AGENCY: ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: COMMUNITY ACTION FOR A RENEWED ENVIRONMENT (CARE) PROGRAM

ACTION: Request for Proposals (RFP)

RFP NO.: EPA-OAR-IO-07-02

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.035

CLOSING DATE: The closing date to submit proposals is **April 9, 2007, 6:00 p.m., EST.** Hard copy proposals submitted via commercial delivery service must be received in the Program Office by the closing date and time. Proposals submitted via Grants.gov must be received by the closing date and time, **April 9, 2007, 11:59 p.m., EST.** Late proposals will not be accepted. See Section IV for further information.

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 Grants.gov.

SUMMARY: This notice announces the availability of funds and solicits proposals for financial assistance to eligible entities through the Community for a Renewed Environment (CARE) program. CARE is a unique community-based, community-driven, multimedia demonstration program designed to help communities understand and reduce risks due to toxics and environmental pollutants from all sources. The CARE grant program will help communities form collaborative partnerships, develop a comprehensive understanding of the many sources of risk from toxics and environmental pollutants, set priorities, and identify and carry out projects to reduce risks through collaborative action at the local level. CARE's long-term goal is to help communities build self-sustaining, community-based partnerships that will continue to improve human health and local environments into the future. This is the third year requesting proposals for the CARE grant program; the first was in the spring of 2005. The objective of the CARE grant program is to investigate the effectiveness of the CARE process-- whether this cross-Agency, multi-media program provides greater environmental benefits than either non-collaborative or single media approaches.

EPA will award two types of cooperative agreements (**Level I and Level II**) under this solicitation as part of the CARE grant program.
- Level I cooperative agreements will support the following types of activities: forming community-based collaborative partnerships; developing a comprehensive understanding of the many sources of risk from toxics and environmental pollutants; and setting community risk reduction priorities.
- Level II cooperative agreements will fund activities to identify and demonstrate actual risk reduction projects "on the ground" in their community. Level II agreements are for

communities that have already completed the actions typically taken in a Level I agreement. However, receipt of a Level I cooperative agreement is not a prerequisite to receiving a Level II cooperative agreement.

FUNDING/AWARDS: The financial assistance obtained through this announcement will be awarded as a two-year cooperative agreement. The total estimated funding expected for all awards under this solicitation is approximately $2.7 million for FY 2007.

- EPA anticipates awarding 5 – 10 Level I cooperative agreements ranging in approximate value from $75,000 to $100,000. Most Level I agreements are expected to be funded at the level of about $90,000 with a maximum value of $100,000. (See Section III.B., Threshold Eligibility Requirements).

- EPA also anticipates awarding 6 – 8 Level II cooperative agreements ranging in approximate value from $150,000 to $300,000. Most Level II agreements are expected to be funded at about $275,000 with a maximum value of $300,000. (See Section III.B., Threshold Eligibility Requirements.)

The CARE grant program is very competitive. In the 2006 competition, 110 applications were received and 17 projects were funded.

EPA reserves the right to increase or decrease (including to zero) the total number of cooperative agreements awarded for each level, or change the ratio of Level I to Level II agreements it awards. 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

EPA developed the CARE program in response to community requests for help in addressing

environmental concerns and in recognition of the need for a new approach to help communities develop locally-led solutions to address these concerns. While national regulatory approaches have resulted in significant reductions in toxic releases and other environmental improvements, these methods have not always been effective in addressing specific community concerns and cumulative risks resulting from toxic releases from multiple and often diffuse sources.

CARE is designed to complement national regulatory approaches and meet community needs by building the capacity of communities to understand and take effective actions at the local level to address existing environmental concerns. The CARE program will provide funding, information, training, technical support, help to build collaborative partnerships, and improved access to voluntary programs and address community environmental concerns. This help will focus on building the communities' capacity to understand and reduce the risks from toxics and environmental pollutants in all environmental media. This will be the third year of the CARE grant program, EPA has already provided $4.6 million in funding for 29 projects: 17 Level I and 12 Level II cooperative agreements. This is the third CARE solicitation. Because each solicitation has been fundamentally similar to the previous two years, applicants may find it useful to go to the CARE website (www.epa.gov/care) and read the descriptions of the existing CARE projects.

B. Scope of CARE Projects

1. Goals -- The goals of the CARE program are to:

- Reduce exposures to toxic pollutants through collaborative action at the local level.

- Help communities gain an understanding of all potential sources of exposure to toxic pollutants.

- Work with communities to set priorities for risk reduction activities.

- Create self-sustaining, community based partnerships that will continue to improve the local environment.

2. Strategies -- To achieve these goals, the CARE program will use the following strategies:

- Build effective collaborative partnerships that include community organizations and residents, businesses, and governments and other appropriate partners.

- Provide information, tools, and technical assistance to help communities understand all potential sources of exposure to toxic pollutants.

- Establish consensus in communities on priorities for effective action to reduce risks.

- Focus on action, mobilize local resources and utilize EPA voluntary programs to implement risk reduction activities.

- Facilitate networking among CARE communities to share experiences and lessons learned.

- Build long-term community capacity to continue improving the local environment.

3. CARE Program definition of toxics:

The CARE program is designed to help communities reduce toxics in their environment and solve environmental problems that affect the health and/or the environment of the people who live and/or work in the community. EPA uses the term toxics to mean environmental pollutants that cause negative health or environmental impacts. These environmental pollutants can be in any environmental media--**air, water, land and/or in the indoor environment**. EPA is not limiting the term toxics to chemicals listed in one or more environmental statute or regulations. For additional information please refer to the CARE Solicitation Questions and Answers. You can find that document on the CARE website, www.EPA.gov/CARE.

4. Definition of a CARE Community:

CARE is designed to help place-based communities build collaborative partnerships that can work to understand and improve environments at the local level. Since the size of local level place-based communities varies depending on the project, the CARE program is not strictly defining the term community. A community is **all** the people living in the same area sharing the same environment, including both residents and businesses. A community will often be in a relatively small area, but in rural locations a larger area would be considered a community. A tribal reservation would normally be considered a community. Eligible CARE partnerships can be formed at the neighborhood level or in larger place-based areas.

However, for purposes of CARE program's focus on building capacity at the local level, New York City would be considered too large to be a community. Sections of New York City would be considered communities. Moreover, a subpopulation of a community e.g., all the schools in a specific area; or all the people of the same ethnic group or all the people with a single occupation to the exclusion of the other people living in the same area, does not qualify as representing the entire community and is not be eligible for a CARE grant.

For additional information please refer to the CARE Solicitation Questions and Answers on the CARE website: www.EPA.gov/CARE.

5. Utilization of EPA Partnership Programs:

CARE is designed to deliver partnership programs to communities. Partnership programs in EPA include a wide variety of programs, initiatives and activities that are based on communities and citizens taking action not required by statute or regulation. There are two major categories of partnership programs:

- Category One: Participants specifically sign up for a partnership program, and must

meet certain criteria to be considered members. The motivation for participation is usually based on a combination of a desire for improved environmental performance, economic savings, or improved performance and/or recognition. Examples include EPA's WasteWise, Best Workplaces for Commuters, National Priorities for Environmental Pollutants, Performance Track programs, and Source Water Protection Programs.

