

UNITED STATES
ENVIRONMENTAL PROTECTION AGENCY
NEW ENGLAND REGION

**HEALTHY COMMUNITIES GRANT PROGRAM
APPLICATION GUIDANCE
2009**

*“Working With New England’s Communities
to Reduce Environmental Risks to Protect
and Improve Human Health and the Quality of Life”*



Pesticides Program

Indoor Air Quality

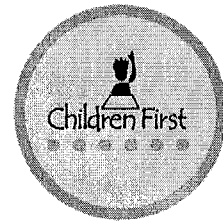


Tools for Schools

TRIBAL COMPLIANCE
ASSISTANCE



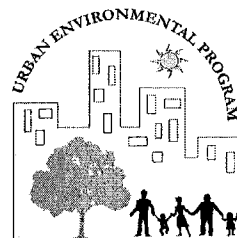
Wetlands Protection Program



Asthma Program



Toxics Program



**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION I, NEW ENGLAND
2009 HEALTHY COMMUNITIES GRANT PROGRAM**

Announcement Type: Request for Initial Proposals
Funding Opportunity Number: EPA-R1-HC-2009
Catalog of Federal Domestic Assistance Number: 66.110, Healthy Communities Grant Program
Action Dates: Initial Project Summaries due on May 8, 2009
Full Proposals due on June 30, 2009

Executive Summary:

The Healthy Communities Grant Program is EPA New England's main competitive grant program to work directly with communities to reduce environmental risks, protect and improve human health and improve the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, urban areas and sensitive populations (e.g. children, elderly, tribes, and others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or more of the three Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the six Target Program Areas. Please see Section III for further information on eligibility requirements.

Target Investment Areas: Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas

Target Program Areas: Asthma, Capacity-Building on Environmental and Public Health Issues, Clean Energy, Healthy Indoor/Outdoor Environments, Healthy Schools, and/or Urban Natural Resources and Open/Green Space

The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements in 2009. Grants may be requested from \$5,000 - \$35,000 for one or two year periods, beginning October 1, 2009.

This application guidance includes the following information:

Section I. Funding Opportunity Description
Section II. Award Information
Section III. Eligibility Information
Section IV. Application and Submission Information
Section V. Application Review Information
Section VI. Award Administration Information
Section VII. Agency Contact
Section VIII. Other Information

SECTION I. FUNDING OPPORTUNITY DESCRIPTION

A. Program Description

The Healthy Communities Grant Program was launched in 2003 and integrates ten EPA New England programs including Assistance & Pollution Prevention, Asthma, Children's Health, Clean Energy, Pesticides, Tools for Schools, Toxics, Tribal Compliance Assistance, Urban Environmental Program, and Wetlands Protection. The goal of the program is to combine available resources and best identify competitive projects that will achieve measurable environmental and public health results in communities across New England. In order to streamline and simplify the application and competitive process, eligible applicants are invited to submit an Initial Project Summary to EPA New England for funding consideration under this competitive grant program. Based on the quality of the eligible initial submissions as measured against the applicable criterion in Section V, finalists will be invited to submit full project proposals for further evaluation. The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements from these full project proposals in 2009.

The Healthy Communities Grant Program is EPA New England's main grant program to work directly with communities to reduce environmental risks to protect and improve human health and the quality of life. The Healthy Communities Grant Program will achieve this through identifying and funding projects that:

- Target resources to benefit communities at risk [environmental justice areas of potential concern, urban areas and sensitive populations (e.g. children, elderly, tribes, and others at increased risk)].
- Assess, understand, and reduce environmental and human health risks.
- Increase collaboration through community-based projects.
- Build institutional and community capacity to understand and solve environmental and human health problems.
- Achieve measurable environmental and human health benefits.

The mission of the U.S. Environmental Protection Agency is to protect human health and to safeguard the natural environment (air, water, and land) upon which life depends. EPA's purpose is to ensure that:

- All Americans are protected from significant risks to human health and the environment where they live, learn and work.
- National efforts to reduce environmental risk are based on the best available scientific information.
- Federal laws protecting human health and the environment are enforced fairly and effectively.
- Environmental protection is an integral consideration in U.S. policies concerning natural resources, human health, economic growth, energy, transportation, agriculture, industry, and international trade, and these factors are similarly considered in establishing environmental policy.
- All parts of society (communities, individuals, business, state and local governments, tribal governments) have access to accurate information sufficient to effectively participate in managing human health and environmental risks.
- Environmental protection contributes to making our communities and ecosystems diverse, sustainable and economically productive.
- The United States plays a leadership role in working with other nations to protect the global environment.

EPA New England takes these broad goals and applies them directly to service the needs of New England residents in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont and federally recognized tribes in New England. Within the broad landscape of

these states and tribes, EPA New England recognizes that not all communities share the same environmental and public health conditions. For example, in urban and environmental justice communities throughout New England, residents are exposed to a multitude of environmental and public health hazards, ranging from lead paint to rats on vacant lots to asthma aggravated by poor air quality. Cumulatively, the effects of these hazards on urban residents and sensitive populations such as children, the elderly and tribal populations are compounded by issues including environmental injustice, limited economic development opportunities, and social ills. Some suburban and rural communities also face significant risks from industrial, commercial, agricultural or transportation activities in or near their communities. These types of conditions result in disproportionate health risks to residents and stress on the quality of the air, water, and land.

In order to maximize effectiveness and resources, ten EPA New England programs are working in partnership to improve environmental conditions for residents across New England. EPA New England's Assistance & Pollution Prevention, Asthma, Children's Environmental Health, Clean Energy, Pesticides, Tools for Schools, Toxics, Tribal Compliance Assistance, Urban Environmental, and Wetlands Protection programs are working together to competitively identify projects that will achieve measurable environmental and public health results in Target Investment Areas and Target Program Areas (see Section III, C, Other Eligibility Criteria for more details) across New England. These participating programs share a focus on reducing environmental and human health risks. Staff and leadership from each of these eight programs will jointly review and select projects for funding. Please read the descriptions below to learn more about each participating program. More information on each participating program's activities, projects, and accomplishments is available at www.epa.gov/region01.

- **Assistance & Pollution Prevention:** The Office of Assistance and Pollution Prevention assists those regulated by EPA laws to understand and comply with environmental regulations, to understand how to reduce and track pollution, and how to most effectively use limited resources to address environmental responsibilities. Pollution prevention techniques aim to reduce the amount and/or toxicity of waste at the source (e.g., air emissions, liquid discharges, solid or hazardous waste).
- **Asthma:** The Asthma Program supports asthma interventions that improve self-management of the disease by increasing the number of people with asthma who take actions to reduce their exposures to environmental triggers. EPA has identified children and low income individuals as disproportionately impacted by asthma and put an emphasis on reaching these populations, as well as assisting with the training of healthcare professionals on asthma trigger management and the effectiveness of comprehensive asthma management programs. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a regional level.
- **Children's Environmental Health:** The Children's Environmental Health Program was launched at EPA New England in response to children's special vulnerability to environmental problems, and coordinates a campaign called "Children First" aimed at creating healthier environments in the places where children live, learn, and play -- at home, in schools, and outdoors.
- **Clean Energy:** Clean Energy is a top priority for EPA New England. The Region promotes energy efficiency and the expanded use of renewable energy. In support of the national ENERGY STAR program, EPA New England encourages businesses, organizations and communities to analyze energy consumption and take action to improve energy efficiency. In support of EPA's Climate Leaders program, the Green Power Partnership and the Combined Heat and Power Partnership EPA encourages stakeholders to increase their use of cleaner sources of energy. The New England

Community Energy Challenge encourages local municipalities to use ENERGY STAR tools and resources, assess the energy performance of municipal buildings, set a target to improve energy efficiency by 10% or more, and educate citizens, companies and organizations in the community about energy issues. Please visit www.epa.gov/region1/eco/energy for more information.

- **Pesticides:** The Pesticides Program supports work to protect agricultural workers, prevent pollution of ground water resources, protect endangered species, promote integrated pest management (IPM), and reduce risks from the use of pesticides by providing information to public interest groups, academia, agriculture sector, the regulated community, and the general public.
- **Tools for Schools:** The Tools for Schools Program concentrates on implementing a curriculum and resource tool nationwide to help school officials assess, resolve, and prevent indoor air quality problems and reduce exposure to asthma triggers in school facilities.
- **Toxics:** The Toxics Program regulates and provides oversight over a variety of different toxic chemicals (e.g. Lead, Mercury, PCBs, etc.) regulated under the Toxic Substances Control Act.
- **Tribal Compliance Assistance:** The Tribal Compliance Assistance Program works directly with the ten federally recognized tribes in New England to provide technical assistance in building and maintaining a strong infrastructure to protect water, land and air on tribal lands. Program focus areas include building tribal capacity to support compliance assistance, compliance monitoring and enforcement related to open dumps and solid waste management, schools, and public water systems.
- **Urban Environmental Program:** The Urban Environmental Program has worked since 1995 to facilitate partnership development with communities, government and other stakeholders to address environmental and public health problems including lead poisoning, asthma and indoor air quality, ambient air quality, open space and green space, vacant lots, environmental justice, and urban rivers and wetlands in targeted New England urban areas across Connecticut, Massachusetts, and Rhode Island.
- **Wetlands Protection:** EPA New England's Wetlands Protection Program is responsible for implementing efforts to protect wetlands and other aquatic resources in New England. The Program's principal responsibilities include administering the Agency's day-to-day regulatory duties under the Clean Water Act section 404 program; administering the Wetlands Program Development Grants to assist states, tribes, and local governments with developing and improving their wetland protection efforts; reviewing Environmental Assessments and Environmental Impact Statements for projects that would affect wetlands and other aquatic resources pursuant to the National Environmental Policy Act (NEPA); working with other federal agencies and the New England states to improve wetland protection programs; and, working with a variety of non-governmental organizations to advance wetland protection efforts, including wetland restoration and preservation.

