**

Criteria	Points
<u>Basis and Background.</u> Applicants will be evaluated based on the degree to which they (i) provide a clear and compelling rationale / justification for the proposed project, and (ii) demonstrate familiarity with related prior / ongoing work (must be appropriately considered and reflected in the proposal).	14
<u>Description of Objectives.</u> Applicants will be evaluated based on the degree to which they describe the particular situation the proposed project is intended to address, the objectives of the project, and how their proposed monitoring network/project design will enable them to achieve the project objectives.	14
<u>High Priority HAPs.</u> Applicants will be evaluated based on the degree to which HAPS that are national and/or regional and/or local risk drivers (e.g., per 1999 NATA) are included as target pollutants in the proposed project.	8
<u>Data Analysis.</u> Applicants will be evaluated based on how well they describe their data analysis plan, including information on how the project design will support the data analysis objective(s), and how the data analysis will be used. Potential data analyses include source apportionment / source signature identification, exposure assessment / risk characterization, evaluation of new or emerging monitoring method utility and practical value, model evaluation and improvement, risk mitigation efforts, etc.	14
<u>Transferability.</u> Applicants will be evaluated based on the degree to which they describe how the proposed project's expected outcome(s) have potential for transferability / applicability to other like scenarios in different locations.	8
<u>Leveraging of Other Resources.</u> Applicants will be evaluated based on the degree to which they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non-Federal sources of funds to leverage additional resources to carry out the proposed project and/or (ii) that EPA funding will compliment activities relevant to the proposed project carried out	12

<p>by the applicant with other sources of funds or resources. For example:</p> <ul style="list-style-type: none"> <li>- Use of measurements from PM, ozone, Photochemical Assessment Monitoring Stations (PAMS), or NATTS, to assist in interpreting air toxics source-receptor and other characterization needs.</li> <li>- Use of staff expertise, community support, other funding.</li> <li>- Cooperation with concurrent studies (e.g., other ambient monitoring programs or exposure or health studies) that could be leveraged to enhance project results.</li> </ul> <p>Applicants may use their own funds or other resources for a voluntary match or cost share if the standards at 40 CFR 30.23 or 40 CFR 31.24, as applicable, are met. Only eligible and allowable costs may be used for matches or cost shares.</p>	
<p><u>EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs:</u> Applicants will be evaluated based on the degree to which they describe an effective plan for tracking and measuring progress toward achieving the expected project outputs and outcomes including those identified in Section I of this announcement.</p>	10
<p><u>Programmatic Capability:</u> Applicants will be evaluated based on the degree to which they demonstrate their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years, (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/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 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). Applicants with no relevant or available past performance or reporting history (items i and ii above), will receive a neutral score for those elements of this criterion.</p>	12
<p><u>Environmental Results Past Performance Criterion:</u> Applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. Note: In evaluating applicants under this factor, EPA 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). Applicants with no</p>	8

relevant or available past performance reporting history will receive a neutral score for this factor.	
Total	100

**B. Other Factors.**

In addition to considering the evaluation and rankings of proposals based on the factors above in V.A, in making the final selection decisions the Selection Official may also consider the following factors:

1. Whether the applicant proposes to retain a significant fraction of the project budget within their agency or a partner air pollution control agency.
2. The geographic value added of a proposed project in relation to the aggregate to minimize redundant efforts nationwide and within Regions, and optimize total program value.

**C. Review and Selection Process.**

Each eligible proposal will be evaluated by a team chosen to address the range of activities associated with air toxics monitoring, in particular relative to the proposal categories cited in Section I, Part B (Scope of Work). The evaluation will be based solely on the selection criteria disclosed in this announcement. The highest numerically-ranked proposal(s) based on this review, *subject to availability of funds and based on the consideration, if any, of the factors disclosed in Section V, Part B (Other Factors)*, will be recommended for award by the Director, EPA Office of Air Quality Planning and Standards.

**Section VI - Award Administration Information.**

**A. Award Notices.**

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

1. EPA anticipates notification to successful applicant(s) will be made via telephone, electronic or postal mail within 15 calendar days of the selection decision. This notification, which advises that the applicant’s proposal has been selected and is being recommended for award, is not an authorization to begin performance. The award notice signed by the EPA grants officer is the authorizing document and will be provided through postal mail. At a minimum, this process can take up to 60 days from the date of selection.
2. EPA anticipates notification to unsuccessful applicant(s) will be made via electronic or postal mail within 15 calendar days of the selection decision. In either event, the notification will be sent to the original signer of the application.

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

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

[http://www.epa.gov/ogd/AppKit/applicable\\_epa\\_regulations\\_and\\_description.htm](http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm)

2. Executive Order 12372, Intergovernmental Review of Federal Programs, may be applicable to awards resulting from this announcement. Applicants selected for funding may be required to provide a copy of their proposal to their State Point of Contact (SPOC) for review, pursuant to Executive Order 12372, Intergovernmental Review of Federal Programs. This review is not required with the Initial Proposal and not all states require such a review.