- Category Two: Participants are provided information to carry out EPA's partnership programs, or to design their own approaches to reduce health risks to them or others, examples include: EPA's Indoor Air Quality Tools for Schools, Integrated Pest Management, Pollution Prevention, and Make a Difference Campaign programs.

EPA's website includes a Voluntary Program Guide which lists the national EPA voluntary partnership programs that could be of use to communities. The Guide provides information on where to find the requirements for each of the programs listed. (**www.epa.gov/care**)

6. What resources are provided by EPA through the CARE program?

When recipients receive a CARE cooperative agreement, in addition to funding they may also receive:

- EPA Program Support: EPA will provide information about EPA programs and support to help CARE recipients use the EPA programs they select;

- EPA Technical Advisor Support: EPA will provide regional technical advisory staff who will work directly with the partnership group. The technical support provided by the EPA staff will be both 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.

- CARE National Training Workshop: CARE cooperative agreement recipients will be required to attend an annual multi-day, CARE training. Some of the training's objectives will be to help the recipient with strategic planning, cooperative agreement management, and afford numerous opportunities to network with other CARE community representatives. **Expenses for this annual national training (i.e., travel, lodging, etc.) must be included, for both years of the grant, in the applicant's budget narrative proposal (see Appendix B).**

- CARE Community Network: All CARE communities are networked together so the communities can provide informal and formal support to each other, share experiences and help each other solve problems. The formal networking will be conducted regularly via email, formal conference calls or other methods. EPA views this portion of the program as one of the keys to its success.

7. There are two Levels of CARE funding – EPA will provide CARE funding to applicants

through cooperative agreements to support projects at two different levels (Level I and Level II) as follows:

The goal of Level I projects is to ensure, at completion, that the community has developed an effective problem solving partnership, has an understanding of toxic risks facing the community, and has reached consensus in prioritizing those risks.

a. Level I cooperative agreement funding will:

- Provide assistance to applicants to create or develop a collaborative partnership dedicated to understanding toxic risks and environmental pollutant impacts in their community. Community partnerships should be as inclusive as possible including community residents, representatives of community organizations, small and large businesses, state, tribal, local government agencies, EPA and other federal agencies, colleges and universities, and other organizations and individuals as appropriate.

- Assist these broad-based partnerships, with technical support from EPA, states, and other partners, to identify all sources of toxics and environmental pollutants in the community, perform a multimedia screening level assessment of the risks from them, and work to help determine community priorities for risk reduction. Funding can not be used for surveys.

b. Level II cooperative agreement funding:

A CARE Level II community will demonstrate success by continuing to reduce toxic risks and environmental pollutants and build healthier communities, even after the completion of the funded Level II project. Applicants are not required to have been a recipient of a Level I agreement in order to receive a Level II agreement.

- Level II projects are designed for communities that have **already** established a broad-based, collaborative, problem solving partnership; that have developed an understanding of all or most of the toxic risks and environmental pollutants facing their community in multiple environmental media; and that have set community priorities for risk reduction.
- Level II projects will be used to identify and accomplish risk reduction actions to address the community's priority risks (as identified before the Level II project was started). Risks will be addressed through the selection and use of EPA-programs and technical assistance or other voluntary actions selected by the partnership.
- Level II projects will help the community partnership become self-sustaining. (Please note: CARE assistance may include training and assistance in how to attract new resources and partners to support further risk reduction activities but CARE funds can not be used to pay for filling out grant applications or other fund raising activities.)

Please note: A group, no matter how broad its constituents, which was convened about a specific kind of toxin or toxic source must demonstrate that they did a detailed examination of more than that single source or class of toxics. For example, a group called "Good

People Against Diesel Emissions", can not say that they simply looked at all multi-media impacts of Diesel emissions and then decided that Diesel Emissions the top priority in the community.

8. Examples of Suggested Activities for Level I Projects:

- convening, facilitating, and providing information to community stakeholder group(s);
- investigating different environmental toxic problems in the different environmental media in the community and preparing education materials for the community regarding the results of the investigations;
- analyses of the toxics problems in the community and their relative risks and potential solutions;
- providing information to the stakeholder group, community or the general public about any of the above activities and their results;
- activities that evaluate and track progress, and communicate lessons learned with other communities.

9. Examples of Suggested Activities for Level II Projects:

- activities to reduce risks, including: identifying, choosing and implementing options for risk reduction and mobilizing local resources to carry out new or existing voluntary programs (e.g. IAQ Tools for Schools, Design for the Environment, and the Pesticide Environmental Stewardship Program, and pollution prevention of Priority Chemicals);
- convening, facilitating, and providing information to community stakeholder group(s);
- finding additional partners and resources to make the project self-sustaining;
- activities that evaluate and track progress, measure results, and communicate lessons learned with other communities:
- providing information to the stakeholder group, community or the general public about any of the above activities and their results.

10. How is the CARE Program Different?

The CARE cooperative agreements are designed to investigate and demonstrate the long-term value of the CARE program. Specifically, EPA has developed the CARE program as a different approach to address the problems of cumulative risk in communities. While CARE builds on the efforts of previous community-based programs, CARE does offer a different approach. The CARE approach combines all of the following factors (each of which may not be unique to CARE, but the combination of approaches and tools is unique):

- CARE is a multimedia program that takes a comprehensive view of toxics and environmental pollutants in a community and is not limited to a single media (air, water, land) or source.

- CARE is based on providing the tools and information to communities so they can set their own priorities for risk reduction and select the voluntary programs that best fit their needs.

- CARE creates a network that includes all the CARE communities. This network will allow communities to learn from and support each other.

- Through a single program, CARE cooperative agreements allow communities to get organized, examine and prioritize toxic risks, and take voluntary actions to reduce those risks.

- CARE uses collaborative stakeholder processes and voluntary programs to bring the various sectors of the community together to solve problems.

- CARE mobilizes a network of EPA staff from across programs and regional offices to provide support, training, and tools to help communities achieve success.

- CARE establishes an effective mechanism to deliver the full range of the EPA voluntary partnership programs to the communities that need and want them.

- CARE helps develop community capabilities that will be self-sustaining, collaborative, and will hopefully continue improving the environmental health in the community even after the grant funding expires.

C. EPA Strategic Plan Linkage to CARE and Anticipated Outcomes/Outputs.

1. Awards under the CARE program directly support progress towards EPA Strategic Plan's (http://www.epa.gov/ocfopage/plan/plan.htm) **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).

