

REQUEST FOR GRANT PROPOSALS (RFP)

Building Healthy Communities for Active Aging: Training and Demonstration Projects (EPA-AO-OCHP-08-01)

OVERVIEW INFORMATION

AGENCY NAME: U.S. Environmental Protection Agency; Office of Children's Health Protection and Environmental Education (OCHPEE).

FUNDING OPPORTUNITY TITLE: Building Healthy Communities for Active Aging: Training and Demonstration Projects

ANNOUNCEMENT TYPE: Request for Proposals (RFP)

FUNDING OPPORTUNITY NUMBER: EPA-AO-OCHP-08-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NUMBER: 66.609 Protection of Children and Older Adults (Elderly) from Environmental Health Risk

DATES: The closing date for receipt of hard copy proposal packages is **November 21, 2008, 5:00 p.m., eastern standard time (EST)**. All hard copies of proposal packages must be received by Kathy Sykes, 5:00 p.m., EST in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by November 21, 2008, 11:59 p.m., EST. Proposals received after the closing date and time will not be considered for funding. Final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.

To allow for efficient management of the competitive process, **EPA requests submittal of an informal notice of an Intent to Apply by October 24, 2008**. Submission of 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, evaluation, and selection of submitted proposals.

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Overview

Summary: The EPA Aging Initiative, located in the Office of Children's Health Protection and Environmental Education, is seeking proposals for a new grant opportunity for Building Healthy Communities for Active Aging: Training and Demonstration Projects.

Proposals must include their strategy for accomplishing one of the following two goals: (1) Training older adults, to be environmental leaders on local planning decisions that affect their community's built environment; (2) Demonstrating how greenways and sustainable streets can improve the quality of life for persons of all ages while improving environmental quality. For purposes of this RFP

Greenways and Sustainable Streets are defined as follows:

Greenways are linear corridors of open space. They include natural corridors (e.g., along a stream, river, or ridge), canals, rail road rights of way converted to recreational use, and trails. They link places together, inviting city and community residents to experience a connection with the natural environment. Greenways connect neighborhoods, downtowns, schools, community centers, and other important public places. They can include waterfront walkways, stream corridors and other natural ecological reserves, as well as off-street biking and walking paths.

Sustainable Streets are a multimodal rights-of-way designed and operated to create benefits to mobility, community and ecology. They are streets that use sustainable design principles that promote safe, least-polluting ways to connect people and incorporate natural, landscape-based methods that infiltrate, reuse, or evapotranspire (allow water to evaporate back into the air) stormwater runoff, and mitigate the "urban heat island effect" (the additional heating in the air over a city as the result of replacement of vegetated surfaces with those composed of heat-retaining, man-made materials such as asphalt and dark colored roofing).

EPA anticipates awarding up to two grants for a total of approximately \$200,000; one grant for \$100,000 to train older adults to be environmental leaders on local planning decisions and another grant for \$100,000 to demonstrate greenways, sustainable streets or other smart growth activities that can improve the environment and quality of life for persons of all ages. EPA reserves the right to award two grants in either of the two focus areas.

Eligible entities include States, or state agencies, the District of Columbia, territories, American Indian Tribes (federally recognized), and possessions of the U.S. It is also available to public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and 501(c)(3) organizations. Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3

of the Lobbying Disclosure Act of 1995 are not eligible to apply. For profit organizations are generally not eligible for funding. Cost sharing is not required.

Only one application will be accepted per applicant per area. An applicant may submit an application for training and one for demonstration projects for greenways and sustainable streets.

Section 1: FUNDING OPPORTUNITY DESCRIPTION

1.1 Background

In 2006, the U.S. Census Bureau reported that 37 million people were over 65 years of age; this number is expected to double to more than 70 million by 2030. Similarly, in 2006, 24.5 million children were under age 5 and by 2030 their number it is expected to increase to over 29.1 million. Because both the young and old segments of the population are growing rapidly, our communities need to be retro-fitted to better promote healthy aging for persons of all ages.

As our country's demographics significantly shift, so does the impact of environmental degradation caused by increased carbon emissions, loss of natural habitat and overall reduction in accessible greenspace. In 2006, 34% percent of older adults lived in a county that experienced poor air quality – air quality responsible for premature deaths in many older adults with underlying cardiovascular disease, Chronic Obstructive Pulmonary Disease (COPD) and asthma and diabetes. Public health officials are also increasingly concerned about our lack of physical activity. Current development codes and community design models often contribute to the problem by creating communities where walking and biking are unsafe, difficult, and even impossible.

The aging population can be part of the problem if they migrate to green fields at the edge of cities and towns where senior housing developments often are found. Beyond the aforementioned reduction of environmental quality, green field development requires additional and costly community infrastructure for roads, water and sewer facilities that could otherwise be allocated to health and education facilities, open space conservation. Location also necessitates longer commutes to access daily needs, thereby increasing air pollution and harming human health. In addition, public health officials are increasingly concerned about our lack of physical activity while our codes and community design models build communities that make walking and biking difficult.