The Healthy Communities Grant Program consists of activities authorized under one or more of the following EPA grant authorities listed under Clean Air Act, Section 103(b)(3); Clean Water Act, Section 104(b)(3); Safe Drinking Water Act, Section 1442(a) and (c); Federal Insecticide, Fungicide, and Rodenticide Act, Section 20; Solid Waste Disposal Act, Section 8001; Toxic Substances Control Act, Section 10; Marine Protection, Research, & Sanctuaries Act, Section 203; and Indian Environmental General Assistance Program Act. In general, these statutes authorize grants for research, investigations, experiments, training, demonstrations, surveys

and studies. Demonstrations generally must involve new or experimental technologies, methods, or approaches, where the results of the project will be disseminated so that others can benefit from the knowledge gained in the demonstration project.

The statutory authorities for this program restrict the use of assistance agreements to support the following activities: conducting or promoting the coordination and acceleration of research, investigations, experiments, training, demonstrations, surveys, and studies relating to the causes, effects (including health and welfare effects), extent, prevention, and elimination of water pollution. Demonstrations must involve new or experimental technologies, methods, or approaches, and it is encouraged that the results of these projects will be disseminated so that others can benefit from the knowledge gained. A project that is accomplished through the performance of routine, traditional, or established practices, or a project that is simply intended to carry out a task rather than transfer information or advance the state of knowledge, however worthwhile the project might be, is not considered a demonstration project. Implementation projects are not eligible for funding under this program.

In addition, note that asthma projects that may be funded under this solicitation are those that increase the number of people with asthma who take actions to reduce their exposure to environmental triggers (improved self-management of asthma). Projects should identify, disseminate and promote the use of existing or innovative education and outreach products and services with proven effectiveness. Healthy homes approaches should include interventions to reduce environmental triggers such as integrated pest management and reduction of indoor air pollutants (e.g. particulate matter, dust, mold, environmental tobacco smoke, etc.). While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g. medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.

To learn more about additional requirements for authorized activities, applicants are encouraged to attend a Healthy Communities Grant Program information session. Please see Section IV, H, Other Submission Requirements for details.

B. EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs

Linkage to EPA Strategic Plan: Under the Healthy Communities Grant Program, applicants will propose innovative approaches and other actions that may differ depending on the proposed projects. Overall projects must address one or more of the Target Investment Areas (Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas) and one or more of the Target Program Areas (Asthma, Capacity-Building on Environmental and Public Health Issues, Clean Energy, Healthy Indoor/Outdoor Environmental, Healthy Schools, and/or Urban Natural Resources and Open/Green Space). Please see below and Section III for further information.

Awards under the Healthy Communities Grant Program directly support progress towards EPA Strategic Plan Goal 4, Healthy Communities and Ecosystems, Objective 4.1 (Chemical, Organism and Pesticide Risks), 4.1.1 (Reduce Exposure to Toxic Pesticides), 4.1.3 (Reduce Chemical and Biological Risks), Objective 4.2 (Communities), Sub-objectives 4.2.1 (Sustain Community Health) and 4.2.2 (Restore Community Health through Collaborative Problem Solving).

Although activities and actions may differ depending on the project, proposed projects may also support additional areas of the EPA Strategic Plan including, but not limited to:

Goal 1 Clean Air and Global Climate Change, Objective 1.1 (Healthier Outdoor Air), Sub-objective 1.1.2 (Reduced Risk from Toxic Air Pollutants), and Objective 1.2. (Healthier Indoor Air); Goal 2 Clean and Safe Water, 2.1 (Protect Human Health), Sub-objective 2.1.1 (Water

Safe to Drink), Sub-objective 2.1.2 (Fish and Shellfish Safe to Eat), Sub-objective 2.1.3 (Water Safe For Swimming), Goal 3 Land Preservation and Restoration, Objective 3.1 (Preserve Land), Sub-objective 3.1.1 (Reduce Waste Generation and Increase Recycling); and Goal 5 Improve Compliance and Environmental Stewardship, Objective 5.1 (Improve Compliance), and Objective 5.2 (Improve Environmental Performance Through Pollution Prevention and Innovation), Sub-objective 5.2.2 (Prevent Pollution and Promote Environmental Stewardship by Business), and Objective 5.3 (Build Tribal Capacity).

Outcomes & Outputs:

Outputs refer to measurable quantitative or qualitative activities, efforts, deliverables, or work products that the applicant proposes to undertake during the project period. The anticipated outputs for Healthy Communities Grant Program cooperative agreements will vary from applicant to applicant, but will be identified as "Project Deliverables" in Attachment C of the full proposal. All applicants will be expected to clearly identify their outputs depending on the Target Program Area(s) selected by the applicant and achieve them during the proposed project period. Grant recipients will be required to submit quarterly status reports about their progress towards achieving outputs once the project is implemented.

The anticipated outputs for Healthy Communities projects will vary depending on the scope of the project and linkage to one or more Target Program Area(s). Anticipated outputs for potential projects are organized by Target Program Area below and may include, but are not limited to:

Asthma:

- Number of effective asthma management activities that have been implemented directly and/or promoted for implementation. The number of activities may be demonstrated by home and/or school interventions, technical assistance provided (e.g., seminars, meetings, workshops, trainings), and geographic areas reached.
- Number of people with asthma who take actions to reduce exposures to environmental triggers.
- Number of asthmatics, their caregivers and/or health care professionals trained on comprehensive asthma management. Training should include the environmental aspects of asthma management control and can adhere to the National Asthma Education Prevention Program (NAEPP) guidelines (<http://www.nhlbi.nih.gov/about/naepp/>). The comprehensive asthma management program can include a healthy homes approach.
- Number of new partnerships created with managed care organizations and health care payers to incorporate the environmental aspects of asthma into provider referral and reimbursement systems.

Capacity-building on Environment and Public Health Issues:

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Creation and implementation of effective education, outreach, demonstration, and/or training tools to reach target population.
- Developing and/or enhancing tribal laws, ordinances and/or codes on federally recognized tribal lands in New England.
- Developing and/or enhancing solid waste management programs on federally recognized tribal lands in New England as a result of education, outreach, demonstrations, training, surveys, and/or studies.
- Number of health and safety certifications and/or trainings delivered to tribal employees on federally recognized tribal lands in New England.

- Number of trainings delivered to tribal employees and/or tribal members related to waste management, potential hazards associated with schools, compliance assistance, and/or information on environment and/or public health issues on federally recognized tribal lands in New England.

Clean Energy:

- Number of individuals, communities or other stakeholders reached through education, outreach, demonstrations, trainings, surveys, and/or studies related to improving energy efficiency and the use of renewables.
- Creation of effective education, outreach demonstrations and/or training tools to reach target populations.
- Number of site visits or technical assistance efforts provided.
- Pounds of air pollution reduced.
- BTUs of energy conserved.
- Kilowatt hours of energy conserved.
- BTUs of energy produced from clean energy sources.
- Kilowatt hours of energy produced from clean energy sources.
- Dollars saved through energy conservation and efficiency.
- Buildings benchmarked using ENERGY STAR's Portfolio Manager tool.

Healthy Indoor/Outdoor Environments:

- Number of families, individuals, stakeholders or geographic area serviced to reduce indoor or ambient toxics.
- Identification of methods or techniques leading to a comprehensive healthy homes project which potentially reduces indoor or ambient toxins including, but not limited to, lead, pesticides, PCBs, dioxin, and/or mercury.

Healthy Schools:

- Number of schools, school teams, or other stakeholder groups to be trained and/or provided technical assistance to implement EPA's Indoor Air Quality Tools for Schools Program, EPA's Healthy School Environments Assessment Tool (Healthy SEAT), or other systemic approaches to managing the environmental responsibilities in a school.
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

Urban Natural Resources and Open/Green Space:

- Number of families, individuals or stakeholders reached through education, outreach, demonstrations, training, surveys and/or studies related to the causes, effects, extent, reduction, prevention or elimination of pollution in soil, water and/or air.
- Number of square feet or acres of restored and preserved wetlands/aquatic resources
- Linear feet of stream daylighted, restored, and otherwise enhanced/protected
- Number of square feet or acres of wetlands/aquatic resources enhanced by invasive/nuisance species removal
- Creation of effective education, outreach, demonstration, and/or training tools to reach target population.

Outcomes refer to the result, effect, or consequence that will occur from carrying out the activities or outputs of the project. Outcomes may be environmental, behavioral, health-related or programmatic, should be quantitative, and may not necessarily be achievable during the project period. Short-term outcomes include, but are not limited to: increased learning, knowledge, skills, attitudes, and motivation and must occur during the proposed project period. All of the awards under this announcement are expected to result in the general short term outcomes identified below.