2. EPA's Strategic Plan (http://www.epa.gov/cfo/plan/plan.htm) has five goals:
  Goal 1: Clean Air and Global Climate Change
  Goal 2: Clean and Safe Water
  Goal 3: Land Preservation and Restoration
  Goal 4: Healthy Communities and Ecosystems
  Goal 5: Compliance and Environmental Stewardship

The CARE program supports the goals in EPA's Strategic Plan. In the CARE program, communities will select and carry out EPA partnership programs to reduce toxic exposures and protect the environment in their communities. While the partnership programs and other actions taken will differ from community to community, overall, the actions taken by communities through the CARE program will support a number of the other goals, objectives and sub-objectives in the EPA Strategic Plan across all the environmental media. They are:

- 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
Objective 1.2 Healthier Indoor Air
- Goal 2 Clean and Safe Water
Objective 2.1 Protect Human Health
Sub-objective 2.1.1 Water Safe to Drink
Objective 2.2: Protect Water Quality
- Goal 3 Land Preservation and Restoration
Objective 3.1 Preserve Land
Sub-objective 3.1.1 Reduce Waste Generation and Increase Recycling
- Goal 5 Compliance and Environmental Stewardship
Objective 5.2: Improve Environmental Performance through Pollution Prevention and Innovation,
Sub-objective 5.2.1 Prevent Pollution and Promote Environmental Stewardship by Government and the Public
Sub-objective 5.2.2 Prevent Pollution and Promote Environmental Stewardship by Business
Sub-objective 5.2.3 Business and Community Innovation

3. Outcomes -- Through the agreements expected to be awarded under this announcement, EPA expects to work with communities so they can:

- Create self-sustaining community-based partnerships that will continue to improve local environments. (CARE Level I and II projects)

- Develop a comprehensive understanding of all sources of risk from toxics and set priorities for effective action. (CARE Level I projects)

- Demonstrate the reduction of risk from exposure to toxic pollutants through collaborative action at the local level. (CARE Level II projects)

4. Outputs -- The anticipated outputs for awards expected to be made under this announcement will vary from community to community. The main expected outputs are the following:

- CARE Level I project: The creation of a broad-based community stakeholder group that has developed an understanding of the toxic risks and environmental pollutants in their community and engaged the community through a consensus process.

- CARE Level II project: The community reaches consensus on the selection of partnership programs and/or other approaches to address the community's priority risks (to address the risks identified in a Level I or similar project) and these programs and approaches are implemented reducing risks in the community. While different communities will select different partnership programs, they will be expected to achieve the specific outputs/outcomes of the programs they choose.

5. Developing Performance Measures

To receive a cooperative agreement under the CARE program, 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 future CARE recipients.

During the two-year cooperative agreement period, every CARE grant recipient is encouraged to measure performance success in the environmental, economic, and social dimensions. While the CARE project may not lead to dramatic improvement in all three of these dimensions, the CARE applicant is encouraged to think long-term on how the environmental, economic and/or social progress of the project could be monitored long-time through data collection.

Level II cooperative agreement recipients are encouraged to address actual environmental and human health improvement, whether it is through reduced impact, a more effective use of materials, control of toxics and other pollution sources, healthier ecosystem (land, air, water) functioning, or other measures. In addition, Level II cooperative agreements recipients should collect and/or use data to measure and track both short and long term progress and success..

See Appendix A for the Level I and Level II list of specific required performance measures that must be reported to EPA and examples of the kinds of measures projects could use.

D.Supplementary Information.

CARE National Webcast

The CARE program will conduct three identical national informational sessions for potential applicants via a national webcast on the following dates and times:

    February 20, 2007   3:00 - 4:30 p.m. eastern time

    February 26, 2007   3:00 - 4:30 p.m. eastern time

    March 1, 2007   10:00 - 11:30 a.m. eastern time

To register for the upcoming CARE Internet Seminar for either of the above dates, please go to: http://www.cluin.org/studio/seminar.cfm#upcoming and click on the registration link for the "CARE Request for Proposals Q&A".

After the three national webcast sessions are completed, a recorded version of the full webcast will be available on: https://www.clu-in.org/live/archive.

EPA CARE cooperative agreements will be awarded under EPA's research and demonstration authorities:

- **Clean Water Act,** Section 104(b) (3);

- **Safe Drinking Water Act,** Section 1442(c)(3)(A);

- **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); and,

- **Marine Protection, Research, and Sanctuaries Act,** Section 203.

To be selected for funding, a project must consist of activities within the statutory terms of EPA's research and demonstration grant authorities. Most of the statutes authorize financial assistance for the following activities: "research, investigations, experiments, training, demonstrations, surveys and studies." These activities relate generally to the gathering or transferring of information or advancing the state of knowledge. The application of established practices may qualify when they are part of a broader project which qualifies under the term "research." (See Section III. B., Threshold Eligibility Requirements).

Applicants must be aware that there are certain statutory restrictions related to EPA's annual Appropriation Acts**.** Therefore, EPA funds for cooperative agreements under this solicitation **cannot** be used for projects within the scope of activities covered by other appropriation accounts within the EPA Appropriation Act. For example, CARE cooperative agreements **cannot** be used:

- To equip school buses with diesel retrofit technology or to replace older school buses in order to reduce diesel emissions.

- To develop and enhance state and tribal efforts to protect wetlands or to implement State and Tribal wetland programs**.**

- 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*", catalogue of Federal Domestic Assistance Number 66.814.)

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

- To duplicate the work of the Targeted Watersheds Grant Program. The Targeted Watersheds Grant Program enhances community watershed groups' efforts through two different types of grants. Implementation grants provide monetary assistance directly to watershed organizations to implement restoration/protection activities within their watershed. Money is used to stabilize stream banks, demonstrate innovative nutrient management schemes, establish pollutant credits and trading projects, and work with local governments and private citizens to promote sustainable practices and strategies. Grants range from $300,000 to $1,300,000, with an additional 25% leveraged from other sources. Capacity building grants support established watershed service providers in their effort to increase the viability, sustainability and effectiveness of local watershed groups by providing tools, training, and education.

- To survey more than 9 members of the public without prior approval by the Office of Management and Budget of the survey instrument.

SECTION II—Award Information

A. What is the amount of funding available?

The total estimated amount of funding available under this solicitation for FY 2007 is approximately $2.7 million. Cooperative agreements resulting from this announcement will be funded incrementally, as appropriate, over a two-year period.

B. How many cooperative agreements will EPA award under this solicitation?

The EPA anticipates awards of between 5 and 10 Level I cooperative agreements ranging in approximate value from $75,000 to $100,000 with a maximum value of $100,000; and between 6 and 8 Level II cooperative agreements ranging in approximate value from $150,000 to $300,000, with a maximum value of $300,000. (See Section III. B. Threshold Eligibility Requirements).

EPA reserves the right to reject any or all proposals and make no awards under this solicitation. EPA also reserves the right to make additional awards under this announcement consistent with Agency policy, if additional funding becomes available. Any additional selections for awards will be made no later than six months after the original selection decisions.

C. What is the project period for award(s) resulting from this solicitation?

CARE cooperative agreements are intended to last for two years. The estimated project period for awards resulting from this solicitation is October 2007 through September 2009.