3. All applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a Federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or visiting the D&B website at: <http://www.dnb.com>.

4. Programmatic Terms and conditions will be negotiated with the selected applicants.

### **C. Quality Assurance.**

If selected for award, the applicant will be required to develop and implement an EPA approved Quality System, consisting of systematic procedures and tests that allow the recipient the ability to ascertain the uncertainty of the data. Specifically, the components of a Quality System are:

1. Quality Management Plan (QMP) and a Quality Assurance Project Plan (QAPP). These documents must be approved by the cognizant EPA Regional Office before monitoring can commence. The model QAPP which all recipients must use as their template is available at <http://www.epa.gov/ttn/amtic/airtoxqa.html> under the file name "Model QAPP for Local-Scale Monitoring Projects".

2. Data Quality Objectives (DQOs). The DQOs result from a structured, systematic planning process that provides statements about the expectations and requirements of the data user (such as the risk assessor and/or decision maker). Using a risk assessment example, monitoring being performed to estimate exposure at the neighborhood scale should briefly describe the systematic planning process that was followed to identify the number and types of monitors that will be needed to spatially estimate exposure across the study area as well as the number and types of samples collected at those monitors that are needed to estimate exposure temporally (including requirements for assessing chronic exposures, acute exposures, or both), within specified limits of uncertainty. The DQO process is described in document EPA/600/R-96-055, available at [http://www.epa.gov/quality/qa\\_docs.html](http://www.epa.gov/quality/qa_docs.html).

### **D. Reporting Requirement.**

1. Any ambient monitoring data collected under this solicitation must be quality assured and reported to the EPA's Air Quality System (AQS) Database (<http://www.epa.gov/ttn/airs/airsaqs/index.htm>) on a quarterly schedule within 120 days of completing a data collection quarter. For example, if data collection begins on February 15, the

first data collection quarter is complete on May 15, and quality assured data is due to AQS by September 15.

2. Quarterly progress reports and a detailed final report will be required. Quarterly reports will summarize technical progress, planned activities for next quarter and summary of expenditures. The schedule for submission of quarterly reports will be established by EPA, after award. The Final report shall be completed within 90 calendar days of the completion of the period of performance. The Project Officer may require clarifications of the final report before the report is considered acceptable. Although there are no page restrictions on the final report, EPA does not expect a final report of great length. However, this document should include a discussion of 1) project activities over the entire period of funding, describing the recipient's achievements with respect to the stated project purposes and objectives, 2) complete details of all technical aspects of the project, both negative and positive, the recipient's findings, conclusions, and results, including the associated quality assurance results, and 3) a description of the outcomes achieved or will likely occur following the project.

3. The recipient must present project results at a national EPA monitoring conference or workshop, to be determined by the EPA Program Office in consultation with the appropriate EPA Regional Office. Funding for this presentation must be included in each applicant's detailed itemized budget (Section IV.B.3. of this RFA).

4. The Agency will negotiate terms and conditions (e.g., quality assurance, data input to the EPA's AQS Database, progress and final reports, etc.) as part of the award process. For cooperative agreements, EPA will have substantial involvement in the project and expects to closely monitor the successful applicant(s) performance, collaborate during the performance of the scope of work, approve the substantive terms of proposed contracts, approve the qualifications of key personnel, review and comment on reports prepared under the cooperative agreement, and evaluate the engineering improvements on an EPA demonstration project. EPA will not select employees or contractors employed by the recipient(s).

#### **E. 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) located on the web at:

<http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>. Copies of these procedures may also be requested by contacting Michael Jones at 919-541-0528.

#### **Section VII - Agency Contact.**

FOR FURTHER INFORMATION CONTACT: Michael N. Jones, Office of Air Quality Planning and Standards, Air Quality Assessment Division, Ambient Air Monitoring Group, (919) 541-0528, [jones.mike@epa.gov](mailto:jones.mike@epa.gov). All questions or comments must be communicated in writing via postal or express mail, facsimile, or electronic mail to the contact

person listed above. Questions and answers will be posted periodically on the OAR Grants/Funding webpage ([http://www.epa.gov/air/grants\\_funding.html](http://www.epa.gov/air/grants_funding.html)).

### **Section VIII - Other Information.**

Questions and answers from the prior year solicitation (Local-Scale Air Toxics Ambient Monitoring, OAR-EMAD-05-16, closed August 22, 2005) may contain relevant useful information for prospective applicants and are available at <http://www.epa.gov/oar/grants/>.

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

#### **Pre-proposal/Application Assistance and Communications:**

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with, or otherwise communicate with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.