

(a) Applicant's proposed work targets disproportionately impacted (with respect to asthma severity or incidence) children.

(b) Applicant's materials are consistent with EPA guidance and recommendations. In particular, applicant outlines educational materials and mitigation methods for second-hand tobacco smoke, house dust mites, cockroaches, molds, and animal dander that are compatible with the guidance contained in EPA's asthma brochure, *A Clear Your Home of Asthma Triggers: Your Children will Breathe Easier* <http://www.epa.gov/asthma/resources.html> and the findings and recommendations contained in the January 2000 National Academy of Sciences report on asthma, *A Clearing the Air: Asthma and Indoor Air Exposures* <http://books.nap.edu/catalog/9610.html>.

(c) Projects focused upon ambient air pollutants and asthma should be consistent with EPA guidance that can be accessed through <http://www.epa.gov/air/topics/comap.html>.

(d) Use of education materials reflecting current standards for conducting environmental health or public health education and outreach activities, particularly with respect to motivating behavioral changes in low-literacy, low-income, and disproportionately impacted populations. (This is not relevant for Phase A Planning Projects).

(e) Proposals including extraordinarily compelling examples and other strengths noted by the reviewers who evaluate and compare proposals.

#### V. Proposal Selection

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.

Full Proposals submitted (by invitation) to EPA will be evaluated screened again to confirm basic eligibility and administrative responsiveness, especially completeness. Those Full Proposals satisfying administrative requirements will enter the full evaluation phase review process. Full Proposals will be evaluated based upon the quality of their work plans. Reviewers conducting the screening and evaluation will be EPA Headquarters, Regional and Program Office personnel. At the conclusion of the evaluation phase, the reviewers will score Full Proposals based upon the scoring system

described in detail above in section VIII of this solicitation.

#### W. Final Selections

After individual projects are evaluated and scored by reviewers, as described above, EPA officials from Headquarters and Regions will select a diverse range of finalists from the highest ranking Full Proposals. In making the final selections, EPA will take into account geographic distribution.

#### X. Notification to Applicants

Applicants will receive an email notification of receipt of the Letter of Intent not more than 7 business days after receipt by the Agency. Applicants with successful Letters of Intent will be invited on or before August 22, 2003 if they are deemed eligible to participate in the optional Pre-application Conference Call and to submit a Full Proposal. Applicants will receive an email notification of receipt of the Full Proposal within one month of receipt by the Agency. Usually within six months of application, EPA will contact finalists to request additional federal forms and other information as recommended by reviewers. Rejection Letters are usually sent within 6 months after submission of the Full Proposal.

### Section IX. Grantee Responsibilities

#### Y. Responsible Officials

Projects must be performed by the applicant or by a person satisfactory to the applicant and EPA. All proposals must identify any person other than the applicant who will assist in carrying out the project. These individuals are responsible for receiving the grant award agreement from EPA and ensuring that all grant conditions are satisfied. Recipients are responsible for the successful completion of the project.

#### Z. Incurring Costs

No pre-award costs should be incurred by the recipient. Grant recipients may begin incurring allowable costs on the start date identified in the EPA grant award agreement. Activities must be completed and funds spent within the time frames specified in the award agreement. EPA grant funds may be used only for the purposes set forth in the grant agreement and must conform to the Federal cost principles contained in OMB Circular A-87; A-122; and A-21, as appropriate. Ineligible costs will be reduced from the final grant award.

#### AA. Reports and Work Products

Specific financial and other reporting requirements will be identified in the

EPA grant award agreement. Grant recipients must submit formal quarterly progress reports, unless otherwise instructed in the award agreement. Also, two copies of the final report and two copies of all work products must be sent to the EPA project officer within 90 days after the expiration of the budget period. This submission will be accepted as the final requirement, unless the EPA project officer notifies you that changes must be made.

### Section X. Other Information and Shipping

#### BB. Resources

(1) Please visit our Web site for information on children's environmental health issues and these grant materials at <http://yosemite.epa.gov/ochp> and <http://yosemite.epa.gov/ochp/ochpweb.nsf/content/grants.htm>, respectively.

(2) We strongly suggest that applicants examine the ECOS/ASTHO state draft action agenda, *Catching Your Breath*, <http://www.astho.org/pubs/CatchingYourBreathReport.pdf> for background on State/asthma activities.

(3) First time recipients of Federal funds are encouraged to familiarize themselves with the regulations applicable to assistance agreements found in the Code of Federal Regulations (CFR) title 40, part 31 for State and local government entities. See <http://www.epa.gov/docs/epacfr40/chapt-I.info/subch-B.html>. You may also obtain a copy of the CFR title 40, part 31 at your local U.S. Government Bookstore, or through the U.S. Government Printing Office. This solicitation notice contains all the information and forms necessary to prepare a Letter of Intent. If your project is selected as a finalist after the evaluation process is concluded, EPA will provide you with additional Federal forms needed to process your Full Proposal.

#### CC. Regulatory References

EPA's general assistance regulations at 40 CFR part 31 apply to state governments.

#### DD. Federal Procedures

(1) Optional Pre-proposal Assistance Conference Call for eligible applicants based upon EPA review of the Letter of Intent has been scheduled for September 3, 2003. Eligible applicants who indicated in their Letter of Intent a desire to participate on the call will be advised via email of call-in procedures prior to the call.

(2) Dispute Resolution Process: Procedures are in 40 CFR 30.63 and 40 CFR 31.70.