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;
- review 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.

E. Can funding be used to acquire services or fund partnerships?

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward or subgrant procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants must compete their contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non profit organizations and governmental entities. 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 to carry out its cooperative agreement. For profit organizations are eligible subgrant recipients under this announcement only where consistent with Section .210 of OMB Circular A-133. The nature of the transaction between the recipient and the 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.

F. Can Projects be Partially Funded?

EPA reserves the right to partially fund proposals by funding discrete activities, portions or phases of proposed projects. If EPA decides to partially fund a proposal, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the proposal, or

portion thereof, was evaluated and selected for award, and that maintains the integrity of the competition and selection process. In order to ensure appropriate funding is provided for partially funded projects, EPA requests that applicants provide an approximation of the percentage of the budget designated for each major activity. (See Section IV.B.4.VI)

SECTION III--Eligibility Information

A. Eligible Entities.

Local, Public non-profit institution/organizations, Federally Recognized Indian Tribal Government, Native American Organizations, Private nonprofit institution/organization, Quasi-public nonprofit institution/organization both interstate and intrastate, local government, colleges, and universities are all eligible.

A "non-profit organization", as defined by OMB Circular A-122, means any corporation, trust, association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Non-profit organizations described in Section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

State governments or their agencies are not eligible to apply. EPA hopes to work with State agencies as partners to support CARE communities, where appropriate.

B. Threshold Eligibility Requirements.

These are requirements which if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals that meet all of these criteria will be evaluated against the ranking factors in Section V of the announcement. 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.

1. Proposed projects must consist of activities within the statutory terms of EPA's research and demonstration grant authorities, as explained in Section I.D., Supplementary Information.

2. Proposals received for Level I projects in excess of the maximum value of $100,000 will not be considered.

3. Proposals received for Level II projects in excess of the maximum value of $300,000 will

not be considered.

4. Applicants must apply for either a Level I or Level II agreement, not both, and they must state their Level I or Level II selection clearly in their proposal. An organization that has already received a Level II Grant can not apply for a second Level II grant.

5. Only one proposal may be submitted per applicant organization. However, an applicant organization can be a partner for more than one CARE proposal.

6. The proposal must be for a community that meets the CARE definition in Section I. B.4., Definition of a CARE Community, and must be in the United States or its territories.

7. Proposals must be written in English.

8. Hard copy proposals will only be accepted if sent by an **express delivery service.** EPA will not accept proposals sent by U.S. Postal Service. EPA will not accept proposals submitted via FAX or email.

9. 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/application and/or parts of the application/proposal, pages in excess of the page limitation will not be reviewed.

10. **Threshold Factor for Level II Proposals Only:** *There must be an established broad-based stakeholder group that has developed an understanding of all or most of the toxic risks in the community and established priorities for risk reduction.*

To be eligible for a Level II cooperative agreement, the applicant:

▪must be leading or representing an existing collaborative partnership that represents the various constituencies in the community: citizens, businesses, government (additional appropriate partners can also be part of the partnership). The named partnership must be at least in part a majority of the same collaborative partnership that will be a part of the Level II process. Commitments from the collaborative partnership should be included in the proposal package. EPA expects that most of the community members or organizations that were part of the original work will continue to be part of the Level II partnership. If any of the initial partners are not included in the Level II partnership the applicant should explain the impact of the missing partners and how they will be replaced or why they do not need to be replaced.

▪must have completed a detailed examination of all or most of the toxic risks in the community including all environmental media (air, water, etc.).

▪must have come to consensus on the specific community priorities for risk reduction.

▪must be prepared to choose a risk reduction program to address community priorities.

NOTE: A group, no matter how broad its constituents, which was convened about a specific kind of toxin or toxic source must demonstrate that they did a detailed examination of more than that single source or class of toxics. For example, a group called "Good People Against Diesel Emissions", can not say that they simply looked at all multi-media impacts of Diesel emissions and then decided that Diesel Emissions the top priority in the community. EPA does not consider this to be a "detailed examination of all or most of the toxic risks in the community including all environmental media".

C. Are matching funds required?

A specific level of cost sharing or matching funds is not required as a condition of eligibility, or otherwise, for proposals selected for award. However, the ability to leverage additional resources, technical or financial, from other applicants or partners will be evaluated for Level II projects (See Section V.A, Evaluation Criteria).

SECTION IV--Application and Submission Information

A. How to Obtain Application Package

EPA encourages applicants to obtain proposal materials and apply electronically through http://www.grants.gov. Applicants may also 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). Potential applicants may request a paper copy of the application package by contacting the Agency contact listed in Section VII of this announcement. Note that only applicants selected for award will be asked to submit a full application package.

B. Content and Format of Proposal

All proposals must contain the following mandatory items:

I. SF 424
II. Narrative Proposal and Detailed Itemized Budget (see Appendix B):

1. The Narrative Proposal, as described in 4 below, must be a maximum of ten (10) pages in length. Pages in excess of ten will not be considered. This page limit does not include a cover letter or any pieces documenting third party commitments (e.g., references or letters confirming commitments) or substantiating material (e.g., membership lists, meeting notes, reports).

2. Applicants must submit one original proposal signed by an authorized organization official and two complete copies, unless the proposals are submitted electronically through "www.grants.gov."

3. Pages must be numbered in order starting with the "Project Title" and continuing through the "Key Personnel."

4. The Narrative Proposal, which cannot exceed 10 pages in length, must contain information that addresses the ranking factors in Section V and should conform to the following outline:

I. Project Title -- Please include the city, state/tribal identification in the title.

II. Organization Overview -- An overview of the organization, its mission, and pertinent related experience.

III. Community Profile -- A profile of the community served by the proposed project including political and geographical boundaries, basis as a community, 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 a valley, by neighborhood or other.

IV. Project Description -- A summary of the project and an explicit description of how the proposed project specifically addresses each of the applicable evaluation criteria in Section V. Applicants must submit information addressing, and responding to, the evaluation factors in Section V. To assist potential applicants in the preparation of their proposals, EPA has provided "suggested types of information" in Appendix C that if followed, will help the applicant respond to the requirements of the Evaluation Criteria elements specified in Section V.

Level I project description:
- Purpose in a brief concise paragraph
- Extent of environmental and public health problem
- Community involvement/collaboration/partnership
- Alignment with CARE strategies
- Project goals and performance plan
- Tracking and Measuring environmental results, including a plan for tracking and measuring progress towards achieving the expected project outcomes and outputs
- Programmatic capability

Level II project description:
- Purpose in a brief concise paragraph
- Environmental issues and concerns
- Names of and the success of the broad-based stakeholder group (Level I work)
- Ability to leverage new resources and sustain community efforts to understand and improve the environment
- Alignment with CARE strategies
- Project goals and performance plan
- Tracking and Measuring environmental results, including a plan for tracking and

       measuring progress towards achieving the expected project outcomes and
       outputs
- Programmatic capability

V. Key Personnel -- Brief biographical sketches of key technical experts who will be involved in the proposed project.

VI. Budget – A detailed budget which reflects the tasks/activities proposed for your CARE project. In addition, please provide an approximation of the percentage of the budget designated for each major activity. See Appendix B)

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

C. Proposal Submission Dates and Times.

The deadline for submission of hard copy proposal packages is **April 9, 2007, 6:00 p.m., EST.** All hard copies of proposal packages must be received by 6:00 p.m., EST on the closing date in order to be considered for funding. Electronic submissions must be submitted via Grants.gov by **April 9, 2007, 11:59 p.m., EST.** Proposals received after the closing date and time will not be considered for funding.

