

US EPA ARCHIVE DOCUMENT

AGENCY: Environmental Protection Agency (EPA)

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

ACTION: Request for Proposal (RFP) Amendment No. 1

RFP NO: EPA-OAR-IO-08-02

CFDA: 66.035

DATE: February 12, 2008

SUMMARY: This notice is to add supporting attachments (2) to above referenced RFP.

Accordingly,

Attachment I shall read as follows,

2008 SAMPLE TEMPLATE FOR CARE PROPOSAL PACKAGE

I. Title Page - should contain the following information only

- A. Name, address and phone number of organization applying
- B. Name and location of the Community
- C. Name of a contact person
- D. Whether you are applying for a Level 1 or Level 2 grant
- E. The amount of money requested.

II. Proposal (10 page maximum)

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

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

C. Community Profile -- A profile of the community served by the proposed project

D. 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 each of the evaluation factors in Section V of the RFP. To assist potential applicants in the preparation of their proposals, EPA has provided "suggested types of information" in Appendix C of the RFP.

Level I project description should include a reasonable level of detail on the:

- Project's purpose, in a brief concise paragraph
- Extent of environmental and public health problem affecting the community
- Project goals and performance plan with proposed timeline
- Community involvement/collaboration/partnership

- Alignment with the CARE strategies (as identified in Section I.B.2)
- Tracking and measuring environmental results, including a plan with milestones for tracking and measuring progress towards achieving the expected project's outcomes and outputs
- Applicant's programmatic capability

Level II project description should include a reasonable level of detail on:

- Project's purpose, in a brief concise paragraph
- Environmental issues and community concerns including both those considered and the ones identified to be addressed by the project
- Project goals and performance plan with proposed timeline
- Names of the members of the broad-based stakeholder group (those who participated in Level I work and those who will be part of the Level II project).
- Results of the Level I work including the priority risks
- Ability to leverage new resources and sustain community efforts to understand and improve the environment
- Project's alignment with CARE strategies (as identified in Section I.B.2)
- Tracking and measuring of environmental results, including a tracking and measurement plan with milestones, that address the progress of achieving the expected project outcomes and outputs
- Applicant's programmatic capability

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

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

III. Letters of Support

These are references or letters confirming the commitment of other organizations or individuals in the project

IV. Other Supplemental Information

Please make sure that you and your project are eligible and fit the CARE program model

- **Level I Grant Applicants can submit no additional material**
- **For Level II Grant Applicants Only:**

Additional supplemental information can only be provided to demonstrate that the applicant has met the threshold criteria for a Level II grant (e.g. membership lists, meeting notes, reports).

You can submit no more than five (5) attachments of no more than 50 TOTAL pages of substantiating materials.

Accordingly,

Attachment II shall read as follows,

2008 CARE RFP Checklist for Applicants

This checklist is intended to remind you of key points in the CARE RFP. It is not intended to replace the RFP, and you are encouraged to read the entire RFP carefully before writing and submitting your proposal.

- Make sure your *organization* is eligible to receive a CARE Cooperative Agreement before you apply. Refer to Section III.A. Eligible Entities of the CARE RFP.
- Make sure your *proposal* is eligible to receive a CARE Cooperative Agreement. Refer to Section III.B. Threshold Eligibility Requirements of the CARE RFP.
- For Level II applicants, make sure you meet the threshold requirements explained in Section III.B.10 Threshold Factor for Level II Proposals Only of the CARE RFP.
- Make Sure Your Narrative Proposal:
 - Conforms to the outline in the CARE RFP, Section IV.B. Content and Format of Proposal.
 - Does NOT exceed 10 pages in length (attachments will not be counted in the total). Pages in excess of 10 will not be considered.
 - States whether you are applying for a Level I or Level II CARE proposal.
 - Level II Applicants are allowed to up to five (5) attachments of no more than 50 TOTAL pages of substantiating materials.
 - Addresses each of the evaluation criteria for the appropriate level CARE proposal. Refer to Section V.A. of the CARE RFP.
 - Includes a detailed budget that reflects your project description and implementation plan. Refer to Section IV.B.3. and Appendix B of the CARE RFP for information about the budget and a sample budget.
 - Includes in the budget costs associated with travel to the annual CARE national training for each year of the project. Refer to Section I.B.7 of the CARE RFP.
- When you Submit Your Proposal Make Sure Your Package:
 - Is received by: 6:00 p.m. EST on March 17, 2008.
 - Is submitted either in hard copy or electronically.
 - If you submit your proposal in hard copy it must be received by the deadline and you must submit one signed original and two copies. Refer to Section IV.D Instructions for Hard Copy Submissions. **Hard copies will only be accepted if sent by an express delivery service.**
 - If you submit your proposal electronically, you must follow the instructions in Section IV.E Instructions for Submission via Grants.gov.
 - Is not faxed. Facsimile submittals will not be accepted.