AGENCY: Environmental Protection Agency (EPA)

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

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

RFP NO: EPA-OAR-IO-09-02

CFDA: 66.035

DATE: January 7, 2009

SUMMARY: This notice makes a correction to the Narrative Proposal page limit for RFP # EPA-OAR-IO-09-02, "Community Action for a Renewed Environment".

Accordingly,

On page 24, shall now read as follows:

Section IV -- Proposal and Submission Information

C. Content of Proposal Submission

The proposal package *must* include all of the following materials:

- **Standard Form (SF) 424, Application for Federal Assistance**
Complete the form (available at http://www.epa.gov/ogd/forms/forms.htm .There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424.

  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.

- **Standard Form (SF) 424A , Budget Information**
Complete the form (available at http://www.epa.gov/ogd/forms/forms.htm .There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

- **Narrative Proposal**
The document should be readable in PDF for Windows and consolidated into a single

file and be prepared as stated below.

The Narrative Proposal (including numbers 1 and 2 below) cannot exceed a maximum of 13 single-spaced typewritten pages. Pages in excess of 13 will not be considered. Supporting materials, such as resumes and letters of support can be submitted as attachments and are not included in the 13-page limit.

1. Title Page

The title page shall contain the title of the project, name, address and phone number of the organization applying, the name of a contact person, the location of the community (general information such as town/county and State not a long description, e.g., NE Metropolis, New York; Columbus and Lincoln Counties Florida; Springfield, Alaska), whether the application is for a Level I or a Level II cooperative agreement and the amount of money requested. The title page should have no other information.

2. Narrative Proposal

The Narrative Proposal workplan described below must explicitly describe how the proposed project meets the guidelines established in Sections I-III (including the threshold eligibility criteria in Section III.C) of this announcement, and must address each of the evaluation criteria set forth in Section V.

- Applicants for Level II cooperative agreements are allowed to include up to five (5)
  attachments of no more than 50 TOTAL pages of substantiating materials (e.g. membership lists, meeting notes, reports) These attachments should demonstrate that the Level 2 applicant has met the Level 2 threshold criteria for a Level II grant. The CARE Level 1 projects do not have to meet this criterion.
- If other information is included, it will be removed from the package and not considered.
- Pages must be numbered in order starting with the "Project Title" and continuing through the "Key Personnel" sections.
- The narrative proposal workplan must contain information that addresses the ranking factors in Section V of this solicitation 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 applicant's 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, description of the community, and other information that would be useful to understand the target

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population. Please specify how you are defining the community, whether by political boundary such as county, by geographical boundary such as watershed or valley, or by neighborhood or any other definition.

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 each of 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 will help the applicant respond to the requirements of the Evaluation Criteria elements specified in Section V.

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 problems 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 the:
- 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

v. Key Personnel -- Brief biographical sketches of key project managers, community organizers or technical experts who will be involved in the proposed project.

vi. 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)
Please provide the following in your detailed itemized budget:
- Personnel Cost (if any)
- Fringe Benefits (if any)
- Contractual Costs
- Travel
- Equipment
- Supplies
- Other
- Total Direct Costs
- Total Indirect Costs*
- Do not include any leveraged funds in your formal budget request.

*Selected applicant(s) will need to submit a copy of their current indirect cost rate that has been negotiated with a federal cognizant agency.

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

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

viii. Past Performance
 a. Programmatic Capability: Submit a list of federally funded assistance agreements **(assistance agreements include Federal grants and cooperative agreements but not Federal contracts)** similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and

(ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports.

b. Reporting on Environmental Results--Outcomes and Outputs: Submit a list of federally funded assistance agreements **(assistance agreements include Federal grants and cooperative agreements but not Federal contracts)** that your organization performed within the last three years (no more than 5, and preferably EPA agreements**),** and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not.

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