Final (full) grant applications will be requested only from those eligible entities whose proposals have been tentatively selected for award. Additional instructions for final application packages will be provided when the applicant is notified of the tentative selection.

D. Instructions for Hard Copy Submission.

Hard copies will only be accepted if sent by an **express delivery service.** EPA will not accept proposals sent by U.S. Postal Service. (See Section III.B., Threshold Eligibility Requirements) Applicants must send one original proposal signed by an authorized organization official and two complete copies (a total of three copies) to:

Express Delivery Address (FedEx, UPS, DHL, etc.)

    US EPA
    Attn: CARE Program (Larry Weinstock)

Mail Code 8001A
5426 ARN
1200 Pennsylvania Avenue, NW
Washington, DC 20460
Phone: 202-564-7400

E. Instructions for Submission via Grants.gov.

The electronic submission of your application must be made by an official representative of
your institution 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 and ask that individual to begin the registration
process as soon as possible.

To begin the application process under this grant announcement, go to http://www.grants.gov
and click on the "Apply for Grants" tab on the left side of the page. Then click on "Apply Step
1: Download a Grant Application Package and Instructions" to download the PureEdge viewer
and obtain the application package for the announcement.. To download the PureEdge viewer
click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve
the application package by entering the Funding Opportunity Number, EPA-OAR-IO-07-02, or
the CFDA number that applies to the announcement (CFDA 66.035), in the appropriate field.
You may also be able to access the application package by clicking on the button "How To
Apply" 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 complete
application electronically to EPA through Grants.gov (http://www.grants.gov) no later than
April 9, 2007, 11:59 p.m.

If applying thru grants.gov, please submit *all* of the application materials described below.

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. Organizations may obtain a
        DUNS number at no cost by calling the toll-free DUNS number request line at
        1-866-705-5711.

2.   **Narrative Proposal (attached as Project Narrative Attachment Form on
        grants.gov)** developed following the instructions in Section IV., B.4., above.

        Application Preparation and Submission Instructions

Document 1 listed above should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For document 1, 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 2, you will need to attach electronic files. Prepare your Narrative using the format outlined above (in Section IV., B.4. above) and save the document to your computer as an 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 your Work Plan 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. If there other attachments that you would like to submit to accompany your Work Plan, you may 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 – FY07 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 07 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 – FY07 Assoc Prog Supp – 2nd Submission."

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., FY07), 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 Weinstock.larry@epa.gov.

F. Confidential Business Information.

In accordance with 40 CFR 2.203**,** applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential 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.

G. 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.

H. Pre-proposal Communications and Assistance
In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. Questions regarding this solicitation must be submitted in writing to the following website: http:///www.epa.gov/CARE. All questions must be received no later than 14 calendar days prior to the closing of this announcement. Answers to questions received will be posted at the same location as this announcement.

I. Final Application Packages

Only the applicants whose proposals are tentatively selected will be required to submit a final cooperative agreement application package to their EPA Regional office. This package will include:
- an EPA-approved work plan
- a final budget, and
- required financial assistance application forms.

- Approved cooperative agreements will also include specific terms and conditions. These terms and conditions will be binding on the grant recipient and cover areas such as complying with all applicable federal and state laws and ensuring that the projects protect human health and the environment.
- EPA will work closely with the successful applicant to process and finalize the cooperative agreement package.

Applicants will also be required to submit progress reports in accordance with grants regulations found in 40 Code of Federal Regulations (CFR) 30.51 or 40 CFR 31.40. In addition, successful applicants will be required to provide a Dunn and Bradstreet Data Universal Numbering System (DUNS) number.

SECTION V--Proposal Review Information

A. Evaluation Criteria.

Each applicant's proposal that meets the threshold criteria in Section III will be evaluated according to the criteria set forth below. **EPA strongly suggests that you refer to the guidance in Appendix C when writing your proposal.**

Applicants must clearly and explicitly address these criteria as part of their proposal submittal and must state whether they are applying for a Level I or Level II agreement.

Each proposal will be rated under the specific Levels' point system, with a total of 100 points possible.

For the award of Level I cooperative agreements, the applicants will be evaluated on the following criteria:

LEVEL I CRITERIA	Maximum Points per criterion

1. Extent of environment and public health problems: Proposals will be evaluated based on the extent they demonstrate the community is:
   - impacted by toxic pollution by various environmental media (air, water, land, indoor environments, etc.), including significant community exposures to toxics and environmental pollutants from multiple sources and/or multiple stresses to the local environment, and/or,
   - impacted by multiple stresses on economically disadvantaged communities and/or vulnerable communities and populations.
Note: Proposals that describe multiple environmental concerns may be given more weight in the evaluation process.
	15

2. Community Involvement/Collaboration/Partnerships: The applicant will be evaluated based on their organizational capacity and their ability to organize and run an effective collaborative partnership (e.g., citizens, businesses, governments, academic institutions, nonprofit organizations) and any other appropriate partners. The partnership must include all parties necessary to identify sources of toxics and environmental pollutants, set priorities, and bring about solutions. Any gaps in representation (e.g. community organizations, personnel or citizens not now participating), and how those gaps will be addressed, should be described. Applications with detailed letters of commitment (explaining how the committed entity will act in partnership with the applicant) will be scored higher than applications which do not have them. Applications with letters of commitment from multiple stakeholders representing different types of interests will be scored higher then those with only a few stakeholders or with only a few types of interests represented.	**25**

3. Alignment with CARE Strategies: In the Scope of Work section (I.B.2) of this solicitation, the CARE program has identified six strategies to achieve its goals. Proposals will be evaluated based on the extent and quality to which they demonstrate how they will address the following three CARE strategies:
    1. Provide information and a variety of tools to help communities understand and assess toxic risks from all sources in the community.
    2. Mobilize local resources and utilize EPA voluntary programs to carry out risk reduction activities.
    3. Create a positive environment that encourages all members of the community, including businesses and colleges and universities, to join the collaborative partnership.
 	
