Indoor Radon Grants

RFA # 8052
Application Due Date: September 15, 2017
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I. PROJECT BACKGROUND AND OVERVIEW

The Colorado Department of Public Health and Environment, Hazardous Materials and Waste Management Division (CDPHE, HMWMD) is soliciting applications for Indoor Radon Grants. The purpose of Indoor Radon Grants is:

A. To educate the public about health risks associated with radon;
B. To encourage testing and mitigation of radon in homes, daycare facilities, and schools;
C. To encourage radon testing disclosure and mitigation in connection with real estate transactions;
D. To encourage the adoption of radon standards in building codes;
E. To promote radon awareness to the medical community; and
F. To provide National Radon Proficiency Program (NRPP) or National Radon Safety Board (NRSB) approved training and continuing education to grantees.

Priority will be given to projects that bring radon information to areas of the state that have not previously been served by this program, to projects that may impact local building codes, and to projects that address all or most of the six (6) elements. New and innovative radon outreach projects are encouraged.

II. PROJECT BUDGET PERIOD, FUNDING PERIOD, AND BUDGET REQUIREMENTS

A. Funding Period: October 15, 2017-September 30, 2018

All awards for this RFA are dependent upon funding. Applicants may apply on their own or in partnership with others. The radon program encourages collaborative work and alignment across allies and partners in radon education and awareness. The amount of funds awarded will be dependent on the amount of funds available and the number of applications received. The radon program reserves the right to award less in funding than is requested in an application and to select and fund only portions of an application received. Attempts will be made to award a portion of available funding to all applicants who fulfill the requirements of this RFA.

B. Budget Requirements:

1. Grant Match Requirement:

   This grant program requires a 40% or greater match of cash contributions, personal services or in-kind services.

2. Indirect Rate:

   a. As dictated by the funding source, there is a maximum 25% Indirect Rate on this grant.

   b. CDPHE Negotiated Indirect Rate Agreement- An entity that does not have a current negotiated indirect cost rate with a federal agency AND does not receive federal funds directly from a federal agency can negotiate an indirect cost rate with the internal audit unit at CDPHE. The maximum 25% indirect rate is also applicable to negotiated rates.
c. Alternatives to a negotiated indirect cost rate:

i. de minimis indirect cost rate - Organizations may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC - MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub award and subcontract in excess of $25,000) which may be used indefinitely. Costs must be consistently charged as either indirect or direct, but may not be double charged or inconsistency charged as both.

ii. Direct Charge All Expenses - Organizations may elect to direct charge all allowable expenses on their billings for each contract, grant or award. Billed costs will be subject to field review by the CDPHE.

Agencies/businesses that do not have indirect costs should not collect indirect costs and should budget for all costs in the appropriate direct cost category. Refer to the RFA guidelines for disallowed expenses.

3. Budget:

An Excel spreadsheet is provided to be used in preparing budget calculations (Attachment C) and the application (Attachment B) contains a budget narrative description of work. List only staff position titles in the spreadsheet, no specific names. For operating expenses and travel expenses provide as much detail as is necessary to support the request.

NOTE: Any test devices purchased must be either National Radon Proficiency Program (NRPP) or National Radon Safety Board (NRSB) listed or certified. Grantees are encouraged to apply for NRPP or NRSB radon measurement and mitigation training and certification and/or NRPP or NRSB continuing education courses for recertification.

If the budget contains costs for out of state travel, the narrative must include the purpose, destination and number of people traveling for each out of state trip.

Grantees are encouraged to apply for travel expenses to attend a two day EPA Region 8 Radon Conference in April, 2018 in Denver, Colorado.

III. PROJECT REQUIREMENTS

A. Applications will be accepted from local public health agencies, community outreach organizations, nonprofit organizations, educational institutions and radon training entities.

B. Required Project Components

a. Radon Grant Application (Attachment B) must contain a work plan to explain the project and the activities to be completed under this program.

i. The work plan must address at least one of the six (6) elements described in Section I of this RFA.

ii. The deliverables must include three (3) quarterly reports and one (1) final report to summarize activities performed and accomplished under this program and any additional items produced as a result of the project.

b. Timely submission of invoices for reimbursement (i.e., invoices during the grant cycle, as needed, for reimbursement and a final invoice within one month of the end of the grant cycle. Invoice form to be provided to grantee at onset of grant cycle.
c. Project activities must be completed by September 30, 2018.

