

AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: STATE ENVIRONMENTAL JUSTICE COOPERATIVE AGREEMENT PROGRAM (SEJCA)

TYPE: INITIAL ANNOUNCEMENT

ACTION: REQUEST FOR PROPOSALS (RFP) Amendment No. 1

FUNDING NO.: EPA-OECA-OEJ-09-01

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.312

**DATES: ANNOUNCEMENT DATE: February 12, 2009
CLOSING DATE: April 10, 2009**

EXECUTIVE SUMMARY: This notice announces the availability of funds and solicits from eligible applicants project proposals to receive financial assistance through the State Environmental Justice Cooperative Agreement (SEJCA) initiative. The objective of the SEJCA initiative is to provide funding to eligible entities so that they may work collaboratively with an affected community(ies) to understand, promote and integrate approaches to provide meaningful and measurable improvements to the public health and/or environment in the community(ies). The funding will provide the means for the applicant to support efforts to mitigate environmental justice concerns in the affected community(ies)¹, which then may be broadened to a more comprehensive approach. Applicants will be expected to work with the affected community(ies) and their representative organizations to achieve meaningful and measurable results during the funding period.

Who is eligible under the SEJCA initiative?

An eligible applicant **MUST BE** one of the following types of entities:

- (1) a state, U.S. Territory, Commonwealth; or
- (2) an instrumentality of the state; or
- (3) a public university or college

The following entities are **INELIGIBLE**:

- Tribal governments or entities of tribal government
- Quasi-governmental entities (e.g., water districts, utilities)*

*Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was

¹ An “affected community”, for the purposes of this cooperative agreement assistance program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the proposal.

created by the government agency, but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

What is the amount of funding available?

The financial assistance obtained through this solicitation will be awarded as a three-year cooperative agreement. The total estimated funding expected for all awards under this solicitation is approximately \$800,000 for FY 2009. EPA anticipates the award of approximately five (5) cooperative agreements in the amount of \$160,000 per award, with no more than one award per EPA Region. The SEJCA initiative is expected to be very competitive.

EPA reserves the right to amend this solicitation as deemed necessary. Amendments could be administrative in nature (e.g., change of dates or location), technical (e.g., change in requirements), or changes which affect the anticipated funding. If this need occurs, EPA will post the amended solicitation at the same location as this announcement, and the amendment will also be posted on <http://www.grants.gov>.

EPA reserves the right to increase or decrease (including to zero) the total number of cooperative agreements awarded. Such changes may be necessary as a response to the quality of applications received by EPA, the amount of the funds awarded to the selected applicants, or budget availability.

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SECTION I - FUNDING OPPORTUNITY DESCRIPTION

A. BACKGROUND AND DEFINITIONS

The U.S. Environmental Protection Agency (EPA) defines “environmental justice” as 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 one group of people, including racial, ethnic, or socioeconomic groups, 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 environmental 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.

The EPA’s Office of Environmental Justice (OEJ) first efforts to assist States in achieving environmental justice goals and objectives began with the States and Tribal Environmental Justice (STEJ) Grants Program pilot projects which were awarded and developed during fiscal year 1998-2001. These pilot projects were initially directed to assist States and tribal governments in the development of environmental justice considerations and approaches in their environmental programs. The State Environmental Justice Cooperative Agreement (SEJCA) Initiative is a step beyond the pilot grants. The objective is to further OEJ’s commitment to advance the integration of environmental justice goals into State government environmental program, policies, and activities by integrating national environmental justice priorities, as defined by EPA’s strategic plan for fiscal year 2006-2011.

Key Elements of the State Cooperative Agreement Initiative are:

- State strategies, programs and activities in place for identifying, developing, planning and working on local environmental issues with communities, for educating and empowering the community concerning environmental justice issues, building consensus, and setting community priorities.

- Collaboration with other stakeholders (e.g., community-based organizations, environmental groups, businesses, industry, Federal, tribal, state and local governments, and academic institutions) to realize their goals and objectives.
- Connections to the EPA Regional EJ Action Plans. For more information on the plans, contact the Environmental Justice Coordinators listed in **Section VII**.

B. PURPOSE OF THE STATE ENVIRONMENTAL JUSTICE INITIATIVE

The purpose of this new cooperative agreement initiative is specifically to support/produce model State activities that lead to measurable environmental or public health results in communities disproportionately burdened by environmental harms and risks by leveraging or utilizing the existing resources or assets of state agencies.

The SEJCA Initiative goals are to (1) achieve measurable and meaningful environmental and/or public health results in communities; (2) build broad and robust, results-oriented partnerships, particularly with community organizations within affected area; (3) pilot activities in specific communities that create models, which can be expanded or replicated in other geographic areas; (4) reinforce connections to EPA Regional Environmental Justice (EJ) Action Plan and State's participation in the design and implementation of EPA EJ Action Plan activities; and, (5) strengthen the development and implementation of specific approaches to achieve environmental justice.

Projects should leverage: (1) state information; (2) state leadership; (3) state results; (4) relationships between delegated programs and state environmental justice policies, and (5) state targeting of disproportionately burdened areas.

C. QUALIFIED ENVIRONMENTAL STATUTES

The proposed project must be designed to address environmental and public health issues covered by the laws implemented by EPA. Each project **must** include activities that are authorized under **two or more** of the cited Federal environmental statutes. **The two or more environmental statutes that are involved in your project must be clearly and precisely identified in your narrative.** Any failure to clearly and conclusively identify and cite the statutes in your narrative shall result in your project not being eligible.

- ***Clean Water Act***, Section 104(b) (3): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.
- ***Safe Drinking Water Act***, Section 1442(c)(3)(C): develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.
- ***Solid Waste Disposal Act***, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (e.g., health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).

- *Clean Air Act*, Section 103(b) (3): conduct research, investigations, experiments, demonstration projects, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.
- *Toxic Substances Control Act*, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.
- *Federal Insecticide, Fungicide, and Rodenticide Act*, Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.
- *Marine Protection, Research, and Sanctuaries Act*, Section 203: conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

D. TYPES OF PROJECT ACTIVITIES

The following is a list of some, but not all activities which may be considered for funding.

Research, assessment and data collection. The project activities to be funded may include activities to assess, characterize or identify the community; activities for conducting assessments of States' environmental justice related programs, or researching related environmental justice issues, areas of policy development, implementation of plans/strategies and evaluation of action plans.

Tool development. These activities may entail the use and development of software, hardware, methodologies, best practices and other resources in support of EJ efforts, such as: the adoption or modification of EPA tools by states [i.e. EJ Smart Enforcement Assessment Tool (SEAT)], or EJ Review Protocol for local applications, or the purchase of hardware enhancements, as GPS handheld devices for documentation and location of EJ community concerns.