Each strategy is worth five points.
	15

4. Project Goals and Performance Plan: The applicant will be evaluated on the extent to which the project has a well thought out performance plan to achieve the goals of the CARE project while remaining in line with the project budget.	**20**
5. Tracking and Measuring Environmental Results: The applicant will be evaluated on the effectiveness of their plan for tracking and measuring environmental results, including progress toward achieving the expected project outputs and outcomes; including those identified in Section I.C and Appendix A of the announcement. The applicant should specify the performance measures they will be tracking. The performance measures should focus on solid, quantitative measures related to the applicant's	**10**

activities, outputs and outcomes.	
6. Programmatic Capability/Reporting Environmental Results: Applicants will be evaluated based on the degree to which they demonstrate their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years (no more than five projects, and preferably EPA projects); (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years and submitting acceptable final technical reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project; and (v) the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not. 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 (items i., ii and v) will receive a neutral score for these factors. Each item is worth 3 points.	**15**

LEVEL II EVALUATION CRITERIA

For the award of Level II cooperative agreements, applicants will be evaluated based on the following criteria:

Evaluation Criteria	Maximum

	Points per criterion

1. Environmental issues and concerns: Proposals will be evaluated based on the extent they demonstrate the community is:
 	
    ▪ impacted by toxic pollution by various environmental media (air, water, land, indoor environments, etc.), including significant community exposures to toxics and environmental pollutants from multiple sources and/or multiple stresses to the local environment, and/or,
    ▪ impacted by multiple stresses on economically disadvantaged communities and/or vulnerable communities and populations.
 	
Applicants should note the following:
 	
    ▪ Additional points will be given to communities able to factually detail their unique multi-media concerns and how those concerns were prioritized.
    ▪ Information that is specific to your community will be given more weight than general information**.**
    ▪ Proposals that describe multiple environmental concerns may be given more weight in the evaluation process.
	10

2. Success of Broad-Based Stakeholder Group: Under this criterion, applicants will be evaluated based on the current and expected future inclusiveness, effectiveness and overall success of the existing collaborative partnership of the broad based stakeholder group and the processes it used to acquire Level I information and build consensus up to this point.
 	
    ▪ Inclusiveness looks at how broad based the partnership is and whether the participants represent the various interests in the community.
    ▪ Effectiveness looks at breadth and reasonableness of the examination of toxics and environmental pollutants in the community and how the current group (or a new version of the group) will perform.
    ▪ Success looks at the group's ability to build consensus on choosing their priority risks.
	20

3. Ability to Leverage New Resources and Sustain Community Efforts to Understand and Improve the Environment: Applicants will be evaluated based on the demonstrated extent to which the applicant can demonstrate its ability to: use the work and results of the CARE program to leverage other resources	**15**

including technical assistance and volunteer resources to expand and sustain their efforts to understand and improve the local environment.	

4. Alignment with CARE Strategies: In the Scope of Work section (I.B.2) of this solicitation, the CARE program has identified six strategies to achieve its goals. Proposals will be evaluated based on the extent and quality to which they demonstrate how the work proposed for Level II cooperative agreements will address the following two CARE strategies
        a. Mobilize local resources and utilize voluntary programs to carry out risk reduction activities;
        b. Create a positive environment that encourages all members of the community, including businesses and colleges and universities, to join the collaborative partnership.
 	
Each strategy is worth 5 points.
	10

5. Project Goals and Performance Plan: The applicant will be evaluated on the extent to which the project has a well thought out performance plan to achieve the goals of the CARE project while remaining in line with the project budget.	**20**
6. Tracking and Measuring Environmental Results: The applicant will be evaluated on the effectiveness of their plan for tracking and measuring environmental results, including progress toward achieving the expected project outputs and outcomes; including those identified in Section I.C and Appendix A of the announcement. The applicant should specify the performance measures they will be tracking. The performance measures should focus on solid, quantitative measures related to the applicant's activities, outputs and outcomes.	**10**
7. Programmatic Capability/Reporting Environmental Results: Applicants will be evaluated based on the degree to which they demonstrate their ability to successfully complete and manage the proposed project taking into account the following factors: (i) its past performance in successfully completing and managing federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years (no more than five projects, and preferably EPA projects); (ii) its history of meeting reporting requirements under federally funded assistance agreements similar in size, scope, and relevance to the proposed project performed within the last three years and submitting acceptable final technical	**15**

reports under those agreements, (iii) its organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and (iv) its staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project; and (v) the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.

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 (items i., ii and v) will receive a neutral score for these factors.

Each item is worth 3 points.

B. Review and Selection Process.

EPA Regional Review and Evaluation Steps

Step 1: All Level I and II proposals will first be evaluated by EPA Headquarters staff to see if they meet the Threshold Criteria identified in Section III. Those that do not meet the threshold Criteria will be considered ineligible and will not be scored or considered further.

Step 2: The Evaluation Team in each EPA regional office will then evaluate the eligible proposals from their region based on the ranking criteria described in Section V.A. The relevant regional office will be determined by the location of the community, not the location of the applicant.

Step 3: After the evaluation is complete, the ten regional offices will forward to the National Selection Committee (described below) the two highest ranked Level I and Level II proposals, or any combination of their four highest ranked proposals (e.g., three Level I and one Level II). Regions can forward no more than 4 proposals to the National Selection Committee although they can send fewer than 4 depending on the quality of proposals reviewed.

Step 4: EPA National Selection Committee Determination
As described above, the highest ranked proposals from each regional office based on the evaluation of the proposals against the Section V.A. criteria will be referred to the National Selection Committee for further evaluation. The National Selection Committee will consist of staff from a cross section of EPA Programs and Regions The National Selection Committee will consider and review the highest ranking proposals from the regions against the following other factors: .

- An appropriate balance of Level I and Level II cooperative agreements;
- Geographic balance of projects within each Region and throughout the nation - geographic diversity of all of the CARE funded projects collectively, so two projects in the same city or county are unlikely (see the listing of past funded CARE projects at www.epa.gov/care.
- The diverse environmental nature of the projects (major environmental concerns);
- Type of community (rural, urban, etc.);
- Type of grantee (tribe, community group, local government agency, university);
- The extent to which the projected use of funds will be spent to benefit the community.
- Projects whose environment and/or public health benefits can be sustained after the cooperative agreement is completed: and,
- Projects that are consistent with the priorities established in the Regional Strategic Plans. Regional Strategic Plans can be found at: www.epa.gov/ocfo/regionplans/regionalplans2.htm

Step 5: Final award selection recommendations will be made by the National Selection Committee to the Selecting Official from among the highest ranked proposals and based on consideration of the other factors identified in Step 4 above.

Step 6: Final applications will be requested only from those eligible entities whose initial proposals have been tentatively selected for funding**.** EPA will notify selected applicants on or before October 1, 2007.

Step 7: The Regional Grants Office will review the final application for cooperative agreement funding and will work with the Regional Project Officer to finalize a work plan. Once the formal application and work plan are approved, the Regional grants office will notify the applicant that it has been formally approved for selection and funding.

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 by October 1, 2007 by the Regional Grants offices. 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. The award notice signed by the EPA grants officer 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 applicable Regional Office via electronic or postal mail by October 1, 2007. 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 E.O. 12372, "Intergovernmental Review of Federal Programs." An applicant should consult the office or official designated as the single point of contact in his or her State 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.