Currently, communities tend to approach these problems as isolated issues with separate government agencies attempting to acquire land to support their specific missions without looking at how these lands can be acquired and managed to support broader community needs. Missing are tools to shift from this piece-meal isolated models of community land management to one that sees

land as a connected system, managed to support multiple community goals. For example, sewer lines often follow creeks, the needed right-of-way can also be used for multi-use trails, which can also serve as access roads for sewer line repairs. Vegetation moderates urban heat islands, provides wild life habitat, and water management agencies need it to buffer the stream system to provide urban runoff soil contact, and create flood storage areas. Parks often protect unique natural resources, but at the same time are asked to provide recreation facilities.

According to the National Research Council, healthy communities “identify the collective properties of social and physical environments that influence health and disease outcomes.” Communities built for healthy aging are characterized by development patterns that emphasize ease of getting around, with convenient housing options, plenty of walking and biking paths, and abundant green space to create an attractive environment. Greenways and sustainable streets present a tremendous opportunity to leverage economic, environmental, physical, mental, and community health outcomes. They can simultaneously contribute to multiple public goals including: water, air, micro climate, recreation areas, multi-use trails, habitat, and connection to nature. Furthermore, constructing and connecting greenways and sustainable streets can be thought of as “preventative medicine” allowing a person at any stage in their life to become familiar and comfortable with the simple act of walking so as when that person becomes older the “mode shift” (from car to foot) is less abrupt and more familiar. All the while the approach promotes environment and human health. For example, bike and pedestrian infrastructures can be designed to capture low level storms and promote ground water infiltration. The result is multiple public benefits including: improved water quality, reduced auto dependence and need for supporting paving (travel lanes and parking,) transportation choices particularly for those who cannot drive, space for shade trees and wildlife habitat (mitigating both urban heat islands and air pollutants,) storm water storage areas, increased community access to natural areas, places for neighbors to meet.

1.2 Scope of Work

Our communities need new models and programs designed to train our leaders about the multiple benefits of greenways and sustainable streets and the vision, tools, and capacity required to leverage both government and private sector resources during the critical window that occurs as development concepts mature to a plan. This RFP will provide training and expand our knowledge, available tools, community support, and capacity.

Proposals must address one of two areas (1) Train older adults, retirees and semi-retirees, to be environmental stewards in their community and educate young adults and/or children about the built environment and how land use decisions can impact the health and well-being of the environment and public health; (2) Demonstrate how changes to the built environment through

implementation of model policies and designs that encourage and/or require incorporating greenways and sustainable streets in a community's landscape can improve walkability, overall environmental quality, and ultimately the quality of life for persons of all ages.

Proposed activities and considerations for training older adults to be environmental stewards include, but are not limited to:

1. Establishing strategies to increase public participation in local land use decisions.
2. Holding workshops to train older adults to become environmental stewards.
3. Developing an inventory of existing programs and opportunities that allow for participation.
4. Identifying gaps and needed programs and survey older adults and determine what are the limitations or challenges that have kept older adults from being environmental involved in community planning.
5. Developing programs that help petition for the development of biking/walking paths, parks, and preservation of natural areas.
6. Establishing outreach programs that encourage walking, biking, nature study, stream monitoring and have trained older adult senior leaders educate young adults on the connection between environmental health and the built environment;
7. Demonstrating the economic and health benefits when a meals on wheels and/or senior meal site programs shift to meal preparation to local produce;
8. Demonstrating the benefits of alternative delivery system for meals on wheels from the traditional motor vehicle delivery to non-motorized delivery such as on bicycles, or on foot, reducing air pollution and improving the health and well-being of the meal delivery team.

Proposed activities and considerations for demonstration projects for greenways and sustainable streets include, but are not limited to:

1. Creation and evaluation of tool kits for the planning, acquisition, and management of multiple benefit greenways and sustainable streets.
2. A workshop which pulls all stake holders together to discuss where their interests overlap and how they can work synergistically;

3. Exploring how greenways and sustainable streets promote economic, environment, physical and mental health;
4. Within a watershed, conduct an evaluation of access to trails and outdoor community spaces;
5. Examining how an area's underlying eco-system can be used to improve access to greenways and sustainable streets and prepare a toolkit on the barriers and model zones and practices to encourage greenways and sustainable streets;
6. Researching the impact of walking distance to access points on the frequency of visits. Collect and publish case studies of communities that leverage multi-benefit greenways and sustainable streets;
7. Identifying communities that have adopted greenway and sustainable streets plans. Evaluate their stated goals and strategies and conduct an audit of procedures and codes supporting or hindering implementation.

1.3. Linkage EPA's Strategic Plan

The Aging Initiative is located within the Office of Children's Health Protection and Environmental Education. EPA expects to award these grants under the following grant authorities: Clean Water Act section 104; Safe Drinking Water Act sections 1442(a) and (c); and Solid Waste Disposal Act, Section 8001. Applications must be consistent with EPA statutes. All proposals must support Goal 4 of EPA's 2006-2011 Strategic plan, objective 4.2: Communities: Sustain, clean up, and restore communities and the ecological systems. Sub objective 4.2.1: Sustain Community Health.