Training. Activities that enhance a State's staff or coordinators knowledge and skills on the use of particular EPA and other environmental justice related tools, techniques, methodologies, cross-media knowledge, certification or continued education necessary for effective collaborative assistance in the EJ partnerships.

Measurement. Activities that support efforts for measuring and reporting results and outcomes of activities, projects and programs related to environmental justice and environmental justice benefits, (i.e., using resources to measure efforts effectiveness, or measuring ranking factors).

Outreach. Activities that educate, raise public knowledge and awareness toward achieving behavioral changes that improve human health and/or prevent environmental pollution for the specific project proposed (e.g. translation services, development of written material of technical or scientific nature in comprehensive but appropriate literacy levels for the affected community(ies) with environmental justice concerns).

Staffing support. Internal staffing shall not account for more than 25% of the budgeted expenses associated with the cooperative agreement. Funded staffing support should be directly related to the project and should be clearly stated in the narrative.

1. Examples of SEJCA Project Elements

(Proposal submissions are not limited to these examples)

- a. Public awareness programs addressing child lead poisoning and asthma in impacted minority or low-income communities. This type of initiative could entail using data on blood testing and research activities to identify effective ways of outreaching and educating the public about causes and prevention of lead poisoning and asthma; follow-up for further lead testing and effectiveness determinations of preventive efforts; performance of community assessments and risk reduction projects to develop tools that could be used quickly for assessing air quality problems in a community;
- b. Assessment and prioritization projects to address multiple health threats posed by chemical and biological-related industries/organizations located close to the affected community(ies);
- c. Assessment of nonpoint or point source releases of waterborne pollutants in the affected community(ies) and the creative approaches used for mitigation;
- d. The development of tools or methodologies to determine risk to the affected community(ies) of specific releases in one or more media and methods for mitigation;
- e. The establishment of collaborative and coordinated efforts, processes or procedures between state agencies and ongoing projects at local levels to maximize use of local resources and reduce duplication of efforts.

For most States, the major areas that should be considered are: air quality, drinking water, local surface water and groundwater, waste disposal, and risks in the indoor environment including schools. Environmental risks and impacts that are worth considering include: lead, pesticides and radon in homes, businesses that use or release hazardous chemicals, the use and disposal of hazardous chemicals in the home and schools. The proposal narrative should articulate how this will be done.

2. Availability of Additional Resources

When an applicant is selected to receive an award, in addition to funding they will also receive:

- EPA Project Officer Support: EPA will assign a Project Officer (PO) at the regional level to work closely with and serve as the EPA representative in the SEJCA partnership. The EPA PO will be the primary point of contact through which the

following additional support will be provided;

- SEJCA Program Support: EPA will provide information about EPA programs and support to help SEJCA recipients to use the EPA programs they select;
- EPA Technical Support: EPA will provide regional technical advisory staff, as appropriate, to work directly with the applicant. These staff can provide scientific information, such as access to databases, models and other forms of technical support to evaluate and reduce risks, and community organizational support, such as how to make partnerships work better, consensus-building, strategic planning, becoming self-sustaining, among other skills.

3. Information on **EPA Partnership Programs**:

EPA's Web site includes a Voluntary Program Guide which lists the national EPA voluntary partnership programs that could be of use to the applicants and the affected community(ies). The Guide provides information on where to find the requirements for each of the programs listed. (www.epa.gov/care). Partnership programs in EPA include a wide variety of programs, initiatives, and activities that focus on communities and citizens taking action not required by statute or regulation.

Here are some of the EPA Partnership Programs:

- Community Based Childhood Asthma Programs
- Facilitation contract via EPA's Conflict Prevention and Resolution Center
- Green Suppliers Network
- Healthy Homes: Assessing Your Indoor Environment, Environmental Risk Assessment
- Soot Patrols/Diesel Exhaust Education Project
- Tools for Schools
- Water Wise

E. EPA STRATEGIC PLAN LINKAGE

1. EPA's Strategic Plan

EPA's Strategic Plan (<http://www.epa.gov/ocfopage/plan/plan.htm>) has five goals. Awards under the SEJCA program directly support progress towards EPA Strategic Plan's **Goal 4: Healthy Communities and Ecosystems**; **Objective 4.2: Communities Sustain, Clean Up, and Restore Communities and the Ecological Systems That Support Them**; and **Sub-objectives**: 4.2.1 (Sustain Community Health); 4.2.2 (Restore Community Health); and Objective 4.3 (Ecosystems); 4.3.1 (Protect and Restore Ecosystems). Project narratives must explain how the proposed project will result in healthy communities and ecosystems with measurable outputs and outcomes.

2. Developing Performance Measures

The applicant must develop performance measures they expect to achieve through the proposed, funded activities. *The performance measures should focus on specific, quantitative actions related to the applicant's activities, outputs, and outcomes.* These performance measures will help gather insights and will be the mechanism to track progress concerning successful process and outcome strategies and will provide the basis for developing lessons to inform any potential future recipients. **(See Appendix B)**

During the three-year cooperative agreement period, every recipient is required to measure performance success in one or more of the following areas of environmental, economic, and social dimensions through data collection efforts. The narrative should describe how such data collection will be structured.

3. Output Measures

The term “output” means an environmental activity, effort, and/or associated work product related to an environmental/public health goal and objective that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during the assistance agreement funding period. Proposal narratives should address the specific output measures related to the proposed project.

Here are examples of possible output measures for this program, although they are not limited to the following:

- The number of residents trained by an environmental/public health program to reduce resident exposure to environmental/public health hazards (e.g., number of residents tested for lead poisoning or asthma) and follow-ups performed.
- Creation of an environmental/public health program to achieve and sustain environmental/public health improvements (e.g., a community-wide asthma coalition).
- Number of community assessments performed and tools developed to measure air quality issues.
- The number of residents from the affected community(ies) who participated in information sharing and community networks on the specific project.
- The number of partnerships formed by the applicant at the affected community(ies) level.
- The number of samples collected and related to waterborne pollution from nonpoint or point sources and their significance.
- The number of homes/residents/communities reached or impacted by an environmental/public health program (e.g., number of homes that undergo a

lead abatement program).

4. Outcome Measures

The term “outcome” means the result, effect, or consequence that will occur from carrying out an environmental/public health program or activity that is related to an environmental/public health programmatic goal or objective. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, but must be quantitative. They may not necessarily be achievable within the assistance agreement funding period. Narratives should link the proposed output measures to potential long-term outcomes.

Examples of outcome measures resulting from the examples of output measures are provided below:

- The number of community members that utilize an asthma action plan to manage asthma at home, work, and/or school.
- The number of families that have reduced exposure to lead paint as result of their homes undergoing a lead abatement program.
- The reduction of waterborne pollutants in local waterbodies and/or increase in fish populations.
- The ongoing communication to the affected community(ies) resulting in measurable risk reduction in a specific media and community(ies) participation directly in that risk reduction.
- The resultant changes in State regulation directly related to risk assessments performed in the community(ies) which results in State/regional risk reductions.