Grants and agreements with institutions of higher education are subject to 40 CFR Parts 30 and OMB circular A-122 for non-profits and A-21 for institutions of higher learning.

Programmatic terms and conditions will be negotiated with the selected recipient.

C. Nonprofit 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.

D. **Reporting Requirement**

Quarterly progress reports and a detailed final report will be required. These quarterly reports will be required to be written and sent electronically to the official regional Project Officer. They will summarize the technical progress, planned activities for next quarter and give a summary of expenditures. These quarterly 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 quarterly reports will be established by EPA, after award. The schedule for submission of quarterly progress reports and any 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 grants;
- approve the qualifications of key personnel;
- review and comment on reports prepared under the resulting cooperative agreement; and,
- evaluate the engineering improvements on an EPA demonstration project.

EPA will not select employees or contractors employed by the recipient(s) and the final decision on the content of reports rests with the recipient(s).

After award and during administration of the resulting cooperative agreements, the EPA Project Officer(s) expects to hold monthly telephone conference calls with all successful award recipients. A template will be furnished on those items to be discussed.

As part of EPA's efforts to evaluate the long term effectiveness of the CARE program, EPA or its contractors or future grantees may attempt to follow-up with community stakeholders groups involved in the CARE program from time to time to ask a series of questions from the applicant regarding the accomplishments of the community after the end of the cooperative agreement. Such questions would be of a general nature such as to additional funding received and programs accomplished. EPA hopes that the applicant will be willing to provide such information when requested.

E. Annual and Other Training Requirements

Organizations submitting initial proposals that are selected will be provided training by the Environmental Protection Agency for managing the CARE grant and meeting the goals of the CARE program. Organizations whose proposals are selected for CARE grants are required to attend and participate in the training provided to the CARE grantees. **We expect to hold annual training sessions for a 3 to 5 day period. This travel is an allowable cost and should be included in an applicant's budget. (See Appendix B)**

F. 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://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm Copies of these procedures may also be requested by contacting Larry Weinstock at weinstock.larry@epa.gov

Section VII.Agency Contacts

FOR FURTHER INFORMATION CONTACT:
We have prepared a Question and Answer document which can be found on the CARE website (www.epa.gov/CARE). Any additional questions or comments must be communicated in writing via postal mail, facsimile, or by using our website listed above. Answers will be posted, bi-weekly, until the closing date of this announcement at the OAR Grants/Funding webpage (http://www.epa.gov/air/grants_funding.html).

Send mail to:
> US EPA
> Attn: CARE Program (Larry Weinstock)
> Mail Code 8001A
> 1200 Pennsylvania Avenue, NW
> Washington, DC 20460

Send fax to: 202-564-7739 (attention CARE program)

Go to our website, and click on the words contact us at the bottom of the screen:
> www.epa.gov/care

Email: weinstock.larry@epa.gov

Phone: 202-564-9226
Section VIII.Other Information

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Appendix A
CARE Required 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.

CARE Performance Measurement Requirements

To ensure the long-term viability of individual CARE projects it is critical that the program as a whole demonstrate strong results. As a part of each cooperative agreement, CARE requires grantees to provide performance information through quarterly progress reports and a final report. This information will help the CARE Team 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.

CARE Program Measures

The EPA CARE team has developed a set of measures to track the progress and results of all CARE projects. To develop this set of measures, EPA used a "logic model" approach. Using this approach, the EPA CARE tracking team first mapped out the relationships between the program's key activities and intended results, and then used this model to identify feasible and informative measures of progress. This information will be gathered primarily from grantee quarterly progress reports and final reports. EPA will use these measures to track and communicate program results.

The information that EPA is tracking for all of its CARE grantees is:

Level I Measures:

- Whether you form or focus a broad, results-oriented, collaborative, multi-stakeholder partnership to address toxics and environmental pollutants within 18 months of beginning work;
- How many and which toxic awareness raising and analytical risk screening and assessment tools did the stakeholder group use;
- Whether the stakeholder group obtained consensus on a list of priority toxic concerns;
- The amount of reductions of toxics and environmental pollutants and associated benefits achieved, if any;
- Whether you choose to apply for a CARE Level II cooperative agreement grant;
- The number and type of other organizations with whom you are partnering; and
- The resource contributions (dollar and other) the partnership has obtained from other organizations.

Level II Measures

- Whether the stakeholder group reaches consensus and produces a set of priority actions based on their priority toxics concerns within nine months of beginning work;
- Which voluntary programs you implement;
- The amount of toxics and environmental pollutants reductions and associated benefits achieved;
- Whether you are reaching your priority action targets;
- Whether you are meeting your milestones to achieve sustainability, as outlined in your work plan;
- The number and type of other organizations with whom you are partnering;
- The resource contributions (dollar and other) the partnership has obtained from other organizations;
- The amount of money the partnership raises after CARE grant funding ends; and
- Whether the partnership continues to exist after CARE grant funding ends.

Appendix B
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 CARE 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 $550
Hotel 2 nights @$150= $300
Per Diem 3 days @$46 = $138
Total $988
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 $____
Educational brochures on environmental issues related to project goal _____ to do____
    5,000 brochures @ $____ each $_____
Total Supplies $_____

Other
Printing ___environmental education signs for project goal ___ to do____$_____
Postage for 2500 mailings (issues of newsletter plus meeting announcements, other literature, and required documents) @ .37 each $_____
Telephone charges to conduct outreach for project goal _____ $_____

Total Other Costs $_____

Contractual

ABC Lead Abatement to support project goal_____ $_____
XYZ Company to conduct ____ to support project goal ____. $_____
Total Contractual Costs $_____

Total Project Estimate $_____

Appendix C
Suggestions for the Type of Information To Include in Your Narrative Proposal

Section V.A contains the evaluation criteria. EPA is providing Appendix C to give the applicant a description of the types of material we are looking for in your narrative. The same numbering system is being applied that is used in the Evaluation Criteria to make it easier to follow.

The following list is applicable to Level I Projects only

1. **Extent of environment and public health problems:**

Level I projects should be designed to help communities assess and prioritize risks, so communities are not expected to present a detailed analysis of community risks and impacts. Available information and community knowledge can be used to present a preliminary picture of community risk and impacts.

- Describe the environmental problems that cause the applicant to seek a Level I CARE cooperative agreement.
- Using available information, describe the nature of pollution in your community and identify any health and/or environmental impacts that may be related to toxics.