(http://www.epa.gov/ocfo/plan/2006/entire_report.pdf) See pages 91-92.

1.4 Measuring Environmental Results: Outputs and Outcomes

Pursuant to EPA Order 5700.7, "Environmental results under EPA Assistance Agreements, "EPA requires that all grant recipients adequately address environmental outputs and outcomes. Outputs and outcomes differ both in their nature and in how they are measured.

1) **Outputs:** the term output means an environmental activity, effort, and/or associated work products 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 the assistance agreement funding period.

2) **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.

Expected Results interim and end results

Proposals must clearly define expected interim and end results that are quantitative. Expected end results: This training and demonstration will lead to measurable environmental and public health improvements (e.g., water quality improvements due to increased preservation of critical open space or incorporation of mitigation techniques; improvement in air quality due to decreased VMT and associated air emissions; ground level ozone reduction due to reduction in urban heat island effects; removal of particulate pollution by urban forest canopy, reduced visits to the ER due to exacerbations of chronic conditions such as asthma, COPD, cardiovascular disease or diabetes).

Elders who have completed the environmental leadership training will be able to understand the principles of smart growth and the relationship between the built environment and public health.

Expected intermediate results: Initial baseline will be measured for criteria air pollutants, land consumption and storm water run-off prior to the assistance agreement and intermediate outcomes or interim measures that move you towards final outcomes or end results expected from the grant.

1.5. Required Aging and Smart Growth Expertise

Aging Expertise

Successful applicants must demonstrate expertise in aging and working collaboratively with public health officials to find common ground to create a healthy built environment for all community residents. Applicants must demonstrate expertise in training and education to create elder leaders who can then educate persons of all ages on the benefits of smart growth, environmental health and the built environment.

Smart Growth Expertise

Successful applicants must demonstrate expertise in smart growth and experience working collaboratively to find common ground on growth and development issues. Smart growth is development that benefits the environment, public health, the economy, and the community. It is characterized by a common set of development principles:

- mix land uses;
- take advantage of compact building design;
- create a range of housing opportunities and choices;
- create walkable neighborhoods;
- foster distinctive, attractive communities with a strong sense of place;
- preserve open space, farmland, natural beauty & critical environmental areas;
- strengthen and direct development towards existing communities;

- provide a variety of transportation choices;
- make development decisions predictable, fair and cost-effective; and
- encourage community and stakeholder collaboration in development decisions.

Additional background information about smart growth can be found at:
<http://www.epa.gov/smartgrowth> .

1.6. Statutory Authority

As outlined in Section 3.3, all proposed activities must be authorized under one or more of the following U.S. EPA grant authorities: Clean Air Act section 103 (b) (3); Clean Water Act section 104 (b) (3); Solid Waste Disposal Act section 8001, as amended; Toxic Substances Control Act section 10; Federal Insecticide, Fungicide and Rodenticide Act section 20, as supplemented by P.L. 106-74; and Safe Drinking Water Act sections 1442 (a) and (c). These statutes authorize grants for research, investigations, experiments, training, demonstrations, surveys and studies.

Section 2: AWARD INFORMATION

2.1. Expected size, number and scope of awards

EPA expects to have approximately \$200,000 available for funding under this competitive opportunity and expects to award up to two grants.

2.2. Eligibility of existing projects or previous grantees

Applications for renewal or expansion of existing projects are eligible to compete with applications for new awards

2.3 Type of assistance agreements to be awarded

Awards will be in the form of grants.

2.4. Anticipated start dates and period of performance

The expected time span for grants awarded under this solicitation will be from January, 2009 through January, 2010.

2.5. Partial funding and additional awards

In appropriate circumstances, EPA reserves the right to partially fund proposals by funding discrete activities, portions, or phases of a proposed project. 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 that maintains the integrity of the competition and the evaluation/selection process. EPA reserves the right to make additional awards under this solicitation consistent with EPA policy if additional funds become available. Any additional award selections will be made no later than four months after the original selection decisions. EPA reserves the right to reject all proposals and make no awards.

Section 3: ELIGIBILITY INFORMATION

Eligible entities include States, or state agencies, the District of Columbia, territories, American Indian Tribes (federally recognized), and possessions of the U.S. It is also available to public and private universities and colleges, hospitals, laboratories, other public or private nonprofit institutions, and 501(c)(3) organizations.

3.1. ELIGIBLE APPLICANTS and NON ELIGIBLE APPLICANTS

Nonprofit organizations described in section 501 (c) (4) of the Internal Revenue Code that engage in lobbying activities as defined in the Lobbying Disclosure Act of 1995 are not eligible to apply. For-profit organizations are not eligible to apply. Applications from ineligible applicants will not be considered.