SECTION II—AWARD INFORMATION

A. FUNDING AVAILABILITY AND PROJECT PERIOD

The total estimated amount of funding available under this solicitation for FY 2009 is approximately \$800,000. Cooperative agreements resulting from this announcement will be funded for a three-year period.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates making five (5) awards, which shall not exceed \$160,000 per award, with no more than one award per EPA Region. **For a list of EPA’s ten regions and the states within their jurisdiction see Section VII.**

EPA reserves the right to make additional awards under this announcement, consistent with Agency policy and guidance, if additional funding becomes available after the original selections are made. Any additional selections for awards will be made no later than 6 months after the original selection decisions.

C. PROJECT PERIOD

The estimated project period for awards resulting from this solicitation is three years, from October 2009 through September 2012.

D. FUNDING TYPE

The funding for selected projects will be in the form of a cooperative agreement. Cooperative agreements permit substantial involvement between the EPA Project Officer and the selected applicants in the performance of the work supported. Although EPA will negotiate precise terms and conditions relating to substantial involvement as part of the award process, the anticipated substantial Federal involvement for this project may include:

- close monitoring of the recipient's performance;
- reviewing project progress reports;
- collaborating in the performance of the scope of work;
- reviewing proposed procurements, in accordance with 40 C.F.R. 31.36(g);
- approving qualifications of key personnel (EPA will not select employees or contractors employed by the recipient);
- reviewing and commenting on content of publications (printed or electronic) prepared under the cooperative agreement (the final decision on the content of reports rests with the recipient);
- aiding the recipient and the community in understanding various networking opportunities at the Federal, State, and local levels.

SECTION III – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS BASED ON APPLICABLE CFDA

An eligible applicant **MUST BE** one of the following entities:

- (1) a state;
- (2) an instrumentality of the state;
- (3) a public university or college

The following entities are **INELIGIBLE**:

- Tribal governments or entities of tribal government
- Quasi-governmental entities (e.g., water districts, utilities)*

* Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was created by the government agency, but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

B. THRESHOLD ELIGIBILITY CRITERIA

Before an application is reviewed by a panel of EPA staff (Review Panel), it must be screened to ensure that the application meets the minimum eligibility requirements, or Threshold Eligibility Criteria. A cover letter must be included which must assert that the applicant has the legal authority to enter into the work proposed. This application must be the sole application from the applicant's organization. EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A. The form will address the following areas:

Applicant Eligibility. You must be able to demonstrate that you are an eligible applicant as defined in Section III. A.

1. **Qualified Environmental Statutes.** Your project must include activities that are authorized under two or more of the cited Federal environmental statutes detailed in Section I. C.
2. Proposals must substantially comply with the proposal 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 proposal, pages in excess of the page limitation will not be reviewed.
3. In addition, proposals must be postmarked by or received through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
4. Proposals postmarked or received through www.grants.gov 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 or because of technical problems solely attributable to the grants.gov website and not the applicant. For hard copy submissions, where Section IV requires proposal receipt by a specific person/office by the submission deadline, receipt by an

agency mailroom is not sufficient. Applicants should confirm receipt of their proposal with Sheila Lewis at lewis.sheila@epa.gov or call 202.564.0152 as soon as possible after the submission deadline—failure to do so may result in your proposal not being reviewed.

5. **Only one proposal may be submitted per state.** Additional applications from the same applicant or other applicant within the same state will be rejected. It is important that the applicant submit only one proposal.

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.

C. COST-SHARING OR MATCHING FUNDS

No cost sharing or matching funding requirement under this RFP.

While cost sharing is not required, the applicant will be evaluated based on their ability to leverage resources under criteria in Section V of this announcement.

Leveraged funding or other resources need not be for eligible and allowable project costs under the EPA assistance agreement unless the Applicant proposes to provide a voluntary cost share or match. If EPA accepts an offer for a voluntary cost share/match/participation, applicants must meet their matching/sharing/participation commitment as a condition of receiving EPA funding. Applicants may use their own funds or other resources for 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/cost shares/participation. 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).

SECTION IV – PROPOSAL AND SUBMISSION INFORMATION

A. HOW TO OBTAIN PROPOSAL PACKAGE

Applicants may download individual grant application forms or electronically request a paper application package and an accompanying computer CD of information related to applicant/grants recipients roles and responsibilities from EPA's Grants and Debarment Web site at: (http://www.epa.gov/ogd/grants/how_to_apply.htm). EPA encourages applicants to obtain proposal materials and apply electronically through <http://www.grants.gov>. Potential applicants may also obtain a copy of the solicitation at <http://www.epa.gov/compliance/environmentaljustice/> or request a paper copy of the solicitation by contacting the Agency contact listed in **Section VII** of this announcement.

B. CONTENT AND FORMAT OF PROPOSAL

Project proposals must be written in English. The minimum acceptable font size is 10-12 point; material in smaller font sizes is strongly discouraged. Pages must have at least 1 inch margins on all sides.

All complete proposals must contain the following mandatory items:

1. Cover Letter. This document should state the following:

- Title of the project,
- Name, address and phone number of the applicant,
- Name of a contact person,
- Location of the affected community(ies) included in the project
- This is the sole application from the applicant.

The letter must be signed by the appropriate official within the applicant's organization. The letter must also assert that this applicant has the legal authority to enter into the work proposed. The letter should also contain a summary sentence regarding the purpose of the project.

Only one proposal may be submitted per state. Additional applications from the state or other instrumentalities within the state will be rejected. It is important that the applicants within the state settle upon submitting a single proposal.

2. Standard Form 424 - Application for Federal Assistance

3. Key contacts list EPA form 5700-54.

4. Proposal Narrative:

The narrative is the most important part of your proposal package because it describes your project. Narratives that are focused and succinct are stronger than ones that try to address too many issues. **The narrative should NOT exceed ten (10), single-spaced typewritten pages.** Anything over ten (10) pages will not be read by the Review Panel. The pages of the narrative should be letter-size (8 1/2 X 11 inches), single-spaced, with normal type size (10 or 12 characters per inch), and at least 1 inch margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple. **Do not include videos or DVDs.**

I. Project Title

Please state applicant entity's identification in the title.

II. Organization Overview

An overview of the applicant's organization, its mission, and pertinent related experience.

III. Affected Community(ies) Profile

A profile of the community(ies) contained in the proposed project should include political and geographical boundaries and relevant information such as demographics and community history, and other information that would be useful to understand the target population. Please specify how you are defining the community, whether by political boundary such as county, by geographical boundary such as watershed or valley, or by neighborhood or any other definition.