The anticipated short-term outcomes listed below are expected to result in reducing environmental risks to protect and improve human health and the quality of life in order to create healthy communities and ecosystems related to Goal 4, Healthy Communities and Ecosystems in EPA's Strategic Plan. Anticipated short-term outcomes include, but are not limited to:

- Increased resources to benefit communities at risk Increased access, understanding, and reduction of environmental and human health risks.
- Increased collaboration through community-based projects.
- Improved institutional and community capacity to understand and solve environmental and human health problems.
- Measurable improvements in environmental and/or public health conditions (e.g. improvement in quality of life for asthmatics, including increased number of symptom-free days; reduction in use of rescue medications; reduction in number of missed school/work days; reduction in number of emergency room visits, and/or hospital readmissions related to asthma; or other quantifiable measures, reductions in the number of lead poisoned children, decreased use of pesticides, increase in acres of open/green space, pounds of crops grown using integrated pest management, or other appropriate measurement).

In addition, the projects may result in additional outcomes which will vary depending on the Target Program Area(s) identified by the applicant. Both the expected short-term outcomes identified above and any other expected outcomes must be defined in the Initial Project Summary, Section D of the Full Proposal Narrative (see Attachment B), and outlined on the Project Schedule (see Attachment C).

C. Target Investment Areas & Target Program Areas

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects must meet several criteria including: (1) Be located in and/or directly benefit one or more of the three Target Investment Areas described below; and (2) Identify how the proposed project will achieve measurable environmental and/or public health results in one or more of the six Target Program Areas described below. To learn more about the outputs and outcomes expected, please see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs.

The Healthy Communities Grant Program seeks to fund projects that are in and/or directly benefit one or more of the Target Investment Areas of: Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas in one or more of the EPA Region I States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont. Every proposal must clearly identify and explain how the project will link to one or more of the Target Investment Areas listed and described below.

Target Investment Areas: Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas

- Environmental Justice Areas of Potential Concern:** For the purposes of this grant program, "Environmental Justice Areas of Potential Concern" refers to communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in New England that face environmental and/or public health burdens in a defined geographic area. EPA New England is committed to promoting and supporting Environmental Justice which is the fair treatment and meaningful involvement of all people regardless of race, color, national origin, or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. Fair treatment means that no group of people, including any racial, ethnic, or

socioeconomic group, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal programs and policies. Meaningful Involvement means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will meaningfully involve and benefit communities, neighborhoods, or tribes that represent the lowest-income, most diverse populations in EPA Region I states that face environmental and/or public health burdens in a defined geographic area.

- b. Sensitive Populations:** For the purposes of this grant program, "Sensitive Populations" refers to populations including children, elderly, tribes, and/or others at increased risk that may be more susceptible to the effects of pollution. EPA's mission is to ensure that all Americans have a safe and healthy environment where we live, work, and play. However, health-based environmental standards are generally based on risks to healthy adult males, not sensitive populations. Children are more susceptible to the effects of pollution because pound-for-pound, they eat, drink and breathe more than adults and because their immune systems are not fully developed. Older Americans and those with chronic illness also face higher health risks due to their immune system vulnerability. Tribal members may be more susceptible to risks because of their subsistence fishing and hunting, poverty and exposure to many sources of environmental pollution. Other socioeconomic and cultural factors can also impact the environment and health of certain populations, such as rural areas with disproportionate asthma burdens. In order to qualify under this Target Investment Area, applicants must demonstrate that their project will directly involve and/or benefit the health of sensitive populations (e.g. children, elderly, tribes or others at increased risk) in EPA Region I states.
- c. Urban Areas:** For the purposes of this grant program, "Urban Areas" refers to a city or community in New England which has a population of at least 35,000 people according to 2000 Census data. Projects that benefit many urban areas across the EPA Region I states or in several different cities or states within EPA Region I are also eligible for consideration under this Target Investment Area. In order to qualify under this Target Investment Area, applicants must demonstrate that the project will be located in and benefit one or more of the following "Urban Areas":

Connecticut: Bridgeport, Bristol, Danbury, East Hartford, Enfield, Fairfield, Greenwich, Groton, Hamden, Hartford, Manchester, Meriden, Middletown, Milford, New Britain, New Haven, Norwalk, Norwich, Shelton, Southington, Stamford, Stratford, Torrington, Wallingford, Waterbury, West Hartford, and West Haven

Maine: Lewiston and Portland

Massachusetts: Arlington, Attleboro, Barnstable, Beverly, Billerica, Boston, Brockton, Brookline, Cambridge, Chelsea, Chicopee, Everett, Fall River, Fitchburg, Framingham, Haverhill, Holyoke, Lawrence, Leominster, Lowell, Lynn, Malden, Marlborough, Medford, Methuen, New Bedford, Newton, Peabody, Pittsfield, Plymouth, Quincy, Revere, Salem, Somerville, Springfield, Taunton, Waltham, Westfield, Weymouth, Woburn, and Worcester

New Hampshire: Concord, Manchester, and Nashua

Rhode Island: Cranston, East Providence, Pawtucket, Providence, Warwick, and Woonsocket

Vermont: Burlington

Target Program Areas: **Asthma, Capacity-Building on Environmental and Public Health Issues, Clean Energy, Healthy Indoor/Outdoor Environments, Healthy Schools, and/or Urban Natural Resources and Open/Green Space**

- a. **Asthma:** Projects that increase the number of people with asthma who take actions to reduce their exposure to environmental triggers (improved self-management of asthma). Projects should identify, disseminate and promote the use of existing or innovative education and outreach products and services with proven effectiveness. Projects can target geographic areas and various settings (e.g., communities, schools, homes/housing, etc.) and address indoor air quality issues. Healthy homes approaches should include interventions to reduce environmental triggers such as integrated pest management and reduction of indoor air pollutants (e.g. particulate matter, dust, mold, environmental tobacco smoke, etc. Applicants are encouraged to integrate environmental trigger avoidance into comprehensive asthma management programs, as recommended by the National Asthma Education Prevention Program (NAEPP) <http://www.nhlbi.nih.gov/about/naepp/>. Applicants are further encouraged to integrate comprehensive asthma management programs into holistic “Healthy Homes” approaches to environmental diseases as well as partnerships with managed care organizations and health care payers to incorporate the environmental aspects of asthma into provider referral and reimbursement systems. Additionally, collaboration among stakeholders is encouraged if it provides a means to reduce the burden of asthma on a state or regional level. While it is appropriate to place environmental trigger avoidance into the broader context of medical management in EPA-funded activities, where non-environmental asthma management (e.g., medical management) activities are proposed, applicants must be prepared to document alternative funding sources for such activities.
- b. **Capacity Building on Environmental and Public Health Issues:** Projects that increase regional, state, tribal, community, and neighborhood access to information, dialogue, collection and use of data (e.g. GIS mapping, risk evaluation, risk mitigation, collecting emissions data, etc.), and/or improve methods of risk characterization; organize and sponsor community training events, or other forums that increase citizen involvement in understanding or addressing environmental and public health issues (topics may include, but are not limited to: environmental justice, indoor/ambient air quality, lead, asthma, pesticides, transportation, urban rivers/wetlands, water quality, chemical risks, and/or energy); build new or strengthen existing coalitions to address Schools, States, or regional programs and one or more other environmental and public health issue(s) are encouraged. Research projects, surveys, trainings and/or studies that address tribal compliance assistance, tribal compliance monitoring, and/or tribal enforcement issues associated with waste management, schools and public water systems on federally recognized tribal lands in New England are also encouraged.
- c. **Clean Energy:** Projects that promote clean energy, through energy efficiency measures that reduce energy consumption, or through the generation of energy from renewable resources, including solar, wind, biomass, and geothermal sources are priorities for EPA. Priority sectors for energy efficiency and renewables include municipalities,

schools, and colleges and universities. Municipal projects should focus on reducing energy consumption within municipal buildings, including offices, schools and wastewater treatment plants. In general, these projects should focus on more efficient use of energy, and water, as well as the potential use of renewable energy to supply electricity or heat to a facility in place of power provided by the local utility. Proposed projects in this Target Program Area require a 5% match. Please see Section III B, Matching for additional information.

- d. **Healthy Indoor/Outdoor Environments:** Projects that focus on reducing and/or preventing childhood lead poisoning, reducing asthma triggers, promoting integrated pest management; reducing childhood exposure to one or more toxins (PCBs, dioxin, mercury, lead, pesticides, etc.) and promoting comprehensive healthy homes and other indoor environments are encouraged. Projects that reduce indoor or ambient air toxics in a city, community or county, including those to create and implement risk management plans, conduct risk screening, build technical training capacity to help reduce community exposure to indoor and or outdoor air toxics are also encouraged under this category.
- e. **Healthy Schools:** Projects that train K-12 school teams to implement EPA's Indoor Air Quality Tools for Schools program (<http://www.epa.gov/iaq/schools/tooklit.html>) through state-wide, regional, or local workshops; develop or support a systems approach to improving environmental conditions in schools which would include developing a school district wide IAQ management system analogous to TfS; train K-12 school teams to address asthma triggers, deploy integrated pest management techniques particularly in urban areas and/or tribal schools (www.epa.gov/iaq/schools/asthma); or efforts which combine several project areas described in this grant solicitation are encouraged. For more information on creating healthy school environments, please visit www.epa.gov/schools.
- f. **Urban Natural Resources and Open/Green Space:** Projects that focus on restoring damaged, filled, or otherwise degraded wetlands and other aquatic resources, along with restoration and preservation of adjoining buffer areas to provide adequate protection for restored resources; stream bank restoration, repair/replacement of under-sized/damaged culverts, and "daylighting" culverted streams; removal of invasive/nuisance species from wetlands and other aquatic resource areas; train and educate the general public on ways to identify, prevent and/or reduce or eliminate toxic substances and contamination on vacant lots and open/green space; train and educate the general public or other community stakeholders on the causes, effects, extent, reduction, prevention and/or elimination of pollution in urban rivers and other urban natural resources; train and educate groups of urban community stakeholders on methods to identify, reduce, prevent or eliminate exposures to pollution in soil, air or water; train groups, community/neighborhood stakeholders, and/or residents in holistic and comprehensive approaches for promoting pollution prevention efforts in a sustainable manner that improves, protects and/or enhances the ecological health of urban natural resources.