IV. DEFINITION OF TERMS

A. Activities: Activities are what your project will do with its resources. They are the concrete processes, events, and actions that are core to the design and implementation of your project.

B. Evaluation: The systematic process of collecting information about a project, analyzing that information, and using that information for decision-making purposes.

C. Goals: Broad statements (i.e., written in general terms) that convey a project’s overall intent to implement, change, reduce, or eliminate the problem described. Goals identify the project’s intended long-term results.

D. Key Staff: The principle investigator and other individuals who contribute to the scientific development or execution of a project and are involved in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Consultants also may be considered key personnel if they meet this definition.

E. Objectives: Project objectives describe the concrete, measurable steps your agency will take to reach the goal and achieve your intended outcome/impact/product. Objectives should be quantifiable (i.e., a numeric value can be attached). Objectives state specifically what will be done, by who, by when, and the method of measurement.

F. Work Plan: A work plan is a roadmap for the achievement of goals and objectives. It should be a reasonable, realistic timeline for the completion of each task to successfully implement the project.

V. SELECTION, EVALUATION, AND AWARDS

The technical aspects of applications will be assessed based on the soundness of the applicant’s approach and the applicant’s understanding of the requirements. Past experience/qualifications will be assessed by considering the extent to which the qualifications, experience, and past performance are likely to foster successful, on-time performance. Technical and past experience assessments may include a judgment concerning the potential risk of unsuccessful or untimely performance, and the anticipated amount of State resources necessary to insure timely, successful performance. The State may use all information available regarding past performance as defined in C.R.S. §24-102-205 et.seq.

The program carefully designed a Radon Grants Evaluation Tool and Scoring Criteria to ensure fair selection of the best qualified applicants. The criteria for scoring are in direct correlation to the required application components. Applications that fail to follow all of the requirements may not be considered.

A. Evaluation:

Use of Pre-Award Financial Risk Rating in Evaluation

Prior to final evaluation the risk rating determined from the submitted Risk Assessment Questionnaire or FRMS rating shall be applied in the form of a deduction from the final evaluation total score according to the following table. Award considerations will then be based on the adjusted total score.
<table>
<thead>
<tr>
<th>Risk Determination</th>
<th>Percent of Possible Total Deducted from Evaluation Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td>0% reduction</td>
</tr>
<tr>
<td>Medium</td>
<td>10% reduction</td>
</tr>
<tr>
<td>High</td>
<td>20% reduction</td>
</tr>
</tbody>
</table>

**B. Awards:**

Applicants will be notified via email by October 2, 2017 if they have been funded.

**VI. HOW TO APPLY**

Responses must be submitted as specified in this announcement. Applications that fail to follow all of the requirements may not be considered.

**A. Eligibility**

Grant applications must be on applicant’s letterhead and received by September 15, 2017

**B. Required Documents**

All applications must include the following:

1. **Attachment A**
   CDPHE RFA Cover Sheet and Signature Page *(must be signed with a wet ink signature)*

2. **Attachment B**
   Grant Application

3. **Attachment C**
   Project Budget - **IMPORTANT**: The budget form must explain all expenses and include a minimum 40% match and a maximum 25% Indirect. Applicants are responsible for ensuring the calculations in the budget are accurate. There will be no reimbursement of pre-award costs. The Colorado Department of Public Health and Environment reserves the right to deny requests for any item listed in the budget that is deemed to be unnecessary for the implementation of the project.

4. **Attachment D**
   W-9 Request for Taxpayer Identification and Number and Certification

5. **Attachment E** - NON-GOVERNMENTAL APPLICANTS - INSURANCE
   You must provide documentation that you are in compliance with the insurance requirements.