Other items to include in this section of the narrative are:

- The local environmental and/or public health issue that you seek to address;
- How the organization works directly with the community
- How the affected community(ies) may be disproportionately impacted by environmental harms and risks; and
- How the affected community will benefit from the results of your project.

IV. Project Description

The project description is your opportunity to describe the project's goals, all of the components of the project you propose this cooperative agreement will fund, the timeframe to accomplish the proposed activities and the evaluation process for determining success. Also included is the reporting schedule and key roles and responsibilities of key organizations involved.

The following are items that must be included:

- a. A concise description of the activities to be undertaken during the period of the cooperative agreement. What issues, data collection, staffing research, reporting and evaluation will be undertaken?
- b. A concise description of the public health and/or environmental milestones that you and the affected community(ies) will undertake during the cooperative agreement period. The description must include:
 - 1) the local and/or public health results the proposed project seeks to achieve,
 - 2) how the proposed project will achieve these results,
 - 3) the role of any partners within or outside of the affected community(ies) in the proposed project and how the partnership will be sustained,
 - 4) the nature of the organization(s), what resources it brings to the partnership, what its interest in the project may be, any commitments made and which specific activities it will undertake,
 - 5) how the project relates to the

requisite environmental statutes cited in Sect. II.

Activities should foster the achievement of results-oriented actions within the project's timeframe. The focused actions pursued should be grounded and relevant to ongoing joint efforts conducted with EPA Regions, Action Plans and collaborative partnerships that have been identified or could identify disproportionately burdened affected communities. Narratives should clearly describe how this will be done.

V. Applicant Connection to the Affected Community(ies)

The narrative should describe how you will work with the affected residents and/or organizations within the affected community(ies) on the public health and/or environmental issues. It should also include how the affected community residents will be part of the decision-making process, how the project will increase the community's (ies') capacity to address local public health and/or environmental issues and how the applicant will maintain and sustain an ongoing relationship with the affected community(ies).

VI. Past Performance in Reporting on Outputs and Outcomes

The narrative must list any Federal or nonfederal grants or cooperative agreements of similar size, scope and relevance to the proposed project that the applicant has worked on the last five (5) years. Please include the title, number, amount of funding, agency which funded it and contact person.

Secondly, the narrative should describe past efforts to document progress on similar projects including outputs and outcomes.

Lastly, it should detail what progress was made, if none why, in reporting these outcomes and outputs.

In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V. If you do not provide any response for this item, you may receive a score of 0 for this factor.

VII. Proposed Project Measures and Milestones.

The narrative must address the applicant's ability to formulate concrete, well-

developed performance measures on a semi-annual basis. Performance measures should detail how they will determine whether the project achieves its targeted goals. The narrative should detail how these measures will relate to the public health and/or environmental results the proposed project seeks to achieve. It should explain how and whether progress is made in reaching project outputs and outcomes. This should include information relating the resources, activities and outputs and outcomes proposed. One approach that may be useful in formulating this narrative is the use of a logic model. More information on this is included in Appendix B.

VIII. Applicant's Organizational Capacity and Programmatic Capability

The narrative should provide information on:

- The organizational and administrative systems (e.g., accounting programs that the applicant has in place to appropriately manage the Federal funds);
- The method by which the applicant has successfully managed and completed similar projects in the past;
- Whether the applicant has been a recipient of EPA and/or other Federal grants/cooperative agreements in the last five (5) years and the past performance in meeting reporting requirements including progress reports and financial status reports. Please include the name of the project manager overseeing the named cooperative agreement or grant and the assistance agreement number of that grant or cooperative agreement.

IX. Community and Environmental and/or Public Health Information

The narrative shall also contain a description of:

- The local environmental and/or public health issues which the project will address and how they impact the affected community(ies).
- How the applicant will work with the affected community(ies) residents and any community based organizations to address the issues identified.
- How residents are part of the decision-making process.
- The risk the applicant seeks to address and its relative importance.
- How capacity will be increased for local efforts to address those issues.
- How the applicant will determine disproportionate impact.
- How an ongoing relationship will be maintained and what benefit will be derived from the project.

5. Key Personnel

The narrative should provide the names and brief biographical sketches of key personnel and their qualifications for working on the proposed project.

6. Quality Assurance Project Plan

Indicate whether you believe that your project will involve the use of existing environmental data or the collection of new data (use the checklist in Appendix D to assist you in making this determination). For more information about Quality Assurance Project Plans, please consult the following website <http://www.epa.gov/quality/qs-docs/g5-final.pdf>. **You are not required to develop a QAPP at this point.** You are only being asked to determine what type of QAPP you will need if your project is selected for funding.

7. Detailed Itemized Budget

The proposal must include a detailed budget which reflects the tasks/activities proposed for the project. In addition, please provide an estimate of the percentage of the budget designated for each major activity. The budget cannot exceed two pages. (See **Appendix C for a budget template**).

Please provide the following in your detailed itemized budget:

- Personnel Cost (if any)
- Fringe Benefits (if any)
- Contractual Costs
- Travel
- Equipment
- Supplies
- Other
- Total Direct Costs
- Total Indirect Costs*

Do not include any leveraged funds in your formal budget request.

Funding Restrictions

EPA cooperative agreement funds can only be used for the purposes set forth in the grant and must be consistent with the statutory authorities for the award. The recipient **cannot** use these funds for the following activities under this cooperative agreement program:

- Litigation against the Federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other Federal grants;
- Travel for Federal employees;
- Surveys;
- Human health studies (taking blood or other information from humans).
- Activities covered by other appropriation accounts within the EPA Appropriation Act such as:
 - Brownfields Activities: For the principal purpose of providing training, research, and technical assistance to individuals and organizations to

facilitate the inventory of Brownfield sites, site assessments, remediation of Brownfield sites, community involvement or site preparation. (EPA funds those types of projects with State and Tribal Assistance Grant appropriations under the Office of Brownfields Cleanup and Redevelopment's "*Brownfields Training, Research, and Technical Assistance Grants and Cooperative Agreement Program*", Catalog of Federal Domestic Assistance Number 66.814.)

- Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), as amended, response actions and other associated activities (including Technical Assistance Grants).

C. PROPOSAL SUBMISSION DATES AND TIMES

All completed proposals must be postmarked, date-stamped by courier service, or received through www.Grants.gov by 11:59 p.m., April 10, 2009. EPA will not accept proposals submitted via FAX or email. Applicants applying using the hardcopy method must submit one original proposal signed by an authorized organization official and two complete copies.