SECTION II. AWARD INFORMATION

Proposals may be submitted for amounts ranging from \$5,000 - \$35,000 for one to two year project periods starting October 1, 2009. Although the project period can last up to two years, the total amount requested for federal resources cannot exceed \$35,000. Proposals requesting more than \$35,000 in total funding will not be evaluated. This grant program allows a match of up to 5% of the total budget as part of their proposal, but it is not required. The only exception is Clean Energy projects which are required to provide a 5% match. Any voluntary match will

not be considered as part of the evaluation and selection process used to make award decisions. Please see Section III, B, Matching for additional information.

This grant program is intended to provide seed funding to inspire and leverage broader investment to create healthy communities in Target Investment Areas in Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The Healthy Communities Grant Program anticipates awarding approximately 10-20 cooperative agreements in 2009.

The funding for selected projects will be in the form of a cooperative agreement. A cooperative agreement is an assistance agreement that is used when there is substantial federal involvement with the recipient during the performance of an activity or project. EPA will award cooperative agreements for those projects in which it expects to have substantial technical interaction with the recipient throughout the performance of the project. For such projects, EPA may review and approve project phases, review and approve proposed subgrants and contracts, collaborate with the recipient on the scope of work and mode of operation of the project, closely monitor the recipient's performance, approve any proposed changes to work plan and/or budget, approve qualifications of key personnel, and review and comment on reports prepared under the assistance agreement.

Funding for these projects is not guaranteed and all awards are subject to the availability of funds and the evaluation of proposals based on the criteria in this announcement. EPA New England reserves the right to reject all proposals and make no awards under this announcement or in appropriate circumstances to partially fund proposals by funding discrete activities, portions, or phases of proposed projects based on available funds. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal or portion thereof, was evaluated and selected for award, and therefore maintains the integrity to the competition and selection process. EPA also reserves the right to make additional awards under this announcement, consistent with Agency policy and without further competition, if additional funding becomes available after the original award selections are made. Any additional selections for awards will be made no later than six months after the original selection decisions.

SECTION III. ELIGIBILITY INFORMATION

A. Eligible Applicants

In accordance with CFDA 66.110, eligible applicants for awards under this announcement include State and Local governments, public nonprofit institutions/organizations, private nonprofit institutions/organizations, quasi-public nonprofit institutions/organizations, Federally Recognized Indian Tribal Governments, K-12 schools or school districts; and nonprofit organizations (e.g. grassroots and/or community-based organizations). Funding will be considered for a college or university to support a project with substantial community and/or tribal involvement. Private businesses, federal agencies, and individuals are not eligible to be grant recipients. However, they are encouraged to work in partnership with eligible applicants on projects. Applicants need not be physically located within the boundaries of EPA Region I to be eligible to apply for funding, but all proposed projects must affect and benefit one or more of the States, Tribes, and/or Territories within the EPA Region I States of Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and/or Vermont.

Non-Profit Status: Applicants are not required to have a formal Internal Revenue Service (IRS) non-profit designation, such as 501(c)(3) or 501(c)(4); however they must present their letter of incorporation or other documentation demonstrating their non-profit or not-for-profit status at the time of the full proposal submission. This requirement does not apply to public agencies or federally-recognized Indian tribes. Failure to enclose the letter of incorporation or other documentation demonstrating non-profit or not-for-profit status will render full proposal submissions incomplete and they will not be reviewed. Applicants who do have an IRS

501(c)(4) designation are not eligible for grants if they engage in lobbying, no matter what the source of funding for the lobbying activities. No recipient may use grant funds for lobbying to influence state or federal legislation. For additional detail, see 2 CFR Part 230, Cost Principles for Non-Profit Organizations, Appendix B (OMB Circular A-122). For-profit enterprises are not eligible to receive sub-grants from eligible recipients, although they may receive contracts, subject to EPA's regulations on procurement under assistance agreements, 40 Code of Federal Regulations (CFR) 30.40 (for non-governmental recipients) and 40 CFR 31.36 (for governments).

B. Matching

The grant program allows a match of up to 5% of the total budget as part of their proposal, but it is not required. The only exception is Clean Energy projects which are required to provide a 5% match. Any voluntary match will not be considered as part of the evaluation and selection process used to make award decisions.

In-Kind Contributions: In-kind match is a non-cash contribution to a project such as volunteered services and donated supplies (e.g. use of equipment, office/meeting space, printing). These "in-kind contributions" can be counted toward the demonstration of strong partnerships by providing resource support. Volunteered services may include a bookkeeper's maintenance of a group's financial records and preparation of required financial reports or an auditor's review of a group's financial records. Applicants must place a reasonable monetary value on in-kind contributions and include them in the budget. Applicants must be prepared to document in-kind contributions should the organization be awarded a grant. Rates for volunteer services must be consistent with the local community for similar services. EPA can provide funds only for project costs that are allowable under EPA statutory authority. Similarly, the funds that serve as a match toward the project can be counted as such only if they are for costs that EPA can fund. If a project is funded, applicants and all identified match funding is subject to audit to ensure that all costs are appropriate. If costs are ineligible or the grantee cannot properly document match dollars, the grantee will be liable for the disallowed costs.

C. Other Eligibility Criteria

In order to qualify as eligible projects under the Healthy Communities Grant Program, proposed projects from eligible applicants must meet several criteria including: (1) Be located in and/or directly benefit one or more of the three Target Investment Areas; and (2) Identify how the proposed project will achieve measurable environmental and public health results in one or more of the six Target Program Areas. Please see Section I, C, Target Investment Areas & Target Program Areas for additional information.

The Initial Project Summaries and Full Proposal submissions described in Section IV must substantially comply with the submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the initial and full proposal, pages in excess of the page limitation will not be reviewed. Proposals requesting more than \$35,000 in total funding will not be reviewed.

In addition, the Initial Project Summaries and Full Proposals must be received by the EPA or postmarked, as specified in Section IV of this announcement, on or before the proposal submission deadlines published in Section IV of this announcement. Applicants are responsible for ensuring that their proposals reach the designated person/office specified in Section IV of the announcement by the submission deadline.

Proposals received or postmarked after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. Applicants should confirm receipt of their proposal as soon as possible after the submission deadline – failure to do so may result in your proposal not being reviewed. For hard copy submissions, where Section IV requires proposal

receipt by a particular person by the submission deadline, receipt by an agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Jennifer Padula (617-918-1698) as soon as possible after the submission deadline. Failure to do so may result in your proposal not being reviewed.

Funds for all awarded projects must support research, investigations, experiments, trainings, demonstrations, surveys and/or studies related to restoring or revitalizing the environment; provide education, outreach, training; or organize/conduct community planning activities in the Target Program Areas defined in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs. Funds may be used to complement construction or medical treatment programs. For example, educational outreach to parents of children at risk for lead poisoning that encourages lead screening can be funded, but blood lead screening itself cannot be funded. In addition, funds are available for community planning, workshop design, and organizing activities that achieve some element of restoration or revitalization of an environmental asset, such as contaminated land, wetlands or wilds, or a riparian area. Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Please see Section IV, E, Application and Submission Information, Funding Restrictions for further information.

Applicants that do not comply with the statutory authority requirements of this announcement will be considered ineligible and will not be reviewed. Please see Section I, A, Program Description for further information.

Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

SECTION IV. APPLICATION AND SUBMISSION INFORMATION

The Healthy Communities Grant Program has a two step process for submitting and evaluating proposals. This announcement requires the submission of an Initial Project Summary as a first step; then applicants with the highest quality initial proposals will be invited to submit full proposals for consideration. Further instructions are below.

A. Address to Request Application Package

To request a copy of the Healthy Communities Grant Program Application Guidance, please contact Jennifer Padula, Healthy Communities Grant Program, US EPA New England, One Congress Street, Suite 1100 (CSP), Boston, MA 02114-2023, by e-mail at Padula.Jennifer@epa.gov or by phone at 617-918-1698.

B. Content and Form of Application Submission

I. Initial Project Summary

The Initial Project Summary must describe your project, how it will address one or more of the Target Investment Area(s) and how it will address one or more of the Target Program Area(s). Please see Section I, C, Target Investment Areas & Target Program Areas for a description of the Target Investment Areas and Target Program Areas. In your submission, please identify your project goals and how you will meet them. Also, please identify the expected measurable environmental and/or public health results or improvements from your proposed project including, but not limited to, how you expect to achieve the expected project outcomes and outputs (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information). Please make sure to address the initial proposal evaluation factors set forth in Section V. Applicants must include all the information in the Initial Project Summary Format in Attachment A. The Initial Project Summary submitted must not exceed two single-

spaced pages in length and use no less than .75 inch margins and no smaller than 10 point font. Please see Section IV, C, Submission Methods, Dates and Times for additional requirements.