3.2. COST-SHARING OR MATCHING

There are no match or cost-sharing requirements. However, the effectiveness with which the project budget uses EPA funds and leverages matching funds will be considered when proposals are evaluated (see Section V of this announcement). Matching funds can include cash or in-kind contributions from the applicant or from project partners. Any dollars counted towards a formal match must be for allowable costs. Allowable costs for nonprofit organizations are defined in OMB circular A-122; allowable costs for public entities are defined in OMB circular A-87. Applicants proposing to use matching funds must document when the funds will be available and what source they are from (see Section 4.2(f), “confirmation of partner participation and/or match”). If matching funds are not documented in the proposal, they will not be considered in evaluating the proposal.

3.3. OTHER REQUIREMENTS

Only one application will be accepted per applicant, however, an applicant may submit an application which addresses both areas of emphasis of the RFP: 1) the training older adults to be environmental leaders and 2) the demonstration projects for greenways and sustainable streets.

To be eligible, applicants must meet the eligibility criteria under section 3.1 and must meet each of the threshold criteria listed below. Threshold criteria will be applied on a pass/fail basis. Failure to meet any one of them will render an application ineligible. Ineligible applications will not be reviewed. Applicants will be notified within 15 calendar days of ineligibility determinations.

The page limitation for the funding proposal is limited to 20 pages.

General Threshold Criterion 1: Training or Demonstration of Greenways and Sustainable Streets grant

The proposal must directly respond to the issues, subjects, and activities targeted by this RFP and explained under the "Funding Opportunity Description" in Section 1.

Threshold Criterion 2: Allowable Activities

The activities proposed must be authorized under one or more of the following U.S. EPA grant authorities: Clean Air Act section 103 (b) (3); Clean Water Act section 104 (b) (3); Solid Waste Disposal Act section 8001, as amended; Toxic Substances Control Act section 10; Federal Insecticide, Fungicide and Rodenticide Act section 20, as supplemented by P.L. 106-74; and Safe Drinking Water Act sections 1442 (a) and (c). These statutes authorize grants for research, investigations, experiments, training, demonstrations, surveys and studies. The project activities must advance the state of knowledge or transfer information. The term "research" may include the application of established practices when they contribute to learning about an environmental concept or problem. The term "demonstrations" can encompass the first instance of a pollution control or prevention technique, or an innovative application of a previously used method.

Threshold Criterion 3: Environmental Focus

The project's general focus must be one that is specified in the statutes listed under threshold criterion 2. For most statutes, the project must address the causes, effects, extent, prevention, reduction, and elimination of air, water, or solid/hazardous waste pollution. In the case of grants under the Toxic Substances Control Act or the Federal Insecticide, Fungicide and Rodenticide Act, the project must "(carry) out the purposes of the Act." The overarching focus of the proposed project must be on the statutory purpose of the applicable grant authorities, which in most cases is "to prevent or control pollution." Proposals must clearly describe how the activities proposed will prevent or control pollution.

Threshold Criterion 4: Serve a Public Purpose

Proposals must clearly demonstrate that the proposed activities will (1) be of primary benefit to the applicant organization (i.e. support their overall mission and goals), and (2) serve a non-federal audience.

Threshold Criterion 5: Complete Applications That Are Submitted on Time

Applications must comply with the mandatory provisions outlined in sections 4.2 ("Form and Content of Applications") and 4.3 ("Submission Dates and Times").

Depending on which option you choose to apply for training grant or the demonstration of greenways and sustainable streets, the additional criteria must also be met.

Specific Threshold 6. A Criteria for Training Grant Focus and Expertise

The proposed activities and products must demonstrate expertise in aging and working collaboratively with public health officials to find common ground to create a healthy built environment for community residents of all ages.

Applicants must demonstrate expertise in training and education to create elder leaders who can then educate persons of all ages on the benefits of smart growth, environmental health and the built environment.

Threshold Criterion 6.B: Smart Growth Focus and Expertise

The proposed activities and products must result in or encourage smart growth. The proposed activities and products also must support EPA's strategic objective to sustain, clean up, and restore communities and the ecological systems that support them. The applicant must demonstrate clear understanding of the smart growth issues addressed by the project and must evidence a firm commitment to the principles of smart growth.

Section 4: PROPOSAL AND SUBMISSION INFORMATION

4.1. How To Get Proposal Materials

This announcement provides all of the instructions needed for preparing your proposal. If applicants are submitting a paper copy of their proposal, there are no standardized federal application forms or kits to be used at this stage. However, there are format and content requirements which are described below under section 4.2, "Content and Form of Application Submission." Applicants also have the option to apply electronically through www.grants.gov. Anyone filing electronically will be required to fill out the cover sheet of a standard federal form (SF424) electronically. Requirements for electronic submissions are discussed in Section 4.3. Paper copies of this announcement can be obtained by contacting the EPA personnel listed in section 7. Electronic copies of this announcement will be available on the Aging Initiative web site (www.epa.gov/aging).

Section 4.2: FORM AND CONTENT OF PROPOSAL PACKAGE

This section provides detailed instructions on everything that's required in a proposal package. Note that we are asking in the summary page that you tell us where they heard about the solicitation.