Applicants may choose to submit *one of two* ways. If you wish to submit a paper proposal, please follow the directions below. If you wish to submit your proposal electronically via www.grants.gov, please follow the directions in Section IV D of this announcement. Proposals submitted after the deadline will be considered late and will be returned to the sender, unless the applicant can demonstrate that it was late due to Paper applications should be sent to either one of the addresses below:

Courier/Delivered Address	U.S. Postal Service Address
Sheila Lewis U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue, NW Room 2232E Washington, DC 20004 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov	Sheila Lewis U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov

D. INSTRUCTIONS FOR SUBMISSION VIA GRANTS.GOV.

The electronic submission of your application must be made by an official representative of your organization who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR (authorized organization representative) and ask that individual to begin the registration process as soon as possible. **Please note you must register in advance and cannot do this at the last minute. For step-by-step instructions**

to register and apply via grants.gov, please see Appendix E.

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov. In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.]

If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or occonnor.dennis@epa.gov.

Proposal packages submitted through www.grants.gov will be time/date stamped electronically.

E. CONFIDENTIAL BUSINESS INFORMATION.

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal package as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions thereof that 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. However, competitive proposals/applications are considered confidential and protected from disclosure prior to the completion of the competitive selection process.

F. PRE-PROPOSAL/APPLICATION ASSISTANCE COMMUNICATIONS.

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications/proposals. However, consistent with the provisions in the announcement, EPA will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Applicants are invited to participate in a conference call with EPA to address questions about the initiative and the solicitation guidance. The following is the conference call date and time. Please call or send an e-mail to Mayra Troche-Matos at troche-matos.mayra@epa.gov and provide the following information: (1) your name; (2) the name of your organization; (3) the address of your organization; and (4) your phone number. If you cannot reply by e-mail, you can also register by calling the toll-free number 1-800-962-6215, 202-564-9843, or your regional EJ Coordinator listed in Section VII.

Date	Time (Eastern)
February 25, 2009	1:30 – 2:30 p.m.
March 18, 2009	3:00 – 4:00 p.m.

G. MANAGEMENT FEES

When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

H. DATA UNIVERSAL NUMBER SYSTEM (DUNS) NUMBER

All applicants **are required** to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for a federal grant or cooperative agreement. Applicants can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711, or by visiting the D&B web-site at: <http://www.dnb.com>.

J. PARTNERSHIPS, CONTRACTORS AND SUBAWARDS

(i) Can funding be used for the applicant to make subawards, acquire contract services, or fund partnership?

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

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40

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

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#) , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

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

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

(i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.

(ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with

opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

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

K. FINAL PROPOSAL PACKAGES

Following EPA’s evaluation of proposals, all applicants will be notified regarding their status. Only the applicants whose proposals are tentatively selected will be required to submit a final proposal package to their EPA Regional office. Final proposals will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award. Those entities will be provided with instructions and a due date for submittal of the final proposal package.

SECTION V – PROPOSAL REVIEW INFORMATION

A. EVALUATION CRITERIA

Each criterion has corresponding points that range from 2 points (lowest) to 25 points (highest). Your score for each criterion will be based on how well you address each criterion. The maximum total points you can obtain is 102. Please note that certain sections are given greater weight than others.

PROPOSAL EVOLUTION CRITERIA

Evaluation Criteria	Maximum Points per Criterion
<p>1. Affected Community(ies) Profile and Applicant Connection to Affected Community(ies)</p> <p>The narrative will be evaluated on the applicant’s description of the local environmental and/or public health issues to be addressed, who the affected community(ies) are that you work directly with, or provide services to; the applicant’s view of how the affected community may be disproportionately impacted by environmental harms and risks; and the applicant’s goals for the affected community to benefit from the results of your project. Relevant information such as demographics and community history will also be evaluated.(4 points)</p> <p>The narrative will also be evaluated on the applicant’s ability to demonstrate a strong connection between it and the affected community(ies).Reviewers will consider the strength of the connection and the applicant’s historical involvement, as well as the affected community(ies)’ participation in the decision-making process. The following 4 areas will be awarded a maximum</p>	<p>20</p>

<p>of 4 points each.</p> <ul style="list-style-type: none"> ▪ How the applicant worked with the affected community(ies)' residents or community-based organizations to address local environmental and/or public health issues ▪ How the residents were be part of the project's decision-making process. ▪ How the efforts increased capacity on the part of local community-based organizations to address public health and/or environmental issues ▪ How the applicant maintained an ongoing relationship with the affected community(ies) 	
<p>2. Project Description</p> <p>You will be evaluated on your ability to describe the activities the project will undertake to examine and address the environmental and public health issue(s) and how you and your partner(s) will work together to address the local environmental and public health issue(s). The reviewers will give more consideration to a description that is focused, succinct rather than one that tries to address too many issues. You will be evaluated on the clarity of your write-up in addressing the following areas (Maximum of 5 points each):</p> <ol style="list-style-type: none"> 1) the local environmental and public health results your projects seeks to achieve; 2) the role of your partner(s) in addressing the local environmental and public health issue(s) and how you plan to maintain and sustain the partnerships; 3) the nature of the organization, what resources it brings to the partnership, how it has vested interest in working with this partnership [other than just getting income], commitments made, and specific activities it will be responsible for; and 4) how your project is related to the environmental statutes you identified in your Threshold Eligibility document. 	20
<p>3. Leveraging</p> <p>Under this criteria, applicants will be evaluated based on the extent they demonstrate (i) how they will coordinate the use of EPA funding with other Federal and/or non Federal sources of funds to leverage additional resources to carry out the proposed project(s) and /or (ii) that EPA funding will complement activities relevant to the proposed projects(s) carried out by the applicant with other sources of funds or resources. (Refer to Section III.C) Other Federal grants may not be used as voluntary matches or cost share without specific statutory authority (e.g. HUD's Community Development Block Grants).</p>	5
<p>4. Past Performance in Reporting Outputs and Outcomes</p> <p>The narrative will be evaluated on the applicant's stated performance on any Federal or nonfederal grants or cooperative agreements of similar size, scope and relevance to the proposed project for the last five (5) years. The panel will rank the applicant's description of past efforts to document progress on similar projects including outputs and outcomes and what progress was made (if none</p>	5