6. **Attachment F** - Pre-Award Financial RISK ASSESSMENT
   Pre-Award Financial Risk Assessment Questionnaire. A risk rating will be assigned for all applicants. Local public health departments are not required to complete the form since they already have a risk rating assigned via the CDPHE Financial Risk Management Survey (FRMS). This form must be completed and submitted by all other applicants. The application will not be reviewed if the completed form is not included. The final application score will be impacted by risk determinations made by CDPHE based on information contained in the form.

**C. Documents for Applicant Information Only**

1. **Attachment G**
2. Attachment H

Administrative Information - this document outlines CDPHE’s business processes and requirements for contracting.

D. Submission Instructions

1. General Information

This Request for Applications (RFA) is issued by the Colorado Department of Public Health and Environment (CDPHE), also referred to as the “State”. The CDPHE contact listed in these instructions is the sole point of contact concerning this RFA.

During the solicitation process for this RFA, all official communication with applicants will be via notices on the CDPHE program website www.coloradoradon.info. Notices may include any modifications to administrative or performance requirements, answers to inquiries received, clarifications to requirements, and the announcement of the apparent winning applicant(s). Applicants are responsible for monitoring for publication of modifications to this solicitation. It is incumbent upon applicants to carefully and regularly monitor for any such notices. Applicants are not to rely on any other statements that alter any specification or other term or condition of the solicitation.

Applications must be received on or before the due date and time as indicated in the Schedule of Activities. Late applications will not be accepted. It is the responsibility of the applicant to ensure that its application is received by the CDPHE at the location listed in these instructions on or before the due date and time. Applicants mailing their applications must allow sufficient mail delivery time to ensure receipt of their applications by the time specified.

One completed copy of the Request for Application Cover Sheet & Signature Page MUST be signed in ink, preferably blue ink, by a person who is legally authorized to bind the applicant to the application. Submissions that are determined to be at a variance with this requirement may be deemed non-responsive and may not be accepted. Mailed or emailed applications will be accepted. Only 1 copy of the application and required documents need to be submitted.

All materials submitted shall become the property of the CDPHE, and will not be returned unless the RFA solicitation is cancelled prior to the submittal due date, in which case applications will be returned unopened or opened only for identification purposes.

2. Instructions for Electronic Applications

Applications must be received electronically by no later than by the due date and time indicated on the cover page of this document. Faxed applications will not be accepted. Email your application and all attachments to the following individual:

Program contact name: Chrystine Kelley, Radon Program Manager
Program contact email: chrys.kelley@state.co.us
Division name: HMWMD

Applications received via email will receive email confirming the delivery.

3. Instructions for mailed or hand delivered applications
a. Mail your application to:

Colorado Department of Public Health & Environment
Chrystine Kelley, Radon Program Manager
HMWMD
4300 Cherry Creek Drive South
Denver, CO. 80246-1530

b. All applications must be received no later than the due date and time indicated on the cover page of this RFA document.

c. Applications via mail must be submitted sealed in appropriate packaging and will receive certification of the delivery via email.

E. Questions and Inquiries

1. Applicants may make verbal or email inquiries to obtain clarification of requirements concerning this RFA. No inquiries will be accepted after the date and time indicated in the Schedule of Activities. Call or email all inquiries to:

   Program contact name: Chrystine Kelley
   Program contact email: chrys.kelley@state.co.us
   Program contact phone: 303-692-3442

2. Clearly identify your inquiries with:
   a. RFA Number
   b. RFA Title
   c. The section number and paragraph number the inquiry applies to.

F. Schedule of Activities

<table>
<thead>
<tr>
<th>Schedule of Activities</th>
<th>Time</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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<td>RFA Published on</td>
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<td>8/15/2017</td>
</tr>
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<td><a href="http://www.coloradoradon.info">www.coloradoradon.info</a></td>
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</tr>
<tr>
<td>Application submission deadline</td>
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<td>9/15/2017</td>
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<tr>
<td>Evaluation Period</td>
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<td>9/16/2017-9/30/2017</td>
</tr>
<tr>
<td>Estimated Notification of Award</td>
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<td>10/2/2017</td>
</tr>
<tr>
<td>Estimated Contract Effective Date</td>
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<td>10/15/2017</td>
</tr>
<tr>
<td>This purchase order will be nonrenewable</td>
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