To be considered complete and eligible for review, all proposals must include (a) a cover letter; (b) a summary information page; (c) a project description; (d) a budget and budget narrative; (e) supplemental documentation of staff expertise, approach to awarding sub-awards and sub-grants, and programmatic capability; (f) confirmation of partner participation and/or match (if applicable), and (g) a description of related funding. Project descriptions should not exceed 10 pages (see below for additional details). The following format is required for all proposals:

4.2(a). Cover letter (does not count against page limit)

The cover letter that accompanies your proposal must be signed by an official with the authority to commit your organization to the project and should be written on your organization's official letterhead.

4.2(b). Project Summary information page (does not count against page limit)

The project summary information page should be one-page long and include the following information:

- the title and number of this request for initial proposals (Building Healthy Communities for Active Aging: Training and Demonstration Projects. EPA-AO-OCHP-08-01)
- your project title and location
- applicant name, address, telephone and fax numbers, and e-mail address
- name and title of project contact (including how to reach if different from above)
- type of applicant organization (e.g., nonprofit, local government, state government, etc.)
- how you first learned of this RFIP (e.g., reviewed www.fedgrants.gov, colleague referral, Aging Initiative list serve, EPA's website, etc.)
- summary budget information (amount requested from U.S. EPA; amount and source of any matching funds)
- 5 to 10 line abstract of the proposal

4.2(c). Project Narrative (no longer than 10 page sides)

The project narrative must provide a concise overview of the project. It should include a preliminary workplan outlining all major tasks, products, timetables and expected outputs and outcomes (including environmental results) for the life of the project (Section 1.3). The narrative must address how the proposal meets eligibility, threshold and selection criteria and how project results will be measured. If other project partners or funding sources are involved, their role and contribution must be clearly defined and documented.

In reviewing the project description, reviewers will not consider any pages over the 10 page side limit. Project descriptions must use no smaller than 10 point type, and should have page margins all-around of at least one inch.

4.2(d). Budget and budget narrative (does not count against page limit)

The project budget must include all relevant direct costs (e.g., personnel, fringe benefits, travel, equipment, supplies, and contractual). Indirect costs must also be included. Entries under each category must be explained in a budget narrative.

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 applicants cognizant 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 may not 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 scope of work.

4.2(e). Supplemental Documentation (does not count against page limit but no more than 5 pages)

Applicants must include supplemental information regarding project staff, planned sub-grants and sub-awards, and programmatic capability. No more than 5 pages.

Staff profiles: The applicant must include short profiles of all principal staff with a major role in the project. Where applicable, this includes principal staff from partner organizations. These profiles must specifically address each individual's experience with aging and smart growth issues and their areas of expertise related to the project. These profiles will be used to help assess whether the applicant meets threshold criteria related to smart growth expertise.

Sub-grants and sub-awards: Sub-grants and sub-awards may be used to fund partnerships with non-profit and governmental entities. If applicants plan to award sub-grants or sub-awards, their supplemental documentation must include a description of the award process they will use.

Environmental Results – Outcomes and Outputs

Identify the expected quantitative and qualitative outcomes of the project (**See Section I**), including what measurements will be used to track your progress towards achieving the outcomes and how the results of the project will be evaluated. Identify the expected project outputs and how progress towards achieving the outputs will be tracked and measured

Past Performance

1. Programmatic capability: 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, 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.

2. Reporting on Environmental Results--Outcomes and Outputs:

Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) that **your organization** performed within the last three years (no more than 5, 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.

4.2(f). Confirmation of partner participation and/or match (does not count against page limit)

Applicants who are partnering with other organizations, agencies or institutions must include a letter from the partner, on partner letterhead, indicating the partner's role in the project. Each partner letter must be signed by an individual with the authority to commit the partner to the project. This is mandatory if the partner is contributing funds or in-kind services to the project. Letters confirming partner participation must be included in the initial proposal package and will not be accepted separately. Proposals relying on partner participation which are missing documentation of that participation will be evaluated as if the undocumented partners were not involved in the project.

If an applicant is planning on awarding EPA funds received under this solicitation to a proposed partner, competitive procurement requirements apply. Proposed partnerships of this kind must identify which eligible organization (defined in Section 3.1) will be the recipient of the assistance agreement, and whether any eligible organization(s) being brought in as a partner will receive sub-awards, sub-grants, or be considered as contractors. Including the name of the organization you intend to partner or contract with in your initial proposal is not sufficient documentation of competition. (see Section 4.5, "Funding Restrictions", for additional information).

4.2(g). Description of related funding (does not count against page limit)

Building on the programmatic capability section, if applicants have received funding in the past 3 years to conduct related projects or for activities related to the current proposal, they must (1) provide a list describing the projects and identifying the funders and (2) explain how EPA funds awarded under this solicitation will complement completed, current or planned activities being supported by other sources. This includes projects supported by other US EPA programs.

4.2(h). Additional information regarding how applications should be submitted and what will happen following selection

If applicants are submitting paper proposals, you must submit one original and five copies of their proposal (as defined above). If applicants are submitting electronically through www.grants.gov, please follow the directions in Section 4.3 below. Submissions sent by fax and direct mail will not be accepted.