2. Full Proposal Package

If your Initial Project Summary is selected for further consideration, you will be invited to submit a full proposal package. EPA New England plans to notify applicants that are invited to submit a full proposal package on or around May 22, 2009. Below please find the instructions for submitting a full proposal package in the event you are invited to submit a full proposal.

The full proposal package must include the following elements:

- (1) Completed Application Forms (will be supplied to finalists.)
- (2) Initial Project Summary with revisions, if any (see Attachment A)
- (3) Five single-spaced page Proposal Narrative (see Attachment B and described below)
- (4) Healthy Communities Grant Program Project Schedule (see Attachment C)
- (5) Budget Detail Sheet with match information, if any (see Attachment D)
- (6) Documentation demonstrating non-profit or not-for-profit status, if applicable
- (7) Resumes of up to three key project staff
- (8) Letters of Commitment from all project partners (if the project involves partners)
- (9) Environmental Results, Past Performance & Programmatic Capability Information (see description below for more information)

EPA New England does not allow covers, binders, or folders to be used for full proposal packages. Please submit the full proposal package on 8 ½ by 11 inch recycled paper, ideally double-sided. Please use no smaller than 10 point font type, set page margins to no smaller than .75 inches all around and please do not staple pages within the proposal together. Send the original and (4) four copies of the completed full proposal package to: Jennifer Padula, Healthy Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CSP), Boston, MA 02114-2023.

The Application for Federal Assistance (Standard Form 424) is one of several official forms required for the Full Proposal submissions. Please complete Part 10 of the form, "Catalogue of Federal Domestic Assistance Number" with the following information: 66.110 Healthy Communities Grant Program. Applicants are required to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when submitting a full grant application for consideration. Organizations can obtain a DUNS number at (866)705-5711 or <http://www.dnb.com>.

Proposal Narrative: Please see the Full Proposal Narrative outline in Attachment B for the required format. The narrative for the full proposal is limited to five single-spaced pages. The narrative section of the full proposal package must follow the format outlined in Attachment B, answer the questions listed, and address all of the full proposal evaluation factors identified in Section V. A copy of your Initial Project Summary (with revisions, if applicable), detailed schedule, detailed budget (see Attachments A, C, and D) and information describing Environmental Results & Past Performance must also be submitted for each proposal; these are not considered part of the five page limitation for the proposal narrative.

Proof of Non-Profit Status: All non-profit applicants, except public agencies, municipalities, and Federally-recognized Tribes, must attach documentation demonstrating non-profit status or articles of incorporation. Full proposal package submissions without this documentation will not be considered. For more information please read Section III, A, Eligible Applicants.

Commitment Letters: Letters of commitment from all partners collaborating on the project and/or contributing any matching funds (cash or in-kind) to the project must be submitted with your full proposal package, not sent separately. Letters must be submitted on letterhead (if applicable), signed by the project partner, and include the partner's telephone number and

address. The commitment letters should be addressed to the applicant and be submitted as part of the full proposal package. Commitment letters sent directly to EPA New England will not be accepted. Commitment letters must specify the nature of the match, if any, (cash or in-kind services) and must describe the role of the project partner in the project. If the partner is providing matching funds, the organization providing the match must be able to certify that the funds will be available during the project period. Proposals for projects that have listed partners but do not include commitment letters from every listed project partner will face a reduction in score during the evaluation process. Please do not send letters of general support from others not directly involved in the project; they will not be considered during the evaluation and review process.

Environmental Results, Past Performance and Programmatic Capability Information:

These issues will be evaluated under Criteria 1 and 2 of Section V. All applicants should clearly describe their programmatic and fiscal capacity to manage the proposed project and their past performance. If you do not have such information or have not received EPA or other federal agency assistance agreements within the last two years, you must specify this in the proposal narrative. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may consider 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).

Programmatic Capability refers to the applicants' ability to successfully perform the proposed project. To demonstrate programmatic capability, describe (i) the organizational and administrative systems (e.g., accounting programs) that you have in place that will be used to appropriately manage, expend, and account for Federal funds (ii) how you plan to effectively manage and successfully complete this proposed project, including your plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, and (iii) whether and how you have successfully managed these projects in the past. If you have been a recipient of an EPA and/or other Federal grant/cooperative agreement similar in size, scopes, and relevance to the proposed project within the last two years, please indicate your past performance in meeting reporting requirements (e.g. progress reports), including the name of the Project Officer overseeing the grant/cooperative agreement and the assistance agreement number associated with the project(s).

For the Environmental Results & Past Performance Information, submit a list of EPA and/or other Federal grant/cooperative agreement similar in size, scopes, and relevance to the proposed project that your organization performed within the last two years. Please include the assistance agreement number, title of the project, the amount of funding, funding agency or organization, and point-of contact. Provide a description of how you have documented and/or reported on progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you did not make any progress towards achieving the expected results, describe whether you have documentation and/or reports satisfactorily explaining why.

Applicants who indicate no relevant or available past performance and/or past reporting information will receive a neutral score for those elements.

C. Submission Methods, Dates and Times

I. Initial Project Summary: There are three ways an applicant may submit their Initial Project Summary (facsimile, e-mail, or mail). Only one form of submission is required, but the deadlines identified below must be met. Initial Project Summaries that are sent via facsimile [(617) 918-0698] or e-mailed to Padula.Jennifer@epa.gov must be received before midnight, E.S.T. on May 8, 2009. Please note that if you choose to submit your materials via email, you are accepting all risks attendant to email submission including server delays. Initial Project

Summaries that are mailed must be postmarked by midnight, E.S.T., on May 8, 2009. Please see Section VII, Agency Contact, for mailing address and complete contact information.

2. Full Proposal Submission: If your Initial Project Summary is selected for further consideration, the full proposal package, as described above, must be postmarked by no later than midnight, E.S.T. on June 30, 2009. Electronic submissions will not be accepted for full proposals. Please send the original and (4) four copies of the completed full proposal package to: Jennifer Padula, Healthy Communities Grants Program, U.S. EPA New England, One Congress Street, Suite 1100 (CSP), Boston, MA 02114-2023.

D. Intergovernmental Review

Intergovernmental Review does not apply to the Initial Project Summary, but does apply to full proposal packages. Please check with your state's Single Point of Contact (<http://www.whitehouse.gov/omb/grants/spoc.html>) to determine which requirements, if any, apply to your full proposal package. Applicants from Rhode Island, Maine, and New Hampshire are encouraged to apply to their State Clearinghouse for a 30 day Intergovernmental Clearinghouse review process on or near the date of the full proposal submission. EPA will not make an award without the Intergovernmental Clearinghouse approval.

E. Funding Restrictions

Federal assistance funds may not be used for (1) lobbying or influencing legislation before Congress or state legislatures; (2) partisan or political advocacy purposes; (3) an activity whose objective could affect or influence the outcome of an EPA regulatory proceeding; or (4) solicitation of private funds. Even though a proposal may involve an eligible applicant, eligible activity, and eligible purpose, grant funds cannot necessarily pay for all of the costs which the recipient might incur in the course of carrying out the project. For example, allowable costs are determined by reference to the EPA regulations cited in the table below and to OMB Circulars A-122, "Cost Principles for Non-profit Organizations" (2 CFR Part 230), and A-21 "Cost Principles for Education Institutions" (2 CFR Part 220), and A-87 "Cost Principles for State, Local, and Indian Tribal Governments" (2 CFR Part 225). Generally, costs that are allowable include salaries, equipment, supplies, travel to meetings, training, and rental of office space, as long as these are "necessary and reasonable." Entertainment is an example of a generally unallowable cost.

F. Contracts and Subawards

The Healthy Communities Grant Program strongly encourages, but does not require, partnerships. Full proposals will be evaluated on the extent and quality to which the applicant will be partnering with other stakeholders including local government, tribal government, the private sector, academia, medical establishments or any other partners as appropriate. Commitment letters from all project partners will be reviewed as part of the evaluation process. Proposal packages for projects that have listed partners but do not include commitment letters from every listed partner will face a reduction in score during the full proposal evaluation process. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. Please see Section V, Application Review Information, Evaluation Criteria, Criterion Three: Community Involvement & Effective Partnerships for additional information.

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. 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.

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.

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 if the applicant demonstrates in the proposal 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 if the applicant demonstrates in its proposal 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.

G. Confidential Business Information

Applicants should be aware that proposals/applications submitted under this announcement are subject to the Freedom of Information Act (FOIA). In accordance with 40 CFR 2.203, applicants may claim all or a portion of the proposal/application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If

no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

H. Other Submission Requirements

In order to answer applicant questions, the Healthy Communities Grant Program will sponsor six telephone conference calls to address questions before the Initial Project Summary is due. The informational sessions are optional, but RSVPs are required. After submitting your RSVP, you will receive instructions on how to participate in the conference calls. The informational sessions for the Initial Summary Outlines are scheduled for April 15, 23, and 29, 2009 with two sessions per day (9:00 am - 11:00 am and 1:00 pm - 3:00 pm). Please see Attachment E of this grant guidance for more details and registration information for the conference calls.

After finalists are selected, the Healthy Communities Grant Program will host additional informational sessions for finalists on June 11 and 16, 2009. Final question and answer calls will also be hosted during the days leading up to the submission deadline. Additional details on these information sessions for finalists will be provided in letter form after May 22, 2009.

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 applications/proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

SECTION V. APPLICATION REVIEW INFORMATION

A. Evaluation Criteria

Initial Project Summaries and full proposal packages will be evaluated based on the criteria described below.