<p>why) in reporting these outcomes and outputs.</p> <p>Note: In evaluating applicants under this factor, 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 with no relevant or available past performance reporting history will receive a neutral score for this factor.</p>	
<p>5. Project Performance Measures/Milestones You will be evaluated on your ability to formulate concrete, well-developed performance measures on a semi-annual and annual basis. Performance measures are ways to determine whether or not your project meets your target. Measures should relate directly to the local environmental and public health results your projects seeks to achieve. You will be evaluated on your approach for determining how and whether progress is made in achieving the expected project outcomes and outputs and how your project will achieve these results;</p>	15
<p>6. Community and Environmental and/or Public Health Information The proposal will be evaluated on the applicant’s ability to clearly describe the local environmental and public health issue you propose to address and the community that is impacted. How the applicant will work with the affected community(ies)’ residents or community-based organizations to address local environmental and/or public health issues (4 points for each area below)</p> <ol style="list-style-type: none"> 1) How the residents will be part of the project’s decision-making process. 2) What local environmental and/or public health risk the applicant seeks to address and its relative importance to the affected community(ies) 3) How the efforts will increase capacity on the part of local community-based organizations to address public health and/or environmental issues 4) How the applicant will determine whether the affected community(ies) are disproportionately impacted by the environmental/public health risks 5) How the applicant will maintain an ongoing relationship with the affected community(ies) and how they will benefit from the project. 	20
<p>7. Organizational Capacity The applicant will be evaluated on its ability to demonstrate how the applying entity has the organizational capacity and programmatic capability to undertake this project. This will be determined through your description of your past performance in successfully completing and managing assistance agreements similar in size, scope, and relevance to the proposed project performed within the last 5 years, your history of meeting reporting requirements under these agreements, and how you plan to effectively manage and successfully complete</p>	5

<p>this proposed project. In evaluating your organization for programmatic capability purposes under this criterion, OEJ will consider information provided by you and may consider information from other sources, including Agency files. Failure to do so will result in receiving a score of 0 for this element.</p>	
<p>8. Key Personnel The applicant will be evaluated on the proposed key personnel. This will include their qualifications for working on the proposed project and connections to the affected community(ies).</p>	<p>5</p>
<p>9. Budget The applicant will be evaluated on the accuracy of their budget, the inclusion and type of cost sharing, the purpose to which funding will be applied and the percentage of funding devoted to each proposed task. If the applicant proposed ineligible costs, this will impact the score.</p>	<p>5</p>

Projects that are able to demonstrate a connection to activities identified in EPA Regional Environmental Justice Actions Plans will receive two (2) additional points. EPA Regional EJ Action Plans may be obtained from Regional EJ coordinators identified in Section VII

Each proposal will be rated under the point system, with a total of 102 points possible.

B. REVIEW AND SELECTION PROCESS.

Eligibility Determination and EPA Regional Review

All applications will be reviewed and scored under a two-step process.

1. Threshold Screening Process

Applications will be screened for threshold eligibility at EPA National Headquarters. EPA staff will review all necessary eligibility requirements and decide whether the applicant’s application is eligible for forwarding for ranking of the evaluation criteria.

2. Panel Review Process

All applications successfully meeting the threshold eligibility requirements will be forwarded to the appropriate EPA Region for ranking (see list in Sect. VII). Each EPA Regional office will convene a panel, score and rank the applications using ranking criteria laid out in Section V. Applications will not be scored against any unpublished criteria. After each application is scored and ranked, the highest ranked applications will be forwarded to a national panel for final selection. Each region will participate in the national panel.

3. Other Criteria

The national panel will base their final selection on ranking score and geographic location. We anticipate a maximum of five awards with no more than one award in a single region.

SECTION VI—AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

Following final selections, all applicants will be notified regarding their application's status.

EPA anticipates notification to *successful* applicant(s) will be made via telephone, electronic or postal mail in the spring of 2009. This notification, which advises that the applicant's proposal has been selected and is being recommended for award, is not an authorization to begin performance. Rather, it allows the successful applicant to complete negotiations of a final application package. The final award notice signed by the EPA award official is the authorizing document and will be provided through postal mail, and issues after the cooperative agreement is negotiated. At a minimum, this process can take up to 90 days from the date of selection.

EPA anticipates notification to *unsuccessful* applicant(s) will be made by the corresponding EPA regional office via electronic or postal mail by July 1, 2009. In either event, the notification will be sent to the original signer of the application.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

A listing and description of general EPA Regulations applicable to the award of federal assistance agreements may be viewed at:

http://www.epa.gov/ogd/AppKit/applicable_epa_regulations_and_description.htm.

This program may be eligible for coverage under Executive Order 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in the State where the proposed project will be conducted for more information on the process the State requires to be followed in applying for assistance, if the state has selected the program for review (<http://www.whitehouse.gov/omb/grants/spoc.html>). This review is not required with the initial proposal and not all states require such a review.

Programmatic terms and conditions in the cooperative agreements will be negotiated between EPA and the selected recipient.

C. REPORTING REQUIREMENTS

Semi-annual progress reports and a detailed final report will be required. These progress reports will be required to be written and sent electronically to the official EPA regional

Project Officer. They will summarize the technical progress, planned activities for the next semi-annual period, and give a summary of expenditures. These reports should also include: a summary of performance progress-to-date, detailed expenditures-to-date, problems encountered, successes achieved, and lessons learned. The final report shall be completed within 90 calendar days of the completion of the period of performance. The schedule for submission of semi-annual reports and any additional specific information required in the reports will be established, by EPA, after award.

While the Agency will negotiate precise terms and conditions relating to substantial involvement as part of the award process, EPA expects to closely monitor:

- the successful applicant(s) performance;
- collaborate during the performance of the scope of work;
- approve the substantive terms of proposed cooperative agreements;
- approve the qualifications of key personnel;
- review and comment on reports prepared under the resulting cooperative agreement.

After award and during administration of the resulting cooperative agreements, the EPA Project Officer(s) expects to hold routine telephone conference calls with all successful award recipients.

D. DISPUTE RESOLUTION

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>.

E. 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 (1) first produced in a project that is supported in whole or in part with Federal funds and (2) 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 is 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 CFR 30.36.

SECTION VII—AGENCY CONTACTS

For further information about this grant program, please contact the following:

Courier/Delivered Address	U.S. Postal Service Address
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Sheila Lewis U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW Room 2232E Washington, DC 20004 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov	Sheila Lewis U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-0152 E-Mail: lewis.sheila@epa.gov
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SEND YOUR APPLICATION TO MS. LEWIS AT THE ABOVE ADDRESS.

Regional Points of Contact

The names below reflect the contact person in each region and the states which the region serves:

Region 1

(Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont)

Amy Braz 617-981-1346

braz.amy@epa.gov

Region 2

(New Jersey, New York, Puerto Rico, U.S. Virgin Islands)

Terry Wesley, 212-637-5027

wesley.terry@epa.gov

Region 3

(Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia)

Reginald Harris, 215-814-2988

harris.reggie@epa.gov

Region 4

(Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Cynthia Peurifoy, 404-562-9649

peurifoy.cynthia@epa.gov

Region 5

(Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Alan Walts, 312-353-8894

walts.alan@epa.gov

Region 6

(Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Shirley Augurson, 214-665-7401

augurson.shirley@epa.gov

Region 7

(Iowa, Kansas, Missouri, Nebraska)

Althea Moses, 913-551-7649
moses.althea@epa.gov

Region 8

(Colorado, Montana, South Dakota, Utah, Wyoming)

Art Palomares , 303-312-6053
palomares.art@epa.gov

Region 9

(Arizona, California, Hawaii, Nevada, American Samoa, Guam)

Karen Henry, 415-972-3844
henry.karen@epa.gov

Region 10

(Alaska, Idaho, Oregon, Washington)

Running-Grass, 206-553-2899
grass.running@epa.gov

SECTION VIII – OTHER INFORMATION

A series of Appendices follow which will help to clarify points cited in this document.