Following selection, successful applicants will be required to complete a formal application for federal assistance (which will include standard federal forms such as the SF 424 and associated documentation as well as a more detailed project narrative and workplan). These formal application materials should **not** be submitted unless requested by EPA. Applicants should be aware that there may be a very quick turnaround required (e.g., 3 weeks) if they are asked to submit a formal request for funding assistance.

4.2 (i). Requirement for Dun and Bradstreet Number

All assistance agreement recipients must have a Dun and Bradstreet Data Universal Numbering System (DUNS) number in order for their formal SF424 grant applications to be processed and approved. A DUNS number can be obtained by calling 1-866-705-5711. A DUNS number is not required at the time proposals are submitted in paper copy under this RFP. However, a DUNS number IS required if you are submitting your proposal electronically.

4.2 (j) Confidential business information

In accordance with 40 CFR 2.203, applicants may claim all or part of their applications/proposals as confidential business information. U.S. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants

must clearly mark applications/proposals or portions of their 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 4.3: INSTRUCTIONS FOR ELECTRONIC SUBMISSION THROUGH WWW.GRANTS.GOV

Applicants may choose to submit their proposals electronically through www.grants.gov. If you wish to apply electronically via Grants.gov, the electronic submission of your proposal/ application must be made by an official representative of your institution who is registered with Grants.gov and 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 Authorized Organization Representative (AOR) and ask that individual to begin the registration process as soon as possible.

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 compatible Adobe viewer and obtain the application package. To apply through grants.gov you must use Adobe reader applications and download compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at:

<http://www.grants.gov/help/help.jsp> or
http://www.grants.gov/aboutgrants/program_status.jsp)

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-AO-OCHP-08-01, or the CFDA number that applies to the announcement (CFDA 66.609), in the appropriate field. You may also be able to access the application package by clicking on the Application button 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).

Application/proposal materials submitted through grants.gov will be time/date stamped electronically.

If you have any questions regarding Grants.gov, please email the Grants.gov Contact Center at <http://www.grants.gov/help/help.jsp> or call 1-800-518-4726.

Your organization's AOR (Authorized Representative) **must** submit your complete proposal package as described below, electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than 11:59 p.m. EST on November 21, 2008.

4.3(a): APPLICATION MATERIALS FOR ELECTRONIC SUBMISSIONS

If applying through www.grants.gov, all of the application materials described below must be submitted:

1. Application for Federal Assistance (SF 424). Complete form on www.grants.gov. No attachments necessary.
2. Project Narrative Attachment Form. Under this form, the following documents will need to be attached:
 - Cover letter (see Section 4.2(a))
 - Summary Information page (see Section 4.2(b))
 - Project description (see Section 4.2(c)).
3. Budget Narrative Attachment Form. Under this form, the budget and budget narrative (See Section 4.2(d)) will need to be attached.
4. Other Attachment Form. Under this form, the following documents will need to be attached:
 - Supplemental Documentation (See Section 4.2(e))
 - Confirmation of partner participation and/or match (See Section 4.2(f))
 - Description of related funding (See Section 4.2(g)).

Applicants should submit attached documents in Microsoft Word format or in Portable Document Format (PDF). If submitting a letter(s) confirming partner participation, which requires a signature and official letterhead, applicants should attach a PDF document with an electronic signature. Electronic proposals which rely on partner participation that is not documented in the electronic submission will be evaluated as if the undocumented partner were not involved in the project.

4.3(b): ELECTRONIC APPLICATION PREPARATION AND SUBMISSION INSTRUCTIONS

This section discusses how applicants should prepare, attach, and submit all documents on the Grants.gov website. EPA encourages all applicants applying electronically to view the training demonstration on "How to Complete an Application Package," available at:

http://www.grants.gov/images/Application_Package.swf.

On the www.grants.gov Grant Application Package Page, there is a “Mandatory Documents” box. In this box, there are four items: Application for Federal Assistance (SF424), “Project Narrative Attachment Form,” “Budget Narrative Attachment Form,” and “Other Attachment Form.” The paragraphs below describe what goes into each of those forms.

For the Application for Federal Assistance (SF 424), applicants must click on the form and then click “Open Form” below the “Mandatory Documents” box. All fields highlighted in yellow must be completed. Optional fields and completed fields will appear in white. An error message will appear if information in the field is incomplete or invalid. Click “Save” when the form is completed. When the document is completed, click on the name of the completed form in the “Mandatory Documents” box, then click on the button that says “Move Form to Submission List.” This action will move the document to the “Mandatory Completed Documents for Submission.”

For the remaining required items, electronic files will need to be attached to the appropriate forms. These documents should be prepared on the applicant’s computer and saved as an MS Word or PDF file. When ready to attach to the application package, use the following instructions: Click on the “Project Narrative Attachment Form” and open the form. Click “Add Mandatory Project Narrative File” and then individually attach each of the required documents (cover letter, summary information page, and project description), using the window that appears. Click on “View Mandatory Project Narrative File” to view. Enter a brief descriptive title of the project (no longer than 40 characters) in the space beside “Mandatory Project Narrative File Filename.” This must be done for each attached document. Once the necessary documents are attached, click “Close Form.” 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.”