1. CRITERIA FOR INITIAL PROPOSALS: Initial Project Summaries that are deemed eligible based on the information in Section III, Eligibility Information, will be evaluated based on two criteria:

- a) The extent and quality to which the applicant identifies and describes the project linkage with a Target Investment Area and Target Program Area, the problem to be addressed, the project overview (which includes the tasks and deliverables needed to meet project goals) and the target audience that will be serviced by the project; and
- b) The extent and quality to which the applicant identifies how it will measure the environmental and/or public health results expected to be achieved from the proposed project related to one or more of the Target Program Area(s), and the organization's qualifications to complete the project.

These criteria will be weighted equally in the evaluation of the Initial Project Summaries.

2. CRITERIA FOR FULL PROPOSALS: Based on the evaluation of the Initial Project Summaries, applicants with the highest quality initial proposals will be invited to submit full proposal packages for consideration. Full proposal packages will be evaluated against the selection criteria outlined below.

CRITERION ONE: Healthy Communities (30 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which the proposal addresses one or more of the Target Program Areas; will directly benefit one or more of the Target Investment Areas; and the extent and quality to which the applicant demonstrates the programmatic capability to manage the proposed project. All project proposals must address and will be evaluated on the following three questions:

- How will this project address one or more Target Program Area(s) and one or more Target Investment Area(s)? (10 points)
- What will the proposed project do to address the problem(s) identified? (10 points)
- Does the applicant demonstrate programmatic capability to successfully perform and manage the proposed Healthy Communities Project? (10 points)

Under the third question listed above, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's: (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 2 years, (ii) history of meeting reporting requirements 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 performed within the last 3 years and submitting acceptable final technical reports under those agreements, (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. When evaluating applicants under this criterion, the Agency will consider the information provided by the applicant in its full proposal and attachments 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).

Please review Section I, C, Target Investment Areas & Target Program Areas for detailed descriptions.

CRITERION TWO: Measurable Results (30 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which the proposal measures both quantitative and qualitative results including, but not limited to, expected outputs and outcomes identified in Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs, and how well the applicant describes its ability to report on results under any prior federally-funded agreements funded in the last two years and relevance to the proposed project. All project proposals must address and will be evaluated on the following four questions:

- What are the measurable and achievable short-term results (including, but not limited to the outputs and outcomes referenced in Section 1) that will be achieved? (10 points)
- How do you plan to measure your progress in achieving the expected results (including, but not limited to, the outputs and outcomes referenced in Section 1) and how will your approach use resources effectively and efficiently? (5 points)

- How well did you document and/or report on your progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last two years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. For additional information, please see Section IV, B, Environmental Results, Past Performance & Programmatic Capability. (5 points)
- How will you ensure that data and information is usable, accessible to the public, or is shared with appropriate stakeholders (e.g. local government, residents, etc.)? (10 points)

Under the third question listed above, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants that clearly document that they have not received federal agency assistance (grants or cooperative agreements) within the last two years will not be evaluated on the third question above and the second question will increase in value to 10 points.

Please review Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs carefully in order to ensure that your proposal adequately addresses each Target Program Area(s) outcomes and outputs.

CRITERION THREE: Community Involvement & Effective Partnerships (20 points)
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Under this criterion, full proposal packages will be evaluated based on the extent and quality to which there is demonstrated community involvement in the proposed project and that the applicant will develop or has in place an effective partnership with other local stakeholders to ensure collaboration and project success. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. All project proposals must address and will be evaluated on the following three questions:

- How do you and your partners represent those in the community who have an interest in or will be affected by the project? (6 points)
- What methods will be used for community involvement to assure that all affected by the project are provided the opportunity to participate? (7 points)
- What will your partners be responsible for as part of your proposal and what commitments have they made to ensure the project's success (e.g. staff time, in-kind resources, letters of commitment, or any matching funding)? If there are no project partners, will you be able to fulfill project requirements? (7 points)

In evaluating applicants under the first and second questions in this criterion, EPA will review the quality and extent to which the identified Target Investment Area(s) communities (e.g. Environmental Justice Area of Potential Concern, Sensitive Populations, and/or Urban Areas) will be principally involved in the development and management of the project and that the applicant clearly demonstrates that the project includes specific ways to involve and empower the community to be active in addressing the project goals. In evaluating applicants under the third question in this criterion, EPA will review how the applicant is partnering with other local stakeholders including local government, the private sector, medical establishments, or any others. Commitment letters from all project partners will be reviewed as part of the evaluation process. Proposal packages for projects that have listed partners but do not include commitment letters from every listed partner will face a reduction in score during the evaluation process. If there are no project partners, the applicant must clearly describe why the organization can fulfill the project requirements on its own. Please do not send letters of

general support from any organization or individual not directly involved in the project; they will not be considered during the evaluation and review process.

Please review Section I, C, Target Investment Areas & Target Program Areas and Section IV, B, 2, Commitment Letters for additional information.

CRITERION FOUR: Critical Need & Sustainability (10 points)

Under this criterion, full proposal packages will be evaluated based on the extent and quality to which funding is a critical resource to start or maintain a program or project that the organization will sustain or continue work beyond the EPA grant period. All project proposals must address and will be evaluated on the following two questions:

- What is the long-term commitment to the project, and what long term results are anticipated? (6 Points)
- How critical is this funding to the success of the project proposal? (4 Points)

CRITERION FIVE: Evaluation (10 points)

Under this criterion, full proposals will be evaluated based on the extent and quality to which the proposed project includes an evaluation component that demonstrates the effectiveness of the proposed project goals and results. All project proposals will be evaluated on the following two questions:

- How will needed changes to the project be identified and incorporated in an ongoing basis? (5 Points)
- After the project is completed, how will these results be evaluated to demonstrate how your goals were met and lessons learned? (5 Points)

B. Review and Selection Process

EPA New England employees across contributing programs will review and evaluate both Initial Project Summaries and full proposal packages. Initial Project Summaries that pass the threshold eligibility review (see Section III, Eligibility Information) will then be evaluated and scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V, A, 1, Criteria for Initial Proposals. The full body of reviewers will meet and applicants with the highest quality initial proposals will be invited to submit full proposal packages for consideration.

Full proposal packages are scored based on the extent and quality to which they address the applicable evaluation criteria listed above in Section V, A, 2, Criteria for Full Proposals. After the reviewers submit their scores, an average score, range of scores, and normalized score will be produced for each proposal and then it will be ranked accordingly. The full body of reviewers then meets to discuss the data and address scoring disparities. The lowest ranked proposals are then eliminated from further consideration. Among the remaining proposals, Program leads from each of the EPA contributing programs review a combination of ranking scores and other factors including funding availability, geographic balance, and range of project types to create a final package of proposals recommended for funding. The final recommendations are made to the Selection Official who makes the final funding decisions and approves all awarded projects.

Please note that this is a very competitive grant program, and limited funding is available for qualified projects. EPA New England expects to receive many grant proposals, and it will not be

possible to fund all proposals received. EPA New England reserves the right to reject all proposals and make no grant awards under this announcement.

C. Anticipated Announcement and Award Dates

March 27, 2009	Healthy Communities Application Guidance is released.
March 27, 2009 – May 8, 2009	Eligible grant recipients develop and complete their Initial Project Summaries
April 15, 23, and 29, 2009	Healthy Communities Grant Program hosts Information Sessions via conference call. The conference call is open to all applicants to discuss the grant program. See Attachment E to RSVP for conference calls.
May 8, 2009	Initial Project Summary submissions must be postmarked by midnight, E.S.T. on this date and mailed to Jennifer Padula, Healthy Communities Grant Program, EPA New England, 1 Congress Street, Suite 1100 (CSP), Boston, MA 02114-2023, received via facsimile at 617-918-0698, or by email at Padula.Jennifer@epa.gov. Only <u>one</u> form of submission is required to meet the deadline.
May 11 – May 20, 2009	Initial Project Summary submissions are evaluated.
May 22, 2009	Selected finalists will be notified via telephone and invited to submit a full proposal. Formal letters will be sent to all applicants to notify them of the status of their Initial Project Summary submissions.
May 22, 2009 - June 30, 2009	Finalists develop and complete their full proposals.
June 24 - 25, 2009	Information sessions will be hosted for finalists. The locations of the sessions will be determined after finalists are notified and more details will be provided to finalists in their notification letter.
June 30, 2009	Full proposal packages must be postmarked by midnight, E.S.T. this on this date. Electronic submissions will not be accepted.
June 30 – July 17, 2009	Full proposal packages are reviewed and evaluated.
July 24, 2009	Applicants will be contacted via telephone if their proposal is being considered for funding. Some applicants may be asked to make minor revisions to their proposed project work plans. Formal letters will be sent to all applicants to notify them of the status of their submissions.
October 2009	EPA New England expects to formally announce 2009 Healthy Communities Grant Program Recipients.

SECTION VI. AWARD ADMINISTRATION INFORMATION

A. Award Notices

Once proposals have been recommended for funding, EPA New England staff will notify finalists and request any additional information necessary to complete the award process. The finalists will be required to complete a set of government application forms before receiving a grant. The

federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. Reporting

All recipients must attend an information session for new grantees; submit quarterly reports and a final report for EPA Project Officer approval. Should a grant project involve the collection of environmental data, a Quality Assurance Project Plan (QAPP) will be required to be written, reviewed, and approved by EPA before the data collection can begin. If you have questions regarding QAPP requirements, please contact Nora Conlon of EPA New England at Conlon.Nora@epa.gov. Specific reporting requirements (e.g. Final Technical Report and Financial Status Report) will be described in the award agreement. EPA will collect, evaluate, and disseminate grantee's final reports to serve as model programs. For further information about the contributing programs for the Healthy Communities Grant Program, please visit EPA New England's website at www.epa.gov/region01.

C. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3630 (January 26, 2005) which can be found at <http://www.epa.gov/ogd/competition/resolution.htm>. Copies of these procedures may also be requested by contacting the agency contact found in Section VII, Agency Contact.

D. Non-profit Administrative Capability

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

E. Exchange Network

EPA, states, territories, and tribes are working together to develop the National Environmental Information Exchange Network, a secure, Internet- and standards-based way to support electronic data reporting, sharing, and integration of both regulatory and non-regulatory environmental data. States, tribes and territories exchanging data with each other or with EPA, should make the Exchange Network and the Agency's connection to it, the Central Data Exchange (CDX), the standard way they exchange data and should phase out any legacy methods they have been using. More information on the Exchange Network is available at www.exchangenetwork.net.

F. Disproportionate Environmental Impacts

EPA New England will implement this program consistent with the principles of Executive Order 12898, "Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations" (February 11, 1994). Projects funded must ensure that no one is subjected to unjust or disproportionate environmental impacts, and that existing problems are not shifted from one area to another.

G. Data Access and Information Release

The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that are (i) first produced in a project that is supported in whole or in part with Federal funds and (ii) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If

such data are requested by the public, the EPA must ask for it, and the grantee must submit it, in accordance with A-110 and EPA regulations at 40 C.F.R. 30.36.

SECTION VII. AGENCY CONTACT

For all questions and inquiries regarding the Healthy Communities Grant Program, please contact:

Jennifer Padula	Phone:	617-918-1698
EPA New England	Fax:	617-918-0698
1 Congress Street, Suite 1100 (CSP)	E-mail:	Padula.Jennifer@epa.gov
Boston, MA 02114-2023		

SECTION VIII. OTHER INFORMATION

The following are examples of the types of projects EPA may consider for funding under this grant program. These examples are organized by Target Program Area and are not intended to limit proposal ideas, nor establish a preference for certain types of projects.

Asthma and/or Healthy Indoor/Outdoor Environments Target Program Area

- Improve asthma self-management through education regarding the avoidance of environmental triggers and/or education regarding the comprehensive healthy homes intervention program for high risk populations in collaboration with appropriate stakeholders.
- Train health care professionals and health service workers on comprehensive asthma management that integrates clinical and environmental factors according to professional guidelines (e.g., NAEPP guidelines).
- Facilitate productive dialogue among the New England states, Tribal Nations and non profits to decrease asthma incidence in high risk areas and to promote healthier homes and schools.
- Partnerships with managed care organizations and health care to incorporate environmental aspects of asthma management into provider referral and reimbursement systems.
- Develop a program to reduce children's exposure to environmental tobacco smoke in homes and cars.

Capacity Building on Environment and Public Health Issues

- Conduct outreach and education activities that result in better outcomes, improved health, or lead to a reduction in the use of toxic chemicals in areas where children spend their time (home and/or school) and reduce childhood exposure to harmful chemicals (e.g. pesticides, toxic cleaning agents, hazardous chemicals used to teach art, science or vocational classroom).
- Develop and implement an education campaign for local urban residents and/or target populations on multiple exposure pathways for environmental and public health hazards (e.g. activity-based, media-based, or place-based).
- Conduct an education and outreach campaign in a low-income, diverse neighborhood on chemical use or exposure, vehicle idling, ambient air quality, and/or comprehensive asthma trigger reduction.
- Educate key groups, such as nurses, outreach workers, and community leaders on environmental exposures and reduction actions and incorporate the learning into their work with clients.
- Create an inventory of improperly abandoned solid waste materials on tribal lands (e.g. abandoned vehicles, white goods, construction debris, tires, etc.) and create education and outreach materials to identify proper disposal techniques to reduce volume of illegally disposed materials.

- Create, translate and disseminate 2,000 copies of an education and outreach publication which provides assistance, resources and insight into environment and public health issues on tribal lands.
- Organize and conduct training for tribal personnel and/or tribal members on environment and public health issues including, but not limited to health and safety, lead, solid waste, compliance assistance, and other topics.
- Conduct an inventory of chemical risks facing a vulnerable population (e.g. tribes, children, elderly, and/or others at increased risk) and communicate information on safety and risk reduction methods to key stakeholders including state and/or local preparedness officials.
- Design and deliver an education and/or outreach campaign to boat owners, operators, and/or marinas to increase compliance assistance in a targeted geographic area(s) with vulnerable populations (e.g. tribes, children, elderly, and/or others at increased risk) to improve water quality and ensure safe and proper disposal of hazardous and/or solid wastes.

Clean Energy

- Assist local communities in efforts to assess energy performance using ENERGY STAR Portfolio Manager.
- Assist schools in efforts to assess energy performance using ENERGY STAR Portfolio Manager.
- Provide training to local communities on strategies to improve energy efficiency and resources and tools available to help communities with these strategies
- Develop energy efficiency action plans.
- Identify opportunities for behind the meter renewable energy applications
- Establish local energy committees and energy efficiency plans for a local community.

Healthy Schools and/or Healthy Indoor/Outdoor Environments

- Provide training to school or school district teams to implement EPA's Indoor Air Quality Tools for Schools Program.
- Develop, improve upon existing, and/or promote site specific environmental assessment checklists, which include both regulations and best management practices, which could be used by schools to determine their environmental baselines, identify issues of concern, and help schools prioritize which environmental problems to address.
- Provide schools technical assistance on Indoor Air Quality Tools for Schools implementation, pollution prevention, chemical management, diesel exhaust, integrated pest management, energy efficiency and ventilation cost savings, lead in drinking water, or other related environmental concerns to schools.

Healthy Indoor/Outdoor Environments

- Identify air emission reduction strategies for the community such as identifying diesel truck or bus fleets and conducting anti-idling training and awareness campaigns for both the fleets and the community.
- Identify neighborhood environmental concerns and develop strategies to restore the local environment.
- Target reduction of combustion by-products, such as environmental tobacco smoke, wood smoke, and smoke from burning of trash and brush through education and awareness campaigns.
- Design and conduct an integrated pest management project which reduces pesticide exposures for elderly populations (e.g. nursing homes, community centers, etc.).
- Educate the public to increase access and use of public transit systems, reducing dependency/use of motorized vehicles, and increasing use of efficient technologies to reduce vehicular and bus emissions in urban areas.

Urban Natural Resources & Open/Green Space

- Create a community vision and plan for increasing the amount of open and green space in an urban neighborhood to prevent and reduce runoff to urban streams and wetlands.
- Create an inventory of urban stream(s) and/or wetland systems including an evaluation of current ecological conditions for an urban stream and/or wetland using appropriate assessment method(s), and a prioritized list for future actions and projects that have the highest restoration potential and ecological "value-added."
- Evaluate and restore an urban stream or wetland and create a process for monitoring its environmental recovery progress over time.
- Survey urban wetland systems for invasive plant species, and develop a plan for potential restoration actions to restore the ecological health of the urban wetland.
- Develop and implement an outreach/education program for the public that focuses on the values of urban stream and wetland systems.

Attachment A

Initial Project Summary Format

I. APPLICANT INFORMATION

Organization Name:

Project Title:

Address:

City/State/Zip:

Project Contact Name:

Telephone/Fax:

Email Address:

2. SUMMARY BUDGET & PROJECT PARTNER INFORMATION

Dollar Amount Requested from EPA:

Dollar Amount of Matching Funds (if any):

Dollar Amount of Total Project Budget (EPA + match, if any):

Match as a Percentage of Total Budget (if any):

List of Organizations Partnering On the Project (if any):

3. TARGET INVESTMENT AREA BEING ADDRESSED:

- Identify which Target Investment Area(s) (Environmental Justice Areas of Potential Concern, Sensitive Populations, and/or Urban Areas) the proposed project will address.
- Provide a description of the target audience or community the project will serve and how that area links with the Target Investment Area(s). If your project addresses more than one Target Investment Area, you must clearly describe how your project addresses each one selected in this section.

4. TARGET PROGRAM AREA BEING ADDRESSED:

- Identify which Target Program Area(s) (Asthma, Capacity Building on Environmental and Public Health Issues, Clean Energy, Healthy Indoor/Outdoor Environments, Healthy Schools, and/or Urban Natural Resources and Open/Green Space) the proposed project will address.
- Explain how your project links with the Target Program Area(s). If your project addresses more than one Target Program Area, you must clearly describe how your project addresses each one selected in this section.

5. PROJECT SUMMARY INFORMATION

A. Briefly Summarize the Proposed Project, including:

- The environmental and/or public health problem(s) affecting your community that the project proposal seeks to address.
- The project goal(s) and key tasks/deliverables.
- Why your organization & partners are appropriate to complete this work.

B. Briefly Summarize the Expected Measurable Results, including:

- What are the short term measurable results expected for the Target Program Area(s) identified, including expected outputs and outcomes in terms of environmental and/or public health improvements. Be sure to include quantifiable targets with your measurable results for every Target Program Area identified. (see Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for additional information)
- How you plan to track the expected project results.