APPENDICES

Appendix A: Threshold Eligibility Checklist

Appendix B: Performance Measures

Appendix C: Sample Budget Narrative

Appendix D: Office of Environmental Justice Quality Assurance Project Plan Requirement (QAPP)

Appendix E: Step-by-Step Instructions for www.grants.gov Application

Appendix A

Threshold Eligibility Review

1. Was the proposal postmarked or received through www.grants.gov, as specified in Section IV of the announcement, on or before the proposal submission deadline published in Section IV of this announcement.

2. Is the applicant a state _____ U.S. Territory _____ Commonwealth _____ or state instrumentality _____ or public university or college _____

3. Did the applicant specify where the project is located? City(ies) _____, County(ies) _____, Territory(ies) _____, Commonwealth _____

4. **Qualified Environmental Statutes.** Below is a list of qualified environmental statutes. You **must have two or more** qualified environmental statutes associated with your project. Please check the applicable boxes.

- Clean Water Act, Section 104(b) (3)
- Safe Drinking Water Act, Section 1442(c)(3)(C)
- Solid Waste Disposal Act, Section 8001(a)
- Clean Air Act, Section 103(b)(3)
- Toxic Substances Control Act, Section 10(a)
- Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a)
- Marine Protection, Research, and Sanctuaries Act, Section 203

5. **Substantial Compliance and Required Documents.** Proposals must substantially comply with the proposal 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 proposal, pages in excess of the page limitation will not be reviewed. Use this checklist to ensure that you have submitted all required documents. Please check each box upon completing each form.

- Cover Letter
- Performance Measures (Appendices B)
- Detailed Budget (Appendix C)
- SF-424, Application for Federal Assistance

- Quality Assurance Project Plan Questionnaire (Appendix D)
- Key Contacts Form
- Workplan/Proposal Narrative

6. One Proposal Limit. Is this the only proposal submitted by the state? Only one proposal may be submitted per state. Additional applications from the state will be rejected. It is important that the state settle upon submitting a single proposal.

Appendix B Performance Measures

Why measure performance?

Measuring project progress is critical to achieving your desired goals. Targeting work toward specific project outcomes can help you manage your project to achieve these results. Measurement can tell you what is working with your project and what is not, and when it may be necessary to adapt your approach. It will give you the information to know that your efforts are having a positive impact on your community. It will help you remain sustainable, by giving you the information to demonstrate to EPA and other supporting organizations that you are achieving your project goals.

SEJCA Performance Measurement Requirements

To ensure the long-term viability of individual SEJCA projects it is critical that the program as a whole demonstrate strong results. As a part of each cooperative agreement, EPA requires cooperative agreement recipients to provide performance information through semi-annual progress reports and a final report. This information will help the EPA track the successes of the program and manage the program effectively.

“Output” and “Outcome” measures

Under EPA Order EPA Order 5700.7 "Environmental Results Under Assistance" (<http://www.epa.gov/ogd/grants/award/5700.7.pdf>), EPA requires that all of its grants and cooperative agreement programs ensure that grantee work plans contain not only well-defined outputs, but also, to the maximum extent practicable, well-defined outcomes.

The term “outcome” means the result that will occur from carrying out an activity that is related to a project goal. Outcomes may be environmental, behavioral, health-related, or programmatic in nature, must be quantitative, and may not necessarily be achievable within an assistance agreement funding period.

The term “output” means an environmental activity, effort, and/or associated work products related to an environmental goal or objective, that will be produced or provided over a period of time or by a specified date. Outputs may be quantitative or qualitative but must be measurable during an assistance agreement funding period. Outputs reflect the products and services provided by the recipient, but do not, by themselves, measure the programmatic or environmental results of an assistance agreement.

There are two major types of outcomes - end outcomes and intermediate outcomes. End outcomes are the desired end or ultimate results of a project or program. They represent results that lead to environmental/public health improvement. A change in water quality and resultant change in human health or environmental impacts are examples of end outcomes.

Intermediate outcomes are outcomes that are expected to lead to end outcomes but are not themselves “ends.” Given that the end outcomes of an assistance agreement may not occur until

after the assistance agreement funding period, intermediate outcomes realized during the funding period are an important way to measure progress in achieving end outcomes. For example, for an air pollution program, reductions in pollution emissions may be viewed as an intermediate outcome to measure progress toward meeting or contributing to end outcomes of improved ambient air quality and reduced mortality from air pollution.

The following examples illustrate the relationship between outputs and outcomes.

1. If a project goal is to meet regularly with partners to plan for and conduct business or other outreach activities to involve others in pollution prevention activities, you may wish to measure:
Outputs: The frequency of these meetings, whether an outreach plan is developed.
Outcomes: The percentage of targeted businesses involved in pollution prevention programs or efforts—before and after outreach, the results of the pollution prevention activities’ contact (e.g., financial, technical, or in kind assistance).
2. If a project goal is to reduce idling at schools through an anti-idling campaign, you may wish to measure:
Outputs: The number of schools that are a part of the campaign, the percentage of the target population reached with the anti-idling messages.
Outcomes: Reductions in air toxic emissions at schools from buses and cars and based on the calculations of pre and post idling campaign estimates.

Developing Performance Measures for your Proposed Work Plan

The following are questions to consider when developing output and outcome measures of quantitative and qualitative results.

- 1) What are the measurable short term and longer term results the project will achieve?
- 2) How does the plan measure progress in achieving the expected results (including outputs and outcomes) and how will the approach use resources effectively and efficiently?

One tool that may be useful to you in developing output and outcome measures is a “logic model.” A logic model is a visual model that shows the relationship between your work and your desired results. It communicates the performance story of your project, focusing attention on the most important connections between your actions and the results. A logic model can serve as a basic road map for the project, explaining where you are and where you hope to end up.

The following Web Sites provide information on how to develop a logic model and how to use a logic model as a tool to develop your project measures.