To attach the budget and budget narrative, click on the “Budget Narrative Attachment Form” and follow the steps outlined above.

To attach the required supplemental documentation, confirmation of partner participation and/or match, and description of related funding, click on the “Other Attachment Form” and follow the steps detailed above.

Once all of the forms/attachments appear in the “Mandatory Completed Documents for Submission,” click the “Save” button that appears at the top of the Web page. An application package is similar to a single file, made up of the cover page and (possibly) many forms. **Data at the form level will be retained when you close a form.** Although data at the form level will be saved, the applicant must click the save button to ensure that the entire application package is saved. If the individual preparing the application is not the Authorized

Organization Representative (AOR), he/she will need to share the file with the AOR for submission through www.grants.gov. This can be accomplished by either giving the AOR access to the files through a shared drive or emailing the entire package. Only the AOR can submit the application package to EPA through www.grants.gov. All other software programs should be closed before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, the AOR should enter the organization's name (abbreviate where possible). The filing name should not exceed 40 characters. From the "Grant Application Package" page, the 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 you have technical difficulties while applying electronically, refer to <http://www.grants.gov/Customersupport> or call 1-800-518-4726.

Section 4.4: SUBMISSION DATES AND TIMES

The deadline for receipt of hard copy proposal packages is November 21, 2008, 5:00 p.m., EST. Electronic submissions must be submitted via Grants.gov by November 21, 2008, 11:59 p.m., EST.

No late proposals will be accepted. Proposals submitted electronically through Grants.gov will be time/date stamped electronically and are subject to the same deadline.

Applicants will not be automatically notified regarding whether their proposals were received. If you would like to be notified that your proposal was received, please send us the name and email of the address you would like us to notify.

Section 4.5: INTERGOVERNMENTAL REVIEW

All applicants should be aware that formal applications for federal assistance (i.e., SF 424 and associated documentation as described above) may be subject to intergovernmental review under Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants may contact their state's Single Point of Contact for further information. There is a list of these contacts at the following web site: <http://whitehouse.gov/omb/grants/spoc.html>.

Section 4.6: FUNDING RESTRICTIONS

4.6(a) Can funding be used for the applicant to make subawards, acquire contract services, or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships , provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 CFR Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses, to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or 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 definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

4.6(b). How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, as appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

Section 4.7 Pre-Proposal Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet 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 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.

Section 5: PROPOSAL REVIEW INFORMATION

5.1: EVALUATION CRITERIA

Proposal Evaluation Criteria:

Proposals will be evaluated based on the criteria described below using the corresponding point values listed. Applicants should directly and explicitly address these criteria as part of their proposal submittal. Proposals may receive a maximum of 100 points. The Administrative review will examine the applications to ensure they meet the minimum threshold criteria as outlined in Section 3. Applications that pass the administrative review will be evaluated by a team of reviewers. Reviewers will score each full proposal based on how well it:

1. Environmental Results—Outcomes and Outputs: Under this criterion, the Agency will evaluate the following factors: (i) the extent to which the project has clearly defined goals and objectives that will result in immediate as well as future environmental outcomes, (ii) the extent to which the applicant has provided an evaluative component to track and measure health and environmental benefits (quantified or qualified) as requested in Section I.D, Measuring Environmental Results. **(15 points).**

2. Scope of Project: Degree to which the project has benefits that cross communities, tribes, or encompass a region or state. Projects that have no immediate benefits outside a single community will receive fewer points than those that are regional or state-wide by design **(10 points).**

3. Appropriate Representative and Substantial Involvement by Key Stakeholders: Degree to which the proposing organization is an appropriate representative for the issues dealt with in the assistance agreement, is likely to be viewed as an authority on the subject, or is partnering with an organization that meets these requirements. In evaluating this criterion, EPA will take into account the applicant's ability to reach a national audience with the tools, practices and techniques developed under the assistance agreement. **(20 points).**

4. Collaboration/Partnerships and Leveraged Resources: The degree to which the project proposes to work in partnership with a diverse set of stakeholders, including the aging community and leverage significant resources to implement the proposal. Applicants are encouraged to collaborate with other entities. Applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal, State or local and/or non governmental sources of funds to leverage additional resources to carry out the proposed project(s) and/or (ii) that EPA funding will compliment activities relevant to the proposed project(s) carried out by the applicant with other sources of funds or resources. 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. Other Federal grants may not be used as matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants **(15 points).**

5. Timeline/Communication Plan: Degree to which the applicant has clear milestones with appropriate deadlines; has a comprehensive outreach and communications plan that should lead to effective learning and/or adoption of new practices and as well as a plan to measure long-term results. Projects that include sustainability plans beyond the scope of the grant will also be considered. **(10 points).**

6. Proposed Approach to Accomplish Proposal Goals: The degree to which the proposal narrative includes a well-conceived strategy for addressing all of the requirements in Section I,. **(20 points).**

7. Past Performance--Programmatic Capability and Reporting on Environmental Results: Under this criterion, the Agency will evaluate the applicant’s technical ability to successfully complete and manage the proposed project taking into account the applicants: **(i) past performance in successfully completing and managing 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 performed within the last 3 years, **(ii) history of meeting reporting requirements on 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements, and **(iii) past performance in documenting and/or reporting on progress towards achieving the expected outcomes and outputs (e.g., results) under 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 within the last 3 years; and, if such progress was not made whether the documentation and/or reports satisfactorily explained why not.