Attachment B

Five-Page Narrative Format

The full proposal narrative must be organized in the format listed below. The proposal narrative may not exceed five single-spaced pages. Any narrative page(s) over the five page limit will not be evaluated.

a. The Organization

(Clearly describe: Who are you? When were you organized? What are your goals? What have you accomplished in pursuit of these goals? How does the project you are proposing fit into your organization's mission and other efforts? Why are you the right group to do the work you are proposing? Why can you successfully achieve the goals of this project? Describe the organizational knowledge, experience, and infrastructure to successfully complete and manage this project. Have you successfully completed federally-funded projects similar in size, scope in the past two years? Do you have a successful history of meeting reporting requirements on prior (within last two years) or current assistance agreements with federal organizations and submitting acceptable final technical reports? If there were any problems or deficiencies in meeting program reporting requirements or projected outputs and/or outcomes for projects similar in size and scope over the last two years, explain why the objectives were not met and how the issues were resolved. If you have received federal funding for a project within the last two years, narrative information in this section may be supplemented by the Environmental Results, Past Performance & Programmatic Capability attachment. See Section IV, B, Environmental Results, Past Performance & Programmatic Capability for more information.)

b. The Partners

(Clearly describe: What other groups will you work with on this project and how will you work together? Do the project partners represent or have experience working in this community? What is the partner(s) level of involvement on this project? What are each partner's role, responsibility and commitment to the project? If there are no project partners, why can your organization fulfill the project requirements on its own?)

c. The Project Overview

(Clearly describe: Describe your project and which Healthy Communities Target Program Area(s) and Target Investment Area(s) the project meets and why. How will this project improve the environment and/or public health? Describe the community this project will serve and address the cultural, linguistic and economic reality of your target investment area. Is this issue important to your community? Why is your organization working in this community and how will you involve residents? Why is this approach particularly effective with this community? Are there other organizations working on this issue in your community? Does the project represent new steps or build upon other projects addressing the same issue? Can it serve as a model? Who will direct this

effort? What are the expected improvements in environmental quality and/or public health?)

d. Project Deliverables and Results

(Clearly describe: How will this project improve the environment and/or public health in the short term, including the outputs and outcomes expected for your project? How will your organization track project progress and results including outputs and outcomes? For planning or visioning projects, what steps will be taken to ensure that the plan or vision is implemented? Will your project result in long term behavioral changes? How many people will benefit from this project? Can it serve as a model in other communities or be expanded beyond the initial target area? See Section I, B, EPA Strategic Plan Linkage and Anticipated Outcomes/Outputs for more information on outputs and outcomes.)

e. Project Evaluation

(Clearly describe: How will you evaluate your work? How will you determine if your objectives are being met? How will you document that this project has been effective and what lessons were learned? Will you keep track of the people who have received information or technical assistance from you (log systems, sign in sheets etc.)? Will you re-contact all or some of those you've worked with to see if your assistance has made a difference? If needed, how will you make any necessary mid-course corrections?)

f. Budget

(Clearly describe: How much funding will you need from the Healthy Communities Grant Program? Where will you get any remaining funds for the project? Have those funds been received or are they anticipated funds. What are the project expenses for the period which you are requesting funding (by budget category) and why are these expenses necessary to complete the project? If you are including an equipment purchase (personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more), please provide a justification for the equipment purchase and explain whether you've considered other options such as leasing or renting. Will you continue any part of the work after the grant period and how? How critical is this funding to the success of your project?)

Attachment C Project Schedule Format

Organization Name:

Project Title:

Project Deliverables	Contact Person (per Task)	Deadline (Month, Day, Year)	Project Deliverables & Outputs
Objective #1: 1. Tasks Required - Sub-tasks	Key Contact	October - November, 2009	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	November 15, 2009	2. Deliverables and Outputs
3. Tasks Required - Sub-tasks	Key Contact	December 30, 2009	3. Deliverables and Outputs
Objective #2: 1. Tasks Required - Sub-tasks	Key Contact	January 15, 2009	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	February-March, 2009	2. Deliverables and Outputs
Objective #3: 1. Tasks Required - Sub-tasks	Key Contact	April 15, 2009	1. Deliverables and Outputs
2. Tasks Required - Sub-tasks	Key Contact	September, 2009	2. Deliverables and Outputs

Attachment D Budget Detail Format
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Expenditures	Total Project Budget	Amount from EPA Grant	Other Resources (Cash or in-kind) ****
1. Personnel			
0.5 FTE, Community Outreach Worker (20 hrs per week x 52 weeks @ \$10.00/hour)	\$7,200	\$7,200	
0.2 FTE, Project Coordinator 8 hrs per week x 52 weeks @ \$12.00/hour	\$4,992	\$4,992	
0.2 FTE, Office Manager 8 hrs per week x 52 weeks @ \$7.00/hour	\$2,912	\$2,912	
Total Personnel	\$15,104	\$15,104	
2. Fringe Benefits for Personnel at 17%			
0.5 FTE, Community Outreach Worker (\$10.00/hour)	\$1,224	\$1,224	
0.2 FTE, Project Coordinator (\$12.00/hour)	\$849	\$849	
0.2 FTE, Office manager (\$7.00/hour)	\$495	\$495	
Total Fringe Benefits	\$2,468	\$2,468	
3. Travel			
Local Travel (\$.36/mile)	\$720	\$720	
Two Grantee Meetings in Boston (\$.36/mile)	\$350	\$350	
Total Travel	\$1,070	\$1,070	
4. Equipment*			
5. Supplies			
Printer Paper	\$250	\$250	
Pens/Pencils/Folders	\$250		\$250
Parent Workshop Training Kits	\$1,266	\$1,266	
Total Supplies	\$1,766	\$1,516	\$250
6. Other Expenses			
Printing brochures	\$750	\$500	\$250
Postage for mailings	\$900		\$900

Telephone & Internet Access	\$630	\$400	\$230
Youth Stipends (5 youth @ \$100 each)	\$500	\$500	
Project Partner Organization	\$5,000	\$5,000	
Total Other	\$7,780	\$6,400	\$1,380
7. Contractual**			
8. Indirect***			
Rate of 10%	\$1,812	\$1,812	
Total Indirect	\$1,812	\$1,812	
TOTAL PROJECT BUDGET *****	\$30,000	\$28,370	\$1,630

- * EPA policy defines equipment as being items costing \$5,000 or greater. Equipment must be dedicated for this project and carefully justified in the budget narrative.
- ** Indicate proposed contractual items that are necessary to carry out the project's objectives. Specify in budget narrative how contractual funds will be used. Be advised that actual vendors should not be listed in your proposal as you will be required to competitively select your vendors.
- *** Organization must provide documentation of a federal approved indirect cost rate (percentage) reflective of proposed project/grant period. Applicant should indicate if organization is in negotiations with appropriate federal agency to obtain a rate.
- **** Applicants may use their own funds or other resources for a voluntary match/cost share/participation 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 voluntary matches. Other Federal grants may not be used as voluntary matches or cost shares without specific statutory authority (e.g. HUD's Community Development Block Grants).
- ***** When formulating budgets for projects, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicant's cognizant audit agency, or at the rate approved 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.

Attachment E Information Sessions
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The U.S. EPA New England will sponsor six telephone Information Sessions for applicants. The conference calls are an opportunity to get more information about the EPA programs working in target investment areas across New England, and learn more about the grant application process and the Healthy Communities Grant Program. Participation is optional, but RSVPs are required.

Calls will be held on:
 April 15, 23, and 29, 2009
 9:00 AM - 11:00 AM and 1:00 PM - 3:00 PM

To register for one of the conference calls, please mail your completed registration form to: Jennifer Padula, U.S. EPA New England, One Congress Street, Suite 1100, Mail Code (CSP), Boston, MA 02114-2023. You may also fax your registration to (617) 918-0698. Instructions will be sent to you once your registration form is received. If you have questions please contact Jennifer Padula at (617) 918-1698.

 Healthy Communities Grant Program Information Session Registration Form

Name: _____
 Company: _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Tel: _____ Fax: _____
 Email Address: _____

Please select one of the following options for conference call participation. Please indicate 1st and 2nd choice.

- | | | |
|-------|----------------|--------------------|
| _____ | April 15, 2009 | 9:00 AM - 11:00 AM |
| _____ | April 15, 2009 | 1:00 PM - 3:00 PM |
| _____ | April 23, 2009 | 9:00 AM - 11:00 AM |
| _____ | April 23, 2009 | 1:00 PM - 3:00 PM |
| _____ | April 29, 2009 | 9:00 AM - 11:00 AM |
| _____ | April 29, 2009 | 1:00 PM - 3:00 PM |

Attachment F
Checklist of Required
Materials for Full Proposals

_____ Completed Standard Forms 424, 424A, 424B, and the
Preaward Compliance Report. These forms will be supplied
to finalists.

_____ Initial Project Summary (Attachment A)
(Revised, if applicable)

_____ Proposal Narrative (Attachment B)
(No more than five single-spaced pages).

_____ Healthy Communities Project Schedule
(Attachment C)

_____ Budget Detail (Attachment D for sample)

_____ Proof of non-profit or not-for-profit status.

_____ Letters of commitment from all project partners. Letters
must specify the nature and match (if any) and must commit
the organization's availability to the project.

_____ Maximum of three (3) resumes for key project staff.
Resumes must be no more than 2 pages in length.

_____ Environmental Results, Past Performance & Programmatic
Capability Information