

implementing needed environmental data gathering system(s); integrating existing health data and environmental data; analyzing health and environmental data; making the results of data collection available to the public;

(b) *Addressing Environmental Factors at Home:* Eligible activities include but are not limited to: Coordinating with existing home assessment programs to include an asthma component; implementing effective approaches to eliminate children's exposure to environmental tobacco smoke such as EPA's Smoke-free Home Pledge Campaign; assisting families in recognizing and preventing/ eliminating five common indoor asthma triggers at home such as second-hand smoke, house dust mites, cockroaches, mold and animal dander; working with housing authorities and/or landlords to improve indoor environmental quality in low-income and rental housing; educating special audiences like the media and medical professionals on strategies for reducing environmental triggers; developing innovative approaches to fund and/or receive reimbursement for in-home interventions (education and mitigation techniques) through public (e.g. Medicaid and State Children's Health Insurance Programs) and/or private health insurance; etc.

(c) *Addressing Environmental Factors at Schools & Child Care Facilities:* Eligible activities include but are not limited to: Implementing education programs, such as EPA's Indoor Air Quality Tools for Schools Program, for child care and school personnel on improving indoor environmental quality to minimize triggers; implementing state policies/plans to improve indoor environmental quality and environmental health in schools and/or child care facilities; developing and promoting state policies/plans to address existing environmental health problems and prevent new ones; developing and promoting state policies/plans to ensure proper building maintenance including funding needs; developing and promoting state policies/plans for environmentally sound school design and construction protocols; increasing the efficacy of coordinated school health teams to address the needs of students with asthma; etc.

(d) *Addressing Outdoor Environmental Factors:* Eligible activities include but are not limited to: Implementing steps to reduce children's exposure to diesel exhaust; investigating and/or disseminating findings about health risks associated with burning;

investigating the connection between hazardous air pollutants and asthma; designing and implementing systems to forecast air quality (to help people take steps to protect their own health as well as reduce the activities that cause pollution); developing and disseminating guidelines for low pollen planting, especially in areas designed for use by children; etc.

(3) Sample Outputs and Outcomes for Asthma Projects

(a) Number of households of children with asthma that have reported reduced exposure to indoor asthma triggers.

(b) Number and names of public health organizations (HMOs, corporate wellness programs, hospitals) urging education and action to reduce the exposure of people with asthma to indoor asthma triggers, action on secondhand tobacco smoke exposure, and/or IAQ management in schools.

(c) Decreased numbers of: ER visits, in-patient hospital admissions, sick visits to primary care physicians for asthma, school days missed, rescue medication uses.

(d) Increased numbers of: symptom-free days.

(e) Estimated cost savings.

Section VI. Application Process

Q. Application Process

The application process involves two stages:

Stage 1: Letter of Intent (up to 2 pages). Letters of Intent submitted to EPA will be screened for basic eligibility and administrative responsiveness. Only those proposals satisfying all the basic requirements will be invited to submit a Full Proposal.

Stage 2: Full Proposal submission (preceded by opportunity to participate in optional Pre-proposal Assistance Call).

Note: See section VIII. Requirement for Letters of Intent and Full Proposals for the content and formats required for the Letters of Intent and Full Proposal.

Section VII. Requirements for Letters of Intent and Full Proposals

R. Stage 1: Letter of Intent (Up to two pages)

A Letter of Intent is due via e-mail to fletcher.bettina@epa.gov on or before August 11, 2003. Letters of Intent should have an e-mail subject line starting with Letter of Intent: followed by your Project Title. A sample Letter of Intent is provided as an attachment to this solicitation. A copy also can be found at: <http://yosemite.epa.gov/ochp/ochpweb.nsf/content/grants.htm>. Your

Letter of Intent must provide all of the following information:

(Section 1) Contact information for your organization:

- (a) Name of your organization;
- (b) Project name;
- (c) Name of authorized representative;
- (c) Address;
- (d) Phone number and fax number;
- (e) E-mail address;
- (d) Web site, if any.

(Section 2) A brief description of how your agency proposes to collaborate with sister state agency(ies).

(Section 3) One page project summary including:

- (a) Description of the organizational unit which will lead/oversee the project;
- (b) A brief summary statement that articulates the project's concept and states its goals and objectives;
- (c) Identification of the funding priority addressed by the project;
- (d) A brief summary of the method that will be used to achieve the project goals; and
- (e) Summary of the kinds of activities that will be funded by the project.

(Section 4) Indication of Interest in Participating in optional Pre-application Assistance Call and Special Needs:

(a) Indication if you would like to participate in the September 3, 2003, Pre-application Assistance Call if your Letter of Intent is accepted.

Note: Letters of Intent submitted to EPA will be screened for basic eligibility and administrative responsiveness. Only those proposals satisfying all the basic requirements will be invited to submit a Full Proposal; and

(b) Indication of any special needs to permit participation on such a call.

(Section 5) Nomination of questions to be answered on the call.

S. Stage 2: Full Proposals (Including Optional Pre-Proposal Assistance Conference Call)

Note: If your Letter of Intent is accepted, you will be invited to participate in Stage 2.

(1) Optional Pre-proposal Assistance Conference Call. An optional Pre-proposal Assistance Conference Call will be held on September 3, 2003, to answer any questions prospective eligible applicants may have. If you indicate in your Letter of Intent a desire to participate in the Pre-proposal Assistance Conference Call and your Letter of Intent is found to be eligible, you will be emailed instructions for participating in the conference call.

Note: Applicants should periodically check the Web page below for updated information to applicants (e.g. posting of some Qs&As from Letters of Intent). Questions and answers from the September 3, 2003, Pre-