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 will receive a neutral score for those elements under this criterion. A neutral score is half of the total points available in a subset of possible points **(10 points).**

Criterion	Maximum Points Per Criterion
1. Environmental Results –Outcomes and Outputs	15
2. Scope of Project	10

3. Appropriate Representative and Substantial Involvement by Key Stakeholders	20
4. Collaboration/Partnerships and Leveraged Resources:	15
5. Timeline/Communication Plan	10
6. Proposed Approach to Accomplish Proposal Goals	20
7. Past Performance--Programmatic Capability and Reporting on Environmental Results	10
TOTAL	100

5.2. REVIEW AND SELECTION PROCESS

Proposals that meet all of the threshold eligibility factors identified in Section III will be evaluated based on each applicant's ability to meet the stated evaluation criteria above. The review panels will rank proposals based on this review and provide these rankings to a second review team made up of similar representatives. The approving official will consider the review panels' rankings and will also take into consideration the following factors: 1) the geographical diversity of the projects, and 2) the diversity in the types of projects to be funded.

Conflict of Interest: All reviewers will be required to sign a disclosure of conflict of interest form and will be removed from review of proposals where a real or potential conflict of interest exists, and cannot be mitigated.

5.3. ANTICIPATED ANNOUNCEMENT AND AWARD DATES

Award announcements are expected winter, 2009.

Section 6: AWARD ADMINISTRATION INFORMATION

6.1: AWARD NOTICES

Successful applicants will receive an official notice of award from EPA's Grants Administration Division.

EPA will announce successful recipients on the awards on the EPA Aging Initiative web site (www.epa.gov/aging). This information will be posted within 30 days after U.S. EPA's Grant Administration Division issues a written offer of award to the recipient. U.S. EPA anticipates that awards will be announced in winter, 2009.

Unsuccessful applicants will be notified via mail or e-mail. Applicants who do not pass threshold or eligibility screening will be notified via e-mail within 15 calendar days of the determination of their ineligibility.

Any disputes regarding funding decisions will be resolved in accordance with the dispute procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005). Copies of these procedures can be obtained from the EPA contacts listed under Section 7. Procedures can also be accessed directly on-line at <http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm>

EPA reserves the right to reject all applications and make no awards.

6.2: ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

6.2 (a) Pre-award review for administrative capability

Non-profit applicants recommended for funding under this announcement are subject to a pre-award review for administrative capability consistent with Sections 8b, 8c and 9d of EPA Order 5700.8 (Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards). A paper copy is available from the EPA contacts listed under Section 7. The policy can be accessed on-line at http://www.epa.gov/ogd/grants/award/5700_8.pdf). Non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to EPA's Grants Management Office the Administrative Capabilities Form contained in Appendix A of that policy. This review may include assessing the adequacy of administrative systems for financial management, procurement, property management, reporting and record-keeping.

6.2 (b) Compliance with standard terms and conditions

All successful applicants must comply with the standard requirements, terms and conditions of EPA assistance agreements. Funded activities must be allowable under EPA statutory authority (see section 3).

6.2 (c) Pre-award costs

Applicants are not authorized to begin performance on a project until they have received their official award document from the EPA's grant office. No pre-award costs may be incurred without EPA approval; pre-award costs are undertaken at the recipient's risk.

6.3: Reporting Requirements

Recipients will be required to submit quarterly reports detailing their progress towards achieving agreed-upon products and outcomes. If their projects involve program income, quarterly reports will be required on how much income has

been earned, from what activities, and how it is being spent. Recipients will have to participate in annual reviews of their projects with their U.S. EPA project officer. A project officer will be designated at the time of award and will work in partnership with the recipient throughout the life of the assistance agreement. Recipients will be required to submit a final technical report 90 days after the expiration of their assistance agreement.

Section 7: AGENCY CONTACTS

If you have questions about this solicitation, please contact: *Kathy Sykes* Sykes.kathy@epa.gov (202) 564-3651. EPA staff will not review draft proposals or provide potential applicants advice on how to respond to selection criteria. However, they will respond to questions regarding threshold eligibility criteria, administrative issues related to proposal submission, and requests for clarification. Answers to frequently asked questions will be posted on the U.S. EPA Aging Initiative web site (www.epa.gov/aging) so that all applicants will have the opportunity to review the questions and responses.

Section 8: OTHER INFORMATION

Both initial proposals and formal funding applications (SF 424's) are subject to the Freedom of Information Act. This means that anyone can request, and receive, copies of them. Therefore, as described more fully in Section 4.7, applicants must clearly mark any portion of their applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant that would otherwise be required by 40 CFR 2.204(c) (2) prior to disclosure.