The Kellogg Foundation guide to developing logic models:
www.wkkf.org/Pubs/Tools/Evaluation/Pub3669.pdf

An EPA Region 10 Web Page with measurement information and tools:

<http://yosemite.epa.gov/R10/ECOCOMM.NSF/webpage/measuring+environmental+results>

A University of Wisconsin Extension Service online course on enhancing performance using logic models: <http://www.uwex.edu/ces/lmcourse/>

A page with National Fish and Wildlife Foundation logic framework examples: <http://www.nfwf.org/evaluation/logicframework.cfm>

Data Collection

There are various methods for collecting or tracking data. Those selected will depend on the specifics of the project.

Example 1: To measure the effectiveness of an educational training workshop, the applicant may want to administer a pre and post tests to those who attended.

Example 2: The pre and post tests may be appropriate for this element of the project, while another element of the project may want to document pre and post project behavioral changes by community members.

For your measures, think about what your data source will be (e.g., people, existing records, observation) and how you will collect the data (e.g., observing behavior changes, administering pre and post tests). Note that measures of environmental or human health benefits resulting from the project may be estimated or projected.

Appendix C
Sample Budget Narrative

The budget narrative for the project should correspond to the project goals and performance plan. This is only one example and is for illustrative purposes only.

Personnel (these costs are for the SEJCA recipient employees, if any are hired)

\$ _____

Fringe Benefits (tied to any personnel costs identified above) \$ _____

Overhead Rate \$ _____

Travel

Meetings with Partners _____ miles @ .45 \$ _____

National Training Workshop

Airfare Estimated

Hotel

Per Diem

Total \$

Total Estimated Travel \$ _____

Equipment (only items over \$5,000 should be included)

Supplies

To complete tasks for project goal(s) _____ to do _____ requiring office supplies such as pens, staplers, notebooks, etc.

Paper \$ _____

Computer and Printer Supplies \$ _____

Envelopes \$ _____

Pencils/Pens \$ _____

Folders \$ _____

Brochures related to project goal _____ to do _____

Total Supplies \$ _____

Other

Printing \$ _____

Postage \$ _____

Telephone charges to conduct outreach for project goal _____ \$ _____

Total Other Costs \$ _____

Contractual*

Contractor to support project goal _____ \$ _____

Total Contractual Costs \$ _____

Total Project Estimate \$ _____

- **Please note that any contract or grant you award with federal dollars is subject to federal competition rules. This means that you cannot guarantee funding to any specific contractor or organization. Whether they are awarded the contract or grant will depend on the competition, which will determine whether or not they receive any money.**
- **Also, any funds that you submit as a part of your formal budget request (including leveraged funds) will be defined/included as federal funds. All federal requirements will apply. It is recommended that if you are adding leveraged funds to your project, to mention them only in the narrative and not include them as a part of your federally funded budget.**

Appendix D
Office of Environmental Justice
Quality Assurance Project Plan Requirement (QAPP)

Check Yes or No for each of the items provided below as it applies to your proposed project.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.
Yes _ No _
2. Your project will use existing computer databases containing analytical data or personal information previously collected.
Yes _ No _
3. Your project will use existing historical research pertaining to this project or proposal.
Yes _ No _
4. Your project will implement deed searches for current property or site.
Yes _ No _
5. Your project will conduct medical records search for the population covered in the grant
Yes _ No _
6. Your project will compile meteorological data to determine weather trends or air mixing trends.
Yes _ No _
7. Your project will use existing statistical studies or will conduct these studies as part of the project.
Yes _ No _
8. Your project will create a new database based on the information gathered.
Yes _ No _
9. Your project will use this information for litigation purposes
Yes _ No _
1. Your project will use this information to make recommendations on environmental decisions.
Yes _ No _

If you answer “Yes” to any of the items provided below, you **ARE REQUIRED TO SUBMIT** a Quality Assurance Project Plan in accordance with EPA requirements **IF YOU ARE SELECTED FOR AWARD**. If selected for award, you will be contacted with information on how to prepare your QAPP. In the meantime you can visit the website <http://www.epa.gov/ogd/grants/assurance.htm> which provides guidance on what must be submitted for grants/cooperative agreements.

Appendix E Step-by-Step Instructions for www.grants.gov Application

To begin the application process under this solicitation, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package and Instructions” to download the compatible Adobe Reader and obtain the application package. To apply through grants.gov you must use Adobe Reader applications and download compatible Adobe Reader version (Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help Section on grants.gov at <http://www.grants.gov/help/help.jsp> or http://www.grants.gov/aboutgrants/program_status.jsp)

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OECA-OEJ-09-01, or the CFDA number that applies to the announcement (CFDA 66.312), in the appropriate field. You may also be able to access the application package by clicking on the button “Application” at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Application Submission Deadline: Your organization’s AOR must submit your completed application electronically to EPA through Grants.gov (<http://www.grants.gov>) **no later than April 10, 2009, 11:59 pm.**

If you have any questions regarding this matter please email the Grants.gov Contact Center at support@grants.gov or call 1-800-518-4726.

Please submit *all* of the application materials described below. To view the full funding announcement, go to <http://www.epa.gov/compliance/environmentaljustice/grants/index.html> or go to <http://www.grants.gov> and click on “Find Grant Opportunities” on the left side of the page and then click on Search Opportunities/Browse by Agency and select Environmental Protection Agency.

1. Standard Form (SF) 424, Application for Federal Assistance

Complete the form. There are no attachments. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. See Section IV.I.

2. Key Contacts Form

3. Narrative Proposal, including the following Documents:

Cover Letter

Performance Measures (Appendices B)
Detailed Budget (Appendix C)
Quality Assurance Project Plan Questionnaire (Appendix D)
Workplan/Proposal Narrative

Application Preparation and Submission Instructions

Documents 1 and 2: The SF-424 and Key Contacts Form should appear in the “Mandatory Documents” box on the Grants.gov, “Grant Application Package” page. Click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For Document 3, you will need to attach electronic files. Prepare your narrative proposal, using the requirements outlined above (in Section IV., B.3) and save the document to your computer as a Microsoft (MS) Word or WordPerfect file. (U.S. EPA prefers to receive documents in MS Word, but documents prepared in WordPerfect will also be accepted.) When you are ready to attach this document to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your Work Plan (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. Prepare the cover letter, performance measures detailed budget, and quality assurance project workplan questionnaire, using the requirements outlined in Section IV. B. 3, that you would like to submit to accompany your Work Plan, and click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant Name – FY09 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY 09 Assoc Prog Supp – Back-up Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name –

FY09 Assoc Prog Supp – 2nd Submission.”

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY 09), and the grant category (e.g. Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. THE AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Sheila Lewis at 202-564-0152 or email lewis.sheila@epa.gov.

Applications packages submitted through grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from support@grants.gov) within 30 days of the application deadline, please contact Sheila Lewis at 202-564-0152 or email at lewis.sheila@epa.gov . Failure to do so may result in your application not being reviewed.