2. **Community involvement/collaboration/partnerships:**

- Describe what you will do to bring the community together for the purpose of collaboratively, identifying, and reducing exposure to toxics in the community.
- The narrative should explicitly describe what groups (i.e. community, business government and others as appropriate) the applicant will work with. The point of this is to allow us to evaluate your proposal in terms of whether you (1) understand who is needed, (2) understand who is missing and (3) have a plan to either get them to the table or deal with their absence.
- Explain how you not only will work with key community groups but how you will engage the community as a whole regarding the process. CARE's Level 1 intent is to engage the community as a whole regarding the identification, education and the understanding of the environmental problems and their ideas of what should be their prioritized concerns.
- List all groups that have already agreed to work with you on this project and their reason for inclusion. Indicate if you have ever worked with any of these groups in the past, and if so, when and what were the results.
- To the extent known, spell out the roles the different organizations will play and the processes through which the organizations will work together and communicate.
- For any organization listed include a contact name with a phone number in order for EPA to consider that organization to be part of the partnership.
- Please include letters of commitment from your partners wherever possible. (The discussion of the organizations you will work with will count against your page total - the letter of commitment will not). EPA reserves the right to contact organizations to verify their involvement.
- Explain your plans for providing meaningful stakeholder participation in the decision-

making process and facilitating stakeholder meetings and your plans and/or process for bringing the diverse group of stakeholders together to achieve consensus.
- Also, include (if known) partners within your community that may need to be involved but are not a part of this proposal. Explain why these partners are not included.

3. Alignment with CARE Strategies:

Discuss the connection between the three specific CARE strategies listed in Section V.A, Evaluation Criteria 3 and the problems the CARE project is intended to address, the approach the applicant plans to use, and how the proposed work aligns with these strategies. EPA recommends a separate short write-up for each strategy.

4. Project Goals and Performance Plan and Budget Accountability:
The Agency encourages applicants to use a one-page Logic Model to detail the project's plan. (See Appendix A for information on resources to help you develop a Logic Model)
- Specifically identify measurable project goals, outcomes and outputs;
- Describe how the project work planned will directly address the community's needs.
- Enumerate in the proposal tasks, and milestones (i.e. dates by which tasks will be carried out and outputs will be produced.)
- Identify what persons or organizations will have lead responsibility for tasks and milestones.
- The budget narrative should show support and alignment with the project goals and performance plan.

5. Tracking and Measuring Environmental Results:

- Describe the applicant's plan for tracking environmental results and what performance measures will be used (outputs and outcomes). Outputs are what is done and what the level of effort is (i.e. will hold a number of meetings throughout the district). Outcomes are the quantitative and qualitative effects of the results from the actions taken (i.e. the meetings engaged four additional neighborhood groups to commit to the project).
- Identify indicators and performance measures the applicant will use to determine at the conclusion of the project if goals were achieved and if the project is a success.

For additional information regarding performance measures and tracking, refer to "Developing Performance Measures" Section I.C.5 for general information and Appendix A "CARE Required Performance Measures" for specific information.

6. Programmatic Capacity:

- Describe other projects that have been successfully managed, or organizational features and controls that will help ensure the project can be effectively managed and successfully completed.
- Describe and provide substantiation of the applicant's ability to manage this CARE project.
- Describe the system(s) that will be used to appropriately manage, expend, and account for federal funds.

- If the applicant is, or has been, a recipient of an EPA grant/cooperative agreement in the last 3 years the applicant must provide information regarding compliance reporting measures, and annual financial status reporting.

The following list is applicable to Level II Agreements *only*.

1. **Environmental issues and concerns:**

   - Include information from the stakeholder group's multi-media investigation of the risks in the community.
   - Specifically identify the extent of the environmental and human health toxic problems in the community.
   - Describe the severity of the environmental and human health problems in the community.

2. **Success of Broad-Based Stakeholder Group:**

This criterion is designed to inform us about the work that you did in the past so we can judge if you are ready to be a CARE Level II community. Therefore, when answering this question you need to focus on what you have done and what you will do.
   - Describe the community's risk reduction priorities and describe the process through which the community priorities were identified.
   - Describe how broad-based the current stakeholder group is. Explain how the group represents all relevant constituencies in the community? Provide specific information on how all sectors of the community, especially community residents, were involved in the process. The point of this is to allow us to evaluate your proposal in terms of whether you (1) understand who is needed, (2) understand who is missing and (3) have a plan to either get them to the table or deal with their absence.
   - Describe how consensus was built within the partnership and the community to determine the community's priorities.
   - Describe how effective the stakeholder group has been in examining the toxic problems in the community?
   - Describe how the community members and partnerships have participated and will participate in the planning, performance, and evaluation of the Level II proposed project.
   - substantiate the group and it's its accomplishments by submitting information about the already formed Stakeholder Group including membership, meeting notes and any reports or work products produced.

3. **Ability to Leverage New Resources and Sustain Community Efforts to Understand and Improve the Environment**:

   - Describe funds or other resources that have been committed, will be committed and/or have been sought to support the goals of this project (in addition to the EPA CARE proposal).
   - Detail if there are current or future plans to solicit funding from any other EPA source(s) for work related to this proposal.

- Include letters of commitment from your partners wherever possible. Letters of commitment do <u>not</u> count toward the page limitation.
- Provide a plan for leveraging local and national funding resources to address community priorities and can describe how Level II CARE funds will be used as a part of this broader plan.
- Describe how the applicant will develop a partnership and community infrastructure so that the stakeholder group can continue the community-based environmental and health protection work in the future.

4. Alignment with CARE Strategies:

Discuss the connection between the two strategies listed in Section V.A, Evaluation Criteria #4, the problems the CARE project is intended to address, the approach the applicant plans to use, and how the proposed work aligns with the three strategies. EPA recommends, but does not require, a separate short write-up for each strategy.

5. Project Goals and Performance Plan and Budget Accountability:
The Agency encourages applicants to use a one-page Logic Model to detail the project's plan. (See Appendix A for information on resources to help you develop a Logic Model)
- Specifically identify measurable project goals and outputs;
- Describe how the planned project work will directly address the community's needs.
- Enumerate in the proposed tasks, each task's milestones (i.e. dates by which tasks will be carried out and outputs will be produced.)
- Identify what persons or organizations will have lead responsibility for tasks and milestones.
- The budget narrative should show support and alignment with the project goals and performance plan.

6. Tracking and Measuring Environmental Results:

- Describe the applicant's plan for tracking environmental results and what performance measures will be used (outputs and outcomes). Outputs are what is done and what the level of effort is (i.e. will hold a number of meetings throughout the district). Outcomes are the quantitative and qualitative effects of the results from the actions taken (i.e. the meetings engaged four additional neighborhood groups to commit to the project).
- Identify indicators and performance measures the applicant will use to determine at the conclusion of the project if goals were achieved and if the project was a success.

For additional information regarding performance measures and tracking, refer to "Developing Performance Measures" Section I.C.5 for general information and Appendix A "CARE Required Performance Measures" for specific information.

7. Programmatic Capacity:

- Describe other projects that have been successfully managed, or organizational features and controls that will help ensure the project can be effectively managed and

successfully completed.
- Describe and provide substantiation of the applicant's ability to manage this CARE project.
- Describe the system(s) that will be used to appropriately manage, expend, and account for federal funds.

If the applicant is, or has been, a recipient of an EPA grant/cooperative agreement in the last 3 years the applicant must provide information regarding compliance reporting measures, and annual financial status reporting